



Office of the Governor
Criminal Justice Division

Funding Announcement:
Specialty Court Programs

December 30, 2015

Opportunity Snapshot

Below is a high-level overview of many of the elements of this opportunity. Full information is provided in the funding announcement that follows.

Purpose

The purpose of this announcement is to support specialty problem-solving courts as defined in Chapter 121 of the Texas Government Code. Courts allowed under this announcement include family drug court programs, adult drug court programs, juvenile drug court programs, veterans court programs, mental health court programs, commercially sexually exploited persons court programs, and problem-solving court programs that combine two or more types of court programs above into a multi-purpose program designed to bring multiple types of treatment for co-occurring disorders or issues.

Funds Available

It is anticipated that up to \$8.5 million may be funded under this announcement.

Budget

The minimum award amount allowed under this program is \$10,000. There is no maximum award amount for this program.

Match

No match is required under this program.

Project Periods

A project funded may not exceed a 12-month period.

Organizational Eligibility

Applications may be submitted by counties and judicial districts.

Contact Information

If additional information is needed, contact the eGrants help desk at eGrants@gov.texas.gov or (512) 463-1919.

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Specialty Court Programs

The goal of the Criminal Justice Division (CJD) is to provide needed funding to improve public safety and support victims of crime by filling system gaps and promoting innovative solutions to common problems. CJD is accepting applications for specialty problem-solving court programs that seek to address the underlying issues or diagnoses of offenders in an effort to reduce recidivism and save valuable time and resources for the criminal justice system. The types of court programs eligible under this funding announcement include:

- Family drug court programs
- Adult drug court programs
- Juvenile drug court programs
- Veterans court programs
- Mental health court programs
- Commercially sexually exploited persons court programs
- Problem-solving court programs that combine 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 are interested in applying for a grant under this program, follow the four-step process outlined below.

- **Step One - Review the Process:** Get familiar with the funding announcement and the process used for this particular program.
- **Step Two - Consider the Requirements:** Consider the eligibility requirements as well as what will be required of successful applicants.
- **Step Three - Apply in eGrants.** Compile and submit your grant application. To understand how to apply online or to register for the system go to <https://eGrants.gov.texas.gov>.
- **Step Four – Funding Decisions and Grant Acceptance.** Await the funding decision, which is provided through a grant award or other notice from CJD. If you receive an award, complete the acceptance process to access funds.

Step 1: Review the Process

Timeline

Action	Date
Funding Announcement Release	December 21, 2015
Online System Opening Date	December 30, 2015
Final Date to Submit an Application	February 26, 2016 at 5PM CST
Earliest Start Date	September 1, 2016

Action	Date
Latest Start Date	November 1, 2016

Submission Method

Applicants must submit applications through via eGrants (<https://eGrants.gov.texas.gov>) by the deadline listed above.

Step 2: Consider the Requirements

Organizational Eligibility

Applications may be submitted by counties and judicial districts. Eligible applicants must either a) have received written verification from CJD that the court program is in compliance with Texas Government Code, Title 2, Section 121.002 (c) (1).or b) submit along with the grant application the required documents listed in Section 121.002 (c) (1).

Funding and Project Period Limits

Funding Limits. The minimum award under this program is \$10,000. There is no maximum award amount under this program. Cost-effectiveness will be a significant consideration for selection.

Project Period. A project funded may not exceed a one-year grant period.

Available Funding. It is anticipated that up to \$8.5 million may be funded under this announcement.

Source of Funding. State funds are authorized under Section 102.056 of the Texas Code of Criminal Procedure and Section 772.006 of the Texas Government Code, which designates CJD as the administering agency. The source of funding is a biennial appropriation by the Texas Legislature from funds collected through court costs and fees.

Texas Code of Criminal Procedure, Section 102.056 and Texas Government Code, Section 772.006 authorize the use of state funds to support criminal justice projects including specialty courts, and designate CJD as the administering agency. The source of funding is a biennial appropriation by the Texas Legislature from funds collected through court costs and fees. All awards are subject to the availability of funds appropriated by the Texas Legislature for the 2016-2017 biennium.

Match Requirement

There is no match requirement under this program.

Ineligible Costs and Activities

Grant funds may not be used to support the following services, activities, and costs:

1. Supplanting or use of grant funds to replace any other existing federal, state or local funds;
2. Inherently religious activities such as prayer, worship, religious instruction, or proselytization;
3. Lobbying;
4. Fundraising;

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5. Membership dues for individuals;
6. Promotional gifts;
7. Construction, renovation, or remodeling;
8. Medical Services;
9. Any other prohibition imposed by federal, state or local law or regulation;
10. Entertainment, including amusement, diversion, social activities, and any associated costs (i.e. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) unless there is a clear programmatic purpose and the costs are approved in advance by CJD;
11. Vehicles or equipment for government agencies that are for general agency use;
12. Weapons, ammunition, explosives or military vehicles;
13. Transportation, lodging, per diem or any related costs for participants when grant funds are used to develop and conduct training; and

Reporting Requirements

Financial and Progress Reports. At the end of each quarter of state fiscal year during the one-year grant period, grantees will be required to submit a financial status report via eGrants and a progress report via <https://cjd.tamu.edu/> in the format required by CJD.

Program-Specific Requirements

Program Areas. The following types of programs are eligible under this funding announcement:

- Family drug court programs
- Adult drug court programs
- Juvenile drug court programs
- Veterans court programs
- Mental health court programs
- Commercially sexually exploited persons court programs
- Problem-solving court programs that combine 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.

Program Requirements. All programs funded under this funding announcement must comply with the following requirements.

- The court program must meet all requirements in the Texas Government Code, Section 121.002, which include:
 - a) written notice of the program
 - b) any resolution or other official declaration under which the program was established; and

c) a copy of the applicable community justice plan that incorporates duties related to supervision that will be required under the program.

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

Program income. Applicant must agree to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant must also agree to report program income to CJD through a formal grant adjustment, to secure CJD approval prior to use of the program income, to use program income only for allowable costs, and to expend program income immediately after CJD's approval of a grant adjustment and prior to requesting reimbursement of CJD funds. For the purposes of this program, the additive method applies for the first \$60,000 in program income generated. Thereafter, the deductive method applies, unless the grantee receives a waiver from CJD.

Standard CJD Requirements

CJD Regulations. Grantees must comply with the standards applicable to this funding source cited in the Texas Administrative Code (1 TAC Chapter 3), and all statutes, requirements, and guidelines applicable to this funding.

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.

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.

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.”

Step 3: Apply via eGrants

Basics

To apply to CJD for these grants, you must complete or make sure you have already completed some standard requirements. All of the following are needed to apply within eGrants:

- Applicants must have a DUNS (Data Universal Numbering System) number assigned to its agency (to request a DUNS number, go to <http://fedgov.dnb.com/webform/displayHomePage.do>).
- Applicants must be registered in the federal System for Award Management (SAM) database located at <https://www.sam.gov/> and maintain an active registration throughout the grant period.
- Applicants must have or register for an account in eGrants (<https://eGrants.gov.texas.gov>).

Program-Specific Questions

The eGrants system will provide additional information about the requirements of applying and contents of the application. Answer these questions in Section 1, Project-Specific Questions under the Narrative tab. Following are some key aspects:

Type of Program. Check all of the boxes that apply to indicate the type(s) of court programs requested.

General Approaches. Check all of the boxes that apply to indicate the points within the justice system that apply. (pre-adjudication, post-adjudication, reentry, civil).

CJD Registration. Provide the information needed to understand if the court program has met all of the requirements for registration under Chapter 121, Government Code.

Jurisdiction. Provide the name of the court administering the Specialty Court program.

Establishment Date. If the court program has commenced operations, provide the date that it was established.

Presiding Judge. Enter the name, phone number, and email address of the Presiding Judge for the specialty court.

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

Federal Funding. Has the specialty court program ever applied for or received federal funding? If yes, provide additional information requested.

Sustainment. Applicant must be able to provide the number of years that are planned to request for continuation funding, a longer term sustainment plan or why a plan is not possible.

Project Narrative

Within eGrants, applicants will complete several narrative fields. Below is each area along with specific instructions on the minimum requirements.

Project Abstract. Provide a brief summary of the proposed project. Do not share new information here that you do not include in the questions below. This abstract is a description of your project and intended for the public and policy makers. Be sure that the summary is easy to understand by a person not familiar with your project. (Limit to 1500 characters.)

Problem Statement. Provide a description of the nature and scope of the problem that this project will address. This must be a statement of the core, underlying problem. A lack of resources is not, in and of itself, a problem.

Supporting Data. Provide supporting data, including baseline statistics and the sources of your data, to provide evidence that the problem exists, its size and scope, and its effects on the target population. Do not use statewide data for a local problem or national data for a statewide problem.

Project Approach & Activities. Provide the core information needed to understand the methodologies, approaches, and activities to be employed by the project. A reader should also be able to understand how the approach ties to solving the stated problem. Additionally, for this program, be sure to include the following as part of your response:

- Explain how the program will address the key components provided in the Texas Government Code, Title 2, Subtitle K, Specialty Courts for the specific court program for which funding is sought.
- Provide the method that will be used to access the target population.
- How will the program ensure thorough and accurate assessment of each participant to identify specific needs of each?
- How will the court program identify and address participants with multiple underlying issues or co-occurring disorders (ex. drug addiction and mental health, or veteran facing family-related legal challenges)?
- How will the court program partner with other agencies/organizations to address all identified needs of participants?
- Will the court program have Generated Program Income (GPI)? How much is the participant charged?
- Is this a regional program? If not, how will this court program work to collaborate with smaller counties to serve the rehabilitation and treatment needs of those with less access to resources.

Capacity & Capabilities. Describe the applicant organization's background as well as organizational and staff capabilities and qualifications to carry out this specific project using the methods provided above. Additionally, for this program, be sure to include the following as part of your response:

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- Provide description of the team and necessary staff and role of each in achieving the court program's goals.
- List any training or certifications received that have prepared or will prepare staff to properly execute stated program goals.
- Describe your staff training plan.
- If probation officers are included in the grant budget, what are the specific duties assigned to these probation officers and how do those duties differ from those of probation officers working elsewhere.

Performance Management. Provide an understanding of how the applicant organization will measure success for this project. What are the project's goals and objectives and what are the project's performance measures, both output and outcome? How do these goals, objectives, and measures tie to the problem that the project seeks to solve? What is the current baseline information for these measures as well as the goals for the project period?

- Goals are broad statements that indicate the general intentions of the project to achieve some outcome. They do need to be measurable in and of themselves and may be abstract in nature.
- Objectives are clear, tangible, and specific statements of what the project is trying to achieve, and should be tied to making progress towards achieving the stated goals. Objectives should be expressed in the following form: To [reduce/increase/enhance/etc.] [something], by [x amount], by [dd/mm/yy date]. A project can have multiple objectives.
- Measures use data to provide verifiable, numeric information that tie to one or more of the stated objectives and indicate progress toward its achievement. Measures might include volume, time savings, cost savings, resource savings, success rates, conformance rates, timeliness, perception shifts, or other factors. (The most relevant and impactful project-specific measures must be included under the Measures tab in eGrants.)

Be sure to address the court program plan for continuous self-assessment.

Data Management. Provide an understanding of how the applicant organization plans to track and maintain the data needed to determine whether the project is meeting the goals, objectives, and measures stated above. Additionally, for this program, be sure to include the following as part of your response:

- Describe the method used for data collection. If the program uses a case management system, describe its capabilities.
- List the specific types of data that will be collected for each participant to measure the court programs performance.

Target Group. Describe the population that this project plans to help or support. For direct service projects, describe the size and basic demographics for the people served. For other projects, describe the specific geographic and demographic populations to be impacted, affected, or helped by this project. Be specific and use supporting data. Additionally, for this program, be sure to include the following as part of your response:

- Indicate whether the program focuses high risk – high (addicted and likely to reoffend) need population

Evidence-Based Practices. Describe the research or evidence that led the applicant organization to select the methods described above. Wherever possible, provide at least one citation or link to a supportive evaluation or research study. If the project approach and activities described above are not based on existing evidence, describe why the applicant organization believes the method to be promising. Additionally, for this program, be sure to include the following as part of your response:

- List the source(s) used to develop the program model. Identify the best practices (cite sources) the program will incorporate and which best practice standards the program will focus on meeting.
- How will the court program routinely assess performance in ensure adherence to best practices and to update the program where needed?

Step 4: Funding Decisions and Grant Acceptance

Selection Criteria

Merit review. The CJD executive director will assign a group, to include the Specialty Courts Advisory Council, to review all applications for quality, capability, and reasonableness of budget and to assign scores to applications. These scores will be a significant decision making factor.

Final Review. CJD will review all applications for quality, capability, and past performance and may consider other factors in determining which programs to fund such as geographic distribution, fairness among different sizes of population areas, need based on crime rate or other similar factors, including economic factors. If the interest in grant funds exceeds available funding, CJD may not fund all applications or may only award part of the amount requested. Preference may be given to mandated drug courts under the Texas Government Code, Section 123.006.

Announcements

After CJD makes final funding decisions, each applicant will receive either an unfunded notice or a preliminary decision notification or final grant award. The award will provide all of the conditions and requirements of the grant. Release of final grant awards are always contingent on CJD's receipt of the federal grant award under which the program is funded and CJD cannot release or guarantee funding to any applicant until that award is received and acceptance is processed and a determination is made that adequate funding is available. All funding decisions are final.

About CJD

Our mission at the Criminal Justice Division is to direct much needed resources to those who are committed to making Texas a safer place and those who help victims of crime to recover and feel safe again. In carrying out this mission, we are committed to helping our grantees by actively finding ways for them to accomplish their goals and by making sure that we always have our eye to identifying the approaches that work best. We envision positive and beneficial working

