

Greater Houston Storm Relief Fund

Request for Proposal

DEADLINE FOR APPLICATION: THURSDAY, JUNE 9, 2016 AT 3:00 P.M.

PURPOSE: Funds are for providing direct support for the immediate and short-term needs of survivors of the April 18, 2016 floods in the following Texas counties: Fort Bend, Harris, Montgomery and Waller.

ELIGIBILITY

- Open to established 501(c)3 non-profits organizations, public agencies and governmental bodies currently providing direct support for the immediate and short-term needs of victims of the April 18, 2016 floods.
- Funds are intended to supplement the efforts of nonprofit agencies that are committing resources to assist the flood survivors currently residing in the greater Houston area.
- These funds are one time grants and should not be considered as on-going funding.
- Funds are intended to serve the immediate and short-term needs of flood survivors.
- Funds are to be used for the purpose in the request. Remaining funds must be returned.

FUNDING PROCESS

- All requests are subject to approval by the Chairman of the Greater Houston Storm Relief Fund Advisory Board and the Chief Development Officer on behalf of the Mayor's Office and/or any delegates and subjected to the Greater Houston Community Foundation's approval.
- Proposal deadline: Email only submissions of application and all supporting documentation are due by 3:00 p.m. on June 9, 2016. **Email submissions to mclark@unitedwayhouston.org.**

FUNDING DETAILS

- Description: Funds to help flood survivors recover from the April 18, 2016 floods.
- Funding Categories
 - Basic needs (examples: food, water, medications and medical equipment, and other needed essential items)
 - Housing assistance (rent assistance, utilities and deposits for relocation)
 - Basic household necessities (mattresses, stoves, refrigerators)
 - Car repairs for vehicles that sustained minor damage due to flooding or other transportation expenses...we cannot replace vehicles
 - Case Management and related services to guide individuals through the recovery process.
- Approximate Amount Available: Up to \$1,000,000
- Funding Begins: July 2016

FUNDING CRITERIA

Organizations must:

- Currently provide services that address the ongoing needs of flood survivors
- Participate in collaborative initiatives as and when appropriate
- Leverage funds received to generate additional resources
- Not discriminate in the provision of services on the basis of race, color, religion, creed, age, sex, national origin or ancestry, immigration status, marital status, veteran status or status as a qualified disabled or handicapped individual
- Use in-kind resources wherever possible to complement grant funds

REPORTING REQUIREMENTS

Each approved agency must submit bi-weekly progress reports, the first report due after two weeks, which would include:

- Program outputs. Number of clients served/counseling sessions, hours of service delivered, number and type of service provided (ex: 23 provided rental assistance; 40 provided with basic household items; 30 hours of case management for 30 households)
- Number of volunteers and volunteer hours utilized.
- Description of collaborative efforts and the benefits/value added as a result.

**GREATER HOUSTON STORM RELIEF FUND
Checklist**

Agency name: Fort Bend County

Address: 301 Jackson Street, Richmond Texas 77469

Main Phone Number: 281 238-3502

Contact Person: Anna M. Gonzales

Title: Director of Fort Bend County Social Services

Direct Phone Number: 281 238-3506

Email: anna.gonzales@fortbendcountytexas.gov

- Checklist (with signatures) – this form
- Application Questions
- Budget
- Funding Agreement
- Organizational Review form and attachments

FUNDING CATEGORIES

(Please indicate those for which your organization is applying and in what amount)

	Application Amount
Basic needs (examples: food, water, medications or medical equipment and other needed essential items)	\$50,000.00
Housing assistance (rent assistance, utilities and deposits for relocation)	\$60,000.00
Basic household necessities (mattresses, stoves, refrigerators)	\$127,500.00
Minor car repairs from flood damage	\$ 12,500.00
Case management and related services to guide individuals through the recovery process	

Robert E. Hebert, County Judge
Chairperson of the Board (type or print)

Signature

Date:

6/9/2016

Anna M. Gonzales
Executive Director (type or print)

Signature

Date:

6-9-16

GREATER HOUSTON STORM RELIEF FUND

Application Questions

1. What is your agency's mission? How do your mission, current services and past experiences equip you to address the needs of flood survivors?

The mission of Fort Bend County Social Services (FBCSS) is to provide an array of social services to meet the basic needs of individuals and families to enhance their quality of life. FBCSS currently provides emergency assistance to the residents of Fort Bend County to include: short term emergency shelter, transitional supportive housing, food vouchers, utility assistance, medication vouchers, rental/mortgage assistance, benefits assistance and case management services. For over 34 years, FBCSS has provided these services to its residents and is seen by the community as the first place to seek assistance and/or the place where they can receive accurate information. FBCSS has been the first line of assistance for survivors of natural disasters such as Hurricane Ike and during the most recent flooding event after Memorial Day weekend. During the most critical first three days of flooding, FBCSS provided food vouchers to approximately 257 families. In addition, Social Services activated the county's existing non-profit collaborative (Fort Bend County Collaborative Information System) to deliver food boxes, baby and adult diapers, bottled water, baby food, and clothing vouchers to flood victims. In the past, FBCSS has worked collaboratively with the Houston Flood Recovery Center, Fort Bend Corps, Office of Emergency Management, and Family Endeavors to provide case management services. FBCSS frequently serves as the point of contact for the array of Non-Profit entities helping to provide needed support to flood survivors.

2. Describe the services your organization is currently providing to flood survivors. State the specific needs the program addresses for flood survivors.

FBCSS is currently providing food vouchers, medication vouchers, follow-ups, case management services, and information for referrals to flood survivors. The needs the program is able to address are basic human needs to ensure the victim's health and overall wellness. Victims have expressed a need for psychotropic medications and medications for chronic illnesses. Additionally, without proper nutrition and medications the situation for many of these flood victims could worsen and create further health complications.

3. Describe in detail how you will spend the grant funds (be as specific as possible and include estimated time frame).

A total of **\$50,000.00 for basic needs** is being requested to provide food, water, medications, medical equipment and other needed essential items. Food vouchers will be issued in the amount of \$97.00 per family, medications vouchers will be issued in the amount of \$200.00, medical equipment and other essential items will be assessed on a case by case basis with a maximum amount of \$3,014.20 per item. A total of **\$60,000.00 for housing assistance** is being requested to assist flood victims with rental assistance with up to \$800.00 for one month's rent, utility assistance for up to \$300.00 for one month, and relocation deposit of up to \$500.00. A total of **\$127,500.00 for household necessity items** is requested to include mattresses, stoves, and refrigerators. A maximum of \$600.00 will be provided for this service. A total of **\$12,500.00 for minor car repairs** from flood damage. The maximum cost for minor car repair will be \$250.00. It is anticipated that funds will be expended within 3 to 9 months.

4. How many flood survivors do you expect to serve? How did you arrive at this estimate? How much of an increase (in percentage terms) is this number over the number of clients you typically serve?

The following flood survivors are projected to be served per services: **257 food vouchers** at \$97.00 (per family) for a total cost of \$24,929.00, **50 medication vouchers** will be issued at \$200.00 (per individual) for a total cost of \$10,000.00, approximately **5 or more individuals will be assisted with medical equipment or other essential items** at \$3,021.40 per item for a total cost of \$15,071.00. **50 families will be assisted with rental assistance** at \$800.00 for a total cost of \$40,000.00, **50 families will be assisted with utility assistance** at \$300.00 for a total cost of \$15,000, **10 families will be assisted with deposits for relocation** at \$500.00 (this could be less) for a total cost of \$5,000.00. **212 families will be assisted with basic household items** to include: stove, refrigerator, mattresses, each item will not exceed the maximum cost of \$600.00 per family. The total cost to purchase these items is \$127,500.00. It is estimated that approximately **50 families will be assisted with minor car repairs** at \$250.00 for a total cost of \$12,500.00. Food voucher pricing is based on the 2012 Meal Gap Data Report” and is calculated at \$97.00 per household. Medication voucher pricing is based on assistance for approximately 10 days. The cost of medical equipment and household necessities is based on internet searches at Home Depot, Mattress Firm and Medical Equipment stores. Rental assistance, utility assistance and deposits are based on the average cost of request for assistance at Social Services and the average cost of living in Fort Bend County. Providing these services to flood survivors will increase the number of clients served by FBCSS by 27%. The total number of clients served with these funds is projected to be approximately 684 families.

5. What is the population you are serving (e.g. children, low-income, general population)? What geographic area are you serving?

FBCSS will provide services to families living in Fort Bend County. Services will be provided to families who can demonstrate they are flood survivors by showing proof of address. FBCSS will use road closure and GIS mapping data developed by Fort Bend County Office of Emergency Management to verify addresses of affected areas. Families must also demonstrate that all income has been exhausted within the last 30 days.

6. How have you funded these services to date? What other funding sources are you seeking support from for this effort (please quantify)?

Currently Fort Bend County is utilizing contingency funds to assist flood survivors to provide food vouchers and medication vouchers. To date the County has expended approximately \$25,000.00 for these services. Any additional services to include rental and utility assistance for flood survivors will come from FBCSS general funds. FBCSS is seeking funding from The George Foundation, the Henderson-Wessendorff Foundation, Houston Endowment and other entities for disaster relief funding. It is anticipated that an additional \$500,000.00 could possibly be secured through donations and/or grant funding. It is the County’s goal to seek out and match through in-kind services the assistance provided by the Greater Houston Storm Relief Fund.

7. What in-kind resources is your organization leveraging for this effort (goods, volunteers, etc.)?

FBCSS is working with various non-profit organizations and churches to assist with the Brazos River Flood recovery efforts. Through these efforts the following items have been donated either by individuals, corporations, organizations (Red Cross, Salvation Army, Houston Food Bank) and churches: food, clothing, water, hygiene products, etc. Volunteer efforts too are being conducted by individuals in the community. Volunteer activities include sorting and organizing clothes, donations, etc., loading and unloading donated items, greeting the flood survivors, data collection, organizing efforts and updating and providing updates to survivors on new or additional services. Accordingly the Brazos River Flood effort has included case management services through FBCSS and through the leveraged efforts of approximately 700 volunteers who have assisted to date.

8. Will your organization collaborate with other service providers to assist flood survivors? If so, indicate the nature of these collaborative efforts including the roles and responsibility.

FBCSS is currently collaborating with churches, non-profit organizations, the Chamber of Commerce, and flood recovery organizations to meet the immediate, intermediate and long term recovery needs of flood survivors in Fort Bend County. While many current efforts are underway, in the last year Fort Bend County created the Fort Bend County Collaborative Information System (FBCCIS). This collaborative includes the following organizations, East Fort Bend Human Needs, Rosenberg/Richmond Helping Hands, Second Mile Mission, Fort Bend Seniors Meals on Wheels, Katy Christian Ministries, Fort Bend County Emergency Medical Services (Community Paramedics) and FBCSS. The purpose of the Collaborative is to reduce the duplication of services and improve working relationships between service providers in Fort Bend County. FBCCIS has been instrumental in identifying the most vulnerable populations in Fort Bend County and through its shared data collection system is able to track services provided and identify additional needs. Since the Brazos River flooding, FBCSS was able to call upon its partners to provide additional services to include clothing, food, and water almost immediately. During the first three days of the disaster, Second Mile and East Fort Bend Human Needs assisted with food, water, hygiene products, adult and baby diapers. Katy Christian Ministries was deployed to the Edgewood neighborhood to provide clothing, food and hygiene products to area flood survivors. Shortly after, Second Mile invited all partners to a local planning meeting initiated by a group of churches. It was at this point that the Collaborative along with other organizations and businesses began working more closely together to create the volunteer pool, points of contact and create two immediate relief sites in Fort Bend County, one in Rosenberg and one in Simonton. To date, collaborative efforts have proven to be successful and are serving the needs of those affected by the flood. FBCSS will utilize existing partners and those involved in the relief efforts to inform the community of services and identify those flood survivors in most need. In addition, partners will be utilized to transport items, deliver items and assist in ensuring clients receive the assistance they need.

9. What is your estimated cost per client served?

FBCSS will serve 684 families with one or more services with these funds. The cost per client averages approximately \$365.49 per household.

10. Please describe any other information that would be useful to understand this program.

Many impacted Fort Bend County flood victims have lived in their homes for generations and have never experienced such a life-changing devastating flood event. Whether long-term or short-term homeowners in Fort Bend County, the impacts are devastating. FBCSS is coordinating closely with a number of governmental, non-profit organizations and churches to reduce the impacts to flood victims, including mental health stress, and to get flood victims

back to a sense of normalcy in their lives as quickly as possible.

GREATER HOUSTON STORM RELIEF FUND
Project Budget

CATEGORY	AMOUNT
REVENUE	
Contributions	\$ -0-
Foundation/Corporate Grants	\$ -0-
Greater Houston Storm Relief Fund	\$250,000.00
Government Fees and Grants	\$ -0-
In-Kind Resources (1)	\$ \$250,000.00
All Other Income	\$ -0-
TOTAL REVENUE	\$ 500,000.00
EXPENSES	
Salaries and related expenses	\$ 0
Professional Fees/Contract Services	\$ 0
Supplies	\$ 0
Telephone	\$ 0
Postage and Shipping	\$ 0
Rent/Utilities	\$ 0
Printing and Publications	\$ 0
Travel and Meetings	\$ 0
Assistance to Individuals (2)	\$ 250,000.00
In-Kind Expenses (2)	\$250,000.00
All Other Expenses (2)	\$ 0
TOTAL EXPENSES	\$ 500,000.00

Budget Time Period: July 2016 through March 2017

(1) Please describe in detail the resources related to this line item.

FBCSS will in collaboration with partners secure volunteers, and resources that the flood survivors may need. More specifically when FBCSS is unable to meet the needs of a family it will call upon its partners to assist with services and enhance services.

(2) Please describe in detail the expenses related to these line items.

Assistance to Individuals:

Service	Number Served	Unit Cost	Total
BASIC NEEDS			
<i>Food Assistance</i>	257	\$97.00	\$24,929.00
<i>Medication Assistance</i>	50	\$200.00	\$10,000.00
<i>Medical Equipment & Other Needed Essential Items</i>	5	\$3,021.40	\$15,071.00
HOUSING ASSISTANCE			
<i>Rental Assistance</i>	50	\$800.00	\$40,000.00
<i>Utility Assistance</i>	50	\$300.00	\$15,000.00
<i>Deposits Relocation</i>	10	\$500.00	\$5,000.00
BASIC HOUSEHOLD NECESSITIES (mattresses, stoves, refrigerators)	212	\$600.00	\$127,500.00
MINOR CAR REPAIRS	50	\$250.00	\$12,500.00
TOTALS	684		250,000.00

In-kind expenses include: FBCSS employees to include: three eligibility workers, one receptionist, 1 program coordinator, 2 case workers, 1 lead eligibility clerk, 1 administrative assistant, 1 program coordinator and 1 program director. All employees of FBCSS will assist in providing services to clients. Program director and program coordinator will be responsible for overall implementation of the program and reporting of the grant. Office space, office equipment and offices supplies will all be available for the implementation of this grant and no cost will be charged to this grant.

GREATER HOUSTON STORM RELIEF FUND
Funding Agreement

By signing this agreement, the applicant certifies that the information is factual and a true representation of the funded project, and agrees to meet the aforementioned eligibility standards and reporting requirements upon accepting a Greater Houston Storm Relief Fund grant. The applicant has reviewed and completed the checklist attached to the application.

Program Name: Brazos River Flood Recovery

Name of Applicant Agency: Fort Bend County

Address: 301 Jackson Street, Richmond, Texas 77469

Telephone: (281) 238-3506 **Fax:** 281 342-0557

Email: anna.gonzales@fortbendcountytexas.gov

Organizational Statements

Non-Discrimination: The applicant certifies that no client will be turned away based on race, color, religion, creed, age, sex, national origin or ancestry, immigration status, marital status, veteran status or status as a qualified disabled or handicapped individual.

Conflict of Interest: The agency named above has and will avoid the appearance of a conflict of interest by members of their Board and staff including:

- Avoiding any activity or outside interest which conflicts or appears to conflict with the interest of agency, including involvement with a current or potential vendor, grantee or competing organization.
- Refraining from participating in or influencing any decision or other action of the agency that could result in a direct or indirect benefit to board or staff member or any organization with which he or she is affiliated.

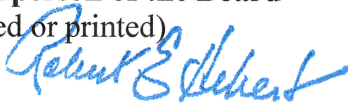
Equal Employment Opportunity: The agency named above is an equal opportunity employer and complies with all applicable federal, state, and local laws governing nondiscrimination in employment in every location in which the agency has facilities.

Other Funding: The agency certifies that if other funding is received for the same purposes as this application, the agency will notify the Greater Houston Community Foundation.

Robert E. Hebert, County Judge

Chairperson of the Board

(Typed or printed)

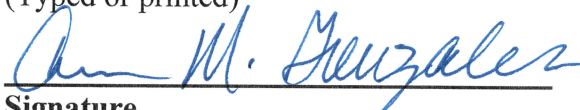


Signature

Anna M. Gonzales, MSW

Executive Director

(Typed or printed)



Signature

Date: 6/9/2016

Date: 6-9-16

GREATER HOUSTON STORM RELIEF FUND
Organizational Assertions and Documents Required

Checklist (All organizations must complete)	Yes	No
Is the agency currently in compliance with applicable licensing, accreditation and governmental code requirements?	X	
Is the agency currently in compliance with federal, state and local laws?	X	
Is the agency governed by a voluntary Board of Directors?		X
Does the agency maintain a current Board minutes book?	X	
Does the agency have an administrator (paid staff or volunteer) responsible to the governing board for the agency's administration and operations?	X	
How long has the agency provided services?	34 years	
What is your agency's fiscal year?	Oct.1-Sept. 30	

Required Attachments

1. Governing Board Roster and Attendance Record as of the last fiscal year end
 See document attached - Commissioners Court Grant Bio
2. Letter from IRS confirming 501(c)(3) status
 Fort Bend County is a political subdivision of the state of Texas
3. Most recent interim Statement of Financial Position, Statement of Activities and Cash Flow Statement
 See document attached - Interim Statement of Financials February 2016
4. Independent financial audit for the most recently completed fiscal year
 See link to access report Fort Bend County Comprehensive Annual Financial Report Y/E September 30, 2015:
<http://www.fortbendcountytexas.gov/index.aspx?page=392>
5. Board minutes from last review of financial statements
 See document attached - Commissioners Court Minutes of April 5, 2016 Accepting CAFR 2015
6. Agency's most recent IRS Tax Return (Form 990)
 Not applicable