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Grants Management Request Questionnaire

BackGround Information

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:

Williamson County Veteran Services Emergency Financial Assistance Program

Department:

Veteran Services

Requestor:

☐ Michael Hernandez

Contact Email:

michael.hernandez@wilco.org

Contact Phone Number:

512-943-1907

Start Date:

7/1/2025

End Date:

9/30/2026

Please select request category:

Service

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

Purpose of the Grant:

The purpose of this grant is to provide **limited emergency assistance and financial relief** to eligible veterans, their dependents, and surviving spouses who demonstrate financial need. The services covered by the grant include:

- Mortgage and rent assistance
- Utility payments

- Food and groceries
- Transportation (rides and vehicle-related support)
- Funeral expenses

Key Requirements:

1. **Eligible Beneficiaries:** Veterans, dependents, and surviving spouses in financial hardship.
2. **Unduplicated Service:** Each beneficiary must be uniquely served, ensuring they receive assistance only once through thorough vetting.
3. **Financial Documentation:** Verification of eligibility is necessary, and documents must be securely stored.
4. **Veteran Discharge Status:** The grant serves those with honorable or general under honorable conditions discharges.
5. **Timely Service Delivery:** Once eligibility is determined and a completed application is received, services are to be provided within seven days.
6. **Application Process:** Services can be requested via phone, online, walk-in, or by appointment.
7. **Outreach and Marketing:** The organization must conduct marketing efforts and outreach, including through social media, broadcast media, and in-person events.
8. **Documentation Retention:** All grant-related documents must be retained for three years.

Potential Budget Increase:

If the new grant limit is raised to \$300,000, there is an additional \$90,000 available. This could be used to:

- Expand direct client services, such as increasing the number of beneficiaries or the amount of financial relief offered.
- Fund additional outreach efforts to broaden the program's impact.

Events/Purpose Unachievable with Current County Assets:

- **Funeral costs:** These cannot be covered by current county assets without additional grant funding.
- **Vehicle transportation:** The grant covers specific vehicle-related expenses that are beyond the scope of typical county support.
- **Direct financial assistance:** This grant provides Veterans and their families with immediate, direct financial relief for mortgages, rent, and utilities, which would otherwise not be covered by existing county assets or programs.

Overall Budget Impact:

A grant with a \$300,000 cap would enable broader outreach, support more beneficiaries, and potentially cover higher or additional costs for key services like rent, utilities, and transportation. The increase would allow the organization to better meet community needs without overextending current resources.

Select the type of grant your department is applying for:
State

What is the amount of the grant?
\$300,000.00

Please provide a breakdown of the total cost above.

TVC Grant 2025 - 2026 Estimates

Task 1.1: Salary \$61,266.96 (3% cola in crease from previous grant year), Fringe \$25,366.91

Tasks 1.2: Travel \$1495.12

Task 2.1 Office Supplies: \$871.01

Direct Client Services

Task 2.2	Utilities	\$48,000.00
Task 2.3	Rent	\$64,000.00
Task 2.4	Mortgage	\$64,000.00
Task 2.5	Funeral	\$10,000.00
Task 2.6	Food	\$14,000.00
Task 2.7	Transportation	\$10,000.00

Other Direct Cost Group

Task 2.8: Marketing and Outreach Media Printing (Materials) \$1,000.00

TOTAL \$300,000.00

Is there a match requirement?

No

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

Yes

Other Request Questions Only

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

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

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

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

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

Where will the item be stored?

What is the useful life of the item?

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

Does this item require insurance coverage?

Will this item require any form of licensing?

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

How will this item be funded when the grant ends?

Budgetary Impact

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

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

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

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

The following departments will be required to assist in ensuring this grant, if approved, meets the reimbursement requirements along with the grant guidelines: Purchasing, Auditor, Treasury.

Please identify any known decrease in funding at this time.

No decrease in funding at this time.

Performance Measures

Is this a new program to your department/office?

No

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

In regard to the current emergency financial assistance grant for 2024 to 2025, we are averaging 24 veterans assisted, to include their dependents and surviving spouses.

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