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Agency Name: Fort Bend County
Grant/App: 1919112 **Start Date:** 9/1/2018 **End Date:** 8/31/2019

Project Title: Felony Drug Court (CARD), Misdemeanor DWI Court and Misdemeanor Drug Court
Status: Application Pending Submission

Eligibility Information

Your organization's Texas Payee/Taxpayer ID Number:
17460019692080

Application Eligibility Certify:
Created on:12/27/2017 8:09:22 AM By:Stanford Polk

Profile Information

Applicant Agency Name: Fort Bend County
Project Title: Felony Drug Court (CARD), Misdemeanor DWI Court and Misdemeanor Drug Court
Division or Unit to Administer the Project: Fort Bend County Community Supervision and Corrections Department
Address Line 1: 4520 Reading Road Suite B
Address Line 2:
City/State/Zip: Rosenberg Texas 77471-2582
Start Date: 9/1/2018
End Date: 8/31/2019

Regional Council of Governments(COG) within the Project's Impact Area: Houston-Galveston Area Council
Headquarter County: Fort Bend
Counties within Project's Impact Area: Austin,Fort Bend,Harris,Matagorda,Waller,Wharton

Grant Officials:

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Title: Mr.

Salutation: Mr.

Position: Supervisor

Grant Vendor Information

Organization Type: County

Organization Option: applying to provide services through a Community Supervision and Corrections Department (CSCD)

Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):

17460019692080

Data Universal Numbering System (DUNS): 081497075

Narrative Information

Introduction

This application is for grants under the Specialty Courts Program.

Please read the [funding announcement](#) for program rules and application guidelines and review the *Guide to Grants, Grantee Conditions and Responsibilities* and *Standard Certifications and Requirements* - all available at [CJD's resources webpage](#) - for standard rules and conditions the applicant agrees to when certifying an application.

How to Apply for a CJD Grant contains special instructions for this application, and *Developing a Good Project Narrative* is essential reading for drafting effective responses to the nine boxes below in the "Project Narrative" section. Both are also available at [CJD's resources webpage](#), and applicants wishing to receive a grant should review them closely. Applicants that fail to adequately respond to the prompts will NOT be selected by CJD for funding.

Applications for local or regional projects under this announcement will first be reviewed and ranked by the relevant regional Council of Governments' (COG) Criminal Justice Advisory Committee, and some COGs have additional, mandatory application procedures. Applicants should contact their COG's criminal justice planner early as possible for instructions. The local criminal justice planners are also the first, best contact for questions regarding the application or program, and [their contact information can be found here](#).

Unless otherwise specifically instructed, DO NOT UPLOAD ATTACHMENTS with further information. Use the space provided here to address any aspects of the project you consider relevant.

Program-Specific Questions

A. Specialty Courts

If applicant applying to fund a specialty court operating under Ch. 121 of the Texas Government Code, enter the **CJD ID for the court** (list available [here](#)). If the application is for multiple courts, enter "999". If applicant is not, enter "0":

999

B. Drug Testing

If the project tests program participants for drugs or alcohol, describe the testing policy, including the method used for testing and the frequency of testing for participants. Enter '**N/A**' if the project does not have participants or those participants are not drug tested.

Testing mechanisms include urinalysis, saliva alcohol test, breathalyzer and hair follicle testing. Program Participants of the Felony Drug Court are tested randomly for drug and alcohol use a minimum of one time weekly throughout the first phase of the program. Participants of the Misdemeanor Drug Court are randomly drug tested a minimum of one time weekly during the first phase of the program and Participants of the DWI Court Program are initially tested a minimum of three times per month. During the second phase of each program participants are drug/alcohol tested a minimum of two times monthly and during the third phase they are tested a minimum of one time monthly. The frequency of testing is reduced as the participant progresses through the program and is based on their ability to remain chemical-free and programs' phase. The supervision officer and the Fort Bend County CSCD UA technician are the primary administrator of testing; however, the treatment providers are also available for administering additional random tests as needed. Once a participant is accepted into one of the programs, they are placed on a color/phase code random drug-testing program. Participants are required to call in daily to inquire as to whether their assigned color or phase is the day's choice. If so, the participants are required to report by the 10:00am of that day to submit to drug/alcohol testing. To prevent tampering or adulteration drug and alcohol testing is administered under the direct observation of the supervision officer, UA technician, or treatment staff. Participants are tested for alcohol, amphetamines, methamphetamines, opiates, PCP, barbiturates, benzodiazepine, cocaine, synthetic drugs and marijuana. Decisions of which substances to test for are based on the participant's substance abuse history. The program uses on-site drug testing screening which is a preliminary test that provides results within five minutes. The programs have the available option of submitting to independent laboratory processing to obtain a GC/MS confirmation. An independent laboratory with GC/MS confirmation conducts all hair follicle testing. Prior to successful discharge of the program all participants, with the exception of participants of the DWI Court, must submit to a hair follicle test with negative results.

C. Juvenile Case Managers

Select the option that best describes the support for juvenile case managers (including programs administered by juvenile case managers) in this project:

No support for juvenile case managers

Support for juvenile case managers to address truancy only

Support for juvenile case managers to address juvenile crime

If this project includes support for juvenile case managers, select all options that apply. The juvenile case managers under this project will be employed or co-employed by:

- A truancy court under Chapter 65, Texas Family Code
- An independent school district
- A juvenile probation department
- A juvenile criminal court
- Another type of entity
- This project does not support juvenile case managers

If this project supports juvenile case managers, list the names of the entities employing, co-employing, or utilizing the case managers, including the name of the truancy court and the name of the school district (if applicable). Projects that do not support juvenile case managers should enter **N/A**:

N/A

If this project supports juvenile case managers, list any of the entities entered immediately above that currently employ juvenile case managers. If the project does not support juvenile case managers or none of the entities currently employ them, enter **N/A**:

N/A

If the applicant is applying for funds to support a juvenile case manager, check all that apply (all other applicants select the last option):

- Each county of the applicant retains funds collected under Sec. 102.015, Texas Code of Criminal Procedure
- Each municipality of the applicant retains funds collected under Sec. 102.015, Texas Code of Criminal Procedure
- Each county of the applicant currently collects fees to support juvenile case managers under Sec. 102.0174, Texas Code of Criminal Procedure
- Each municipality of the applicant currently collects fees to support juvenile case managers under Sec. 102.0174, Texas Code of Criminal Procedure
- Each county of the applicant has established a judicial trust fund under Sec. 36.001, Texas Government Code
- Each municipality of the applicant has established a judicial trust fund under Sec. 36.001, Texas Government Code
- Applicant is not applying for funds to support a juvenile case manager

D. Evaluation Projects

This section regards any evaluation budget line item and/or selection of "Program Evaluation" as a project activity.

Tier-One Evaluations

Evaluations of programs that have been implemented and the evaluations will test the fidelity of the program based on proven models or best-practices. The evaluation also will review available program output and outcome information.

Does this application include a tier-one evaluation?

- Yes
- No

If you answered '**YES**' above, describe below the best practices/model to be used in a fidelity and performance evaluation, the goal(s) of the evaluation, and why it is needed. If you answered '**No**' above, enter '**N/A**'.

N/A

Tier-Two Evaluations

Evaluations directed at measuring the effectiveness of proposed new program models or significant changes in present program models. The goal of tier-two evaluations is both to measure the program's effectiveness and to produce data and evidence necessary for others to replicate the program models and to develop best practices that CJD can use in supporting similar efforts.

Does this application include a tier-two evaluation?

- Yes
- No

If you answered '**YES**' above, describe below why this new program model is needed and the goal(s) of the evaluation. If you answered '**No**' above, enter '**N/A**'.

N/A

If you answered **NO** to both questions above, check this box.

E. Sustainment

How many additional years, beyond this request, do you plan to request continuation funding?

3

1) If you entered three (3) years or fewer, provide a brief explanation of your sustainment plan (if you entered more than three years or the project will not be sustained, enter '**N/A**'):

The Felony Drug Program was established in 2002. The Misdemeanor Drug Court and the Misdemeanor DWI Court were established in 2006. The CSCD, District Attorney's Office and current treatment providers along with the local Judicial Courts will continue to collaborate to ensure these specialty courts continues to exists. The CSCD and treatment providers will continue to allocate funds and personnel to support these specialty Court Programs.

2) If you entered more than three (3) years, explain the longer term sustainment plan or why other resources cannot be used to continue this project and why a sustainment strategy is not possible (if you entered three years or fewer or the project will not be sustained, enter '**N/A**'):

Currently the programs are primarily funded through the CSCD budget. The Drug/DWI Court Officers and Drug Court Coordinator positions are funded through the CSCD Basic/CCP Supervision and CJAD Diversion Grant Program funds. Treatment services are primarily funded through CSCD TAIP and Basic Supervision, Treatment Providers' DSHS funds, Fort Bend County contribution, and CJD Grant funds. Drug testing supplies and the drug testing Monitor position are funded through the CSCD Basic Supervision funds. The programs anticipate continued collaboration with the treatment providers to assist with funding treatment services. The CSCD will continue to apply for Diversion Program funds through CJAD. Furthermore, based on the number of offenders served through the Specialty Court Programs, and their outcome measures, additional financial support will be sought from Fort Bend County. These programs will continue to explore and identify all local and state funding opportunities. Until additional funding resources are allocated, the programs will need to continue to depend on CJD funds to ensure the ongoing and stable operation of the programs.

Certifications

In addition to the requirements found in existing statute, regulation, and the funding announcement, this program requires applicant organizations to certify compliance with the following:

A. Constitutional Compliance

Applicant assures that it will not engage in any activity that violates Constitutional law including profiling based upon race.

B. Information Systems

Applicant assures that any new criminal justice information systems will comply with data sharing standards for the Global Justice XML Data Model and the National Information Exchange Model.

C. Bulletproof Vests

Applicant assures that if it plans to purchase body armor with grant funds, that it has adopted a mandatory wear policy and that all vests purchased have been tested and found to comply with the latest applicable National Institute of Justice (NIJ) ballistic or stab standards. Additionally, vests purchased must be American-made.

D. Uniform Crime Reports

Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to the Texas Department of Public Safety for inclusion in the annual Uniform Crime Report (UCR) and must have been current for the twelve previous months.

E. Criminal History Reporting

The county (or counties) in which the applicant is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety for calendar years 2011 through 2015.

F. DNA Testing of Evidentiary Materials

When funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS) by a government DNA lab with access to CODIS.

G. Interoperable Communications

Funds to support emergency communications activities must ensure compliance with the FY 2015 SAFECOM Guidance on Emergency Communications Grants; adherence to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band; and are fully coordinated with the full-time Statewide Interoperability Coordinator (SWIC) for Texas.

H. Twelve-Step Programs

Grant funds may not be used to support or directly fund programs such as the Twelve Step Program which courts have ruled are inherently religious. OOG grant funds cannot be used to support these programs, conduct meetings, or purchase related materials.

I. Specialty Court Certifications

If the applicant is a specialty court operated under Ch. 121 of the Texas Government Code, the following certifications apply:

1. The specialty court will develop and maintain written policies and procedures for the operation of the program.
2. The applicant will submit a copy of any project evaluations, evaluation plans, recidivism studies, or related reports that are completed during the grant period to CJD.

J. Generated Program Income

Unless specifically and explicitly authorized to do otherwise by OOG, at OOG's sole discretion, the applicant will report Generated Program Income (GPI), which includes any portion of fees collected from program participants and retained by the grantee. GPI will be applied to the grant through a grant adjustment. GPI must be used to offset project costs and must be expended prior to seeking payment from OOG.

K. Immigration and Customs Enforcement Requests

The full text of this certification can be found [here](#). To be in compliance with this requirement, any county or municipal government that includes a department that detains individuals after arrest for a criminal violation must provide a letter signed by the head of each such department certifying to the requirements. This letter may be used for any application submitted to OOG for a period of up to two years from the date it is signed. If that period expires during the project period of any grant, the grantee must submit an updated letter for each such grant to remain in compliance with this requirement.

All applicants must select one of the following options:

- Applicant is not a county or municipal government
- Applicant is a county or municipal government and does not include any department that detains individuals after arrest for a criminal violation at any time
- Applicant is a county or municipal government that includes department(s) that detain individuals after arrest for a criminal violation. Letters certifying compliance and signed by the heads of all such departments have been uploaded to this application.
- Applicant is a county or municipal government that includes department(s) that detain individuals after arrest for a criminal violation. The Authorized Official has read the certification found on the aforementioned CJD website. Further, the Authorized Official will not be submitting signed letters certifying compliance from the heads of all such departments and understands that failure to comply with this certification may result in OOG, at its sole discretion, rejecting this application and any other application from the relevant county or municipal government.

L. Civil Rights Liaison

A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with CJD and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

Jenetha Jones

Enter the Address for the Civil Rights Liaison:

301 Jackson Street Richmond, Texas 77469

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]:

281-341-8608

Overall Certification

Each applicant agency must certify to the specific requirements detailed above as well as to comply with all requirements within the CJD Funding Announcement, the *Guide to Grants*, the *Grantee Conditions and Responsibilities*, any authorizing or applicable state and federal statutes and regulations to be eligible for this program.

I certify to all of the application content & requirements.

Project Abstract :

Although there are existing alternatives through community supervision there is still a need for more intensive programs such as the CARD Program (Felony Drug Court), Misdemeanor Drug Court and the DWI Court. When individuals are placed on Community Supervision with an existing substance abuse problem, there is often a lapse in time before the problem is identified and appropriate assessments and referrals to treatment services occur. The Drug Courts and the DWI Court immediately identify individuals with a substance abuse problem and provide immediate assessments and referrals to treatment services. The primary goal of each program is to provide an effective and accountable response by the criminal justice system that breaks the cycle of drug and alcohol addiction and criminality in our community. The programs are also designed to promote a sober and healthy lifestyle through brokering community treatment services and promoting community safety while at the same time reducing recidivism. The primary focus of the Felony Drug Court Program (CARD) is on State Jail Felony and/or Third Degree non-violent felony offenders with the underlying issue being a substance abuse problem. Other felonies of other levels, including felony DWI, are considered on a case-by-case base. The Misdemeanor Drug Court focuses on individuals charged with a Misdemeanor Possession of Marijuana or a Misdemeanor Possession of a Controlled Substance. Other non-violent Misdemeanor charges are considered if the underlying circumstances of the offense involve substance abuse. The DWI Court Program focuses on individuals charged with a Misdemeanor class A DWI arrest. Class B Misdemeanor DWI offenders who have demonstrated a significant substance abuse problem may be considered on a case by case basis depending upon program availability. Each program's operational guidelines include the ten key components as established by the National Association of Drug Court Professionals (NADCP). After an individual is arrested, a pre-trial interview is conducted and individuals are screened for possible referral to the CARD Program, Misdemeanor Drug Court or the DWI Court. Offenders who are currently on community supervision and have demonstrated a significant substance abuse problem may also be referred to the appropriate program with the courts approval. Once the criteria for admission to the program have been met, the participant will meet with the Drug Court Officer who will conduct an intake that will include a complete social and substance abuse history. Participants shall be immediately referred for a Substance Abuse Evaluation with a designated treatment provider who will identify treatment needs and refer the participant to the appropriate treatment services. The treatment provider, Drug Court Officer and the program participant work together to develop an individual treatment plan. Participants shall be required to submit to random alcohol/drug screening. Each program activities consist of three phases with the exception of the CARD program, which consist of a Preliminary Recovery Exposure Phase along with the three phases. The participants are required to attend weekly court sessions, submit to random drug/alcohol testing, attend substance abuse treatment, individual and/or family counseling, peer support meetings and aftercare groups. Participants are also required to report to their assigned Drug Court Officer and are subject to monthly home/field visits by their assigned Drug Court Officer. Treatment and supervision requirements may be adjusted at any time during any phase to meet the participant's need, which may include referrals to residential substance abuse treatment. Graduated sanctions and incentives are utilized throughout the program phases to assist in the success of the participants. Participants are also assessed and referred to a cognitive behavioral program. Successful completion of each program is determined once the participants complete all phases of the program, met all treatment goals and objectives and remained drug and alcohol free. These specialized programs were established as follows: Felony Drug Court January 2002, DWI Court February 2006, Misdemeanor Drug Court March 2006.

Problem Statement :

Fort Bend County has limited substance abuse resources and individuals arrested for a drug-related or alcohol-related offense usually return to their criminal activity and substance abuse habit upon release from jail. Without the existence of the Drug and DWI Courts the local court system has limited mechanisms through which it can effectively handle nonviolent drug offenders and offenders arrested for an alcohol related offense. Occasionally, Community Supervision is unaware of an existing substance abuse problem which creates a lapse in time before appropriate assessments and treatment services occur. The Fort Bend County DWI Court and Drug Courts seek to alleviate this problem through early identification of substance abuse disorders, intensive substance abuse treatment and court intervention.

Supporting Data :

The primary substances being abused in Fort Bend County are alcohol, crack cocaine, marijuana and prescription drugs. Other substances being abused include amphetamines, methamphetamines, PCP and opiates. The County has also experienced an increase in use of synthetic drug use, which includes K-2/SPICE and Bath Salt. In addition, the CSCD and Pre Trial Department drug-testing program has experienced an increase in positive drug test results for methamphetamines and heroin admissions. Repeat offenses, as a norm, are the result of a lack of treatment services to effectively address the problem of substance abuse. According to the United States Census Bureau in the year, 2016 Fort Bend County population estimate was 741,237, which indicates a growth rate of 26.8% since 2010. With the growing population in Fort Bend County, the need for additional and more intensive substance abuse treatment services also continues to grow. The State Office of Court Administration indicates as of August 31, 2017, there were 2871 active felony criminal cases pending disposition in Fort Bend County. Of the felony cases pending, 28% were alcohol or drug related offenses. This percentage does not include theft or property crimes, which is commonly associated with substance abuse. Of the 7,702 misdemeanor, criminal cases that were pending in Fort Bend County on August 31, 2017, 43% were classified as alcohol or drug related offenses. According to the Fort Bend County Community Supervision and Corrections Department's Offender Profile Data at the end of fiscal year 2017, 46% of individuals under direct supervision were placed on Community Supervision for an alcohol or drug related offense. The Fort Bend County Pre-Trial Department (operated through the CSCD) supervises individual with pending cases that are court ordered to submit to random alcohol/drug testing. FY 2017 the Pre-Trial Department served approximately 1300 offenders in which 69% of these offenders submitted to a positive alcohol/ drug test or admitted to illicit drug/alcohol use. These individuals are considered potential candidates for the DWI/Drug Court Programs. A recent study completed by the Fort Bend County Community Supervision and Corrections Department indicates that the Felony Drug Court Program (CARD) has a recidivism rate of 22% over a three-year period. The three-year recidivism rate for the Misdemeanor Drug Court is 14%. FY 2017 results for the DWI Court Program indicate a successful

completion rate of 93%. As of FY 2017, 72% of the participants enrolled in the Felony Drug Court Program have successfully completed the program. The recidivism and successful completion rate of each program indicates that these specialty court programs are effective in reducing criminal activity related to substance abuse and are cost effective.

Project Approach & Activities:

The Drug/ DWI Court programs are special "Problem-Solving" Courts given the responsibility to handle cases involving drug and alcohol offenders through intense supervision, substance abuse treatment, drug testing, and immediate sanctions and incentives. Graduated sanctions, including jail time, are imposed for noncompliance. The programs strive to make sure consequences for participants' behavior are predictable, fair, consistent, and administered in accordance with evidence-based principles of effective behavior modification. Conversely, incentives are applied for continual compliance. The Drug/DWI Court teams are comprised of the Judge, Drug Court Coordinator, prosecutor, defense attorney, supervision officers, and treatment providers. This type of supervision provides a more comprehensive supervision of drug using offenders than any other form of community supervision. Fort Bend County's Drug/DWI Court programs are design to reduce recidivism through evidence-based practices, and effective and accountable response from the criminal justice system that breaks the cycle of drug and alcohol addiction and criminality. These programs help participants develop sober, healthy lifestyles by undergoing intensive supervision and treatment directed through the Drug/DWI Court teams. Upon successful completion of the program, an individual should be able to cope with an addiction problem in a socially acceptable manner, maintain employment or full-time student status and be a contributing member of the community. Each court team quickly and accurately identifies defendants with alcohol or drug abuse problems to initiate the assessment and referral process. Potential participants are identified through a screening process conducted by the Drug Court Officers or the CSCD Pretrial Officer with offenders who are required as a condition of bond to submit to random alcohol/drug testing. Each program consists of three phases with the exception of the Felony Drug Court program, which consist of a Preliminary Recovery Exposure Phase along with the three phases. Program design is based on the ten key components. The programs serve cases that originate from the Fort Bend County Criminal County and District Courts Dockets. The supervision of participants is conducted by the Community Supervision and Corrections Department who employs the Drug/DWI Court Officers and Coordinator. Participant may be required to pay a fee to the CSCD in the amount of not less than \$25.00 and not more than \$60.00 per month (Art. 42A.652 Code of Criminal Procedures Monthly Fee). In lieu of Probation Supervision Fees, the court may order participants to pay a program participation fee not to exceed \$1000.00 per participant. Eligibility and exclusion criteria for the Drug Court are predicated on empirical evidence indicating which types of offenders can be treated safely and effectively in Drug Courts. This criterion is listed in the policy manual. The Assistant District Attorney and Defense attorney's assigned to the Drug Court teams have a thorough understanding of the eligibility requirements. Candidates are evaluated for admission to the Drug Court using evidence-based assessment tools and procedures. Potential Drug Court participants who have historically experienced sustained discrimination or reduced social opportunities because of their race, ethnicity, gender, sexual orientation, sexual identity, physical or mental disability, religion, or socioeconomic status receive the same opportunities as other citizens to participate and succeed in the Drug and DWI Court Programs. The Drug Court judge and Team Members stays abreast of current law and research on best practices in Drug Courts by attending annual conferences associated with Specialty Courts. The Felony Drug Court Judge participates regularly in team meetings, interacts frequently and respectfully with participants, and gives due consideration to the input of other team members. The Judge takes into account recommendations by team members; however, he/she is the ultimate decision maker on the team. Treatment providers ensure participants receive substance abuse treatment based on a standardized assessment of their treatment needs. Substance abuse treatment is not provided to reward desired behaviors or punish infractions. In the programs, treatment is only used as a therapeutic response. Treatment providers are trained (Licensed Chemical Dependency Counselors) and supervised to deliver a continuum of evidence-based interventions that are documented in treatment manuals. Other means are in place to monitor program performance; these include an internal audits and graduate surveys.

Capacity & Capabilities:

Each program consists of a Judge, Coordinator, Prosecutor, Defense Attorney, Supervision Officer and Treatment Provider. Program capacity will not exceed 45 participant per Supervision Officer. Program Supervisor is responsible for monitoring caseload census to ensure Supervision Officers have adequate time to evaluate participants' performance, share significant observations with team members and perform other required duties related to the supervision of program participants. Judge: is the ultimate decision-making authority and motivator. The Judge is responsible for holding the clients accountable for their behavior through the imposition of court-ordered sanctions and incentives. The judge is also responsible for holding team members accountable for performing their respective roles in a timely, honorable, and integrated manner. Defense Attorney: primary role is to ensure that the rights of the program participants remain protected. Prosecutor: serves as the public representative of the community. The prosecutor protects the rights of any victims and the community at large by ensuring that the participants are held appropriately accountable for their behavior while in the program. The prosecutor's role is non-adversarial, supportive, and constructive. The prosecutor is the ultimate gatekeeper for potential participants. Supervision Officer/Coordinator: a certified community supervision and corrections officer who serves as the case manager and coordinator. The officer regularly meets with the program participants to monitor compliance with the program guidelines and objectives, coordinates team meetings and conducts ongoing assessments of program participants. The officer also brokers services to meet participants' needs, provide ongoing documentation for tracking and ensure timely reporting and accuracy of drug-testing results. The coordinator oversees the daily operation of the program. The coordinator/officer is the primary link between the Judge and CSCD regarding participants' progress and/or problems. Treatment Provider: provides individual, group and family-base treatment services to program participants. The treatment provider's responsibilities include providing weekly progress reports and regularly communicate to team members' treatment progress of participants. The treatment provider is present at weekly staffing to address and interpret clinical issues and questions regarding treatment. The DWI Court Team with the exception of the Defense Attorneys attended the DWI Court Training sponsored by the National Highway Traffic Safety Administration, U.S. Department of Transportation, TX DOT and in collaboration with the National Drug Court Institute July 2005 prior to the program inception. The DWI Court Judge, CSCD Administrators and the DWI Court Officer observed and trained with the New Mexico DWI Court Program. The Felony and Misdemeanor Drug Court team members attended an "Operational Team Tune-Up", which was conducted by the National Drug Court Institute. Team Members of the DWI, Misdemeanor and Felony Drug Courts attended the annual Texas Association of Specialty Court Conference. In July 2007, the Fort Bend County CSCD contracted with the National Drug Court Institute who provided training to enhance each program performance and a general overview of the Ten Key Components, Training, and feedback after observing each Court program. The program team members will continue to attend ongoing training related to Drug/DWI Courts to include the annual Texas Association of Specialty Courts Conference and the NADCP Annual Training Conference scheduled for May 2018.

Performance Management :

The goal of the programs are to reduce recidivism by providing an effective and accountable response from the criminal justice system that breaks the cycle of drug and alcohol addiction and criminality in our community. The programs are also designed to promote a sober and healthy lifestyle through brokering community treatment services and promoting community safety. The programs are designed in a way that

the participants become vested in their recovery. The programs requires that the participants make positive changes in their lives and provides them the tools to maintain these changes after completion of the program. Since the Drug Courts began, these cost effective court programs have reduced recidivism and decreased criminogenic risk factors including substance abuse among Fort Bend County offenders. The programs also focus on other criminogenic factors that often lead to re-arrest of offenders. These criminogenic areas include education/employment, family problems, criminal attitudes, housing, and companions. As a team, the goal is early identification of particular risk factors, so these areas can be addressed. Since we are successful in identifying the needs of each participant, a more effective treatment plan is developed; in turn this results in a higher success rates. Sixty to eighty percent of drug abusers commit a new crime (typically a drug-driven crime) after their release from prison. (NADCP.org) Within the State of Texas, offenders sentenced to SAFPF for FY 13, the recidivism rate was 44.4%. For offenders sentenced to an Intermediate Sanctions Facility for FY 13, the recidivism rate was 59.2 %. Currently the Fort Bend County Felony Drug Court Program has a 78% success rate based on a three-year recidivism rate. The low recidivism rate saves tax dollars for the County by reducing re-arrests and freeing up jail beds. The average cost if an offender completes the Felony Drug Court Program in fifteen months is \$4,450 per offender. By comparison, according to the Fort Bend County Jail, for FY 18, it cost \$86.65 per day to house an inmate in the County Jail. Since September 1, 2018, six felony Drug Court participants have been released from custody to begin the program. These defendants would have otherwise remained in custody until their case was disposed. Since the inception, 72% of the participants that have pled into the Felony Drug CARD Program have successfully completed the program. In FY 17, 62% of participants completed the misdemeanor Drug Court program and 93% completed the DWI court program. The completion percentage and recidivism rate of the programs indicates that the programs are effective in reducing criminal activity related to substance abuse and is cost effective. The programs will continue to track success and recidivism rates to measure effectiveness. After the yearly TADCP or NADCP training session, each Specialty Court team will meet to discuss their courts effectiveness. The team will review the best practice standards and discuss how each Court is adhering to best practices standards. If deficient in a particular standard in identified, the Court Team will work on implementing a plan to improve or rectify all deficiencies. The Drug Court Coordinator and Supervisor will monitor enrollment, group attendance and graduation rates to help ensure program benchmarks are being met.

Data Management:

Program effectiveness is measured through employment rate of graduates, termination reasons, graduation rates, and retention rates. Recidivism rates are tracked each year to determine the programs long-term effects on participants. Through recidivism rates, the program's success can be compared to other programs to determine the cost benefit of each program. The program utilizes the CSCD Case Management System to track annual output measures. Data collected include, new enrollments, discharges, completions, and number of participants served. The Case Management system also captures the number of Court appearances, drug testing results and sanctions and incentives administered by the Courts. In addition the Drug Court Coordinator tracks the number of offenders screened for eligibility.

Target Group :

The target population of the Felony Drug Court Program (CARD) is on State Jail Felony and/or Third Degree non-violent felony offenders with the underlying issue being a substance abuse problem. Other felonies of other levels, including felony DWI, are considered on a case-by-case base. The Misdemeanor Drug Court targets individuals charged with a Misdemeanor Possession of Marijuana or a Misdemeanor Possession of a Controlled Substance. Other non-violent Misdemeanor charges are considered if the underlying circumstances of the offense involve substance abuse. The DWI Court Program targets individuals charged with a Misdemeanor class A DWI arrest. Class B Misdemeanor DWI offenders who have demonstrated a significant substance abuse problem may be considered on a case-by-case basis depending upon program availability. To classify the risk level of participants the program utilizes the Texas Risk Assessment System (TRAS), which also assist in identifying both criminogenic need and barriers to programming. The programs will primarily target High, Moderate, and Low/Moderate Risk Levels. Potential participants who scores Low Risk on the TRAS Assessment that have a validated substance abuse evaluation or an Addiction Severity Index, which support a need for substance abuse treatment, will be considered on a case-by-case bases.

Evidence-Based Practices:

The programs are structured to ensure we follow the Ten Key components of Drug Court. (NADCP.ORG). The Drug Court teams include a multidisciplinary team approach, ongoing judicial contact, random drug testing, sanctions and incentives, and substance abuse treatment. (NADCP) The programs are designed and will continue to follow the adult drug court best practice standards set by NADCP. Integration of Services – The Felony Drug Court Team Members and Misdemeanor Drug Court Team meets weekly. The Misdemeanor DWI Court Team meets twice monthly. Court teams, which includes; the Judge, treatment providers, Drug Court Coordinator, Drug Court Probation Officers, Prosecutors and Defense Attorneys meet weekly prior to court proceedings to staff each participant's case, determine current progress and future action. The treatment providers are an official member of the Drug/ DWI Court Teams. The treatment providers provide weekly progress reports and participate in the weekly/bi-weekly court staffing. Treatment options utilized by the Courts are intensive and supportive outpatient programs, individual counseling, recovery support meetings, psychological counseling, and residential drug treatment. Participants must complete Moral Reconciliation Therapy, which is a cognitive behavior program. Many receive educational and vocational assistance referrals based on individual needs. The courts mission statement, eligibility requirements, program guidelines, general sanctions, incentives and reporting requirements are defined in the programs' policy manual. Non-Adversarial Approach – The Drug/DWI Courts Prosecutors and Defense Attorneys are active members of the Court teams. The Drug/DWI Courts Assistant District Attorney and Defense Attorney are notified of potential clients for the Drug and /or DWI Court programs. Once it is determined that a defendant is appropriate for the program, instructions are given to the participant to appear at the next court docket. Additionally, the Defense Attorney will file a motion to substitute, so that the Drug/DWI Court Defense Attorney may be appointed to the case. The Defense Attorney will examine the legal merits of the State's case. The Drug/DWI Court Defense Attorney represent and advise the potential candidate of their legal rights and possible defenses to the State's case. The candidate formally makes a commitment to the program by entering a plea of guilty to the pending charges. The Defense Attorney explains the plea agreement to the participant. The Defense Attorney and Prosecutor also actively participate in weekly team staffing's, business meetings and other Drug /DWI Court functions. Prompt Placement – DWI/Drug Court Officers screen potential candidates within 24-72 hours of arrest. Offenders are interviewed to determine eligibility. Potential candidates are screened by the Drug/DWI Court Coordinator or Probation Officer to determine if they meet eligibility criteria for the program. If the defendant is approved and agrees to enter one of the programs, they are scheduled for an intake interview and are placed on the Court docket. If a defendant agrees to enter one of programs, he/she are given Drug Court bond conditions and will begin the program immediately. The DWI Court participants are granted a term of Community Supervision with the condition of participation in the DWI Court Program. Referrals are made through Prosecutors, Defense Attorneys and existing probation cases. Access – During the intake, the defendant's substance abuse, social, employment, medical, education, family and criminal history are reviewed. A TRAS assessment is also completed at the time of intake. Referral to substance abuse treatment is made at that time of intake. At the defendant's first court date, the case is staffed, and if necessary, the defendant may be referred to other

needed services. These services may include a mental health evaluation, anger management, the Work Source for job training and employment assistance, sober supportive housing, (DARS) the Texas Department of Assistive and Rehabilitative Services, and HIV and tobacco awareness class. The treatment provider's team staffs each defendant's case weekly and the defendant's treatment plans are modified as needed. Participants of the Misdemeanor and Felony Drug Court have the option to attend a seminar with the local Community College to discuss the education options. After completion of outpatient drug treatment, the participants are given the opportunity to attend a peer led aftercare group. Abstinence Monitoring – Upon placement into the DWI/ Drug Court Program, participants are placed on random drug testing. During the initial phase, the participants report a minimum of twice per week for testing in the Felony Drug Court, DWI Court participants are to submit to alcohol/drug three times per month, and Misdemeanors a minimum of once per week. The frequency in which participants are tested decreases as they advance through the program. The participants are subjected to hair follicle tests, urine tests, saliva tests, and ETG tests throughout the program. To address a positive drug test, the participant will receive a sanction and treatment services are adjusted. This may include transitioning back a phase, increased substance abuse groups, or residential treatment. Compliance Strategy – The courts, based on the actions of the participant during the week, apply incentives and sanctions. Each week, the appropriate court response is decided by the information provided during team staffing. Sanctions include admonishments by the court, more restrictive conditions, program phase demotion, jail time, community service, writing assignments, and in extreme cases, program expulsion. Before expulsion is considered, the graduated sanctions process demands an established history of court directed consequences. Incentives include certificates of achievement, gifts and gift certificates, praise from the bench, court applause, less restrictive conditions within the program, promotion within program, and ultimate dismissal of the case. (DWI Court participants are not eligible for case dismissal) Participants of the Felony Drug Court and the Misdemeanor Drug Court are eligible for case expungement upon completion of aftercare. Judicial Interaction – The court judges are the ultimate decision-making authority for their team. The Judge of the Felony Drug Court attends weekly team staffing and listens to input on each client from team members. The Judges are responsible for holding the participants accountable for their behavior through the imposition of court-ordered sanctions and rewards. The judge is also responsible for holding team members accountable for performing their respective roles in a timely, honorable, and integrated fashion. Initially, participants are required to report to court weekly with the exception of the DWI Court (twice monthly). Evaluation – Continuous quality improvement reviews are conducted in court team business meetings and as a matter of Fort Bend County's general operations. Court officers track program data, such as recidivism rate, retention rate, graduation rate, and the demographic information of the participants. In addition, the participant's officer enters all case information into the department's MIS system. The Fort Bend County Community Supervision and Corrections Department conducts internal audits to ensure compliance. Meetings provide common arenas to determine program operational successes, goal attainment, program problems, and potential solutions. Education – Team Members of the DWI, Misdemeanor and Felony Drug Courts attends the annual Texas Association of Specialty Court Conference.. Each program will continue to attend available training to enhance court operations and remain current on research and best practice techniques. Partnerships – The Program's established relationship with the local Work Source Office benefits participants through job search classes and vocational readiness development. The local community college, conducts classes for program participants in educational planning, degree options and financial aid. The drug court has a special project fund generously funded by private donors to represent the community's support of the programs. Participants are also referred to the local mental health provider and the county's Recovery and Reintegration Program.

Project Activities Information

Introduction

This section contains questions about your project. It is very important for applicants to review their funding announcement for guidance on how to fill out this section. Unless otherwise specified, answers should be about the EXPECTED activities to occur during the project period.

For the activities under the "OOG-Defined Project Activity Area" section near the end of this page, see *CJD Grant Activities and Measures* for definitions and related measures, available at [CJD's resources page](#).

Estimated Individuals Participating/Served/Trained

This question is for the majority of CJD grants that serve or train individuals, or has individuals participating in a program. This question does not apply to projects that ONLY purchase equipment, etc., that will be used generally (such as purchasing a colposcope, vehicle, or communications system), or target the general public (a public awareness campaign, etc.). Please estimate the following for the project period, or if this does not apply to your project, enter "0" in each box.

Number of individuals NEWLY participating/ trained/ being served:

130

Number of carry-over individuals participating/ training/ being served in the program at the beginning of the project period:

125

Number of individuals who will receive the full course of services/ successfully complete the program or training:

85

Choose one:

My program does not have individuals served or participating

My program's typical designed (ideal) length is best measured in HOURS of services delivered/ participation/ training for each individual

My program's typical designed (ideal) length is best measured in DAYS of services delivered/ participation/ training for each individual

Enter the number of hours or days (depending on selection above) of the typical designed (ideal) length of the program for each individual. Enter "0" if you indicated that your program does have individuals participating, served, or trained:

365

Juvenile Justice Projects

Select all categories that describe the project's juvenile crime activities. Definitions are available [here](#).

- Diversion
- Mental health services
- Aftercare/reentry
- After-school programs
- Alternatives to detention
- Community-based programs and services
- Delinquency prevention
- Girl-focused services
- School programs
- Substance and alcohol abuse
- Disproportionate minority contact
- Mentoring, counseling and training programs
- Job training
- Aptitude testing
- Diversion in a rural setting
- Project does NOT have a particular focus on juvenile crime

Crime or Victim Type

This question is for justice projects that target specific crimes and ALL victim services projects. Others may enter "100" under "All other crimes". Applicants to serve victims of or prosecute/investigate/prevent exclusively child sex trafficking victims should assign 100% to that category.

Select the type(s) of crime or crime victim this project targets and provide the percentage of time dedicated to each. Applicants with projects that target multiple-offense offenders or multiple-victimization victims should assign percentages that best describe the activity. Percentages may not exceed 100%.

Sexual assault (%):

0

Domestic abuse (%):

0

Child abuse (%):

0

DUI / DWI (crashes for victim services) (%):

0

Crime or Victim Type

0

Assault (%):

0

Adults molested as children (%):

0

Elder abuse (%):

0

Robbery (%):

0

Stalking (%):

0

Dating/acquaintance violence (%):

0

Human trafficking (%):

0

Child sex trafficking (%):

0

All Other Crimes / No Specific Crimes or Victims Targeted (%):

0

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Counseling or Treatment for Substance Abuse	100.00	Provide court supervised substance abuse treatment to adult offenders as an alternative to traditional criminal or civil sanctions. The programs are special "Problem-Solving" courts given the responsibility to handle cases involving drug-using/and DWI offenders through intense supervision, random alcohol/drug testing, alcohol/drug treatment and immediate sanctions and incentives. Initially, offenders are under weekly contact from members of the Court Teams, which includes weekly court appearances and office visits with supervision officers. Participants are referred to drug/alcohol treatment within twenty four hours of entering the program. Treatment options utilized by the Courts are intensive outpatient, supportive outpatient, individual counseling, psychological counseling and residential alcohol/drug treatment. With the exception of participants in the DWI Court Program, all must complete Moral Reconation Therapy, which is a cognitive behavior program. Participants may also be referred to educational and job training based on individual needs. Graduated sanctions, including jail time, are imposed for noncompliance. Sanctions include admonishments by the court, more restrictive conditions, curfew, and phase demotion within the program. Electronic monitoring, jail time, community service, and prison deterrent program, along with writing assignments are also utilized. Conversely, incentives are applied for continual compliance. Incentives include certificates of achievement, gifts and gift certificates, praise from the bench, court applause, less restrictive conditions within the program,

promotion within program, and ultimate dismissal of the case if eligible. A defendant who has met his/her requirements for the week will be a Lifesaver for that week. Participants also participate in a monthly group social.

CJD Purpose Areas

PERCENT DEDICATED	PURPOSE AREA	PURPOSE AREA DESCRIPTION
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Measures Information

Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
*REQUIRED TOTAL: Counseling or treatment for substance abuse: Individuals receiving	255
Alcohol and/or drug testing – random: Individuals receiving	255
Alcohol continuous monitoring: Individuals receiving	55
Substance abuse AFTERCARE counseling by a LICENSED professional: Individuals receiving	155
Substance abuse AFTERCARE counseling by peers or caseworkers: Individuals receiving	100
Substance abuse counseling or support by peers or caseworkers: Individuals receiving	255
Substance abuse treatment by a LICENSED professional: Individuals receiving	255
Substance abuse treatment using medication assisted treatment (MAT): Individuals receiving	0

Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
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Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL

Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
Employed or Student at the time of Graduation/Successful Completion	80

Resolution from Governing Body

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a resolution that contains the following:

1. Authorization by your governing body for the submission of the application to CJD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update CJD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to CJD.

Upon approval from your agency's governing body, upload the approved resolution to eGrants by clicking on the **Upload Files** sub-tab located in the **Summary** tab.

Contract Compliance

Will CJD grant funds be used to support any contracts for professional services?

- Yes
 No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

All contract provisions related to case management and services will be monitored by conducting on-site visits at the contractor's office. Furthermore, clients' files (if applicable) will be reviewed for compliance with contract provisions. These on-site visits will be documented and conducted in accordance with the CSCD approved contract monitoring plan as required by TDCJ-CJAD.

Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

- Yes
 No
 N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

- Yes
 No
 N/A

Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

9/1/2018

Enter the End Date [mm/dd/yyyy]:

8/31/2019

Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

21963627

Enter the amount (\$) of State Grant Funds:

7979424

Single Audit

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. However, CJD may require a limited scope audit as defined in 2 CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$750,000 or more, or state grant funding of \$750,000 or more during the most recently completed fiscal year?

Yes

No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the State of Texas Single Audit Circular; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit:

3/31/2017

Equal Employment Opportunity Plan

Type I Entity

Defined as an applicant that meets one or more of the following criteria:

- the applicant has less than 50 employees;
- the applicant is a non-profit organization;
- the applicant is a medical institution;
- the applicant is an Indian tribe;
- the applicant is an educational institution, or
- the applicant is receiving a single award of less than \$25,000.

Requirements for a Type I Entity

- The applicant is exempt from the EEOP requirements required to prepare an EEOP because it is a Type I Entity as defined above, pursuant to 28 CFR 42.302;
- the applicant must complete Section A of the [Certification Form](#) and send it to the Office for Civil Rights (OCR) to claim the exemption from developing an EEOP; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Type II Entity

Defined as an applicant that meets the following criteria:

- the applicant has 50 or more employees, and
- the applicant is receiving a single award of \$25,000 or more, but less than \$500,000.

Requirements for a Type II Entity - Federal law requires a Type II Entity to formulate an EEOP and keep it on file.

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, et seq., subpart E;
- the EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP is available for review by the public and employees or for review or audit by officials of CJD, CJD's designee, or the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and
- the EEOP is required to be on file in the office of (enter the name and address where the EEOP is filed below):

Enter the name of the person responsible for the EEOP and the address of the office where the EEOP is filed:

Kathy Novosad, 301 Jackson Street, Richmond, Texas 77469

Type III Entity

Defined as an applicant that is NOT a Type I or Type II Entity.

Requirements for a Type III Entity - Federal law requires a Type III Entity to formulate an EEOP and submit it for approval to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Based on the definitions and requirements above, the applicant agency certifies to the following entity type:

Type I Entity

Type II Entity

Type III Entity

Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

- I Certify
 Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements.

FFATA Certification

Certification of Recipient Highly Compensated Officers

The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (CJD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

- Yes
 No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

- Yes
 No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered NO to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

Position 1 - Total Compensation (\$):
0

Position 2 - Name:

Position 2 - Total Compensation (\$):
0

Position 3 - Name:

Position 3 - Total Compensation (\$):
0

Position 4 - Name:

Position 4 - Total Compensation (\$):
0

Position 5 - Name:

Position 5 - Total Compensation (\$):
0

Fiscal Capability Information

Section 1: Organizational Information

Enter the Year in which the Corporation was Founded:
 Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:
 Enter the Employer Identification Number Assigned by the IRS:
 Enter the Charter Number assigned by the Texas Secretary of State:

Section 2: Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).

Select the appropriate response:

- Yes
 No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

- Yes
 No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

- Yes
 No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

Section 3: Financial Capability

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

- Yes
 No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

- Yes
 No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

- Yes
 No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

Section 4: Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

- Yes
 No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

- Yes
 No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

Section 5: Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

- Yes
 No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

- Yes
 No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

Budget Details Information**Budget Information by Budget Line Item:**

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Contractual and Professional Services	Substance Abuse-Related Case Management, Counseling, Outpatient, and/or Treatment Services	Fort Bend County will contract with Fort Bend Regional Council to provide outpatient substance abuse counseling to include individual and group counseling and to be available to address and interpret clinical issues and questions that may arise. Fort Bend Regional Council is designated to serve the Misdemeanor DWI Court Program, approximately 50-40% of the Felony Drug Court Program and a portion of the Misdemeanor Drug Court Program. The current contract rate for FBRC is \$42.00 per individual session and \$14.00 per hour for group session. The DWI Court participants will average 15 individual sessions at the rate of \$42.00	\$110,000.00	\$0.00	\$0.00	\$0.00	\$110,000.00	0

per session and 88 group sessions (2.5 hour per session at the rate of \$14.00 per hour). Average outpatient treatment cost for a participant in the DWI Court program is approximately \$3710.00. The Felony Drug Court participants will average 18 individual sessions (\$42.00 per session) and 88 group sessions (2.5 hour per session at the rate of \$14.00 per hour). The average outpatient treatment cost for a participant in the Felony Drug Court Program is approximately \$3836.00 The Misdemeanor Drug Court Client will average 3 individual sessions at 42.00 per session and 36 group sessions (2.5 hour per session at the rate of \$14.00 per hour) Average outpatient treatment cost for the participant in the Misdemeanor Drug Court is \$1300.00. FBRC is projected to

		serve approximately 135 clients (45 Felony Drug Court, 60 DWI Court and 30 Misdemeanor Drug Court)						
Contractual and Professional Services	Substance Abuse-Related Case Management, Counseling, Outpatient, and/or Treatment Services	Fort Bend County will contract with The Turning Point to provide outpatient substance abuse counseling to include individual and group counseling and to be available to address and interpret clinical issues and questions that may arise. The Turning Point is designated to serve approximately 40-50% of the Felony Drug Court Program and a portion of the Misdemeanor Drug Court Program. The current contract rate for The Turning Point is \$42.00 per individual session and \$14.00 per hour for group session. The Misdemeanor Drug Court participant will average 6 individual sessions at a rate of \$42 per session and 24 group sessions (2.5 hours per	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0

	<p>session at the rate of \$14.00 per hour). Average outpatient treatment cost for a participant in the Misdemeanor Drug Court is \$ 1100.00. The Felony Drug Court participants average 24 individual sessions (\$42.00 per session) and 88 group sessions (2.5 hour per session at the rate of \$14.00 per hour). The average outpatient treatment cost for a participant in the Felony Drug Court Program is approximately \$4088.00. The Turning Point is projected to serve approximately 60 Felony Drug Court Clients and 45 Misdemeanor Drug Court Clients</p>						
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Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
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Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Budget Summary Information**Budget Summary Information by Budget Category:**

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Contractual and Professional Services	\$150,000.00	\$0.00	\$0.00	\$0.00	\$150,000.00

Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$150,000.00	\$0.00	\$0.00	\$0.00	\$150,000.00

Condition Of Fundings Information

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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You are logged in as **User Name:** Stanpolk