



## Application- Operation Fort Bend Heroes

<b>Application ID</b> AP-FVA_19-008	<b>Applicant Organization</b> Fort Bend County	<b>Status</b> Created	<b>Application Deadline</b> 11/16/2018 05:00 PM
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### Overview

#### Opportunity

<b>Announcement ID</b> AN-FVA_19-001	<b>Grantor Organization</b> Texas Veterans Commission	<b>ApplicationDeadline</b> 11/16/2018 05:00 PM
<b>Award Ceiling</b> \$500,000	<b>Award Floor</b> \$5,000	<b>Program Area (Do not change)</b> General Assistance (GA)

#### Application Overview

<b>Project Title</b> Operation Fort Bend Heroes	<b>Proposed Project Service Category</b> Financial Assistance	<b>Is this proposed project a new FVA-funded project, an expansion of current FVA-funded services, or continuation of an existing FVA-funded project?</b> Continuation
<b>Financial Documents</b>	<b>Requested Amount</b> 200000	<b>Proposed Project Start Date</b> 7/1/2019
<b>Proposed Project End Date</b> 6/30/2020	<b>Project Coordinator</b> Anna Gonzales	<b>Submitted On</b>

#### Project Abstract





# Fund for Veterans' Assistance

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## Project Description

Fort Bend County Social Services (FBCSS) proposes to target all veterans, veteran spouses, surviving spouses, and dependents of veterans who currently live within the geographic boundaries of Fort Bend County. FBCSS proposes to provide financial assistance to this target population, consistent with need and eligibility, to include rental assistance, utility assistance, transportation assistance, and childcare assistance, for up to one month of assistance. Services are located at two sites, West End Location at 4520 Reading Road Ste. A-900, Rosenberg, Texas 77471, and the East End Location at 307 Texas Parkway Ste. 235, Missouri City, Texas 77459. Services are offered Monday through Friday from 8:00 am to 5:00 pm.

FBCSS works closely with the Fort Bend County Veterans Service Office (FBCVSO), and both departments are co-located in the same building. Both departments work 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 service provisions provided through FBCSS.

All clients seen by FBCSS are screened for veteran status at in-take screenings by asking the very basic question "Have you served in the military?" Once the veteran has identified him-self/herself as a veteran, the eligibility worker will request his/her military identification card and/or DD214. FBCVSO is then 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. Financial hardship is demonstrated by a beneficiary's proof of eligibility via a bank statement, pay check stubs, the reason for the 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 rental/mortgage assistance (up to \$1200), utility assistance (up to \$500, to include, electricity, water and gas), and childcare assistance (for one month, up to \$1,000). 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. 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 long-term quality of life.

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 the Fort Bend County human services sector. Furthermore, participants listed affordable housing, homeless shelters, food assistance and basic needs as not being met by current services in the region.





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When comparing FBCSS fiscal year 2016 to fiscal year 2017, there was a 28% increase in the number of families/individuals living at or below 100% poverty level. In fiscal year 2017 (October 2016 through September 2017) 3,974 individuals requested rent/mortgage, utility and food assistance. In this same year 2,233 actually received assistance with one of the three services from Fort Bend County Social Services (FBCSS).

In addition, FBCSS provides the Benefits Bank Program to assist clients with completing the SNAP, TANF, CHIP, Medicaid and Medicare applications. In the last three years, 547 clients received assistance with this program. Of the clients served, 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 2017 reported that roughly 8% of Fort Bend County's Population lives in poverty (63,481). In 2014, the Department of Housing and Urban Development (HUD) indicated that the number of low-income residents county-wide was roughly 72,000, or about 14 percent of the total population. Of that 72,000, approximately 50,900 individuals were estimated to be living below the federal poverty level. FBCSS began providing services to veterans in November 2014. Over the last 4 years, 470 veterans requested one time or repeated assistance, totaling 856 requests for assistance from FBCSS. Of this same population 47% reported an income of less than 30% of the area median income (less than \$21,091.80 a year), 63% reported an income of less than 50% of area median income (less than \$35,153.00 a year) and 73% reported an income of less than 80% of area median income (less than \$56,244.80 a year).

According to the Texas Veterans Commission, there were 28,116 veterans residing in Fort Bend County in 2017. 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. They are usually met with barriers, complicated systems, long, wait lines and 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. Within the last three years, FBCSS began collecting and tracking demographic and need-based data annually. In fiscal year 2014, FBCSS was approached by the Fort Bend Women's Charity 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 such veterans. In the fall of 2014, FBCSS identified approximately 20 veterans served. Over the last four years, the number of veterans requesting assistance has increased with 121 requesting services in 2015, 213 requesting services in 2016, 300 requesting services in 2017 and 209 requesting services in 2018.

FBCSS participates in the Fort Bend Veterans Network and collaborates with other organizations. This network has identified a fragmented system and has discovered that services specifically targeted at veterans are either non-existent or veterans must travel long distances to receive services.





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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 who reside in Fort Bend County, 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. 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 issue 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 the financial needs and other needs faced by veterans.

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 client case as a whole, in that it determines if rent is too high, if income decreased, if there a loss of employment, and/or if the client is aware of resources available to him or her, such as government resources that may alleviate some of the strain on the client's financial status. It has been FBCSS' primary 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 to identify other services in the community the client can be provided.

## Applicant Organization

Organization Name:

Fort Bend County

EIN:

746001969

DUNS:

08-1497075

Address:

301 Jackson Street  
Richmond Texas 77469  
United States

Applicant Type

County Governments

Governing Body

County Commissioners' Court/County Judge

What is the organization's overall mission?

What year was the organization established?

Fort Bend County 1837

What types of programs/services does the organization currently provide? Provide examples and briefly describe program components.





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The mission of Fort Bend County Social Services (FBCSS) is to provide comprehensive social services to individuals and families in need.

Fort Bend County Social Services provide one time assistance (rental/mortgage assistance, utility assistance, medication assistance, food assistance, unmet needs, emergency shelter) case management services (Case management services specifically targeted to the homeless and elderly, clients are eligible to receive transitional supportive housing) Iris Women's Program (Case management services targeted at victims of crime, clients are eligible to participate in transitional supportive housing ), Operation Fort Bend Heroes (Case management services targeted specifically to veterans, clients are eligible to participate in transitional supportive housing ), indigent burial services,

What services does the organization currently provide veterans?

Upon meeting eligibility requirements veterans can be provided with all services stated above.

On average, how many veterans does the organization currently serve annually?

122

What percentage of total clients served by the organization are veterans?

1%

## Contacts

Full Name	User Role	Email	Business Phone
Anna Gonzales	Secondary	fbcsocialservicesgrants@fortbendcountytexas.gov	(281) 238-3506
Robert E. Hebert	Primary	county.judge@fortbendcountytexas.gov	(281) 341-8608
Ed Sturdivant	Secondary	ed.sturdivant@fortbendcountytexas.gov	(281) 341-3760





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## Past Awards

ID	ID	Award Title	Grantor Organization	Award Amount
No records found				

## System Information

**Created By**  
Anna Gonzales

**Created Date**  
09/18/2018 04:41 PM

**Last Modified By**  
Anna Gonzales

**Last Modified Date**  
11/02/2018 06:45 PM

## Budget

### Instructions

The budget is broken up into Direct and Indirect Costs. Within Direct Costs there are six allowable sections. Indirect Costs has one section. Each section represents a Budget Category that will make up your Total Grant Amount Request. The total grant amount request must equal the Amount Requested checked in Part I – Proposed Project.

Complete each Table as applicable to your Proposed Project. Costs must be broken out in Tables to a degree that is sufficient to determine if costs are reasonable, allowable, and necessary for the successful performance of the grant project. Costs will be reviewed for compliance with UGMS and federal grant guidance found in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Costs claimed as direct costs that appear indirect in nature or budgets claiming no indirect costs will be scrutinized for accuracy. Any such costs claimed as direct need to be fully explained, supported, be reasonable and treated in a consistent manner across your organization. The FVA may ask the applicant to reclassify costs as indirect if the support provided does not meet the above criterion.

Do not leave a table blank. Place an “N/A” in the first line and a “0” in Total for the table if you are not budgeting those cost in this





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application.

Budget	
Budget Category	Grantor Share
Salaries and Wages	\$ 48,208
Fringe Benefits	\$ 23,836
Travel	\$ 2,500
Supplies	\$ 3,096
Client Services	\$ 121,220
Other Direct Costs	\$ 1,140
<b>Total Direct Costs :</b>	<b>\$200,000</b>
Indirect Costs	\$ 0
<b>Grand Total (Direct + Indirect Cost):</b>	<b>\$200,000</b>

## Matching Funds

Describe what other funding sources the organization will be using to support and accomplish the goals of the Proposed Project. Include any other grants that may fund portions of the Proposed Project, in-kind donations, or volunteer time that assists in the delivery of Proposed Project services. (Maximum allowable characters = 500)

**FBCSS will utilize existing funding sources to support and accomplish the goals and objectives of Operation Fort Bend Heroes. These funding sources include Fort Bend County Public Assistance, Emergency Food & Shelter Program (EFSP), Reliant Care, TXU Energy Aid, City of Sugar Land Water, and Unmet Needs funds. Services provided include rental/mortgage assistance, utility assistance, medication assistance, unmet needs, food voucher, emergency shelter, and transitional supportive housing,**

## Forms and Attachments





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## Instructions

Please click the "Edit" icon (pencil) in the "Appendix I - Project Narrative" section below in order to fill out the required form for the application. Once the form is 100% filled out, and before the application is submitted, click the "Validate" button in that section.

Additionally, click the "Add" button in the "Attachments" section to upload all required supplementary documents for the applications.

An Application Package may have up to five attachments. Failure to provide required attachments may negatively impact the application or result in ineligibility. When submitting Application Package name each attachment according to numbers below. Note that attachments 1-3 are required for all applications.

**Do not upload the all the documents as one file.**

The Application Package includes the following items be attached:

1. **Résumés of the Principal Participants in the organization**
2. **List and terms of current governing body members (Board of Directors, Commissioners Court, City Council Members)**
3. **A copy of current professional liability insurance and/or malpractice insurance policy**
4. **Financial Documentation if not a Unit of Local Government**
5. **IRS Tax determination letter regarding non-profit status, if not a unit of local government or VTC certification letter if applying for a VTC grant. Do not submit paperwork from the State Secretary of State or the State Comptroller of Public Accounts regarding non-profit status. Only IRS Tax determination letter indicating your organization is recognized as a tax-exempt non-profit is acceptable.**

Attachments				
Attachment Name	Type	Description	Last Modified	Owner
Ed Sturdivant's Resume.pdf	Resumes	Ed Sturdivant_Resume	11/2/2018 6:28 PM	Anna Gonzales
Anna's Resume.pdf	Resumes	Anna Gonzales_Resume	11/2/2018 6:28 PM	Anna Gonzales
Dwight's Resume.pdf	Resumes	Veteran Services Officer	11/2/2018 6:29 PM	Anna Gonzales
Laeticia Pena Resume.pdf	Resumes	Program Coordinator_Resume	11/2/2018 6:30 PM	Anna Gonzales





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Resume.docx	Resumes	Bobbie Degrate_Caseworker	11/2/2018 6:30 PM	Anna Gonzales
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## Notes

Title	Description	Created Date	Created By
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## History





## Form - TVC Form

### Overview

#### 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, simply select "Yes" for the Statewide field.

[Statewide](#)

#### Beneficiaries

Applicants may elect to restrict Proposed Project services to particular groups to address needs by narrowing the eligibility of who can receive services through the Proposed Project.

[Who will the organization provide direct services to under the proposed project?](#)





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- **Note: Texas Veterans Commission, Fund for Veterans' Assistance defines Dependents and Surviving Spouse in the Request for .**

If Veterans are selected above, provide a definition for veterans that will be eligible to receive services. (Maximum allowable characters = 500)

Choose the discharge status(es) (Character of Service) that the organization will serve under the proposed project.

Describe any other restrictions on eligibility, if applicable (example: income level, disabilities, or referral from VA or other such organization). If blank, input 'n/a'. (Maximum allowable characters = 1000)

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

**Enter the number of unduplicated Veterans, Dependents, and Surviving Spouses to be served by the Proposed Project. The information to be entered is a number. Do not enter a percentage and do not enter a range. If the project will not serve a particular population, enter '0' in the corresponding area.**

Number of Veterans

Number of Dependents

Number of Surviving Spouses

Total Number of Clients to be Served (Updates on Save)

0

Number of Home Modifications to be Completed. (Required performance measure for all Home Modification Assistance Programs projects)

## Performance Reporting

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What type(s) of data collection tools will your organization use to document Beneficiaries receiving services (required performance measure) and any additional performance measures noted in Beneficiaries, as well as measure goals and outcomes? (Maximum allowable characters = 1000)





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How will your organization consolidate the collected data to ensure that beneficiaries that are reported to the FVA are unduplicated? (Maximum allowable characters = 1000)

## Project Eligibility

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**The forms listed below are the only forms acceptable by TVC to determine Veteran, Dependent, and Surviving Spouse eligibility. Select the forms the organization will use to verify eligibility for each beneficiary that will be served under the proposed project.**

Veterans

Dependents

Surviving Spouse

Describe how the eligibility verification documents will be retained (example: as listed in your organization's retention policy) **and** maintained (example: in locked filing cabinet or electronically on your organization's server). (Maximum allowable characters = 1000)

Note: Retention period must meet minimum requirements as defined in 2 CFR 200.333 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

## Proposed Project Services

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**Describe the Proposed Project. The answers should be brief but specific.**

Describe what services will be provided with grant funding. (Maximum allowable characters = 1500)

Where will clients receive services: List addresses of all offices and if services are available on-line and/or over the phone. (Maximum allowable characters = 1500)

When will the services be available to clients. Indicate the hours of operation for the facilities to include days and time. (Maximum allowable characters = 1500)

Describe how beneficiaries will be provided with project services. Include how the beneficiary requests services and how long it will take for requested services to be provided. (Maximum allowable characters = 1500)

## Need Identified

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What is the community need(s) or existing service gap(s) that the Proposed Project will address? (Maximum allowable characters = 1500)

How were community need(s) or gap(s) in service identified? Describe the methods used to identify the need in the service area. (Maximum allowable characters = 1500)

How does the Proposed Project address the identified need(s) or gap(s) in the service area? (Maximum allowable characters = 1500)

How is the Proposed Project unique from other similar services that may be available in the proposed service area? Be specific with details about what sets your Proposed Project apart. (Maximum allowable characters = 1500)

Goals and Outcomes			
Title	Sub Title	Question	Target Outcomes
Financial Assistance	Project Specific Goals	How many evictions/foreclosures were prevented?	
Financial Assistance	Project Specific Goals	How many service disruptions were prevented?	
Financial Assistance	Project Specific Performance	How many clients will receive rent/mortgage assistance?	
Financial Assistance	Project Specific Performance	How many clients will receive utilities assistance?	

## Goal Tracking

Describe how the organization will determine if the anticipated outcomes above are met. Examples may include using a client satisfaction survey or following up with clients 30-90 days after receiving services to determine status. (Maximum characters = 1500)

Project Principal Participants					
Title	Name of Principal Participant	Veteran	Years	Résumé Attached	Roles, Responsibilities, and Qualifications
Signing	Ed Sturdivant	<input type="checkbox"/>		<input type="checkbox"/>	
Secondary	Robert E. Hebert	<input type="checkbox"/>		<input type="checkbox"/>	
Primary	Anna Gonzales	<input type="checkbox"/>		<input type="checkbox"/>	





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## Partnerships

Name of Partner Organization	Address	Telephone	Website
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## Marketing and Outreach

Does the organization have an outreach and/or marketing plan to ensure the organization is able to reach and provide services to the number of clients to be served as listed in the Beneficiaries section?

If yes, describe the outreach and/or marketing plan and how it will ensure that the organization is able to reach and provide services to the Number of Clients to be Served as listed in the Beneficiaries section. (Maximum allowable characters = 1500)

How often are marketing and outreach activities conducted? (Maximum allowable characters = 1000)

## Sustainability after the Grant

If the organization is awarded an FVA grant, would the Proposed Project continue after the grant period ends if ithe organization does not receive additional FVA funding?

If yes, describe how the Proposed Project will continue. Include what other funding will be available to the organization and what other organizations will be partnering or working to carry on the work of the Proposed Project after the grant period ends. (Maximum allowable characters = 1500)

If the organization has received FVA funding in the past for the Proposed Project, describe why it is applying for a grant again. (Maximum allowable characters = 1500)

## TVC Contracts

Contract Amount	Contract #	Begin Date	End Date	Services provided under contract
<b>Total</b>				

## TVC Contracts Narrative





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For TVC-only (non-FVA) contracts that are listed in the above table provide a brief description of the contract. (Maximum allowable characters = 1500)

## Other Grants

Contract Amount	Grantor	Grant/Contract #	Begin Date	End Date	Audit Performed
<b>Total</b>					

## Fiscal Management

What software does the organization use to record accounting transactions?

## Policies

Fiscal Management Accounting Policy	Y / N
A. Procurement	
B. Vendor Payments	
C. Payroll	
D. Grants Administration	
E. Cash Management	
F. Travel	
G. Capitalization and Equipment	

## Assessment

Fiscal Management Statement	T / F
A. There has been no staff turnover or reorganization in the past 6 months.	
B. The organization uses a Chart of Accounts.	





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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.	

