

**Agency Name:** Fort Bend County

**Grant/App:** 1919109 **Start Date:** 9/1/2015 **End Date:** 8/31/2016

**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:**

### **Application Eligibility Certify:**

Created on: 1/6/2015 1:08:54 PM 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:** 9/1/2015

**End Date:** 8/31/2016

**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:**

#### **Authorized Official**

**User Name:** Robert Hebert

**Email:** Ann.Werlein@fortbendcountytexas.gov

**Address 1:** 309 South 4th Street, Suite 719

**Address 1:**

**City:** Richmond, Texas 77469

**Phone:** 281-341-8608 Other Phone: 281-341-8634

**Fax:** 271-341-8609

**Title:** The Honorable

**Salutation:** Judge

**Position:** County Judge

### **Project Director**

**User Name:** Stanford Polk

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**Address 1:** 4520 Reading Road Suite B

**Address 1:**

**City:** Rosenberg, Texas 77471

**Phone:** 281-238-3236 Other Phone: 281-633-7200

**Fax:** 281-238-3235

**Title:** Mr.

**Salutation:** Mr.

**Position:** Supervisor

### **Financial Official**

**User Name:** Robert Sturdivant  
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**Title:** Mr.  
**Salutation:** Mr.

**Position:** County Auditor

**Grant Writer**

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**Fax:** 281-238-3235  
**Title:** Mr.  
**Salutation:** Mr.

**Position:** Supervisor

**Grant Vendor Information**

**Organization Type:** County  
**Organization Option:** applying to provide services to all others  
**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):**  
**Data Universal Numbering System (DUNS):** 081497075

**Narrative Information**

**Primary Mission and Purpose**

The Specialty Court Program supports projects that provide court-supervised substance abuse and/or mental health treatment as an alternative to traditional criminal sanctions, as defined in Chapter 121 of the Texas Government Code.

**Funding Levels**

The anticipated funding levels for the Specialty Court program are as follows:

- Minimum Award - \$10,000
- Maximum Award - None
- Match Required - None

For more information regarding grantee match, please click on the **Budget** tab, and then click on the **Source of Match** tab in eGrants.

**Note:** If you voluntarily include matching funds that exceed the minimum match requirement, you will be held to that amount throughout the grant period.

**Program Requirements**

*\* The requirements for this fund source are subject to change pursuant to actions of the Texas Legislature.*

**Preferences**

Preference will be given to:

1. mandated drug courts under Texas Government Code, §123.006; and
2. non-mandated drug courts operating in counties with a population of less than 200,000.

### 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 to CJD through a formal grant adjustment and to secure CJD 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 CJD's approval of a grant adjustment and prior to requesting reimbursement of CJD 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 CJD authorizes otherwise. Program income shall be used to reduce the CJD award and grantee match rather than to increase the funds committed to the project. Exceptions to the deduction method must be approved by the CJD Executive Director.

Note: Program income must be spent on project expenses before expending OOG grant funds. Program income is subject to the same statutes, rules, regulations, and guidelines applicable to the use of the OOG-funded portion of the grant.

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).

### Criminal History Reporting

Entities receiving funds from CJD 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 60. 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.

## Specialty Court Program Requirements

Specialty Court programs that provide court-supervised substance abuse and/or mental health treatment as an alternative to traditional criminal and civil sanctions, as defined in Chapter 121 of the Texas Government Code, must incorporate the essential characteristics of the respective specialty court type established under Chapter 122, 123, 124, or 125 of the Texas Government Code in order to be eligible for funding.

### Court Type

- Adult - Programs serving adults (either pre-adjudication, post-adjudication, or reentry).
- Family - Programs serving parents who enter the specialty court in relation to suits affecting the parent-child relationship, including child welfare / CPS cases, child support cases, or other civil matters.
- Veterans - Programs serving veterans or current members of the United States armed forces, including members of the Reserves, National Guard or State Guard.
- Mental Health - Programs serving individuals who are suspected by a law enforcement agency or court of having a mental illness or mental retardation.
- Prostitution Prevention - Programs providing defendants charged with an offense under Section 43.02(a)(1), Penal Code, in which the defendant offered or agreed to engage in sexual conduct for a fee.

Select the type of specialty court that will be operated:

- ☒ Adult
- ☐ Veterans
- ☐ Family
- ☐ Mental Health
- ☐ Prostitution Prevention

Will the specialty court accept DWI offenders?

Select the appropriate response:

- ☒ Yes
- ☐ No
- ☐ N/A

## Essential Characteristics - All Court Types

Describe in detail below how your program meets each of the specified essential characteristics:

**Adult Specialty Court Program (including DWI and Reentry Courts)**

Integration of Services - The integration between alcohol and other drug treatment services in the processing of cases in the judicial system.

Non-Adversarial Approach – The use of a non-adversarial approach involving prosecutors and defense attorneys to promote public safety and to protect the due process rights of program participants.

Prompt Placement - Early identification and prompt placement of eligible participants in the program

Access - Access to a continuum of alcohol, drug, and other related treatment and rehabilitative services.

Abstinence Monitoring - Monitoring of abstinence through weekly alcohol and other drug testing.

Compliance Strategy - A coordinated strategy to govern program responses to participants' compliance.

Judicial Interaction - Ongoing judicial interaction with program participants.

Evaluation - Monitoring and evaluation of program goals and effectiveness.

Education - Continuing interdisciplinary education to promote effective program planning, implementation, and operations.

Partnerships - Development of partnerships with public agencies and community organizations.

Describe Below:

Integration of Services-The Drug Courts Team Members meets weekly. The Misdemeanor DWI Court Team meets twice monthly. The team members consists of the Judge, treatment providers, Drug Court Coordinator, Drug Court Officer, Prosecutor and Defense Attorney. Cases are staffed to determine the best course of action for each participant. 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 court staffings. Participants of the Misdemeanor and Felony Drug Courts must complete Moral Reconation Therapy (MRT). Participants may also be referred to educational and job training based on individual needs. The policy manual is updated during team business meetings when applicable. 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 staffings, 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 a intake interview and are placed on the Court docket. If a defendant agrees to enter one of programs, he/she are given a Drug Court bond and will begin the program immediately upon their release from jail. 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 intake, the participants' substance abuse, social, employment, education, family and criminal history are reviewed. Referral to substance abuse treatment services are completed at the time of intake which includes a Substance Abuse Assessment and referral to the appropriate level treatment services. During the participant's first court date, the case is staffed, if needed; the defendant is referred to other needed services. These services may include a mental health evaluation, anger

management, job training and employment assistance, a sober living home, (DARS) the Texas Department of Assistive and Rehabilitative Services, and HIV and tobacco awareness class. 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. Aftercare support groups are available to participants which includes an alumni group sponsored by Graduates of the DWI Court Program. 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 (DWI Court participants are to submit to alcohol/drug three times per month, 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. Compliance Strategy-Incentives and sanctions are applied by the court based on the behavior of the participants. The appropriate court response is decided by the information provided during team staffing. Sanctions include admonishments by the court, more restrictive conditions, demotion, jail time, Community Service, writing assignments, zero tolerance and expulsion from the program. A Participant may be placed on zero tolerance as a sanction. A participant may be removed from zero tolerance after a period of time in which the participant has shown positive changes in their participation, attitude and actions. 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. 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 staffings 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-Business meetings are scheduled to discuss and implement new ideas for the DWI/Drug Court Programs. Program goals and the effectiveness of the programs are discussed. The DWI/Drug Court Officers monitors program data, which includes recidivism rate, retention rate, graduation rate, and the demographic information of the participants. In addition, the officers enter all case information into the Department's MIS system. Education- 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 Drug Court Professionals training in Fort Worth, Texas January 2014 (team members are scheduled to attend the 2015 conference). The program team members will continue to attend ongoing training related to Drug/DWI Courts. Partnerships-The programs partnership with local business who donates gift cards for incentives. Staff meet annually with the local Work Source Office to explained the programs and solicit assistance for job placement. Drug Court participants are referred for assistance in their job search, which includes job search classes. We have partnership with the local community college who conducts an educational workshop to assist in college preparation and financial aid.

General Approaches

- Pre-adjudication - The defendant is diverted to the treatment program in lieu of prosecution before charges are filed or before final case.
- Post-adjudication - The drug offender begins the drug court program after entering a plea of guilty or nolo contendere or having been found guilty, often as a condition of probation.
- Reentry - Offenders completing sentences of incarceration or lengthy terms of residential treatment are ordered into the treatment program to facilitate their transition and reintegration into society.
- Civil - Participants enter the drug court program in relation to suits affecting the parent-child relationship, including child welfare / CPS cases, child support cases, or other civil matters.

Select the general approach(es) that best fit this drug court.

Select all that apply:

- ☒ Pre-adjudication
- ☒ Post-adjudication
- ☐ Reentry
- ☐ Civil
- ☐ N/A

Observation

The specialty court team (judge, prosecutor, defense counsel, treatment provider, supervision officer, court coordinator, etc.) of a new program must observe at least one specialty court staffing session and hearing, in Texas, prior to program implementation.

Policies and Procedures

The specialty court will develop and maintain written policies and procedures for the operation of the program.

#### Information Sharing

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.

#### Program Notice

Unless the following provisions have already been met, pursuant to Section 121.002 (c) (1) of the Texas Government Code, the applicant will submit written notice of the program, any resolution or other official declaration under which the program was established, and a copy of the applicable community justice plan that incorporates duties related to supervision that will be required under the program to the Governor's Criminal Justice Division.

#### Jurisdiction

Provide the name of the court administering the Specialty Court program (e.g., 999th Judicial District Court, Somewhere County Criminal Court, or City of Somewhere Municipal Court). If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply.

County Court at Law #4 DWI Court, County Court at Law #3 Misdemeanor Drug Court, Felony Drug Court (CARD) Specialty Court Start Date

If the Court has commenced operations, provide the date that the Court was established.

Enter the date [mm/dd/yyyy]:

1/23/2002

#### Presiding Judge

The presiding judge of a specialty court funded through this program must be an active judge holding elective office, an associate judge or magistrate assigned to preside over specialty court, or a retired judge available as a sitting judge.

Enter the name, phone number, and email address of the Presiding Judge for the Specialty Court. If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply. Applicant must notify CJD with this information when a judge is appointed.

CARD: Ross Sears,searsross@co.fort-bend.tx.us 281-341-4424,DWI Court: Sandy Bielstein bielssan@co.fort-bend.tx.us 281-238-2399 M.Drug Court: Susan Lowery lowerysus@co.fort-bend.tx.us 281-341-4434

#### Specialty Court Coordinator

Enter the name, phone number and email address of the Specialty Court Coordinator. If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply. Applicant must notify CJD with this information when a coordinator is appointed.

Note: The Specialty Court Coordinator usually monitors the operation of the Specialty Court, supervises Specialty Court staff, participates in Specialty Court judicial staff meetings, prepares and oversees Specialty Court contracts with service providers, maintains data on Specialty Court operations, and communicates with legal staff, government officials, social service agencies, and the public regarding matters of the Specialty Court.

Jim Syptak (Felony Drug Court and Misdemeanor Drug Court Coordinator) syptjim@co.fort-bend.tx.us 281-633-7243 Tiffany Bangs (DWI Court Coordinator) tiffany.bangs@fortbendcountytexas.gov

#### Federal Funding

Applicant agrees to apply for federal grant funding from the Bureau of Justice Assistance to support operations of the court. Applicant also agrees to notify CJD immediately of any additional state or federal grants or other funds that may become available to support operation of the court. At that time, CJD may deobligate a portion of the funds awarded under this solicitation.

Has the specialty court ever applied for federal funding?

Select the appropriate response:

☒ Yes

☐ No

☐ N/A

Has the specialty court ever received federal funding?

Select the appropriate response:

- ☒ Yes  
☐ No  
☐ N/A

If you selected Yes above, provide the federal award amount, grant period [mm/dd/yyyy to mm/dd/yyyy], and how the funds were used or will be used if the federal grant period overlaps with the grant period for this solicitation.

Enter the federal funding description:

Fort Bend County Felony Drug Court (CARD) was awarded a federal grant in the amount of \$499,838.00. The grant period was 04/02/2002 through 03/13/2005. The federal grant expired on 03/31/2005. Fort Bend County utilized these funds to provide treatment services for participants involved in the Felony Drug Court (CARD), and funded personnel positions.

TDSHS - CMBHS Registration

Applicant assures that it is currently registered or will register with the Texas Department of State Health Services (TDSHS) – Clinical Management for Behavioral Health Services (CMBHS) database. Information about registration procedures can be accessed [here](#).

### 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:

Kent Edwards

Enter the Address for the Civil Rights Liaison:

301 Jackson Street Suite 243 Richmond, Texas 77469

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

### Certification

Each applicant agency will certify to the specific criteria detailed above under Program Requirements to be eligible for funding under the Specialty Court Program Solicitation.

☒ I certify to all of the above eligibility requirements.

### Problem Statement:

Please provide a detailed account in the Problem Statement section of the existing issues your project will target.

Enter your 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 occurs. The Fort Bend County DWI Court and Drug Courts seeks to alleviate this problem through early identification of substance abuse disorders, intensive substance abuse treatment and court intervention.

### Supporting Data:

Provide as much supporting data, to include baseline statistics and the sources of your data, which are pertinent to where the grant project is located and/or targeted. Do not use statewide data for a local problem or national data

for a statewide problem.

Enter your 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 experience an increase use of synthetic drug use which includes K-2/SPICE and Bath Salt. 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 2013 Fort Bend County population was 652,365 which indicate a growth rate of 11% 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 that on September 1, 2013, there were 2,662 felony criminal cases pending disposition in Fort Bend County. Of the felony cases pending a, 24% were alcohol or drug related offenses. This percentage does not include theft or property crimes, which is commonly associated with substance abuse. Of the 6,471 misdemeanor criminal cases that were pending in Fort Bend County on September 1, 2013, 36% were classified as alcohol or drug related offenses. According to the Fort Bend County Community Supervision and Correction Department's Offender Profile Data at the end of fiscal year 2013, 41% of individuals under direct supervision were placed on Community Supervision for an alcohol or drug related offense. 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 21% over a three-year period. The three year recidivism rate for the Misdemeanor Drug Court is 15%. FY 2014 results for the DWI Court Program indicate a successful completion rate of 84%. As of FY 2014, 70% 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.

### Community Plan:

For projects that have a local or regional impact target area, provide information regarding the community plan need(s) that your project will address.

Enter your community planning needs:

Limited substance abuse treatment resources & services

### Goal Statement:

Provide a brief description of the overall goals and objectives for this project.

Enter a description for the overall goals and objectives:

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.

### Cooperative Working Agreement (CWA):

When a grantee intends to carry out a grant project through cooperating or participating with one or more outside organizations, the grantee must obtain authorized approval signatures on the cooperative working agreement (CWA) from each participating organization. Grantees must maintain on file a signed copy of all cooperative working agreements, and they must submit to CJD a list of each participating organization and a description of the purpose of each CWA. Cooperative working agreements do not involve an exchange of funds.

For this project, provide the name of the participating organization(s) and a brief description of the purpose(s) for the CWA(s). You should only provide information here that this project's successful operation is contingent on for the named service or participation from the outside organization.

Note: A Sample CWA is available [here](#) for your convenience.

Enter your cooperating working agreement(s):

Fort Bend County District Attorney's Office: provides prosecutors for cases assigned to the Drug and DWI Courts and serves as team members for each assigned Court.

### Continuation Projects:

For continuation projects only, if your current or previous year's project is NOT on schedule in accomplishing the stated objectives, briefly describe the major obstacles preventing your organization from successfully reaching the project objectives as stated within your previous grant application. (Data may be calculated on a pro-rated basis depending on how long the current or previous year's project has been operating.)

Enter your current grant's progress:

Project objectives are on schedule in accomplishing reported output and outcomes measures/goals.

### Project Summary:

Briefly summarize the entire application, including the project's problem statement, supporting data, goal, target



group, activities, and objectives. Be sure that the summary is easy to understand by a person not familiar with your project and that you are confident and comfortable with the information if it were to be released under a public information request.

Enter your summary statement for this project:

Fort Bend County has limited resources to effectively handle individuals arrested for a non-violent drug or alcohol related offense. 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 will 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 will also 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 12-Steps Meetings, attend substance abuse treatment, individual and/or family counseling, peer support meetings and aftercare group. 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 can 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 participant. Participants are also assessed and referred to a cognitive behavioral program. Successful completion of each program is determined once the participants has completed 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.

## **Project Activities Information**

### **Specialty Courts**

Does your project have a Steering Committee that helps direct and enhance your court's operations?

☐ Yes

☒ No

☐ N/A

List the members of your project's treatment team and describe their role in supporting the participants.

Each program consists of a Judge, Coordinator, Prosecutor, Defense Attorney, Supervision Officer and Treatment Provider. Judge: is the ultimate decision-making authority and motivator. He/She 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 communicates 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.

Provide the average caseload size for a full-time case manager/probation officer assigned to this project.

The average caseload for each program: Felony Drug Court: 45 participants Misdemeanor Drug Court: 35 participants Misdemeanor DWI Court: 45 participants  
Provide your project's policy on drug testing participants.

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 twice weekly through 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.  
Describe the process you will use to determine your project's effectiveness.

The programs' team conducts business meetings on a quarterly basis. During these meetings policy and programs' procedures are reviewed by the team and updated when applicable. The teams discuss current strengths and areas of needs. A plan is then formulated and implemented to address the identified needs of each program. Areas of needs are identified through participants' exit surveys and input from team members. Program performance measures are calculated and reviewed during business meetings. 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 programs success can be compared to other programs to determine the cost benefit of each program.  
Provide the total cost for operating your project during the previous fiscal year. (This should include all salaries, travel, counseling, treatment services, office supplies, etc.)

711950

List the sources and amounts of non-CJD funding used to support this project during the previous fiscal year. (This may include local or state funds and any other charges to participants.)

Local funds: \$55,000.00 TAIP: \$27,275.00 DSHS: \$36,933.00 CJAD/Basic Supervision: \$303,013.00 DWI/Controlled Substance Court Cost: \$113,621.04

List the treatment resources used for this project (e.g., ATR, TAIP, in-house, etc.).

In addition to CJD funds, treatment resources includes TAIP, CSCD, local funds and when available treatment providers' DSHS funding

Provide the total fees collected in your county during the most recently completed fiscal year, in accordance with Chapter 102.0178, Code of Criminal Procedure, for offenses found in Chapter 49, Penal Code (DWI) and Chapter 481, Health and Safety Code (controlled substances). Note: The party responsible for collecting court assessed fees

in your county may be the treasurer, county clerk, or district clerk.

27439

Of the fees collected in your county, provide the amount that was directed to your project.

16345

Describe how your project used those fees.

These funds were used to fund outpatient substance abuse counseling/treatment for FY2014.

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Specialty Court - Adult	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, 12 step meetings, 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.

Geographic Area:  
Fort Bend County

Target Audience:

The Felony Drug Court (CARD) targets non-violent offenders who are charged with a felony offense where the underlying circumstances of the offense involve substance abuse. The Misdemeanor Drug Court targets an individual charged with a Misdemeanor drug offense. The DWI Court targets individuals who have been charged with a subsequent DWI and first time offenders who through a screening process have been determined to have a serious problem with alcohol.

Gender:

Male and female offenders are eligible for the programs

Ages:

Age seventeen (17) or older

Special Characteristics:

Prospective participants should exhibit a level of commitment to change behavior that is indicative of someone seeking to break the cycle of their addiction and raise the level of their ability to remain a law abiding citizen.

## Measures Information

## Progress Reporting Requirements

All programs will be required to report the output and outcome measures for this program to Texas A&M University, Public Policy Research Institute ([PPRI](#)).

### Objective Output Measures

OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
Number of new enrollments in the program.	44	100
Number of participants in the program. ("Participants" should include the number in the program at the beginning of the reporting period plus the number of enrollments - example: total number served.)	151	230
Number of people assessed for eligibility to participate in the program.	121	350

### Custom Objective Output Measures

CUSTOM OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
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### Objective Outcome Measures

OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
Number of participants employed or enrolled in school at time of specialty court graduation (part time or full time).	20	65
Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.	3	6
Number of participants that successfully complete the program.	23	70

### Custom Objective Outcome Measures

CUSTOM OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
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## Certification and Assurances

Each applicant must click on this link to review the standard [Certification and Assurances](#).

## 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?

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:

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?

Note: Pursuant to Texas Government Code §556.005, a political subdivision or private entity that receives state funds may not use the funds to pay a person required to register as a lobbyist or for lobbying expenses. A political subdivision or private entity that violates this provision is not eligible to receive additional state funds.

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]:

9/1/2015

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

8/31/2016

## 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:

22643710

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

6028021

## Single Audit

Select the appropriate response below based on the Fiscal Year Begin Date as entered above:

### For Fiscal Years Beginning Before December 26, 2014

Applicants who expend less than \$500,000 in federal grant funding or less than \$500,000 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 OMB Circular A-133.

Has the applicant agency expended federal grant funding of \$500,000 or more, or state grant funding of \$500,000 or more during the most recently completed fiscal year?

OR

### For Fiscal Years Beginning On or After December 26, 2014

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 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 Single Audit Act Amendments of 1996 and OMB Circular A-133; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit:

3/18/2014

## Equal Employment Opportunity Plan (EEOP)

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:

Kent Edwards, Human Resource Director, 301 Jackson Street Suite 243 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:

Select the appropriate response:

- ☐ 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.

Enter the debarment justification:

## **Fiscal Capability Information**

### **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:

### **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:

### 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:

### 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:

### 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	CJD	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	\$110,000.00	\$0.00	\$0.00	\$0.00	\$110,000.00	0

		DWI Court Program, approximately 50% of the Felony Drug Court Program and a portion of the Misdemeanor Drug Court Program.						
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 50% of the Felony Drug Court Program and a portion of the Misdemeanor Drug Court Program.	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0

## 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	CJD	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:

CJD	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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