

**406th Judicial District Adult Drug Court Program Budget Narrative and Justification
SAMSHA Treatment Drug Courts FOA No. TI-18-008**

Proposed Project Period

a. Start Date: 09/30/2018

b. End Date: 09/29/2023

A. Personnel

Position	Name	Key Staff	Annual Salary/Rate	Level of Effort	Total Salary Charge To Award
(1) Program Director	Guadalupe Palomo	Yes	\$59,150	100%	\$59,150
(2) Case Manager	Aimee Ramos	Yes	\$44,100	100%	\$44,100
(3) Case Manager	Alma Carrillo	Yes	\$44,100	100%	\$44,100
FEDERAL REQUEST (enter in Section B column 1, line 6a of SF-424A)					\$147,350.00

• **Program Director- Guadalupe Palomo**

The Drug Program Director shall be responsible for the implementation, managing, and administering of any grants currently funding the Drug Court Program. The Director shall be responsible for administrative work and for coordinating activities for the program. Other duties and responsibilities include, but are not limited to: Monitoring activities for the participants in accordance with the terms and conditions of the grant currently funding the drug Court Program; collaborating with the treatment counselors and the Drug Court case managers to provide social services in the area of job placement, educational programs, and issues related to substance abuse, mental health, family, parenting, and marital relationships; participate in securing future funding in conjunction with current grants; keeping the Drug Court Judge fully informed of all issues regarding the drug court program. Additional duties assigned to the Program Director will include assisting with new participants' orientations, supervising and training counselors assigned by P.I.L.L.A.R., collaborating with treatment provider liaison, and implementing, supervising and administering the operation of the regional program with representatives designated by Jim Hogg, Starr and Zapata counties.

- **Aimee Ramos – Case Manager 1**

The Case Manager’s role is to conduct intake assessments for the Drug Court participants in order to identify anti-social behavior and/or problems related to addiction and mental health, be the primary link between the attorneys, court, probation office, and treatment providers. His/her responsibilities include, but are not limited to, referring clients to relevant and effective services, making sure that all service efforts are monitored, connected, and in synchronized, and ensuring that pertinent information is gathered during assessment and monitoring is provided to the entire drug court team in real time. Essentially, the case management forms the framework around which the drug court process can credibly and effectively operate.

- **Alma Carrillo – Case Manager 2**

The Case Manager’s role is to conduct intake assessments for the Drug Court participants in order to identify anti-social behavior and/or problems related to addiction and mental health, be the primary link between the attorneys, court, probation office, and treatment providers. His/her responsibilities include, but are not limited to, referring clients to relevant and effective services, making sure that all service efforts are monitored, connected, and in synchronized, and ensuring that pertinent information is gathered during assessment and monitoring is provided to the entire drug court team in real time. Essentially, the case management forms the framework around which the drug court process can credibly and effectively operate.

B. Fringe Benefits Narrative

Position (1)	Name (2)	Rate (3)	Total Salary Charged to Award (4)	Total Fringe Charged to Award (5)
Project Director	Guadalupe Palomo		\$59,150	\$21,816.35
Case Manager	Aimee Ramos		\$44,100	\$18,812.36
Case Manager	Alma Carrillo		\$44,100	\$18,812.36
FEDERAL REQUEST (enter in Section B column 1, line 6b of SF-424A)				\$59,441.07

FEDERAL REQUEST –Justification for Fringe Benefits

406th District Drug Court Program Fringe benefits are comprised of:

Fringe Category	Fringe %	Estimated Fringe
Retirement	11.56%	17,033.66
FICA	7.65%	11,272.28
Insurance	385/pp	30,030.00
Unemployment	0.70%	1,031.45
Workers Compensation	0.05%	73.68
Total	19.96%	59,441.06

C. Travel Narrative

Purpose (1)	Destination (2)	Item (3)	Calculation (4)	Travel Cost Charged to the Award (5)
National Association for Drug Court Professionals	To be announced	Airfare	\$790x 3 people	\$2,370
		Shuttle	\$40 x 3people x 2 trips	\$240
		Hotel	\$634.00/ night / 3 people x 3 nights	\$1,902
		Meals	\$40/day x 3 persons x 4 days	\$480
		Registration	\$745x 3 people	\$2,235
		Luggage	\$60 x 3 people	\$180
FEDERAL REQUEST - (enter in Section B column 1, line 6c of SF-424A				\$7,407.00

(1) 3 Key personnel will be traveling to one yearly Grantee Meeting to be held out of state for the next five years.

(2) Because travel is out of state airfare will be required.

D. Equipment Narrative

Item(s) (1)	Quantity (2)	Amount (3)	% Charged to the Award (4)	Total Cost Charged to the Award (5)
0	0	0	0	0
FEDERAL REQUEST – (enter in Section B column 1, line 6d of SF-424A)				\$0

E. Supplies Narrative

Item(s)	Rate	Cost
General office supplies	\$250x 12 months	\$3000
FEDERAL REQUEST – (enter in Section B column 1, line 6e of SF-424A)		\$3,000.00

- General Office Supplies include purchasing shredder, paper, pens, pencils notebooks, files, labels, etc., as needed, for the day-to-day operations of the program.

F. Contracts Narrative

Name (1)	Service (2)	Rate (3)	Other	Cost (4)
Jesse Gerardo Hernandez (Evaluator)	Assessments, Data Collection and Audits	100%	\$132 x 190 hours of service	\$25,000
PILLAR (Treatment Provider)	Conducts individualized and group sessions	100%	Will serve all participants on project	\$109,000
FEDERAL REQUEST – (enter in Section B column 1, line 6f of-424A)				\$134,000.00

Program Evaluator

- Jesse Gerardo Hernandez, program evaluator, will prepare the performance assessment and will integrate the BJA’s Performance Measurement Tool (PMT), procedures and standards into the evaluation process. The assessment will include a comprehensive review of performance measures, goals, objectives and outcomes. This is imperative to insure that any implementation concerns are identified early and addressed through quality assurance, program management, and the program advisory board.

Treatment Provider

- The contractual agreement with People with Ideas of Love, Liberty, Acceptance, and Respect (P.I.L.L.A.R.), which is a local non-profit organization supported by additional contracts and funding streams, is based on an agreed upon flat rate to provide comprehensive assessment, treatment planning, and outpatient individual and group counseling utilizing the science based models chosen for the drug court grant participants. The proposed \$109,000.00 flat rate is less than the TXDSHS State rate for both group and individual counseling, and takes into account in-house and community-based support

services also available to the project and its participants, which ensure a comprehensive continuum of care. Nevertheless, the \$109,000.00 flat rate contract, enables PILLAR to ensure that 4 (four) full time Licensed Professional Counselors are assigned to the project. In addition, as an adjunct service, the Drug Court provides in-house AA/NA for all participants. Furthermore, participants in need of Residential or Intensive Residential Treatment for Substance Use are referred to appropriate services throughout the region, which are funded by a variety of funding streams, at no cost to the grant. Behavioral Health Services for participants with Co-occurring Psychiatric and Substance Use Disorders are referred to the Local Mental Health Authority, Border Region Community Behavioral Health Center, and the City Health Department.

G. Construction

Not authorized under this program.

H. Narrative for "Other"

Item	Rate	Cost
Medications	100%	\$28,101.93
Drug testing	\$1000 x 12 months	\$20,000.00
WebEx	\$700 x 1 License	\$700
FEDERAL REQUEST (enter in Section B column 1, line 6h of SF-424A)		\$48,801.93

Medication-Assisted Treatment

- Upon referral, appointment and consultation with a physician, clients who are not insured will have access to FDA-approved medications such as the injectable naltrexone (Vivitrol) paid for by the program with the allocated grant funding. 95% of clients do not qualify for indigent services or do not have any kind of insurance making it less likely to be treated for their substance abuse or mental issues. Pharmaceutical Company Alkermes, works with Vivitrol to be able to service our clients with this particular injections, depending on their substance abuse diagnosis. Approximately, each injection will cost about \$1,007.93. Funding allocated would allow the program to provide medication for high risk clients on a yearly basis during which the drug court program refers them to the appropriate health care provider to continue medical services.

- **Drug Testing**

Norchem, an evidence-based substance abuse monitoring program, will be used for random urine analysis collection to monitor participant's sobriety which may be subject to testing 2-3 times a week. Positive samples will be stored in a secured environment frozen for twelve months. Results on urine specimens are received within 24 – 48 hours. Legal defensible forensic urine toxicology results on confirmations is provided. Specimen collection kits with attached temperature strips for urine, forms & shipping supplies are included.

- **WebEx (teleservices)**

As the DCP expands regionally to other surrounding counties it will incorporate teleservices together with face to face contact. Many individuals in rural areas cannot afford to leave their jobs or families to receive treatment. There is now sufficient research that shows the effectiveness of online treatment together with the participant willingness and access to this treatment. Participants will be able to have individual counseling sessions, case management sessions, and group meetings via WebEx in some cases. WebEx license is an estimated \$700.00 per license.

I. Total Direct Charges

FEDERAL REQUEST – TOTAL DIRECT CHARGES - Section B column 1, line 6i of SF-424A (The Total Direct Charges will sum automatically on the form)	\$400,000.00
---	---------------------

J. Indirect Cost Rate

FEDERAL REQUEST – TOTAL DIRECT CHARGES - Section B column 1, line 6j of SF-424A	\$0
--	------------

BUDGET SUMMARY

Category	Year 1	Year 2*	Year 3*	Year 4*	Year 5*	Total Project Costs
Personnel	\$147,350.00	\$147,350.00	\$147,350.00	\$147,350.00	\$147,350.00	\$736,750.00
Fringe	\$52,952.49	\$59,441.07	\$59,441.07	\$59,441.07	\$59,441.07	\$290,716.77
Travel	\$9,500.00	\$7,407.00	\$7,407.00	\$7,407.00	\$7,407.00	\$39,128.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$15,000.00
Contractual	\$109,439.50	\$134,000.00	\$134,000.00	\$134,000.00	\$134,000.00	\$645,439.50
Other	\$77,758.00	\$48,801.93	\$48,801.93	\$48,801.93	\$48,801.93	\$272,965.72
Total Direct Charges	\$400,000.00	\$400,000.00	\$400,000.00	\$400,000.00	\$400,000.00	\$2,000,000.00
Indirect Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Project Costs	\$400,000.00	\$400,000.00	\$400,000.00	\$400,000.00	\$400,000.00	\$2,000,000.00

FUNDING LIMITATIONS/RESTRICTIONS

The funding restrictions for this project are as follows:

No more than 15 percent of the total grant award for the budget period may be used for developing the infrastructure necessary for expansion of services.

- **Infrastructure not allowed under this grant.**

No more than 20 percent of the total grant award for the budget period may be used for data collection, performance measurement, and performance assessment, including incentives for participating in the required data collection follow-up.

- **Evaluator \$25,000.00 for data collection, performance measurement, and performance assessment does not exceed 20 percent.**

Up to 5 percent of the annual grant award may be used for HIV rapid testing. [Note: Grant funds may be used to purchase such services from another provider.]

- **Not applicable, HIV rapid testing is provided to all participants by the City of Laredo Health Department.**

Up to 35 percent of the annual grant award may be used to pay for FDA-approved medication as part of MAT, which includes methadone, naltrexone, buprenorphine, disulfiram, and acamprosate calcium when the client has no other source of funds to do so.

- **As detailed on the budget narrative \$28,101.93 will be used to purchase MAT (VIVITROL).**

Up to 5 percent of the annual grant award (when no other funds are available) may be used for viral hepatitis (B and C) testing, including purchasing test kits and other required supplies (e.g., gloves, bio hazardous waste containers) and training for staff related to viral hepatitis (B and C) testing, for applicants electing to develop and implement plans for viral hepatitis testing and treatment.

- **Not applicable, viral hepatitis (B and C) testing and treatment is provided to all participants by the City of Laredo Health Department.**

Up to 30 percent of the annual grant award may be used to pay for recovery housing.

- **Not applicable.**

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 01/31/2019

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. SAMSHA Treatment Drug Courts PI-18-008	95.243	\$	\$	\$ 400,00.00	\$	\$
2.						
3.						
4.				400,000.00		
5. Totals		\$	\$	\$	\$	\$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ 1,47,350.00	\$	\$	\$	\$
b. Fringe Benefits	\$ 59,441.07				
c. Travel	\$ 7,407.00				
d. Equipment	0.00				
e. Supplies	3,000.00				
f. Contractual	134,000.00				
g. Construction	0.00				
h. Other	\$48,801.93				
i. Total Direct Charges (sum of 6a-6h)					\$
j. Indirect Charges	0.00				\$
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$
7. Program Income	\$ 0.00	\$	\$	\$	\$

Authorized for Local Reproduction

SECTION C - NON-FEDERAL RESOURCES

	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.		\$ 0.00	\$ 0.00	\$ 0.00	\$
9.		0.00	0.00	0.00	
10.		0.00	0.00	0.00	
11.		0.00	0.00	0.00	
12. TOTAL (sum of lines 8-11)		\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 0.00	0.00	0.00	0.00	0.00
14. Non-Federal	\$ 0.00	0.00	0.00	0.00	0.00
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program

FUTURE FUNDING PERIODS (YEARS)

	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$ 400,000.00	\$	\$	\$
17.				
18.				
19.	\$ 400,000.00			
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	N/A	22. Indirect Charges:	N/A
---------------------	-----	-----------------------	-----

23. Remarks:

CHECKLIST

NOTE TO APPLICANT: This form must be completed and submitted with the original of your application. Be sure to complete each page of this form. Check the appropriate boxes and provide the information requested. This form should be attached as the last pages of the signed original of the application.

Type of Application: New Noncompeting Continuation Competing Continuation Supplemental

PART A: The following checklist is provided to assure that proper signatures, assurances, and certifications have been submitted.

- | | Included | NOT Applicable |
|--|--------------------------|--------------------------|
| 1. Proper Signature and Date on the SF 424 (FACE PAGE) | <input type="checkbox"/> | |
| 2. If your organization currently has on file with HHS the following assurances, please identify which have been filed by indicating the date of such filing on the line provided. (All four have been consolidated into a single form, HHS 690) | | |
| <input type="checkbox"/> Civil Rights Assurance (45 CFR 80) | | |
| <input type="checkbox"/> Assurance Concerning the Handicapped (45 CFR 84) | | |
| <input type="checkbox"/> Assurance Concerning Sex Discrimination (45 CFR 86) | | |
| <input type="checkbox"/> Assurance Concerning Age Discrimination (45 CFR 90 & 45 CFR 91) | | |
| 3. Human Subjects Certification, when applicable (45 CFR 46) | <input type="checkbox"/> | <input type="checkbox"/> |

PART B: This part is provided to assure that pertinent information has been addressed and included in the application.

- | | YES | NOT Applicable |
|--|--------------------------|--------------------------|
| 1. Has a Public Health System Impact Statement for the proposed program/project been completed and distributed as required? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the appropriate box been checked on the SF-424 (FACE PAGE) regarding intergovernmental review under E.O. 12372 ? (45 CFR Part 100) | <input type="checkbox"/> | |
| 3. Has the entire proposed project period been identified on the SF-424 (FACE PAGE)?..... | <input type="checkbox"/> | |
| 4. Have biographical sketch(es) with job description(s) been provided, when required?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has the "Budget Information" page, SF-424A (Non-Construction Programs) or SF-424C (Construction Programs), been completed and included? | <input type="checkbox"/> | |
| 6. Has the 12 month narrative budget justification been provided? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Has the budget for the entire proposed project period with sufficient detail been provided? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. For a Supplemental application, does the narrative budget justification address only the additional funds requested? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. For Competing Continuation and Supplemental applications, has a progress report been included? | <input type="checkbox"/> | <input type="checkbox"/> |

PART C: In the spaces provided below, please provide the requested information.

Business Official to be notified if an award is to be made

Prefix: First Name: Tano Middle Name:
 Last Name: Tijerina Suffix:
 Title: Webb County Judge
 Organization: Webb County
 Street1: 1000 Houston
 Street2:
 City: Laredo
 State: TX: Texas ZIP / Postal Code: 78040 ZIP / Postal Code4:
 E-mail Address: judge_tano@webbcountytexas.gov
 Telephone Number: 956-523-4600 Fax Number:

Program Director/Project Director/Principal Investigator designated to direct the proposed project or program.

Prefix: First Name: Guadalupe Middle Name:
 Last Name: Palomo Suffix:
 Title: Program Administrator
 Organization: 406th Juicial Distrctit Adult Drug Court Program
 Street1: 1110 Victoria Street Suite 402
 Street2:
 City: Laredo
 State: TX: Texas ZIP / Postal Code: 78040 ZIP / Postal Code4:
 E-mail Address: gpalomo@webbcountytexas.gov
 Telephone Number: 956-523-4654 Fax Number:

PART D: A private, nonprofit organization must include evidence of its nonprofit status with the application. Any of the following is acceptable evidence. Check the appropriate box or complete the "Previously Filed" section, whichever is applicable.

- (a) A reference to the organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS Code.
- (b) A copy of a currently valid Internal Revenue Service Tax exemption certificate.
- (c) A statement from a State taxing body, State Attorney General, or other appropriate State official certifying that the applicant organization has a nonprofit status and that none of the net earnings accrue to any private shareholders or individuals.
- (d) A certified copy of the organization's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the organization.
- (e) Any of the above proof for a State or national parent organization, and a statement signed by the parent organization that the applicant organization is a local nonprofit affiliate.

INVENTIONS

If this is an application for continued support, include: (1) the report of inventions conceived or reduced to practice required by the terms and conditions of the grant; or (2) a list of inventions already reported, or (3) a negative certification.

EXECUTIVE ORDER 12372

Effective September 30, 1983, Executive Order 12372 (Intergovernmental Review of Federal Programs) directed OMB to abolish OMB Circular A-95 and establish a new process for consulting with State and local elected officials on proposed Federal financial assistance. The Department of Health and Human Services implemented the Executive Order through regulations at 45 CFR Part 100 (Inter-governmental Review of Department of Health and Human Services Programs and Activities). The objectives of the Executive Order are to (1) increase State flexibility to design a consultation process and select the programs it wishes to review, (2) increase the ability of State and local elected officials to influence Federal decisions and (3) compel Federal officials to be responsive to State concerns, or explain the reasons.

The regulations at 45 CFR Part 100 were published in the Federal Register on June 24, 1983, along with a notice identifying the

Department's programs that are subject to the provisions of Executive Order 12372. Information regarding HHS programs subject to Executive Order 12372 is also available from the appropriate awarding office.

States participating in this program establish State Single Points of Contact (SPOCs) to coordinate and manage the review and comment on proposed Federal financial assistance. Applicants should contact the Governor's office for information regarding the SPOC, programs selected for review, and the consultation (review) process designed by their State.

Applicants are to certify on the face page of the SF-424 (attached) whether the request is for a program covered under Executive Order 12372 and, where appropriate, whether the State has been given an opportunity to comment.

BY SIGNING THE FACE PAGE OF THIS APPLICATION, THE APPLICANT ORGANIZATION CERTIFIES THAT THE STATEMENTS IN THIS APPLICATION ARE TRUE, COMPLETE, AND ACCURATE TO THE BEST OF THE SIGNER'S KNOWLEDGE, AND THE ORGANIZATION ACCEPTS THE OBLIGATION TO COMPLY WITH U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES' TERMS AND CONDITIONS IF AN AWARD IS MADE AS A RESULT OF THE APPLICATION. THE SIGNER IS ALSO AWARE THAT ANY FALSE, FICTITIOUS, OR FRAUDULENT STATEMENTS OR CLAIMS MAY SUBJECT THE SIGNER TO CRIMINAL, CIVIL, OR ADMINISTRATIVE PENALTIES.

THE FOLLOWING ASSURANCES/CERTIFICATIONS ARE MADE AND VERIFIED BY THE SIGNATURE OF THE OFFICIAL SIGNING FOR THE APPLICANT ORGANIZATION ON THE FACE PAGE OF THE APPLICATION:

Civil Rights – Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended, and all the requirements imposed by or pursuant to the HHS regulation (45 CFR part 80).

Handicapped Individuals – Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), as amended, and all requirements imposed by or pursuant to the HHS regulation (45 CFR part 84).

Sex Discrimination – Title IX of the Educational Amendments of 1972 (P.L. 92-318), as amended, and all requirements imposed by or pursuant to the HHS regulation (45 CFR part 86).

Age Discrimination – The Age Discrimination Act of 1975 (P.L. 94-135), as amended, and all requirements imposed by or pursuant to the HHS regulation (45 CFR part 91).

Debarment and Suspension – Title 2 CFR part 376.

Certification Regarding Drug-Free Workplace Requirements – Title 45 CFR part 82.

Certification Regarding Lobbying – Title 32, United States Code, Section 1352 and all requirements imposed by or pursuant to the HHS regulation (45 CFR part 93).

Environmental Tobacco Smoke – Public Law 103-227.

Program Fraud Civil Remedies Act (PFCRA)