

Memorandum of Understanding

This Memorandum of Understanding (the “MOU”), is hereby established by and between **Justice Forward** (“Grantor”) and the **Fort Bend County Closing Addiction’s Revolving Door (CARD) Drug Court** (“Grantee”). This MOU will be in effect when signed by both parties and will terminate on December 31, 2024.

Grant Program

Grantee has the following Specialty Court program: The Fort Bend County CARD Drug Court. For Grantee’s Specialty Court Program, the Grantor will accept two types of assistance requests from Grantee: Major Grant Requests and Discretionary Grant Requests.

Major Grant requests are for services/items in the amount of \$10,000 and over and must be approved by a majority of the Board of Directors. The request will be considered by the Board at the next scheduled meeting following the request.

Discretionary Grant Requests are for services/items in the amount of under \$10,000 and must be approved by the President/CEO, the Chair of the Board or the Program Director. A decision regarding Discretionary Grants will be returned within 5 business days of the application submission date.

Agreement

Grantee agrees to:

1. Be a registered Specialty Court with the Governor’s Office pursuant to Texas Government Code, Chapter 121.
2. Comply with Best Practices as outlined by the Specialty Courts Advisory Council or any other governing body.
3. Designate a representative for the Court Alliance Council (“CAC”) who will
 - a. Attend the quarterly meetings of the CAC as well as the Annual Meeting of the Grantor. The meeting calendar is attached hereto as **Appendix 1**),
 - b. Provide a written report to the Grantor at admin@justiceforwardtx.org one week before each meeting of the Grantor’s Board of Directors. The meeting calendar and report due dates are attached hereto as **Appendix 2**. A template report form is attached hereto as **Appendix 3**,
 - c. Submit all grant applications through the Court Alliance Council Portal on the JusticeForward website at <https://www.justiceforwardtx.org/forms/cac-member-support>. The password will be made available to the representative upon the execution of this MOU.
 - d. Meet with Program Director quarterly to complete follow up on requests from the previous quarter.
 - e. Provide contact information for Specialty Court clients who graduate during the term of this agreement (email and phone number) to admin@justiceforwardtx.org
4. Provide program statistics upon request, including but not limited to demographics, number of graduates, and recidivism rates
5. Restrict all grant request subject matter to the benefit of clients currently enrolled in Grantee’s Specialty Court Program or to graduates of said program.
6. Return any funds remaining at the end of the fiscal year that were not used for the purpose stated in the grant request, unless there is an agreement as to the utilization of the unused funds.
7. Keep financial and other records so that they adequately show that the funds were used exclusively for the grant’s purpose.
8. Upon receipt of incentive gift cards and bus passes, keep a record of recipients, amount and type of gift card they received and the date of the receipt.
9. Furnish the Grantor with any information concerning the occurrence of an adverse event which may significantly affect the ongoing operations of Grantee.

10. Supply the Grantor with such information as the Grantor may require to review the use of these grant funds.

11. Notify the Justice Forward Executive Assistant of all Specialty Court graduation ceremonies and reserve speaking time for a Justice Forward representative on the program.

Any violation of the terms and conditions set forth herein will permit the Grantor to terminate any and all obligations with respect to further distributions, whether to be made as part of a grant or any future grant from the Grantor. Acknowledgment of Grantee's and Grantor's agreement to the terms and conditions set forth in this agreement will be made by the duly authorized officers of Grantee and Grantor as provided below:

As a representative of Justice Forward, I certify that I am duly authorized to bind the organization to the terms of this agreement and do hereby agree to and accept the terms set forth above this day of , 2024.

By: Devon Anderson
Printed Name

Devon Anderson
President/ CEO

As Fort Bend County Judge, I certify that I am duly authorized to bind the organization to the terms of this agreement and do hereby agree to and accept the terms set forth above this day:

By: K.P. George
Printed Name

Signature

Title

APPENDIX 1

2024 Meeting Dates for Court Alliance Council *(All Meetings 11:30 AM – 1:00 PM)*

February 14, 2024

May 8, 2024

September 11, 2024

December 4, 2024 (Annual Board Meeting)
Attendance Required

APPENDIX 2

2024 BOARD MEETINGS AND CAC REPORT DUE DATES *(All Meetings 11:30 AM – 1:00 PM)*

January 31, 2024 (REPORT DUE)

February 7, 2024– BOARD MEETING

April 24, 2024 (REPORT DUE)

May 1, 2024 - BOARDMEETING

August 28, 2024 (REPORT DUE)

September 4, 2024 - BOARD MEETING

December 4, 2024 - Annual BOARD MEETING
Reports to be given in person by CAC members

CAC Member Report Form

DATE:

SPECIALTY COURT PROGRAM:

CAC REPRESENTATIVE:

CURRENT STATISTICS:

Number of active clients:

Number of clients terminated as of report date:

Number of New Clients in past month:

PROGRAM HIGHLIGHTS:

(Includes any important policy or program changes or staff changes)

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IMPORTANT DATES:

(Includes Graduations, Special Events)

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