

Eileen Prentice

From: Ashley Burns
Sent: Friday, June 28, 2019 3:33 PM
To: Eileen Prentice; Laura Thomas
Subject: FW: EGMS: Award #AD-VTC19--03 requires acceptance

From: noreply@salesforce.com <noreply@salesforce.com> **On Behalf Of** Admin REI
Sent: Friday, June 28, 2019 3:33 PM
To: Ashley Burns <arburns@co.collin.tx.us>
Subject: EGMS: Award #AD-VTC19--03 requires acceptance



Award AD-VTC19--03 requires your acceptance.

Award Details:

Grant # GT-VTC19-004

Click [here](#) to view the award.

Do not reply to this email.

This message was generated by the TVC EGMS system.

Award View

North Texas Regional Veterans Court

Grantee
Collin C

ID
AD-VTC19-03

Project Period
7/1/2019 To 6/30/2020

Grants And Awards Are Managed Throughout Program Life Cycle. The Awards Is Approved

Overview

Budget

Performance

Terms & Conditions

Terms And Conditions

Quick Search

ID	Title
TC-1084	Government Code Section 434.017

Reporting Requirements

Quick Search

ID	Report Name	Freq	Reporting End Date	Actions
TC-1086	Quarterly Progress Report	Quarterly	07/01/2019	06/30/2020

Overview

ID
TC-1084

Title
Government Code Section 434.017

Source

Description
The approved signature below serves as a formal acceptance by the Texas Veterans Commission (TVC) of the Grantee's Application, and addenda (if any) and the approval of this Notice of Grant Award creates a legally binding agreement between the Grantee and TVC. The Program requirements (e.g., objectives, scope, budget, methodology) as stated in (1) the applicable federal and/or state statute and regulations, (2) the original Request for Applications (RFA) including any addenda issued, (3) the addenda to Grantee's Application (if applicable), and (4) Grantee's Application are incorporated into and made a part of this Notice of Grant Award for all purposes, supersede any prior or contemporaneous understandings between the parties pertaining to the subject matter herein whether oral or written, and collectively constitute the entire agreement between the parties. In the event of a conflict in the language contained in the incorporated documents, conflicts shall be resolved by reference to the language contained in the documents in the order listed above. Any changes to the approved Grant must follow TVC's amendment process.

Accept

Decline

Status
Sent to Grantee Review

Effective Till

Actions

Reporting End Date

Actions

Overview

Opportunity

Announcement ID

[AN-VTC_19-001](#)

Grantor Organization

Texas Veterans Commission

Application Deadline

11/16/2018 05:00 PM

Award Ceiling

\$ 500,000

Award Floor

\$ 5,000

Program Area

Veterans Treatment Court (VTC)

Application Overview

Project Title

[North Texas Regional Veterans Court](#)

Project Service Category

Not Required

New, Expansion, or Continuation

[Expansion](#)

Financial Documents

[Manage Attachments](#)

Request Amount

\$ 400,000

Proposed Project Start Date

[7/1/2019](#)

Proposed Project End Date

[6/30/2020](#)

Project Coordinator

[John Roach, Jr.](#)

Submitted On

Project Abstract

The North Texas Regional Veterans Court is a specialized program for justice-involved veterans (JIV) with combat-related mental impairments directly correlated to the crime with which they are charged. The program provides a second chance through a judicially-supervised, team-based approach to ensure participants receive treatment for underlying risk factors that contributed to their crime(s), including substance abuse, medical, and/or behavioral conditions. PTSD, traumatic brain injuries, and substance abuse all change the way the brain functions and impacts the ability of individuals to make responsible choices. Research has demonstrated that establishing a supportive, non-adversarial judicial relationship, employing progressive sanctions and incentives, and providing regular, meaningful involvement with a judge are significant factors leading to positive behavioral changes among offenders.

The goal of the North Texas Regional Veterans Court is to move justice-involved veterans out of the traditional criminal justice process and into appropriate, individualized rehabilitative alternatives that improve mental health and successfully lead to community reintegration and criminal case resolution. Once veterans have been screened, assessed, and approved for participation in this voluntary program, they promptly begin a treatment program that is specific to their needs. In addition to program team meetings, the program may involve drug and/or alcohol treatment, random drug testing, support group meetings, vocational or job counseling, educational classes, and community supervision. Many services are provided by outside agencies, and participants are referred as needed. While actual length varies based on participant progress, the 12-to-24 month program consists of 3 phases requiring frequent meetings with the Judge and Program Team. Upon successful completion of the program, the case(s) are normally dismissed, expunged, or never filed.

The Collin County Veterans Court program was started in 2013 by the 296th District Court Judge in Collin County. Unfortunately, many smaller counties in the area do not possess the resources to manage a similar program, resulting in justice-involved veterans in those counties not receiving the treatment and support needed for recovery and restoration to their pre-combat lives. In an effort to meet the need, the program was expanded into four neighboring counties - Fannin, Grayson, Kaufman, and Rockwall – resulting in the North Texas Regional Veterans Court. Each county has a local interdisciplinary team, composed of a supervision/probation officer, veterans service officer, defense attorney, prosecuting attorney, and law enforcement officer, which are led by the 296th District Court Judge. The team reviews and discusses participants' progress and uses a coordinated strategy to help veterans recover. The program currently consists of 76 participants – 35 from Collin,

13 from Rockwall, 10 from Grayson, 11 from Kaufman, and 7 from Fannin County. The program is expanding its capacity to 100 participants, and additional participants are expected to be added throughout the grant period.

As program success can be affected by daily life circumstances, grant funding will be used to assist veterans' with unexpected needs that are critical to the veterans' overall wellbeing such as utility, housing, and transportation expenses. Provision of assistance in these situations allows veterans to more fully participate in the program, focusing on recovery and reintegration into society. Grant funds will also be utilized to provide abstinence monitoring, counseling/treatment, and calendars/journals for program participants, as well as program handbooks for new participants, mentors, and Veterans Treatment Court (VTC) staff members.

Grant funding is requested for four contractual positions to serve participants in all five counties. The Program Manager serves as the primary point of contact for the VTC, receives and reviews all applications for program participation, coordinates opportunities for community outreach and program education, oversees all program participants and staff, coordinates between the counties, collects and maintains all program data, and updates the programs policies and procedures to remain current with the best practices of a VTC. The Licensed Mental Health Consultant completes initial evaluations for participants, contributes to the development of individualized treatment plans, monitors progress, and makes continuing care recommendations. The Case Managers serve as the primary point of contact for veterans and link participants to the civilian continuum of care, providing community linkages and referrals, as appropriate, and aids in monitoring program compliance. The Lead Case Manager serves veterans in Collin, Grayson, and Fannin counties and oversees the Case Manager dedicated to Rockwall and Kaufman counties. Travel monies will be utilized by the Judge for travel between the counties and for attendance to the annual Texas Association of Specialty Courts Training Conference. Additionally, funds to compensate reserve bailiffs and court reporters are being requested. Court sessions in Rockwall County are held in an auxiliary courtroom and a bailiff is not provided. Existing court reporters are utilized in Fannin, Grayson, Kaufman, and Rockwall counties to transcribe each participant's plea when available; however, occasionally, one must be hired.

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.

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.

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, annual salary, and percent of time to be allotted to the Project. The total column is calculated as the employee's annual salary times the percentage of time they allocate to the grant, rounded to the nearest dollar.

Table A

Position Title	Employee Name	Annual Salary	% of Time Allocated to Grant	Total
N/A		\$ 0	100 %	\$ 0
Total Table A				\$ 0

2. 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% will be indirect costs. For any vacant positions, provide a narrative as to how the annual salary was determined. (Maximum allowable characters = 1500)

N/A

B. Fringe Benefits

1. For each Position listed in Table A, include the annual fringe benefit amount for that position. The total column is calculated as the employee's annual fringe benefits times the percentage of time they allocate to the grant, rounded to the nearest dollar.

Table B

Position Title	Employee Name	Annual Fringe Benefits	% of Time Allocated to Grant	Total
N/A		\$ 0	100 %	\$ 0
Total Table B				\$ 0

- List employer paid benefits for each position listed in Table A. Narrative must also include a calculation to demonstrate how the cost was determined. (Maximum allowable characters = 1500).
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.

Table C

Travel Expense	Budget Sub-Category	No. of Staff	No. of Days	Total Cost
Staff mileage at IRS standard mileage rate	Local Mileage	1	2	\$ 3,300
Texas Association of Specialty Courts (TASC) Conference	Conference	1	3	\$ 1,250
Total Table C				\$ 4,550

- Provide a description for each travel item included in the Table above. The description should include, at a minimum, 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. (Maximum allowable characters = 1500)

The Judge (John Roach, Jr.), who is based in Collin County, will be required to attend Veterans Court sessions in each of the five counties participating in the North Texas Regional Veterans Court. Weekly travel will be reimbursed at the IRS reimbursement rate and will average 119 miles each week for 51 weeks (119 miles x 51 weeks x \$0.545 per mile ≈ \$3,300).

The Judge will attend the Texas Association of Specialty Courts (TASC) training conference in 2020 (before June 30), specific date and location to be determined. This annual three-day event provides resources and training and creates a forum for dialogue on current issues facing treatment courts in Texas. Registration \$240, lodging \$180/night for 2 nights including parking, airfare/transfers or mileage reimbursement (location dependent) \$500, and meals \$150 = \$1,250.

D. 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

Name	Budget Sub-Category	Unit Price	Quantity	Total
General Office Supplies	General Office	\$ 300	4	\$ 1,200
Total Table D				\$ 1,200

- At what amount does your organization capitalize equipment? (\$1-\$5000)
\$5,000
- Provide a description for each item of supply and explain why each supply item is necessary to accomplish the Proposed Project. (Maximum allowable characters = 1500)
Basic consumable office supplies - such as paper, toner, folders, notebooks, writing materials (pens, pencils, markers, highlighters, etc.), labeling supplies, staples, paper / binder clips, tape, organizational supplies, tissues, cleaning wipes - will be necessary to perform basic administrative duties. The estimated cost was based on previous annual expenditures for one position (\$300 x 4 positions = \$1,200).

4. If this is a continuation request and the 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 may include laptops, projectors, printers, and phones. Do not provide an explanation for consumable items such as office supplies. (Maximum allowable characters = 1000).

N/A

E. Client Services

1. List each client service as indicated in the proposed project and the cost of each services. Note that the Total column will be rounded to the nearest dollar.

Table E

Name	Budget Sub-Category	Average Unit Price	Quantity	Total
Emergency Living Assistance	Housing	\$ 3,715	15	\$ 55,725
Drug & Alcohol Abstinence Monitoring	Treatment	\$ 1,516	31	\$ 46,996
Counseling/Treatment	Treatment	\$1,000	28	\$ 28,000
Court Reporter	Contractor	\$ 200	10	\$ 2,000
Reserve Bailiff	Contractor	\$ 75	12	\$ 900
Program Manager	Contractor	\$ 785	100	\$ 78,500
Clinical Director	Contractor	\$ 850.29	100	\$ 85,029
Lead Case Manager	Contractor	\$ 865.67	67	\$ 58,000
Case Manager	Contractor	\$ 1,060.61	33	\$ 35,000
Total Table E				\$ 390,150

2. Provide a description for each Client Service listed in the Table above **and** explain why each cost is necessary to accomplish the Proposed Project. Narrative must also include a calculation to demonstrate how the cost was determined. (Maximum allowable characters = 1500)

Assistance with unexpected needs such as utility, housing, and transportation expenses allows veterans to focus on recovery and reintegration into society. Based on prior years, estimated to be approximately \$3,715 per veteran for 15 veterans.

Abstinence monitoring helps prevent substance abuse. \$12.63 / day for 120 days x 31 clients.

Counseling/treatment provides guidance and support from experienced therapists to address underlying issues and develop coping strategies. Historical average cost \$1,000 per participant for 28 veterans.

Court sessions in Rockwall are held in an auxiliary courtroom and a bailiff is not provided (\$75 / half day x 12 months). On occasion court reporters in Fannin, Grayson, Kaufman, and Rockwall counties need to be hired to transcribe each participant's plea (\$200 / half day x 10).

Program Manager serves as primary contact for the VTC, reviews all applications for participation, coordinates community outreach, coordinates between counties, and collects, maintains, analyzes and reports program data. The Clinical Director completes initial evaluations, contributes to development of individualized treatment plans, monitors progress, and makes continuing care recommendations. Case Managers serve as the primary point of contact for veterans and link participants to the civilian continuum of care. The Lead Case Manager serves veterans in Collin, Grayson, and Fannin and oversees the Case Manager dedicated to Rockwall and Kaufman.

3. Does the organization have a maximum allowable cost per client?

☐ Yes

☒ No

4. If yes, what is the maximum allowable cost per client?

N/A

F. Other Direct Costs

1. List any direct costs not included in the previous 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. FVA may ask the applicant to re-classify costs as indirect if the support provided does not meet the above criterion. Note that the Total column will be rounded to the nearest dollar.

Table F

Name	Budget Sub-Category	Unit Price	Quantity	Total
Calendars / Journals	Outreach	\$ 13	100	\$ 1,300
Program Handbooks	Training Materials	\$ 10	80	\$ 800
Dog Tags	Outreach	\$ 5	400	\$ 2,000
Total Table F				\$ 4,100

2. 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. (Maximum allowable characters = 1500)

Journals provide the veterans a specific place to write things down, enabling them to better remember and address things as needed. Calendars help the veterans keep track of the many medical, probation, counseling, and other treatment or support appointments. Participants bring their journals and calendars to court, referring to them when addressing the Judge during court sessions. Calendars and/or journals will be purchased for 100 veterans at \$13 each (100 participants x \$13 = \$1,300).

Program handbooks detail the policies, procedures, and structure of the program, as well as the requirements for each program phase, promotion, and commencement. Handbooks will be purchased for 70 veterans and 10 mentors / staff members at \$10 each (80 persons x \$10/handbook = \$800).

Dog tags will be stamped with the Regional Veterans Court Logo and either Phase I, Phase II, Phase III, or a celebratory statement for commencement and will be provided to each participant at the beginning of each stage in their progression through the program. These will be used as progress markers and motivational tools to assist each participant in reaching the next level in their recovery. Four dog tags will be purchased for 100 veterans at \$5 each (4 dog tags x 100 persons x \$5/tag = \$2,000).

INDIRECT COSTS

G. Indirect Costs

Allowable Indirect Cost 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.

Direct and indirect costs must be treated in a similar manner across the organization and may be reviewed for accuracy during compliance visits.

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

Note that the decimal values will be rounded down to the nearest dollar.

1. Maximum Allowable Indirect Cost

\$0

2. Indirect Costs

0.00

3. List 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. (Maximum allowable characters = 1000)

N/A

H. Grand Total (Direct + Indirect Cost)

Budget Category	Total Cost
Salaries and Wages	\$ 0
Fringe Benefits	\$ 0
Travel	\$ 4,550
Supplies	\$ 1,200
Client Services	\$ 390,150
Other Direct Costs	\$ 4,100
Total Direct Costs	\$ 400,000
Indirect Costs	\$ 0
Grand Total (Direct + Indirect Cost)	\$ 400,000

I. Matching Funds

Describe what other funding sources the organization will be using to support and accomplish the goals of the Proposed Project. Include 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. (Maximum allowable characters = 500)

The VTC receives additional funds through participant and retained fees collected in accordance with Chapter 102.0178, Code of Criminal Procedure, for offenses found in Chapter 49, Penal Code (DWI) and Chapter 481, Health and Safety Code (controlled substances), albeit in a limited capacity. Urinalysis testing, which exceeds grant funding, is often paid for by the supervision and corrections department from each county. VTC staff salaries are paid by the employee's respective employers.

Project Narrative

Geographic Service Area(s)

The counties that will be served by this grant are called the Geographic Service Area(s). All Texas counties are grouped into one of eight regions. Check **all** counties, regardless of region, that the Proposed Project will serve. If the Proposed Project provides services to Veterans living in all counties statewide, only check the statewide box.

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.

☐ Statewide

Region 8 – North Texas

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

Beneficiaries

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.

- Who will the organization provide direct services to under the proposed project?
 - ☒ Veterans
 - ☐ Dependents
 - ☐ Surviving Spouses
- If Veterans are selected above, provide a definition for veterans that will be eligible to receive services.
The program accepts active duty, current National Guard and Reserve members, and those discharged as honorable, general under honorable conditions, and other than honorable conditions, as well as bad conduct on a case-by-case basis. Eligibility for program participation is determined by the court team members through a review of criminal and military records.
- Choose the discharge status(es) (Character of Service) that the organization will serve under the proposed project.
 - ☒ Honorable
 - ☒ General Under Honorable Conditions
 - ☒ Other Than Honorable Conditions
 - ☒ Bad Conduct
 - ☐ Dishonorable
 - ☐ Dismissed
 - ☐ Uncharacterized
- Describe any other restrictions on eligibility, if applicable (example: income level, disabilities, or referral from VA or other such organization). If blank, input 'n/a'.
Project beneficiaries will be Veterans Court candidates and participants whose criminal case(s) have been filed in Collin, Fannin, Grayson, Kaufman, or Rockwall counties. To participate in the program, veterans cannot be charged with crimes outlined in the Texas Code of Criminal Procedures 42.12 (3) (g). Veterans

must have been diagnosed with post-traumatic stress disorder (PTSD), traumatic brain injury (TBI), or substance abuse/addiction, determined by assessment to be caused by their military service, which directly correlates to the criminal offense. Prior to a veteran being accepted into the program, court team members review VA records for existing diagnoses. If no diagnosis for PTSD, TBI, or substance abuse exists, the program requests the veteran be evaluated by a licensed professional.

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

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. If the project will not serve a particular population, enter '0' in the corresponding area.

Number of Veterans	100
Number of Dependents	0
Number of Surviving Spouses	0
Total Number of Clients to be Served	100
Number of Home Modifications to be Completed	0

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, as well as measure goals and outcomes? (Maximum allowable characters = 1000).

The Program Manager maintains program status (approval/denial, phase progression, voluntary or unsuccessfully discharged from program, commencement date, re-arrests, etc.), historical military information, attendance records, and monthly progress self-reports in hard copy and/or electronic format. Excel spreadsheets are maintained for each applicant in each county detailing program entry date, current phase, monitoring devices (if any), as well as information pertaining to their individual program experiences. Analysis yields program statistics including number of veterans assessed and served, as well as program completion and recidivism. Treatment records and progress is maintained in encrypted electronic format. Services utilizing grant funds are maintained in a spreadsheet by the Program Manager, detailing the types and frequency of services provided. Analysis provides funds expended and remaining, cost per participant, and utilization percentage among budgeted line items.

2. How will your organization consolidate the collected data **to ensure that beneficiaries that are reported to the FVA are unduplicated**? (Maximum allowable characters = 1000).

The Program Manager is the primary point of contact for all invoices / requests for payment and documents each service provided to each beneficiary in an Excel spreadsheet, which corresponds to TVC quarterly reporting periods, in the month the service was received. Upon receipt of service, the name of the beneficiary is placed inside a designated "Quarterly Recipient" section, which is divided into four quarters. The four quarterly recipient sections are coded to highlight the names of duplicated entries, which allows the Program Manager to track when each participant began receiving services and ensures beneficiaries aren't duplicated when submitting required quarterly reports.

Project Eligibility

1. The forms listed below are the only forms acceptable by TVC to determine Veteran, Dependent, and Surviving Spouse eligibility.
Select the forms the organization will use to verify eligibility for each beneficiary that will be served under the proposed project.

- ☒ 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

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). (Maximum allowable characters = 1000)

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.

Documents will be maintained in digital (secure organization server) and/or hardcopy within a locked container in a limited or exclusion area or be under the physical control of an authorized individual and per UGMS and OMB guidelines for state and local governments. Program participant documentation is retained per Collin County's retention policy unless an Order of Expunction is signed which requires the destruction of most documentation within 10 days of Judge Roach signing the Order. At that time, all personally identifiable information (PII) from the expunged record will be removed from electronic records and hardcopy documents, although a unique identifier will remain, using the most appropriate and effective means necessary. Grant records will be maintained for a minimum of three years from the date of the final grant report.

Proposed Project Services

Describe the Proposed Project. The answers should be brief but specific. (Maximum allowable characters = 1500)

1. Describe what services will be provided with grant funding. (Maximum allowable characters = 1500)
Grant funding will be utilized to provide counseling services, emergency living assistance, and alcohol and drug monitoring. Counseling is typically provided at no cost from the VA; however, transportation barriers may exist and/or the specific counseling program(s) needed may not be available at the VA. Veterans who have housing, employment, and transportation issues may be unable to fully participate in the program. The program works to meet emergency situation needs on an individualized basis while developing a long-term plan for the veteran to succeed on his/her own. Abstinence monitoring helps prevent substance abuse allowing the veteran to focus on treatment and recovery, and can help identify areas of concern to more quickly implement and/or modify treatment plans, as needed.

Additionally, veterans receive mental health, psychological, and substance abuse evaluations from the Licensed Mental Health Consultant. Results are utilized to develop individualized treatment plans for each veteran. Grant funds are also utilized to pay for programmatic positions that ensure the program is

comprehensive and cohesive. The Program Manager performs intake and interview for each veteran, coordinates between counties, and provides program education and outreach; while the Case Managers serve as the veterans' primary point of contact, provide community linkages and referrals, and aid in monitoring program compliance, including treatment attendance and substance abuse screening.

2. Where will clients receive services: List addresses of all offices and if services are available on-line and/or over the phone. (Maximum allowable characters = 1500)

Program staff provide services at various locations, including courthouses in each county. The primary program office is located at 2100 Bloomdale Rd McKinney, TX 75071. Services are provided in person, by phone, and online.

VA Sam Rayburn Memorial: 1201 E 9th St Bonham, TX 75418; in person / (903) 583-2111 / www.northtexas.va.gov/ or www.myhealth.va.gov/mhv-portal-web/home

VA Dallas Medical Center: 4500 S Lancaster Rd Dallas, TX 75216; in person / (214) 742-8387 / www.northtexas.va.gov/ or www.myhealth.va.gov/mhv-portal-web/home

VA Plano Community Outpatient Clinic: 3804 W 15th St Plano, TX 75075; in person / (972) 801-4200 / www.northtexas.va.gov/ or www.myhealth.va.gov/mhv-portal-web/home

Dallas Vet Center: 8610 Greenville Ste 125 Dallas, TX 75243; in person / (214) 361-5896

Cohen Military Family Center: 16160 Midway Rd Ste 218 Addison, TX 75001; in person / (469) 680-3500 / www.metrocareservices.org/mfc

Jake E's Riding Round Up: 10626 FM 429 Kaufman, TX 75142; in person

Redbird Education: 365 West Rusk St Rockwall, TX 75087; in person

Heath Rockwall Counseling: 201 Laurence Dr Heath, TX 75032; in person / (972) 961-9570

Recovery Healthcare: 9090 N Stemmons Freeway Dallas, TX 75247; in person / (469) 547-9062 / <https://recoveryhealthcare.com/>

Smart Start: 500 E Dallas Road Ste 100 Grapevine, TX 76051; in person / (469) 678-3253 /

www.smartstartinc.com/locations/texas-mckinney-403-powerhouse-st-75071/?postal_code=75071

3. When will the services be available to clients? Indicate the hours of operation for the facilities to include days and time. (Maximum allowable characters = 1500)

The Collin County Courthouse is open Monday through Friday from 0800 to 1700. Communication with program staff is available at any time via phone or email.

The Veterans Centers are open Monday through Friday from 0800 to 1630. In addition to those hours, online services are available all day.

Dallas Vet Center: M / T / F 0730 – 1630 and W / R 0800 – 2000

Cohen Military Family Center: M – R 0900 – 2000; F 0800 – 1300

Jake E's Riding Round Up: M – F 0800 – 1900; Sa – Su 1000 – 1500

Redbird Education: M / W / F 1300 – 2100; T / R 1500 – 2100

Heath Rockwall Counseling: M – Sa 0800 – 2100

Recovery Healthcare: M – F 0800 – 1900, Sa 0900 – 1730

Smart Start: M – Sa 0800 – 1700

4. Describe how beneficiaries will be provided with project services. Include how the beneficiary requests services and how long it will take for requested services to be provided. (Maximum allowable characters = 1500)

Veterans can request project services through their Case Manager, Probation Officer, Mentor, or directly through the Program Manager. Once the Program Manager receives the request for services, she collects all required documentation, ensures adequate grant funds are available, gets approval from the judge to proceed, and coordinates with outside providers, if applicable. Once the veteran obtains approval from the Program Manager, they are able to begin receiving services, which generally occurs within 24-72 hours.

Need Identified

1. What is the community need(s) or existing service gap(s) that the Proposed Project will address? (Maximum allowable characters = 1500)

More than 20 million men and women living in the US have served in the US military. Many of these veterans were deployed to engage in combat operations, spending long periods being hyper-vigilant in high stress situations. Combat zone duty can result in injuries both to the body and psyche including post-traumatic stress disorder (PTSD), traumatic brain injuries (TBI), orthopedic injury and/or amputations, which are all conditions that can derail emotional control and lead to interpersonal conflicts and/or other erratic behaviors resulting in job loss, divorce, and strained relationships. Unfortunately, decades of research has shown that veterans can have a difficult time of readjusting to civilian life and have been shown to have higher than normal prevalence of mental health and substance abuse issues, which frequently result in illegal, violent, and/or risky behaviors resulting in increased contact with the criminal justice system and incarceration.

2. How were community need(s) or gap(s) in service identified? Describe the methods used to identify the need in the service area. (Maximum allowable characters = 1500)

According to the US Census Bureau 2017 Quick Facts, nearly 68,000 veterans reside in the five counties that make up the North Texas Regional Veterans Court. In Collin County, the number of veterans has decreased 4% since 2010; however, the number of veterans jailed has increased by 428% over the same time period. In FY 2010, 90 unduplicated veterans were detained in the Collin County jail; in FY 2017, there were 475. On average, 25% of veterans are detained multiple times during the year. Data is expected to be similar from other counties participating in the North Texas Regional Veterans Court based on anecdotal evidence.

The program originally served 8 veterans in Collin County in 2014, which was doubled to 15 in 2015. The benefits of program expansion were initially recognized by the Veterans Service Officer through networking avenues. Many of the smaller counties in North Texas are unable to support a veterans treatment court program, leaving the justice-involved veterans in those counties without the support and treatment needed to recover. Understanding that a regional court would be able to reach more veterans by having smaller counties coordinate with larger counties to maximize resources in North Texas, Judge Roach offered to create and preside over a regional program. Last year, 44 veterans were served across 5 counties, with the anticipation of doubling the number of veterans to be served by the program in 2020.

3. How does the Proposed Project address the identified need(s) or gap(s) in the service area? (Maximum allowable characters = 1500)

The North Texas Regional Veterans Court taps into the unique aspects of military and veteran culture and uses it to the benefit of the veteran. Through the program, former military personnel participate with their fellow veterans, re-instilling a sense of camaraderie that they felt while in the military and providing them with the treatment and tools for coping with their underlying problems. Similar to other treatment courts, the North Texas Regional Veterans Court utilizes a judicially-supervised, multi-agency team-based approach to serve veterans struggling with addiction, mental illness, and other underlying risk factors that contributed to their crime(s). The voluntary program requires participants to undergo intensive treatment and counseling, submit to frequent supervision and random alcohol and/or drug testing, make frequent appearances in court, and to be closely monitored for program compliance. Promotion of sobriety, recovery, and stability through individualized substance abuse and mental health treatment and counseling, coupled with connections for housing, medical, vocational, and other support issues, diverts military offenders away from the traditional criminal justice system and attempts to reduce recidivism through provision of services while holding offenders accountable for their actions and addressing the underlying issues related to their criminal behavior.

4. How is the Proposed Project unique from other similar services that may be available in the proposed service area? Be specific with details about what sets your Proposed Project apart. (Maximum allowable characters = 1500)

The North Texas Regional Veterans Court, judicially supervised by the 296th District Court, was the first regional veterans treatment court in Texas and is the only veterans treatment court in these five counties. The purpose of the program is to provide veterans with individualized rehabilitative alternatives that successfully lead to community reintegration and criminal case resolution. While there are other drug /

treatment courts in the counties, there aren't any that specifically target veterans and their specialized needs. The Veterans Court team is composed of persons who can coordinate veteran-specific treatment and benefits and whom, as mostly veterans themselves, are better equipped to mentor justice-involved veterans. The regional program is able to reach justice-involved veterans who otherwise, based on county lines, would not receive the support and treatment needed for recovery and restoration to their pre-combat lives.

Goals and Outcomes

Title	Sub Title	Question	Target Outcomes
Veterans Treatment Court	Project Specific Performance	How many clients will participate in the VTC program?	100
Veterans Treatment Court	Project Specific Goals	How many clients completed the program?	42
Subtotal			160

Goal Tracking

Describe how the organization will determine if the anticipated outcomes above are met. Examples may include using a client satisfaction survey or following up with clients 30-90 days after receiving services to determine status. (Maximum characters = 1500)

Successful completion of the program will be determined by maintaining and analyzing the number of participants who complete the program against the number who begin the program. Additionally, the Program Manager will search county arrest / jailing records for new offenses, the Mental Health Consultant will assess treatment appropriateness 60-90 days after beginning services, and the Case Manager will conduct a personal follow up with program graduates at one year post-completion to determine if the veteran has reoffended. Post-program data will also be collected by the Mentor Coordinator through direct contact with program graduates, whose goal is to maintain contact for at least three years post-program completion. Communication with the participants during the program will give data to support improvement in health and independence, as well as employment status; data will be compiled into a spreadsheet and maintained for reporting purposes. All data will be maintained by Veterans Court staff.

Project Principal Participants

List the principal participants in the organization as defined in the RFA. **Principal Participants must include:** Project Coordinator, Financial Coordinator, Executive Director and any other key stakeholders in the organization totaling 5. Indicate which principal(s), if any, are Veterans. Résumés are to be included for each Principal Participant and should describe applicable experience by position. These résumés are to be attached in the main application.

Title	Name of Principal Participant	Veteran (Y/N)	Years in position	Roles, Responsibilities, and Qualifications
Collin County Auditor	Linda Riggs	N	1	Mrs. Riggs ensures that all federal, state, local, and funding agency fiscal policies are followed and maintains all grant financial documentation.
Collin County Judge	Chris Hill	Y	1	Mr. Hill serves as the executive officer and signing authority for Collin County.
Judge, 296 th District Court	John Roach, Jr	Y	12	Judge Roach leads the interdisciplinary program team, presides over the court proceedings, interacts directly and develops a rapport with participants, administers graduated sanctions and rewards to increase each veteran's accountability and enhance the likelihood of recovery.
North Texas Veterans Court Program Manager	Brennan Jones	Y	2	Ms. Jones coordinates all administrative activities across all five counties. She is the liaison between the County teams and the Judge. She is responsible for paying invoices, maintaining participant information, and sets the Court schedule. She is also responsible for intake and interview of each interested or referred veteran and works with the veteran to determine program eligibility.

North Texas Veterans Court Case Manager	Benjamin Colt Floyd	Y	2	Mr. Floyd provides community linkages and referrals to appropriate agencies/organizations for support services and coordinates with the Program Manager to assist with any emergency needs, which can include transportation, utility or housing assistance, and interview appropriate clothing. He serves as the primary point of contact for the participants.
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Partnerships

List agencies and/or organizations that the organization partners with to assist in serving Beneficiaries as part of the Proposed Project. (Maximum number of partnerships = 10)

Name of Partner Organization	Address	Telephone	Website
US Department of Veterans Affairs – Sam Rayburn Memorial Veterans Center	1201 E. 9 th Street Bonham, TX 75418	(903) 583-6226	VA.gov
US Department of Veterans Affairs – Dallas VA Medical Center	4500 S. Lancaster Road Dallas, TX 75216	(214) 857-2252	VA.gov
US Department of Veterans Affairs – Plano Comm. Based Outpatient Clinic	3804 W. 15 th Street Plano, TX 75075	(972) 801-4200	VA.gov
Dallas Vet Center	8610 Greenville Suite 125 Dallas, TX 75243	(214) 361-5896	VetCenter.va.gov
Green Path Financial Wellness	1575 Heritage Drive McKinney, TX 75069	(469) 215-5880	GreenPath.com/greenpath-financial-wellness
Jake E's Riding Round Up	10626 FM 429 Kaufman, TX 75142	(972) 962-2828	jakeesrr.org
Military Veteran Peer Network	1380 River Bend Drive Dallas, TX 75247	(214) 743-1200	Milvetpeer.net
Steven A. Cohen Military Family Clinic at Metrocare	16160 Midway Road Suite 218 Addison, TX 75001	(469) 680-3500	CohenVeteransNetwork.org
Texas Department of Public Safety	4600 State Highway 121 Carrollton, TX 75010	(972) 394-4530	www.dps.texas.gov
Texas Legal Services Center	2101 S. IH 35 Frontage Austin, TX 78741	(512) 637-5419	www.tlsc.org/veterans

Marketing and Outreach

- Does the organization have an outreach and/or marketing plan to ensure the organization is able to reach and provide services to the number of clients to be served as listed in the Beneficiaries section?
☒ Yes ☐ No
- If yes, describe the outreach and/or marketing plan and how it will ensure that the organization is able to reach and provide services to the Number of Clients to be Served as listed in the Beneficiaries section. (Maximum allowable characters = 1500).
Clients are referred to the Veterans Court from various sources including defense attorneys, prosecutors, supervision officers, detention facilities, or even family and friends of the accused. Outreach activities include continued information dissemination ("news flashes", blogs, posters, and oral presentations) in participating counties to veteran-specific organizations, community service organizations, and legal defense representatives/bars. Staff persons in each county's District Attorney and Sheriff's Offices serve as Veterans Court team members and screen for justice-involved veterans coming through their offices. Additionally, the Veterans Court Judge, Program Manager, Case Manager, and Mental Health Consultant also attend local mental health and/or veteran-specific events and speak at various community meetings in order to educate and disseminate information regarding the Veterans Treatment Court Program.
- How often are marketing and outreach activities conducted? (Maximum allowable characters = 1000)
Outreach activities are continuous and often include delivery of handouts / brochures that describe the program and eligibility criteria.

Sustainability after the Grant

1. If the organization is awarded an FVA grant, would the Proposed Project continue after the grant period ends if the organization does not receive additional FVA funding?

☒ Yes ☐ No

2. If yes, describe how the Proposed Project will continue. Include what other funding will be available to the organization and what other organizations will be partnering or working to carry on the work of the Proposed Project after the grant period ends. (Maximum allowable characters = 1500)

FVA funding allows veterans to obtain services, such as evaluation, counseling / treatment, drug / alcohol abstinence monitoring, and emergency living assistance and support, which may otherwise be unable to be funded by the veteran preventing some from participating in the program. Without FVA funding, emergency support and needed treatments outside of the VA system will be limited. Additionally, FVA funding has been utilized to expand the program's capacity through provision of contractual administration positions. Without grant funding, the contractual positions will likely be terminated otherwise Collin County may consider adding employee position(s). Termination of the positions will result in a reduced number of participants the program can assist. While loss of FVA funding will greatly impact the program, the North Texas Regional Veterans Court will continue to operate through existing staff salaries, participant fees, and retained fees collected in accordance with Chapter 102.0178, Code of Criminal Procedure, for offenses found in Chapter 49, Penal Code (DWI) and Chapter 481, Health and Safety Code (controlled substances), albeit in a much more limited capacity. The program will also continue to coordinate with existing partners.

3. If your organization has received FVA funding in the past for the Proposed Project, describe why you are applying for a grant again. (Maximum allowable characters = 1500)

The North Texas Regional Veterans Court covers five counties in North Texas. Four of these counties have populations under 130,000 persons and do not have the resources to provide services for veterans in the program. Additionally, the program has continued to expand its capacity each year, and therefore needs additional funds to assist the increased number of veterans entering the program.

TVC Contracts

List all TVC contracts the organization received within **the last two (2) years**. **Do not include FVA grants.**

Amount Awarded	Grant/Contract #	Begin Date	End Date	Services Provided Under Contract
\$0.00	N/A			

For TVC-**only** (non-FVA) contracts that are listed in the above table provide a brief description of the contact. (Maximum allowable characters = 1500)

N/A

Other Grants

List all grants over \$5,000 that the organization received within **the last two (2) years**. Do not list in-kind donations. **Do not include FVA grants or TVC contracts.**

Contract Amount	Grantor	Grant/Contract #	Begin Date	End Date	Audit Performed (Yes or No)
\$ 41,280	Shoap Foundation	NA	10.01.2016	03.31.2017	Y
\$ 51,388	Texas Division of Emergency Management (TDEM)	NA	10.01.2016	09.30.2017	Y
\$ 17,753	US Department of Justice (US DOJ)	NA	10.01.2016	09.30.2017	Y
\$ 28,000	Internal Revenue Service (IRS)	NA	10.01.2016	09.30.2017	Y
\$ 13,488	US Marshal's Service (US MS)	M-17-D78-O-000	10.01.2016	09.30.2017	Y

\$ 9,433	Texas Indigent Defense Commission (TIDC)	212-34-D05	10.01.2016	09.30.2017	Y
\$ 42,817	Texas Department of Family Protective Services (DFPS)	23939924	10.01.2016	09.30.2017	Y
\$ 55,380	Texas Department of Transportation (TxDOT)	2017-CollinDA-G-1YG-0011	10.01.2016	09.30.2017	Y
\$ 3,055,767	Texas Department of State Health Services (DSHS)	2017-049828-001A	10.01.2016	09.30.2018	Y
\$ 126,000	Office of the Governor (OOG)	2877102	10.01.2016	09.30.2018	Y
\$ 126,000	OOG	2896602	10.01.2016	09.30.2018	Y
\$ 16,960	US DOJ	NA	10.01.2016	09.30.2020	Y
\$ 114,386	DSHS	2016-001388-01	01.01.2017	12.31.2017	Y
\$ 187,574	DSHS	537-18-0348-00001	03.01.2017	07.31.2018	Y
\$ 40,943	Shoap Foundation	NA	04.01.2017	09.30.2017	Y
\$ 29,214	TJJD	17-D0159	04.28.2017	10.27.2017	Y
\$ 49,106	US Army Corps of Engineers (US ACE)	W9126G-17-P-0138	05.19.2017	09.05.2017	Y
\$ 38,922	Secretary of State	NA	06.01.2017	08.31.2019	Y
\$ 545,327	DSHS	537-18-0128-00001	07.01.2017	06.30.2018	Y
\$ 128,650	DSHS	537-18-0141-00001	07.01.2017	06.30.2018	Y
\$ 30,576	TJJD	17-D0271	07.17.2017	01.13.2018	Y
\$ 2,661,606	Texas Commission on Environmental Quality (TCEQ)	582-12-202075	08.31.2017	06.28.2019	Y
\$ 354,062	DSHS	537-18-0052-00001	09.01.2017	08.31.2018	Y
\$ 152,828	DSHS	537-18-0031-00001	09.01.2017	08.31.2018	Y
\$ 342,445	DSHS	537-18-0300-00001	09.01.2017	08.31.2019	Y
\$ 43,278	DSHS	537-18-0205-00001	09.01.2017	08.31.2019	Y
\$ 50,000	OOG	2568106	09.01.2017	08.31.2018	Y
\$ 596,097	TDCJ	043-900	09.01.2017	08.31.2018	Y
\$ 1,247,023	TDCJ	NA	09.01.2017	08.31.2018	Y
\$ 989,387	TDCJ	043-003	09.01.2017	08.31.2018	Y
\$ 44,526	TDCJ	043-008	09.01.2017	08.31.2018	Y
\$ 96,064	TDCJ	043-007	09.01.2017	08.31.2018	Y
\$ 36,552	TDCJ	043-021	09.01.2017	08.31.2018	Y
\$ 36,113	TDCJ	043-010	09.01.2017	08.31.2018	Y
\$ 1,960,929	TJJD	A-2017-043	09.01.2017	08.31.2018	Y
\$ 65,949	TJJD	2018-043	09.01.2017	08.31.2018	Y
\$ 28,546	Office of the Attorney General (OAG)	1876770	09.01.2017	08.31.2018	Y
\$ 1,527,258	DSHS	2017-049828-001A	10.01.2017	09.30.2018	N
\$ 40,943	Shoap Foundation	NA	10.01.2017	03.31.2018	N
\$ 222,527	OOG	2979403	10.01.2017	09.30.2018	N
\$ 31,800	OOG	3261401	10.01.2017	09.30.2018	N
\$ 31,000	IRS	NA	10.01.2017	09.30.2018	N
\$ 43,506	DFPS	23939924	10.01.2017	09.30.2018	N
\$ 6,400	DFPS	23939923	10.01.2017	09.30.2018	N
\$ 15,000	US DOJ	NA	10.01.2017	09.30.2018	N
\$ 630,226	TIDC	212-18-043	10.01.2017	09.30.2018	N
\$ 18,042	US DOJ	NA	10.01.2017	09.30.2018	N
\$ 18,000	US MS	M-18-D78-O-000	10.02.2017	09.30.2018	N
\$ 114,386	DSHS	HHS000047600001	01.01.2018	12.31.2018	N
\$ 58,018	US ACE	W9126G18P0120	05.19.2018	09.08.2018	N
\$ 545,327	DSHS	537-18-0128-00001	07.01.2018	06.30.2019	N
\$ 128,650	DSHS	537-18-0141-00001	07.01.2018	06.30.2019	N
\$ 354,062	DSHS	HHS000119700018	09.01.2018	08.31.2019	N
\$ 152,828	DSHS	537-18-0031-00001	09.01.2018	08.31.2019	N
\$ 50,000	OOG	2568107	09.01.2018	08.31.2019	N

\$225,467	TDCJ	043-900	09.01.2018	08.31.2019	N
\$1,265,914	TDCJ	NA	09.01.2018	08.31.2019	N
\$1,021,058	TDCJ	043-003	09.01.2018	08.31.2019	N
\$ 376,070	TDCJ	043-024	09.01.2018	08.31.2019	N

\$ 20,330,851 Total Other Grant Awards

Fiscal Management

What software does your organization used to record accounting transactions?

Munis

Policies

Does your organization have written accounting policies and procedures for the following? Awarded organizations will be asked to provide copies of applicable policies and procedures to FVA.

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

Assessment

Indicate if each statement is true or false for your organization.

	TRUE	FALSE
A. There has been no staff turnover or reorganization in the past 6 months.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. The organization uses a Chart of Accounts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Time sheets are approved and signed by supervisory personnel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. An A-133 Single Audit has been performed in the past 2 years.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Travel receipts are submitted for travel reimbursement requests.	<input checked="" type="checkbox"/>	<input type="checkbox"/>