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Grants Management Request Questionnaire

### BackGround Information

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***Please note: The county's acceptance of a grant will generally form a contract and; therefore, the application for a grant must be considered and approved by the Commissioners Court prior to making such application.***

All grant applications must be approved by the Commissioners Court prior to the submittal of an application to a funding agency. The completed Grants Management Request Form located on the Budget Sharepoint site and any required resolutions or forms must be attached to the agenda item for consideration or approval of the program and/or funding request to the Commissioners Court. The request for approval to apply for grant funding must identify the purpose or need of the funding, current metrics, and data points to be collected by the department to show performance measures and/or improved services provided. All sections and questions on the Grants Management Request Form must be completed.

Programs or projects that are currently funded by a granting source must receive approval of the Commissioners Court to re-apply for the grant funding opportunity. Requests to re-apply must identify known decreasing funding policies by the granting agency and a sustainability plan for the grant funded program or personnel moving forward. This includes requests for full or partial funding. Should dollars be needed to fund a position and/or assets (or maintenance of) from the general fund or road and bridge fund due to grant expiration, non-renewal or a change in the percentage of funding received or percentage of allocation, the process would be as follows:

1. Notification of grant expiration will be sent out via the Auditor's Office 90 days prior to the expiration date
2. The department is responsible for placing an item on the agenda to request funding no later than July 1st of each year for the following year's budget. Agenda item placement MUST include the completed "Grant Questionnaire" form located in SharePoint
3. Should funding be approved by the Commissioners Court, funds will be added as applicable to the budget prior to adoption for the next fiscal year

This process applies to but is not limited to the following examples:

- Grant has covered 100% of costs in the past and will now cover 80%. The remaining 20% must be requested from the Court
- The grant has expired, renewal is no longer an option, and the department would like to fund the position and/or program beyond the expiration date
- The grant covers the person but not the assets (or vice versa) to go with the position; a request for funding of the assets must be made
- The grant does not cover merit/COLA increases that may be awarded by the Court for the following year
- Any situation in which funds, or an increase in funds, are being requested from the general fund or road and bridge fund

DIRECTIONS

Please complete the answers to the best of your ability. If a question does not relate to your request, please mark it N/A (Not Applicable). If your answer requires further research, please mark it as N/R (Needing Research) and give an estimated date such information will be obtained. When finished, please print and upload the form to the Agenda.

Grant Title/Project Name: \*

BJA FY25 Adult Treatment Court Enhancement Grant

Department: \*

County Court at Law #2

Requestor: \*

Tanya Kunz x

Contact Email: \*

tanya.kunz@wilcotx.gov

Contact Phone Number: \*

512-943-1568

Start Date: \*

10/1/2026



End Date: \*

9/30/2030



Please select request category: \*

Asset

Personnel

Service

Specify your own value:

Specialty Treatment Court

If other, please specify category

Describe the purpose of the grant in detail to include all requirements.

The funds requested through this grant will provide major support for the CCL2 DWI/Drug Court program for the next 48 months starting on 10/1/26-9/30/30 (FY 2026 through FY 2030). Specifically, it will fund 50% of a new grant funded Program Case Manager (PCM) position for the DWI/Drug Court Program (DDCP). Substance use monitoring, Peer Support Services and mental health/ substance use treatment for participants. Through this grant, CCL2 will be able to provide specialized treatment court services to approximately 35 participants each year, for a total of approximately 140 participants over a four year period. By providing these services, CCL2 will continue its mission to enhance public safety by providing supervision and treatment to offenders through a judicially supervised, therapeutic Court that ensures accountability and recovery. The Peer Support Services are to train up to 4 people to provide peer support services in the DDCP such as transportation to and from court-ordered activities, prosocial activities, and developing a court-ordered Alumni Group for long-term sustained recovery. The PCM is a new position that will be fully grant funded between the two BJA Grants. The new Program Case Manager is necessary as national best practices changed requiring more assessments be completed to determine if a participant's risk/need has lowered while progressing in the program. In addition, the new PCM will start conducting the DUI-RANT assessment on all 2nd offense DWI's to determine if the person is a candidate for the DDCP.

According to the BJA, the enhancement grants are available to Counties with an operational adult treatment court. It requires a 25% match, adherence to evidence-based substance use disorder treatment, mandatory drug testing and provisions of transitional services in a judicially supervised criminal court setting.

As part of the grant proposal packet, Williamson County will be required to submit Federal Forms SF 424 (form standards) and SF LLL (lobbying disclosure) and have a current SAM registration.

Select the type of grant your department is applying for:

- Federal
- State
- Local
- Federal Pass-thru
- Private Foundation

What is the amount of the grant?

655,484.25

Please provide a breakdown of the total cost above.

### **Breakdown of Cost**

#### **1. New Grant Funded Position: \$188,650.25 (over 48 months)**

Salary and Fringe for the new Program Case Manager position (50% salary). The new PCM is necessary as national best practices changed requiring more assessments be completed to determine if a participant's risk/need has lowered while progressing in the program.

- Year 1 Approximately \$44,419.87
- Year 2 Approximately \$45,988.38
- Year 3 Approximately \$48,042.15
- Year 4 Approximately \$50,199.85

#### **2. Substance Use Monitoring \$152,000 (over 48 months)**

- \$76,800. (approximately \$19,200./yr.) will provide SCRAM
- \$9,000 (approximately \$2,250./yr.) will provide drug testing supplies
- \$66,200.(approximately \$16,550./yr.) will provide drug patches and interlock/portable monitoring device services

#### **3. Peer Support Services \$9,600 (over 48 months)**

- Approximately \$2,400/yr.-.The Peer Support Services are to train up to 4 people to provide peer support services in our specialty courts such as transportation to and from court-ordered activities, prosocial activities, and developing a court-ordered Alumni Group for long-term sustained recovery.

#### **4. Mental Health and Substance Use Treatment \$256,000. (over 48 months)**

- Approximately \$64,000./yr. will provide group and individual counseling for participants in the program.

#### **5. Office Supplies/ Furniture \$7,244. (over 4 years)**

- Approximately \$1,811./yr. will provide 50% of one dell laptop computer with a monitor and docking station, one office chair, one desk, one printer and general supplies for the new grant funded Program Case Manager position.

#### **6. Travel /Training \$12,000. (over 4 years)**

- Approximately \$3,000/yr. for one DDCP Team Member to attend the All- Rise National Specialty Court Conference.

**7. Transportation \$30,000. (over 4 years)**

- Approximately \$2,500/yr. to cover rideshare (Uber/Lift) for participants to attend required groups.
- Approximately \$5,000/yr. to cover mileage for the Peer Support Services provider to transport participants to required groups.

Is there a match requirement?

- Yes  
 No

If yes, how much is the match amount?

\$163,871.07 over 48 months In Kind match

What is the source of the match?

Timesheets from Probation Officers who support the DDCP Program.

Does the grant cover the cost of the request 100%?

- Yes  
 No

**Other Request Questions Only**

List other similar items in the County and/or region and if they are available for use?

N/A

How is this item request different from any similar assets currently in the County and/or region?

N/A

What types of events/purpose would this item be used for that cannot be accomplished with a current County asset?

N/A

Identify the number of personnel required to operate this item and/or be available for the function where it is to be used?

N/A

Please explain how this item will create the need for more or less personnel (or mark n/a for no change)?

N/A

Where will the item be stored?

N/A

What is the useful life of the item?

N/A

Will a replacement be requested from general funds when useful life has been exhausted? (OR)

Yes

No

OR = category Other Request

Does this item require insurance coverage?

Yes

No

Will this item require any form of licensing?

Yes

No

Will this item require on-going maintenance? Please describe the maintenance required along with an estimate for these costs?

N/A

How will this item be funded when the grant ends?

The grant is specifically designed to support the enhancement of the DWI/Drug Court Program in CCL2. If grant funding is not awarded in the future, the DDCP may not be able to sustain itself without funding from Williamson County.

### Budgetary Impact

What is the overall budgetary impact? (i.e. revenue generation, expense reduction, etc.)

None

Please identify any additional equipment needed/required (now or in the future) should the grant/asset is awarded.

None

What is the cost and frequency to maintain/update the additional equipment?

n/a

What is the impact of this grant application on other internal/county departments?

By granting the funding request recidivism will be reduced and the enhancement services to the DDCP will provide sustained recovery for participants, which benefits our community.

Please identify any known decrease in funding at this time.

None

### Performance Measures

Is this a new program to your department/office?

- Yes
- No

Please show historical data points or performance measures, statistics, services provided, etc. or any/all updates for re-application

The Williamson County Misdemeanor DWI/Drug Court has been in existence since 2006. It has served approximately 734 participants with 579 successful graduates and 32 currently active in the program

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