

Overview

Opportunity

Announcement ID
AP-VTC_20-001

Grantor Organization
Texas Veterans Commission

Application Deadline
10/25/2019 05:00 PM

Award Ceiling
\$ 500,000

Award Floor
\$ 5,000

Program Area
Veterans Treatment Court (VTC)

Application Overview

Project Title
North Texas Regional Veterans Court

Project Service Category
Not Required

New, Expansion, or Continuation
Continuation

Financial Documents
Manage Attachments

Request Amount
\$ 500,000

Proposed Project Start Date
7/1/2020

Proposed Project End Date
6/30/2021

Project Coordinator
John Roach, Jr.

Submitted On

Project Abstract

The North Texas Regional Veterans Court (NTRVC) 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 84 participants – 40 from Collin, 16 from Rockwall, 13 from Grayson, 8 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 NTRVC staff.

Grant funding is requested for four employee positions, as well as cell phones and computers, to serve participants in all five counties. The Program Coordinator serves as the primary point of contact for the NTRVC, 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 veterans treatment court. The Clinical Director completes initial evaluations for participants, contributes to the 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, providing community linkages and referrals, as appropriate, and aids in monitoring program compliance. Travel monies will be utilized by the Judge and program staff for travel between the counties and for attendance to the annual Texas Association of Specialty Courts training conference and National Association of Drug Court Professional 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
NTRVC Program Coordinator	Brennan Jones	\$ 77,250	70 %	\$ 54,075
NTRVC Clinical Director	Tracie Kaip	\$ 75,190	100 %	\$ 75,190
NTRVC Case Manager	Colt Floyd	\$ 45,320	100 %	\$ 45,320
NTRVC Case Manager	Samantha Marsh	\$ 45,320	100 %	\$ 45,320
Total Table A				\$ 219,905

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)

Program Coordinator serves as primary contact for the NTRVC, reviews all applications for participation, coordinates community outreach, coordinates between counties, and collects, maintains, analyzes and reports program data. The Clinical Director (PhD Clinical Psychology and/or MD psychiatry) 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. 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
NTRVC Program Coordinator	Brennan Jones	\$ 26,799	70 %	\$ 18,760

NTRVC Clinical Director	Tracie Kaip	\$ 26,469	100 %	\$ 26,469
NTRVC Case Manager	Colt Floyd	\$ 21,690	100 %	\$ 21,690
NTRVC Case Manager	Samantha Marsh	\$ 21,690	100 %	\$ 21,690
Total Table B				\$ 88,609

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 70%, salary = \$54,075, benefits = \$18,760
 Clinical Director, salary = \$75,190, benefits = \$26,469
 Case Manager, salary = \$45,320, benefits = \$21,690
 Case Manager, salary = \$45,320, benefits = \$21,690

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
Staff mileage at IRS standard mileage rate	Local Mileage	5	2	\$ 15,950
Texas Association of Specialty Courts (TASC) Conference	Conference	5	3	\$ 6,250
National Association of Drug Court Professionals (NADCP) Conference	Conference	5	4	\$19,850
Total Table C				\$ 42,050

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)

Program staff (x4) and the Judge (John Roach, Jr.), who are based in Collin County, will be required to attend Veterans Court sessions and meet with participants in the five counties of the North Texas Regional Veterans Court. Weekly travel will be reimbursed at the IRS reimbursement rate. Average 110 miles x 50 weeks x \$0.58 per mile x 5 staff members = \$15,950.

Program staff (x4) and the Judge will attend the Texas Association of Specialty Courts (TASC) training conference in April 2021 in Corpus Christi, TX. This annual event provides resources and training and creates a forum for dialogue on current issues facing treatment courts in Texas. Registration \$260, lodging \$150/night for 2 nights including parking, airfare/transfers or mileage reimbursement \$550, and meals \$140 = \$1,250 each.

Program staff (x4) and the Judge will attend the National Association of Drug Court Professionals (NADCP) training conference in June 2021 in National Harbor, MD. This annual event is the largest conference on addiction, mental health, and justice reform bringing together leaders from all models of treatment courts, the recovery community, law enforcement, veteran service organizations, and other key stakeholders to learn the 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.

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 E

Name	Budget Sub-Category	Unit Price	Quantity	Total
General Office Supplies	General Office	\$ 300	4	\$ 1,200
Computer, Software, and Peripherals	Computer	\$ 2,690	3	\$ 8,070
Cellular Phones	Phone	\$ 295	4	\$ 1,180
Total Table D				\$ 10,450

- 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 (\$300 x 4 positions = \$1,200).

County standard computing equipment necessary to perform job duties for three staff members; computing equipment for Program Coordinator was previously purchased with grant funds. Laptop with dock and peripherals (\$1,860) and Microsoft EA and Adobe Pro licenses (\$830). Positions require travel – cellular phone (\$295) for four staff. 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
Emergency Living Assistance	Housing	\$ 3,715	15	\$ 55,725
Drug & Alcohol Abstinence Monitoring	Treatment	\$ 1,516	31	\$ 46,996
Counseling/Treatment	Treatment	\$ 992	29	\$ 28,769
Court Reporter	Contractor	\$ 200	10	\$ 2,000
Reserve Bailiff	Contractor	\$ 75	12	\$ 900
Total Table E				\$ 134,390

- 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 (hair/nail follicle testing, urinalysis, oral fluid testing, breathalyzer, SCRAM device, drug patch, interlock device, or any other measure deemed appropriate by the supervision department or treatment team) 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. Average cost \$992.03 per participant for 29 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).

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
Cellular Service	Phone Service	\$ 52	48	\$ 2,496
Total Table F				\$ 4,596

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).

Cellular service for mobile accessibility for four staff members (\$52/month x 12 months x 4 staff = \$2,496).

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	\$ 219,905
Fringe Benefits	\$ 88,609
Travel	\$ 42,050
Supplies	\$ 10,450
Client Services	\$ 134,390
Other Direct Costs	\$ 4,596
Total Direct Costs	\$ 500,000
Indirect Costs	\$ 0
Grand Total (Direct + Indirect Cost)	\$ 500,000

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 NTRVC receives some funds through participant and retained fees collected in accordance with Chapter 102.0178 Code of Criminal Procedures 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 by each county, as are salaries for each county's staff serving as NTRVC interdisciplinary team 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 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.

- 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 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

- 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 Coordinator 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 Coordinator, detailing the types and frequency of services provided. Analysis provides funds expended and remaining, cost per participant, and utilization percentage among budgeted line items.

- 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 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 Coordinator to track when each participant began receiving services and ensures beneficiaries aren't duplicated when submitting required quarterly reports.

Project Eligibility

- 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 Exemption 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 Clinical Director. 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 Coordinator 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)

Services are provided 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 Coordinator. Once the Program Coordinator 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 Coordinator, 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 2018 Quick Facts, nearly 67,000 veterans reside in the five counties that make up the North Texas Regional Veterans Court. In Collin County, the number of veterans has decreased 6% since 2010; however, 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. 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. During the FY18-19 grant term, 61 veterans were served across 5 counties, with the anticipation of increasing the number of veterans to be served by the program to 100.

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.

- 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

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 Coordinator will search county arrest / jailing records for new offenses, the Clinical Director will assess treatment appropriateness 60-90 days after beginning services, and Case Managers 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	N	2	Mr. Hill serves as the executive officer and signing authority for Collin County.
Judge, 296 th	John	Y	13	Judge Roach leads the interdisciplinary program team, presides

District Court	Roach, Jr			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 Coordinator	Brennan Jones	Y	3	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 Coordinator 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.

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 Coordinator, Case Managers, and Clinical Director 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

- 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)
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 allows NTRVC capacity to be maintained through the provision of program administration positions. Without grant funding, the positions will likely be terminated or Collin County may consider adding the position(s) to the county budget. 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.
- 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 135,000 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)
\$ 3,045,762	Texas Department of Criminal Justice (TDCJ)	NA	09.01.2017	08.31.2018	Y
\$ 342,445	Texas Department of State	537-18-0300-00001	09.01.2017	08.31.2019	Y

	Health Services (DSHS)				
\$ 354,062	DSHS	537-18-0052-00001	09.01.2017	08.31.2018	Y
\$ 65,949	Texas Juvenile Justice Department (TJJJ)	2018-043	09.01.2017	08.31.2018	Y
\$ 1,960,929	TJJJ	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	
\$ 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	TJJJ	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	TJJJ	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 Services (HHSC)	HHS000046000006	07.01.2018	12.31.2019	Y
\$ 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	TJJJ	043-Regional	07.17.2018	08.31.2019	Y
\$ 59,240	TJJJ	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	TJJJ	2018-043	09.01.2018	08.31.2019	Y
\$ 1,979,968	TJJJ	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	TJJJ	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"/>