

FORT BEND COUNTY GRANT INFORMATION AND ASSESSMENT FORM

1. County departments requesting funding must upload the Grant Information and Assessment Form and supporting documents to eCivis in order to be approved.
2. Additionally, the completed form will need to be uploaded to AgendaQuick once eCivis review is completed with all supporting documents.
3. When adding the Grant Information and Assessment Form to AgendaQuick – departments will mark it as confidential.

DEPARTMENT APPLYING FOR GRANT	APPLICATION DEADLINE
HHS – Community Health & Wellness	December 2, 2025
GRANT/PROGRAM TITLE	GRANTING AGENCY
Texas Veterans Commission – Mental Health Grant	Texas Veterans Commission (TVC)
PROPOSED PERIOD OF PERFORMANCE IF AWARDED	TOTAL PROJECT COSTS BEING REQUESTED
September 1, 2026 – August 31, 2027	\$130,000.00
UNIQUE ENTITY IDENTIFIER (UEI FROM SAM.GOV)	
MJG8N8EPN2L3	
DEPARTMENT HEAD/SUPERVISOR	GRANT COORDINATOR/PROJECT LEAD
Gwendolyn Sims	Karri Halcomb/ Barbara Edwards

PROJECT CONSIDERATIONS

Is there a county cost share/match required? If yes, how much?	No Match Required
Has the department/office/agency received this grant or a similar grant previously?	Yes, HHS has received this prior and currently holds this grant for the period of July 1, 2025 – August 31, 2026.
Does the department/office/agency have the capacity to meet financial administration and program management requirements?	Yes
Does the grant project require partner agency participation? (MOU development)	No
Is this grant for the construction or expansion of a County facility? If so, have you confirmed with Facilities the project is allowable?	No
Is this grant for the purchase of IT equipment/software? If so, have you confirmed with IT the purchase is allowable?	No IT software is being purchased.
Is project monitoring required? Who is conducting the monitoring?	Yes, HHS will monitor the grant.
Are there any special requirements or conditions? (i.e., legal requirements, prohibitions, agreements, etc.)	Previously, CAO has reviewed terms/conditions, and a NOGA will be issued if awarded between Texas Veterans Commission and FBC.

PROJECT COSTS

Costs Included in the Project	Costs	“Bold” the Documentation Included in the Application to Substantiate Costs (if applicable)
Employee Labor	\$ 119,015.88	<i>Timesheets, payroll records, employee policies, written justification, work descriptions, pay checks</i>
Contracted Services/Labor	\$ -----	<i>Quotes, bidding procedures, invoices, contracts</i>

Land, facilities, or equipment individually valued over \$5,000	\$ -----	<i>Permits, quotes, invoices, narrative description</i>
Materials/Supplies	\$ 2,000.00	<i>Invoices, proof of payment, receipts, narrative description</i>
Technology/Training	\$ -----	<i>Invoices, proof of payment, receipts, narrative description</i>
Other	\$ 6,520.00	<i>Budget Plan, administrative costs, indirect costs, rate determination</i>
TOTAL PROJECT COST	\$ 130,000.00	

COST DETAILS

If there are labor costs, how many employees are being funded?	1.0
Are the employees permanent County employees or temporary grant hires?	Grant Hire
For newly established positions, what will happen after the completion of the grant program? (i.e., temporary position absolved, permanently hired and funded by the County Budget)	If the grant is not re-awarded after the application period, the employee will be encouraged to apply for other Fort Bend County postings for which they may qualify prior to offboarding.
List any future costs related to the grant project, including administration, contractual costs, operating costs, monitoring, and County budget costs.	N/A
Will the program generate income? If so, how much?	No, the program will not generate income.

PROGRAMMATIC INFORMATION

Briefly describe the goals and objectives with the use of the grant funds.	Create accessibility to mental health services and counseling for Veterans, their dependents and surviving spouses.
Describe how the grant project goals align with the strategic priorities of the County.	The grant project goals align with Fort Bend County's (FBC) Community Health Improvement Plan priority area of Mental Health, one of the 5 public health priorities and targets the Veteran population in FBC.
Was the project designed with any of the following factors: Community outreach, evidenced-based interventions, data analysis, or needs assessment? Please explain and provide proof if necessary.	Based on the 2024 Texas Veterans Commission Needs Assessment, the project was designed to address mental health in Fort Bend County as it is one of the top three needs identified for Veterans in our region. 2024-Needs-Assessment_Region-Top-Needs.pdf
What specific key performance indicators will be implemented to measure the progress and objectives of the program?	<ul style="list-style-type: none"> Participate in at least 2 outreach activities monthly. Intake and counsel at least 8 beneficiaries monthly
Are there noncompliance risks or concerns while operating this program?	No
Will this project or engagement continue after all project funds have been expended? Please explain.	No

SUBMITTING DEPARTMENT SIGNATURE

Preparer Name and Title:	Department/Agency Name: HHS	Date: 10/28/2025
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Department Head/ Elected Official Signature: *Ketan Inamdar*

FORT BEND COUNTY PRE-PROJECT INFORMATION AND RISK ASSESSMENT (PIRA) COMPLETION INSTRUCTIONS

1. The department, agency, or entity receiving grant funds from Fort Bend County **must complete the entirety of the PIRA**. The recipient should fill out the first section of the PIRA to the best of their ability and reach out to the County with any questions. No answers should be left blank; any questions that are not applicable should be labeled N/A.
2. For the **Project Consideration** section, the recipient should consider any information that would assist the County in ensuring eligibility and compliance. Verification is necessary if a contractor or consultant is completing the application or project administration on behalf of County.
3. For the **Project Cost** section, the fund recipient should check the box next to each expense type included in the project application and identify the cost for each category. Any costs that are estimates should include justification or a written narrative to describe the budget plan. Additional documentation will be necessary to substantiate actual costs. The recipient may not be required to provide all supporting documentation prior to receiving funds but should adhere to the awarding agency's application requirements. Any supporting documentation that is included in the application should be **"bolded"** on the PIRA list for tracking purposes.
4. The **Cost Detail** section is intended to identify any specific expense requirements or cost consideration as outlined by the awarding agency. The recipient should have an understanding of the requirements prior to applying for or receiving the funding award.
5. The **Programmatic Information** requires the fund recipient to consider program design, administration, and goals necessary to effectively manage the grant award. If the department, agency, or entity, is a subrecipient, this section is essential to outline program requirements and compliance with the awarding agency. If the grant funds will only be used to fund employee labor, the recipient should consider what objectives can be accomplished with the additional staff.
6. The final requirement for the PIRA is the **Preparer Signature**, which should be the grant Project Lead, Department Head, or external consultant responsible for completing the application. By signing the PIRA, the Preparer confirms that the PIRA is complete and accurate to the best of their knowledge. County departments must upload the PIRA and supporting documentation to eCivis.
7. For departments applying for grant funds, the PIRA will be evaluated by the **Interdepartmental Grant Review Team**, consisting of the County Grant Manager, Auditor's Office, Budgeting Office, and Attorney's Office.
The evaluation process will take place via eCivis; a signature is necessary from each department to approve the application and prepare for Commissioner's Court. For external entities, agencies, or departments receiving County subawards, the County may have presented the project to the Commissioner's Court prior to sharing the award opportunity. Therefore, the project can be approved with one signature by the Attorney's Office.