



General Assistance Program  
Financial Assistance

Unduplicated Beneficiary Target:

TVC ID:

Start Date: 09-01-2026  
End Date: 08-31-2027

ID: R-2025-2018006791  
VCISO: No

Award Type:  
Grant Officer:

## Request Status

Full Application

Review

Negotiation

Active

Closed

### Status

Full Application

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### Additional Organization Information

#### 1. What is the organizations mission statement and when was it created or last revised?

Created in 2021, the mission of **Fort Bend County Health and Human Services** is to promote and protect the health and well-being of the residents of Fort Bend County through disease prevention and intervention, public health emergency preparedness and response, community engagement, and helping to assure the equitable provision of basic human needs.

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

#### 2. How did your organization determine the need that this grant proposal will address? What modalities did it use to gather the data and how did it assess the information to ensure the need is present?

Social Services has been a recipient of the General Assistance grant for several years. The department utilizes data from clients served, the number of clients within Fort Bend County, and the increasing demand for program funding dedicated to serving this population. Through ongoing communication and partnerships with veteran-centered organization, additional information had been gathered that supports the continued need and reinforces our commitment to addressing the needs of Veterans.

#### 3. How many grants and total funding has the organization been awarded the current calendar year? :

Fort Bend County Health and Human Services has 13 grant contracts (Direct and Pass through TxDSHS) that were awarded or renewed during the current calendar year. This is in addition to the multi-year Public Health Infrastructure Grant, which was awarded in 2023. The top two funding organization are the Texas Department of State Health Services and the Texas Veterans Commission with a total funding of over \$2.2 million.

#### 4. List the top two funding organizations/agencies, grant(s), award amount, brief discription of project.

Specifically for Fort Bend County Social Services Division:

Fort Bend County - \$400,000 in county funds. County funding supports the Social Services Division, which provides case management and financial assistance to Fort Bend County residents experiencing hardship. Services include rent, utilities, food, medical assistance, and referrals to health and behavioral health resources.

Texas Veterans Commission General Assistance Grant - \$50,000 in financial assistance. This grant supports financial relief for veterans, surviving spouses, and beneficiaries experiencing temporary hardship. Funds help cover rent, utilities, transportation, food and funeral assistance, ensuring veterans and their families remain housed and connected to supportive services.

#### 5. Is the organization currently "doing business" with any individual(s) whom is a principal stakeholder or is related to a principal stakeholder of your organization:

N/A

#### 6. Does your organization use contractors to perform duties or services for beneficiaries? If yes, how are contractors vetted to ensure their reliability and safety of the beneficiary:

At this time, we does not use any contractors to perform duties or services for beneficiaries.

7. What types of services does the organization currently provide to the community in the proposed service area?

Social Services provides comprehensive case management and financial assistance, through rental/mortgage and utility assistance, food vouchers/food pantries access, medication assistance, unmet-emergency needs for essential items, rapid rehousing, transportation (fuel/rides), referrals to TWF/employment resources, mental health and physical health assessments, Indigent and Clinical Health, Behavioral Health support, shelter placement, domestic violence assistance, funeral assistance and child care. All services are delivered with compassion and cultural sensitivity.

8. On average, how many veterans does the organization serve annually? : 220

Principal Participants (For Moderator Only)

*Phone numbers must be formatted as XXX-XXX-XXXX*

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▼ Full Application

▼ Summary of Services

1. Proposed Project Service Area(s)\* Fort Bend

2. Who will the organization provide direct services to under the proposed project? Check boxes below.\*

Veterans: Yes

<b>Dependents:</b>	Yes
<b>Surviving Spouses:</b>	Yes
<b>Total Number of unduplicated clients to be served.*</b>	150

3. Provide a summary of the service(s) your Organization proposes to provide to clients through this grant\*

Grant funding will provide limited emergency assistance and financial relief for mortgage, rent, food vouchers, utilities, transportation and funeral services to Veterans, Surviving Spouses and Beneficiaries who can demonstrate financial need.

4. Describe how your organization will ensure that beneficiaries reported to FVA are unduplicated. :

Social Services utilizes a secure software system to track Veterans, Surviving Spouses and Beneficiaries. This system collects and stores data that allows for proper tracking and ensures services are unduplicated.

5. Describe how the eligibility verification documents are securely maintained :

The software used by FBC Social Services is an electronic database that is securely maintained and accessible only by authorized staff. Each user is assigned a unique user ID and password, and access is restricted to the department to ensure confidentiality and data protection.

**6. What types of eligible beneficiaries from the United States military components will your organization serve with TVC grant funding? (select all that apply)\*** Active Duty , National Guard, Reserves , Veteran

**7. Choose the veteran discharge status(es) (Characterization of Service) that your organization will serve with TVC grant funding? (select all that apply)\*** Honorable, General Under Honorable Conditions, Other Than Honorable Conditions, Uncharacterized, Dishonorable, Bad Conduct, Dismissed

**8. Can beneficiaries request services over the phone?\*** Yes

**If yes, provide phone number for beneficiaries' to contact for application and/or client intake?\*** 281-238-3502  
*Must be formatted as XXX-XXX-XXXX*

**9. Can beneficiaries request services or make an appointment online?\*** No

**10. Can beneficiaries apply for services via walk-in? \*** Yes

**11. Are services provided by appointment only?\*** Yes

**12. How will beneficiaries be evaluated to determine priority of service?\*** Financial Hardship

**13. Once eligibility is determined, how many days will it take for requested services to be provided?\*** 30

**14. Must beneficiaries have an appointment with an employee/case manager to request/apply for services?\*** Yes

15. If a beneficiary does not provide required documents or information at the first meeting when requesting services how many days will pass until the case manager contacts the beneficiary to follow-up? 3

▼ Marketing and Outreach

1. Describe the organization's marketing and outreach plan. How will your organization conduct marketing to mass audiences promoting grant-funded services in the selected service area (County or Counties)? What marketing techniques will your organization be using to promote grant funded services?

Staff will attend community events centered in and around Fort Bend County and outer areas to promote awareness and education, expanding the community's knowledge of and access to available programs. This is a collaborative effort with the HHS Communications Department. Marketing efforts include flyers, educational materials, and social media campaigns, as well as networking through community events, veterans group organizations, attend meetings, and develop partnerships to support program growth and further development.

2. Statewide Service Area - Describe how Veterans across the state will be made aware of your services and how they can apply for services. Answer N/A if not statewide.

N/A. This program is specific to Fort Bend County and remains within the assigned domain.

3. How many hours a week, on average, will you conduct in-person outreach within the service area with grant funding? 8

▼ Financial Information

1. Does your organization have the ability to sustain this project without FVA funding?\* No

2. Does your organization use software to record accounting transactions and manage financial book keeping?\* Yes

What is the name, type, and version of the software?\* Caseworthy & Lawson

3. Does your organization have a maximum allowable amount per client? No

4. How often are grant funded expenditures reconciled with the bank account statements, check register, and general ledger? Monthly

5. What controls are in place to ensure grant funded expenditures are recorded, claimed and reconciled?

Social Services utilizes the Quality Control Department to monitor expenditures through the Caseworthy and Lawson software systems. Grant funds are checked weekly, and department staff coordinate with the Auditor's Office to communicate and review expenditures, needs or issues. Additionally, all funds are assessed through the FBC Auditor's Office by an assigned accountant ensuring that grant funds are accurate, reconciled in adequate time and align between the software systems.

6. Has the organization had a Single Audit conducted per 2 CFR 200.501, if yes what year and were there any material weakness or sufficient findings listed, please identify. :

A Single Audit was conducted for the year ending September 30, 2024, with the audit report dated March 20, 2025. Please see the link below for the report. [https://transparencydocs.fortbendcountytexas.gov/Traditional\\_Finances/2025/FY2024\\_ACFR.pdf](https://transparencydocs.fortbendcountytexas.gov/Traditional_Finances/2025/FY2024_ACFR.pdf)

7. Does your organization certify that there are no contingencies, outstanding liabilities or litigation that could affect your organization's financial position during the life cycle of the grant agreement? Yes

Budget Tables

Salary & Fringe Group

Name	Job Title	Annual Salary	% Time to TVC Grant	Total Grant Funded Salary
	TVC Case Manager	\$55,600.00	100%	\$55,600.00
<b>Total Fringe: \$30,588.80</b>		<b>Total Grant Funded Fringe: \$30,588.80</b>		
<b>Social Security:</b> Medicare: \$4,253.40 FICA: \$4,253.40	<b>Health:</b> \$17,420.00 <b>Dental:</b> <b>Vision:</b>	<b>Life:</b> <b>Disability:</b> <b>Worker's Comp:</b> \$556.00	<b>Unemployment:</b> \$1,000.80 <b>Retirement:</b> \$6,866.60	<b>Parking:</b> <b>Phone:</b> \$492.00
<b>Total Salary + Fringe: \$86,188.80</b>		<b>Fringe % of Salary: 55.02%</b>		
<b>Detail:</b> Employee is responsible for assessing at least 12 clients-Veterans, surviving spouses and beneficiaries a week to determine eligibility for assistance.				
<b>Total Salary</b>				\$86,188.80

**Direct Client Services Group**









Category	Unit Cost	Quantity	Amount Requested
Rent	\$49,000.00	1	\$49,000.00
<b>Detail:</b> TVC CM will provide an estimated 26 clients with rental assistance. Funds will be utilized to assist with rent up to \$1,500/month.			
Food Voucher	\$20,000.00	1	\$20,000.00
<b>Detail:</b> TVC CM will provide an estimated 50 clients with food vouchers to grocery stores to obtain food items. Food vouchers valued \$130.00 (family of 3 and under); \$250 (family of 4 or more).			
Mortgage	\$20,000.00	1	\$20,000.00
<b>Detail:</b> TVC CM will provide an estimated 15 clients with mortgage assistance. Funds will be utilized to assist with mortgage up to \$1,500/month.			
Funeral	\$24,000.00	1	\$24,000.00
<b>Detail:</b> TVC CM will provide funeral assistance to 4 families at \$6,000 each.			
Utilities	\$25,000.00	1	\$25,000.00
<b>Detail:</b> TVC CM will provide an estimated 35 clients with utility assistance. Funds will be utilized to assist with utilities up to \$500.			
Transportation Beneficiary Vehicle	\$2,232.00	1	\$2,232.00
<b>Detail:</b> TVC CM will provide an estimated 20 clients with fuel assistance for their vehicle. Funds will not exceed \$100/client.			
<b>Total</b>			\$140,232.00

**IDC Group**

Category	Amount Requested
Administrative and Facilities Costs	\$6,579.20
<b>Detail:</b> Administrative costs, supplies, mileage and personnel items business cards, appropriate office set up.	
<b>Total</b>	\$6,579.20

**Total Budget:** \$233,000.00

▼ Documents

APPLICATION PACKAGE DOCUMENTS	
 <b>Governing Body Members of Fort Bend County October 2024.pdf</b> <b>Governing Body Members</b> Added by Karri Halcomb at 3:40 PM on October 28, 2025	  
 <b>liabilityinsurance_Fort Bend County.pdf</b> <b>Liability Insurance</b> Added by Karri Halcomb at 3:39 PM on October 28, 2025	  

Business Authorization Letter

Financial Statement

IRS Determination Letter

IRS-990 w/ Part X Balance Sheet