

STATE OF TEXAS

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COUNTY OF FORT BEND

## RESOLUTION IN SUPPORT OF THE FBC REINTEGRATION COURT PROSECUTOR

WHEREAS, Fort Bend County desires to reduce crime recidivism in Fort Bend County;  
and

WHEREAS the County wishes to support a specialized docket to reduce recidivism of low level drug offenders by using an Assistant District Attorney to prosecute those cases; and

WHEREAS, the County finds it in the best interest of the citizens of the Fort Bend County area, that the Fort Bend County Reintegration Court Prosecutor be implemented for the 2019-2020 fiscal year; and

WHEREAS, Fort Bend County agrees to provide all additional funds listed below to supplement the requested CJD grant funds as required by the Justice Assistance Grant Program in the grant application submitted to the Office of the Governor, Criminal Justice Division on February \_\_\_\_, 2018, and attached as Exhibit A; and

WHEREAS, Fort Bend County agrees that in the event of loss or misuse of the Office of the Governor, Criminal Justice Division funds. Fort Bend County assures that the funds will be returned to the Office of the Governor, Criminal Justice Division in full; and  
WHEREAS, Fort Bend County designates the Honorable Judge KP George, County Judge of the Fort Bend County Commissioners Court, as the County's authorized official giving him the power to electronically apply for, accept, reject, alter or terminate the grant on behalf of the County;

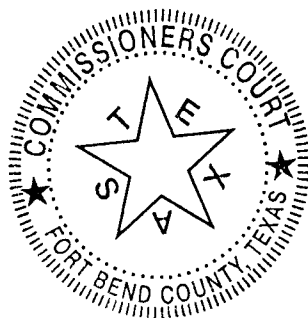
NOW THEREFORE, BE IT RESOLVED that Fort Bend County approves submission of the grant application for the Reintegration Court Prosecutor to the Office of the Governor, Criminal Justice Division requesting \$125,000 in grant funds and at least \$12,000 in local funds for a project total of \$137,000.

Approved by the Commissioners Court of Fort Bend County on the 26<sup>th</sup> day of February 2019, duly put and carried;

Attest:

Laura Richard  
Laura Richard, County Clerk

KP George  
Hon. KP George, County Judge



**Agency Name:** Fort Bend County  
**Grant/App:** 3839401 **Start Date:** 10/1/2019 **End Date:** 9/30/2020

**Project Title:** Reintegration Court  
**Status:** Application Pending Submission

### **Eligibility Information**

**Your organization's Texas Payee/Taxpayer ID Number:**  
746001969

**Application Eligibility Certify:**  
Created on: 2/15/2019 9:46:24 AM By: Chad Bridges

### **Profile Information**

**Applicant Agency Name:** Fort Bend County  
**Project Title:** Reintegration Court  
**Division or Unit to Administer the Project:** Fort Bend County DA's Office  
**Address Line 1:** 301 Jackson St  
**Address Line 2:**  
**City/State/Zip:** Richmond Texas 77469  
**Start Date:** 10/1/2019  
**End Date:** 9/30/2020

**Regional Council of Governments(COG) within the Project's Impact Area:** Houston-Galveston Area Council  
**Headquarter County:** Fort Bend  
**Counties within Project's Impact Area:**

#### **Grant Officials:**

##### **Authorized Official**

**Name:** KP George  
**Email:** county.judge@fortbendcountytexas.gov  
**Address 1:** 301 Jackson Street  
**Address 1:** Office of the County Judge  
**City:** Richmond, Texas 77469  
**Phone:** 281-341-8608 Other Phone: 281-341-8634  
**Fax:** 281-341-8609  
**Title:** The Honorable  
**Salutation:** Judge  
**Position:** County Judge

##### **Project Director**

**Name:** Chad Bridges  
**Email:** Chad.Bridges@fortbendcountytexas.gov  
**Address 1:** 301 Jackson  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-341-3353 Other Phone: 832-867-0471  
**Fax:** 281-238-3340  
**Title:** Mr.  
**Salutation:** Mr.  
**Position:** Assistant District Attorney

##### **Financial Official**

**Name:** lilliana jimenez  
**Email:** lilliana.jimenez@fortbendcountytexas.gov  
**Address 1:** 301 jackson street

**Address 1:**  
**City:** richmond, Texas 77469  
**Phone:** 281-344-3971 Other Phone:  
**Fax:**  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** accountant

#### **Grant Writer**

**Name:** Chad Bridges  
**Email:** Chad.Bridges@fortbendcountytexas.gov  
**Address 1:** 301 Jackson  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-341-3353 Other Phone: 832-867-0471  
**Fax:** 281-238-3340  
**Title:** Mr.  
**Salutation:** Mr.  
**Position:** Assistant District Attorney

## **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):** 746001969  
**Data Universal Numbering System (DUNS):** 081497075

## **Narrative Information**

### **Introduction**

The purpose of this funding is to support projects that promote public safety, reduce crime, and improve the criminal justice system.

Please read the funding announcement for program rules and application guides, available on the [eGrants Calendar](#) page. Additionally, you should review the *Guide to Grants* available at [CJD's resources webpage](#) for information and guidance related to the management and use of grant funds.

Use the space provided below to describe your project. For help with your narrative, see CJD's [Developing a Good Project Narrative Guide](#).

**Note:** Do not upload attachments with further information unless specifically instructed to do so.

### **Certifications**

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

#### **Constitutional Compliance**

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

#### **Information Systems**

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

#### **Bulletproof Vests**

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

#### **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 (DPS) for inclusion in the annual Uniform Crime Report (UCR). To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year.

#### **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.

#### **DNA Testing of Evidentiary Materials**

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

#### **Interoperable Communications**

Funds to support emergency communications activities must ensure compliance with the FY 2018 SAFECOM Guidance on Emergency Communications Grants; adherence to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band; and are fully coordinated with the full-time [Statewide Interoperability Coordinator \(SWIC\)](#) for Texas.

#### **Twelve-Step Programs**

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

#### **Generated Program Income**

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

#### **National Instant Background Check System (NICS)**

Entities receiving funds under this solicitation that are to generate or upgrade court dispositions or other records that are relevant to National Instant Background Check System (NICS) determinations must have a system in place to ensure that all such NICS-relevant dispositions or records that are generated or upgraded are made available in timely fashion to state repositories/databases that are accessed by NICS.

#### **Body-Worn Cameras (BWCs)**

Applicant assures that if it plans to purchase body-worn cameras with grant funds, that it has adopted adequate policies and procedures related to BWC equipment usage, data storage and access, privacy considerations and training. The certification form related to BWC policies and procedures can be found [here](#).

#### **Conversion to National Incident-Based Reporting System (NIBRS)**

The Texas Department of Public Safety (DPS) has established a goal set by the Texas Legislature for all local law enforcement agencies to implement and report crime statistics data by using the requirements of the National Incident-Based Reporting System (NIBRS) no later than September 1, 2019. Additionally, the Federal Bureau of Investigations (FBI) will collect required crime statistics solely through the NIBRS starting January 1, 2021. Due to these upcoming state and federal deadlines, grantees are advised that eligibility for future grant funding may be tied to compliance with NIBRS. Financial grant assistance for transitioning to NIBRS may be available for your jurisdiction from the Criminal Justice Division (CJD).

#### **Certification of Compliance with 8 U.S.C 1373 and 1644 - AMENDED**

Applicant assures that it complies with 8 U.S.C. § 1373 & 1644. Applicant may be required to submit written assurances and/or certifications to this effect prior to award issuance. CJD will notify applicants if this becomes a requirement and provide the federally required form(s) and/or template(s).

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

Local units of government, including cities, counties and other general purpose political subdivisions, as appropriate, and institutions of higher education that operate a law enforcement agency, must comply with all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security ("DHS") to: (1) notify DHS of all information requested by DHS related to illegal aliens in Agency's custody; and (2) detain such illegal aliens in accordance with requests by DHS. Additionally, counties and municipalities may NOT have in effect,

purport to have in effect, or make themselves subject to or bound by, any law, rule, policy, or practice (written or unwritten) that would: (1) require or authorize the public disclosure of federal law enforcement information in order to conceal, harbor, or shield from detection fugitives from justice or aliens illegally in the United States; or (2) impede federal officers from exercising authority under 8 U.S.C. § 1226(a), § 1226(c), § 1231(a), § 1357(a), § 1366(1), or § 1366(3). Lastly, eligible applicants must comply with all provisions, policies, and penalties found in Chapter 752, Subchapter C of the Texas Government Code.

Each local unit of government, and institution of higher education that operates a law enforcement agency, must download, complete and then upload into eGrants the [CEO/Law Enforcement Certifications and Assurances Form](#) certifying compliance with federal and state immigration enforcement requirements. This Form is required for each application submitted to OOG and is active until August 31, 2021 or the end of the grant period, whichever is later.

### **Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)**

Please explain and describe any policies or practices your jurisdiction may have related to whether, when, or how employees may communicate with DHS or ICE. Include information on how each policy or practice complies with 8 U.S.C. 1373. Upload a copy of any written policies onto the Upload.Files Tab. Enter "N/A" below if your agency does NOT have any policies or practices regarding communication with DHS or ICE.

Fort Bend County's executed certification and assurances form has been uploaded. This document explains Fort Bend County's compliance as to responsibilities pertaining to DHS.

#### **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:

Frances Desmond

Enter the Address for the Civil Rights Liaison:

301 Jackson St Richmond, Texas 77469

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

(281) 633-7769 x7769

#### **Overall Certification**

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

I certify to all of the application content & requirements.

#### **Project Abstract :**

This is a separated docket of qualifying defendants with pending state jail felony and third degree narcotics cases. It is modeled after Harris County's successful diversion program run out of the 351st District Court of Harris County. This application will fund a prosecutor. The Fort Bend County Public Defenders Office is applying for a position through another funding source. Fort Bend County CSCD will be tasked with providing rehabilitation placements, recovery coaches, TRAS assessments, and other treatment resources. The program will place qualifying low level drug offenders into treatment via a pre-trial diversion or deferred adjudication depending on their circumstances. I have attached a document from Dr. May from Harris County that includes a lot of statistics showing their success

with this program. The same attachment also includes a highly detailed flow chart to the process. Our intention is to model our project after Harris County's as closely as possible, as described in the flow chart.

### **Problem Statement :**

This is essentially an adaptation of the Harris County model of their reintegration court. Their problem, and as demonstrated as a statewide problem, was the number of state jail sentences that resulted with high rates of recidivism and few opportunities for drug treatment. What had started out as commitments to State Jail for treatment has devolved into a large scale use of 12.44(a) punishments that resulted in short terms of incarceration with little access to drug rehabilitation and little incentive to reform their behavior.

### **Supporting Data :**

Currently Fort Bend County has 1,280 pending state jail felony and third degree felony narcotics cases pending. Not all will qualify for this program because the defendant has or has had charges involving violent crimes or some other disqualifying factor. Some will not want to participate in treatment. I have uploaded statistics from Harris County CSCD's chief, Dr. May, that shows a reduction in both recidivism and state jail commitments as a result of their use of this docket concept.

### **Project Approach & Activities:**

By using short term pre-diversions and short deferred adjudication probations we hope reduce to recidivism and state jail placements for low level drug offenses. This application will fund a felony level Assistant District Attorney to vertically prosecute these cases. That is, handle the case from the initial intake stage through the conclusion of supervision of the defendant. The Assistant District Attorney will help place cases and work collaboratively with the public defender's office and FBC CSCD to ensure appropriate treatment is used to reduce recidivism rather than using short term commitments to the Fort Bend County jail via 12.44(a).

### **Capacity & Capabilities:**

The Fort Bend County District Attorney's Office has historically been an innovator and early adapter of policies and technologies that ensure public safety in Fort Bend County. We are already working closely and collaboratively with the FBC Public Defender's Office and Fort Bend County CSCD with our Mental Health Docket and Drug court docket. Both of these organizations are onboard for this project.

### **Performance Management :**

In the same way as Harris County. We want to reduce state jail commitments and reduce recidivism rates. Our case management system has the ability to track outcomes and generate reports to measure how we are doing. In addition, the District Clerk's Office reports case results monthly to the Office of Court Administration, although those number will track a broader range of defendants than the target population of this project.

### **Data Management:**

### **Target Group :**

Low level drug offenders with no history of violent crimes or other significant felony charges. Currently, Fort Bend County has over 1000 of these cases pending.

### **Evidence-Based Practices:**

This is based of the success from Harris County and their diversion program for low level drug offenders. I have uploaded the numbers from Dr. May in Harris County indicating how they have reduced recidivism and state jail commitments by tailoring treatment and offering it to a broader range of defendants.

## Project Activities Information

### Reserved

This section left intentionally blank.

#### Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Prosecution	100.00	Vertical prosecution of qualifying low level drug offenders from case intake through the end of supervised treatment via pre-trial diversions and deferred adjudication probations.

#### CJD Purpose Areas

PERCENT DEDICATED	PURPOSE AREA	PURPOSE AREA DESCRIPTION
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## Measures Information

#### Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
Equipment or technology: Individuals/operators equipped	
Targeted Prosecution: Criminal cases resulting in conviction/deferred adjudication.	
Targeted Prosecution: Grant-funded prosecutions carried out by the unit/division.	
Training or professional development: Individuals provided	
Training or professional development: Individuals received	
Training, professional development, or technical assistance: Hours provided	
Training, professional development, or technical assistance: Hours received	

Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
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Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
Cases screened for filing and inclusion in this docket	900

Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
Cases successfully placed on pre-trial diversion, deferred adjudication, or some of other disposition involving treatment possibilities rather than time served.	600

**Resolution from Governing Body**

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

1. Authorization by your governing body for the submission of the application to CJD that clearly identifies the name of the project for which funding is requested;

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

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

### Contract Compliance

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

- Yes  
 No

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

### Lobbying

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

- Yes  
 No  
 N/A

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

- Yes  
 No  
 N/A

### Fiscal Year

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

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

10/1/2019

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

9/30/2020

## 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:

21433431

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

8086205

### Single Audit

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

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

Yes

No

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

Enter the date of your last annual single audit:

9/30/2017

### Equal Employment Opportunity Plan Compliance

Review the information below and complete either Section A, B, or C of the federal [EEO Certification Form](#). The completed form must be sent to the Office of Civil Rights, Office of Justice Programs email address at [EEOForms@usdoj.gov](mailto:EEOForms@usdoj.gov). *The document must have the following title: EEO Certification.* For more information and guidance on how to complete and submit the form, please see the instructions attached at the bottom of the EEO Certification Form.

#### 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

- The applicant is exempt from the EEO requirements required to prepare an EEO because it is a Type I Entity as defined above, pursuant to 28 CFR 42, subpart E;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and
- the applicant must complete **Section A** of the EEO Certification Form and send it to the Office for Civil Rights (OCR) to claim the exemption from developing an EEO.

#### 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

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, 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 OOG, OOG'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;
- the applicant must complete **Section B** of the EEOP Certification Form and send it to the Office for Civil Rights (OCR) to claim the exemption from submitting an EEOP to OCR; and
- the EEOP is required to be on file with the applicant agency.

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

- 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; and
- the applicant must complete **Section C** of the EEOP Certification Form and send it to the Office for Civil Rights (OCR).

#### **Certification**

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

- Type I Entity
- Type II Entity
- Type III Entity

#### **Debarment**

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

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

Select the appropriate response:

- I Certify
- Unable to Certify

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

## FFATA Certification

### Certification of Recipient Highly Compensated Officers

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

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

Yes  
 No

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

Yes  
 No

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

Position 1 - Name:

Position 1 - Total Compensation (\$):

0

Position 2 - Name:

Position 2 - Total Compensation (\$):

0

Position 3 - Name:

Position 3 - Total Compensation (\$):

0

Position 4 - Name:

Position 4 - Total Compensation (\$):

0

Position 5 - Name:

Position 5 - Total Compensation (\$):

0

## **Fiscal Capability Information**

### **Section 1: Organizational Information**

THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY

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**

THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY

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**

THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY

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**

THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY

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

THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY

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

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

Select the appropriate response:

- Yes
- No

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

Select the appropriate response:

- Yes
- No

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

Enter your explanation:

### Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	U
Personnel	Prosecutor	One full time felony level Assistant District Attorney to vertically	\$125,000.00	\$0.00	\$0.00	\$0.00	\$125,000.00	

		prosecute state jail felony and third degree felony narcotics cases that otherwise qualify for the reintegration court docket. The position with benefits is actually closer to \$137,000. Fort Bend County will supply the remaining amount.						
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### Source of Match Information

**Detail Source of Match/GPI:**

DESCRIPTION	MATCH TYPE	AMOUNT
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**Summary Source of Match/GPI:**

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

### Budget Summary Information

**Budget Summary Information by Budget Category:**

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Personnel	\$125,000.00	\$0.00	\$0.00	\$0.00	\$125,000.00

**Budget Grand Total Information:**

<b>OOG</b>	<b>CASH MATCH</b>	<b>IN-KIND MATCH</b>	<b>GPI</b>	<b>TOTAL</b>
\$125,000.00	\$0.00	\$0.00	\$0.00	\$125,000.00

**Condition Of Fundings Information**

<b>Condition of Funding / Project Requirement</b>	<b>Date Created</b>	<b>Date Met</b>	<b>Hold Funds</b>	<b>Hold Line Item Funds</b>
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