

## **Overview**

### **Opportunity**

*Announcement ID*  
AP-VMH\_19-001

*Grantor Organization*  
Texas Veterans Commission

*Application Deadline*  
10/25/2019 05:00 PM

*Award Ceiling*  
\$ 500,000

*Award Floor*  
\$ 5,000

*Program Area*  
Veterans Mental Health (VMH)

### **Application Overview**

*Project Title*  
VALOR Vet Pod

*Project Service Category*  
Clinical Counseling Services

*New, Expansion, or Continuation*  
Expansion

*Financial Documents*  
Manage Attachments

*Request Amount*  
\$ 250,000

*Proposed Project Start Date*  
7/1/2020

*Proposed Project End Date*  
6/30/2021

*Project Coordinator*  
John Roach, Jr.

*Submitted On*

### **Project Abstract**

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. Veterans need to be provided with educational and therapeutic services as alternatives to spiraling deeper into the criminal justice system. Unfortunately, many jails and prisons are unable to offer adequate mental health and substance abuse treatment to the incarcerated.

The Veterans Accessing Lifelong Opportunities for Rehabilitation (VALOR) program operates as an intermediate sanctions facility (ISF) for veteran offenders who are facing probation revocations or incarceration across the state of Texas. The program is a collaborative effort between the North Texas Regional Veterans Court, Collin County Community Supervision and Corrections Department (CSCD), and the Sheriff's Office to provide veteran-specific services and programming for offenders across the state who need a supervised, intensive, and structured treatment program to successfully reintegrate into civilian society.

In the VALOR program, detained veterans are housed together, mimicking the unit structure familiar to veterans. Veterans are surrounded by others who are suffering from similar mental illnesses, substance abuse issues, and unhealthy coping mechanisms and who understand the sacrifice of military service. Putting them together allows them to begin to heal through unit bonding, allowing them to be open and vulnerable and to assist one another. Veteran-specific programming is offered by qualified treatment providers, who have experience working with veterans or are veterans themselves, providing an integrative and holistic approach for re-entry based on treatment plans developed to comprehensively address their individual needs.

Utilizing grant funding, veterans will attend group and individual sessions, develop new coping skills, learn to establish safety and control in their lives, and create re-entry plans. Daily programming begins with reveille at 0430-0500 and may include alcohol / drug treatment, PTSD / trauma counseling, peer mentoring, anger management, emotional regulation, among other treatment modalities, as well as life skills training and enrichment activities, such as art / music therapy, mindful meditation, and access to the veterans' book library. The extensive treatment regimen is supervised by a psychologist and lead clinician.

To be eligible, veterans must not have been dishonorably discharged or convicted of violent or sexual offenses and 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. VALOR participation is up to 24 months for felony cases, 12 months for Class A misdemeanors, and 180 days for Class B misdemeanors.

## **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
VALOR Program Coordinator	Brennan Jones	\$ 77,250	30 %	\$ 23,175
VALOR Clinical Director	Misty Ely	\$ 75,190	100 %	\$ 75,190
<b>Total Table A</b>				<b>\$ 98,365</b>

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)

The Program Coordinator serves as the conduit between Texas veterans' courts and VALOR and the liaison between the VALOR team and Judge. The position develops and maintains program requirements, receives and ensures invoices are paid, and collects, maintains, analyzes and reports program data. The Clinical Director (licensed clinician in counseling, social work, psychology, PhD Clinical Psychology, or MD psychiatry) serves as the primary provider of treatment services, oversees day-to-day clinical operations, determines which treatment modalities are included in VALOR, contributes to development of individualized treatment plans, monitors progress, and makes continuing care recommendations. Additionally, the Clinical Director provides clinical outreach, linkages, and coordination for appropriate agencies / organizations to ensure continued support services upon successful program completion and conducts community outreach and education, markets the program, and identifies qualified providers for the program.

Annual salaries are based on county's practice of grading positions based on duties and responsibilities and conducting comparable salary surveys for market pricing.

#### **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
VALOR Program Coordinator	Brennan Jones	\$ 26,799	30 %	\$ 8,040
VALOR Clinical Director	Misty Ely	\$ 26,469	100 %	\$ 26,469
<b>Total Table B</b>				<b>\$ 34,509</b>

2. 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).  
 Fringe benefits: FICA/Medicare (salary x 0.0765), Insurance Premiums (\$1200/month for medical/dental/RX), Long Term Disability (salary x 0.0025), Short Term Disability (\$3.20/month), Long Term Care (\$26.25/month for 8+ year employees), Retirement (salary x 0.08), Unemployment Insurance (salary x 0.001)

Program Coordinator at 30%, salary = \$23,175, benefits = \$8,040

Clinical Director, salary = \$75,190, benefits = \$26,469

### C. Travel

1. 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
Correctional Management Institute of Texas Annual Mental Health Conference	Conference	1	4	\$ 350
National Association of Drug Court Professionals (NADCP) Conference	Conference	1	4	\$ 3,970
Military Social Work Conference	Conference	1	3	\$ 1,050
Combat PTSD Conference	Conference	1	2	\$ 1,000
<b>Total Table C</b>				<b>\$ 6,370</b>

2. 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)

Clinical Director to attend the following training and conferences -

Correctional Management Institute of Texas Annual Mental Health Conference, October 2020 in Allen, TX, for those working inside the criminal justice system. Registration \$260, mileage and meals \$90.

National Association of Drug Court Professionals (NADCP) conference, June 2021 in National Harbor, MD. Annual conference on addiction, mental health, and justice reform providing latest evidence-based practices for serving individuals with substance use and mental health disorders. Registration \$745, lodging \$1,050 for 4 nights, transportation (parking, transfers, mileage reimbursement) \$450, airfare \$1,450, and meals \$275 = \$3,970 each.

Military Social Work Conference in Austin, TX (dates TBD 2021). Conference gathers clinicians, researchers and veteran service organizations to share and learn from clinical and research experts how to best address behavioral health needs of service members, veterans, caregivers and family members. Registration \$300, lodging \$340 for 2 nights, transportation \$300, and meals \$110.

Combat PTSD Conference, October 2020 in San Antonio, TX. Conference focused on emerging outcomes and scientific research on assessment and treatment of combat-related posttraumatic stress disorder (PTSD) and comorbid conditions in military service members and veterans. Registration \$200, lodging \$375 for 2 nights, transportation \$325, and meals \$100.

### D. Supplies

1. 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 D**

Name	Budget Sub-Category	Unit Price	Quantity	Total
Office Supplies	General Office	\$ 1,200	1	\$ 1,200
Art Supplies	Therapy Supplies	\$ 500	4	\$ 2,000
Journals / Folders	Therapy Supplies	\$ 15	52	\$ 780
Computer, Software, and Peripherals	Computer	\$ 2,690	1	\$ 2,690
Printer	Computer	\$ 840	1	\$ 840
Scanner	Computer	\$ 870	1	\$ 870
Cellular Phone	Phone	\$ 295	1	\$ 295
<b>Total Table D</b>				<b>\$ 8,675</b>

- 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)  
Consumable office supplies (\$1,200) necessary to perform basic administrative duties.

Art supplies for ArtHEALS (Healthy Empowerment through Arts Learning). Program uses creative methods to address social, behavioral, and emotional issues through guided artistic expression while using music, discussion, and sharing techniques (\$500 x 4 quarters = \$2,000). Only supplies approved supplies will be allowed to enter and be stored in facility for use by VALOR clinicians and participants.

Journals (\$15) for veterans to write things down to remember and address things as needed. Folders for “welcome aboard” announcements and to serve as a place for veterans to store handouts and homework assignments.

County standard computing equipment necessary to perform job duties for Clinical Director. Laptop with dock and peripherals (\$1,860), Microsoft EA and Adobe Pro licenses (\$830), printer (\$840), scanner (\$870), and cellular phone (\$295). These items are determined by Collin County IT and prices are given based on the most recent price quotes with vendors.

- 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

- 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
Counseling / Treatment Services	Treatment	\$ 516	52	\$ 26,832
Transportation	Transportation	\$ 175	30	\$ 5,250
Basic Needs	Housing Goods	\$ 109	52	\$ 5,684
VALOR Case Manager	Contractor	\$ 42,000	1	\$ 42,000
<b>Total Table E</b>				<b>\$ 79,766</b>

- 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)  
Counseling / treatment services by licensed clinicians \$34/hr x 7 hr/week x 52 weeks = \$12,376  
Services provided by non-licensed clinicians \$17/hr x 10 hr/week x 52 weeks = \$8,840  
Peer mentor group sessions \$36/session x 3 sessions/week x 52 weeks = \$5,616

The program is open to veterans from across the State; however, many lack transportation to the North Texas facility and are unable to participate. Funding will be utilized for participants who do not need secure transport to and/or from Collin County. Anticipated average cost \$175 for 30 participants.

Funding will be utilized to provide for basic stabilization and reintegration needs on a case-by-case basis. Historical examples include orthopedic footwear and prescription glasses, as well as clean clothes / shoes and toiletries for release. Anticipated average \$109.30 for 52 participants.

The Case Manager serves as the primary contact for assistance with needs outside of the clinical setting, serving as the primary liaison between VALOR and community agencies that may provide support during and post-program.

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
Web-based Clinical Database	Software	\$ 1,380	1	\$ 1,380
Veteran Treatment Workbooks	Therapy Supplies	\$ 25	52	\$ 1,300
Facilitator Manuals	Therapy Supplies	\$ 70	6	\$ 420
Library Books	Printing	\$ 15	20	\$ 300
Printing Services	Printing	\$ 2,251	1	\$ 2,251
Graduation Materials	Training Materials	\$ 20	52	\$ 1,040
Cellular Service	Phone Service	\$ 52	12	\$ 624
Detention Officer Stipend	Contractor	\$2,000	5	\$ 10,000
Probation Officer Stipend	Contractor	\$ 2,500	2	\$ 5,000
<b>Total Table F</b>				<b>\$ 22,315</b>

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)

Annual subscription (\$1,380) to web-based clinical documentation program for client tracking, case notes, progress reports, treatment plans, and other confidential information to be accessed by Clinical Director and clinicians. Treatment workbooks (\$25) for veterans and facilitator manuals (\$70) for integrative treatment addressing a range of cognitive, behavioral, and interpersonal domains. Military-themed library books (\$10 x 20), recommended by Clinical Director, to be read during downtime reinforcing lessons learned in counseling. Books will be in addition to those purchased with previous grant funds, as well as replacements for damaged / lost items.

Printing services for program handbooks (\$16) detailing policies, procedures, and structure of the program for 52 veterans and 8 staff/mentors/volunteers, program brochures (\$0.30 x 4,000), and business cards (\$45.50 x 2). Stamped dog tags and challenge coin to be given to each participant at graduation. Motivational and celebratory tools to encourage participants in reaching the next level in their recovery. Tags (\$10) and coins (\$10) will be purchased for 52 veterans = \$1,040. Cellular service for mobile accessibility for Clinical Director (\$52/month x 12 months = \$624).

Stipend for detention (x5) and probation (x2) officers to attend veteran-specific training for highly specialized caseload to meet emotional, physical, and mental health needs of participants and participate in VALOR program meetings.

## **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
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)**

<b>Budget Category</b>	<b>Total Cost</b>
Salaries and Wages	\$ 98,365
Fringe Benefits	\$ 34,509
Travel	\$ 6,370
Supplies	\$ 8,675
Client Services	\$ 79,766
Other Direct Costs	\$ 22,315
<b>Total Direct Costs</b>	<b>\$ 250,000</b>
Indirect Costs	\$ 0
<b>Grand Total (Direct + Indirect Cost)</b>	<b>\$ 250,000</b>

### **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 VALOR program is an intermediate sanction facility operated as a collaborative effort between the North Texas Regional Veterans Court, Collin County CSCD, and the Sheriff's Office. As such, state and local funding covers bed space, food, uniforms, correctional and medical staff, and some course instruction. Additionally, some veteran-specific materials and services may be donated or provided by volunteers, such as veteran peers, volunteer clinicians, and community members.

## **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 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 type="checkbox"/> Fannin  | <input type="checkbox"/> Foard      | <input type="checkbox"/> Grayson   | <input type="checkbox"/> Hardeman | <input type="checkbox"/> Hood      |
| <input type="checkbox"/> Hunt    | <input type="checkbox"/> Jack       | <input type="checkbox"/> Johnson   | <input type="checkbox"/> Kaufman  | <input type="checkbox"/> Montague  |
| <input type="checkbox"/> Navarro | <input type="checkbox"/> Palo Pinto | <input type="checkbox"/> Parker    | <input 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 veterans of the Armed Forces, including State and National Guard, who did not receive a dishonorable discharge and who are facing criminal charges (misdemeanor or felony) in Texas. Eligibility for program participation is ultimately determined upon completion of a complete classification evaluation by Collin County CSCD and the VALOR treatment team.
- 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'.

The program only accepts non-violent offenses and will consider, with pre-authorization from Collin County CSCD, assaultive charges only when the veteran has not received a convictions on such charge. All sexual offenses are ineligible. 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, 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.
- 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	52
Number of Dependents	0
Number of Surviving Spouses	0
<b>Total Number of Clients to be Served</b>	52
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).

Program staff are responsible for conducting pre- and post-program assessments (e.g., BDI-II, Hamilton Anxiety Scale, PCL-5, CAPS, PHQ-9, etc.) for each veteran. Attendance rosters are maintained for veteran-specific programming for each participant. In addition, veterans are provided with pre- and post-program surveys to ask participants what they hope to get out of the program, and at the end, what they learned. Data for each veteran, including case notes, progress reports, treatment plans, and other confidential information for each participant's case is maintained electronically in a web-based clinical program accessible only to program staff. The Clinical Director also maintains information in a secured Excel spreadsheet.

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 Coordinator is the primary point of contact for all programmatic reporting. All veterans detained in the VALOR program receive services, and beneficiaries can be reported based on admittance and release dates. In addition, the Program Coordinator documents treatment and counseling services provided to veterans from outside entities through invoice and payment tracking. Data for each veteran is maintained electronically in a web-based clinical program.

### 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.

#### Veteran

- ☒ 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.

As part of the VALOR application / transfer packet, Collin County CSCD requires that a copy of the one of the above checked eligibility documents be provided before proceeding through the application / transfer process. 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. 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 veteran-specific programming and treatment services in the Collin County intermediate sanctions facility for veteran offenders who need a supervised, intensive, and structured treatment program in order to succeed. Following intake interview and assessments, an individualized treatment plan will be developed to comprehensively address each veterans' needs. VALOR participants will be provided with a handbook, welcome folder, program schedule, and a copy of their service plan. Additionally, they will be given a journal, any workbooks currently being used, and access to the veterans' library for required and/or optional reading.

Veterans will participate in programming based on their daily service plan. Programming / treatment may include Seeking Safety, Moral Reconnection Therapy, cognitive behavioral therapy, Thinking for a Change, art / music therapy, anger management, peer mentoring, alcohol / drug treatment, PTSD / trauma counseling, Resilient Warrior, yoga / mindful meditation, emotional regulation, Acceptance and Commitment Therapy, Wellness Recovery Action Plan, and others. Veterans will attend group and individual sessions, complete homework assignments, implement new coping skills, and create re-entry plans based on what they learn throughout the program's duration. At the end of the program, veterans will receive a certificate of completion, celebratory dog tags and coins, and attend a commencement ceremony.

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)  
All services will be provided inside the Collin County Community Correctional Facility located at 4800 Community Avenue McKinney, Texas, 75071. In most cases, services will be provided in person; however, some services may also be offered online, such as e-benefits through the VA or Texas Workforce Solutions.
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 Community Correctional Facility is a 24-hour, 7-day per week operational facility. VALOR program begins with a 0430-0500 reveille daily and is comprised of specified block scheduling until 2230 lights out each day. Both the Clinical Director and contractual Case Manager are available 24/7 for crisis intervention.
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)  
The VALOR program is an in-custody facility offering treatment alternatives for veteran offenders who are facing probation revocations or incarceration throughout the state of Texas. Program candidates may be identified from various sources including the originating court, defense attorneys, prosecutors, supervision officers, Sheriff's Office personnel, detention facilities, or even family and friends. Currently incarcerated veterans may be identified through searches conducted in Veterans Re-Entry Search Service (VRSS) and may be approached by personnel from probation, law enforcement, and/or VALOR team members about transferring into the program. Potential candidates complete application packets, which are reviewed by VALOR team members. Approval for participation is generally made within a week, but transfer in to the program could be a matter of days to weeks, depending on bed availability and coordination of transfer between counties. Once in the dorm, an intake interview will be conducted, along with additional mental health and substance abuse assessments, and a treatment plan will be created based on the veteran's needs. Services begin immediately. Progress is monitored and adjustments are made as needed. VALOR participation is up to 24 months for felony cases, 12 months for Class A misdemeanors, and 180 days for Class B misdemeanors.

## 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.

A Department of Justice Bureau of Justice Statistics study released in December 2015 showed that a higher percentage of detained veterans (55%) than nonveterans (43%) has been diagnosed with some form of mental disorder. Veterans need to be provided with educational and therapeutic services as alternatives to spiraling deeper into the criminal justice system. Unfortunately, many jails and prisons are unable to offer adequate mental health treatment to the incarcerated.

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)

Currently, Texas has the second largest population of veterans, with 9% of the total prison population being veterans, many of whom are repeat offenders because of a failure to reintegrate after military service. Collin County alone has more than 41,000 veteran residents according to the US Census Bureau 2018 Quick Facts. While the number of veterans has actually decreased 6% in Collin County since 2010, the number of veterans jailed has increased by 385% over the same time period. In FY 2010, 90 unduplicated veterans were detained in the Collin County jail; in FY 2018, there were 437. On average, 24% of veterans are detained multiple times during the year.

Recognizing the increase in veterans facing felony charges in his District Court, Judge John Roach Jr. implemented a Veterans Treatment Court in 2013, which has since grown to encompass five (5) counties in a regional treatment court for veterans. Through interactions and networking to assist community-based justice-involved veterans, it has become apparent that there is also a need to provide veteran-specific mental health and substance abuse services for detained veterans in an effort to help rehabilitate and reintegrate them back into civilian society.

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

Through the VALOR program, veterans have the opportunity to learn new coping skills, heal past trauma wounds through group and individual counseling, and establish safety and control in their lives. Housing justice-involved veterans together, dormitory style, mimics the unit structure familiar to veterans and surrounds them with others who are not only suffering with similar mental illnesses, substance abuse issues, and unhealthy coping mechanisms, but also who understand the sacrifice of military service. Putting them together allows them to bond as a unit, helping them to begin healing by being open and vulnerable and assisting one another. Veteran-specific programming is offered by qualified treatment providers, who have experience working with veterans or are veterans themselves, providing an integrative and holistic approach for re-entry. VALOR staff will provide continuing care recommendations, linkages, and coordination for appropriate agencies / organizations to ensure continued support services upon the participants' successful program completion.

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 VALOR program is aligned with the existing SCORE (Sheriff's Convicted Offender Re-entry Effort) program operated as a collaborative effort between the Collin County CSCD and the Sheriff's Office. However, this program does not include any veteran-specific services. The VALOR program utilizes the existing infrastructure, housing veterans together as a unit while adding programs and treatment services to address the specific criminogenic needs of detained veteran offenders.

## Goals and Outcomes

Title	Sub Title	Question	Target Outcomes
Clinical Counseling Services	Project Specific Goals	How many clients reported improved quality in life?	52
	Project Specific Performance	How many veterans will be provided with clinical counseling?	52

## 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)

Program staff will be responsible for conducting intake and assessments for each veteran upon program entry. Clinical assessments, such as BDI-II, Hamilton Anxiety Scale, PCL-5, CAPS, PHQ-9 or others deemed necessary, will be scored and utilized for service planning and treatment goals. Upon program completion, the veteran will complete the same battery of assessments. Pre- and post-program scores will be compared to illustrate programmatic effects upon the veterans. Attendance rosters will be maintained for veteran-specific programming for each participant. In addition, veterans will be provided with pre- and post-program surveys to ask participants what they hope to get out of the program, and at the end, what they learned.

## 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	N	2	Mr. Hill serves as the executive officer and signing authority for Collin County.
Judge, 296 <sup>th</sup> District Court	John Roach, Jr	Y	13	Judge Roach serves as the elected official supervising the overall direction and progress of the VALOR program. He hosts each VALOR graduation inside the 296th District courtroom.
VALOR Program Coordinator	Brennan Jones	Y	1	Ms. Jones serves as the direct conduit between Texas veterans' courts and the VALOR program and is the liaison between VALOR team members and the Judge.
VALOR Clinical Director	Misty Ely	Y	1	Ms. Ely serves as the clinical conduit between the North Texas Regional Veterans Court and VALOR. She identifies judicial requirements that may interfere with treatment plans.

## 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
Military Veteran Peer Network	1380 River Bend Drive Dallas, TX 75247	(214) 743-1200	Milvetpeer.net
Collin County Veteran Services	900 E. Park Boulevard Suite 150 Plano, TX 75074	(972) 881-3060	www.collincountytx.gov/veterans/Pages/default.aspx
Veterans Center of North Texas	900 E. Park Boulevard Suite 155 Plano, TX 75074	(214) 600-2966	veteranscenternorthtexas.org
Texas Legal Services Center	2101 S. IH 35 Frontage Austin, TX 78741	(512) 637-5419	tlsc.org/veterans
North Texas Art Therapy			ntata.org

Association			
Guitars for Vets			<a href="http://guitars4vets.org">guitars4vets.org</a>
Texas Workforce Commission	1701 Eldorado Parkway Suite 250 McKinney, TX 75069	(972) 542-3381	<a href="http://twc.texas.gov">twc.texas.gov</a>
US Dept of Veterans Affairs – Dallas VA Medical Center	4500 S. Lancaster Road Dallas, TX 75216	(214) 857-2252	<a href="http://VA.gov">VA.gov</a>
Steven A. Cohen Military Family Clinic at Metrocare	16160 Midway Road Suite 218 Addison, TX 75001	(469) 680-3500	<a href="http://CohenVeteransNetwork.org">CohenVeteransNetwork.org</a>

### 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 VALOR from various sources including the originating court, defense attorneys, prosecutors, supervision officers, Sheriff's Office personnel, detention facilities, or even family and friends. Currently incarcerated veterans may be identified through searches conducted in Veterans Re-Entry Search Service (VRSS) and may be approached by personnel from probation, law enforcement, and/or VALOR team members about transferring into the program. Outreach activities include continuous information dissemination ("news flashes", blogs, posters, and oral presentations) to veteran-specific organizations, community service organizations, legal defense representatives/bars, and county and district courts of law throughout the State of Texas. The Veterans Court Judge and VALOR's Program Coordinator and Clinical Director also attend local and state mental health and/or veteran-specific events and speak at various conferences and summits in order to educate and disseminate information regarding the VALOR program.
- How often are marketing and outreach activities conducted? (Maximum allowable characters = 1000)  

Marketing and outreach activities are conducted on a continuous basis.

### Sustainability after the Grant

- 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
- 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)  

Without grant funding, counseling and treatment will be limited. The program staff positions will likely be terminated. Termination of the positions will impact the range of veteran-specific activities available to participants. Collin County may consider adding employee position(s) based on the success of the program. While loss of TVC funding will greatly impact the program, the VALOR pod will continue to operate as part of a collaborative effort between the North Texas Regional Veterans Court, Collin County CSCD, and the Sheriff's Office, which provides bed space, food, uniforms, correctional and medical staff, and some course instruction. Veteran-specific treatment and materials will be limited to volunteers, such as chaplains, peer coordinators, and local community partners providing services at no cost. Additionally, the program will network universities to identify potential recent graduates needing supervision hours to provide some group and individual therapies as able. The program could also potentially hold fundraisers or request donations for supplies and reference manuals.
- 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)  

While the Collin County Sheriff's Office provides for the basic living aspects of the detained veterans, veteran-specific programming is support through volunteers, donations, and grant funding. Funding is utilized to pay for program staff and services that would otherwise not be available.

### 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)
\$ 3,045,762	Texas Department of Criminal Justice (TDCJ)	NA	09.01.2017	08.31.2018	Y
\$ 342,445	Texas Department of State Health Services (DSHS)	537-18-0300-00001	09.01.2017	08.31.2019	Y
\$ 354,062	DSHS	537-18-0052-00001	09.01.2017	08.31.2018	Y
\$ 65,949	Texas Juvenile Justice Department (TJJD)	2018-043	09.01.2017	08.31.2018	Y
\$ 1,960,929	TJJD	NA	09.01.2017	08.31.2018	Y
\$ 43,278	DSHS	537-18-0205-00001	09.01.2017	08.31.2019	Y
\$ 28,546	Office of the Attorney General (OAG)	1876770	09.01.2017	08.31.2018	Y
\$ 18,042	US Dept of Justice (US DOJ)	NA	10.01.2017	09.30.2018	Y
\$ 31,800	Office of the Governor (OOG)	3261401	10.01.2017	09.30.2018	Y
\$ 89,799	Texas Division of Emergency Management (TDEM)	18TX-EMPG-0082	10.01.2017	03.31.2019	Y
\$ 630,226	Texas Indigent Defense Commission (TIDC)	212-18-043	10.01.2017	09.30.2018	Y
\$ 15,000	US DOJ	NA	10.01.2017	09.30.2018	Y
\$ 31,000	Internal Revenue Service (IRS)	NA	10.01.2017	09.30.2018	Y
\$ 16,857	US DOJ	2018-H3615-TXDJ	10.01.2017	09.30.2018	Y
\$ 40,943	Shoap Foundation	NA	10.01.2017	03.31.2018	Y
\$ 43,506	Texas Department of Family Protective Services (DFPS)	23939924	10.01.2017	09.30.2018	Y
\$ 6,400	DFPS	23939923	10.01.2017	09.30.2018	Y
\$ 222,527	OOG	2979403	10.01.2017	09.30.2018	Y
\$ 1,527,258	DSHS	2017-049828-001A	10.01.2017	09.30.2018	Y
\$ 18,000	US Marshals Service (US MS)	M-18-D78-O-000	10.02.2017	09.30.2018	Y
\$ 114,386	DSHS	HHS000047600001	01.01.2018	12.31.2018	Y
\$ 211,468	US DOJ	NA	04.01.2018	08.31.2020	Y
\$ 40,585	Shoap Foundation	NA	04.01.2018	09.30.2018	Y
\$ 45,261	TJJD	18-D0246	05.08.2018	03.31.2019	Y
\$ 58,018	US Army Corps of Engineers (US ACE)	W9126G18T0002	05.19.2018	09.08.2018	Y
\$ 190,611	Secretary of State	NA	06.01.2018	08.31.2020	Y
\$ 51,940	US DOJ	SI-SW-010-18	06.13.2018	09.30.2018	Y
\$ 12,500	PetSmart Charities, Inc.	NA	06.19.2018	07.31.2019	Y
\$ 59,240	TJJD	18-D0303	06.26.2018	06.25.2019	Y
\$ 128,650	DSHS	537-18-0141-00001 A01	07.01.2018	06.30.2019	Y
\$ 42,532	Texas Health and Human	HHS000046000006	07.01.2018	12.31.2019	Y

	Services (HHSC)				
\$ 250,000	Texas Veterans Commission (TVC)	VTC_18_0598	07.01.2018	06.30.2019	Y
\$ 545,327	DSHS	537-18-0128-00001 A01	07.01.2018	06.30.2019	Y
\$ 50,861	TJJD	043-Regional	07.17.2018	08.31.2019	Y
\$ 59,240	TJJD	18-D0361	08.09.2018	08.08.2019	Y
\$ 3,101,764	TDCJ	NA	09.01.2018	08.31.2019	Y
\$ 50,000	OOG	2568107	09.01.2018	08.31.2019	Y
\$ 354,062	DSHS	HHS000119700018	09.01.2018	08.31.2019	Y
\$ 65,949	TJJD	2018-043	09.01.2018	08.31.2019	Y
\$ 1,979,968	TJJD	NA	09.01.2018	08.31.2019	Y
\$ 18,344	City of North Richland Hills	NA	09.01.2018	08.31.2019	Y
\$ 152,828	DSHS	537-18-0031-00001 A01	09.01.2018	08.31.2019	Y
\$ 43,821	TJJD	18-D0412	09.21.2018	06.20.2019	Y
\$ 31,800	OOG	3261402	10.01.2018	09.30.2019	N
\$ 647,637	TIDC	212-19-043	10.01.2018	09.30.2019	N
\$ 8,000	US DOJ	NA	10.01.2018	09.30.2019	N
\$ 31,000	IRS	NA	10.01.2018	09.30.2019	N
\$ 15,059	US DOJ	NA	10.01.2018	09.30.2022	N
\$ 40,585	Shoap Foundation	NA	10.01.2018	03.31.2019	N
\$ 53,058	DFPS	24735749	10.01.2018	09.30.2019	N
\$ 17,323	DFPS	24735746	10.01.2018	09.30.2019	N
\$ 227,021	OOG	2979404	10.01.2018	09.30.2019	N
\$ 12,000	US MS	M-19-D78-O-000	10.01.2018	09.30.2019	N
\$ 126,000	OOG	2896603	10.01.2018	09.30.2019	N
\$ 126,000	OOG	2877103	10.01.2018	09.30.2019	N
\$ 1,475,024	DSHS	2017-049828-001A	10.01.2018	09.30.2019	N
\$ 43,821	TJJD	19-D0037	10.19.2018	07.18.2019	N
\$ 114,386	DSHS	HHS000047600001 A01	01.01.2019	12.31.2019	N
\$ 6,140	Texas Bar Historical Foundation	201811-001	03.12.2019	03.01.2020	N
\$ 48,579	US ACE	W9126G19Q0022	05.18.2019	09.14.2019	N
\$ 35,002	Secretary of State	NA	06.01.2019	08.31.2021	N
\$ 128,650	DSHS	537-18-0141-00001 A02	07.01.2019	06.30.2020	N
\$ 150,000	TVC	VMH 19-017	07.01.2019	06.30.2020	N
\$ 400,000	TVC	VTC 19-005	07.01.2019	06.30.2020	N
\$ 524,327	DSHS	537-18-0128-00001 A02	07.01.2019	06.30.2020	N
\$ 3,129,310	TDCJ	NA	09.01.2019	08.31.2020	N
\$ 50,000	OOG	2568108	09.01.2019	08.31.2020	N
\$ 342,445	DSHS	HHS000436300030	09.01.2019	08.31.2021	N
\$ 354,062	DSHS	HHS000119700018 A01	09.01.2019	08.31.2020	N
\$ 1,998,970	TJJD	NA	09.01.2019	08.31.2020	N
\$ 43,278	DSHS	HHS000485600007	09.01.2019	08.31.2021	N
\$ 152,828	DSHS	HHS000483500001	09.01.2019	08.31.2020	N

**\$ 26,491,989 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"/>