

**UNITED WAY OF GREATER HOUSTON  
SERVICE PROVIDER AGREEMENT  
FORT BEND RECOVERS COLLABORATIVE GRANT**

THIS AGREEMENT is entered into the 1st day of June 2019 by and between *United Way of Greater Houston* and *Fort Bend County*.

**GRANT OVERVIEW:**

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

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

**CONTRIBUTION:** Total balance remaining in the amount of \$29,773.22 based upon previous agreed upon \$100,000 grant award which was distributed in full as of December 31, 2018.

**TERM:** All funds must be expended within the time period of June 1, 2019 – March 31, 2020. Any remaining funds may be requested to roll into the next grant year. If that request is denied, remaining funds will need to be returned to United Way within

**APPROVED USES:** This Year 2 agreement is amended from the previously agreed upon \$100,000 grant award which was distributed to Fort Bend County in full as of December 31, 2018. Actual funds expended by Fort Bend County are \$70,226.78 as of December 31, 2018 leaving a remaining balance of \$29,773.22 to be expended by Fort Bend County. These funds are to be used for Long-Term Disaster Recovery efforts as specified in the grant application and budget allocated as follows: \$29,773.22 for basic needs financial assistance up to \$1,500 per client.

**CONTINGENCIES:**

- Executed Service Provider Agreement must be on file prior to disbursement of approved funding.
- Fort Bend County agrees to keep its financial records so that they adequately show that the funds were used exclusively for the Grant's purpose.
- To document the progress of the Grant, United Way of Greater Houston may schedule a phone interview, site visit and/or file audit prior to the end of the grant period.
- Fort Bend County must maintain accurate client records in a case management database. Fort Bend County may be requested to provide reports based on client case records related to this grant.
- Fort Bend County should attempt to leverage these resources as much as possible through the effective use of other funds. These awards are an "up to" amount and if additional funds are raised by the Service Provider's agency for this effort, it should offset the Foundations' award.
- Funding shifts must be requested and approved by United Way of Greater Houston staff listed below prior to the shift of funds.

**SUCCESS MEASURES AND QUALITY IMPROVEMENT:** Fort Bend County is committed to meeting the proposed number of clients and outputs in their application. United Way of Greater Houston recognizes actual results may vary but sufficient effort should be made towards achieving the success numbers proposed in the application submitted.

**REVIEW AND REPORTING:** All funded programs are monitored on an ongoing basis by United Way of Greater Houston staff and volunteers. Fort Bend County may receive special requests for information during the United Way of Greater Houston annual community campaign, in connection with special events, during disasters or at other times. The following reporting requirements are specific to this grant:

**REPORTING:** Fort Bend County agrees to submit reports demonstrating the benefit of services provided and the impact achieved. Fort Bend County agrees to submit quarterly progress reports as outlined in this agreement including: number of

unduplicated individuals and households served, the type of services provided with list of funds expended to date. Fort Bend County agrees to submit completed reports via e-ClImpact for a total of four (4) reports. Due dates of these reports are as follows:

- Quarterly Progress Reports Due: 09/10/2019, 12/10/2019, 03/10/2020, and 06/10/2020.
- Other reports may be required by United Way of Greater Houston upon request.

**PERFORMANCE ISSUES:** United Way of Greater Houston reserves the right to terminate this agreement with a 30-day notice if Fort Bend County is not compliant with terms and conditions of this agreement.

**ADDITIONAL REQUIREMENTS:**

**SERVICE LEVEL REQUIREMENTS: DISASTER CASE MANAGEMENT**

- All cases will be monitored through a case management database administered by Fort Bend County to track client's recovery progress and ensure no duplication of benefits. Information entered should include household members, demographic information and contact notes.
- Clients served must have been affected by the 2016 Brazos River floods, Hurricane Harvey, or the May 2019 Severe Weather Incident.
- Case managers should conduct due diligence and obtain appropriate documentation as verification of needs and lack of resources available before using awarded funds to provide assistance.
- Case managers should ensure all available resources are leveraged such as the Greater Houston Unmet Needs Fund.
- Clients will have a recovery plan in place as a requirement to access funds. This plan will be uploaded into the client's case management record.
- Clients with recurring ongoing basic needs or needs that existed prior to the disaster should be provided with additional resources not related to the grant.

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

**BRANDING GUIDELINES AND UNITED WAY STAFF CONTACT**

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

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

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

**Fort Bend County**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print or type): KP George Title: Fort Bend County Judge

**United Way of Greater Houston:**

By:  \_\_\_\_\_ Date: 7/2/19

Name (print or type): M.K. Stewart Title: Executive Vice President & Chief Operating Officer