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**Agency Name:** Fort Bend County Juvenile Probation Department  
**Grant/App:** 4238901 **Start Date:** 9/1/2021 **End Date:** 8/31/2022

**Project Title:** Youth Community Outreach Program  
**Status:** Application Pending Submission

**Eligibility Information**

**Your organization's Texas Payee/Taxpayer ID Number:**  
019692080

**Application Eligibility Certify:**

Created on: 1/15/2021 8:44:26 AM By: Susan Bearden

**Profile Information**

**Applicant Agency Name:** Fort Bend County Juvenile Probation Department  
**Project Title:** Youth Community Outreach Program  
**Division or Unit to Administer the Project:** Field Unit  
**Address Line 1:** 122 Golfview Drive  
**Address Line 2:**  
**City/State/Zip:** Richmond Texas 77469  
**Start Date:** 9/1/2021  
**End Date:** 8/31/2022

**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:**

**Grant Officials:****Authorized Official**

**Name:** KP George  
**Email:** county.judge@fortbendcountytexas.gov  
**Address 1:** 301 Jackson Street  
**Address 1:** Office of the County Judge  
**City:** Richmond, Texas 77469  
**Phone:** 281-341-8608 Other Phone: 281-633-7769  
**Fax:** 832-471-1858  
**Title:** The Honorable  
**Salutation:** Judge  
**Position:** County Judge

**Financial Official**

**Name:** Robert Sturdivant  
**Email:** Accounting@fortbendcountytexas.gov  
**Address 1:** 309 S. 4th Street, Suite 533  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-341-3760 Other Phone: 281-341-3769  
**Fax:** 281-341-3774  
**Title:** Mr.  
**Salutation:** Mr.  
**Position:** County Auditor

**Project Director**

**Name:** Kyle Dobbs  
**Email:** Kyle.Dobbs@fortbendcountytexas.gov  
**Address 1:** 122 Golfview Dr.  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-633-7331 Other Phone:  
**Fax:**  
**Title:** Mr.  
**Salutation:** Chief  
**Position:** Executive Director CJPO

**Grant Writer**

**Name:** Susan Bearden  
**Email:** Susan.Bearden@fortbendcountytexas.gov  
**Address 1:** 122 Golfview Drive  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-633-7317 Other Phone: 281-633-7403  
**Fax:** 281-344-0876  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Director of Special Programs

**Grant Vendor Information**



**Organization Type:** County

**Organization Option:** applying to provide juvenile prevention and / or intervention services

**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):** 019692080

**Data Universal Numbering System (DUNS):**

## Narrative Information

### Introduction

The purpose of this funding is to support projects that prevent violence in and around schools; and to improve the juvenile justice system and develop effective education, training, prevention, diversion, treatment, and rehabilitation programs.

The funding announcement, located on the [eGrants Calendar](#) page, describes the organization types, activities, and costs that are eligible under the announcement. The PSO's [eGrants User Guide to Creating an Application](#) guides applicants through the process of creating and submitting an application in eGrants. Information and guidance related to the management and use of grant funds can be found in the The PSO's Guide to Grants, located on the [PSO Resource for Applicants and Grantees webpage](#).

### 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:

#### Constitutional Compliance

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

#### 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.

#### Program Income

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income through a formal grant adjustment and to secure PSO approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after PSO's approval of a grant adjustment and prior to requesting reimbursement of funds.

Deduction Method - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless PSO authorizes otherwise.

Program income which the grantee did not anticipate at the time of the award shall be used to reduce the PSO award and grantee match rather than to increase the funds committed to the project.

Asset Seizures and Forfeitures - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

#### 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.

#### Criminal History Reporting

Entities receiving funds from PSO must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the *Texas Code of Criminal Procedure, Chapter 66*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

Beginning January 1, 2021, counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90 percent of convictions and other dispositions within five business days to the Criminal Justice Information System at the Department of Public Safety. Click [here](#) for additional information from DPS on this new reporting requirement.

#### Uniform Crime Reporting (UCR)

Eligible applicants operating a law enforcement agency must be current on reporting complete UCR data and the Texas specific reporting mandated by 411.042 TGC, to the Texas Department of Public Safety (DPS) for inclusion in the annual Crime in Texas (CIT) publication. To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year by the deadline(s) established by DPS. Due to the importance of timely reporting, applicants are required to submit complete and accurate UCR data, as well as the Texas-mandated reporting, on a no less than monthly basis and respond promptly to requests from DPS related to the data submitted. Note: UCR is transitioning from summary reporting to NIBRS only in 2021. Applicants are encouraged to transition to NIBRS as soon as possible in order to maintain their grant eligibility.



**Compliance with State and Federal Laws, Programs and Procedures**

Local units of government, including cities, counties and other general purpose political subdivisions, as appropriate, and institutions of higher education that operate a law enforcement agency, must comply with all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security ("DHS") to: (1) notify DHS of all information requested by DHS related to illegal aliens in Agency's custody; and (2) detain such illegal aliens in accordance with requests by DHS. Additionally, counties and municipalities may NOT have in effect, purport to have in effect, or make themselves subject to or bound by, any law, rule, policy, or practice (written or unwritten) that would: (1) require or authorize the public disclosure of federal law enforcement information in order to conceal, harbor, or shield from detection fugitives from justice or aliens illegally in the United States; or (2) impede federal officers from exercising authority under 8 U.S.C. § 1226(a), § 1226(c), § 1231(a), § 1357(a), § 1366(1), or § 1366(3). Lastly, eligible applicants must comply with all provisions, policies, and penalties found in Chapter 752, Subchapter C of the Texas Government Code.

Each local unit of government, and institution of higher education that operates a law enforcement agency, must download, complete and then upload into eGrants the [CEO/Law Enforcement Certifications and Assurances Form](#) certifying compliance with federal and state immigration enforcement requirements. This Form is required for each application submitted to PSO and is active until August 31, 2022 or the end of the grant period, whichever is later.

**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 PSO and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

Chance Bagley

Enter the Address for the Civil Rights Liaison:

122 Golfview Drive Richmond, Texas 77469-5137

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

(281) 633-7352

**Overall Certification**

Each applicant agency must certify to the specific requirements detailed above as well as to comply with all requirements within the PSO 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 :**

Fort Bend County Juvenile Probation Department's Youth Community Outreach Coordinators will incorporate education, counseling, job skills, life skills, mentoring, and productive recreational activities for local youth. Participants will include 14-17 year olds who have been identified as at-risk youth. The coordinators will interact with school districts, service organizations, mental health and substance abuse providers, community churches, and law enforcement agencies to establish positive relationships with youth. These established relationships are necessary to intervene with at-risk youth before being referred to the juvenile justice system and prevent youth from participating in delinquent behavior. The basic approach of this program is meant to be a hands-on, directly involved positive presence in the schools and streets of their community to provide a support system to youth who otherwise are surrounded by negative influence.

**Problem Statement :**

In the past 18-months there has been a substantial increase in serious violent crimes among the youth being referred to the Fort Bend County Juvenile Probation Department. These violent offenders not only have a negative impact on their community and family, they have negatively influenced other youth in the school setting. Currently there is a lack of community based and school programs providing intervention, truancy prevention, mental health and substance abuse referrals, and personal life skills mentoring. Without an established program, it is difficult to intervene and prevent youth from being referred to the juvenile justice system. In addition, according to youthmentor.org, one out of three young people do not have a trusted adult who they believe they can turn to for advice or guidance. Of those, many youth face a variety of day-to-day challenges that put them at risk for falling off track.

**Supporting Data :**

According to the National Dropout Prevention Center, the drop out rate for students with emotional / behavioral disabilities is twice that of general education students. Risk and protective factors have an impact on truancy and are often related to safety: fear of harm, fear of victimization, and abuse in the home. Other common risk factors are frequent problems with school work, substance abuse, and mental health problems. Statistics also show that school dropouts are 3.5 times more likely than high school graduates to be arrested in their lifetime. Texascourts.org reports that "up to 70 percent of youth in contact with the juvenile justice system meet the criteria for a mental health disorder; 60 percent of this group also has a concurrent substance use disorder". Fort Bend County Juvenile Probation Department has seen an increase in violent crimes in recent years. In the past 18-months, there have been five referrals for murder, when the 18 months prior to that there were zero referrals for murder. Additionally, there was a 24% increase in violent crime offenses referred to the Fort Bend County Juvenile Probation Department from 2019 to 2020.

**Project Approach & Activities:**

Establish and support communication with youth's current school administration to promote attendance and a positive outlook on the importance of education, assisting in advocating for the youth by accessing educational resources and overcoming barriers to educational opportunities. Establishing contacts with higher education and trade schools to assist with the admissions and application of financial aid. Making mental health, behavioral health, and substance abuse referrals as needed. Provide life skills, mentoring, and recreational activities as an alternative to delinquency. Providing assistance with job applications, interviewing techniques, and skills needed to obtain and maintain employment.

**Capacity & Capabilities:**

The Fort Bend County Juvenile Probation Department has a long history of collaboration with numerous community resources. Over the years, the department has established successful networking relationships with local law enforcement agencies, school districts, mental health and substance abuse service providers, and additional community programs. The department has developed and maintained ongoing partnerships with higher education and trade schools, in addition to having a current database of local employers to assist with finding jobs for youth in the area.

**Performance Management :**



Data will be collected through the Juvenile Case Management System (JCMS) to include demographics, chronological notes, and program success rates. Participation logs, mentoring hours, and school records will also be collected and evaluated. Additionally, constant communication and collaboration with partnering entities (DA's Office, Fort Bend County Sheriff's Department, and the Fort Bend County Commissioners Office) will be maintained to measure progress. The overall goal is to reduce violence in and around school through prevention and intervention services with at-risk youth in Fort Bend County.

#### Target Group :

Fort Bend County youth aged 14-17 who have been identified as at-risk by school districts, churches, law enforcement agencies, or other community organizations. In conjunction with the Fort Bend County Juvenile Probation Department, services will be provided by local school districts, behavioral health service providers (Texana), substance abuse treatment services (Fort Bend Regional Council on Substance Abuse), higher education and trade schools (Wharton County Junior College, Texas State Technical College, etc.), mentors, service organizations, potential local employers, community churches, and local law enforcement agencies.

#### Evidence-Based Practices:

Taking into account the large number of youth in the juvenile justice system who had identifiable mental health and substance abuse problems, early identification of such would allow for treatment to begin prior to a referral to the juvenile justice system. In a 2020 outcomes report, DFPS indicates "more than 95% of youth engaged in PEI (prevention and early intervention) services did not become involved with the juvenile justice system". A study of Big Brothers and Big Sisters organization shows that students who meet regularly with a mentor are 52% less likely than their peers to skip a day of school and 37% less likely to skip a class. According to mentoring.org, young adults who had mentors when they were young are 55% more likely to be enrolled in college and more than twice as likely to say they held a leadership position in an extracurricular activity. Additionally, 78% of young adults who had mentors as kids are volunteering regularly in their communities and becoming a positive influence to other at-risk youth.

#### 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.

##### Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Community-Based Programs and Services	50.00	Establishing contacts with higher education and trade schools to assist with the admissions and application of financial aid. Making mental health, behavioral health, and substance abuse referrals as needed. Provide life skills, mentoring, and recreational activities as an alternative to delinquency. Providing assistance with job applications, interviewing techniques, and skills needed to obtain and maintain employment.
Truancy Prevention	50.00	Establish and support communication with youth's current school administration to promote attendance and a positive outlook on the importance of education, assisting in advocating for the youth by accessing educational resources and overcoming barriers to educational opportunities.

#### CJD Purpose Areas

PERCENT DEDICATED	PURPOSE AREA	PURPOSE AREA DESCRIPTION
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#### Measures Information

##### Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
Number of hours of service completed by program youth.	200
Number of program youth served and considered truant prior to this period who have been referred to a truancy court as defined in Sec. 65.004 Texas Family Code	10
Number of program youth served and considered truant prior to this period who have not been referred to a truancy court as defined in Sec. 65.004 Texas Family Code	25
Number of program youth served who are no longer truant during this period	10
Number of program youth served who were considered truant prior to this period	45
Number of program youth served.	45

##### Objective Outcome Measures



OUTCOME MEASURE	TARGET LEVEL
Number of program youth completing program requirements.	40
Number of program youth who offend or reoffend.	5

## Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
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## Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
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**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 the Public Safety Office (PSO) 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 the PSO 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 PSO.

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

Select the appropriate response:

☐ 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.

Enter a description for monitoring contract compliance:

n/a

**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?

Select the appropriate response:

☐ 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?

Select the appropriate response:



☐ 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]:

10/1/2021

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

9/30/2022

**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 (in Whole Dollars \$) of Federal Grant Funds expended:

26550

Enter the amount (in Whole Dollars \$) of State Grant Funds expended:

2539466

**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 PSO grant. However, PSO 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?

Select the appropriate response:

☒ 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:

1/25/2021

**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.

**Fiscal Capability Information****Section 1: Organizational Information**

\*\*\* FOR PROFIT CORPORATIONS ONLY \*\*\*

Enter the following values in order to submit the application

Enter the Year in which the Corporation was Founded: 0

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status: 01/01/1900

Enter the Employer Identification Number Assigned by the IRS: 0

Enter the Charter Number assigned by the Texas Secretary of State: 0

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/%
Personnel	Specialist	Youth Community Outreach Coordinator (1 full-time lead coordinator and 1 part-time coordinator)	\$124,091.00	\$0.00	\$0.00	\$0.00	\$124,091.00	100

#### 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
Personnel	\$124,091.00	\$0.00	\$0.00	\$0.00	\$124,091.00

##### Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$124,091.00	\$0.00	\$0.00	\$0.00	\$124,091.00

#### 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:** SusanBearden