



INTERNAL USE ONLY

Date Approved: 1/24/2025

*Leticia Vizcaino*BUDGET AND FISCAL POLICY DEPARTMENT
GRANTS ADMINISTRATION DIVISION

FY25 GRANT APPLICATION SUBMISSION APPROVAL FORM

DEPARTMENT INFORMATION	
Date:	1/24/2025
Requesting Department/Division:	CC2 DWI/MERIT Specialty Court
Department/Division Contact:	Leticia Medina
Anticipated Commissioners Court Meeting Grant Approval Date:	2/3/2025
Who from your department/division will speak on the agenda item?	Judge Robert Anchondo
Please list accompanying grant documents requiring the County Judge's signature.	Resolution
GRANT OPPORTUNITY INFORMATION	
Grant Opportunity Title (as provided by Grantor):	FY26 Specialty Court Program – DWI/MERIT Court
Grantor Agency:	Office of the Governor, Criminal Justice Department
Type of Grant (State, Federal, Private, Local, Other):	State
Is this a continuation or a new grant?	Continuation
Is this grant for a new program?	No
CobbleStone Number for Most Recent Grant Award:	2024-0761
Grant Due Date:	February 13, 2025
Grant Period: (start date to end date)	September 1, 2025 through August 31, 2026

<p>Grant Proposal Summary (one paragraph or less):</p>	<p>The DWI Intervention and Prevention/MERIT Specialty Court. The goal of the program is to improve public safety, strive to reduce recidivism for alcohol and drug offenders through cost effective integrated continuum of care through a judicially supervised regime of treatment and mental health services for chemically addicted offenders in El Paso County. The Program's mandatory treatment services, coupled with intensified monitoring and the immediacy of addressing a client's progress or regress, is expected to allow the program to meet the stated objectives outlined in the proposal.</p>
<p align="center">GRANT FINANCES</p>	
<p>A. Grant Funding to be Requested:</p>	<p>\$293,114.50</p>
<p>B. Total Match Contribution (if applicable):</p>	
<p>I. Cash Match Amount and Description (i.e. County employee salaries, anticipated operating expenses, third-party monetary donations, etc.):</p>	<p>None</p>
<p>a. Match Source Account(s) (if applicable):</p>	<p>Please reach out to your assigned Grant Analyst to confirm match accounts if match is needed. Accounts (short and long) should be placed in this box.</p> <p>NOTE: Accounts must also be placed in the applicable Commissioners Court agenda item (Fiscal Impact section).</p>
<p>b. What fiscal year(s) will County match funding be needed? Please indicate the fiscal years and the match needed per fiscal year.</p>	
<p>II. In-kind Match Amount and Description (i.e. donated supplies/equipment, volunteer hours, donated professional services, etc.):</p>	
<p>C. Anticipated Program Income (if applicable):</p>	

D. Total Project Amount (A + B + C):	\$293,114.50
FINANCIAL ASSESSMENT	
1) What are the staffing requirements or needs for this grant? Please include salary and benefit amounts and anticipated salary and benefit increases for multi-year grants. Have Job Descriptions and Impact forms been created for personnel?	
<p>Licensed Masters Social Worker. Salary \$76,752, fringes \$39,728 = \$116,480 Over time for LMSW to provide additional treatment services = \$22,840.50 Surveillance Officer: Salary \$68,550, fringes \$36,988 = \$100,512 Overtime for Specialty Court Administrative Assistant to provide Cognitive Behavioral Therapy - \$21,736</p>	
2) Has this grant has been awarded in the past? If so, please provide the financial results of the most recently completed grant award cycle to include the award amount and the balance at the closing of the grant.	
2023-0095 Grant Award \$249,230.00; \$204,188.46 expended.	
3) What is the sustainability plan for this grant and the services being provided if this funding is significantly reduced or is not awarded in future?	
The program is proactive in seeking funding all year long; from Federal, State and in-kind donations. The program also collects program fees from participants.	
PROGRAMMATIC ASSESSMENT	
1) How is this grant and its purpose(s) aligned with the County strategic plan?	
2) How will this grant benefit your department/division and the El Paso County community?	
<p>This grant is in line with the public safety section of the County's strategic plan; providing a safer community. The County Criminal Court at Law No. 2 of El Paso County, Texas, is designated to conduct the DWI Drug Court Intervention and Treatment Program of El Paso County as a drug court program. The Grant Administration Division is experienced in administering grants to include budgets, programmatic reporting.</p>	
3) Please explain the capacity of your department/division to administer this grant and complete all programmatic reporting requirements during the grant period.	
<p>The program has received both State and Federal funding for almost 20 years and the staff has been able to manage the grant with the assistance of the grant department and auditor personnel.</p>	
4) Will this grant require the use of contractual services? <i>If so, please contact the Purchasing Department, upon award acceptance to ensure your department follows applicable procurement policies and procedures.</i>	
No.	