



United Way of Greater Houston

United Way Center for
Philanthropy, Leadership
and Volunteerism

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Houston, Texas 77007

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December 15, 2015

Ms. Anna Gonzales
Director
Fort Bend County
301 Jackson Street
Richmond, TX, 77469

Dear Ms. Gonzales:

On behalf of the Veteran Services Grant Review Committee, and the Community Impact Committee, I am pleased to inform you that Fort Bend County has been awarded a Veteran Services Grant in the amount of \$10,000! The grant is to be used exclusively as outlined in the Scope of Services section of the attached Service Provider Agreement. Please sign and return the Service Provider Agreement to the address listed on the agreement. Once received, United Way will mail a check for the full award amount.

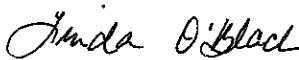
United Way is interested in gathering critical feedback and data on the success of each awarded project. In the coming weeks, United Way will schedule a site visit to meet your program staff and when possible, witness your services in action. In addition, United Way will work with your agency to submit six and twelve month reports detailing the progress of your project. **The details of your reporting requirements are outlined in your Service Provider Agreement.**

Beginning early next year, United Way will host quarterly meetings with the 2016 Veteran Services Grant recipient organizations. The purpose of these quarterly meetings will be to focus on enhancing collaboration among grant recipients and to identify ways to better serve the veterans in our community. RSVP invitations will be sent via email.

We appreciate your commitment to this important project and look forward to hearing about the impact of your efforts as you serve our veterans community.

If you have any questions, please contact Curtis McMinn at (713) 685-2738 or email cmcminn@unitedwayhouston.org.

Very truly yours,


Linda O'Black
Vice President
Community Impact

LO:cm

enc:2

**UNITED WAY OF GREATER HOUSTON
SERVICE PROVIDER AGREEMENT**

THIS AGREEMENT, entered into this 15th day of December, 2015 by and between the United Way of Greater Houston and Fort Bend County.

PURPOSE: United Way of Greater Houston Veteran Services Grant

SCOPE OF SERVICES: Grant funds will be used to cover budget items in project budget. No other expenses are approved for grant funding.

COLLABORATIVE AGREEMENT: Project is in collaboration with **Katy Christian Ministries**. Collaborative partners are expected to carry out all proposed duties, including agreed upon steps to maintain a successful collaborative relationship. As recipient of a collaborative grant, each partner must attend quarterly meetings in 2016. Dates of the meetings will be communicated via email. Additional expectations are outlined on the back of this document.

TERM: All projects must be completed within one year of the grant funding date (see above).

COMPENSATION: Funding in the amount of **\$10,000**

REPORTING: You are required to submit a six and twelve month report detailing the progress and overall outcome of your project. Reports will include narrative and demographic questions. United Way will communicate additional reporting details, including the reporting form, via email. Your six month report is due July 1, 2016 and your twelve month report is due January 13, 2017. In addition, you are required to notify United Way regarding any changes to your project's services or outcomes.

Please email all reports to: cmcminn@unitedwayhouston.org or via snail mail: 50 Waugh Drive Houston, TX 77007

BRANDING: Fort Bend County agrees to acknowledge the "United Way of Greater Houston Veteran Services Grant" at the project location and on any printed materials related to your project. However, grant recipients are not permitted to use the United Way of Greater Houston logo.

UNITED WAY STAFF ASSIGNED: Curtis McMinn, Senior Program Manager, Community Investment, 713/685-2738 or cmcminn@unitedwayhouston.org.

This agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings or commitments of the parties, written or oral. This agreement may be amended only by an agreement in writing executed by both parties, and no oral modifications of this agreement shall be effective.

Fort Bend County:

By: _____

Date: _____

Name (print or type): _____

Title: _____

United Way of Greater Houston:

By: Linda O'Black

Date: 12-15-15

Name (print or type): Linda O'Black

Title: Vice President, Community Impact

**UNITED WAY OF GREATER HOUSTON
SERVICE PROVIDER AGREEMENT**

Within 45 Days of Receiving Funding:

- For those projects that received less funding than requested, partners should notify United Way in writing of any changes to their objectives (example: potential clients served) dictated by the reduced funding amount.

By 6 Month Report:

- Partners have adjusted their objectives based on needs, lessons learned since implementation
- Clearly defined processes in place for assessing client needs
- Partners can communicate the value – and challenges – the collaborative relationship presents both organizations and the veterans they serve
- Demonstrated understanding of the services each partner can provide/integration of appropriate services beyond initial proposal
- Adequate progress towards achieving proposed and/or updated client numbers and outcomes targets
- Plan in place to strengthen collaborative relationship for the remaining six months of the grant period.
- Partners have participated in each United Way collaborative meeting (schedule emailed to awardees)

By 12 Month Report:

- Partners have made significant progress towards achieving their adjusted objectives
- Partners have served the number of clients they intended to serve as indicated in their six month report OR have a rationale for why the targets were not met
- Demonstrate how what was learned in the past year may be used to strengthen their collaborative work going forward
- Have begun to integrate this project in their respective agency's broader work
- Partners can communicate how they plan to maintain or modify the collaborative relationship for next year.