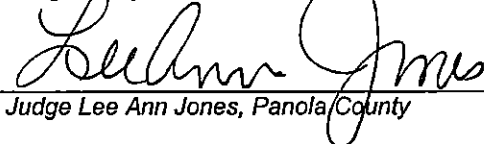


DRUG COURT PROPOSED BUDGET FOR FISCAL YEARS 2017

1. a) Legal Name of Organization:		Panola County
b) Title of Project:		123RD Judicial District Adult Drug Court
c) Grant Period:		From: 9/01/2016 To: 8/31/2017
d) Grant Number: 17470-13		
Date Submitted:		
		PROPOSED FY 2017 BUDGET
CJD FUNDS		\$100,272
Other Revenue:		
Panola/Shelby Counties Match Funds		\$0
TOTAL REVENUE		\$100,272
BUDGET SUMMARY		
DIRECT COSTS:		
PERSONNEL		\$63,720
CONTRACTUAL AND PROFESSIONAL SERVICES		\$34,000
SUPPLIES AND DIRECT OPERATING EXPENSES		\$2,552
TOTAL EXPENDITURES		\$100,272
This budget has been approved in accordance with the adopted budget approval procedures established by the local judges responsible for the CSCD's budget/budget adjustments, which is in compliance with the Open Meetings Act, Government Code 551 and Government Code 76.002(a).		
Budget Requested By:		
Authorized Official/Grant Recipient (original signature required)		Date

Budget / Adjustment Endorsement:


 Judge Lee Ann Jones, Panola County

2-8-16

Date

Judge Terry Bailey, Panola County Court at Law

Date

Judge Charles Dickerson, 123RD Judicial District

Date

Judge Charles Mitchell, 273RD Judicial District

Date

CHIEF COUNTY: Panola		PROGRAM TITLE: 123RD Judicial District Adult Drug Court	
TYPE OF EXPENDITURE		% of time devoted to this program	FY 2017
SALARIESFRINGE BENEFITS			
1. Full-time Salaries--Position Title:			
Supervision Officer Supervision Officer - Panola & Shelby Counties: responsible for screening and monitoring offenders to determine eligibility; conduct regular drug screens; collect fees; monitor compliance; conduct referral and follow-up activities; provide progress reports, make recommendations, and identify supervision and ancillary service needs; coordinate continuum of care through regular contact with treatment providers; make recommendations along a continuum of sanctions; and prepare paperwork for the judge's consideration upon violation of the conditions.		100%	34,000
District Attorney Investigator - Panola County Screens defendants for admittance into Drug Court program, part of Drug Court Team.		9%	5,000
(Attach additional pages if necessary.)			
Total Full-time Salaries			39,000

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CHIEF COUNTY: Panola		PROGRAM TITLE: 123RD Judicial District Adult Drug Court	
TYPE OF EXPENDITURE			FY 2017
SALARIESFRINGE BENEFITS (Continued)			
2. Part-time Salaries--Position Title:			\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0
Total Part-time Salaries			\$0
Total Salaries (Part-time + full-time.)			\$39,000
3. Fringe Benefits:			
a. Retirement Matching	24.02%		\$9,380
b. FICA Matching	7.65%		\$2,990
c. Insurance	approx. \$920 per month		\$11,040
d. Unemployment Benefits	0.0030%		\$130
e. Other: (specify)			
Workman's Compensation	3.00%		\$1,180
Total Fringe Benefits			\$24,720
TOTAL SALARIES/			
FRINGE BENEFITS			\$63,720

CHIEF COUNTY: Panola		PROGRAM TITLE: 123RD Judicial District Adult Drug Court	
TYPE OF EXPENDITURE		% of time devoted to this program	FY 2017
CONTRACTUAL AND PROFESSIONAL SERVICES			
<p>LCDC,LCSW - Panola County, Licensed Chemical Dependency Counselors, provide assessment of the offender for placement; continually update the team as to progress in treatment; make recommendations for additional services; identify time frames for assessment and reassessment of treatment plan; provide training on assessment basis for substance abuse, the impact of treatment on the offender, and the potential for relapse; address therapeutic responses in team meetings; and advocates for continuum of care beyond treatment continuum to include other community- based services.</p>			\$17,000
<p>LCDC,LCSW - Shelby County, Licensed Chemical Dependency Counselors, provide assessment of the offender for placement; continually update the team as to progress in treatment; make recommendations for additional services; identify time frames for assessment and reassessment of treatment plan; provide training on assessment basis for substance abuse, the impact of treatment on the offender, and the potential for relapse; address therapeutic responses in team meetings; and advocates for continuum of care beyond treatment continuum to include other community- based services.</p>			17,000
TOTAL CONTRACT SERVICES FOR OFFENDERS			\$34,000

SUPPORTING SCHEDULES FOR FY 2017 BUDGET

CHIEF COUNTY: Panola		PROGRAM TITLE: 123RD Judicial District Adult Drug Court	
TYPE OF EXPENDITURE		FY 2017	
PROFESSIONAL FEES			
1. Fiscal Service Fee (TDCJ-CJAD Funding x .0075)		\$0	
2. Other Professional Fees: (specify)			
Staff Training		\$0	
Licenses/Memberships		\$0	
Registration Fees		\$0	
Bonds & Insurance		\$0	
Legal Services		\$0	
		\$0	
		\$0	
		\$0	
TOTAL PROFESSIONAL FEES		\$0	

SUPPLIES & OPERATING EXPENDITURES		
1. Office Supplies		
2. Urinalysis Supplies		\$2,552
3. Computer Supplies		
4. Other Operating Expenditures:(specify)		
TOTAL SUPPLIES & OPERATING EXPENDITURES		\$2,552

{2017.DRUG.COURT.BUDGET.xls}

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Agency Name: Panola County
Grant/App: 1747013 **Start Date:** 9/1/2016 **End Date:** 8/31/2017

Project Title: 123rd Judicial District Adult Drug Court
Status: Application Pending Submission

Eligibility Information

Your organization's Texas Payee/Taxpayer ID Number:
17560011060021

Application Eligibility Certify:

Created on:12/31/2015 1:38:46 PM By:Bradley Wilburn

Profile Information

Applicant Agency Name: Panola County
Project Title: 123rd Judicial District Adult Drug Court
Division or Unit to Administer the Project: 123rd Judicial District Court
Address Line 1: Panola County Courthouse
Address Line 2: 110 S. Sycamore St., Room 216A
City/State/Zip: Carthage Texas 75633-2596
Start Date: 9/1/2016
End Date: 8/31/2017

Regional Council of Governments(COG) within the Project's Impact Area: East Texas Council of Governments
Headquarter County: Panola
Counties within Project's Impact Area: Panola,Shelby

Grant Officials:**Authorized Official**

User Name: Lee Ann Jones
Email: leeann.jones@co.panola.tx.us
Address 1: 110 S Sycamore St. RM 216A
Address 1:
City: Carthage, Texas 75633
Phone: 903-693-0392 Other Phone: 903-693-0391
Fax: 903-693-2726
Title: The Honorable
Salutation: Judge
Position: County Judge

Project Director

User Name: Bradley Wilburn
Email: bradley.wilburn@co.panola.tx.us
Address 1: 114 Hurst St.
Address 1:
City: Center, Texas 75935
Phone: 936-598-2718 Other Phone:
Fax: 936-598-7257
Title: Mr.
Salutation: Chief
Position: Panola/Shelby County Adult Probation Director

Financial Official

User Name: Sidney Burns
Email: sidney.burns@co.panola.tx.us
Address 1: 110 S. Sycamore
Address 1: Room 213A Panola County Courthouse
City: Carthage, Texas 75633
Phone: 903-693-0320 Other Phone:
Fax: 903-693-2726
Title: Mr.
Salutation: Mr.
Position: County Auditor

Grant Writer

User Name: Bradley Wilburn
Email: bradley.wilburn@co.panola.tx.us
Address 1: 114 Hurst St.

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Address 1:**City:** Center, Texas 75935**Phone:** 936-598-2718 Other Phone:**Fax:** 936-598-7257**Title:** Mr.**Salutation:** Chief**Position:** Panola/Shelby County Adult Probation Director**Grant Vendor Information****Organization Type:** County**Organization Option:** applying to provide services through a Community Supervision and Corrections Department (CSCD)**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):**
17560011060021**Data Universal Numbering System (DUNS):** 102739302**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.

n/a

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.

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E. Establishment Date

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

Enter the date [mm/dd/yyyy]:

5/4/2005

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:

Judge Terry Bailey

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

903-693-0396

Enter email address:

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:

Erica McCollister

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

903-220-9677

Enter email address:

erica.mccollister@co.shelby.tx.us

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.

n/a

I. Sustainment

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

10

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**']:

n/a

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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:

The 123rd District Adult Drug Court Program (which includes Panola and Shelby Counties) has received this grant since May 2005. The grant is the only source of funding for the program. Initially, the plan was to build the program so that it could become self-sustained, however, the lack of resources, the financial state of our community and probation department has not catalyzed this effort. Therefore, it is foreseen that the 123rd District Adult Drug Court Program would not function without financial assistance from the grant.

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:

Danny Buck Davidson. Panola County District Attorney

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Enter the Address for the Civil Rights Liaison:

Panola County Courthouse 110 South Sycamore St., Room 111 Carthage, Texas 75633

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

903-693-0910

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 :

The 123rd Judicial District is located on a drug trafficking supply corridor. This area has an overwhelming population of drug users who are involved in illegal activities. The continued overcrowding of the Texas Prison System and both of our county jails means early release, which makes attempts by the court to lessen drug abuse and drug related crimes, ineffective. In 2014 this district had 1406 arrests for drug or alcohol related crimes. Our continued goal as a Drug Court is to enhance public safety, by reducing recidivism and offering a risk controlled treatment alternative for drug abusers. The program will improve the lives of the participants and the community in which they live. The Drug Court targets males and females 17 years of age and above who have an identifiable drug or alcohol problem, with no history of violence or sexual offenses. The Drug Court Program offers assistance in several areas: counseling for individuals, families and in group settings, basic adult education, GED preparation, vocational training, job searches, dual diagnosis/mental health care, AA/NA groups, relapse prevention and if desired spiritual support. The Drug Court Program incorporates all of these parts into a cohesive, life improving movement, which should improve all the communities involved.

Problem Statement :

This 123rd Judicial District Adult Drug Court program (which includes Panola & Shelby Counties, 2010 U.S. census population of 49,244) is designed to address the continued substance abuse issues and recidivism rates. Sentences for these offenders still vary from county jail and prison time, specialized community supervision, drug dependency treatment (inpatient/outpatient), and judicial intervention. These alternatives alone have not reduced the recidivism among drug offenders. Drug Abuse continues to rise in the 123rd Judicial District. The Panola and Shelby county jails continue to operate at high capacity. Major drug trafficking corridors run through and near both counties making illegal drugs readily available. Each county has different drug abuse patterns due to their socio-economic status. Currently both counties have drug problems with marijuana, cocaine, meth and PCP. The drug offender lifestyle results in criminal activity and problems throughout our counties.

Supporting Data :

The volume of arrests in the 123rd Judicial District is an indicator of the need for continued intervention such as the Drug Court Program. In the period from January 2014 to December 2014, there were 1,101 arrests in Panola County, which 630 of those arrests were drug related and 172 were alcohol related. During the same time period, Shelby County had 1,124 arrests, with 351 of those being drug related and 172 alcohol related. These statistics were compiled by Texas Department of Public Safety. Many other offenses, not included in the aforementioned arrests, are motivated by drug use or occur in a direct attempt to gain money to purchase drugs. The Drug Court Program participation is comprised of more than 41% methamphetamine users, 27% marijuana users, 17% alcohol abusers and 13% other (cocaine, PCP, morphine, opiate, methadone). To reduce drug dependency, recidivism and incarceration, our Drug Court Program MUST continue to provide specialized supervision and rehabilitation programs to the offenders who want to make a change in their lives.

Project Approach & Activities:

A priority which is set forth in the 123rd Judicial District Community Justice Plan's mission statement, is to enhance public safety by providing our courts with viable risk control management alternatives for criminal offenders, while making opportunities available to facilitate positive changes, should the offender choose to participate. Our project is the heart of the community justice plan's mission statement. The Drug Court uses behavior modification techniques, such as cognitive intervention, the Matrix program and intensive supervision to help probationers make a positive change. Probationers must attend and participate in individual and group counseling. Probationers also have the continued opportunity to attend (free of charge) GED classes, continuing education classes, vocational classes, and Alcoholic Anonymous (AA) and Narcotics Anonymous (NA) are available a minimum of twice weekly at central locations. Probationers in Phase One of the Drug Court Program report to their specialized supervision officer a minimum of twice weekly, Drug Court Counselor weekly, and attend drug court weekly. The probationers in the Drug Court Program have stringent rules set out before them, and a team of professionals, referred to as the Drug Court Team to enforce these rules. The program sets boundaries and offers support so that offenders can lead a drug / alcohol free and productive life style which is free of criminal behavior and incarceration. The program is a voluntary alternative for all offenders who want a positive change in their lives.

Capacity & Capabilities:

The 123rd Judicial District Adult Drug Court Program has been active since May 2015. The District is comprised of Panola County and Shelby County. In Panola County, the treatment team is made up of: District Judge- Charles Dickerson, County Court at Law Judge- Terry Bailey, District Attorney- Danny Davidson, ADA- Katie Nielsen, DA Investigator- Kevin Jones, Drug Court Attorney- Corey Bankhead, Drug Court Counselor- Richard Burnette, Probation Director- Bradley Wilburn, and CSO- Erica McCollister. In Shelby County, the treatment team

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is made up of: District Judge- Charles Dickerson, ADA- Stephen Shires, Drug Court Attorney- Deck Jones, Drug Court Counselor- Carolyn Burnette, Probation Director- Bradley Wilburn, and CSO- Erica McCollister. In each county, the probationers are placed on drug court in the court setting (by the DA and Judge and represented by the Drug Court attorney) after being screened for eligibility by the DA Investigator or CSO. After this, the probationer meets with CSO for an intake. The probationer meets weekly for a group and individual session that is led by the Drug Court Counselor. The probation officer conducts home visits, drug screenings, and office visits monthly. The drug court officer also has the capability to do paperwork and making arrangements for the probationer if treatment is the needed. A full case staffing is reviewed monthly by the treatment team. The probation officer's duties also include coordination of Panola and Shelby County Drug Court teams, program planning, monitoring and evaluating program activity and effectiveness, coordination of Drug Court proceedings with Panola and Shelby County courts. Has broad responsibilities as it relates to carrying out the Drug Court policies established by CJD. Charge of public relations and seeking community participation. All members of the team are certified for the position and duties in which they hold. The probation officer will attend a drug court training or drug related training in order to remain current on drug trends and laws to aid in competency.

Performance Management :

The goals of this project are to rehabilitate and reduce offender recidivism in our communities by the continuation of the intensive Drug Court Program. Our goal is to continue to rehabilitate offenders, using a non-adversarial court approach, thus reducing recidivism. A drop in substance abuse is anticipated, as measured by the intoxilizer/urine screen results. We project criminal activity will be lowered after completion, as measured by criminal history record checks. Assessment scores are expected to show improvement in social functioning, employment stability, educational attainment, relationship stability, family reunification, amenability to treatment, and self-satisfaction. Drug Court participants obtain additional treatment faster than other offenders. Outcomes will be measured through a comprehensive drug court evaluation. The Drug Court team is hopeful that each participant has the desire to make a positive change in their life and not allow the use of drugs to rule their actions.

Data Management:

Shelby County - Provides investigative, administrative services and office space with utilities. 123rd Judicial District Community Supervision and Corrections Department (CSCD) - CSCD Drug Court employees administer the Drug Courts in Panola and Shelby Counties.

Target Group :

Funding cuts and increasing use of methamphetamines, crack cocaine and synthetic drugs have led to long waiting lists for TAIP, SAFFP and contracted ISF treatment. Some counties where treatment facilities are located are not accepting out of county probationer. Our small rural Counties are less likely to cover expenses for physical exams and TB tests that are required for participation in residential treatment programs. The jails are at high capacity and do not allow for jail time sanctions as an incentive to Drug Court participants.

Evidence-Based Practices:

The 123rd Drug Court Program will use two evidence-based practices. One of which will be based off of the cognitive behavior theory and implemented minimally by the drug court treatment team, but mostly by the drug court counselor. This theory has many intervention methods that will be implemented in counseling therapy to help re-shape the probationer's thinking errors. The team will implement the theory by giving incentives (such as moving up stages, less drug testing, etc) and acknowledging wanted behavior. The team may also sanction unwanted behavior (by giving county jail time, requiring more AA/NA sessions, more drug testing, etc). Also, the treatment team will use the trans-theoretical stages of change theory. The stages of change theory is used to identify the probationer's progress. In this cycle of change, probationers go through pre-contemplation, contemplation, preparation, action, maintenance, and possibly relapse (Prochaska & Norcross, 2001). Identifying the probationer's stage of change will help to determine their readiness to be graduated from the program. References: Prochaska, O., & Norcross, J.C. (2001). Stages of Change. Psychotherapy: theory, Research, Practice, Training, 38 (4), 443-448. doi: 10.1037/0033-3204.38.4.443

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.

Erica McCollister- Supervision Officer I- Panola and Shelby Counties: coordination of Panola and Shelby County Drug Court teams, program planning, monitoring and evaluating program activity and effectiveness. Coordination of Drug Court proceedings with Panola and Shelby County courts. Has broad responsibilities as it relates to carrying out the Drug Court policies established by CJD. Charge of public relations and seeking community participation. On caseload level is responsible for screening and monitoring offenders to determine eligibility; conduct regular drug screens; collect fees; monitor compliance; conduct referral and follow-up activities; provide progress reports, make recommendations, and identify supervision and ancillary service needs; coordinate continuum of care through regular contact with treatment providers; make recommendations along with a continuum of sanctions; and prepare paperwork for the judge's consideration upon violations of conditions. Richard Burnett- LCSW- Panola County and Shelby County, Licensed Chemical Dependency Counselors, provide assessment of the offender for placement; continually update the team as to progress in treatment; make recommendations for additional abuse, the impact of treatment on the offender, and the potential for relapse; address therapeutic responses in team meetings; and advocates for continuum of care beyond treatment continuum to include other community-based services. Judge Charles Dickerson- 123rd Judicial District Judge & Judge Terry Bailey, Panola County Court at Law both take an active role in the Drug Court team. The judges and defense attorneys are an important part of the treatment team. When there is a question of how to sanction a participant who may have relapsed, there is a joint effort by all parties involved (excluding participant) to come up with a sensible solution. The presiding judge usually has the last say on what the sanction is going to be. Drug Court meets once a month; however, the CSO keeps the Judge and Defense attorney informed on any matter that may arise. If the matter is one that deserves immediate attention the judge and defense attorney are immediately informed so that there is a quick response to the situation. Both judges are extremely pleased with the success and progress of the Drug Court. Drug Court Prosecutors- Panola County District Attorney, Danny Buck Davidson and Shelby County Assistant District Attorney, Stephen Shires attend Drug Court meetings regularly and are an important part of the treatment team. When there is a question of how to sanction a participant who may have relapsed, there is a joint effort by all parties involved (excluding participant) to come up with a sensible solution. Defense attorney for Shelby County is Deck Jones. Defense attorney for Panola County is Corey Bankhead. Kevin Jones is the District Attorney Investigator in Panola County and screens defendants for admittance into the Drug Court program and is part of the drug court team.

Section 3: Caseload

Provide the average caseload size for a full-time case manager/probation officer assigned to this project.
Average caseload size is 25 offenders for one full -time probation officer.

Section 4: Policy

Provide your project's policy on drug testing participants.

All participants are drug tested according to the phase that they are in. Phase 1- participants are tested twice weekly. Phase 2- participants are tested twice monthly. Phase 3- participants are tested monthly. Besides being tested for the phase, random drug testing is also conducted.

Section 5: Project Effectiveness

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

Recidivism rate, number of clients that are employed, obtained GED's, families brought back together, sobriety, etc.

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.)

95612

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'.

n/a

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.

9648

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

4234

Describe how your project used those fees.

Fees directed to the project are deposited in a specific Drug Court account. This money is used to continue operation of the Drug Court Program between the period that the current grant ends and the new grant is awarded.

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Specialty Court - Adult	0.00	The Drug Court uses behavior modification techniques, such as cognitive intervention, the Matrix program and intensive supervision to help offenders make a positive change. Offenders must attend and participate in individual and group counseling. Offenders also have the continued opportunity to attend (free of charge) GED classes, continuing education classes and vocational classes. They are also provided Narcotics Anonymous (NA) and Alcoholic Anonymous (AA), a minimum of twice weekly at the CSCD office. Offenders in Phase One of the Drug Court Program report to their specialized supervision officer, minimum of twice weekly, Drug Court Counselor weekly, and report to drug court weekly. Offenders are monitored by drug testing, home visits, and thorough office visits. The offenders in the Drug Court Program have stringent rules set out before them, and a team of professionals, referred to as the Drug Court Team to enforce these rules. The program sets boundaries and offers support, so that offenders can lead a drug/alcohol free and productive life style which is free of criminal behavior and incarceration. If the offender's case calls for sanction, the appropriate sanctions are discussed between team members.

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Measures Information

Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
Number of new enrollments in the program.	10
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.)	25
Number of people assessed for eligibility to participate in the program.	15

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).	3
Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.	1
Number of participants that successfully complete the program.	5

Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
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Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
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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.

The program director will monitor and ensure that vendor complies with terms of the Policies and Procedures Manual, by conducting performance audits. Vendor is paid for contract services only.

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]:

1/1/2016

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

12/31/2016

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:

151973

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

608379

Section 6: Single Audit

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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]:

6/17/2015

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:

County Judge Lee Ann Jones - Panola County Clerk's Office, 110 S. Sycamore St., Carthage, TX. 75633

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

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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.

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:

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☐ 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/%
Personnel	Court Coordinator	RETAIN-District Attorney Investigator - Panola County - Screens defendants for admittance into Drug Court program, part of Drug Court Team.	\$6,764.00	\$0.00	\$0.00	\$0.00	\$6,764.00	9
		RETAIN-Supervision Officer I - Panola & Shelby Counties: Supervision and coordination of Panola and Shelby County Drug Court CSCD employees and contract services. Program planning, monitoring and evaluating program activity and effectiveness. Coordination of Drug Court proceedings with Panola and Shelby County courts. Has broad responsibilities and authority as it						

Personnel	Probation Officer	relates to carrying out the Drug Court policies established by CJD. Charge of public relations and seeking community participation. Shelby County: responsible for screening and monitoring offenders to determine eligibility; conduct regular drug screens; collect fees; monitor compliance; conduct referral and follow-up activities; provide progress reports, make recommendations, and identify supervision and ancillary service needs; coordinate continuum of care through regular contact with treatment providers; make recommendations along a continuum of sanctions; and prepare paperwork for the judge's consideration upon violation of the conditions.	\$56,956.00	\$0.00	\$0.00	\$0.00	\$56,956.00	100
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit)	Urinalysis Supplies	\$2,552.00	\$0.00	\$0.00	\$0.00	\$2,552.00	0
Contractual and Professional Services	Substance Abuse-Related Case Management, Counseling, Outpatient, and/or Treatment Services	RETAIN-LCDC, LCSW - Panola County, Licensed Chemical Dependency Counselors, provide assessment of the offender for placement; continually update the team as to progress in treatment; make recommendations for additional services; identify time frames for assessment and reassessment of treatment plan; provide training on assessment basis for substance abuse, the impact of treatment on the offender, and the potential for relapse; address therapeutic responses in team meetings; and advocates for continuum of care beyond treatment continuum to include other community- based services.	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00	0
Contractual and Professional Services	Substance Abuse-Related Case Management, Counseling, Outpatient, and/or Treatment Services	RETAIN-LCDC, LCSW - Shelby County, Licensed Chemical Dependency Counselors, provide assessment of the offender for placement; continually update the team as to progress in treatment; make recommendations for additional services; identify time frames for assessment and reassessment of treatment plan; provide training on assessment basis for substance abuse, the impact of treatment on the offender, and the potential for relapse; address therapeutic responses in team meetings; and advocates for continuum of care beyond treatment continuum to include other community- based services.	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00	0

Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
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Summary Source of Match/GPI:

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

Budget Summary Information**Budget Summary Information by Budget Category:**

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Contractual and Professional Services	\$34,000.00	\$0.00	\$0.00	\$0.00	\$34,000.00
Personnel	\$63,720.00	\$0.00	\$0.00	\$0.00	\$63,720.00
Supplies and Direct Operating Expenses	\$2,552.00	\$0.00	\$0.00	\$0.00	\$2,552.00

Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$100,272.00	\$0.00	\$0.00	\$0.00	\$100,272.00

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:** bradleyw268