

## RESOLUTION

### Fort Bend County Felony Drug Court (CARD), Misdemeanor Drug Court and Misdemeanor DWI Court Programs

**WHEREAS**, the County Court of Commissioners finds it in the best interest of the citizens of Fort Bend County, that the Felony Drug Court (CARD), Misdemeanor Drug Court and the Misdemeanor DWI Court Programs be operated for the Fiscal year 2017; and

**WHEREAS**, the County Court of Commissioners agrees that in the event of loss or misuse of the Criminal Justice Division funds, the County Court of Commissioners assures that the funds will be returned to the Criminal Justice Division in full.

**WHEREAS**, the County Court of Commissioners designates Robert Hebert, Fort Bend County Judge as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**NOW THEREFORE, BE IT RESOLVED** that the County Court of Commissioners approves submission of the grant application for the Felony Drug Court (CARD), Misdemeanor Drug Court and the Misdemeanor DWI Court programs to the Office of the Governor, Criminal Justice Division.

Passed and Approved and Resolved on the 23 day of February, 2016.

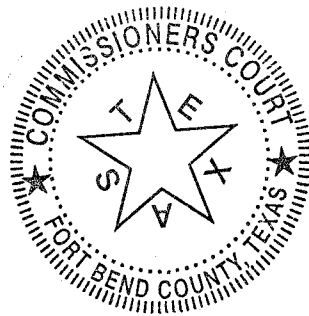


Robert Hebert, County Judge

ATTEST:



Laura Richard, County Clerk



Grant Application Confirmation Number: 1919110



[Print This Page](#)

**Agency Name:** Fort Bend County  
**Grant/App:** 1919110 **Start Date:** 9/1/2016 **End Date:** 8/31/2017

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

### Eligibility Information

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

### Application Eligibility Certify:

Created on:1/5/2016 4:55:27 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:** 9/1/2016  
**End Date:** 8/31/2017

**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@fortbendcountytx.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  
**Email:** Stan.Polk@fortbendcountytx.gov  
**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  
**Email:** linda.rosenberg@fortbendcountytx.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

#### Grant Writer

**User Name:** Stanford Polk  
**Email:** Stan.Polk@fortbendcountytx.gov  
**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**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):**  
17460019692080**Data Universal Numbering System (DUNS):** 081497075**Narrative Information****Introduction**

Information related to this program is in the CJD funding announcement for the Specialty Courts Program.

**Section 1: Program-Specific Questions****A. Type of Program**

Select all that apply. If selecting problem-solving court, also select the other types of programs that are being combined.

- Family drug court program
- Adult drug court program
- Juvenile drug court program
- Veterans court program
- Mental health court program
- Commercially sexually exploited persons court program
- Problem-solving court program that combines two or more types of courts above into a multi-purpose court designed to bring multiple types of treatment for co-occurring disorders or issues

If you selected '**problem-solving court**', briefly describe the court and any types of elements or services that are not listed above.

Will the specialty court accept DWI offenders?

- Yes
- No

**B. General Approaches****Guidance**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 offender begins the specialty 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 specialty court program in relation to suits affecting the parent-child relationship, including child welfare / CPS cases, child support cases, or other civil matters.

Select all that apply:

- Pre-adjudication
- Post-adjudication
- Reentry
- Civil

**C. CJD Registration**The court seeking funding through this application has met the following requirements of *Chapter 121, Government Code*.

Select all that apply:

- The court has provided CJD with written notice of the program.
- The court has provided the resolution or other official declaration under which the program was established.
- The court has provided a copy of the applicable community justice plan that incorporates duties related to supervision that will be required under the program.

**D. 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)

**E. Establishment Date**

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

Enter the date [mm/dd/yyyy]:

1/23/2002

**F. Presiding Judge****Guidance**

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.

Enter name:

Ross Sears, Felony Drug Court, Susan Lowery, Misd Drug Court, Sandy Bielstein, Misd DWI Court

Enter phone number [(999) 999-9999 x9999]:

281-341-3411

Enter email address:

Ross.Sears@fortbendcountytx.gov

**G. Specialty Court Coordinator****Guidance**

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

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.

Enter name:

Jim Syptak, Stanford Polk

Enter phone number [(999) 999-9999 x9999]:

281-633-7200

Enter email address:

jim.syptak@fortbendcountytx.gov, stan.polk@fortbendcounty.gov

**H. 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 de-obligate a portion of the funds awarded under this solicitation.

Has the specialty court ever applied for federal funding?

Yes

No

Has the specialty court ever received federal funding?

Yes

No

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. 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.

**I. Sustainment**

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

3

1) If three (3) years or fewer, provide a brief explanation of your sustainment plan, if it will be sustained; [if not to be sustained enter '**N/A**']:  
Pending

2) If more than three (3) years, explain the longer term sustainment plan or why other resources cannot be used to continue this project and why a sustainment strategy is not possible:

## Section 2: Certifications

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

### A. Behavior Health Registration

The court is registered with the Texas Department of State Health Services, Clinical Management for Behavioral Health Services database. Information about registration procedures may be accessed at <http://www.dshs.state.tx.us/cmbhs/default.shtm>.

### B. 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.

### C. Policies and Procedures

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

### D. 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.

### E. 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.

### F. Uniform Crime Reports

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

### G. Criminal History Reporting

The county (or counties) in which the applicant is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety for calendar years 2010 through 2014.

### H. 12-Step Program

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

### I. Mandated Courts

Preference will be given to courts mandated under Texas Government Code Section 123.006 and Section 126.007, as well as non-mandated Drug Court and Commercially Sexually Exploited Persons Court Programs operating in counties with a population of less than 200,000.

### J. GPI

The applicant will report Generated Program Income (GPI), which includes any portion of fees collected from program participants and retained by the grantee. GPI will be applied to the grant through a grant adjustment. GPI must be used to offset project costs and must be expended prior to seeking payment from CJD

### K. Sustainability

The applicant will use grant funds to establish and operational court program following recommended best practices. The program will create a plan to move toward self-sustainability

### L. Immigration and Customs Enforcement Requests

If the applicant organization is a sheriff's department or the project is providing direct resources to or is being implemented by a sheriff's department, the following certification applies:

I certify that the applicant sheriff's department (department) participates fully, and will continue throughout the grant period to participate fully, in 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 the custody of the department, and (2) detain such aliens in accordance with requests by DHS. I further certify that the department has no policy, procedure, or agreement that limits or restricts the department's full participation in all aspects of the programs and procedures utilized by DHS to (1) notify DHS of all information requested by DHS related to illegal aliens in the custody of the department, and (2) detain such aliens in accordance with requests by DHS. I agree that failure to comply with this certification will result in CJD terminating the grant and the department shall return all funds received to CJD. Additionally, I agree that the department will remain ineligible for future CJD funding until it can provide satisfactory evidence that the jurisdiction has been in compliance with this requirement for a period of at least one year.

### M. Civil Rights Liaison

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

Enter the Name of the Civil Rights Liaison:

Jenetha Jones

Enter the Address for the Civil Rights Liaison:

301 Jackson Street

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

281-341-8608

**Overall Certification**

Each applicant agency must certify to the specific requirements detailed above as well as all requirements within the CJD Funding [Announcement](#) and CJD [Comprehensive Certification and Assurances](#) to be eligible for this program.

**X** I certify to all of the above requirements.

**Project Abstract :**

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 be required to submit to random alcohol/drug screening. Each program activities consist of three phases with the exception of the CARD program, which consist of a Preliminary Recovery Exposure Phase along with the three phases. The participants are required to attend weekly court sessions, submit to random drug/alcohol testing, attend substance abuse treatment, individual and/or family counseling, peer support meetings and aftercare groups. Participants are also required to report to their assigned Drug Court Officer and are subject to monthly home/field visits by their assigned Drug Court Officer. Treatment and supervision requirements 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.

**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 :**

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 as of August 31 2015, there were 3292 active felony criminal cases pending disposition in Fort Bend County. Of the felony cases pending, 26% were alcohol or drug related offenses. This percentage does not include theft or property crimes, which is commonly associated with substance abuse. Of the 7411 misdemeanor criminal cases that were pending in Fort Bend County on August 31, 2015, 41% were classified as alcohol or drug related offenses. According to the Fort Bend County Community Supervision and Corrections Department's Offender Profile Data at the end of fiscal year 2015, 42% of individuals under direct supervision were placed on Community Supervision for an alcohol or drug related offense. The Fort Bend County Pre-Trial Department (operated through the CSCD) supervises individual with pending cases that are court ordered to submit to random alcohol/drug testing. FY 2015 the Pre-Trial Department served 920 offenders in which 55% of these offenders submitted to a positive alcohol/ drug test or admitted to illicit drug use. These individuals are considered potential candidates for the DWI/Drug Court Programs. A recent study completed by the Fort Bend County Community Supervision and Corrections Department indicates that the Felony Drug Court Program (CARD) has a recidivism rate of 20% 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 86%. As of FY 2015, 71% of the participants enrolled in the Felony Drug Court Program have successfully completed the program. The recidivism and

successful completion rate of each program indicates that these specialty court programs are effective in reducing criminal activity related to substance abuse and are cost effective.

### Project Approach & Activities:

The Drug Court and DWI court programs are special "Problem-Solving" courts given the responsibility to handle cases involving drug and alcohol offenders through intense supervision, substance abuse treatment, drug testing, and immediate sanctions and incentives. Graduated sanctions, including jail time, are imposed for noncompliance. Conversely, incentives are applied for continual compliance. Initially, the offender is under weekly contact from members of the Drug/DWI Court teams. The Drug/DWI Court teams are comprised of the Judge, Drug Court Coordinator, prosecutor, defense attorney, supervision officers, and treatment providers. This type of supervision provides more comprehensive supervision of drug using offenders than any other form of community supervision. Fort Bend County's Drug/DWI Court programs are design to reduce recidivism through evidence-based practices, and effective and accountable response from the criminal justice system that breaks the cycle of drug and alcohol addiction and criminality. These programs help participants develop sober, healthy lifestyles by undergoing intensive supervision and treatment directed through the Drug/DWI Court teams. Upon successful completion of the program, an individual should be able to cope with an addiction problem in a socially acceptable manner, maintain employment or full-time student status and be a contributing member of the community. Each court team quickly and accurately identifies defendants with alcohol or drug abuse problems to initiate the assessment and referral process. Potential participants are identified through the screening process by the Drug Court Officers or the CSCD Pretrial Officer with offenders who are required as a condition of bond to submit to random alcohol/drug testing. Each program consists of three phases with the exception of the Felony Drug Court program, which consist of a Preliminary Recovery Exposure Phase along with the three phases. Program design is based on the ten key components. The programs serve cases that originate from the Fort Bend County Criminal County and District Courts Dockets. The supervision of participants is conducted by the Community Supervision and Corrections Department who employs the Drug/DWI Court Officers and Coordinator. Participant may be required to pay a fee to the CSCD in the amount of not less than \$25.00 and not more than \$60.00 per month (Art. 42.12 Section 19 Probation Supervision Fees). In lieu of Probation Supervision Fees the court may order participants to pay a program participation fee not to exceed \$1000.00 per participant (the Courts are currently not assessing participation fees). Integration of Services – The integration between alcohol and other drug treatment services in the processing of cases in the judicial system. The Felony Drug Court Team Members and Misdemeanor Drug Court Team meet weekly. The Misdemeanor DWI meets twice monthly. Court teams include the Judge, treatment providers, Drug Court Coordinator, Drug Court Probation Officer, Prosecutor and Defense Attorney. Teams meet prior to court proceedings to staff each participant's case, determine current progress and future action. The treatment providers are an official member of the Drug/ DWI Court Teams. The treatment providers provide weekly progress reports and participate in the weekly/bi-weekly court staffing. Treatment options utilized by the Courts are intensive and supportive outpatient programs, individual counseling, recovery support meetings, psychological counseling, and residential drug treatment. Participants must complete Moral Reconciliation Therapy, which is a cognitive behavior program. Many receive educational and vocational assistance referrals based on individual needs. The Courts mission statement, eligibility requirements, program guidelines, general sanctions, incentives and reporting requirements are defined in the programs' policy manual. Non-Adversarial Approach – The 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. The Drug/DWI Courts Prosecutors and Defense Attorneys are active members of the Court teams. The Drug/DWI Courts Assistant District Attorney and Defense Attorney are notified of potential clients for the Drug and /or DWI Court programs. Once it is determined that a defendant is appropriate for the program, instructions are given to the participant to appear at the next court docket. Additionally, the Defense Attorney will file a motion to substitute, so that the Drug/DWI Court Defense Attorney may be appointed to the case. The Defense Attorney will examine the legal merits of the State's case. The Drug/DWI Court Defense Attorney represent and advise the potential candidate of their legal rights and possible defenses to the State's case. The candidate formally makes a commitment to the program by entering a plea of guilty to the pending charges. The Defense Attorney explains the plea agreement to the participant. The Defense Attorney and Prosecutor also actively participate in weekly team staffing's, business meetings and other Drug /DWI Court functions. Prompt Placement – Early identification and prompt placement of eligible participants in the program. DWI/Drug Court Officers screen potential candidates within 24-72 hours of arrest. Offenders are interviewed to determine eligibility. Potential candidates are screened by the Drug/DWI Court Coordinator or Probation Officer to determine if they meet eligibility criteria for the program. If the defendant is approved and agrees to enter one of the programs, they are scheduled for an intake interview and are placed on the Court docket. If a defendant agrees to enter one of programs, he/she are given Drug Court bond conditions and will begin the program immediately. The DWI Court participants are granted a term of Community Supervision with the condition of participation in the DWI Court Program. Referrals are made through Prosecutors, Defense Attorneys and existing probation cases. Access – Access to a continuum of alcohol, drug, and other related treatment and rehabilitative services. During the intake, the defendant's substance abuse, social, employment, medical, education, family and criminal history are reviewed. A TRAS assessment is also completed at the time of intake. Referral to substance abuse treatment is made at that time of intake. At the defendant's first court date, the case is staffed, and if necessary, the defendant may be referred to other needed services. These services may include a mental health evaluation, anger management, the Work Source for job training and employment assistance, sober supportive housing, (DARS) the Texas Department of Assistive and Rehabilitative Services, and HIV and tobacco awareness class. The treatment provider's team staffs each Client's case weekly and Client's treatment plans are modified as needed. Participants of the Misdemeanor and Felony Drug Court have the option to attend a seminar with the local Community College to discuss the education options. After completion of outpatient drug treatment, the participants are given the opportunity to attend a peer led aftercare group. Abstinence Monitoring – Monitoring of abstinence through weekly alcohol and other drug testing. Upon placement into the DWI/ Drug Court Program, participants are placed on random drug testing. During the initial phase, the participants report a minimum of twice per week for testing in the Felony Drug Court. DWI Court participants are to submit to alcohol/drug testing three times per month, and Misdemeanors Drug Court Participants a minimum of once per week. The frequency in which participants are tested decreases as they advance through the program. The participants are subjected to hair follicle tests, urine tests, saliva tests, and ETG tests throughout the program. To address a positive drug test, the participant will receive a sanction and treatment services are adjusted which may include transitioning back a phase, increased substance abuse groups, or residential treatment. Compliance Strategy – A coordinated strategy to govern program responses to participants' compliance. The courts, based on the actions of the participant during the week, apply incentives and sanctions. Each week, the appropriate court response is decided by the information provided during team staffing. Sanctions include admonishments by the court, more restrictive conditions, program phase demotion, jail time, community service, writing assignments, and in extreme cases, program expulsion. Before expulsion is considered, the graduated sanctions process demands an established history of court directed consequences. Incentives include certificates of achievement, gifts and gift certificates, praise from the bench, court applause, less restrictive conditions within the program, promotion within program, and ultimate dismissal of the case. (DWI Court participants are not eligible for case dismissal) Participants of the Felony Drug Court and the Misdemeanor Drug Court are eligible for case expungement upon completion of aftercare. Judicial Interaction – Ongoing judicial interaction with program participants. The Court Judges are the ultimate decision-making authority for their team. The Judge of the Felony Drug Court attends weekly team staffing and listens to input on each client from team members. The Judges are responsible for holding the participants accountable for their behavior through the imposition of court-ordered sanctions and rewards. The judge is also responsible for holding team members accountable for performing their respective roles in a timely, honorable, and integrated fashion. Initially, participants are required to report to court weekly with the

exception of the DWI Court (twice monthly). Court appearances may be increased or decreased, based on compliance with program protocols and progress. Evaluation – Monitoring and evaluation of program goals and effectiveness. Continuous quality improvement reviews are conducted in court team business meetings and as a matter of Fort Bend County's general operations. Court officers track program data, such as recidivism rate, retention rate, graduation rate, and the demographic information of the participants. In addition, the participant's officer enters all case information into the department's MIS system. The Fort Bend County Community Supervision and Corrections Department conducts internal audits to ensure compliance. Meetings provide common arenas to determine program operational successes, goal attainment, program problems, and potential solutions. Education – Continuing interdisciplinary education to promote effective program planning, implementation, and operations. Team Members of the DWI, Misdemeanor and Felony Drug Courts attended the annual Texas Association of Drug Court Professionals training in Conroe in January 2015. Each program will continue to attend available training to enhance court operations and remain current on research and best practice techniques. Partnerships – Development of partnerships with public agencies and community organizations. The Program's established relationship with the local Work Source Office benefits participants through job search classes and vocational readiness development. The local community college, conducts classes for program participants in educational planning, degree options and financial aid. This past year, the court programs were recognized through a press release in two local newspapers. The drug court has a special project fund generously funded by private donors to represent the community's support of the programs. Participants are also referred to the local mental health provider and the county's Recovery and Reintegration Program.

### **Capacity & Capabilities:**

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 communicate to team members' treatment progress of participants. The treatment provider is present at weekly staffing to address and interpret clinical issues and questions regarding treatment. The DWI Court Team with the exception of the Defense Attorneys attended the DWI Court Training sponsored by the National Highway Traffic Safety Administration, U.S. Department of Transportation, TX DOT and in collaboration with the National Drug Court Institute July 2005 prior to the program inception. The DWI Court Judge, CSCD Administrators and the DWI Court Officer observed and trained with the New Mexico DWI Court Program. The Felony and Misdemeanor Drug Court team members attended an "Operational Team Tune-Up", which was conducted by the National Drug Court Institute. Team Members of the DWI, Misdemeanor and Felony Drug Courts attended the annual Texas Association of Drug Court Professionals training. In July 2007 the Fort Bend County CSCD contracted with the National Drug Court Institute who provided training to enhance each program performance and a general overview of the Ten Key Components, Training, and feedback after observing each Court program. The program team members will continue to attend ongoing training related to Drug/DWI Courts to include the annual Texas Association of Drug Court Professional Conference.

### **Performance Management :**

The goal of the programs are to reduce recidivism by providing an effective and accountable response from the criminal justice system that breaks the cycle of drug and alcohol addiction and criminality in our community. The programs are also designed to promote a sober and healthy lifestyle through brokering community treatment services and promoting community safety. The program is designed in a way that the participants become vested in their recovery. The program requires that the participants make positive changes in their lives and provides them the tools to maintain these changes after completion of the program. Since the Drug Courts began, these cost effective court programs have reduced recidivism and decreased criminogenic risk factors including substance abuse among Fort Bend County offenders. The programs also focus on other criminogenic factors that often lead to re-arrest of offenders. These criminogenic areas include education/employment, family problems, criminal attitudes, housing, and companions. As a team, the goal is early identification of particular risk factors, so these areas can be addressed. Since we are successful in identifying the needs of each participant, a more effective treatment plan is developed; in turn this results in a higher success rates. Sixty to eighty percent of drug abusers commit a new crime (typically a drug-driven crime) after their release from prison. (NADCP.org) Within the State of Texas, offenders sentenced to SAFFP for FY 11, the recidivism rate was 44.7%. For offenders sentenced to an Intermediate Sanctions Facility for FY 11, the recidivism rate was 57.5 %. Currently the Fort Bend County Felony Drug Court Program has an 80% success rate based on a three-year recidivism rate. The low recidivism rate saves tax dollars for the County by reducing re-arrests and freeing up jail beds. The average cost if an offender completes the Felony Drug Court Program in fifteen months is \$4,450 per offender. By comparison, according to the Fort Bend County Jail, for Fiscal Year 14, it cost \$80 per day to house an inmate in the County Jail. Since the inception, 71% of the participants that have pled into the Felony Drug CARD Program have successfully completed the program. In FY 15, 80% of all participants completed the misdemeanor Drug Court program and 85% completed the DWI court program. The completion percentage and recidivism rate of the program indicates that the program is effective in reducing criminal activity related to substance abuse and is cost effective. The programs will continue to track success and recidivism rates to measure effectiveness.

### **Data Management:**

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

**Target Group :**

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

**Evidence-Based Practices:**

The programs are structured to ensure we follow the Ten Key components of Drug Court. (NADCP.ORG). The Drug Court teams include a multidisciplinary team approach, ongoing judicial contact, random drug testing, sanctions and incentives, and substance abuse treatment. (NADCP) The programs are designed and will continue to follow the adult drug court best practice standards set by NADCP. Eligibility and exclusion criteria for the Drug Court are predicated on empirical evidence indicating which types of offenders can be treated safely and effectively in Drug Courts. This criterion is listed in the policy manual. The Assistant District Attorney and Defense attorney's on the Drug Court team have a complete understanding of the eligibility requirements. Candidates are evaluated for admission to the Drug Court using evidence-based assessment tools and procedures. Potential Drug Court participants who have historically experienced sustained discrimination or reduced social opportunities because of their race, ethnicity, gender, sexual orientation, sexual identity, physical or mental disability, religion, or socioeconomic status receive the same opportunities as other citizens to participate and succeed in the Drug and DWI Court Programs. The Drug Court judge and Team Members stays abreast of current law and research on best practices in Drug Courts by attending the yearly TADCP conference. The Felony Drug Court Judge participates regularly in team meetings, interacts frequently and respectfully with participants, and gives due consideration to the input of other team members. The Judge takes into account recommendation by team members, but is the ultimate decision maker on the team. The programs strive to make sure consequences for participants' behavior are predictable, fair, consistent, and administered in accordance with evidence-based principles of effective behavior modification. Treatment providers ensure participants receive substance abuse treatment based on a standardized assessment of their treatment needs. Substance abuse treatment is not provided to reward desired behaviors or punish infractions. In the programs, treatment is only used as a therapeutic response. Treatment providers are trained and supervised to deliver a continuum of evidence-based interventions that are documented in treatment manuals. Other means are in place to monitor program performance; these include an internal audits and graduate surveys.

**Project Activities Information****Section 1: Steering Committee**

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

- Yes  
 No  
 N/A

**Section 2: Treatment Team**

List the members of your project's treatment team and describe their role in supporting the participants. If this has not been decided enter **'To Be Determined'**, or enter **'N/A'** if this item does not apply.

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.

**Section 3: Caseload**

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

The average caseload for each prgram: Felony Drug Court: 45 participants Midemeanor Drug Court: 35 participants Misdemeanor DWI Court: 45 participants

**Section 4: Policy**

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.

**Section 5: Project Effectiveness**

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 annually. 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

**Section 6: Project Resources**

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.)  
650500

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.) If this item does not apply enter 'N/A'.  
TAIP: \$67471.31 DSHS: \$58,099 CJAD/CSCD Basic Supervision: \$263,061.79 Participation Fees: \$32,149.27 Fees 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). \$23,717 County contribution \$55,000  
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.  
33452

Of the fees collected in your county, provide the amount that was directed to your project.  
23717

Describe how your project used those fees.  
Outpatient Substance Abuse Treatment (Individual and Group Counseling Services).

**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, psychological counseling and residential alcohol/drug treatment. With the exception of participants in the DWI Court Program, all must complete Moral Reconciliation 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.

**Measures Information**

Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
Number of new enrollments in the program.	115
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.)	230
Number of people assessed for eligibility to participate in the program.	500

Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
Number of participants employed or enrolled in school at time of specialty court graduation (part time or full time).	75
Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.	5
Number of participants that successfully complete the program.	80

Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
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Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
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### Section 1: 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.

### Section 2: Contract Compliance

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

Yes

No

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

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

### Section 3: Lobbying

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

Yes

No

N/A

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

Yes

No

N/A

### Section 4: 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]:

9/1/2016

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

8/31/2017

### Section 5: 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:

19716893

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

6732209

### Section 6: 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 [mm/dd/yyyy]:

3/20/2015

## Section 7: Equal Employment Opportunity Plan

### Type I Entity

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

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

#### Requirements for a Type I Entity

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

### Type II Entity

Defined as an applicant that meets the following criteria:

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

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

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

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

Kathy Novosad, 301 Jackson Street, Richmond, Texas 77469

### Type III Entity

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

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

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

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

- Type I Entity  
 Type II Entity  
 Type III Entity

### Section 8: 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.

## Homeland Security Information

### Fiscal Capability Information

#### Section 1: Organizational Information

Enter the Year in which the Corporation was Founded:

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

Enter the Employer Identification Number Assigned by the IRS:

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

#### Section 2: Accounting System

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

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

Select the appropriate response:

- Yes  
 No

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

Select the appropriate response:

- Yes  
 No

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

Select the appropriate response:

- Yes  
 No

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

Enter your explanation:

#### Section 3: Financial Capability

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

Has the grant agency undergone an independent audit?

Select the appropriate response:

Yes  
 No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

Yes  
 No

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

Select the appropriate response:

Yes  
 No

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

Enter your explanation:

**Section 4: Budgetary Controls**

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

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

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

Yes  
 No

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

Yes  
 No

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

Enter your explanation:

**Section 5: Internal Controls**

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

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

Select the appropriate response:

Yes  
 No

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

Select the appropriate response:

Yes  
 No

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

Enter your explanation:

**Budget Details Information**

**Budget Information by Budget Line Item:**

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
		Fort Bend County will contract with Fort Bend Regional Council to provide outpatient substance abuse counseling to include individual and group counseling and to be available to address and interpret clinical issues and questions that may arise. Fort Bend Regional Council is designated to serve the Misdemeanor DWI Court Program, approximately 50-40% of the Felony Drug Court						

<p>Contractual and Professional Services</p>	<p>Substance Abuse-Related Case Management, Counseling, Outpatient, and/or Treatment Services</p>	<p>Program and a portion of the Misdemeanor Drug Court Program. The current contract rate for FBRC is \$42.00 per individual session and \$14.00 per hour for group session. The DWI Court participants will average 15 individual sessions at the rate of \$42.00 per session and 88 group sessions (2.5 hour per session at the rate of \$14.00 per hour). Average outpatient treatment cost for a participant in the DWI Court program is approximately \$3710.00. The Felony Drug Court participants will average 18 individual sessions (\$42.00 per session) and 88 group sessions (2.5 hour per session at the rate of \$14.00 per hour). The average outpatient treatment cost for a participant in the Felony Drug Court Program is approximately \$3836.00 The Misdemeanor Drug Court Client will average 3 individual sessions at 42.00 per session and 36 group sessions (2.5 hour per session at the rate of \$14.00 per hour) Average outpatient treatment cost for the participant in the Misdemeanor Drug Court is \$1300.00. FBRC is projected to serve approximately 135 clients (45 Felony Drug Court, 60 DWI Court and 30 Misdemeanor Drug Court)</p>	<p>\$110,000.00</p>	<p>\$0.00</p>	<p>\$0.00</p>	<p>\$0.00</p>	<p>\$110,000.00</p>	<p>0</p>
<p>Contractual and Professional Services</p>	<p>Substance Abuse-Related Case Management, Counseling, Outpatient, and/or Treatment Services</p>	<p>Fort Bend County will contract with The Turning Point to provide outpatient substance abuse counseling to include individual and group counseling and to be available to address and interpret clinical issues and questions that may arise. The Turning Point is designated to serve approximately 40-50% of the Felony Drug Court Program and a portion of the Misdemeanor Drug Court Program. The current contract rate for The Turning Point is \$42.00 per individual session and \$14.00 per hour for group session. The Misdemeanor Drug Court participant will average 6 individual sessions at a rate of \$42 per session and 24 group sessions (2.5 hours per session at the rate of \$14.00 per hour). Average outpatient treatment cost for a participant in the Misdemeanor Drug Court is \$ 1100.00. The Felony Drug Court participants average 24 individual sessions (\$42.00 per session) and 88 group sessions (2.5 hour per session at the rate of \$14.00 per hour). The average outpatient treatment cost for a participant in the Felony Drug Court Program is approximately \$4088.00. The Turning Point is projected to serve approximately 60 Felony Drug Court Clients and 40 Misdemeanor Drug Court Clients</p>	<p>\$40,000.00</p>	<p>\$0.00</p>	<p>\$0.00</p>	<p>\$0.00</p>	<p>\$40,000.00</p>	<p>0</p>

**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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You are logged in as **User Name:** Stanpolk