

Grant Title/Project Name:	BJA 2020-17101 DDCP Enhancement
Department:	County Court at Law #2
Requestor:	Jo-ElI Guzman
Contact Email:	joell.guzman@wilco.org
Contact Phone Number:	5129431568
Start Date:	10/1/2020
End Date:	9/30/2021
Please select request category:	Personnel, Service
Describe the purpose of the grant in detail to include all requirements.	<p>The DWI/Drug Court (DDCP) has not requested funding from other sources since the implementation grant was not awarded several years ago, since that time services have been reduced. The DDCP is requesting funding through the Adult Drug and Veterans Court Discretionary Grant Program for program enhancement and services. The purpose of this grant request would be to add a Program Case Manager that would be split with the Veterans Treatment Court, transportation funding assistance, funding for alcohol monitoring devices, drug testing for out-side vendors, and to provide funding for mental health screening assessments and group treatment sessions. The Program Case Manager position would be grant funded only. This funding request would allow for an enhancement to the DDCP to start a separate TRACK for those individuals that either failed out of the County Attorney's PTIP program for continued alcohol use on a DWI 1st offense or those who meet criteria for deferred adjudication probation according to Texas' new statute for certain DWI offenders. Although, not severe, according to criteria these individuals would benefit from a judicially-supervised treatment program to further ensure the public's safety.</p>
Select the type of grant your department is applying for:	Federal
What is the amount of the grant?	\$230,780.20
Please provide a breakdown of the total cost above.	<p>The BJA Grants are for three years. Each year would be in the amount of \$76,748.60. Total three-year request is 230,780.20</p> <p><u>Program Case Manager</u>-The position will interview eligible applicants; monitor documents and DDCP application process; conduct assessments of participant's needs; coordinate with providers to prepare casework/service plans; monitor participants progress and prepare written updates for Judge and Project Team. The program case manager will provide problem-solving assistance and case management services to the WCVTC participants, as well as assistance obtaining vocational and employment services. The base salary for the case manager requests \$47,819 + FICA (7.65%) \$3,658 + worker's comp \$100 +</p>

retirement (14.03%) \$6,709 + County insurance \$9,132 = \$67,418 annually. 50% = **\$33,709**

Emergency Transportation - this line item would provide Uber and Lyft rides to participants needing transportation to court, probation appointments, and treatment appointments. Average round trip approximately \$54.00/trip x 10 participants x 3 trips = **\$1620.00**

Contractual and Professional Services

Screening Mental Health Assessments - as needed for Computerized Assessment & Referral System (CARS)-10 participants at \$200.00 = **\$2000.00**

YouImpact Course-raises awareness about the ripple effects of destructive driving 36 participants x \$100 = **\$3600.00**

New Treatment workbooks for new TRACK (True Thoughts Course) - \$15.99 x 15 projected participants for new Track = \$239.85 provider workbook \$399.95. Total cost **\$639.80**

Secure Alcohol Monitor (SCRAM) - Continuously tests the participants for any alcohol consumption and takes readings through the skin. These devices cost \$8.00/day/offender or \$240/month. The budgeted amount will allow approximately 36 participants to have the device for 60 days, with no fees incurred by the participant 36 participants x \$480 = **\$17,280**

Ignition Interlock devices (IID) / Portable Alcohol Monitor (PAM) devices – IIDs are installed in the participants' vehicles to prevent the operation of the vehicle if there has been alcohol consumption. Alternatively, if the participant does not have a vehicle, they are required to have the PAM device. These devices cost on average \$60/month/offender x 60 days= \$120/participant. Funding would allow approximately 36 participants to have a vehicle interlock for 60 days (36 participants x \$120/month = **\$4320.00**).

Vendor services for 5-panel drug testing and ETG screening for veterans who are traveling, weekend or in-house testing services are not available. Testing services are \$59.00 for a 5-panel screening with ETG per participant times approximately 20 participants = **\$1180.00**. The budgeted amount will for allow approximately 20 participants to have offsite testing done with no fees incurred by the veteran.

Training and Travel- National Association of Drug Court Professional Conferences location to be determined. Estimated cost break down per person for 3 team members to attend: Attendees TBD for registration \$795.00 a person. Hotel-5 nights/\$200.00 a night = \$1000.00 per person, Plane Fare approximate cost per person \$800.00 round trip. Food per diem \$75.00 a day x 5 days = \$375.00. Estimated Cost **\$8,910.00**

Supplies-Office Furniture – Office desk, chair, and cabinet for Program Case Manager to perform job requirements. The Program Case Manager will handle veteran treatment court half of the time and DWI/Drug Court work half the time. Total estimated cost = \$1129.95. 50% = **\$564.90**

Equipment- Total estimated cost of equipment for Program Case Manager so work can be performed. Program Case Manager will

	<p>split time in half with the DWI/Drug Court-Dell Latitude 5500, Docking Station, wireless keyboard, and mouse estimated cost laptop = \$809.60, docking station = \$182.00, wireless keyboard and mouse = \$33.00, HP Color LaserJet printer/copier/scanner \$225.00. = Total estimated cost = 1249.60. 50% = \$624.90</p> <p><u>Office and Graduation Supplies</u> – Purchase copy paper for weekly docket, intakes, file folders, graduation certificates, postage, pens, and Dell Pro Sleeve for laptop, business cards, and other office products for grant personnel. Cost = \$500.00</p> <p><u>Network and Server Software and/or Licenses (5,000 or less per unit)</u>-License Fees for Cloud-based specialty court management for DIMS software to improve the efficiency of monitoring and tracking of progress of participants participating in the DWI/Drug Court program. Software has encryption and is HIPAA compliant. Cost per year \$1800.00 year = \$1800.00</p>
Is there a match requirement?	Yes
What is the source of the match?	<p>Cash and in-kind in the amount of \$57,761.85 over the course of three years of the three-year request. Cash and in-kind can be obtained through the DDCP team and maintained with a bi-weekly timesheet of hours worked on the BJA project, verified and payroll data to support the non-federal match amount for positions. In-kind match would also be through the use of volunteers, interns, and non-profit services.</p>
Does the grant cover the cost of the request 100%?	Yes
If not, how much is left unpaid?	N/A
What is the plan to obtain grants/funds for the remaining amount?	N/A
List other similar assets in the County and/or region and if they are available for use?	N/A
How is this asset request different from any similar assets currently in the County and/or region?	N/A
What types of events/purpose would this asset be used for that cannot be accomplished with a current County asset?	N/A
How often do these events occur?	N/A
Identify the number of personnel required to operate this asset and/or be available for	One- The purpose of this grant request would be to add a Program Case Manager that would be split with the Veterans

the function where it is to be used? How much time is required of those personnel? What is the cost of the personnel?	Treatment Court, The Program Case Manager position would be grant-funded only.—The grant would allow for the DDCP to identify not only our high risk/ high need population, but also identifying those individuals that are low risk/high needs to make sure we continue to help our participants receive the treatment they deserve while at the same time ensuring public safety.
Where will the asset be stored?	N/A
What is the useful life of the asset?	N/A
Will a replacement be requested from general funds when useful life has been exhausted?	N/A
Will other agencies be billed for the use of this asset (e.g. vendors paid, employee worked hours and paid, inventory costs etc.)?	N/A
Does this asset require insurance coverage?	N/A
If yes, what is the estimate of asset insurance coverage?	N/A
Will this asset require on-going maintenance? Please describe the maintenance required along with an estimate for these costs.	N/A
How will this asset be funded when the grant ends?	Personnel would be solely grant funded and if no funding through grant the position would dissolve.
What is the impact if the grant is not received?	NR
New Personnel position is:	Full Time
Where will this position office?	County Court at Law #2
Who will this position report to?	Laura Barker, Judge County Court No. 2
What tasks will this position perform? Include the five primary functions and the percentage of time spent to be spent on each function.	<p>Under general supervision, performs work of moderate difficulty providing professional assistance and comprehensive case management to County residents involved in the Veterans' Treatment Court and the DWI/Drug Court program in County Court at Law #2; performs related work as required. An employee in this class performs professional evaluation and assessment services working with offenders in the Veterans' Treatment Court and DWI/Drug Court program in County Court at Law #2. Work requires use of independent judgment.</p> <p>➤ Manages the referral process for Program applicants and explains treatment court program to interested offenders.</p>

	<ul style="list-style-type: none"> ➤ Interviews and completes initial assessment process for program applicants and provides written report to Judge and treatment team at staffing. ➤ Reviews weekly records of those arrested and notifies County or District Attorney's office of offenders who meet basic eligibility requirements. ➤ Assists participants with life skills such as management, employment, and budgeting. <p>Builds partnerships with community organizations to develop referral sources.</p>
Will this position take over tasks from current County employee?	Yes
If yes, please explain the impact to current employee.	The new position request would help to identify eligible participants earlier and bring them into the DDCP, especially high risk/high need applicants.
How will this position be funded when the grant ends?	This position would be grant funded only. If funding is no longer available, the position would dissolve.
Does this position or a similar position currently exist within the department?	No
If "yes" how many of these similar positions exist	
Describe any alternatives considered to achieve desired outcome in lieu of a position (i.e. equipment, software, technology or change in business practice).	N/A
Describe how workload will be accomplished/re-allocated should grant not be approved.	If the grant is not approved for personnel and other budgetary items, the current coordinator would continue handling the described workload. However, the court coordinator consistently works over 40 hours a week salaried.
List other similar items in the County and/or region and if they available for use?	N/A
How is this item request different from any similar assets currently in the County and/or region?	N/A
What types of events/purpose would this item be used for that cannot be accomplished with a current County asset?	Half of the salary for a program case manager would be paid for by one of two grant requests from BJA and the other half from the BJA DWI/Drug Court Enhancement request. This would be a total grant funded position and once grant funding is no longer available the position would end. Funding would continue to allow for grant funds to be used for the treatment courts including testing of participants, additional treatment services, and quicker identification of eligible participants so they can begin treatment services.

Identify the number of personnel required to operate this item and/or be available for the function where it is to be used?	3
Please explain how this item will create the need for more or less personnel (or mark n/a for no change)?	N/A
Where will the item be stored?	N/A
What is the useful life of the item?	N/A
Will other agencies be billed for the use of this item (e.g. vendors paid, employee worked hours and paid, inventory costs etc.)?	N/A
Does this item require insurance coverage?	No
Will this item require any form of licensing?	No
Will this item require on-going maintenance? Please describe the maintenance required along with an estimate for these costs?	N/A
How will this item be funded when the grant ends?	Personnel would be solely grant funded and if no funding through grant the position would dissolve.
What is the overall budgetary impact? (i.e. revenue generation, expense reduction, etc.)	None
Please identify any additional equipment needed/required (now or in the future) should the grant/asset is awarded.	None
What is the cost and frequency to maintain/update the additional equipment?	n/a
What is the impact of this grant application on other internal/county departments?	By granting this funding request it would allow for funds to assist in the reduction of recidivism and continue with providing enhanced services to the treatment courts.
If yes, what is the estimate of that license fee?	
If yes, what is the estimate of insurance coverage?	
Will a replacement be requested from general funds when useful life has been exhausted? (OR)	No

If yes, how much is the match amount?	25% cash or in-kind \$57,695.05 over the course of 3 years
ID	50
Version	9.0
Attachments	False
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Created By	Jo-Ell Guzman
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