



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):	
City/State/County/Zip :	
*Texas Address (if organization headquarters are located out of state):	
*City/State/County/Zip:	
*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:	lbarker@wilco.org

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

*** Required Information**



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:	Judge Dan A. Gattis
*Title:	Williamson County Judge
*Phone Number:	(512) 943-1550
*Email:	dgattis@wilco.org
*Date:	11/01/2016

*** 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 2017-18 Veterans Treatment Court RFA document for further instructions.

The grant funding period is based on a 12-month calendar from July 1, 2017 to June 30, 2018. 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 Rehabilitative Rhythm and Life Planning Project

Amount Requested

Check the one box for the 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.

	\$5,000	\$150,000
	\$15,000	\$200,000
	\$20,000	\$250,000
x	\$30,000	\$300,000
	\$50,000	\$400,000
	\$75,000	\$500,000
		\$100,000

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.

- X 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.

- X 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

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

Region 2 – West Texas

Andrews	Borden	Brewster	Crane	Culberson
Dawson	Ector	El Paso	Gaines	Glasscock
Howard	Hudspeth *	Jeff Davis	Loving	Martin
Midland	Pecos	Presidio	Reeves	Terrell
Upton	Ward	Winkler		

Region 3 - Alamo

Atascosa	Bandera	Bexar	Coke	Comal
Concho	Crockett	Dimmit	Edwards	Frio
Gillespie	Guadalupe	Gonzales	Irion *	Karnes
Kendall	Kerr	Kimble	Kinney	La Salle
Mason	Maverick	McCulloch	Medina	Menard
Reagan	Real	Schleicher	Sterling	Sutton
Tom Green	Uvalde	Val Verde	Wilson	Zavala

Region 4 – South Texas

Aransas	Bee	Brooks	Calhoun	Cameron
DeWitt	Duval	Goliad	Hidalgo	Jackson
Jim Hogg	Jim Wells	Kenedy	Kleberg	Lavaca
Live Oak	McMullen	Nueces	Refugio	San Patricio
Starr	Victoria	Webb	Willacy	Zapata

Region 5 – Gulf Coast

Austin *	Brazoria	Chambers	Colorado	Fort Bend
Galveston	Harris	Liberty	Matagorda	Montgomery
Walker	Waller	Wharton		

Region 6 – Central Texas

Bastrop	Bell	Blanco	Bosque	Brazos
Burleson	Burnet	Caldwell	Coryell	Falls
Fayette	Freestone	Grimes	Hamilton	Hays
Hill	Lampasas	Lee	Leon	Limestone
Llano	Madison	McLennan	Milam	Mills

Robertson	San Saba	Travis	Washington	X - Williamson
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Region 7- East Texas

Anderson	Angelina	Bowie	Camp	Cass
Cherokee	Delta	Franklin	Gregg	Hardin
Harrison	Henderson	Hopkins	Houston	Jasper
Jefferson	Lamar	Marion	Morris	Nacogdoches
Newton	Orange	Panola	Polk	Rains
Red River	Rusk	Sabine	San Augustine	San Jacinto
Shelby	Smith	Titus	Trinity	Tyler
Upshur	Van Zandt	Wood		

Region 8 – North Texas

Archer	Baylor	Clay	Collin	Cooke
Cottle	Dallas	Denton	Ellis	Erath
Faunin	Foard	Grayson	Hardeman	Hood
Hunt	Jack	Johnson	Kaufman	Montague
Navarro	Palo Pinto	Parker	Rockwall	Somervell
Tarrant	Wichita	Wilbarger	Wise	Young

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.

From January 1, 2016 to October 23, 2016 there were 582 arrests of veterans in Williamson County. This is an average of 2.46 veterans arrested each and every day. Many veterans are returning from multiple deployments with post-traumatic stress disorder (PTSD), traumatic brain injury (TBI and mTBI), major depression, polytrauma, and a whole host of complicating conditions such as substance abuse, family conflict and suicide risk (Tanielian & Jaycox, 2008). There are currently 22 veterans enrolled in the WCVTC and 11 that have graduated from the program. Of these 33 veterans, all but one had arrests directly or indirectly related to a substance abuse problem. The Williamson County Veterans Treatment Court (WCVTC) is striving to help veterans who are involved in the criminal justice system in Williamson County to receive the individualized therapeutic services and substance treatment that they need to overcome these issues, and to avoid a continuous cycle of recidivism. The WCVTC would like to expand the core services that they are currently offering veterans, to include evidenced-based recovery options, to help them not only survive and avoid re-arrest, but to thrive in civilian life, becoming responsible and productive members of their communities. To help in this effort, the WCVTC would like to propose the *"Rehabilitative Rhythm & Life Planning Project"*.

WCVTC proposes using drums and guitars to help veterans tap into all areas of their mind, body and spirit on their person-centered road to recovery, healing and wellness. We will use the services of two Health Rhythm Certified Facilitators, to lead drum and percussion groups that are evidence-based and proven to help with: self-expression – the drum helps voice emotions that words alone cannot express; camaraderie, which is often missed when soldiers return to individual lives; and 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 during Phase 3 (Recovery Skills Development) and Phase 4 (Community Transition with Evidence of Treatment) of their program, integrating into their core treatment plan that was developed using the assessment of the veteran when entering the program. These programs can be an incentive to continue personal growth, rewarding the efforts put into the program during Level 1 (Stabilization and Orientation) and Level 2 (Intensive Treatment). A Master's level psychologist will be contracted, to ensure quality practice standards are met, ensure continuity between all treatment resources, and that the veterans' needs, preferences, and values are respected.

A veteran having involvement and options in their recovery is important for effective treatment and is shown to keep individuals engaged for a sustainable recovery. We propose offering options to help veterans identify their

goals in life after their military service has ended, and practical step-by-step coaching in areas of relationships, health, home, finances, career, purpose and more, to help them achieve a healthy balance in life that will carry on with them after their graduation from the program. To achieve these goals, veterans will be offered one of two classes: "Creating a Purposeful Life" by Texas State professor, Dr. Omar Lopez, or "A Life in Balance" an 8-week coaching series offered by the Center for Well Being. These two resources will help the veteran find direction in their lives and will offer mentors opportunities discussions. These 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. These courses will offer practical applications on real world challenges, with the benefit of a life coach. With very limited public transportation in Williamson County, we also request funding to allow veterans to use ride share options, such as Uber. This will assist veterans with license problems to reach services and will remove a barrier to wellness and recovery.

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 when entering the WCVTC program are assessed by a clinician, who helps develop a core treatment plan to address the needs of the veteran. WCVTC recognizes the need for the veteran to have say in their road to recovery and the importance of person-center treatment. When the veteran enters the WCVTC, they will receive an assessment at the VA, the Local Mental Health Authority (Bluebonnet Trails Community Center), or a licensed, private provider of their choice. In addition to the veteran's core treatment plan, they will receive a menu of treatment options that they may choose to enhance their person journey to recovery. Before being sworn into the WCVTC program, the veteran will have the opportunity to meet with the Case Manager from the program to review their treatment plan, with time to ask questions about the WCVTC policies and procedures. The Case Manager will also answer questions on optional resources that are available, to help the veteran determine what is best for their recovery. The Case Manager will meet with the veteran during all phases of the program, helping keep the Judge and Project Team apprised of special circumstances in the veteran's life and treatment. The Judge and Project Team will approve promotion to the next phase of the program and the appropriateness of sanctions or incentives.

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 is one of the fastest growing counties in the State of Texas with an estimated population by the United States Census Bureau of 508,514 on July 1, 2015 – an increase of 20.3% since the 2010 Census. The county is also adjacent to Fort Hood, the largest military post in the world, resulting in a large veteran population that U.S. Census Quick Facts estimates was 33,337 in 2014. These are all contributing factors to the large number of veterans arrested in the county (582 to date in 2016). The tremendous growth in the county, veterans continuing to locate in Williamson County after their military service ends, and increasing numbers of veterans interacting with the criminal justice system all demonstrate the need for the WCVTC and evidence-based options to help each individual veteran assimilate into our communities and their civilian life. The VA is serving many veterans in Temple and Austin, but with many veterans having driver's license issues, due to alcohol related offenses and with a very limited public transportation system, we need to innovative solutions for transportation and individualized treatment. For all of these factor, the need is great in Williamson County.

We propose the use of music and rhythm in our project because music therapy 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 music therapy, 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 therapy 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 interdisciplinary team.

The “Why” for the project is simple. 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. There is a difference in attendance in a veteran’s treatment court and a true paradigm change that promotes 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, types of charges filed, branch of service, if the veteran was involved in combat or was diagnosed with PTSD. The number of arrests has continued to increase with 670 arrests in 2013, and already 582 arrests in 2016. If the rate remains the same through the end of 2016, there will be approximately 750 veterans arrested this year. Williamson County also has mental health teams that respond to individuals in crisis. The Sheriff’s Office Crisis Intervention Team tracks calls involving veterans and in 2015, 44 crisis calls involved veterans. Many CIT officers are veterans themselves and there is a specialized program to assist veterans. Information is also gathered from our Veterans Service Officer, who along with staff, understands the needs of veterans in the county. The WCVTC communicates with attorneys, answering questions for clients on the program. The County’s Mental Health Task Force works on identifying needs and gaps in service in the mental health system, and routinely discusses the needs of veterans. Also, the Community Health Assessment completed by the Williamson County and Cities Health District identified mental health as the number one need in Williamson County. The transportation gap was 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**.

The expanded services of the WCVTC and the use of music in recovery will help veterans go beyond completing the program to incorporating life changing skills into their lives. There is much data to support the use of music in trauma and 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, Amir, & Wolf, 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).

The WCVTC will create a survey to administer to veterans entering the program and again after completion of the program. Reduction in recidivism is important, but measuring quality of life is important in determining the effectiveness of the program. Although the survey has not been created, we would like to gather information such as:

- ❖ Recidivism rate
- ❖ Increased awareness of resources and connection with VA benefits
- ❖ Improved relationship with family and friends
- ❖ Improved quality of life as demonstrated through healthy free-time activities
- ❖ Improved employment or a purposeful life
- ❖ Reduced number of poor mental health days
- ❖ Increased feeling of camaraderie and community

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's treatment courts using 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

Veteran Dependents: Veteran dependents will indirectly benefit from many of the services provided to veterans, but will not be eligible for music lessons. They will be eligible for counseling services if openings are available. If desire is present, they may be eligible for drumming groups.

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

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.

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.

Performance Measure	Estimated Number of Clients to be Served
Number of Veterans served. (Required performance measure for all applicants.)	Vetrans - 52

Number of Dependents served. (Required performance measure if served.)	Dependents - 12
Number of Veterans' Surviving Spouses served. (Required performance measure if served.)	Surviving Spouses - 0
Total Estimated Number of Clients to be Served	Total Unduplicated Beneficiaries - 64

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.

Performance Measure	Estimated Volume of Services Provided to Clients
<i>Example:</i> Number of substance abuse counseling sessions to beneficiaries.	<i>Example:</i> 120 sessions
Number of drumming sessions available to beneficiaries. (8 modules/drumming unit x 3 units/grant period)	24 sessions
Number of drumming sessions attended by veterans. (8 veterans x 8 week unit = 64 veterans/unit x 3 drumming units/grant period)	192 veterans
Number of rides provided to veterans.	125 rides
Number of counseling sessions to beneficiaries.	10 sessions
Number of veterans successfully completing program.	16 veterans
Number of guitar lessons provided to beneficiaries	90 lessons

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:</i> Clients completing the Veterans Court program will have their criminal charges dropped.	<i>Example:</i> 85% of clients will complete the Veterans Court program.
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 increased feeling of well-being.
A program marketing plan will be created.	A marketing plan will be completed by August 2017.

A satisfaction survey will be created and administered to new participants in the WCVTC.	A satisfaction survey will be completed by August 2017.
Clients in need of transportation will receive rides to treatment, court and resources needed for recovery.	95% of veterans in need of transportation will receive a ride voucher.

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 keep track of veterans using the grant-funded services as required by the grant. The treatment court staff will create a satisfaction survey that will be administered when veterans enter the program and again when they complete the program. We will analyze the data to determine if the program offered is successful and effective in the eyes of the veterans, and also compare if veterans that participate in music options offered are more likely to consider the program effective and life-changing.

Project Eligibility

1. Eligibility of beneficiaries to receive services must be verified and documented. List the **specific and/or government forms** your organization staff will use to verify eligibility of clients who can receive as you have defined it above in **Beneficiaries #1 and #2**. If dependents and surviving spouses are listed as eligible beneficiaries, include how their eligibility will be verified. Types of forms can include, but are not limited to:
 - DD Form 214, Certificate of Release or Discharge from Active Duty
 - NGB-22, National Guard Report of Separation and Record of Service
 - Department of Veterans Affairs (VA) official letter or disability letter
 - State of Texas Issued Driver License with Veteran designation
 - E-Benefits summary
 - Honorable discharge certificate
 - Uniform Services Identification Card
 - VA Health Card
 - Tricare Healthcare Insurance card

WCVTC will consider any of the forms listed above in determining eligibility of clients in the program. The DD Form 214 has been the most common used verification form used to date.

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.

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	10 months Judge/14 years attorney	Y
2. Kathy Pierce	Executive Assistant to Commissioner Long	N – Military family	15	Y
3. Jim Cochran	Mentor Coordinator	Y	2	Y
4. Matthew Watkins	Assistant County Attorney	Y	2	Y
5. Jody Cook	Grants Specialist – Williamson County Auditor's Office	N – Military family	5	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: Honorable Laura Barker – Oversees the veteran's treatment court program, including but not limited to final decisions on sanctions and incentives.

Principal Participant #2: Kathy Pierce – Writes, monitors and completes grant reporting in a timely manner, with assistance of Grants Specialist from the Auditor's Office.

Principal Participant #3: Jim Cochran – Is a Certified Peer Mentor and Certified Health Rhythm Facilitator who will facilitate drumming sessions. He also coordinates the mentor program and will assist in facilitating the Bring Everyone Into the Zone groups.

Principal Participant #4: Matthew Watkins – A military veteran and Assistant County Attorney will ensure that military forms are in order, will authenticate information of veterans requesting entrance into the WCVTC program, and ensure 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	1009 N. Georgetown Street, Round Rock, TX 78664	512-255-1720	www.bbtrails.org
Williamson County Veterans Services Officer	301 S.E. Inner Loop, Georgetown, TX 78626	512-943-1900	www.wilco.org

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. They provide a Jail Diversion Specialist that is familiar with mental health and local resources. The Jail Diversion Specialist attends and participates in court staffings. Bluebonnet Trails also has Certified Peer Mentors and mental health professionals that assist the Project team.

Williamson County Veterans Services Officer attends treatment court staffings 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**?
No – but an outreach plan will be completed during the grant period.
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**.

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

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, 2018:

We would try to continue the music resources offered through volunteers in the community and potentially partnering with local university music programs.

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

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)
\$104,000 Governor's Grant	Williamson County Veterans Treatment Court #2758103	09/01/2016	08/31/2017			
\$104,000 Governor's Grant	Williamson County Veterans Treatment Court #2758102	09/01/2015	08/31/2016			
\$73,060 Governor's Grant	Williamson County Veterans Treatment Court #2758101	09/01/2014	08/31/2015			

\$ 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
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					(Yes or No)
See Exhibit A					

\$1,913,530.35 Total Other Grant Awards – See Exhibit “A”

- Provide a brief narrative for each TVC (non-FVA) contract that is listed in the above table.

Fiscal Management

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

- What software does your organization used to record accounting transactions?
QuickBooks Sage MIP Fundware Other (If other, list software)

Oracle Financials
- 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
A. Procurement	Yes	
B. Vendor Payments	Yes	
C. Payroll	Yes	
D. Grants Administration	Yes	
E. Cash Management	Yes	
F. Travel	Yes	
G. Capitalization and Equipment	Yes	

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

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

Performance Reporting

- 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 and will report as required for grant funding.

- 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 group events, such as in drumming sessions. 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 will need to get approval for the ride with their Case Manager. The Veteran will then be required to obtain a receipt for the service and will be responsible for turning the receipt into the Case Manager. The Case Manager will collect the transportation receipts for the spreadsheet to be used for grant reporting.

Part III – Budget Tables and Budget Narratives

The budget is broken up into Direct and Indirect Costs. Within Direct Costs there are seven 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.

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

Position Title	Employee Name	Annual Salary	% of Time Allocated to the Grant	Total Cost
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
Total Table A				\$

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.

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
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$
Total Table B				\$

- 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.

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
				\$
				\$
				\$
				\$
				\$
				\$
Total Table C				\$

- 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.

D. Capital Equipment

This line is not applicable to this FVA grant application and should be left blank. Capital equipment is defined as an article of tangible personal property that has a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the organization's level of capitalization or \$5,000. Per Section J. Prohibited Costs, capital expenditures are not allowed for this grant.

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
Percussion Health Rhythms Comfort Sound Versa Kit B (Serves 10-15 veterans)	\$1,600	1	\$1,600
Guitars	\$85	5	\$475
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Table E			\$2,075

2. 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.

The Percussion Health Rhythms Comfort Sound Versa Kit B serves 10-15 people. A detailed description and estimate of the cost is attached as Exhibit "B".

Beginner acoustic guitars can be purchased through Amazon for \$85. The Jasmine S-35 an exceptional value and provides comfortable feel and excellent playability. A detailed description of the guitar is attached as Exhibit "C".

3. 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.

F. Client Services

1. 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	Average Cost per Client	No. of Clients to be Served	Total Cost
Guitar Lessons (\$30/hour x 18 lessons/veteran participant = \$540/veteran)	\$540	5	\$2,700
Certified Drum Facilitator (\$10/veteran for 1 ½ hour session) Expect 8 veterans/session x \$10/session = \$80/session x 10 modules per unit = \$800/Drumming unit. 3 units @ \$800/unit are expected during the grant period.	\$100	24	\$2,400
Contract Master Level Psychologist (\$75/hour x 5 hours/week x 50 weeks)	\$194	90	\$17,500

Purposeful Life Course (18 hours/veteran of individual meetings @ \$20/hour = \$395 x 5 veterans	\$360	5	\$1,800
A Life in the Balance Course (\$395 for 8-week course x 5 veterans = \$1,975)	\$395	5	\$1,975
Bring Everyone Into the Zone (BEITZ) Groups and in individual sessions with Certified Peer Coaches (\$22/hours for Certified Peers – donated services)	\$		\$0
Uber or similar Ride Share (Average \$20/ride x 25 rides = \$500/veteran x 5 veterans without driver's license = \$2,500	\$500	5	\$2,500
	\$		\$
	\$		\$
Total Table F			\$28,875

- 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.

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
	\$	%	\$
	\$	%	\$
	\$	%	\$
	\$	%	\$
	\$	%	\$
	\$	%	\$
	\$	%	\$
Total Table H			\$

- 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.

I. Total Direct Charges

All Personnel, Fringe Benefits, Travel, Equipment, Supplies, Client Services and Other Direct Charges and 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.

If your organization has a federally negotiated indirect cost agreement, that document must be submitted as part of the Application Package with enough detail so that staff is able to determine that direct and indirect costs are similarly treated.

If your organization does not have a federally negotiated indirect cost agreement, the flat 10% rate of total direct costs is allowable. 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.

1. 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

Total Direct Costs (Total of Table A through Table H)	Maximum Indirect Costs (as percentage of Direct Costs)	Total Allowable Indirect Recovery	Total Indirect Recovery to be Charged to Grant
\$	10%	\$	\$
Total Table J			\$

2. If your organization is not submitting a federally negotiated indirect cost agreement, 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.

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

Table	Budget Category	Total Cost
DIRECT COSTS		
A	Salaries and Wages	\$
B	Fringe Benefits	\$

C	Travel	\$
D	Capital Equipment	
E	Supplies	\$2,075
F	Client Services	\$28,875
G	Construction	
H	Other Direct Costs	\$
I	Total Direct Costs	\$30,950
INDIRECT COSTS		
J	Indirect Costs	\$
	Total Indirect Costs	\$
	Total Grant Amount Requested	\$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 receives assistance from the Governor's Office for personnel and other core functions of the WCVTC program. The Williamson County Veterans and Specialty Courts Foundation has also been established that can assist in covering costs over the \$30,000 requested. With the creation of a marketing and outreach plan, we hope to inform citizens on the needs of veterans and to raise donations to continue to support veterans' other needs, which are not covered by grant funding.