



APPENDIX I - THE APPLICATION

Organization Name: Fort Bend County

Amount Requested: 200,000.00

Total Number of Clients to be Served: 173

2018-19 General Assistance

Grant Funding Period: July 1, 2018 – June 30, 2019

Applicant Information (Complete all lines)

*Legal Name of Organization:	Fort Bend County
*Mailing Address:	301 Jackson Street
*City/State/County/Zip:	Richmond, Texas 77469
Physical Address (if different):	4520 Reading Road, Suite A-900
City/State/County/Zip :	Rosenberg, Texas 77471
*Texas Address (if organization headquarters are located out of state):	301 Jackson Street
*City/State/County/Zip:	Richmond, Texas 77469
*Website Address:	www.fortbendcountytexas.gov
*Organization/Program Phone Number:	281-238-3506
*EIN number:	1-74-6001969
*DUNS number:	08-1497075

*Applicant Contact (Project Coordinator – Principal Participant):	Anna M. Gonzales
*Contact Title:	Director of Social Services
*Phone Number:	281-238-3506
*E-Mail Address:	anna.gonzales@fortbendcountytexas.gov

*Applicant Contact (Financial Coordinator – Principal Participant):	Ed Sturdivant
*Contact Title:	County Auditor
*Phone Number:	281-341-3769
*E-Mail Address:	ed.sturdivant@fortbendcountytexas.gov

* Required Information



APPENDIX I - THE APPLICATION

Organization Name: Fort Bend County

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2018-19 General Assistance

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True and Correct Statement:

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT AND COMPLETED PER THE DIRECTIONS OUTLINED IN THE ACCOMPANYING REQUEST FOR APPLICATIONS.

THE APPLICANT ORGANIZATION REPRESENTATIVE HAS READ AND UNDERSTANDS ALL REQUIREMENTS AND PROVISIONS NOTED IN THE ACCOMPANYING REQUEST FOR APPLICATIONS, AND WILL COMPLY WITH ALL REQUIREMENTS AND PROVISIONS NOTED IN THE ACCOMPANYING REQUEST FOR APPLICATIONS AND NOTICE OF GRANT AWARD EFFECTIVE UPON SUBMISSION OF THIS APPLICATION AND THROUGHOUT THE LIFETIME OF THE GRANT IF AN AWARD IS MADE.

THE SUBMISSION OF THIS DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT.

*Authorized Signature: (must be original)	
*Name:	Robert E. Hebert
*Title:	County Judge
*Phone Number:	281-341-8608
*Email:	county.judge@fortbendcountytexas.gov
*Date:	

* Required Information

All information must be in sufficient detail to ensure the application can be weighed with other application. Do not leave any item blank. Refer to Section V. Grant Application of the accompanying 2018-19 General Assistance RFA document for further instructions.

The grant funding period is based on a 12-month calendar from July 1, 2018 to June 30, 2019. The required expenditure and program performance benchmarks (below) should be used as guidelines when completing the Application.

Date	Grant Period Elapsed	Amount Expended	Performance Met
October 1	25%	15%	15%
January 1	50%	40%	40%
April 1	75%	70%	70%

Part I – Proposed Project Information

Proposed Project Name

1. Provide a name for the Proposed Project.
OPERATION FORT BEND HEROES

Amount Requested

Select one amount being requested. Applicants must refer to **RFA Section IV. Program Guidelines, H. Funding Amounts and Financial Documentation** to ensure they are able to support request amount with correct financial documentation and other requirements.

Select Amount Requested

\$ 200,000

Grant Project Service Category

Select one category that best describes the nature of the Proposed Project. See Page 12 of the 2018-19 General Assistance –RFA for more information about what may be included in the Service Categories listed below. **This Application is not for Veterans Mental Health programs, Housing 4 Texas Heroes programs, or Veteran Treatment Courts.**

Proposed Project Service Category

Financial Assistance

Is this proposed project a new FVA-funded project, an expansion of current FVA-funded services, or continuation of an existing FVA-funded project?

- ☐ New
☐ Expansion
☒ Continuation

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 1 – Panhandle

- | | | | | |
|---|--|--|---|--|
| ☐ Armstrong * | ☐ Bailey | ☐ Briscoe | ☐ Brown | ☐ Callahan |
| ☐ Carson * | ☐ Castro | ☐ Childress | ☐ Cochran | ☐ Coleman |
| ☐ Collingsworth | ☐ Comanche | ☐ Crosby | ☐ Dallam | ☐ Deaf Smith |
| ☐ Dickens | ☐ Donley | ☐ Eastland | ☐ Fisher | ☐ Floyd |
| ☐ Garza | ☐ Gray | ☐ Hale | ☐ Hall | ☐ Hansford |
| ☐ Hartley | ☐ Haskell | ☐ Hemphill | ☐ Hockley | ☐ Hutchinson |
| ☐ Jones | ☐ Kent | ☐ King | ☐ Knox | ☐ Lamb |
| ☐ Lipscomb | ☐ Lubbock | ☐ Lynn | ☐ Mitchell | ☐ Moore |
| ☐ Motley | ☐ Nolan | ☐ Ochiltree | ☐ Oldham * | ☐ Parmer |
| ☐ Potter | ☐ Randall | ☐ Roberts | ☐ Runnels | ☐ Scurry |
| ☐ Shackelford | ☐ Sherman | ☐ Stephens | ☐ Stonewall | ☐ Swisher |
| ☐ Taylor | ☐ Terry | ☐ Throckmorton | ☐ Wheeler | ☐ Yoakum |

Region 2 – West Texas

- | | | | | |
|---|--|--|--|---|
| ☐ Andrews | ☐ Borden | ☐ Brewster | ☐ Crane | ☐ Culberson |
| ☐ Dawson | ☐ Ector | ☐ El Paso | ☐ Gaines | ☐ Glasscock |
| ☐ Howard | ☐ Hudspeth * | ☐ Jeff Davis | ☐ Loving | ☐ Martin |
| ☐ Midland | ☐ Pecos | ☐ Presidio | ☐ Reeves | ☐ Terrell |
| ☐ Upton | ☐ Ward | ☐ Winkler | | |

Region 3 - Alamo

- | | | | | |
|---|---|--|--|--|
| ☐ Atascosa | ☐ Bandera | ☐ Bexar | ☐ Coke | ☐ Comal |
| ☐ Concho | ☐ Crockett | ☐ Dimmit | ☐ Edwards | ☐ Frio |
| ☐ Gillespie | ☐ Guadalupe | ☐ Gonzales | ☐ Irion * | ☐ Karnes |
| ☐ Kendall | ☐ Kerr | ☐ Kimble | ☐ Kinney | ☐ La Salle |
| ☐ Mason | ☐ Maverick | ☐ McCulloch | ☐ Medina | ☐ Menard |
| ☐ Reagan | ☐ Real | ☐ Schleicher | ☐ Sterling | ☐ Sutton |
| ☐ Tom Green | ☐ Uvalde | ☐ Val Verde | ☐ Wilson | ☐ Zavala |

Region 4 – South Texas

- | | | | | |
|--|---|--|---|--|
| ☐ Aransas | ☐ Bee | ☐ Brooks | ☐ Calhoun | ☐ Cameron |
| ☐ DeWitt | ☐ Duval | ☐ Goliad | ☐ Hidalgo | ☐ Jackson |
| ☐ Jim Hogg | ☐ Jim Wells | ☐ Kenedy | ☐ Kleberg | ☐ Lavaca |
| ☐ Live Oak | ☐ McMullen | ☐ Nueces | ☐ Refugio | ☐ San Patricio |
| ☐ Starr | ☐ Victoria | ☐ Webb | ☐ Willacy | ☐ Zapata |

Region 5 – Gulf Coast

- | | | | | |
|---|--|--|---|--|
| ☐ Austin * | ☐ Brazoria | ☐ Chambers | ☐ Colorado | ☒ Fort Bend |
| ☐ Galveston | ☐ Harris | ☐ Liberty | ☐ Matagorda | ☐ Montgomery |
| ☐ Walker | ☐ Waller | ☐ Wharton | | |

Region 6 – Central Texas

- | | | | | |
|------------------------------------|------------------------------------|-----------------------------------|-------------------------------------|-------------------------------------|
| ☐ Bastrop | ☐ Bell | ☐ Blanco | ☐ Bosque | ☐ Brazos |
| ☐ Burleson | ☐ Burnet | ☐ Caldwell | ☐ Coryell | ☐ Falls |
| ☐ Fayette | ☐ Freestone | ☐ Grimes | ☐ Hamilton | ☐ Hays |
| ☐ Hill | ☐ Lampasas | ☐ Lee | ☐ Leon | ☐ Limestone |
| ☐ Llano | ☐ Madison | ☐ McLennan | ☐ Milam | ☐ Mills |
| ☐ Robertson | ☐ San Saba | ☐ Travis | ☐ Washington | ☐ Williamson |

Region 7- East Texas

- | | | | | |
|------------------------------------|------------------------------------|-----------------------------------|--|--------------------------------------|
| ☐ Anderson | ☐ Angelina | ☐ Bowie | ☐ Camp | ☐ Cass |
| ☐ Cherokee | ☐ Delta | ☐ Franklin | ☐ Gregg | ☐ Hardin |
| ☐ Harrison | ☐ Henderson | ☐ Hopkins | ☐ Houston | ☐ Jasper |
| ☐ Jefferson | ☐ Lamar | ☐ Marion | ☐ Morris | ☐ Nacogdoches |
| ☐ Newton | ☐ Orange | ☐ Panola | ☐ Polk | ☐ Rains |
| ☐ Red River | ☐ Rusk | ☐ Sabine | ☐ San Augustine | ☐ San Jacinto |
| ☐ Shelby | ☐ Smith | ☐ Titus | ☐ Trinity | ☐ Tyler |
| ☐ Upshur | ☐ Van Zandt | ☐ Wood | | |

Region 8 – North Texas

- | | | | | |
|----------------------------------|-------------------------------------|------------------------------------|-----------------------------------|------------------------------------|
| ☐ Archer | ☐ Baylor | ☐ Clay | ☐ Collin | ☐ Cooke |
| ☐ Cottle | ☐ Dallas | ☐ Denton | ☐ Ellis | ☐ Erath |
| ☐ Fannin | ☐ Foard | ☐ Grayson | ☐ Hardeman | ☐ Hood |
| ☐ Hunt | ☐ Jack | ☐ Johnson | ☐ Kaufman | ☐ Montague |
| ☐ Navarro | ☐ Palo Pinto | ☐ Parker | ☐ Rockwall | ☐ Somervell |
| ☐ Tarrant | ☐ Wichita | ☐ Wilbarger | ☐ Wise | ☐ Young |

Proposed Project Services

1. Briefly describe the Proposed Project. Be specific in your answer and include the Who, What, Where, and When, of the Project.

Who: Fort Bend County Social Services (FBCSS) proposed to target all veterans, veteran spouses and surviving spouses of veterans who currently live within the geographic boundaries of Fort Bend County.

What: FBCSS proposed to provide financial assistance to this target population, consistent with need and eligibility, to include rental assistance, utility assistance, transportation assistance and childcare assistance will be provided for up to one month.

Where: Services will be provided at three already existing locations to include: West End Location at 4520 Reading Road Ste. A-900, Rosenberg, Texas 77471, East End Location at 307 Texas Parkway Ste. 235, Missouri City Texas 77459, North end Location at 22333 Grand Corner Dr., Katy Texas 77494.

When: Services will be provided Monday through Friday from 8:00-5:00pm.

Why: According to the Texas Veterans Commission (2015) there are 33,075 veterans living in Fort Bend County. In 2013, Think Progress, (Bryce Covert, November 13, 2013) reported that the four biggest economic challenges facing veterans are unemployment, poverty, homelessness, and mortgage problems. More recently, in fiscal year 2015, FBCSS provided services to 89 veterans, with 24 receiving rental assistance, 30 receiving utility assistance,

6 receiving medication assistance, 17 receiving emergency shelter assistance, 7 receiving food voucher assistance, 4 receiving benefits bank application assistance and 1 receiving transitional supportive housing assistance. Of the 89 veterans served, 8 of them received duplicate services due to homelessness or financial instability. Additional services were: food assistance, medication assistance, utility assistance, rental deposit, birth certificate, social security card, Texas identification card, supplement security income, and benefit bank assistance. Of the 89 veterans, 43% reported an annual income of less than \$6,000, 20% reported an annual income of \$6,000-12,000, 20% reported an annual income of \$12,000-\$24,000, 10% reported annual income of \$24,000-\$36,000 and 7% reported annual income of more than \$36,000.

2. Briefly describe how Beneficiaries will access and/or be provided with Project services by your organization. Be specific in your answer and include the How of the Project.

Currently FBCSS provides services in three locations in Fort Bend County. All three locations are accessible and available Monday through Friday from 8:00-5:00pm. FBCSS works closely with the Fort Bend County Veterans Service Office (FBCVSO), and both agencies are co-located in all three locations. Within the last year, both departments have worked together to ensure that every veteran is seen by either department and/or is informed of the services provided by the other. This collaboration has ensured that veterans are service-connected and are further assisted with services provided through FBCSS. All clients seen by FBCSS are screened for veteran status at intake by asking the very basic question "Have you served in the military?" Once the veteran has identified himself/herself as a veteran, the eligibility worker will request his/her military identification card and/or DD214. FBCVSO is contacted by FBCSS to verify the veteran status of all veterans seeking services through FBCSS. Financial assistance services will be provided to veterans who can demonstrate they are facing financial hardship. This is demonstrated by a beneficiary's ability to provide proof of bank statement, pay check stubs, reason for crisis, and the ability to demonstrate how existing financial resources have been exhausted. Once eligibility is determined, FBCSS will begin the process of payment to appropriate vendors.

FBCSS proposes to assist eligible beneficiaries with up to \$1200 in rental/mortgage assistance, \$500 in utility assistance to include, electricity, water and gas. In addition, transportation assistance will be provided by filling the beneficiaries' tank with gas if necessary. Currently this is done by following the beneficiary to the nearest gas station and the County procurement card is used to purchase the gas. One month of childcare assistance of up to \$1,000 will be provided to the families of the beneficiary when necessary. All services provided through this grant will be paid directly to the vendor. FBCSS aims to assist clients to become self-sufficient and to assist them to improve their own quality of life from a long-term perspective.

Need Identified

1. What is the community need(s) or existing service gap(s) that the Proposed Project will address? Be specific in your answer and sufficiently describe the need that your service area faces to include the Why of the Project.

Presently, there are no agencies in Fort Bend County that specifically target the unmet needs of veterans, their spouses or surviving spouses. According to a needs assessment (A report on the Demographic Changes and Changing Needs of Fort Bend County by The George Foundation) conducted in Fort Bend County in the summer of 2011, using focus groups, interviews and randomized telephone surveys, respondents identified food and housing as the most critical needs in Fort Bend County in the area of human services. Furthermore, participants listed affordable housing, homeless shelters, food assistance and basic needs as not being met by current services in the region. When comparing FBCSS fiscal year 2014 to fiscal year 2015 it was noted that there was a 24% increase in the number of families/ individuals living at or below 100% poverty level. In fiscal year 2015 (October 2014 through September 2015) Fort Bend County Social Services (FBCSS) served 341 clients with rent/mortgage assistance, 1,161 with utility assistance and 332 with food assistance. In addition to these services FBCSS implemented the Benefits Bank program whereby clients were assisted in completing the SNAP, TANF, CHIP, Medicaid and Medicare applications. A total of 245 clients were assisted with this service. Of the clients served in the same fiscal year, 88% reported living at or below 100% of the poverty level (\$24,250.00 annually for a family of 4). The U.S. Census Bureau in 2010 reported that 8% of Fort Bend County's Population lives in poverty (46,344).

More recently the Department of Housing and Urban Development (HUD) in 2014 reported low-and moderate income data indicated the number of low-income residents county-wide was roughly 72,000, or about 14 percent of the total population. Of that number, approximately 50,900 individuals were estimated to be living below the federal poverty level. The need to service veterans specifically has come as a result of findings from FBCSS 2015 fiscal year end report that showed 89 veterans requested services. Between October 1, 2014 and September 31, 2015, FBCSS provided 105 services to these veterans, consisting of: 22 % in rental/mortgage assistance, 32% utility assistance, 9.8% required food assistance and 4.5% were assisted in completion of government benefits applications such as SNAP, and 31.7% received other services. In fiscal year 2015, 50% of the veterans served lived at 100% or below the federal poverty level. Even more alarming was that 43% of the veterans served reported annual incomes of less than \$6,000 a year. According to the Texas Veterans Commission, there are 33,075 veterans residing in Fort Bend County in 2015. These beneficiaries were able to receive services solely because of their ability to seek out FBCSS. As a result FBCSS has identified an unmet veteran need within Fort Bend County.

As with many communities throughout the state and nation, transportation is a major barrier of service delivery, in addition to a fragmented system of care. For those veterans and their families seeking financial assistance or other benefit assistance, they must travel approximately 30-50 miles one way to receive services in the Houston Metropolitan area. Upon their arrival they are usually met with barriers, complicated systems, long wait lines and potentially turned away because they forgot one document, only to have to start the process again. Operation Fort Bend Heroes will enable FBCSS to expand the reach of services to a greater proportion of the underserved Fort Bend County veteran population and make a substantial impact to veteran residents.

2. How did you identify the community need(s) or problem(s)? Be specific in your answer and sufficiently describe any methods used to identify that the need described above in **Need Identified #1** is present in your service area. Include references to data that may substantiate and support that this need exists in your service area.

Within the last three years, FBCSS began collecting and tracking demographic and need-based data annually. This data is examined and utilized to determine gaps in services. In fiscal year 2014, FBCSS was approached by a local organization about addressing the needs of local veterans. While FBCSS was unclear of the number of veterans it served, it began to review cases files and progress notes to identify the veterans served. It was at this time that FBCSS had identified approximately 20 veterans served by FBCSS. It was further noted that most veterans do not provide this information on their own. As a result, in fiscal year 2015, FBCSS began to ask every client that entered its doors "Are you a veteran?". Through this process, 89 were identified in this last year. Since then, the question has been changed to "Have you served in the military?" Furthermore, FBCSS has collaborated with other organizations and participates in various networking meetings such as the United Way Fort Bend Veterans Network. The Fort Bend Veterans Network also has identified a fragmented system and has identified that services specifically targeted at veterans are either non-existent or veterans must travel long distances to receive services. While providers in the Houston/Harris County area extend services to the veterans living in Fort Bend County, services may only be provided one or two days out of the week, making it difficult for the veterans to receive services at the time he/she is in crisis. Veterans too often comment about the red tape and barriers faced at the Veterans Administration and the difficulty in navigating the system, as a result many will go without services. Many providers agree (Fort Bend Veterans Network) that there is a need to provide financial assistance to veterans; nevertheless this need is not well documented. One simple reason for this is that the non-profit organizations and/or social services agencies have not documented the number of veterans served. FBCSS recently created the Fort Bend County Collaborative Information System (FBCCIS), where 7 non-profit organizations (to include The County) are connected electronically, utilizing the same computer software program. In addition, partners of the collaborative will all ask the same questions to clients, to include: "Have you served in the military?" Through this collaborative, veterans will be easily identified and referred quickly to FBCSS, in addition to having access to other services. It is anticipated that through this collaborative, Fort Bend County will be in a unique position to better document financial needs and other needs faced by veterans.

3. How will the Proposed Project address the identified need(s) or problem(s)? Be specific in your answer and sufficiently describe how the components of the Proposed Project as described above in **Proposed Project Services #1** will assist in attempting to resolve the need described above in **Need Identified #1**.

For more than 30 years, FBCSS has provided financial assistance programs. In the last three years, it has gradually modified its approach to go beyond simply paying an individual or family's rent or electricity bill, but rather has taken a holistic approach and examined the root cause of the client's crisis. As a result, FBCSS has discovered clients are facing recurring issues such as water leaks, high kilowatt usage, no gas for transportation, no identification, eviction history, lack of medications, mental health issues, etc. and unfortunately are unable to get back on their feet. The *Operation Fort Bend Heroes Project* will address needs by first determining need and eligibility and following through with assistance. When needed, FBCSS may have to refer to outside agencies or to agencies within the collaborative. In the last three years, FBCSS has provided case management to assist the client and identify the root cause of the problem. Case management services are provided for a minimum of six months. During this time, the caseworker develops a rapport with the client, creating a connection whereby the client feels comfortable asking questions and disclosing other needs the client is facing. *Operation Fort Bend Heroes Project* is proposing to provide financial services along with case management services to ensure the beneficiary is assisted and prevent major crises from re-occurring.

4. How is the Proposed Project unique from other similar services that may be available in your proposed service area? Be specific with details about what sets your Proposed Project apart.

FBCSS takes a comprehensive approach when assisting Fort Bend County clients. FBCSS does in-depth screening and intake and is better able to determine true causes of issues in order to better service the client. If a client comes in seeking assistance with a utility bill, FBCSS is not just looking at the utility, it approaches the case as a whole, in that it determines if rent is too high, has income decreased, is there a loss of employment, is the client unaware of resources available to them, such as government resources that may alleviate some of the strain on the client's financial status. It has been FBCSS' number one goal to assess each client's situation to determine what else can be done to prevent this individual from returning for services, to address the root of the problem, and identify other services in the community the client can be connected to. In the last two years, FBCSS has implemented its "Unmet Emergency Assistance" services. This service is currently funded by two local foundations and provides funds to be utilized to assist veterans, the elderly and the homeless with the following services, fees and/or incidentals to include as appropriate: obtaining a birth certificate, identification card; application fees, housing, utility deposits, gas cards, personal hygiene items, one month of day care, diapers, shoes, undergarments, minor home repairs, water leaks, yard work, housekeeping, smoke detectors, carbon monoxide detector, tire re-pairs, minor car repairs, laundromat, air conditioner (window units), and/or any additional services that may pre-vent the veteran from becoming self-sufficient. The "Unmet Emergency Assistance" services will be made available to the veterans served under the *Operation Fort Bend Heroes* project when necessary. Another unique feature of this project is that beneficiaries will have immediate contact with the Fort Bend County Veterans Services Office. Since both agencies are co-located in the same building (next door to each other), access to additional services is more readily available. In addition, Fort Bend County's FBCCIS also allows for beneficiaries to access additional services to include: food assistance, medication assistance, clothing assistance, and/or other unmet needs the beneficiary may need.

Beneficiaries

1. Related to the information provided in **Need Identified** above, 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. Examples include, but are not limited to:
 - Veterans of a particular era (such as Vietnam or OEF/OIF era Veterans);
 - Veterans with a specific character of discharge (such as Honorable, other than Dishonorable, etc.);
 - Veterans' duty status (such as National Guard, Reservist, or Active Duty); or
 - Particular Veteran dependents (such as dependents of newly separated veterans, or surviving spouses of reservists or Guards Members).

Provide a definition below for each applicable category that will be eligible to receive services, listing any service restrictions of the Proposed Project. Be specific. Do not include the number of clients you anticipate serving.

Veterans: Services will be provided to individuals who served in the United States Armed Forces to include the National Guard Reservist and or Active Duty. to include those who served in National Guard, Reservist or Active Duty and without regard to the era in which they served and what military branch they served. All veterans and their family members living in Fort Bend County will be served.

Veteran Dependents: Services will be provided to dependents of veterans to include: spouse, son, daughter, Step-child and adopted child of a Texas Veteran. .

Surviving Spouses: Services will be provided to the surviving spouse(s) of a veteran with proof of supportive documentation (award letter for pension, death certificate).

Choose from the list below all discharge statuses that will be accepted by your organization:

- ☒ Honorable
- ☒ General Under Honorable Conditions
- ☒ Other Than Honorable Conditions
- ☒ Bad Conduct
- ☒ Dishonorable
- ☒ Dismissed
- ☒ Uncharacterized

2. Describe any other restrictions on eligibility, if applicable (example: income level, beneficiaries living in a specific service area like a county or region, or referral from VA or other such organization).

There is no income restriction; however, there is a needs assessment that will be completed at time of intake. The service area for participants in the program is restricted to the Fort Bend County area. Fort Bend County Central Appraisal district website will be utilized to determine eligibility with regards to county.

3. If your organization receives grant funds, it will be responsible for tracking each individual Veteran, their dependents, and survivors that receive grant-funded service(s). The number of unduplicated Veterans, dependents and survivors, as well as cumulative totals, will be reported to the FVA quarterly.

- a. Estimated Number of Clients to be Served

Enter the estimated number of unduplicated Veterans, Dependents, and Surviving Spouses to be served by the Proposed Project. The information to be entered is a number. Do not enter a percentage and do not enter a range.

Performance Measure	Estimated Number of Clients to be Served
Number of Veterans served. (Required performance measure for all applicants.)	153 Veterans
Number of Dependents served. (Required performance measure if served.)	10 Dependents
Number of Veterans' Surviving Spouses served. (Required performance measure if served.)	10 Surviving Spouses
Total Estimated Number of Clients to be Served	173 Total Unduplicated Beneficiaries

- b. Additional Performance Measures and Estimated Volume of Services Provided to Clients

1. First enter additional performance measures that align with and are related to the Proposed Project in the Performance Measure column. For example, if the Proposed Project is to provide free transportation services via a dial-a-ride van service, an additional performance measure may be "number of rides provided to beneficiaries."

Then, provide the estimated volume over the grant funding period for the additional performance measure listed. For example, "500 rides."

Additional lines may be added.

Performance Measure	Estimated Volume of Services Provided to Clients
<i>Example:</i> <i>Number of rides to be provided to beneficiaries.</i>	<i>Example:</i> <i>500 rides</i>
Number of beneficiaries who receive rental assistance.	57 beneficiaries will be assisted with rental assistance of up to \$1,200.00.
Number of beneficiaries who receive utility assistance	61 beneficiaries will be assisted with electricity, water and/or gas with up to \$500.00.
Number of beneficiaries who receive transportation assistance.	45 beneficiaries will be assisted with transportation assistance with up to \$40-50.00 to fill a tank of gas.
Number of beneficiaries who receive childcare assistance	10 beneficiaries will be assisted with childcare cost of up to \$1,000.00.

c. Goals and Anticipated Outcomes

1. First enter goals that align with and are related to the Proposed Project in the Goals column. For example, if the Proposed Project is to provide free transportation services via a dial-a-ride van service, a goal may be "clients provided with rides were able to regularly attend medical appointments, and health and independence was improved."

Then provide the anticipated outcome for the goal listed in the "Anticipated Outcomes" column. For example, "85% of clients had improvements in health and independence."

Additional lines may be added.

Goals	Anticipated Outcomes
<i>Example:</i> <i>Clients provided with rides were able to regularly attend medical appointments and health and independence was improved.</i>	<i>Example:</i> <i>85% of clients had improvements in health and independence.</i>
Beneficiaries provided with rental assistance were able to maintain stable living condition	85% of clients had stable living conditions.
Beneficiaries assisted with electricity, water, and gas were able to maintain their services	85% of the clients were able to maintain their services without risk of disconnects.
Beneficiaries assisted with transportation were able to attend scheduled appointments.	80% of the clients were able to increase outside resources.
Beneficiaries assisted with childcare were able to seek and maintain employment	60% of the beneficiaries were able to maintain employment.

2. Next, describe how you will determine if anticipated outcomes are met. Examples may include using a client satisfaction survey, following up with clients 30-90 days after receiving services to determine status, tracking pertinent client data.

FBCSS will utilize a client satisfaction survey as well as follow-up with clients at 3 months and 6 months of receiving services. Follow-up will be conducted either face to face or by phone. Beneficiaries will be encouraged to contact caseworker upon change of address or change of phone number.

Project Eligibility

1. Eligibility to receive services must be verified and documented. The RFA includes a list of **specific forms** your organization staff may use to verify eligibility of clients who can receive services and ensure that it is applicable to beneficiary definitions above in **Beneficiaries #1** (Veteran, dependent, surviving spouse related) and **#2** (any other applicable eligibility requirements). Select the forms your agency will use to verify eligibility.

☒ 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

If dependents and surviving spouses are listed as eligible beneficiaries, include how their eligibility will be verified. Select the forms your agency will use to verify eligibility

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).

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.

FBCSS will store all needed documents electronically in the FBCSS database network which is only accessed by password and user id and documents are restricted to only be viewed by FBCSS agency.

Project Principal Participants

List the principal participants in the organization. Indicate which principal(s), if any, are Veterans. As defined in the **RFA Section III. Definitions of Key Terms Principal Participants can include:** Project Coordinator, Financial Coordinator, Executive Director or any other key stakeholders in the Proposed Project.. Résumés are to be included for each Principal Participant and should describe applicable experience by position

Name of Principal Participant	Title	Veteran (Y/N)	# of years of experience in position	Résumé Attached (Y/N)
1. Anna M. Gonzales	Director of Social Services	N	5	Y
2. Ed Sturdivant	County Auditor	N	17	Y
3. Dwight Marshall	Veteran Services Officer	Y	14	Y
4. To be determined (TBD)	Program Coordinator	TBD	TBD	TBD
5. Debra Zagala	Case Worker	N	1	Y

1. What are the roles, responsibilities, and qualifications of the Principal Participants listed in the table above as related to the Proposed Project? For example, if a CFO is listed as a principal participant, the description should reference his/her role, responsibilities, and qualifications as it relates to the Proposed Project.

Principal Participant #1: Anna M. Gonzales, MSW, is responsible for the overall implementation of the project to include: staff training, budget, implementation, policy and procedures and program evaluation.

Principal Participant #2: Ed Sturdivant will be responsible for payment of bills and to detect any deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies. Mr. Sturdivant has held the position of County Auditor for the past 16 years.

Principal Participant #3: Dwight Marshall currently serves as the Veteran Services Officer for Fort Bend County. He is a retired Marine and has served as the Veterans Service Officer for the past 14 years.

Principal Participant #4: The Program Coordinator will be responsible for the direct supervision of the caseworker and ensure all proper documentation and reporting for this grant is completed.

Principal Participant #5: Debra Zagala is currently the case worker for *Operation Fort Bend Heroes*. She is responsible for assessing the veterans' overall needs and assisting them in utilizing FBCSS' existing resources. She provides case management services to the veteran when additional services are needed. Ms. Zagala works in collaboration with various partnering agencies in Fort Bend County and Harris County.

Partnerships

List agencies and/or organizations that your organization partners with to assist in serving Beneficiaries as part of the Proposed Project. Use additional page(s) if needed. Note: Partnerships may be subject to verification.

Name of Partner Organization	Address	Telephone	Website
Fort Bend County Veterans Services Office	4520 Reading Rd. Ste. A-300, Rosenberg, TX 77471	281-238-3587	www.fortbendcountytexas.gov
Access Health	400 Austin St., Richmond, TX 77469	281-342-4530	www.myaccesshealth.org
Texana Center	4910 Airport Ave., Rosenberg, TX 77471	281-261-9199	www.texanacenter.com
Veteran of Foreign Wars (VFW)	1903 1 st St., Rosenberg, TX 77471	281-232-3011	www.vfw.org
Fort Bend Veterans Court	County Court at Law 3, 1422 Eugene Heiman Circle, Richmond, TX 77469	281-341-4429	www.fortbendcountytexas.gov
Disabled American Veterans	4520 TX-36, Rosenberg, TX 77471	281-232-9224	www.legion.org
All Xena's Horses, LLC	3942 Beasley West End Rd., Beasley, TX 77417	832-535-5532	www.allxenahorses.com
Career Recovery Services	12300 Parc Crest, Stafford, TX	281-207-2535	www.careerandrecovery.org
Katy Christian Ministries	5011 E 5 th St., Katy, TX 77493	281-391-9623	www.ktcm.org
East Fort Bend Human Needs	425 Stafford Run Rd., Stafford, TX 77477	281-261-1006	www.humanneeds.org
Second Mile Mission	1135 US-90 ALT, Missouri City, TX 77489	281-261-9199	www.secondmile.org
Rosenberg/Richmond Helping Hands	909 Collins Rd., Richmond, TX 77469	281-232-4904	www.rosrich-helpinghands.org

1. Describe the role and how each partner listed in the table above is necessary to accomplish the Proposed Project.

Fort Bend County Veterans Service Office assists as a resource. This partner will assist veterans in applying for services through the Veterans Administration and also refer veterans who are in need of financial assistance.

AccessHealth is the county's Federally Qualified Health Center (FQHC) that provides quality primary care to insured and uninsured population of Fort Bend County. FBCSS will assist clients in setting appointments for veterans to get primary care, dental care, and behavioral care in the cases where the client has not been service-connected.

Texana Center is the county's mental health authority. FBCSS refers clients in those cases where the client appears to have an immediate need for behavioral health services. FBCSS ensures that the client receives mental health services from this partner.

Veterans of Foreign Wars (VFW) identifies and refers veterans who are in need of services to FBCSS. FBCSS makes quarterly presentations to the VFW and maintains communication throughout the year either by phone, social media or emails.

Fort Bend County Veterans Court has requested FBCSS to make a presentation to the court informing them of the specific services FBCSS provides to veterans. Presentations to Veterans Court will be conducted quarterly, or as requested.

Disabled American Veterans has reached out to FBCSS to make a presentation about available services and has agreed to refer clients to FBCSS.

All Xena's Horses, LLC, is a non-profit organization that provides equestrian services to veterans. All services provided by the Xena Project are provided free to veterans. Recently FBCSS met with the program director and anticipates to receive referrals from the program.

Career & Recovery Resources (CRR) is a non-profit organization that provides alcohol and substance abuse treatment, behavioral health services and housing to veterans. FBCSS has maintained a good working relationship with CRR and continuously work together on providing rental assistance, utility assistance, gas assistance and day care to veterans and families of veterans.

In 2015, Fort Bend County established the Fort Bend County Collaborative Information System (FBCCIS) which is made up of five non-profit organizations (listed below) and two county departments that include Fort Bend County Social Services and Fort Bend County Emergency Medical Services (Community Paramedic Program). The mission of the collaborative is to implement a collaborative data collection and sharing system that will coordinate client information, to improve the efficiency and effectiveness of service delivery over time. The collaborative has afforded the organizations to be connected electronically and has created ease in referring, assessing and meeting the needs of clients almost seamlessly. In instances when the needs of the clients cannot be met completely by one organizations, another partner steps in and ensures all the clients (veteran) needs are met.

A listing of the five non-profit organizations that form the FBCCIS, and a brief summary of services provided are noted below:

Katy Christian Ministries (KCM) is a non-profit organization that provides professional behavior health services to victims of crimes and to veterans. In addition, KCM provides non-perishable food items, financial assistance and clothing to area residents who live in the following counties: Fort Bend, Harris and Waller. More recently, FBCSS and KCM collaboratively secured a grant from United Way to provide services to women who served in the military. This program allows both organizations to provide additional rental, utility and unmet emergency needs to female veterans utilizing the same eligibility criteria and application process. In addition, it allows the veteran to receive more services than if she were only to apply at one agency.

East Fort Bend Human Needs (EFBHN) is a non-profit organization that assists residents in the east quadrant of the county with basic needs to include: non-perishable food items, rental assistance, and utility assistance. EFBHN refers all veterans for further assessments and comprehensive case management services.

Second Mile Mission (SMM) is a non-profit organization that assists residents living throughout Fort Bend County. SMM provides short term rental assistance, emergency hotel assistance, non-perishable food items, clothing and utility assistance.

Rosenberg/Richmond Helping Hands (RRHH) is a non-profit organization that assists residents living within the Rosenberg/Richmond city limits. RRHH provides non-perishable food items, clothing and financial assistance to include utilities, rent and emergency hotel assistance.

Marketing and Outreach

1. Does your organization have an outreach and/or marketing plan to ensure your organization is able to reach and provide services to the Estimated Number of Clients to be served as listed in the table for **Beneficiaries #3**?
☒ Yes ☐ No
2. If yes, describe the outreach and/or marketing plan and how it will ensure that your organization is able to reach and provide services to the Estimated Number of Clients to be Served as listed in the table for **Beneficiaries #3**.

FBCSS' current marketing plan utilizes a combination of strategies to include newsprint, social media, networking with various businesses churches, civic groups, veterans groups, social service organizations junior colleges/universities, veteran service providers, clinics, Texas Workforce, All Xena's Horses LLC, VFW, Disabled American Veterans, participation in local health fairs, attends regular standing monthly networking meetings. Program staff attends United Way Connect monthly network meetings and the quarterly United Way Fort Bend Veterans Network meetings. Program staff will also meet with veteran program partners 2-3 times per year to ensure that outreach is being performed and that services offered are being marketed to veterans. Veterans not affiliated with the aforementioned organizations will be targeted through social media, press releases in local newspapers, newsletters, churches, businesses, civic groups, etc. FBCSS works very closely with the Fort Bend County Veterans Service Office and they will play an integral role in referring beneficiaries to FBCSS. In addition, FBCSS has created brochures regarding available services and make them available to other agencies as well as "hand out" at any functions where Veterans may congregate.

Sustainability after the Grant

1. If your organization were to receive a one-year FVA grant, will the Proposed Project continue after the one-year grant period if you did not receive additional FVA funding?
☒ Yes ☐ No
2. If yes, please describe how the Proposed Project will continue. Be specific. Include in your answer what other funding will be available to your organization and what other organizations with whom you may be partnering or working to carry on the work of the Proposed Project after June 30, 2019:

The proposed project will continue, however the number of veterans assisted would be reduced as well as the amount of funding per service, depending on the veteran's situation. FBCSS will utilize its department's budget to assist in meeting the immediate needs of the veteran. A reduction in funds will not change the primary goal of the project which is to help veterans, veteran spouses and surviving spouses and dependents, but it will have an impact on the number of veterans that can be assisted. Plans for maintaining the project include securing funding from state and federal funding sources, local foundations, corporate and individual contributions.

3. If your organization has received FVA funding in the past for the Proposed Project, describe why you are applying for a grant again.

FBCSS is applying for funding to continue *Operation Fort Bend Heroes*. Currently, there are no agencies in Fort Bend County that specifically target the unmet needs of veterans, their spouses, or surviving spouses. By continuing this project, Fort Bend County Social Services will be able to continue providing financial assistance to Fort Bend County veterans and their spouses.

Part II – Organization Background

Organization Overview

1. What is the purpose or mission of your organization?

The mission of Social Services is to provide quality social services to maintain and enhance the lives of all persons served.

2. What year was your organization established?

The county of Fort Bend was established in 1837. The department of Fort Bend County Social Services was created by Commissioner Court in the 1950's.

3. What types of programs/services does your organization as a whole currently provide? Provide examples and briefly describe program components.

Currently the department provides utility, rent/mortgage, emergency shelter, food, medication, pauper and indigent burial services, Transitional Supportive Housing, Case Management, Unmet Emergency Needs and Benefits Bank (assist with completing SNAP, TANF, CHIP, Medicaid and Medicare applications) to the residents of Fort Bend County. In addition, the department plans and implements the "Walk With Pride" (WWP) Shoe Program for school age children whose household incomes are at or below 150% of the poverty level.

4. Are veterans currently being served and what services is your organization providing to the veterans?

All persons who currently live within the geographic boundaries of Fort Bend County and who can demonstrate a need at the time they are requesting services.

Organizational Structure

1. What type of organization is applying?

- ☐ City/Municipal government
- ☒ County government
- ☐ Nonprofit organization
- ☐ Other, please describe:

2. What type of governing body does your organization have?

- ☐ City Council/Mayor/City Manager
- ☒ County Commissioners' Court/County Judge
- ☐ Board of Directors/Board Officers/Executive Director
- ☐ Other, please describe:

Previous FVA Grant Awards

List any previous grants your organization was awarded from the FVA.

Amount Awarded	Grant/Contract #	Begin Date	End Date	Final Exp %	Final Perf %	Was previous funding for the same Proposed Project under this application? (Y/N)
\$150,000.00	FVA 16B 0328	7/1/16	6/30/17	76%	98%	Y
\$150,000.00	FVA 17 0416	7/1/17	6/30/18			Y

\$300,000.00 Total FVA Grant Awards

Other Grants and TVC Contracts

List all grants and TVC contracts your organization received within **the last two (2) years**. Do not include FVA grants listed above. Do not list in-kind donations. Use additional pages if needed.

Amount Awarded	Grantor	Grant/Contract #	Begin Date	End Date	Audit Performed (Yes or No)
\$216,030	Federal Emergency Management Agency U.S. Dept. of Homeland Security (Emergency Food & Shelter Program)	LRO #782800-006	4/28/15	10/31/15	Yes
\$206,000	Federal Emergency Management Agency U.S. Dept. of Homeland Security (Emergency Food & Shelter Program)	LRO #782800-006	10/1/17	1/31/18	No
\$25,000	Henderson Wessendorff Foundation	2015-2017	6/1/15	10/31/17	Yes
\$25,000	The George Foundation	2015-2017	6/1/15	7/31/17	Yes
\$151,272	Office of the Governor, Criminal Justice Division (Victims of Crime Act)	3024001	10-01-16	10-31-17	Yes
\$200,000	United Way-Fort Bend Recovers	2017	1-1-17	12-31-17	Yes

\$823,302.00 Total Other Grant Awards

- Provide a brief narrative for each TVC (non-FVA) contract that is listed in the above table.

Non-applicable

Fiscal Management

Answer each question below and do not leave any item unanswered.

- What software does your organization use to record accounting transactions?

Lawson

- Does your organization have written accounting policies and procedures for the following? Please be aware that you will be asked to provide copies of applicable policies and procedures to FVA staff should you be awarded a grant. Do not list N/A.

	YES	NO
A. Procurement	☒	☐
B. Vendor Payments	☒	☐
C. Payroll	☒	☐
D. Grants Administration	☒	☐
E. Cash Management	☒	☐
F. Travel	☒	☐
G. Capitalization and Equipment	☒	☐

- Indicate if each statement is true or false for your organization. Do not list N/A.

	TRUE	FALSE
A. There has been no staff turnover or reorganization in the past 6 months.	☒	☐
B. The organization uses a Chart of Accounts.	☒	☐
C. Time sheets are approved and signed by supervisory personnel.	☒	☐
D. An A-133 Single Audit has been performed in the past 2 years.	☒	☐
E. Travel receipts are submitted for travel reimbursement requests.	☒	☐
	☒	☐
F. At what amount does your organization capitalize equipment?	\$10,000.00	

Performance Reporting

1. What type(s) of data collection tools will your organization use to document Beneficiaries receiving services (required performance measure) and any additional performance measures noted in **Beneficiaries #3 a., b., and c.**?

FBCSS collects basic demographic information, along with assessment questions. A client satisfaction questionnaire will be administered after services are provided. A follow-up questionnaire will be administered at 3 and 6 months of follow-up.

2. How will your organization consolidate the collected data to ensure that beneficiaries that are reported to the FVA are unduplicated?

Currently FBCSS utilizes a computer software system entitled Caseworthy for data collection and tracking of services. The program has the capacity of tracking duplication of clients by date of birth, social security number, address, etc. Since all clients are asked "Have you served in the military?" the software has the capability of generating a report of those clients who responded "yes."

Part III – 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.

Following each table, a narrative description supporting and discussing each budget item must be entered, as well as a calculation demonstrating how the cost was arrived at. For example, if there is travel in the budget, the narrative must discuss travel and the appropriateness of travel to the project, and the narrative must include calculations to support how the cost was determined.

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.

All tables should be rounded to the nearest whole dollar. 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, percent of time to be allotted to the Project, and employee's annual salary rate.

Table A

Position Title	Employee Name	Annual Salary	% of Time Allocated to the Grant	Total Cost
Caseworker	Debra Zagala	\$46,751.00	100%	\$46,751.00
Program Coordinator	To Be Determined	\$ 53,975.00	20%	\$10,795.00
Total Table A				\$57,546.00

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% or less must be justified as directly working on the grant. Narrative must also include a calculation to demonstrate how the cost was determined.

One case worker has been hired for this program. She is responsible for assessing the beneficiary's eligibility for services and work closely with the other FBCSS staff, FBCVSO staff and other resources within and outside the county. She completes the initial assessment, gather information and identify problems and formulate a service plan to help the client meet their needs. The caseworker also coordinates care services and assist the beneficiary to identify and obtain resources. The caseworker will also be responsible for advocating on the beneficiary's behalf with external parties, such as legal services, health insurance organizations or other social service organizations. She will also be responsible for ensuring the client satisfaction and follow-up questionnaire are complete. The case worker position is a grade 8 position with a salary range of \$15.79-\$21.50 an hour. The salary provided

above was determined at the highest end of pay grade (\$22.39) at 2088 hours. ($\22.39×2088 hours full time employment = \$46,751.00). FBCSS is proposing to hire one program coordinator. Twenty percent of the coordinator's time will be utilized to directly supervise the caseworker, supervise the day to day activities of the program, attend community meetings and complete monthly and annual reports. The program coordinator position is a grade 10 with a midlevel rate of pay of \$25.85. The total full time cost of this position is $\$25.85 \times 2088$ hours = \$53,975.00. In general the County calculates a full-time employee at 2088 hours, however 20% of these hours is 418 hours. The salary for the program coordinator was calculated as follows: $\$25.85 \times 418 = \$10,795.00$

B. Fringe Benefits

- For each Position listed in Table A, include the annual fringe benefits for that position.

Table B

Position Title	Employee Name	Annual Fringe Benefits	% of Time Allocated to the Grant	Total Cost
Caseworker	Debra Zagala	\$22,581.00	100 %	\$22,581.00
Program Coordinator	To Be Determined	\$24,284.00	20%	\$4,857.00
Total Table B				\$27,438.00

- Describe the benefits– including health insurance, social security and any other applicable fringe benefits – for each position listed in Table B and how each of those benefits are necessary to accomplishing the Proposed Project. Narrative must also include a calculation to demonstrate how the cost was determined.

The benefits below are the current benefits offered to all full time employed by Fort Bend County. Due to workplace guidelines these benefits are necessary to fulfill workplace mandates. The following percentages are the current benefit rates calculated by the County Budget Office for the caseworker position.

Payroll taxes 7.65% @ \$46,751.00= \$3,577.00

Retirement 12.12% @ 46,751.00= \$5,666.00

Worker's compensation/Unemployment 3.8% @ \$46,751.00 = \$1,777.00

Health Insurance @ \$11,561.00

The following are the program coordinator positions benefits calculated at 20% of the time.

Payroll taxes 7.65% @ \$53,975.00= \$4,130.00

Retirement 12.12% @ 53,975.00= \$6,542.00

Worker's compensation/Unemployment 3.8% @ \$53,975.00 = \$2,051.00

Health Insurance @ \$11,561.00

The total cost of benefits for the program coordinator are $\$24,284.00 @ 20\% = \$4,857.00$.

C. Travel

- Enter employee travel in the table below. This can include travel to and from conferences, training, outreach, and travel to provide services to Beneficiaries. As noted in the RFA Section XI. Grantee Training, funds do not need to be budgeted for travel to Austin, TX for grantee training. This training will be done remotely via webinar or

conference call, or in some instances, FVA staff may conduct onsite training visits at the Awarded Applicant's facility.

Table C

Travel Expense	Reason for Travel	No. of Staff	No. of Days	Total Cost
Staff Mileage @ \$0.540 per mile	Travel to and from home visits, community meetings, local, regional trainings and conferences and to conduct outreach.	1	Average 2 days per week	\$1,100.00
Attend State, Regional and Local Conferences/ Workshop registration fees	Increase knowledge regarding best practices for working with veterans, identify new resources and information for veterans	1	5 days	\$665.00
Hotel/ Per diem	Cost of Hotel & Meals	1	5 days	\$735.00
Total Table C				\$2,500.00

2. Provide a description for each travel item included in the Table above. The description should include, but is not limited to, 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.

Caseworker will be reimbursed for travel in those cases when she must use her vehicle, otherwise she will use the county vehicle as much as possible. In those cases when her personal vehicle must be used, the caseworker will be reimbursed at the county mileage rate of \$0.540 per mile. It is anticipated that the caseworker could be reimbursed for approximately 2,037 miles during this funding period. This travel cost would include travel to and from the Houston/Harris county area for the purpose of attending network meetings, conferences workshops, trainings, provider meetings, making home visits in addition to any other travel deemed necessary to carry out program goals and objectives. When available the caseworker will attend state, regional and local conferences. Registrations fees range from \$50-\$250.00. It is anticipated the caseworker will attend two to three conferences during the year. Fort Bend County travel policy requires employees to utilize the US General Services Administration (GSA) rate. Prior to traveling the traveler (employee) must verify confirmed rate matches the negotiated contract rates found on the State's website http://www.gs.gov/portal/content/104877?utm_source=OGP&utm_medium=printradio&utm_term=perdiem&utm_campaign=shortcuts based on travelers destination. The county's policy for per diem is \$36.00 a day for in state travel and \$48.00 a day for out of state travel.

D. Capital Equipment

This line is not applicable to this FVA grant application and should be left blank.

E. 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

Description of Supplies	Unit Cost	Quantity	Total Cost
General Office Supplies	\$		\$691.00
Total Table E			\$691.00

2. Provide a description for each item of supply listed in the Table above **and** explain why each supply item is necessary to accomplish the Proposed Project. Narrative must also include a calculation to demonstrate how the cost was determined.

General office supplies will include: paper, ink/toner, stapler, staples, highlighters, specialty paper, pens, pencils, tablets, post-it pads, business cards, annual calendar, tape, folders, binders, etc. These items will be used by the caseworker to carry out day to day duties, ensure all activities are carried out in a timely and organized manner. The estimated cost of these items varies however the experience of FBCSS is that the cost of general supplies per new employee is approximately \$691.00 annually.

3. If this is a continuation request and your 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 of supply may include laptops, projectors, printers, and phones.

FBCSS is requesting general offices supplies that needs to be replenished annually no laptops, projectors or printers or phones are being requested at this time.

F. Client Services

1. List each client service and the cost of each service. Client Services may include, but is not limited to, participant support costs such as emergency financial assistance, transportation assistance, and any **contract personnel** that will be providing services to Beneficiaries. An itemized break-out of each client service is required, and extra lines may be inserted into this table.

Table F

Client Service	Maximum Cost per Client	No. of Clients to be Served	Total Cost
Rental Assistance	\$1,200.00	57	\$68,400.00
Utility Assistance	\$500.00	61	\$30,500.00
Transportation Assistance (filled tank of gas)	\$40.00	45	\$1,800.00
Childcare Assistance	\$1,000.00	10	\$10,000.00
Total Table F			\$110,700.00

2. Provide a description for each Client Service listed in the Table above **and** explain why each cost is necessary to accomplish the Proposed Project. Include, if applicable, the maximum amount of assistance to be provided to clients. Narrative must also include a calculation to demonstrate how the cost was determined.

Rental assistance will be provided for up to \$1,200 per month. In Fort Bend County, the average monthly rate of an apartment or rent house is approximately \$1,200 for a family of four. It should be noted that FBCSS will pay a maximum of \$1,200 for one month's rent but could potential pay less in those cases where the lease/rental agreement stipulates a less amount. It is anticipated that 57 beneficiaries will request this service at a rate of \$1,200 a month for a total sum of \$68,400.00.

Utility Assistance- Beneficiaries will be assisted with utility assistance for up to \$500.00. This amount will include payment of more than one utility bill if and when necessary. Utility bills include electricity, water and gas. It has been the experience of FBCSS that on average, utility bills range from \$50.00 to \$250.00 per month. FBCSS is requesting \$30,500 to assist beneficiaries with utility assistance. FBCSS will assist 61 beneficiaries with more than one utility bill for a combined assistance not to exceed \$500.

Transportation assistance will be provided to beneficiaries in need of gas. In the past, it has been the experience of FBCSS that a full tank of gas ranges from \$40-\$50. The goal is to assist 45 beneficiaries with a full tank of gas with a resulting sum total of \$1,800. The County's Procurement Card is utilized to purchase gas for veterans. A

procurement card is attained through the County's Purchasing Department who then authorizes only those employees designated by the Director of Social Services to be users of the card. Once the Purchasing Department authorizes the use of the card the Caseworker follows the client to the gas station, pumps the gas and obtains a receipt for the purchase.

Childcare assistance will be provided for up to \$1,000 for one month. This amount is based on the average cost of daycare in the Fort Bend County area. FBCSS intends to provide 10 beneficiaries with childcare at the rate of \$1,000 for one child per beneficiary. Please note that the average cost per client is merely an average and could be substantially less or more. The Director will practice discretion on case by case basis, concerning any amount above the average available per client, so as to not extinguish all funds in any one situation. This will ensure proper stewardship of available funds, maximizing client services and assisting as many Veterans as possible.

G. Construction

The FVA grant does not cover the cost of construction. This line is blank.

H. Other Direct Costs

1. List any direct costs not included in the above 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. The FVA may ask the applicant to re-classify costs as indirect if the support provided does not meet the above criterion.

Table H

Other Direct Costs	Annual Cost	Allocation % (if applicable)	Total Cost
Brochure Printing	\$285.00	100%	\$285.00
Wi-Fi Card	\$480.00	100%	\$480.00
License Computer Software (Caseworthy)	\$360.00	100%	\$360.00
Total Table H			\$1,125.00

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. Narrative must also include a calculation to demonstrate how the cost was determined.

Brochure Printing FBCSS conducts ongoing outreach in the community to inform veterans of FBCSS program services. Recently, FBCSS created a brochure specifically targeting veterans to include men, women and their families. The cost of printing 1000 brochures is \$285.00 this cost is based on the current county cost as per vendor.

Wi-Fi Card service is needed to access the web-based data collection software system (Caseworthy) utilized by the County. This software is utilized to complete client intake and assessments both at the office and while making home visits to veterans. The Wi-Fi card is specifically assigned to the laptop utilized by the caseworker assigned to this project. The cost of the Wi-Fi card is \$40.00 per month for a total annual cost of \$480.00. This price is based on the county cost as per vendor.

License Computer Software (Caseworthy) FBCSS currently utilizes the data collection software, Caseworthy. This software is necessary for data collection, monthly reporting, quarterly and end of the year reports. To ensure proper documentation and data collection, the case worker for this grant would require a license to gain access to

Caseworthy. One additional license will cost \$360.00. This price is based on the current agreement the county has with Caseworthy.

I. Total Direct Charges

All Personnel, Fringe Benefits, Travel, Supplies, Client Services and Other Direct Charges should sum to Total Direct Charges on Line I of Table K below.

INDIRECT COSTS

J. Indirect Costs

Allowable Indirect Cost Recovery 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.

Typical examples of indirect cost for many nonprofit organizations may include depreciation on buildings and equipment, the costs of operating and maintaining facilities, and general administration, such as the salaries and expenses of executive officers, personnel administration, and accounting.

Please keep in mind that direct and indirect costs must be treated in a similar manner as they are across your organization and may be reviewed for accuracy during compliance visits.

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.

For more information regarding direct and indirect costs, please see 2 CFR §200.412-414.

1. Enter the total Direct Costs in Table J. to calculate the total allowable Indirect Recovery. Then enter the total Indirect Recover to be charged to the grant – this amount may not be more than the total allowable Indirect Recovery.

Table J

Total Direct Costs (Total of Table A through Table H)	Maximum Indirect Costs (as percentage of Direct Costs)	Total Allowable Indirect Recovery	Total Indirect Recovery to be Charged to Grant
\$200,000.00	10%	\$0	\$0
Total Table J			\$0

2. Provide a basic line item description for 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.

Non-Applicable

K. Budget Table

Enter all the Total lines from Tables A-H and J on the corresponding line below. The total of Table K must match the grant amount being requested in Part I: Proposed Project Information Amount Requested.

Table K

Table	Budget Category	Total Cost
DIRECT COSTS		
A	Salaries and Wages	\$57,546.00
B	Fringe Benefits	\$27,438.00
C	Travel	\$2,500.00
D	Capital Equipment	
E	Supplies	\$691.00
F	Client Services	\$110,700.00
G	Construction	
H	Other Direct Costs	\$1,125.00
I	Total Direct Costs	\$200,000.00
INDIRECT COSTS		
J	Indirect Costs	\$0
	Total Indirect Costs	\$0
	Total Grant Amount Requested	\$200,000.00

L. Matching Funds

Describe what other funding sources and/or matching funds your organization will be using to support and accomplish the goals of the Proposed Project. This information helps to provide a complete picture of what resources will be used to accomplish the Proposed Project. Be specific in your answer by including, for example, 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.

FBCSS will utilize the following funding sources to support and accomplish the goals and objectives of Operation Fort Bend Heroes: Fort Bend County Public Assistance to provide rental assistance, utility assistance, food voucher, medication assistance, transitional supportive housing assistance, emergency shelter, and unmet needs. The County allocates \$300,000.00 to Fort Bend County Social Services to be utilized for the aforementioned purpose. The Emergency Food, and Shelter Program (EFSP) will also be utilized to enhance program services to veterans. These services too include rental assistance, food assistance and utility assistance. Finally funds through United Way of Greater Houston, The George Foundation and the Henderson Wessendorff Foundation will also be utilized to assist veterans who were affected by hurricane Harvey. FBCSS currently has \$150,000.00 to assist flood survivors.