



United Way of Greater Houston

United Way Center for  
Philanthropy, Leadership  
and Volunteerism

50 Waugh Drive  
Houston, Texas 77007

P.O. Box 3247  
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Phone 713-685-2300

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June 19, 2017

Judge Robert Hebert  
County Judge  
Fort Bend County  
401 Jackson St.,  
Richmond, TX 77469

Dear Judge Hebert:

Fort Bend County in cooperation with the Fort Bend County Department of Social Services was previously awarded a grant in the amount of \$200,000 to provide case management and basic needs direct financial assistance as part of collaborative efforts with Fort Bend Recovers to strategically address critical disaster recovery needs in Fort Bend County.

Upon discussion with both The George Foundation and the Henderson-Wessendorff Foundation; United Way has received approval to increase the average dollar amount for client assistance from \$500 to \$1,500 per client in an effort to help address the unmet disaster recovery needs in our community.

All previous agreed upon terms and conditions outlined in the previous **Service Provider Agreement** remain the same. Funds are to be used exclusively for the scope of services outlined in the Agreement. A revised agreement is attached reflecting the changes as outlined above.

I request that you sign and return the **revised Service Provider Agreement** to:

Esmerelda Smith  
United Way of Greater Houston  
P. O. Box 3247  
Houston, TX 77253-3247

On behalf of United Way, please accept our thanks for the services you are providing to the community.

Sincerely,

M.K. Stewart  
Executive Vice President & Chief Operating Officer

enc: 2

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

THIS AGREEMENT is entered into the 19<sup>th</sup> day of June 2017 by and between *United Way of Greater Houston* (UWGH) and *Fort Bend County* (Service Provider).

**PURPOSE:** In response to the unprecedented needs in the community following the 2016 flooding of the Brazos River, The George Foundation and The Henderson-Wessendorff Foundation (collectively, the Foundations) are committed to supporting the Fort Bend community in the recovery process to provide immediate and long-term recovery support to residents. United Way of Greater Houston acknowledges that a collaborative, also referred to as The Fort Bend Recovers (The Collaborative) Project, was established to address the long-term recovery needs in Fort Bend County.

Grants were awarded from the Foundations to United Way of Greater Houston to be used in collaborative efforts that strategically address critical disaster needs in Fort Bend County including Case Management Staff, Administrative Support, Basic Needs/Financial Assistance Fund, Disaster Behavioral Health, and a Construction Pool.

**SCOPE OF SERVICES:** Year 1 funding totaling \$200,000 in grant funds to be used to fund Long-Term Recovery efforts related to social service needs as specified in the grant application and budget allocated as follows:

- \$200,000 for basic needs financial assistance to 300 individuals averaging \$1,500/per client.

**TERM:** The grant covers the period of February 1, 2017 – December 31, 2017.

**PAYMENT SCHEDULE:** Funding will be disbursed as follows:

- For basic needs financial assistance, funding will be disbursed in \$50,000 increments.

**REVIEW AND REPORTING:** The Service Provider agrees to submit reports demonstrating the benefit of services provided and the impact achieved. The Service Provider agrees that it will submit quarterly progress reports as outlined in this agreement including: number of families, individuals and seniors served; and the type of basic needs, unmet needs or case management services provided. Due dates of these reports are as follows:

- Quarterly Progress Reports Due: 03/30/2017, 06/30/2017, 9/30/2017, and 12/31/17.
- Other reports may be required by UWGH upon request.

**PERFORMANCE ISSUES:** UWGH reserves the right to terminate this agreement with a 30-day notice if the service provider is not compliant with terms and conditions of this agreement.

**FUNDRAISING:** The Collaborative and/or Participating Agencies may solicit contributions designated for The Fort Bend Recovers Collaborative Project with prior notification of UWGH. All contributions raised must be made to UWGH. UWGH shall be responsible for the processing and acknowledgment of all monies received.

**CONTINGENCIES:**

- Executed Service Provider Agreement must be on file prior to disbursement of approved funding.
- Service Provider agrees to keep its financial records so that they adequately show that the funds were used exclusively for the Grant's purpose.
- Requests for assistance that exceed \$1,500 per client must receive prior approval from UWGH before disbursement.
- Any funds not used for the purpose of the Grant are to be returned to UWGH.
- To document the progress of the Grant, UWGH may schedule a phone interview or a site visit prior to the end of the grant period.
- Service Provider must maintain accurate client records in the Coordinated Access Network (CAN) system.
- Service Provider should attempt to leverage these resources as much as possible through the effective use of other funds. These awards are an "up to" amount and if additional funds are raised by the Service Provider's agency for this effort, it should offset the Foundations' award.
- Funding shifts must be requested and approved by UWGH staff listed below prior to the shift of funds.
- Service Provider must submit reports through United Way's E-CImpact system.



## SERVICE LEVEL REQUIREMENTS:

### *Basic Needs Financial Assistance*

- All cases will be monitored through the Coordinate Access Network (CAN) to track client's recovery progress and ensure no duplication of benefits. Information entered should include household members, demographic information and contact notes.
- Clients served must have been affected by the April or May 2016 Floods.
- Basic needs funds should be utilized for Unmet Needs that have occurred due to flooding.
- Case managers should conduct due diligence and obtain appropriate documentation as verification of needs and lack of resources available before providing basic needs or unmet needs funding.
- Case managers must leverage other available resources such as the Greater Houston Unmet Needs Fund prior to accessing funds through the Basic Needs grant.
- Clients must provide current driver's license, vehicle registration and proof of insurance for any requests related to motor vehicles. Applicant's name must match the name on the vehicle registration and/or insurance.
- Clients will have a recovery plan in place as a requirement to access funds. This plan will be uploaded into CAN.
- Clients with recurring ongoing basic needs or needs that existed prior to the flood should be provided with additional resources not related to the grant.
- Turn in timely reports as well as provide any supplemental information on request.

**PUBLIC ACKNOWLEDGMENT:** The Foundations encourage grantee and sub grantees to promote and publish news of the work of the collaborative and are permitted to acknowledge the Foundations' contributions to that work. Copies of such news releases or other written materials which include grant information should be furnished to the Foundations. Grant recipients are not permitted to use the United Way of Greater Houston logo.

**UNITED WAY STAFF ASSIGNED:** Mary Vazquez, Sr. Director, Community Impact, 713-685-2455 or [mvazquez@unitedwayhouston.org](mailto:mvazquez@unitedwayhouston.org) and Terri Stuart, Fort Bend Manager, 281-207-2309 or [tstuart@unitedwayhouston.org](mailto:tstuart@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): Robert Hebert

Title: Fort Bend County Judge

### **United Way of Greater Houston:**

By: 

Date: 6/27/17

Name (print or type): M.K. Stewart

Title: Executive Vice President & Chief Operating Officer