



# Building a Specialty Court From the Ground Up

HON.  
VICTOR  
VILLARREAL  
WEBB COUNTY

MORGAN  
MILLER  
BEXAR COUNTY  
JUVENILE  
PROBATION



# Agenda



Building a Specialty Court From the Ground Up

- Identify **community needs**
- **Sources** of grant funding
- Find the grant that fits **the** needs
- **Before** you apply
- Assemble a **Dream Team** and bring **stake holders** together
- Identify individual **roles and duties** of stakeholders
- Dissecting the NOFO and making a **checklist**
- Tips and strategies for a **strong** application
- **Support** of local, state, federal leaders
- They said “No” or “**YES!**”
- Public **education** campaign

# Community Needs

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# Community Needs

## What are the gaps you're seeing in your community?

- Does your area need a juvenile drug treatment court?
- If yes, why? Has there been an increase in juvenile drug possession, juvenile vaping, juvenile mental health concerns...
- Does your community have the data (arrests, referrals, detentions) required to have a grant awarded?
- Will your community support the application? The seat of your government, other county agencies, school districts, local non-profits, civic organizations?

# Sources of Grant Funding

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# OJDP



## Public Funding

- Federal or State government grants
- Award of financial assistance from a federal agency to a recipient to carry out a public purpose of support authorized by a law of the United States
- Not considered federal assistance or loans to individuals
- May not be used to acquire property or services for the government's direct benefit
- 26 federal agencies offering over 1,000 grant programs annually in various categories



San Antonio Area Foundation  
Your Community Foundation



Kronkosky  
Charitable Foundation

## Private Funding

- Comes from the proceeds of a business
- Less regulation than federal funding
- Funders may choose to give exclusively to pre-selected organizations and board members may advocate strongly on behalf of preferred organizations
- Funders advertise via social media

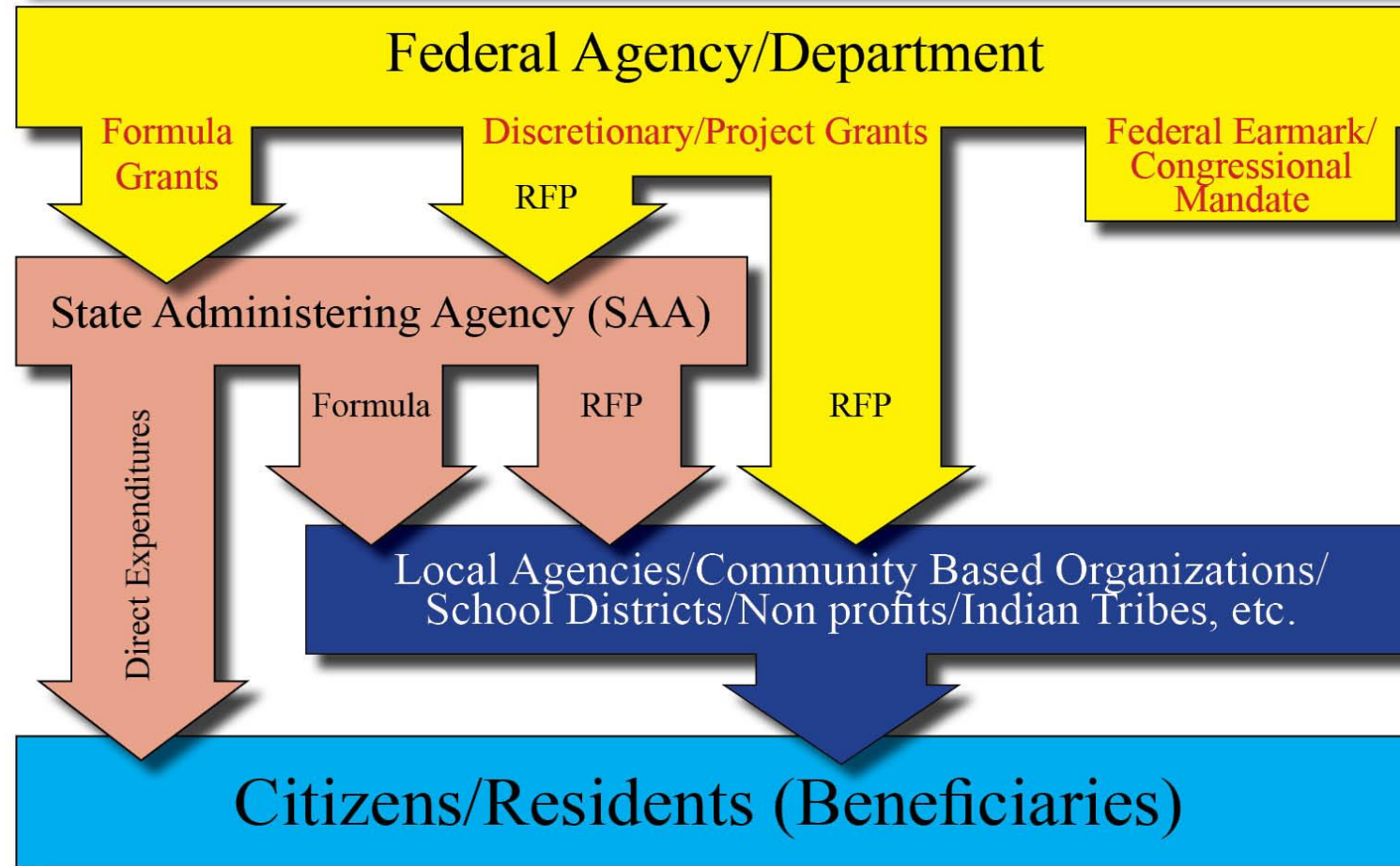
# Types of Federal Grants

**Categorical Grants: Money is given for a specific purpose that comes with restriction concerning how the money should be spent**

- **Project Grants** – States apply for funding by submitting specific project proposals (**merit**)
- **Formula Grants** – States given funding according to a mathematical formula (Medicaid, Welfare, Title 1 Local Education, Special Needs Education, Head Start, National School Lunch Program)(**non-compete**)



# Federal Grant Cash Flow



# Finding the Grant that Fits Your Needs

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# Finding the Grants that Fits Your Needs

## Federal Grants

Sign up for email notifications of available funding

- OJJDP - <https://ojjdp.ojp.gov/subscribe-juvjust>
- SAMHSA - <https://samhsa.us4.list-manage.com/subscribe?u=d0780dc94825e65acd61c17dc&id=ee1c4b138c>
- BJA - <https://bja.ojp.gov/subscribe>

# Find the Grant that Fits Your Needs

## State Grants

- Review available Office of the Governor's funding opportunities  
<https://egrants.gov.texas.gov/funding>
  1. Child Sex Trafficking Programs
  2. Criminal Justice Planning Fund
  3. Edward Bryne Memorial Justice Assistance Grant (JAG)
  4. **Specialty Court Program** (Chapters 121 -129 of the Texas Government Code) focus on treatment for those with substance abuse or mental health issues or specific needs of Veterans for sexually exploited persons
  5. Stop Violence Against Women Formula Grant Program (VAWA)
  6. Truancy Prevention and Intervention
  7. Victims of Crime Act (VOCA)
- Review available Texas Department of Health and Human Services Grants  
<https://resources.hhs.texas.gov/rfa>

# Before You Apply

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# Before Application

## Federal Grants

- Review the DOJ's Financial Management Guide

<https://www.ojp.gov/funding/financialguidedojo/overview>

<https://www.ojp.gov/doj-financial-guide-2022> (pdf)

- Review the DOJ's Guide to Procurements Under DOJ Grants and Cooperative Agreements

[https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/New\\_Procurement\\_Guide\\_0.pdf](https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/New_Procurement_Guide_0.pdf) (pdf)

- Review SAMHSA's Notice of Funding Opportunity Application Guide

<https://www.samhsa.gov/grants/how-to-apply/nofo-application-guide>

- Review any available audit documentation (pdf available upon request)

Comprehensive overview of everything granting agency looks for to confirm compliance with any grant award

# Before Application

## Federal Grants

- Your organization must be registered with SAM (System of Award Management)(30 days) <https://sam.gov/content/home>
- Registration with <https://grants.gov/> (can take several weeks )
- Registration with NIH's eRA Commons (SAMHSA grants, can take six weeks) <https://public.era.nih.gov/commonsplus/public/registration/initRegistration.era>
- Register with JustGrants, the DOJ's grants management system <https://diamd-auth.usdoj.gov/>
- JustGrants Training: <https://justicegrants.usdoj.gov/training>

# Before Application

## State Grants

- Review Office of the Governor's Guide to Grants  
<https://egrants.gov.texas.gov/guides/guide-to-grants>
- Complete eGrants training  
<https://egrants.gov.texas.gov/resources/egrantstraining>
- Texas Grant Management Standards  
<https://comptroller.texas.gov/purchasing/docs/grant-management-reader.pdf>  
(pdf)



# Before Application

## Sub-grantee/Subrecipient and Contractor Determination

Sub-grantee/Subrecipient	Contractor
<ol style="list-style-type: none"><li>1. Determines who is eligible to receive what financial assistance</li><li>2. Has its performance measured in relation to whether objectives of a grant program were met</li><li>3. Has responsibility for programmatic decision making</li><li>4. Is responsible for adherence to applicable grant program requirements specified in the state award; and</li><li>5. Uses funds to carry out a program for a public purpose specified in the authorizing statute, as opposed to providing goods or services for the benefit of the local government</li></ol>	<ol style="list-style-type: none"><li>1. Provides the goods and services within normal business operations</li><li>2. Provides similar goods or services to many different purchasers</li><li>3. Normally operates in a competitive environment</li><li>4. Provides goods or services that are ancillary to the operation of the grant program and</li><li>5. Is not subject to compliance requirements of the grant program as a result of the agreement, though similar requirements may apply for other reasons</li></ol>

# Before Application

## Procurement

**Local governments must follow the same documented policies and procedures it uses for procurements from its non-state funds as well as comply with applicable laws**

### **Exceptions to competitive procurements**

- Micro-purchases (sub \$3,000) or small purchases below Texas Acquisition Threshold
- Item available from a single source
- Public exigency/emergency
- Awarding agency or pass through entity expressly authorizes non-competitive proposals
- After solicitation of a number of sources, competition is deemed inadequate

# Dream Team

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# Dream Team

## Who makes up dream team?

The applying agency (you), prosecutor, defense attorney, treatment, evaluator or consultant, non-profits, law enforcement, school districts, probation, court staff and Judge.



- Putting together the team that will **assist** to compile the application.
- **Designate** the individual that will gather it all up together and submit it.
- Time is important so deadlines are needed for the data gathering. Everyone needs to move **fast**.

# Roles and Duties





## Identify individual roles and duties of stakeholders

- The application will consist of many agencies that will play a **vital role** in putting the application together.
- Each agency must be assigned roles and duties to put forth that information. Information needed is up to date statistics, arrests, case filings, etc.. (**IDENTIFY THE NEED**)
- **Letters of Commitment** or support come in. Agencies committing not only to assist in putting the application together but to also successfully providing services through the life of the grant when awarded.
- Reach out to local, state, federal elected officials and have them support your application. Meet with them or their office to explain the need. Their letters are called “**letters of support**” since they cannot commit to providing essential services.
- A BIG “NO NO”: We are familiar of a grant that applied in fact submitted a lengthy application to be awarded \$2M, but had no court to hear their cases. **Don't be that grant.**

# Dissecting the NOFO

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# Dissecting the NOFO

## The Notice of Funding Opportunity (NOFO) or Solicitation is your guide

- All the requirements needed to submit a successful application are listed in the NOFO or solicitation from the funding agency and must be followed
- <https://ojjdp.ojp.gov/funding/fy2023/O-OJJDP-2023-171678> (example)

U.S. Department of Justice  
Office of Justice Programs  
Office of Juvenile Justice and Delinquency Prevention

OMB No. 1121-0329  
Expires 12/31/2023



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**OJJDP FY 2023 Juvenile Drug Treatment Court Program**

Assistance Listing Number # 16.585  
Grants.gov Opportunity Number: O-OJJDP-2023-171678  
Solicitation Release Date: March 21, 2023 12:00 PM ET  
Step 1: Application Grants.gov Deadline: May 09, 2023 11:59 PM ET  
Step 2: Application JustGrants Deadline: May 23, 2023 8:59 PM ET

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OJJDP-2023-00015-PROD	Category 1: Juvenile Drug Treatment Court Planning and Implementation Program	3	\$750,000.00	10/1/23 12:00 AM	48
C-OJJDP-2023-00016-PROD	Category 2: Juvenile Drug Treatment Court Enhancement Program	7	\$1,000,000.00	10/1/23 12:00 AM	48



# Dissecting the NOFO

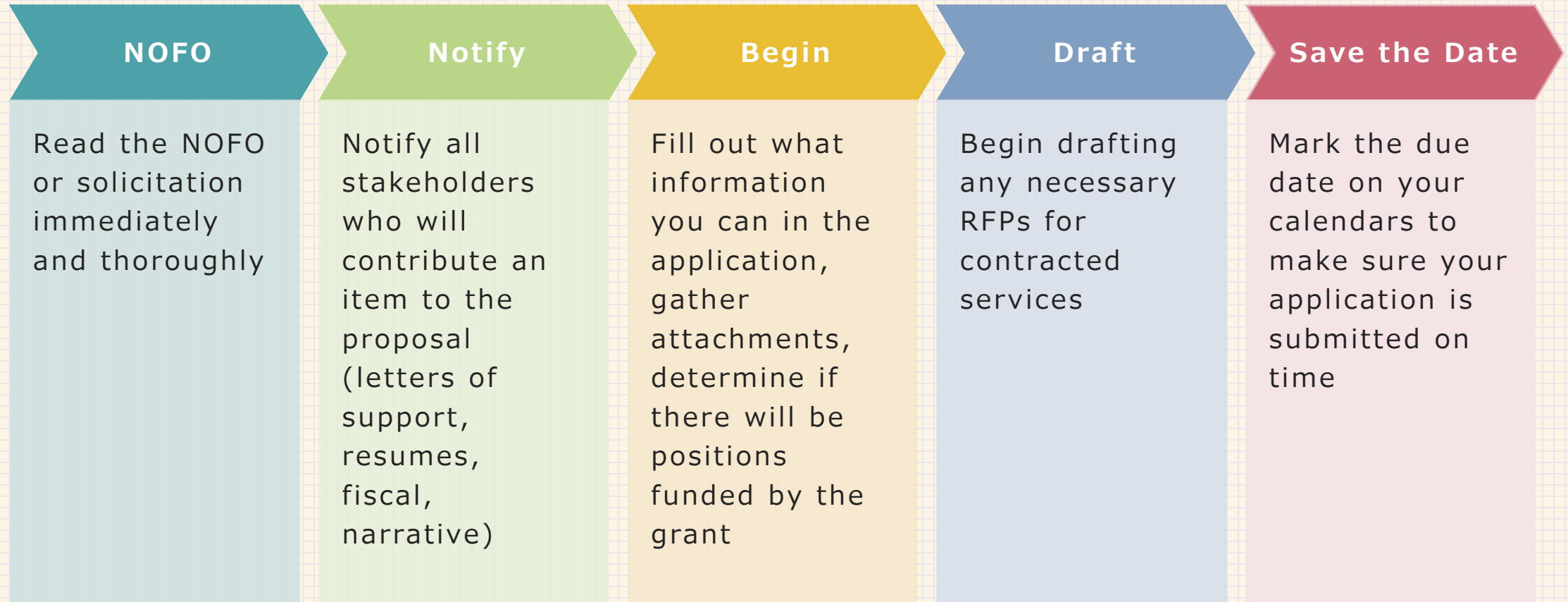
## Programmatic Requirements

- What do you propose to do?
- How do you propose to do it?
- How much will it cost?
- What are the expected outcomes?

## Technical Requirements

- Is your organization eligible to apply for funding?
- When is the submission deadline?
- What format must the proposal be in?
- Are there any required attachments?

# The First 48



# Dissecting the NOFO

## Program Narrative

- **Project Abstract**
- **Problem Statement/Needs Assessment**
- **Goals and Objectives**
- **Methods**
- **Evaluations**
- **Executive Summary/Abstract**

## Budget

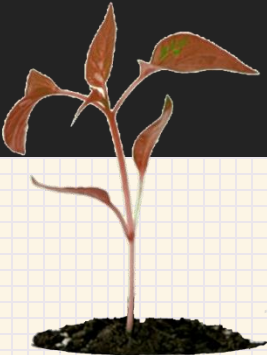
- **Base your budget on what the project requires, not what you think you can get**
- **Include all allowable costs for a successful program**
- **Make sure all costs are reasonable and justifiable**
- **Be accurate, no guesses**

# Dissecting the NOFO

## **BOLO: Supplanting**

- **When a state or unit of local government reduces state or local funds for an activity specifically because federal funds are available to fund the same activity.**
- **Federal funds must be used to supplement existing state or local funds for program activities and may not replace state or local funds that have been appropriated or allocated for the same purpose.**

# Supplanting



Federal  
Grant Funds



Supplanting  
or Replacing  
Not OK!

Supplementing  
or Augmenting  
OK!

# Tips and Strategies

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# Tips and Strategies

## For a strong application:

- Be innovative, be creative
- Be concise, avoid being redundant
- Know your audience and write for them
- Use active voice and be positive
- Use examples supported by data
- Have others review for consistency and clarity
- Allow yourself time to incorporate edits and changes
- There is always **ONE MORE TYPO**

## THE THREE VOICES IN WRITING

### 1. ACTIVE VOICE

"You ate all the bacon."

### 2. PASSIVE VOICE

"All the bacon was eaten (by you)."

### 3. PASSIVE-AGGRESSIVE VOICE

"You ate all the bacon and no one else got any. Don't worry it's fine. Clearly, you needed that bacon."

© grammarly

© grammarly

# Support

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# Support of Federal, State, and Local Leaders

## After Application:

- **Obtain confirmation of that submission**
- **Share with your representatives. They often have the contacts or resources to push your application through. Some offices even have grants coordinator position in place.**
- **Check in through the system you applied in for any possible requests or updates. At times granting agency shares the progress of the application with a possible eta.**
- **Attend webinars available for applicants and plan ahead.**

# Notification of Award



# Notification of Award

## They said “no” or “YES!”

- If your application is denied, request your grant rating. A report card type is made available that you can use for a future application to find areas to improve.
- “Congratulations! Your application is awarded.” is the message we all want to hear. When you do receive confirmation then the real work and planning begins.
- Check in through the system you applied in for any possible requests or updates. At times granting agency shares the progress of the application with a possible eta.



Congratulations! Application GRANT<sup>1</sup> submitted under the 2023 OJJDP FY 2023 Juvenile Drug Treatment Court Program has been selected for an award. Please log into Justice Grants System (JustGrants) at <https://justgrants.usdoj.gov> to see award details.

For assistance logging into JustGrants, contact [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-

### US DOJ gives \$750K to Webb Co. for youth drug treatment program

Judge Victor Villarreal will preside over the newly-established specialty court.

COURTESY OF WEBB COUNTY  
Webb County Court-at-Law II was formally notified on Friday, Sept. 8, 2023 that the U. S. Department of Justice selected Webb County to fund and establish a juvenile Drug Treatment Court Program.

One of only three recipients to receive such grant, presided by Judge Victor Villarreal, the juvenile Drug Treatment Court Program will service Webb County juveniles at risk.

This new specialty court aims to service at least 400 juveniles in the four-year project period. The population of focus will be female and male adolescents, ages of 12-17, from Webb County charged with drug-related offenses that have a pending or pre-filled case within the county courts-at-law.

The grant award is of \$750,000 for the four-year project period. Funds will be used to lay the foundation to estab-



Courtesy/County Court-at-Law No. 2  
County Court-at-Law No. 2 Judge Victor Villarreal takes the oath of office as his wife, Lorena Martinez-Villarreal, holds the Bible.

lish the court and provide this much-needed services to juveniles.

This Court Program will be a collaborative effort by Webb County Court-at-Law II and several agencies like Pillar, Webb County Juvenile Probation, Webb County Sheriff Office, Laredo Police Department, Webb County Attorney, Attorney Estella Rodriguez, Amistad Consult-

ing & Evaluation Services, United ISD and Laredo ISD.

The Webb County Court-at-Law II Juvenile Drug Treatment Court Program will be a drug specialty court—many of which exist throughout the United States. It will specifically serve and treat juveniles with addiction. Victor Vasquez III, whom serves as DWI

Court Program, will also serve as the Director of the Juvenile Drug Treatment Court Program to implement the court and coordinate with all agencies involved.

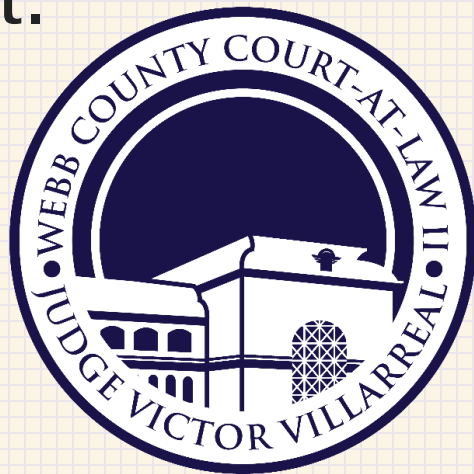
Additional information on the Juvenile Drug Treatment Court Program is available through Director Victor Vasquez III at [vvasquez@webbcountytx.gov](mailto:vvasquez@webbcountytx.gov) or 956-523-4888.

# Public Education Campaign

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# Support of Federal, State, and Local Leaders

- Educate on the public since the moment you apply for it. Once your application is in. Let the public know you are trying, but most of all because you never know who is watching.
- Start a public education campaign post grant award. Let the public, leaders, organizations know that you will be providing essential services. Media blitz, logo creation, court name, mission statement.



Building a Specialty Court From the Ground Up





# Thank you

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