

AI-35954

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Commissioners Court

Meeting Date: 11/19/2012

CJD Specialty Drug Court Program Award

Submitted For:	Jeff May	Submitted By:	Eileen Prentice
Department:	Auditor	Agenda Area:	Miscellaneous
Request Type:	CONSENT		

Information

Department Action

This is to request approval from Commissioners Court to set up the Governor’s Criminal Justice Division (CJD) Edward Byrne Memorial Justice Assistance Grant (JAG) Specialty Drug Court Program grant and to establish the budget. The award is for \$57,780, grant number DJ-11-A10-25709-01. These monies will be used as salary and benefit funding for a Felony Drug Court Coordinator to oversee and increase the capacity of all 5 Collin County drug court programs.

The grant period is from September 1, 2012, through August 31, 2013. The grant application was approved on court order # 2012-129-02-27.

Purchasing Department Action

Request Commissioners' Court consideration and any action regarding approval to accept the Governor's Criminal Justice Division (CJD) Edward Byrne Memorial Justice Assistance Grant (JAG) in the amount of \$57,780. These monies will be used as salary and benefit funding for a Felony Drug Court Coordinator to oversee and increase the capacity of all 5 Collin County drug court programs. The grant period is from September 1, 2012 through August 31, 2013. jd

HR and/or IT Action

Award covers salary and benefits of a Coordinator position for the period of the grant.

Budget Department Action

Grant period for 9-1-12 to 8-31-13. Award in the amount of \$57,780. To establish budget and request Drug Court Coordinator position. No match by County, however, Grant does not include computer equipment, furniture, etc. if needed.

Auditor's Office Action

Grant funds available.

Commissioners Court

Acceptance of the FY2013 Edward Byrne Memorial Justice Assistance Grant (JAG) in the amount of \$57,790 from the Criminal Justice Division of the Governor’s Office for grant period beginning September 1, 2012 through and including August 31, 2013 and budget amendment to establish the budget for same, Auditor.

Budget Information

Information about available funds

Budgeted:	Funds Available:	Adjustment:	Amount Available: \$57,780
Unbudgeted:	Funds NOT Available:	Amendment:	

Account Code(s) for Available Funds

1: See attached

Fund Transfers

Remarks:

FY 2013 Budget Expenditure of \$57,780 for grant expenses.

Attachments

- [Court Order](#)
- [CJD Budget Establishment - AO](#)
- [CJD Specialty Drug Court Program Award - District Court](#)
- [Budget](#)
- [Grant Award](#)
- [Grant Review Committee Form](#)

THE STATE OF TEXAS

COUNTY OF COLLIN

Subject: Grant Acceptance, FY2013 Edward Byrne Memorial Justice Assistance Grant (JAG) – Sheriff

On **November 19, 2012**, the Commissioners Court of Collin County, Texas, met in **regular session** with the following members present and participating, to wit:

Keith Self
Matt Shaheen
Cheryl Williams
Joe Jaynes Not Present
Duncan Webb

County Judge, Presiding
Commissioner, Precinct 1
Commissioner, Precinct 2
Commissioner, Precinct 3
Commissioner, Precinct 4

During such session the court considered a request for approval to accept the FY2013 Edward Byrne Memorial Justice Assistance Grant (JAG) in the amount of \$57,780.

Thereupon, a motion was made, seconded and carried with a majority vote of the court for approval to accept the FY2013 Edward Byrne Memorial Justice Assistance Grant (JAG) in the amount of \$57,780 from the Criminal Justice Division of the Governor's Office for grant period beginning September 1, 2012 through and including August 31, 2013 and budget amendment to establish the budget for same. Same is hereby approved in accordance with the attached documentation.



ATTEST:


Stacey Kemp, Ex-Officio Clerk
Commissioners Court
Collin County, T E X A S



Keith Self, County Judge



Matt Shaheen, Commissioner, Pct. 1



Cheryl Williams, Commissioner, Pct. 2

Not Present

Joe Jaynes, Commissioner, Pct. 3



Duncan Webb, Commissioner, Pct. 4



COLLIN COUNTY

Auditor's Office
2300 Bloomdale Rd.
Suite 3100
McKinney, Texas 75071
www.collincountytx.gov

To: County Judge and Commissioners Court
From: Jeff May, County Auditor
Date: 12 October 2012
Re: CJD Specialty Drug Court Program Budget Establishment

This is to request approval from Commissioners Court to set up the Governor's Criminal Justice Division (CJD) Edward Byrne Memorial Justice Assistance Grant (JAG) Specialty Drug Court Program budget, grant number DJ-11-A10-25709-01, for \$57,780.

The grant period is from September 1, 2012, through August 31, 2013. The grant application was approved on court order # 2012-129-02-27.

JM/ep

for 10/21/12



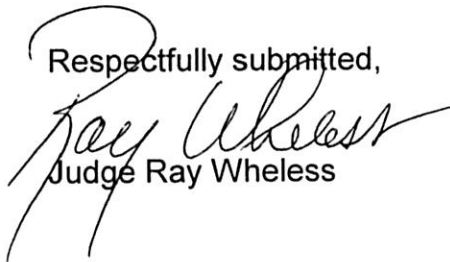
**RAY WHELESS
DISTRICT JUDGE
366TH JUDICIAL DISTRICT
2100 BLOOMDALE ROAD, SUITE 30146
MCKINNEY, TEXAS 75071
(972) 548-4570**

October 12, 2012

To: County Judge and Commissioners Court
From: Judge Ray Wheless
Date: October 12, 2012
Re: CJD Specialty Drug Court Program Award

This is to request Commissioners Court grant award acceptance of a Governor's Criminal Justice Division (CJD) Edward Byrne Memorial Justice Assistance Grant (JAG) in the amount of \$57,780. These monies will be used as salary and benefit funding for a Felony Drug Court Coordinator to oversee and increase the capacity of all 5 Collin County drug court programs

Respectfully submitted,


Judge Ray Wheless

Governor's Criminal Justice Division JAG - Felony Drug Court Coordinator

FY2013 Budget

9/1/12 - 8/31/2013

Grant Number DJ-11-A100-25709-01

Grant Award: \$57,780

County Match: \$0

REVENUE:

From:

NON-CAPITAL GRANT PROCEED / LEGAL

101-2504-331.20-52 \$ 57,780

GT166Z

To:

Fund Balance

101-0000-251.00-00 \$ 57,780

EXPENDITURE:

From:

Fund Balance

101-0000-251.00-00 \$ 57,780

To:

SALARIES & WAGES / REGULAR FULL TIME

101-2504-440.40-10 \$ 41,670

NON-TAXABLE FRINGE BENEFIT / FICA/MEDICARE

101-2504-440.42-20 \$ 3,188

NON-TAXABLE FRINGE BENEFIT / EMPLOYEE HEALTH INSURAN

101-2504-440.42-30 \$ 9,239

NON-TAXABLE FRINGE BENEFIT / LONG-TERM DISABILITY

101-2504-440.42-35 \$ 104

NON-TAXABLE FRINGE BENEFIT / SHORT-TERM DISABILITY

101-2504-440.42-36 \$ 23

NON-TAXABLE FRINGE BENEFIT / LONG-TERM CARE

101-2504-440.42-37 \$ 180

NON-TAXABLE FRINGE BENEFIT / RETIREMENT

101-2504-440.42-40 \$ 3,209

NON-TAXABLE FRINGE BENEFIT / SUPPLEMENTAL DEATH BENE

101-2504-440.42-45 \$ 125

NON-TAXABLE FRINGE BENEFIT / UNEMPLOYMENT INSURANCE

101-2504-440.42-60 \$ 42

\$ 57,780

Project Code:

GT166A





State of Texas
Office of the Governor
Criminal Justice Division

Rick Perry
Governor

October 09, 2012

The Honorable Keith Self
County Judge
Collin County
2100 Bloomdale Road, Suite 30146
McKinney, Texas 75071-8318

Dear Judge Self:

Congratulations on your award! To activate your agency's grant, the Authorized Official must log on to eGrants at <https://cjdonline.governor.state.tx.us> and go to the 'My Home' tab. In the 'Project Status' column, locate the application that is in 'Pending Acceptance of Award' status. Click on the grant number and proceed to the 'Accept Award' tab. From this tab, click on the 'Accept' button.

Be sure to review the attached memo for a quick overview of general items every grantee should be aware of. You can also find more detailed information on the eGrants website including helpful resources, links, and tools needed to properly administer CJD grants; an eGrants Users Guide; and the new Guide to Grants containing answers to questions frequently asked by grantees. The Public Policy Research Institute (PPRI) at Texas A&M University will send a detailed information packet to the Project Director containing progress reporting forms and instructions on completing and submitting those forms.

I hope you continue to find the online environment of eGrants to be a positive experience. We are continually improving the efficiency of processes so that you can dedicate your time to the priorities of service within your communities. We look forward to working with you to ensure the success of your program.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Burnett", with a large, sweeping flourish extending from the end of the name.

Christopher Burnett
Executive Director

OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE DIVISION
STATEMENT OF GRANT AWARD

Grant Number:	DJ-11-A10-25709-01	CFDA or State ID:	16.738
Program Fund:	DJ-Edward Byrne Memorial Justice Assistance Grant Program		
Grantee Name:	Collin County		
Project Title:	Collin County Felony Drug Court Coordinator		
Grant Period:	09/01/2012 - 08/31/2013		
Liquidation Date:	11/29/2013		
Date Awarded:	October 09, 2012		
CJD Grant Manager:	Anissa Vila		

CJD Award Amount:	\$57,780.00
Grantee Cash Match:	\$0.00
Grantee In Kind Match:	\$0.00
Total Project Cost:	\$57,780.00

The Statement of Grant Award is your official notice of award from the Governor's Criminal Justice Division (CJD). The approved budget is reflected in the Budget/Details tab for this record in eGrants. The grantee agrees to comply with the provisions of the Governor's Criminal Justice Division's rules in Title I, Part I, Chapter 3, Texas Administrative Code in effect on the date the grant is awarded. By clicking on the 'Accept' button within the 'Accept Award' tab, the grantee accepts the responsibility for the grant project and agrees with the following conditions of grant funding. The grantee's funds will not be released until the grantee has satisfied the requirements of the following Condition(s) of Funding and Other Fund-Specific Requirement(s), if any, cited below:

Condition(s) of Funding and Other Fund-Specific Requirement(s):

- ¹ Other Condition of Funding. Grantee is required to report the SID number for all graduates as part of the end-of-year progress report to the Public Policy Research Institute at Texas A & M University.



State of Texas
Office of the Governor
Criminal Justice Division

Rick Perry
Governor

Memorandum

To: CJD Grant Recipients
From: Aimee Snoddy, Deputy Director
Contact: (512) 463-1919
Re: Grantee Responsibilities
Date Awarded: October 09, 2012

Congratulations on your grant award from Governor Rick Perry's Criminal Justice Division (CJD). It is important to make you aware of a few things to consider as you implement strategies to successfully manage your program. For more information and resources, refer to the Grant Resources section of eGrants available online at <https://cjdonline.governor.state.tx.us>:

Financial Reporting – Financial Status Reports must be submitted to CJD via eGrants. Financial Status Reports may be submitted monthly but must be submitted at least quarterly. Financial Status Reports are due after each calendar quarter, regardless of when the grant was awarded. Due dates are:

April 22 (January-March quarter)
July 22 (April-June quarter)
October 22 (July-September quarter)
January 22 (October-December quarter)

The final Financial Status Report must be submitted to CJD on or before the grant liquidation date or funds will lapse and CJD will provide them as grants to others who need the funding.

Payment Authorization – Payments will be generated based on expenditures reported in the Financial Status Reports. Upon CJD approval of the Financial Status Report, a payment will be issued through direct deposit or electronic transfer.

Generated Program Income – Any income generated as a direct result of the grant activities must be reported to CJD through the Financial Status Report and grant adjustment processes. Program income must be expended prior to seeking payments from CJD. Program income must be accounted and used for the purposes of the grant activities as awarded.

Grant Funded Personnel – Staff whose salaries are supported by this award must be made aware that continued funding is contingent upon the availability of appropriated funds as well as the outcome of the annual application review conducted by CJD.

Project Changes – Grantees may submit a request for grant adjustment via eGrants for any proposed budgetary or programmatic changes, including updating contact information for grant officials.

Equipment – Equipment purchased with grant funds must be used for the purpose of the grant and as approved by CJD. An inventory report should be kept on file containing all equipment purchased with any grant funds during the grant period. This report must agree with the approved grant budget and the final Financial Status Report.

Fidelity Bond – Each nonprofit corporation receiving funds from CJD will obtain and have on file a blanket fidelity bond that indemnifies CJD against the loss and/or theft of the entire amount of grant funds, including matching funds. The fidelity bond should cover at least the CJD grant period.

Required Notifications – Grantees must immediately notify CJD in writing of any misappropriation of funds, fraud, theft, embezzlement, forgery, or any other serious irregularities indicating noncompliance with grant requirements. Grantees must notify the local prosecutor's office of any possible criminal violations. Grantees must immediately notify CJD in writing if a project or project personnel become involved in any litigation, whether civil or criminal, and the grantee must immediately forward a copy of any demand notices, subpoenas, lawsuits, or indictments to CJD. If a federal or state court or administrative agency renders a judgment or order finding discrimination by a grantee based on race, color, national origin, sex, age, or handicap, the grantee agrees to immediately forward a copy of the judgment or order to CJD.

Project Effectiveness – Grantees should regularly evaluate the effectiveness of their projects. This includes a reassessment of project activities and services to determine whether they continue to be effective. Grantees must show that their activities and services effectively address and achieve the project's stated purpose.

Programmatic Reporting – Grantees must submit required reports regarding grant information, performance, and progress towards goals and objectives in accordance with the instructions provided by CJD, or its designee. To remain eligible for funding, the grantee must be able to show the scope of services provided and the impact and quality of those services.

Monitoring – Grantees must readily make available to CJD or its agents all requested records. CJD may make unannounced monitoring visits at any time. The grantee must make every effort to resolve all issues, findings, or actions identified by CJD within the time frame specified by CJD.

Audit Requirements – Grantees expending over \$500,000 in state or federal grant funds during the fiscal year are subject to the Single Audit requirements set forth in OMB Circular No. A 133 at <http://www.whitehouse.gov/omb/circulars/index.html> and the State Single Audit Circular issued under the Uniform Grant Management Standards (UGMS) at <http://www.governor.state.tx.us/grants/what/>. Grantees must electronically submit to CJD copies of the results of any single audit conducted in accordance with OMB Circular No. A-133 at <http://www.whitehouse.gov/omb/circulars/index.html> or in accordance with the State Single Audit Circular issued under UGMS, within 30 calendar days after the grantee receives the audit results or nine months after the end of the audit period, whichever is earlier.

Supplanting – Awarded funds must be used to supplement existing funds for program activities and not replace (supplant) funds that have been appropriated for the same purpose. Grant monitors and auditors will look for potential supplanting during reviews. Violations may result in a range of penalties, including suspension of future funds, suspension or debarment from receiving federal or state grants, recoupment of monies provided under the grant, and civil or criminal penalties. Refer to the Guide to Grants at <https://cjdonline.governor.state.tx.us/updates.aspx> for additional information on supplanting.

Conflict of Interest – Grantees should have in place established safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

Contracting and Procurement – Grantees must follow their established policy and best practices for procuring goods or services with grant funds. Contracts must be routinely monitored for delivery of services or goods. When a contractual or equipment procurement is anticipated to be in excess of \$100,000, grantees must submit a Procurement Questionnaire <https://cjdonline.governor.state.tx.us/updates.aspx> to CJD for approval prior to procurement.

Travel – Grantees must follow their established policies and good fiscal stewardship related to travel expenses. If the grantee does not have established policies regarding in-state and out-of-state travel, grantee must use the travel guidelines established for state employees.

Uniform Crime Reporting – Local units of governments receiving funds from CJD must comply with all requirements for uniform crime reporting and will ensure that prompt reporting will remain current throughout the grant period.

Limited English Proficiency – Grantees must take reasonable steps to ensure that persons with limited English proficiency have meaningful access to services. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. Additional information on this requirement can be found at <http://www.lep.gov>.

Law Enforcement Programs – Law enforcement programs receiving funds from CJD must be in compliance with all rules developed by the Texas Commission on Law Enforcement Officer Standards and Education.

28 C.F.R. Part 23 Training - Any grant funded individual responsible for entering information into or retrieving information from an intelligence database must complete continuing education training on operating principles described by 28 C.F.R. Part 23 at least once for each continuous two-year period the person has primary responsibility for entering data into or retrieving data from an intelligence database.

Programs Approved to Pay Overtime for Personnel - Overtime is allowable to the extent that it is included in the CJD approved budget. Overtime reimbursements paid by CJD will be based on the following seven eligibility requirements:

- (1) Federal regulations governing these funds prohibit use of grant funds to pay an individual for the same hours in which the individual is being paid by a unit of government. For example, if an officer's regular work hours are 7 a.m. to 4 p.m. and he takes a day of paid annual leave, he is not eligible to be reimbursed with grant funds for any hours he voluntarily works between 7 a.m. and 4 p.m. He may be eligible for any hours worked that day outside of 7 a.m. to 4 p.m. provided the hours worked comply with the grantee agency's requirements for hours worked prior to eligibility for overtime pay. The regulation regarding hours of eligibility for overtime does not apply to an officer who volunteers to work on his regularly scheduled days off provided he complies with the grantee agency's requirements for hours worked prior to eligibility for overtime pay.
- (2) Hours worked is defined as physical hours on the job and does not include paid annual leave, compensatory leave, sick leave, holiday leave or other paid leave.
- (3) On-call hours should not be included in physical hours worked or as eligible hours for overtime.

- (4) Personnel receiving grant funds for overtime must maintain time and activity reports for all time physically worked. The activity description should include detailed information about the actual activities performed.
- (5) Time should be recorded to the nearest quarter hour.
- (6) Grantee records must include a clear calculation in how the overtime was computed.
- (7) Overtime payments issued outside this policy are the responsibility of the grantee agency.

Cancellation for Awards - Grantees must take reasonable steps to commence project activities upon receiving notice of a grant award:

Commencement Within 60 Days. If a project is not operational within 60 days of the original start date of the award period or grant award date as noted on this memorandum, whichever is later, the grantee must report by letter to CJD the steps taken to initiate the project, the reasons for delay, and the expected revised start date.

Commencement Within 90 Days. If a project is not operational within 90 days of the original start date of the award period or grant award date as noted on this memorandum, whichever is later, the grantee must submit a second statement to CJD explaining the implementation delay. Upon receipt of the 90-day letter, CJD may cancel the project and redistribute the funds to other project areas. CJD may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period.

Public Information Requests - Grantees must immediately notify and provide a copy to CJD of any Public Information Request received by the agency related to this grant award.

Prohibited Acts of Agencies and Individuals - Grant funds may not be used in connection with the following acts by agencies or individuals employed by grant funds:

- Grant funds may not be used to finance or otherwise support the candidacy of a person for an elected local, state, or federal office. This prohibition extends to the direct or indirect employment of a person to perform an action described by this subsection. In addition, grant-funded or grant-leased motor vehicles may not be used for the purpose described above.
- Grant officials or grant funded employees may not use official authority or influence or permit the use of a program administered by the grantee agency of which the person is an officer or employee to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose.
- Grant funded employees may not coerce, attempt to coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of anything of value to a person or political organization for a political purpose.
- Grantees must comply with the federal Hatch Act (5 U.S.C. §§ 1501- 1508) which restricts the political activity of some state and local employees who work in connection with federally funded programs. Covered state and local employees may not: 1) be candidates for public office in a partisan election; 2) use official authority or influence to interfere with or affect the results of an election or nomination; or, 3) directly or indirectly coerce contributions from subordinates in support of a political party or candidate.

Employment of a Lobbyist - Grant funds may not be used to employ, as a regular full-time or part-time or contract employee, a person who is required by Chapter 305 of the Government Code to register as a lobbyist. Furthermore, grant funds may not be used to pay, on behalf of the agency or an officer or employee of the agency, membership dues to an organization that pays part or all of the salary of a person who is required by Chapter 305 of the Government Code to register as a lobbyist.

Legislative Lobbying - Grant funds may not be used to attempt to influence the passage or defeat of a legislative measure.

Use of Alcoholic Beverages - Grant funds may not be used to compensate an officer or employee who uses alcoholic beverages on active duty. In addition, grant funds may not be used to purchase an alcoholic beverage or to pay or reimburse a travel expense that was incurred for an alcoholic beverage.

OneStar Foundation Registration and Organization Profile for Nonprofit Corporations - Each nonprofit corporation receiving funds from CJD must register and connect their organization with the OneStar Foundation at <http://www.onestarfoundation.org/page/registration/>.

Each nonprofit corporation is also encouraged to create an organizational profile with the OneStar Foundation at <http://www.onestarfoundation.org/page/org-profile>. By completing the Organizational Profile, your organization will be eligible to receive notification of opportunities, such as:

- Organizational excellence scholarships to build the capacity of your organization, including organizational assessments, trainings, consulting, conferences and other professional development activities;
- Funding announcements and events related to national service and volunteerism;
- and
- Chances to participate in important research on the needs and trends of the social sector and its stakeholders.

Grant Review Committee Review Form

Grant Name: FY 2013 Specialty Drug Court Program

Department Name/Number: Auditor's Office

Department Contact: Janna Caponera

Phone: 4638

The County Auditor's Office, in conjunction with the Grant Review Committee (GRC), has reviewed the application and/or award as detailed above, and the application and/or award is:

☒ **Recommended.** The GRC has reviewed this grant application and/or award and recommends its approval to Commissioners Court.

☐ **Not Recommended** The GRC has reviewed this application and/or award and does not recommend its approval to Commissioners Court.

☐ **No Recommendation** The information provided by the requesting department is not enough for the GRC to make an informed recommendation to Commissioners Court regarding this application and/or award.

Completed by:

Janna Caponera
GRC Chair/Designee Printed Name

February 6, 2012
Date

Budget and Finance (BFO) Comments:

No County match required. Funds for Personnel only. Full-time Drug Court Coordinator (\$57,780). Grant period from 9/1/12 to 8/31/13.

☒ Recommended

☐ Not Recommended

☐ No Recommendation

County Auditor Comments:

No county match required. Grant funding to a maximum of \$80,000.00 allowed.

☒ Recommended

☐ Not Recommended

☐ No Recommendation

Information Technology (IT) Comments:

☐ Recommended

☐ Not Recommended

☐ No Recommendation

Purchasing Comments:

Purchasing policies and procedures will apply.

☐ Recommended

☐ Not Recommended

☐ No Recommendation

Human Resources (HR) Comments:

☐ Recommended

☐ Not Recommended

☐ No Recommendation

Totals:

2 Recommended

 Not Recommended

 No Recommendation