



## APPENDIX I - THE APPLICATION

Organization Name: Williamson County

Amount Requested: \$30,000

Total Number of Clients to be Served: 70

**2018-2019 Veterans Treatment Court Grant**

Grant Funding Period: July 1, 2018 – June 30, 2019

### Applicant Information (Complete all lines)

*Legal Name of Organization:	Williamson County
*Mailing Address:	701 Main Street
*City/State/County/Zip:	Georgetown/Texas/Williamson County/78626
Physical Address (if different):	NA
City/State/County/Zip :	NA
*Texas Address (if organization headquarters are located out of state):	NA
*City/State/County/Zip:	NA
*Website Address:	www.wilco.org
*Organization/Program Phone Number:	512-943-1550
*EIN number:	746000978
*DUNS number:	076930049

*Applicant Contact (Project Coordinator – Principal Participant):	Judge Laura Barker
*Contact Title:	Judge County Court at Law 2
*Phone Number:	512-943-1410
*E-Mail Address:	Laura.barker@wilco.org

*Applicant Contact (Financial Coordinator – Principal Participant):	Kathy Pierce
*Contact Title:	Executive Assistant to Commissioner Cynthia Long
*Phone Number:	512-260-6514
*E-Mail Address:	kpierce@wilco.org

### \* Required Information



## APPENDIX I - THE APPLICATION

Organization Name: Williamson County

Amount Requested: \$30,000

Total Number of Clients to be Served: 70

**2018-2019 Veterans Treatment Court Grant**

Grant Funding Period: July 1, 2018 – June 30, 2019

### True and Correct Statement:

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT AND COMPLETED PER THE DIRECTIONS OUTLINED IN THE ACCOMPANYING REQUEST FOR APPLICATIONS.

THE APPLICANT ORGANIZATION REPRESENTATIVE HAS READ AND UNDERSTANDS ALL REQUIREMENTS AND PROVISIONS NOTED IN THE ACCOMPANYING REQUEST FOR APPLICATIONS, AND WILL COMPLY WITH ALL REQUIREMENTS AND PROVISIONS NOTED IN THE ACCOMPANYING REQUEST FOR APPLICATIONS AND NOTICE OF GRANT AWARD EFFECTIVE UPON SUBMISSION OF THIS APPLICATION AND THROUGHOUT THE LIFETIME OF THE GRANT IF AN AWARD IS MADE.

THE SUBMISSION OF THIS DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT.

*Authorized Signature: (must be original)	
*Name:	Dan A. Gattis
*Title:	County Judge
*Phone Number:	512-943-1550
*Email:	dgattis@wilco.org
*Date:	October 24, 2017

### \* Required Information

All information must be in sufficient detail to ensure the application can be weighed with other application. Do not leave any item blank. Refer to Section V. Grant Application of the accompanying 2018-19 Veterans Treatment Court RFA document for further instructions.

The grant funding period is based on a 12-month calendar from July 1, 2018 to June 30, 2019. The required expenditure and program performance benchmarks (below) should be used as guidelines when completing the Application.

Date	Grant Period Elapsed	Amount Expended	Performance Met
October 1	25%	15%	15%
January 1	50%	40%	40%
April 1	75%	70%	70%

## **Part I – Proposed Project Information**

### **Proposed Project Name**

1. Provide a name for the Proposed Project.

**“Williamson County VTC Rehabilitative Rhythm & Life Planning”**

### **Amount Requested**

Select **one** amount being requested. Applicants must refer to **RFA Section IV. Program Guidelines, H. Funding Amounts and Financial Documentation** to ensure they are able to support request amount with correct financial documentation and other requirements.

#### **Select Amount Requested**

⌂ (\$ 30,000) ⌂

**This Application is not for Veterans Mental Health programs, Housing 4 Texas Heroes programs, or General Assistance programs.**

Check the **one** box that best describes the nature of the Proposed Project.

- New Veterans Treatment Court program
- Expansion of services of currently-established Veterans Treatment Court program
- Maintaining services provided by currently-established Veterans Treatment Court program

### **Geographic Service Area(s)**

Check the **one** box that best describes the nature of the service area for the Proposed Project: Single County or Regional.

- Single County
- Regional

Rural Counties, per the Office of Rural Health Policy, are designated below in bold. Rural counties with an asterisk are designated as being part of a Metropolitan Area but are considered Rural based on their census tracks as determined by the Office of Rural Health Policy.

1. Check the county (or counties, if Regional) regardless of region, that the Proposed Project will serve.

Region 1 – Panhandle

- |   |  |  |   |  |
|---|--|--|---|--|
| <input type="checkbox"/> <b>Armstrong *</b>   | <input type="checkbox"/> <b>Bailey</b>   | <input type="checkbox"/> <b>Briscoe</b>      | <input type="checkbox"/> <b>Brown</b>     | <input type="checkbox"/> Callahan          |
| <input type="checkbox"/> <b>Carson *</b>      | <input type="checkbox"/> <b>Castro</b>   | <input type="checkbox"/> <b>Childress</b>    | <input type="checkbox"/> <b>Cochran</b>   | <input type="checkbox"/> <b>Coleman</b>    |
| <input type="checkbox"/> <b>Collingsworth</b> | <input type="checkbox"/> <b>Comanche</b> | <input type="checkbox"/> Crosby              | <input type="checkbox"/> <b>Dallam</b>    | <input type="checkbox"/> <b>Deaf Smith</b> |
| <input type="checkbox"/> <b>Dickens</b>       | <input type="checkbox"/> <b>Donley</b>   | <input type="checkbox"/> <b>Eastland</b>     | <input type="checkbox"/> <b>Fisher</b>    | <input type="checkbox"/> <b>Floyd</b>      |
| <input type="checkbox"/> <b>Garza</b>         | <input type="checkbox"/> <b>Gray</b>     | <input type="checkbox"/> <b>Hale</b>         | <input type="checkbox"/> <b>Hall</b>      | <input type="checkbox"/> <b>Hansford</b>   |
| <input type="checkbox"/> <b>Hartley</b>       | <input type="checkbox"/> <b>Haskell</b>  | <input type="checkbox"/> <b>Hemphill</b>     | <input type="checkbox"/> <b>Hockley</b>   | <input type="checkbox"/> <b>Hutchinson</b> |
| <input type="checkbox"/> Jones                | <input type="checkbox"/> <b>Kent</b>     | <input type="checkbox"/> <b>King</b>         | <input type="checkbox"/> <b>Knox</b>      | <input type="checkbox"/> <b>Lamb</b>       |
| <input type="checkbox"/> <b>Lipscomb</b>      | <input type="checkbox"/> Lubbock         | <input type="checkbox"/> Lynn                | <input type="checkbox"/> <b>Mitchell</b>  | <input type="checkbox"/> <b>Moore</b>      |
| <input type="checkbox"/> <b>Motley</b>        | <input type="checkbox"/> <b>Nolan</b>    | <input type="checkbox"/> <b>Ochiltree</b>    | <input type="checkbox"/> <b>Oldham *</b>  | <input type="checkbox"/> <b>Parmer</b>     |
| <input type="checkbox"/> Potter               | <input type="checkbox"/> Randall         | <input type="checkbox"/> <b>Roberts</b>      | <input type="checkbox"/> <b>Runnels</b>   | <input type="checkbox"/> <b>Scurry</b>     |
| <input type="checkbox"/> <b>Shackelford</b>   | <input type="checkbox"/> <b>Sherman</b>  | <input type="checkbox"/> <b>Stephens</b>     | <input type="checkbox"/> <b>Stonewall</b> | <input type="checkbox"/> <b>Swisher</b>    |
| <input type="checkbox"/> Taylor               | <input type="checkbox"/> <b>Terry</b>    | <input type="checkbox"/> <b>Throckmorton</b> | <input type="checkbox"/> <b>Wheeler</b>   | <input type="checkbox"/> <b>Yoakum</b>     |

Region 2 – West Texas

- |   |  |  |  |   |
|---|--|--|--|---|
| <input type="checkbox"/> <b>Andrews</b> | <input type="checkbox"/> <b>Borden</b>     | <input type="checkbox"/> <b>Brewster</b>   | <input type="checkbox"/> <b>Crane</b>  | <input type="checkbox"/> <b>Culberson</b> |
| <input type="checkbox"/> <b>Dawson</b>  | <input type="checkbox"/> Ector             | <input type="checkbox"/> El Paso           | <input type="checkbox"/> <b>Gaines</b> | <input type="checkbox"/> <b>Glasscock</b> |
| <input type="checkbox"/> <b>Howard</b>  | <input type="checkbox"/> <b>Hudspeth *</b> | <input type="checkbox"/> <b>Jeff Davis</b> | <input type="checkbox"/> <b>Loving</b> | <input type="checkbox"/> Martin           |
| <input type="checkbox"/> Midland        | <input type="checkbox"/> <b>Pecos</b>      | <input type="checkbox"/> <b>Presidio</b>   | <input type="checkbox"/> <b>Reeves</b> | <input type="checkbox"/> <b>Terrell</b>   |
| <input type="checkbox"/> <b>Upton</b>   | <input type="checkbox"/> <b>Ward</b>       | <input type="checkbox"/> <b>Winkler</b>    |  |   |

Region 3 - Alamo

- |   |  |  |  |  |
|---|--|--|--|--|
| <input type="checkbox"/> Atascosa         | <input type="checkbox"/> Bandera         | <input type="checkbox"/> Bexar             | <input type="checkbox"/> <b>Coke</b>     | <input type="checkbox"/> Comal           |
| <input type="checkbox"/> <b>Concho</b>    | <input type="checkbox"/> <b>Crockett</b> | <input type="checkbox"/> <b>Dimmit</b>     | <input type="checkbox"/> <b>Edwards</b>  | <input type="checkbox"/> <b>Frio</b>     |
| <input type="checkbox"/> <b>Gillespie</b> | <input type="checkbox"/> Guadalupe       | <input type="checkbox"/> <b>Gonzales</b>   | <input type="checkbox"/> <b>Irion *</b>  | <input type="checkbox"/> <b>Karnes</b>   |
| <input type="checkbox"/> Kendall          | <input type="checkbox"/> <b>Kerr</b>     | <input type="checkbox"/> <b>Kimble</b>     | <input type="checkbox"/> <b>Kinney</b>   | <input type="checkbox"/> <b>La Salle</b> |
| <input type="checkbox"/> <b>Mason</b>     | <input type="checkbox"/> <b>Maverick</b> | <input type="checkbox"/> <b>McCulloch</b>  | <input type="checkbox"/> Medina          | <input type="checkbox"/> <b>Menard</b>   |
| <input type="checkbox"/> <b>Reagan</b>    | <input type="checkbox"/> <b>Real</b>     | <input type="checkbox"/> <b>Schleicher</b> | <input type="checkbox"/> <b>Sterling</b> | <input type="checkbox"/> <b>Sutton</b>   |
| <input type="checkbox"/> Tom Green        | <input type="checkbox"/> <b>Uvalde</b>   | <input type="checkbox"/> <b>Val Verde</b>  | <input type="checkbox"/> Wilson          | <input type="checkbox"/> <b>Zavala</b>   |

Region 4 – South Texas

- |  |   |  |   |   |
|--|---|--|---|---|
| <input type="checkbox"/> Aransas         | <input type="checkbox"/> <b>Bee</b>       | <input type="checkbox"/> <b>Brooks</b> | <input type="checkbox"/> <b>Calhoun</b> | <input type="checkbox"/> Cameron        |
| <input type="checkbox"/> <b>DeWitt</b>   | <input type="checkbox"/> <b>Duval</b>     | <input type="checkbox"/> Goliad        | <input type="checkbox"/> Hidalgo        | <input type="checkbox"/> <b>Jackson</b> |
| <input type="checkbox"/> <b>Jim Hogg</b> | <input type="checkbox"/> <b>Jim Wells</b> | <input type="checkbox"/> <b>Kenedy</b> | <input type="checkbox"/> <b>Kleberg</b> | <input type="checkbox"/> <b>Lavaca</b>  |
| <input type="checkbox"/> <b>Live Oak</b> | <input type="checkbox"/> <b>McMullen</b>  | <input type="checkbox"/> Nueces        | <input type="checkbox"/> <b>Refugio</b> | <input type="checkbox"/> San Patricio   |
| <input type="checkbox"/> <b>Starr</b>    | <input type="checkbox"/> Victoria         | <input type="checkbox"/> Webb          | <input type="checkbox"/> <b>Willacy</b> | <input type="checkbox"/> <b>Zapata</b>  |

Region 5 – Gulf Coast

- |  |                                   |   |   |                                     |
|--|-----------------------------------|---|---|-------------------------------------|
| <input type="checkbox"/> <b>Austin *</b> | <input type="checkbox"/> Brazoria | <input type="checkbox"/> Chambers       | <input type="checkbox"/> <b>Colorado</b>  | <input type="checkbox"/> Fort Bend  |
| <input type="checkbox"/> Galveston       | <input type="checkbox"/> Harris   | <input type="checkbox"/> Liberty        | <input type="checkbox"/> <b>Matagorda</b> | <input type="checkbox"/> Montgomery |
| <input type="checkbox"/> <b>Walker</b>   | <input type="checkbox"/> Waller   | <input type="checkbox"/> <b>Wharton</b> |   |                                     |

Region 6 – Central Texas

- |   |   |  |  |  |
|---|---|--|--|--|
| <input type="checkbox"/> Bastrop        | <input type="checkbox"/> <b>Bell</b>      | <input type="checkbox"/> <b>Blanco</b> | <input type="checkbox"/> <b>Bosque</b>     | <input type="checkbox"/> Brazos                |
| <input type="checkbox"/> Burleson       | <input type="checkbox"/> <b>Burnet</b>    | <input type="checkbox"/> Caldwell      | <input type="checkbox"/> Coryell           | <input type="checkbox"/> Falls                 |
| <input type="checkbox"/> <b>Fayette</b> | <input type="checkbox"/> <b>Freestone</b> | <input type="checkbox"/> <b>Grimes</b> | <input type="checkbox"/> <b>Hamilton</b>   | <input type="checkbox"/> Hays                  |
| <input type="checkbox"/> Hill           | <input type="checkbox"/> <b>Lampasas</b>  | <input type="checkbox"/> Lee           | <input type="checkbox"/> Leon              | <input type="checkbox"/> Limestone             |
| <input type="checkbox"/> <b>Llano</b>   | <input type="checkbox"/> <b>Madison</b>   | <input type="checkbox"/> McLennan      | <input type="checkbox"/> <b>Milam</b>      | <input type="checkbox"/> <b>Mills</b>          |
| <input type="checkbox"/> Robertson      | <input type="checkbox"/> <b>San Saba</b>  | <input type="checkbox"/> Travis        | <input type="checkbox"/> <b>Washington</b> | <input checked="" type="checkbox"/> Williamson |

Region 7- East Texas

- |   |   |  |   |   |
|---|---|--|---|---|
| <input type="checkbox"/> <b>Anderson</b>  | <input type="checkbox"/> <b>Angelina</b>  | <input type="checkbox"/> Bowie           | <input type="checkbox"/> <b>Camp</b>          | <input type="checkbox"/> <b>Cass</b>        |
| <input type="checkbox"/> <b>Cherokee</b>  | <input type="checkbox"/> <b>Delta</b>     | <input type="checkbox"/> <b>Franklin</b> | <input type="checkbox"/> Gregg                | <input type="checkbox"/> Hardin             |
| <input type="checkbox"/> <b>Harrison</b>  | <input type="checkbox"/> <b>Henderson</b> | <input type="checkbox"/> <b>Hopkins</b>  | <input type="checkbox"/> <b>Houston</b>       | <input type="checkbox"/> <b>Jasper</b>      |
| <input type="checkbox"/> Jefferson        | <input type="checkbox"/> <b>Lamar</b>     | <input type="checkbox"/> <b>Marion</b>   | <input type="checkbox"/> <b>Morris</b>        | <input type="checkbox"/> <b>Nacogdoches</b> |
| <input type="checkbox"/> Newton           | <input type="checkbox"/> Orange           | <input type="checkbox"/> <b>Panola</b>   | <input type="checkbox"/> <b>Polk</b>          | <input type="checkbox"/> <b>Rains</b>       |
| <input type="checkbox"/> <b>Red River</b> | <input type="checkbox"/> Rusk             | <input type="checkbox"/> <b>Sabine</b>   | <input type="checkbox"/> <b>San Augustine</b> | <input type="checkbox"/> <b>San Jacinto</b> |
| <input type="checkbox"/> <b>Shelby</b>    | <input type="checkbox"/> Smith            | <input type="checkbox"/> <b>Titus</b>    | <input type="checkbox"/> <b>Trinity</b>       | <input type="checkbox"/> <b>Tyler</b>       |
| <input type="checkbox"/> Upshur           | <input type="checkbox"/> <b>Van Zandt</b> | <input type="checkbox"/> <b>Wood</b>     |   |   |

Region 8 – North Texas

- |   |  |   |  |  |
|---|--|---|--|--|
| <input type="checkbox"/> Archer         | <input type="checkbox"/> <b>Baylor</b>     | <input type="checkbox"/> Clay             | <input type="checkbox"/> Collin          | <input type="checkbox"/> <b>Cooke</b>    |
| <input type="checkbox"/> <b>Cottle</b>  | <input type="checkbox"/> Dallas            | <input type="checkbox"/> Denton           | <input type="checkbox"/> Ellis           | <input type="checkbox"/> <b>Erath</b>    |
| <input type="checkbox"/> <b>Fannin</b>  | <input type="checkbox"/> <b>Foard</b>      | <input type="checkbox"/> Grayson          | <input type="checkbox"/> <b>Hardeman</b> | <input type="checkbox"/> Hood            |
| <input type="checkbox"/> Hunt           | <input type="checkbox"/> <b>Jack</b>       | <input type="checkbox"/> Johnson          | <input type="checkbox"/> Kaufman         | <input type="checkbox"/> <b>Montague</b> |
| <input type="checkbox"/> <b>Navarro</b> | <input type="checkbox"/> <b>Palo Pinto</b> | <input type="checkbox"/> Parker           | <input type="checkbox"/> Rockwall        | <input type="checkbox"/> Somervell       |
| <input type="checkbox"/> Tarrant        | <input type="checkbox"/> Wichita           | <input type="checkbox"/> <b>Wilbarger</b> | <input type="checkbox"/> Wise            | <input type="checkbox"/> <b>Young</b>    |

**Proposed Project Services**

1. Briefly describe the Proposed Project. Be specific in your answer and include the Who, What, Where, and When of the Project.

Williamson County Veterans Treatment Court (WCVTC) is requesting grant funding through the Texas Veterans Commission to continue the “Williamson County VTC Rehabilitative Rhythm & Life” Planning project that was awarded grant funding beginning July 1, 2017. The project has three parts which are described below.

**TRANSPORTATION:** During the first quarter of grant number VTC\_17\_0488 we launched the transportation piece of our project, which was much needed due to the shortage of public transportation in Williamson County. Although, some cities recently began offering limited service within their city limits, it is difficult to locate transportation to another city in the county and there is not a service available from Williamson County to the VA in Austin or Temple. This new service has been a tremendous help to our veterans who have license issues and need transportation to appointments for treatment. We are asking to continue transportation assistance in our current grant request. We will continue to use taxi or Uber for transportation, but due to its costly nature, we are also in the process of creating a “Drive-a-Vet” program. Williamson County has a large veteran population in its retirement community and seniors give countless hours volunteering of their time and talents. We plan to create a large distribution list of volunteers who can give rides to veterans needing transportation to appointments. We will solicit volunteers through local churches. Volunteers will be required to sign a “Volunteer Driver Acknowledgement Form that outlines requirements to volunteer, including: having a valid driver’s license, a safe vehicle, current vehicle liability insurance, and that the driver will follow motor vehicle laws. The Court Coordinator will retain signed acknowledgement forms for records. When a veteran needs a ride, they will email the Court Coordinator the date, time and address of pick-up and destination. The Court Coordinator will then blast out the request to the group distribution list for a possible ride. If a volunteer ride is not available, then transportation will

be provided by a taxi or Uber. This will allow the most efficient use of tax dollars and be the beginning of a future sustainability plan. We request grant funding for tolls of volunteers who request reimbursement and have a toll receipt. Toll reimbursement will help develop the Drive-a-Vet distribution list, while providing cost effective transportation and helping the veterans to feel connected to their communities.

**RHYTHM and MUSIC:** Planning and preparation for our rehabilitative music portion of our grant is now complete. During the first quarter of the grant qualified service providers were located; service agreements were drafted, negotiated and approved by the Commissioners Court; drums and percussion instruments were ordered and have now been delivered; guitars are on order and are expected to arrive soon; and a location for drum circles has been secured in the Jury Empaneling Room at the Williamson County Justice Center, thus removing a transportation barrier, since drum circles will be available to veterans before WCVTC. In addition, a survey has been completed and will be given to veterans prior to participating in the program and again at the end of services. This will help the WCVTC ensure that performance measures are met and to recognize where and what improvements or changes to the programs should be considered. Finally, a program marketing plan was completed, which included creation of program flyers for each opportunity available to veterans and their families. Service providers attended the October 2<sup>nd</sup> WCVTC so veterans could learn of opportunities available to them through TVC grant funding. Many veterans were excited and eager to begin the music program that will begin on Monday, November 6<sup>th</sup>.

The music portion of the grant will use drums and guitars to help a veteran tap into all areas of their mind, body and spirit on their personal journey to recovery, healing and wellness. Two Health Rhythm Certified Facilitators will lead drum and percussion groups that are evidence-based and proven to help with:

1. **Self-expression** – the drum helps voice emotions that words alone cannot express;
2. **Camaraderie**- often missed when soldiers return to individual civilian lives; and
3. **Empowerment** – the drum helps transform veterans from disabled to capable (Bensimon et al, 2008).

If a veteran prefers guitar as their form of expression, individual lessons will be available from Ken’z Guitars, who has a teacher available who is himself a combat veteran that used music as a part of his recovery and assimilation into civilian life. Individual lessons will be available during Phase 3 (Recovery Skills Development) and Phase 4 (Community Transition with Evidence of Treatment), integrating into the veteran’s core treatment plan. This program can be an incentive to continue personal growth, rewarding efforts put into the program during Level 1 (Stabilization and Orientation) and Level 2 (Intensive Treatment).

**LIFE PLANNING:** The life planning portion of our grant will also be available to veterans on November 6<sup>th</sup>. Many of the veterans in the WCVTC have lost their way and purpose after their military service has ended. Many parts of their lives are in disarray due the end of a structured environment and because of PTSD, TBI and other problems that they acquired during their military service. Career paths are uncertain, finances are often in disorder and health and relationships have suffered after many times multiple deployments. Many have lost their direction, their sense of purpose and their ability to make a difference through their service. For these reasons, we propose life planning options that will offer practical, step-by-step coaching in the areas of relationships, health, finances, career, purpose and more. To help veterans achieve a healthy balance in life, the WCVTC will offer one of two classes: “Creating a Purposeful Life” a one-on-one class with Texas State professor, Dr. Omar Lopez, or “A Life in Balance” an 8-week group coaching series offered by the Center for Well Being. These two resources will help the veterans find direction in their lives and will offer our mentors opportunities for discussions. The programs will begin in Phase 4, becoming a capstone that gives the veteran a chance to apply and integrate what they learned in Phases 1 through 3. They will offer practical applications on real world challenges, with the benefit of a life coach. Life in Balance will become available on November 6<sup>th</sup> and will be offered at the Williamson County Justice Center prior to WCVTC, which helps veterans avoid a barrier of lack of transportation. Creating a Purposeful Life will be set around the veterans and Dr. Lopez’s schedules, but transportation assistance will be made available to those participating. The goal for life planning is to help veterans find their way back to a meaningful, productive lives, filled with purpose and joy. We don’t want veterans to just survive and complete the WCVTC.... we want them to thrive!

2. Briefly describe how Beneficiaries will access and/or be provided with Project services by your organization. Be specific in your answer and include the *How* of the Project.

Veterans entering the WCVTC program are assessed by a clinician who help develop a treatment plan to address the individual needs of the veteran. Veterans may receive an assessment at the VA, our Local Mental Health Authority (Bluebonnet Trails Community Center), or with a licensed, private provider. The WCVTC recognizes the need for the veteran to have a voice in their road to recovery and the importance of person-centered treatment. Therefore, the WCVTC provides veterans individual treatment coordination. This is a time that a veteran who is tentatively approved for entrance into the court meets the Treatment Coordination Team, which consists of mental health professionals from the WCVTC Project Team. During this meeting they discuss treatment options and complete an individual Case Plan. The Case Plan shows the treatment providers chosen by the veteran to address their core diagnosis identified during their assessment. The veteran receives a copy of their Case Plan, as does the attorney for the state, case manager and court coordinator. The Case Plan is reviewed and updated by the Treatment Coordination Team and the veteran periodically during their participation in the WCVTC. When the veteran meets with the Treatment Coordination Team regarding “core” treatment required, they will also be given flyers that have been created for each program regarding “elective” opportunities to enhance their journey to recovery. Prior to swearing into the WCVTC program the veteran will also have the opportunity to meet with the Case Manager to make sure that they understand the WCVTC policies and procedures, their individualized Case Plan and special grant-funded programs that are available to them. The Case Manager and Court Coordinator will help the veterans connect with program resources and answer questions throughout their program.

### **Need Identified**

1. What is the community need(s) or existing service gap(s) that the Proposed Project will address? Be specific in your answer and sufficiently describe the need that your service area faces to include the *Why* of the Project.

Williamson County remains one of the fastest growing counties in the State of Texas and the growth has not slowed. At the time of our last grant request the 2015 estimated population by the United States Census Bureau was 508,514, which was a 20.3% increase since the 2010 Census. The 2016 Census population estimate is 545,412, which is a 25.1% increase from the 2010 Census. The U.S. Census Quick Facts estimates the veteran population of Williamson County to be 33,706, which is affected by the proximity to Fort Hood, the largest military post in the country. Many veterans are returning from multiple deployments with PTSD, TBI, major depression, poly-trauma, and a whole host of complicating conditions such as substance abuse, family conflict and suicide risk (Tanielian & Jaycox, 2008). The tremendous growth in the county, shortage of public transportation, the number of veterans continuing to locate in Williamson County after their military service ends, and increasing numbers of veterans interacting with the criminal justice all identify need in our service area. The number of veterans arrested in 2016 was 701. From January 1, 2017 to October 15, 2017 there were already 660 arrests of veterans, which equals approximately 16 arrests per week. Using the 2016 data and extrapolating it out, that would indicate that the number of arrests expected in 2017 could be over 800 for the first time. The number of WCVTC participants is also continuing to increase, as it went from 22 in October of 2016 at last year’s grant submission, to 43 participants in October 2017.

The WCVTC proposed project will address the shortage of public transportation and the growing need to help veterans who are having difficulty assimilating into our communities and their civilian life. WCVTC proposes the use of music and rhythm because music has had a long history of helping military service members convalesce in Army hospitals, as outlined in Technical Bulletin 187 that was issued in 1945 by the U.S. War Department. Since then there have been many studies documenting the success of using music with veterans, including “Music Therapy and Military Populations: A Status Report and Recommendations on Music Therapy Treatment, Programs, Research, and Practice Policy” (American Music Therapy Association, 2014). This white-paper documents how evidence-based music therapy can help “address cognitive, physical, communication, emotional and social needs of individuals across the life span.” Music provides a way to reveal unconscious anxiety and fears, identify and work through traumatic experiences and change these memories into healthier associations. Neurologically, the human brain is able to receive and process music in both hemispheres and multiple locations of the brain (Alluri, Toivianinen, Jaaskelainen, Glerean, Sams, & Brattico, 2011), providing improved functional outcomes along the continuum of care, and becoming a positive component of an inter-disciplinary team.

The “Why” for the project remains the same as last year. It is a win-win for communities, tax-payers, public safety and especially the Williamson County veterans who have served our country, giving much of themselves and their families. Although the music portion of our project will begin in November after this grant is submitted, we want to show how including music into a veteran’s treatment can promote life altering changes and improved quality of lives for the veteran and their family.

2. How did you identify the community need(s) or problem(s)? Be specific in your answer and sufficiently describe any methods used to identify that the need described above in **Need Identified #1** is present in your service area. Include references to data that may substantiate and support that this need exists in your service area.

Williamson County began a jail survey in 2012, tracking the number of veterans that were arrested and taken to the Williamson County Jail. Through the years the breadth of information has increased and now includes: Name, Booking Date, Date of Birth, Social (helpful in verifying information with the VA), Sex, Branch of Service, Type of Discharge, Foreign War Experience, Injuries, Diagnosis, Offense, and an accrual of the number of days in jail. Williamson County also has mental health teams that respond to individuals in crisis. The Sheriff’s Crisis Intervention Team (CIT) reports that the number of crisis calls involving veterans has increased in 2017. On average, they receive two to three calls per week regarding a veteran, usually as a result of PTSD and substance abuse. The Sergeant over the CIT informs that most calls involve flashbacks and/or depression and that approximately half of the cases involve suicidal ideations. Information is also gathered from our Veterans Service Officer, who along with her staff, understands the needs of veterans in the county. Williamson County also has a Behavioral Health Task Force that has representation from many fields including: mental health, social service, law enforcement, justice, education, and private behavioral health hospitals. This group identifies needs and gaps in service in the mental health system and routinely discusses the needs of veterans. A community survey conducted by the Williamson County and Cities Health District identified mental health as the number one community need in Williamson County. The transportation gap was also identified in the Community Health Assessment and by a group of community stakeholders that was led by the United Way of Williamson County.

3. How will the Proposed Project address the identified need(s) or problem(s)? Be specific in your answer and sufficiently describe how the components of the Proposed Project as described above in **Proposed Project Services #1** will assist in attempting to resolve the need described above in **Need Identified #1**.

Since mental health was identified as the number one need in the county, the WCVTC project aligns perfectly with this need. The expanded services of the WCVTC and the use of music in recovery will help veterans in their mental health recovery, helping them go beyond completing the WCVTC to incorporating life changing skills into their lives that will also help in their overall wellbeing and mental health. There is much data to support the use of music in trauma and specifically with veterans, including the following:

- ❖ Music therapy in traumatic brain injury rehabilitation improved patients’ overall emotional adjustment while it decreased depression, sensation seeking, and anxiety; although control participants had better emotional adjustment and less hostility, they had decreased memory, positive affect, and sensation-seeking behaviors (Thaut, M.H., Gardiner, J.C., Holmberg, D., Horwitz, J., Kent, L., Andrews, G...McIntosh, G.C. (2009) *Annals of the New York Academy of Sciences*, 1169, 406-416).
- ❖ Social interaction is promoted through group music making (Bensimon, M., Amir, D., & Wolf, Y. (2008) *Drumming through trauma: Music therapy with post-traumatic soldiers. The Arts in Psychotherapy*, 35(1), 34-48).
- ❖ Associations connected to trauma and traumatic memories were accessed in a non-intimidating way through group drumming, and emotional expressions (e.g., rage) were facilitated while promoting a sense of relief and empowerment (Bensimon et al., 2008).
- ❖ Though trauma can isolate and disconnect individuals from society, group drumming restored social relationships by fostering feelings of belonging (Bensimon et al., 2008).

A survey has been created to administer to veterans entering the program services and will again be administered after completion of the program. Reduction in recidivism is important, but measuring quality of life is also important in determining the effectiveness of the program. The survey will monitor changes in the following areas:

- Stability of housing
  - Physical wellness
  - Emotional wellness and being able to express feeling
  - Positive, supportive relationships
  - Finances and management of resources
  - Occupational and/or educational goals
  - Feeling of purpose
4. How is the Proposed Project unique from other similar services that may be available in your proposed service area? Be specific with details about what sets your Proposed Project apart.

As far as we are aware, there are no other veteran treatment court programs that use music as an interdisciplinary piece of treatment for their veterans.

### Beneficiaries

1. As noted in Section IV. Program Guidelines, C. Eligibility of Beneficiaries, there are specific eligibility requirements for this grant program. Related to the information provided in **Need Identified** above, Applicants may elect to restrict Proposed Project services to particular groups to address needs by narrowing the eligibility of who can receive services through the Proposed Project. Examples include, but are not limited to:
- Veterans of a particular era (such as Vietnam or OEF/OIF era Veterans);
  - Veterans with a specific character of discharge (such as Honorable, other than Dishonorable, etc.);
  - Veterans' duty status (such as National Guard, Reservist, or Active Duty); or
  - Particular Veteran dependents (such as dependents of newly separated veterans, or surviving spouses of reservists or Guards Members).

Provide a definition below for each applicable category that will be eligible to receive services, listing any service restrictions of the Proposed Project. Be specific. Do not include the number of clients you anticipate serving.

**Veterans:** Any veteran enrolled in the WCVTC is eligible to receive services. A veteran is a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable”.

**Veteran Dependents:** Veteran dependents will eligible for music lessons. A dependent is a spouse, minor son, or daughter, including stepchild or adopted child of a Texas veteran residing with the veteran or under age 24 if a full-time student. Dependents will be eligible for counseling service if openings are available. If desire is present, they may participate in drumming sessions.

**Surviving Spouses:** The WCVTC focuses on veterans involved in the criminal justice system and will not serve surviving spouses.

Choose from the list below all discharge statuses that will be accepted by your organization:

- Honorable
- General Under Honorable Conditions
- Other Than Honorable Conditions
- Bad Conduct
- Dishonorable
- Dismissed
- Uncharacterized

2. Describe any other restrictions on eligibility, if applicable (examples: the Court serves only misdemeanor offenses, beneficiaries must live in a specific service area like a county or region).

The WCVTC only offers entrance into the program of veterans charged with a misdemeanor crime. Depending on the decision of the State, a felony charge may be reduced in the best interest of justice, which could allow entry

of a veteran that was originally charged with a felony. All categories of discharge statuses will be considered and evaluated on an individual basis.

3. If your organization receives grant funds, it will be responsible for tracking each individual Veteran, their dependents, and survivors that receive grant-funded service(s). The number of unduplicated Veterans, dependents and survivors, as well as cumulative totals, will be reported to the FVA quarterly.

a. Estimated Number of Clients to be Served

Enter the estimated number of unduplicated Veterans, Dependents, and Surviving Spouses to be served by the Proposed Project. The information to be entered is a **number**. Do not enter a percentage and do not enter a range.

<b>Performance Measure</b>	<b>Estimated Number of Clients to be Served</b>
Number of Veterans served. (Required performance measure for all applicants.)	65 Veterans
Number of Dependents served. (Required performance measure if served.)	5 Dependents
Number of Veterans' Surviving Spouses served. (Required performance measure if served.)	0 Surviving Spouses
<b>Total Estimated Number of Clients to be Served</b>	<b>70 Total Unduplicated Beneficiaries</b>

b. Additional Performance Measures and Estimated Volume of Services Provided to Clients

1. First enter additional performance measures that align with and are related to the Proposed Project in the Performance Measure column. For example, if the Proposed Project includes providing substance abuse counseling, an additional performance measure may be “number of substance abuse counseling sessions provided to beneficiaries.”

Then, provide the estimated volume over the grant funding period for the additional performance measure listed. For example, “120 sessions.”

Additional lines may be added.

<b>Performance Measure</b>	<b>Estimated Volume of Services Provided to Clients</b>
<i>Example: Number of substance abuse counseling sessions to beneficiaries.</i>	<i>Example: 120 sessions</i>
Number of drumming sessions available to beneficiaries. (8 modules/drumming unit x 3 units/grant period)	24 sessions
Number of veterans attending drumming sessions. (8 veterans x 8-week unit = 64 veterans/unit x 3 drumming units/grant period).	192 veterans attending drumming sessions
Number of rides provided to veterans with ride services.	57 rides
Number of rides provided to veterans with Drive-a-Vet program.	30 rides
Number of guitar lessons provided to beneficiaries.	90 guitar lessons
Number of counseling sessions to beneficiaries.	3 counseling sessions
Number of veterans successfully graduating from WCVTC program.	20 veterans

c. Goals and Anticipated Outcomes

1. First enter goals that align with and are related to the Proposed Project in the Goals column. For example, if the goal is to “clients completing the Veterans Court program will have their criminal charges dropped.”

Then provide the anticipated outcome for the goal listed in the “Anticipated Outcomes” column. For example, “85% of clients will complete the Veterans Court program.”

Additional lines may be added.

Goals	Anticipated Outcomes
<i>Example: Clients completing the Veterans Court program will have their criminal charges dropped.</i>	<i>Example: 85% of clients will complete the Veterans Court program.</i>
Clients participating in drumming sessions will have an increased feeling of camaraderie.	85% of clients surveyed will report an increased feeling of camaraderie.
Clients participating in guitar lessons will have an improved feeling of well-being.	80% of clients surveyed will report an increase feeling of well-being.
Clients in need of transportation to treatment, court and resources needed will receive assistance.	95% of veterans in need of transportation will receive assistance.

2. Next, describe how you will determine if anticipated outcomes are met. Examples may include using a client satisfaction survey, following up with clients 30-90 days after receiving services to determine status, tracking pertinent client data.

The WCVTC will document veterans receiving grant-funded services as required by the grant. The treatment court staff has created a satisfaction survey that we have begun administering to veterans who have been newly sworn into the WCVTC program. The veterans will again complete the survey immediately prior to completion of the WCVTC program and their graduation. A program satisfaction survey will also be given to veterans after completion of drumming circles and guitar lessons. Data will be compiled and analyzed to determine if the programs offered were successful in the eyes of the veterans, and if they had a meaningful impact on their lives and recovery. A comparison will also be made to see if veterans participating in the music/life planning options were more likely to consider the WCVTC program effective and life-changing as compared to veterans choosing to not participate.

### Project Eligibility

1. Eligibility to receive services must be verified and documented. The RFA includes a list of **specific forms** your organization staff may use to verify eligibility of clients who can receive services and ensure that it is applicable to beneficiary definitions above in **Beneficiaries #1** (Veteran, dependent, surviving spouse related) and **#2** (any other applicable eligibility requirements). Select the forms your agency will use to verify eligibility.

- DD Form 214, Certificate of Release or Discharge from Active Duty
- NGB-22, National Guard Report of Separation and Record of Service
- NA Form 13038, Certification of Military Service
- Department of Veterans Affairs (VA) official letter or disability letter with character of service listed
- E-Benefits summary letter with character of service listed
- Honorable discharge certificate
- Uniform Services Identification Card
- State of Texas Issued Driver License with Veteran designation

If dependents and surviving spouses are listed as eligible beneficiaries, include how their eligibility will be verified. Select the forms your agency will use to verify eligibility

Dependents:

- Uniform Services Identification Card
- Marriage Certificate
- Birth Certificate
- Adoption Certificate

Surviving Spouse:

- Uniform Services Identification Card
- Marriage Certificate
- Death Certificate or one of the forms listed above for Veterans eligibility

2. Describe how the eligibility verification documents will be retained (example: as listed in your organization’s retention policy) **and** maintained (example: in locked filing cabinet or electronically on your organization’s server).

Note: Retention period must meet minimum requirements as defined in 2 CFR 200.333 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Participants of the WCVTC are pre-screened; service connection is verified through DD-214’s and the VA. All applicants will be screened to determine veteran’s status and financial need. Data and documentation will be retained for reporting purposes. Records will be securely kept in an electronic format. Records will be kept in accordance with the Williamson County retention policy and veteran’s privacy will be protected, except as required for grant reporting purposes. Williamson County will follow CFR 200.333 – Retention requirements for records. Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award shall be retained for a period of three years from the date of submission of the final expenditure report.

**Project Principal Participants**

List the principal participants in the organization. Indicate which principal(s), if any, are Veterans. **Refer to the RFA Section III. Definitions of Key Terms for who is considered a Principal Participant.** Résumés are to be included for each Principal Participant and should describe applicable experience by position

Name of Principal Participant	Title	Veteran (Y/N)	# of years of experience in position	Résumé Attached (Y/N)
1. Honorable Laura Barker	Judge County Court at Law 2	N – Military Family	1 year 5 mo. As Judge/16 years attorney	Y
2. Kathy Pierce	Executive Assistant to Commissioner Long	N – Military Family	16	Y
3. Jim Cochrun	Certified Health Rhythm Facilitator	Y	3	Y
4. Matthew Watkins	Assistant County Attorney	Y	3	Y
5. Jody Cook	Grants Specialist – Williamson County Auditor’s Office	N – Military Family	6	Y

1. What are the roles, responsibilities, and qualifications of the Principal Participants listed in the table above as related to the Proposed Project? For example, if a CFO is listed as a principal participant, the description should reference his/her role, responsibilities, and qualifications to the Proposed Project.

Principal Participant #1 : **Laura Barker** - Oversees the WCVTC program, including but not limited to final decisions on sanctions and incentives.

Principal Participant #2 : **Kathy Pierce** - Works closely with the Judge, Court Coordinator and Grants Specialist to ensure proper administration of grant and funds are expended appropriately. Writes, monitors and completes grant reporting in a timely manner, with assistance of Grants Specialist from the Auditor’s Office.

Principal Participant #3: **Jim Cochrun** is a Certified Peer Mentor and Certified Health Rhythm Facilitator who will facilitate drumming sessions.

Principal Participant #4: **Matthew Watkins** – is a military veteran and Assistant County Attorney. He will receive and review participant WCVTC applications, ensuring that military forms are in order and that the veteran is eligible for participation in the program. He ensures that court filings are accurate and complete.

Principal Participant #5: **Jody Cook** – Jody is an experienced member of the Williamson County Auditor’s Office that has successfully monitored several large State and Federal grants. Jody is detail oriented and very familiar with reimbursement grants. She will monitor grant budget, request funding for allowable reimbursements and will provide appropriate documentation with each request.

**Partnerships**

List agencies and/or organizations that your organization partners with to assist in serving Beneficiaries as part of the Proposed Project. Use additional page(s) if needed. Note: Partnerships may be subject to verification.

Name of Partner Organization	Address	Telephone	Website
Bluebonnet Trails Community Center	109 N. Georgetown Street, Round Rock, TX 78664	512-255-1720	<a href="http://www.bbtrails.org">www.bbtrails.org</a>
Williamson County Veterans Service Officer	301 S.E. Inner Loop, Georgetown, TX 78626	512-943-1900	<a href="http://www.wilco.org">www.wilco.org</a>

1. Describe the role and how each partner listed in the table above is necessary to accomplish the Proposed Project.

Bluebonnet Trails Community Center is the Local Mental Health Authority for Williamson County. Bluebonnet Trails provides a Jail Diversion Specialist who is familiar with mental health and local resources; a Licensed Chemical Dependency Counselor (LCDC) to provide guidance to the WCVTC Project Team on substance abuse issues that arise; and Certified Peer Mentors. Both the Jail Diversion Specialist and the LCDC attend and participate in court meetings where progress of veterans and compliance with Case Plans are reviewed. Both are voting members of Project Team and a part of the Treatment Coordination Team that works with veterans to develop their Case Plan.

Williamson County Veterans Services Officer attends treatment court meetings and assists participants in the WCVTC program in understanding and enrolling in benefits that they have earned through their military service.

**Marketing and Outreach**

1. Does your organization have an outreach and/or marketing plan to ensure your organization is able to reach and provide services to the Estimated Number of Clients to be Served as listed in the table for **Beneficiaries #3**?  
 Yes       No
2. If yes, describe the outreach and/or marketing plan and how it will ensure that your organization is able to reach and provide services to the Estimated Number of Clients to be Served as listed in the table for **Beneficiaries #3**.

WCVTC developed an outreach plan in August 2017 that satisfied a goal in our initial grant. The plan helps ensure the community and defense bar is familiar with the program. A well-informed community and bar association helps increase potential program mentors, increases support through donations of juror’s compensation, and increases the likelihood of defense attorneys advising their clients to enter the WCVTC program. An informed defense bar and quick identification of veterans involved in the criminal justice system through a jail survey, helps with prompt placement of veterans into the WCVTC program, which is a key component of a veteran’s treatment court. The outreach plan also includes a marketing plan to ensure performance measures are reached for

TVC grant funding. The marketing plan includes good communication with veterans and the disbursement of flyers highlighting program opportunities available to veterans through TVC grant funding. Information and/or flyers will be available to veterans through Treatment Coordination Team, Case Manager, Court Coordinator and through mentors. In addition to disbursement of flyers, the WCVTC invited service providers to attend the October 2<sup>nd</sup> court date to share information about their programs and to allow the veterans to meet the providers to ask questions.

**Sustainability after the Grant**

1. If your organization were to receive a one-year FVA grant, will the Proposed Project continue after the one-year grant period if you did not receive additional FVA funding?  
 Yes       No
2. If yes, please describe how the Proposed Project will continue. Be specific. Include in your answer what other funding will be available to your organization and what other organizations with whom you may be partnering or working to carry on the work of the Proposed Project after June 30, 2019:

We would try to continue some of the services, but could not keep the program at this time in its entirety. If we did not receive grant assistance, we would attempt to keep some portions of the of the program through volunteers in the community and perhaps with a partnership with local universities.

3. If your organization has received FVA funding in the past for the Proposed Project, describe why you are applying for a grant again.

We received FVA funding during the 2017-2018 cycle. The first quarter of the grant was spent with planning and organization to ensure successful achievement of performance measures. We are requesting funding to allow for more time to demonstrate how this innovative project can make significant and meaningful changes in the lives of the veterans and their families. During the previous grant we needed to purchase equipment and with less equipment to be purchased in the current grant application, we will be able to provide more direct services to veterans.

**Part II – Organization Background**

**Previous FVA Grant Awards**

List any previous grants your organization was awarded from the FVA.

Amount Awarded	Grant/Contract #	Begin Date	End Date	Final Exp %	Final Perf %	Was previous funding for the same Proposed Project under this application? (Y/N)
\$30,000	VTC_17_0488	07/01/2017	06/30/2018	NA	NA	Y

**\$30,000 Total FVA Grant Awards**

**Other Grants and TVC Contracts**

1. List all grants and TVC contracts your organization received within **the last two (2) years.** Do not include FVA grants listed above. Do not list in-kind donations. Use additional pages if needed.

Amount Awarded	Grantor	Grant/Contract #	Begin Date	End Date	Audit Performed (Yes or No)
\$104,000	Governor’s Office	#2758104	09/01/2017	08/31/2018	No

\$104,000	Governor's Office	#2758103	09/01/2016	08/31/2017	No

**\$7,559,736 Total Other Grant Awards – See Exhibit Wilco Grants**

2. Provide a brief narrative for each TVC (non-FVA) contract that is listed in the above table.  
 Williamson County is an entitlement community and receives funds directly from HUD. In addition, Williamson County as a manages grants from U.S. Department of Agriculture; U.S. Department of Interior; U.S. Elections Assistance Commission; U.S. Department of Justice; U.S. Department of Homeland Security; U.S. Department of Health and Human Services; Federal Emergency Management Agency; and U.S. Department of Transportation.

**Fiscal Management**

Answer each question below and do not leave any item unanswered.

1. What software does your organization used to record accounting transactions?  
Oracle Financials.
2. Does your organization have written accounting policies and procedures for the following? Please be aware that you may be asked to provide copies of the below policies and procedures to FVA staff should you be awarded a grant. Do not list N/A.

	YES	NO
<b>A.</b> Procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>B.</b> Vendor Payments	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>C.</b> Payroll	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>D.</b> Grants Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>E.</b> Cash Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>F.</b> Travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>G.</b> Capitalization and Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3. Indicate if each statement is true or false for your organization. Do not list N/A.

	TRUE	FALSE
<b>A.</b> There has been no staff turnover or reorganization in the past 6 months.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>B.</b> The organization uses a Chart of Accounts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>C.</b> Time sheets are approved and signed by supervisory personnel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>D.</b> An A-133 Single Audit has been performed in the past 2 years.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>E.</b> Travel receipts are submitted for travel reimbursement requests.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>F.</b> At what amount does your organization capitalize equipment?	\$5,000 – Anything over \$500 in inventoried	

**Performance Reporting**

1. What type(s) of data collection tools will your organization use to document Beneficiaries receiving services (required performance measure) and any additional performance measures noted in **Beneficiaries #3 a., b., and c.**?

We will collect data using Excel spreadsheets, completed with collected receipts and veteran sign-in sheets from offered programs. Back-up information will provide necessary information for grant reporting.

2. How will your organization consolidate the collected data **to ensure that beneficiaries that are reported to the FVA are unduplicated?**

We will compile a spreadsheet with all veterans enrolled in the WCVTC. This will allow us to quantify the number of times that each veteran used services available. Sign-in sheets will be used for activities. The sign-in sheets will be kept for records and the data recorded on the master spreadsheet for grant reporting. Veterans requiring assistance with transportation must contact the Court Coordinator to arrange the ride. Receipts from Uber or taxi service will have veterans name on the receipt and provide additional support of unduplicated beneficiaries.

## **Part III – Budget Tables and Budget Narratives**

The budget is broken up into Direct and Indirect Costs. Within Direct Costs there are six allowable sections. Indirect Costs has one section. Each section represents a Budget Category that will make up your Total Grant Amount Request. The total grant amount request must equal the Amount Requested checked in **Part I – Proposed Project**.

Complete each Table as applicable to your Proposed Project. Costs must be broken out in Tables to a degree that is sufficient to determine if costs are reasonable, allowable, and necessary for the successful performance of the grant project. Costs will be reviewed for compliance with UGMS and federal grant guidance found in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Following each table, a narrative description supporting and discussing each budget item must be entered, as well as a calculation demonstrating how the cost was arrived at. For example, if there is travel in the budget, the narrative must discuss travel and the appropriateness of travel to the project, and the narrative must include calculations to support how the cost was determined.

Costs claimed as direct costs that appear indirect in nature or budgets claiming no indirect costs will be scrutinized for accuracy. Any such costs claimed as direct need to be fully explained, supported, be reasonable and treated in a consistent manner across your organization. The FVA may ask the applicant to re-classify costs as indirect if the support provided does not meet the above criterion.

**All tables should be rounded to the nearest whole dollar. Do not leave a table blank. Place an “N/A” in the first line and a “0” in Total for the table if you are not budgeting those cost in this application.**

### **DIRECT COSTS**

#### **A. Salaries and Wages**

1. Enter **each** employee that will be directly associated with the Proposed Project. Enter their position title, employee name, percent of time to be allotted to the Project, and employee’s annual salary rate.

**Table A**

<b>Position Title</b>	<b>Employee Name</b>	<b>Annual Salary</b>	<b>% of Time Allocated to the Grant</b>	<b>Total Cost</b>
N/A	N/A	N/A	N/A	N/A
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
<b>Total Table A</b>				\$0.00

1. Describe the roles, responsibilities, and qualifications including any required license or certification of each of the positions listed under Salaries and Wages **and** how each of those roles are necessary to accomplishing the Proposed Project. Positions allocated 10% or less must be justified as directly working on the grant. Narrative must also include a calculation to demonstrate how the cost was determined.

N/A

#### **B. Fringe Benefits**

1. For each Position listed in Table A, include the annual fringe benefits for that position.

**Table B**

Position Title	Employee Name	Annual Fringe Benefits	% of Time Allocated to the Grant	Total Cost
N/A	N/A	N/A	N/A	N/A
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
<b>Total Table B</b>				\$0.00

- Describe the benefits– including health insurance, annual leave, social security and any other applicable fringe benefits – for each position listed in Table B **and** how each of those benefits are necessary to accomplishing the Proposed Project. Narrative must also include a calculation to demonstrate how the cost was determined.  
N/A

**C. Travel**

- Enter employee travel in the table below. This can include travel to and from conferences, training, outreach, and travel to provide services to Beneficiaries. As noted in the RFA Section XI. Grantee Training, funds do not need to be budgeted for travel to Austin, TX for grantee training. This training will be done remotely via webinar or conference call, or in some instances, FVA staff may conduct onsite training visits at the Awarded Applicant’s facility.

**Table C**

Travel Expense	Reason for Travel	No. of Staff	No. of Days	Total Cost
N/A	N/A	N/A	N/A	N/A
				\$
				\$
				\$
				\$
				\$
<b>Total Table C</b>				\$0.00

- Provide a description for each travel item included in the Table above. The description should include, but is not limited to, what the travel is for, who is traveling, costs to be used for mileage rates, meal rates per day, conference registration fees, **and** why the travel is necessary to accomplishing the Proposed Project. Narrative must also include a calculation to demonstrate how the cost was determined.  
N/A

**D. Capital Equipment**

This line is not applicable to this FVA grant application and should be left blank.

**E. Supplies**

- Enter a description, unit cost and quantity for each item of supplies to be purchased for the Proposed Project. This category includes normally consumable and general use items that do not reach the threshold for capital equipment. This can include, but is not limited to, general office supplies, furniture, laptops, printers, and toner.

**Table E**

Description of Supplies	Unit Cost	Quantity	Total Cost
N/A	N/A	N/A	N/A
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
<b>Total Table E</b>			\$0.00

- Provide a description for each item of supply listed in the Table above **and** explain why each supply item is necessary to accomplish the Proposed Project. Narrative must also include a calculation to demonstrate how the cost was determined.

N/A

- If this is a continuation request and your organization was previously awarded funding for the Proposed Project, note each item of supply listed in the Table above that was also requested as part of a previously funded application **and** explain why it is being requested again. Examples of such items of supply may include laptops, projectors, printers, phones.

N/A

**F. Client Services**

- List each client service and the cost of each service. Client Services may include, but is not limited to, participant support costs such as emergency financial assistance, transportation assistance, stipends for beneficiaries to attend trainings, mileage for staff to transport a client, and any **contract personnel** that will be providing services to Beneficiaries. An itemized break-out of each client service is required, and extra lines may be inserted into this table.

**Table F**

Client Service	Maximum Cost per Client	No. of Clients to be Served	Total Cost
Guitar Lessons (\$30/hours x 15 lessons/veteran participant = \$450/veteran)	\$450	6	\$2,700
Certified Drum Facilitator (\$10/veteran for 1 and a ½ hour session) Expect 8-10 veterans/session with approximately 24 sessions	\$80	30	\$2,400
Contract Master Level Psychologist (\$75/hour x 4.5 hours/week x 51 weeks)	\$191	90	\$17,215
Purposeful Life Course (18 hours/veteran of individual meetings @ \$20/hours = \$360 x 7 veterans	\$360	7	\$2,520
A Life in the Balance Course (\$395 for 8-week course x 9 veterans = \$395)	\$395	9	\$3,555
Transportation: Taxi - \$30/ride x 23 = \$690; Uber - \$20/ride x 31 = \$620; Tolls - \$15/ride x 20 = \$300 for total transportation \$1,610	\$201	8	\$1,610
	\$		\$
<b>Total Table F</b>			\$30,000

- Provide a description for each Client Service listed in the Table above **and** explain why each cost is necessary to accomplish the Proposed Project. Include, if applicable, the maximum amount of assistance to be provided to clients. Narrative must also include a calculation to demonstrate how the cost was determined.

**Guitar:** A discount was given by Ken’z Guitars, allowing veterans to have a full hour at the cost of \$30/hour. A service agreement has been signed and approved by Commissioners Court. \$30/hour x 15 lessons/veteran allows veterans to have a lesson every other week during Phase I and Phase II of their program.

**Drums:** Two Certified Health Rhythm Facilitators have been contracted to provide drum circles. Sessions will work to improve self-expression, camaraderie and empowerment to transform veteran to a liberated warrior, capable of success in the civilian world. Facilitators will be paid \$10/veteran for a 1 and ½ hour session. 8 to 10 veterans are expected per session. Estimated \$100/session x 24 sessions = \$2,400.

**Master Level Psychologist:** Will ensure quality practice standards are met in drumming circles, will assist Project Team in mental health discussions while reviewing veterans progress and will serve on the Treatment Coordination Team to help veterans develop their Case Plan. \$75/hour x 4.5 hours per week = \$360/week x 51 weeks = \$17,215.

**Life Planning:** Veterans will be offered a choice between two practical step-by-step coaching programs that will help them to continue the success that they have achieved through completion of their treatment program. The programs are optional for veterans and will be during Phase III of their treatment. The Purposeful Life Course is 18 hours/veteran @ \$20/hour = \$360/course x 7 veterans = \$2,520. The Life in the Balance Course is \$395 for 8-week course x 9 veterans = \$3,555.

**Transportation:** To fill the need for transportation we will use three options, which are listed from most expensive to least expensive – Taxis, ride service Uber and initiating a Drive-a-Vet program. We will attempt to use the most cost-effective form first, but will use taxi service if necessary. During our first year grant we have realized how costly a taxi is to the VA in Austin. For a round trip it is \$150. As a result, we have begun using Uber and volunteers, but need to reimburse volunteers with toll fees. Taxi inside the county is approximately \$30/ride x 23 rides = \$690. Uber within the county is approximately \$20/ride x 31 rides = \$620. Tolls to the VA in Austin are approximately \$15 x 20 rides from volunteers requesting reimbursement for tolls. The total of all forms of transportation are \$1,610.

**G. Construction**

The FVA grant does not cover the cost of construction. This line is blank.

**H. Other Direct Costs**

- List any direct costs not included in the above tables. Direct costs that appear indirect in nature need to be fully explained, supported, be reasonable and treated in a consistent manner across your organization. The FVA may ask the applicant to re-classify costs as indirect if the support provided does not meet the above criterion.

**Table H**

Other Direct Costs	Annual Cost	Allocation % (if applicable)	Total Cost
N/A	N/A	N/A	\$0
	\$	%	\$
	\$	%	\$
	\$	%	\$
	\$	%	\$
	\$	%	\$
	\$	%	\$
<b>Total Table H</b>			\$0.00

- Provide a description for each item of other direct costs listed in the Table above **and** explain why each cost is necessary to accomplish the Proposed Project. If costs are allocated an approximate percentage to be charged to this grant is to be included. Narrative must also include a calculation to demonstrate how the cost was determined.

N/A

**I. Total Direct Charges**

All Personnel, Fringe Benefits, Travel, Supplies, Client Services and Other Direct Charges should sum to Total Direct Charges on Line I of Table K below.

**INDIRECT COSTS**

**J. Indirect Costs**

**Allowable Indirect Cost Recovery for FVA grants is limited to 10% of total direct costs for all applicants.** Indirect charges are those items that are often considered “overhead,” and can be classified as those costs associated with accounting, human resources, and other administrative and facility-related costs.

Typical examples of indirect cost for many nonprofit organizations may include depreciation on buildings and equipment, the costs of operating and maintaining facilities, and general administration, such as the salaries and expenses of executive officers, personnel administration, and accounting.

Please keep in mind that direct and indirect costs must be treated in a similar manner as they are across your organization and may be reviewed for accuracy during compliance visits.

Costs claimed as direct costs that appear indirect in nature or budgets claiming no indirect costs will be scrutinized for accuracy. Any such costs claimed as direct need to be fully explained, supported, be reasonable and treated in a consistent manner across your organization. The FVA may ask the applicant to re-classify costs as indirect if the support provided does not meet the above criterion.

For more information regarding direct and indirect costs, please see 2 CFR §200.412-414.

- Enter the total Direct Costs in Table J. to calculate the total allowable Indirect Recovery. Then enter the total Indirect Recover to be charged to the grant – this amount may not be more than the total allowable Indirect Recovery.

**Table J**

<b>Total Direct Costs (Total of Table A through Table H)</b>	<b>Maximum Indirect Costs (as percentage of Direct Costs)</b>	<b>Total Allowable Indirect Recovery</b>	<b>Total Indirect Recovery to be Charged to Grant</b>
\$30,000	10%	N/A	N/A
<b>Total Table J</b>			\$0

- Provide a basic line item description for each indirect cost (ex. Executive Director, IT, Facilities). No further explanation is required. Again, direct and indirect costs are to be treated consistently and similarly either as a direct or an indirect cost in order to avoid double-charging the grant.

N/A

**K. Budget Table**

Enter the all Total lines from Tables A-H and J on the corresponding line below. The total of Table K must match the grant amount being requested in Part I: Proposed Project Information Amount Requested.

**Table K**

<b>Table</b>	<b>Budget Category</b>	<b>Total Cost</b>
<b>DIRECT COSTS</b>		
<b>A</b>	Salaries and Wages	\$0.00
<b>B</b>	Fringe Benefits	\$0.00
<b>C</b>	Travel	\$0.00
<b>D</b>	Capital Equipment	
<b>E</b>	Supplies	\$0.00
<b>F</b>	Client Services	\$30,000
<b>G</b>	Construction	
<b>H</b>	Other Direct Costs	\$0.00
<b>I</b>	<b>Total Direct Costs</b>	\$30,000
<b>INDIRECT COSTS</b>		
<b>J</b>	Indirect Costs	\$0.00
	<b>Total Indirect Costs</b>	\$0.00
	<b>Total Grant Amount Requested</b>	\$30,000

**L. Matching Funds**

Describe what other funding sources and/or matching funds your organization will be using to support and accomplish the goals of the Proposed Project. This information helps to provide a complete picture of what resources will be used to accomplish the Proposed Project. Be specific in your answer by including, for example, any other grants that may fund portions of the Proposed Project, in-kind donations, or volunteer time that assists in the delivery of Proposed Project services.

Williamson County (County) receives funding from the Governor’s Office that helps support some of the core positions of the Project Team – Court Coordinator and Case Manager. The County pays a stipend to the defense attorney that represents the veterans during their participation in WCVTC. The County pays the salary of Principal Participants #1, #2, #4 and #5, who all work many hours each week on the WCVTC to ensure its success. Williamson County Probation also spends time and resources in the operation of the program. A special court foundation has been established that helps overcome obstacles in veterans lives, such as purchasing a mattress for a veteran with back problems and a carburetor for a veteran who could not afford to repair his vehicle. Finally, but certainly not least, the WCVTC has a Mentor Coordinator that volunteers many hours per week and now there are over 15 mentors that donate generously of their time to help WCVTC participants. Businesses also are supportive and donate food and other goods to make graduation and leveling up to the next phase in the program special for the veterans and their families.