

STATE OF TEXAS

COUNTY OF FORT BEND

www

KNOW ALL MEN BY THESE PRESENTS:

AGREEMENT FOR DIRECT SERVICES FOR THE PREVENTION OF FAMILY VIOLENCE OR ABUSE/NEGLECT OF A CHILD

THIS AGREEMENT is made and entered into by and between the Fort Bend County, a body corporate and politic under the laws of the State of Texas, acting by and through the Fort Bend County Commissioners Court, hereinafter referred to as "County," and Child Advocates of Fort Bend, Inc., ("CAFB"), hereinafter referred to as "Contractor," authorized to conduct business in the State of Texas.

WITNESSETH:

WHEREAS, County desires that Contractor provide services in Fort Bend County for the prevention of family violence, child abuse/neglect prevention, intervention, family strengthening, mental health, counseling, legal, and marriage preservation services to families that are at risk of experiencing or that have experienced family violence or the abuse or neglect of a child, pursuant to Section 51.961 of the TEXAS GOVERNMENT CODE, as detailed in Contractor's proposal attached hereto as Exhibit A, hereinafter referred to as the "Project;" and

WHEREAS, Contractor represents that it is qualified and desires to perform such services; and

WHEREAS, County has determined that this Agreement is for personal or professional services and therefore exempt from competitive bidding under Chapter 262, LOCAL GOVERNMENT CODE.

NOW, THEREFORE, County and Contractor, in consideration of the mutual covenants and agreements herein contained, do mutually agree as follows:

SECTION I CHARACTER AND EXTENT OF SERVICES

- 1.01 Contractor shall provide the services detailed in Exhibit A, January 23, 2013 proposal from Contractor, attached hereto and incorporated by reference as if set forth herein verbatim.
- 1.02 Contractor agrees to complete the services called for in Exhibit A between the date of this agreement and August 31, 2013.

SECTION II

CONTRACTOR'S COMPENSATION

- 2.01 For and in consideration of the services rendered by the Contractor, and subject to the limit of appropriation under Section VI, County shall pay to the Contractor an amount not to exceed \$148,800.00, including any expenses.
- 2.02 Contractor shall submit invoices to County and County shall pay each invoice within thirty (30) days after the County Project Manager's written approval provided however,

- that the approval or payment of any invoice shall not be considered to be conclusive evidence of performance by the Contractor to the point indicated by such invoice or of receipt or acceptance by the County of the services covered by such invoice.
- 2.03 Contractor shall submit invoices to County with the appropriate supporting documentation of the expenditures and in compliance with Exhibit A.
- 2.04 Contractor shall submit an annual report upon termination of this Agreement, but in no event later than December 31, 2013, containing metrics and benchmarks accomplished for the Project.

SECTION III TERMINATION

- 3.01 County may terminate this Agreement at any time by providing thirty (30) days written notice to Contractor.
- 3.02 Upon receipt of such notice, Contractor shall discontinue all services in connection with the performance of this Agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to this Agreement.
- 3.03 Within thirty (30) days after receipt of notice of termination, Contractor shall submit a statement, showing in detail the services performed under this Agreement to the date of termination.
- 3.04 County shall then pay Contractor that proportion of the prescribed charges which the services actually performed under this Agreement bear to the total services called for under this Agreement, less such payments on account of charges as have been previously made.
- 3.05 Copies of all completed or partially completed electronic data files and specifications prepared under this Agreement shall be delivered to the County when and if this Agreement is terminated in the manner and for the purposes provided in this Agreement.

SECTION IV PROFESSIONAL LIABILITY INSURANCE

Contractor shall, prior to performing billable services and for the duration of term of this Agreement, keep in full force and effect a policy of professional liability insurance of not less than \$1,000,000.00 for each claim aggregate, which shall be approved by the Fort Bend County Risk Management Department prior to purchase. The policy shall contain a clause that the insurer will not cancel or reduce the insurance without first giving County ten (10) days prior written notice. The insurance shall be in a company acceptable to the Fort Bend County Risk Management Department and a copy of the policy or certification of insurance shall be delivered to the Fort Bend County Risk Management Department as soon as available.

SECTION V NOTICE

- 5.01 Any notice required to be given under the provisions of this Agreement shall be in writing and shall be duly served when it shall have been deposited, enclosed in a wrapper with the proper postage prepaid thereon, and duly registered or certified, return receipt requested, in a United States Post Office, addressed to the County or the Contractor at the addresses set forth below.
- 5.02 If mailed, any notice or communication shall be deemed to be received three days after

the date of deposit in the United States Mail.
5.03 Unless otherwise provided in this Agreement, all notices shall be delivered to the following addresses:

A. If to the Contractor:

Child Advocates of Fort Bend, Inc.
5403 Avenue N
Rosenberg, Texas 77471

B. If to County notice must be sent to:
both the Fort Bend County Purchasing Agent and County Project Manager:

County Judge
301 Jackson, Suite 719
Richmond, Texas 77469

5.04 Either party may designate a different address by giving the other party ten (10) days written notice.

SECTION VI LIMIT OF APPROPRIATION

- 6.01 Prior to the execution of this Agreement, Contractor has been advised by County, and Contractor clearly understands and agrees, such understanding and agreement being of the absolute essence to this contract, that County shall have available the total maximum sum of \$148,800.00, including reimbursable expenses, if any, specifically allocated to fully discharge any and all liabilities which may be incurred by County.
- 6.02 Contractor does further understand and agree, said understanding and agreement also being of the absolute essence of this contract, that the total maximum compensation that Contractor may become entitled to hereunder and the total maximum sum that County shall become liable to pay to Contractor hereunder shall not under any conditions, circumstances or interpretations thereof exceed the sum of \$148,800.00 for described scope of work in Exhibit A.

SECTION VII SUCCESSORS AND ASSIGNS

- 7.01 County and Contractor bind themselves and their successors, executors, administrators and assigns to the other party of this Agreement and to the successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement.
- 7.02 Neither County nor Contractor shall assign, sublet or transfer its or his interest in this Agreement without the prior written consent of the other.
- 7.03 Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public and/or governmental body that may be a party hereto.

SECTION VIII
PUBLIC CONTACT

- 8.01 Contact with any media outlet, citizens of Fort Bend County or governmental agencies in reference to this appropriation shall be approved in advance by the County.
- 8.02 Under no circumstances, whatsoever, shall Contractor release any material or information developed or received from County in the performance of its services hereunder and said material or information being the property of or owned by County without the express written permission of County, except where required to do so by law.

SECTION IX
COMPLIANCE AND STANDARDS

Contractor shall use its best efforts and perform all professional services agreed hereunder in a manner satisfactory and acceptable to County, in keeping with the best professional standard of care provided by contractors on similar projects and comply with all applicable state, federal, and local laws, ordinances, rules and regulations relating to the services to be rendered hereunder.

SECTION X
INDEMNIFICATION

- 10.01 **CONTRACTOR SHALL SAVE HARMLESS COUNTY FROM AND AGAINST ALL CLAIMS, LIABILITY, AND EXPENSES, INCLUDING REASONABLE ATTORNEYS FEES, ARISING FROM ACTIVITIES OF THE CONTRACTOR, ITS AGENTS, CONTRACTORS OR EMPLOYEES, PERFORMED UNDER THIS AGREEMENT THAT RESULT FROM THE NEGLIGENT ACT, ERROR, OR OMISSION OF THE CONTRACTOR OR ANY OF CONTRACTOR'S AGENTS, SERVANTS OR EMPLOYEES.**
- 10.02 **CONTRACTOR SHALL ALSO SAVE HARMLESS COUNTY FROM AND AGAINST ANY AND ALL EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES WHICH MIGHT BE INCURRED BY COUNTY, IN LITIGATION OR OTHERWISE RESISTING SAID CLAIMS OR LIABILITIES THAT MIGHT BE IMPOSED ON COUNTY AS THE RESULT OF SUCH NEGLIGENT ACTS, ERRORS OR OMISSIONS BY THE CONTRACTOR, ITS AGENTS, CONTRACTORS OR EMPLOYEES.**

SECTION XI
MODIFICATIONS

This instrument contains the entire Agreement between the parties relating to the rights herein granted and obligations herein assumed. Any oral or written representations or modifications concerning this instrument shall be of no force and effect excepting a subsequent written modification signed by both parties hereto.

SECTION XII
MISCELLANEOUS

- 12.01 By entering into this Agreement, the parties do not intend to create any obligations, express or implied, other than those specifically set out in this Agreement.
- 12.02 Nothing in this Agreement shall create any rights or obligations in any party who is not a


signatory to this Agreement.

- 12.03 Contractor agrees and understands that: by law, the Fort Bend County Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients; the Fort Bend County Attorney's Office may not advise or approve a contract or other legal document on behalf of any other party not its client; the Fort Bend County Attorney's Office has reviewed this document solely from the legal perspective of its client; the approval of this document by the Fort Bend County Attorneys Office was offered solely to benefit its client; Contractor and other parties should not rely on this approval and should seek review and approval by their own respective legal counsel.
- 14.04 If there is a conflict between this Agreement and Exhibit A, the provisions of this Agreement shall prevail.

SECTION XIII EXECUTION


This Agreement shall become effective upon execution of County.

FORT BEND COUNTY:


Robert E. Hebert, County Judge

2-26-2013
Date

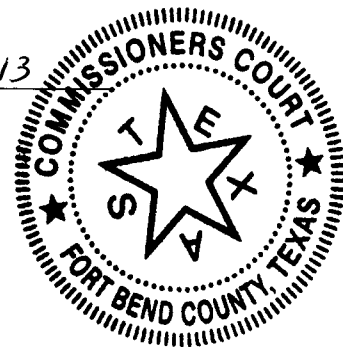
Attest:


Dianne Wilson, County Clerk

CONTRACTOR: Child Advocates of Fort Bend, Inc.


Ruthanne Mefford, Executive Director

2/15/2013
Date



AUDITOR'S CERTIFICATE

I hereby certify that funds are available in the amount of \$148,800.00 to accomplish and pay the obligation of the Fort Bend County under this contract.


Ed Sturdivant, Fort Bend County Auditor

Exhibit A: January 23, 2013 Proposal from Contractor

EXHIBIT A



January 23, 2013

Ms. Ann Werlein
Administrative/Budgets Manager
Office of the County Judge

Dear Ann,

Thank you for the opportunity to submit this request for funds to support the vital mission of Child Advocates of Fort Bend (CAFB) to provide a voice, heal the hurt, and break the cycle of child abuse in Fort Bend County.

With the steadfast support from the community and donors like you, CAFB is able to touch the lives of over 400 children each month through our Court Appointed Special Advocates (CASA) program and our Children's Advocacy Center (CAC).

Attached, please find our completed application along with our IRS 501(c)(3) determination letter, financial audit, list of current board members, CAFB Organization Chart, and attachments A,B,C. If funds are granted, Child Advocates will request monthly reimbursements. We will complete attachment C monthly with appropriate backup documents. Please contact Alyson Tomasello at atomasello@cafb.org or me if there is anything else you need.

For the Children's Sake,

Ruthanne Mefford
Executive Director

5403 Avenue N • Rosenberg, TX 77471 • Phone 281.341.9955 • Fax 281.341.0798 • www.cafb.org

Affiliated with Texas CASA, National CASA Association, Children's Advocacy Centers of Texas and National Children's Alliance

Fort Bend County Application Packet for Family Protection Funding

Fort Bend County Commissioners Court has authorized the adoption of a family protection fee set by statute as \$15. The fee is collected by the district clerk at the time a suit for dissolution of a marriage under Chapter 6, Family Code is filed. The Commissioners Court of Fort Bend County is seeking one or more nonprofit organizations located in Fort Bend County that provide direct services for the prevention or intervention of family violence or the abuse or neglect of a child. An agency that provides services through another third-party, non-profit will not be eligible for the funds. The amount of the grant(s) for FY13 will be between \$35,000 and \$150,000. Each application will be evaluated based on the criteria included in this packet. In subsequent years the grant allocation will be approximately \$30,000-35,000.

Agency Name: Child Advocates of Fort Bend

Address: 5403 Ave. N

City: Rosenberg **State:** Texas **Zip:** 77471 **County:** Fort Bend County

Is your organization a 501 (3)(c): Yes

Employer ID or Tax ID Number: 76-0337426

Project Name: Identification, Treatment and Prevention of Child Abuse

Is the project a new or ongoing part of your organization: Ongoing

Total Project Budget Required: \$609,298.00

Amount Funding Requested: \$150,000.00

Contact Person: Ruthanne Mefford

Contact Phone: 281-344-5103 **Email:** rmefford@cafb.org

Agency Web Address: www.cafb.org

1 ORGANIZATION BACKGROUND

A. Mission Statement of the Agency:

The mission of Child Advocates of Fort Bend is to provide a voice, heal the hurt, and break the cycle of abuse in Fort Bend County.

B. Total Number of Paid Staff for the Agency: 24

C. Explain how this agency, or a specific project managed by the agency, that will provide direct services qualifies for the Family Protection Account Fee as outlined in the Texas Government Code, Section 51.961 -

"A service provider who receives funds under Subsection (d) may provide family violence and child abuse prevention, intervention, family strengthening, mental health, counseling, legal, and marriage preservation services to families that are at risk of experiencing or that have experienced family violence or the abuse or neglect of a child."

As Fort Bend County continues to rapidly grow, so does the occurrence of child abuse within the county. As members of this community, it is our duty to continue to help these victims find the healthy childhood they deserve and to promote community awareness about child abuse prevention.

Child Advocates of Fort Bend (CAFB) provides a voice, heals the hurt and breaks the cycle of child abuse by way of a multidisciplinary structure. CAFB coordinates with law

enforcement, CPS, the District Attorney's Office, the County Attorney's Office and a number of partnering agencies to ensure that these children get back to a happy childhood.

Within CAFB, there are two nationally-affiliated programs: Children's Advocacy Center (CAC) and the Court Appointed Special Advocates Program (CASA).

The CAC provides forensic interviewing, therapy and victim advocacy throughout the criminal court process. The trauma that stems from abuse and neglect is devastating and can deeply affect the mental health of a child. The CAFB therapy and counseling program helps these children cope with the abuse and move forward in a positive way. The victim advocacy services provided are in place to prepare these children and their families for court and provide support throughout to make the process less overwhelming.

The CASA program focuses on children ages 0-18 years. The CASA program advocates for children in the foster care system by being assigned as Guardian ad Litem in the Fort Bend County courts. Specially trained community volunteers supported by a staff of volunteer supervisors advocate for children's "best interests" to judges in the courtroom. We provide a voice for these children with the objective of these children having a safe, permanent home.

Public awareness and community education is another important component of Child Advocates of Fort Bend. Every month, CAFB hosts Voices for Children Tours where individuals and businesses in the community come to our office and walk the path a child takes following disclosure or identification of child abuse. CAFB staff is continuously going out in the community giving presentations to religious organizations, community organizations, health care facilities, schools and businesses to inform the public about abuse and neglect, signs to watch for and what to do. By providing the community with this information, we can, *together*, make a difference in the lives of children faced with abuse and make this community a safer place for every child.

II. PROJECT DETAILS

A. Describe how your agency plans to utilize these funds and describe the direct services being provided and be as specific as possible.

These funds will be used to provide Child Advocates of Fort Bend with needed equipment, materials, supplies, personnel costs and administrative overhead. These funds will help fill funding gaps to ensure the operation of exceptional direct services within the agency's programs.

CAFB touches the lives of over 400 children each month through its two nationally-affiliated programs:

-Court Appointed Special Advocates (CASA):

CASA matches a trained volunteer to 100 percent of children in CPS custody in Fort Bend County. Our specially trained volunteers work diligently to see that the best interests of these children are being served throughout their time in the foster care system.

Within CASA, there are three age-specific services designed to accommodate the needs of children at every age. These programs include:

- **-Infant and Toddler:** This program focuses on children from ages zero to five. Children within this age group are at a critical stage of development and require increased supervision. The Infant and Toddler program focuses on positive parent-child visitations and family reunification, increases the frequency of court reviews, and aims to accelerate permanency plans.
- **N.E.S.T. (Nurturing Education and Social Triumphs):** Children ages 6-13 are at an age where they begin to develop positive values, character, educational

performance, self-esteem, connections with peers and with adult role models to ensure successful, healthy living. The N.E.S.T. program rests on the foundation of education, health and social attainment. N.E.S.T. aims to establish a healthy and successful educational and emotional path for these children.

- **WINGS:** The WINGS program was established for teens, ages 14-18, expected to remain in foster care until they age out of the state system at age 18. The focus of this initiative is to: (1) promote educational goals such as graduating from high school and beyond, (2) develop positive, ongoing relationships with at least three caring adults, and (3) develop a transitional living plan with the help of life-skills classes provided by the *WINGS* staff and various business volunteers.

-The Children's Advocacy Center (CAC):

The CAC provides a safe and child-friendly environment for children alleged to have been sexually or physically abused. Through this neutral child-focused, multifaceted program, we provide child victims and their non-offending family members an array of free services including forensic interviews, victim advocacy and case coordination services and therapy services to help achieve justice and healing.

- **Forensic interviewing:** Before the Children's Advocacy Center was established, children who have allegedly been abused would have to go to the police station to make a disclosure of abuse. The creation of the CAC took that component away. Children are now referred by CPS or law enforcement to this child-friendly environment for forensic interviews. Upon arrival, children are interviewed to determine whether abuse did or did not occur. The forensic interviews are conducted by specially trained child forensic interviewers and recorded so the child only has to tell their story once.
- **Victim Advocacy Services:** If it is determined that the child has been a witness to a violent crime, sexually abused, or severely physically abused, the victims and their non-offending family members receive a number of victim advocacy services from the CAC throughout the criminal court process. Once the court process has begun, the child is referred to the Criminal Court Advocate who provides support for the victim and his/her non-offending family members throughout the court process. Oftentimes, the court advocate will refer children to one of the therapists to provide emotional support and healing which serves as an important asset in forming a successful case.
- **Counseling/Therapy:** It is imperative for children who have been abused to learn to cope, heal and move forward from their negative experiences to ensure that they will follow a healthy path. The therapy and counseling program in the CAC enables these children to participate in individual therapy where they are able to work on their healing through the use of different modalities. The therapists are able to incorporate art, music and play therapy into the sessions with the children. In therapy, children work on the anxiety, depression, post-traumatic stress symptoms and a myriad of other issues resulting from the abuse. Children and families also participate in family sessions to help repair the relationships that are so often damaged by sexual abuse. This includes providing mother/daughter sessions and sibling sessions. Rebuilding torn relationships within the family is a critical part of healing for the victims and their families. Through family therapy, victims are able to improve trust with family members, reduce anger and develop stronger support systems.

- **Community Education on Child Abuse Prevention:** Child Advocates of Fort Bend also puts a profound emphasis on community education and public awareness. Every year, April marks Child Abuse Awareness and Prevention month. Child Advocates of Fort Bend hosts Light of Hope Ceremonies in Richmond and Sugar Land to honor every child that has had to face abuse. CAFB staff and volunteers go out into the community every month to provide individuals, schools, religious organizations, hospitals, service and civic organizations, and businesses with valuable information and materials regarding child abuse. Every day, this agency serves as a constant reminder that child abuse is still a major problem that must continuously be addressed in this community.

B. Describe how the funds being requested will be used to provide direct services for the agency's clients or how the funds will be used for a specific project?

In 2012, Child Advocates of Fort Bend served a total of 1202 children and is anticipating an increase of children needing services in 2013 due to the population growth in the county and the increased incidence of child abuse.

Children served in 2012 through CAC services

- ❖ Forensic Interviews- 741
- ❖ Victim Advocacy Services- 592
 - Criminal Court Advocacy: new clients- 108
 - Children's Services Coordination: new clients- 484
- ❖ Therapy
 - Therapy: new clients- 103
 - Therapy total sessions- 1859
- ❖ Bilingual (all three of above services provided to Spanish speaking and bilingual clients)- 118

Total Children: 962*

*Total children does not reflect total services. Some clients receive multiple services

Children served in 2012 through CASA services

- ❖ Infant and Toddler Program- 105
- ❖ N.E.S.T. Program- 72
- ❖ WINGS Program- 63

Total Children: 240

C. Briefly explain the duties of key staff performing the direct services described in question A. above.

CAC Program Director- Responsible for ensuring service delivery, staffing, and budget

CAC Program Assistant- Responsible for scheduling, data input and coordinating partner participation

Children's Services Coordinator- Responsible for meeting with children and families to provide case management services

Forensic Interviewers- Responsible for conducting interviews of all children brought to CAC

Court Advocate- Responsible for court preparation and court accompaniment for criminal trials

Lead Therapist- Responsible for providing therapy to clients, staffing, and supervision of cases

Therapists- Responsible for providing therapy and counseling services to clients

Bilingual Services Specialist- Responsible for providing children's services coordination to Spanish speaking and bilingual clients

Bilingual Therapist- Responsible for providing therapy services to Spanish speaking and bilingual clients

CASA Program Director- Responsible for ensuring service delivery for all CASA children in foster care system/ CPS in Fort Bend County

Infant and Toddler Team Leader- Responsible for managing specialized services for children ages zero to five years old.

Infant and Toddler Volunteer Supervisor- Responsible for delivering specialized services for children ages 0-5

WINGS Volunteer Team Leader- Responsible for managing specialized services for children ages 14-18

WINGS Volunteer Supervisor- Responsible for delivering specialized services for children ages 14-18

Volunteer Services Team Leader- Responsible for managing the recruitment, training and retention of program volunteers

Volunteer Services Specialist- Responsible for recruiting, training and retaining program volunteers and support of CASA volunteers

D. Describe your timeline for implementation if these funds are provided under the grant.

We expect implementation of these funds to be utilized within the first six months of 2013 or shortly thereafter as expenses are incurred.

III. FINANCIAL

A. Is a copy of your most current Annual Audit attached? If not, please explain.
Yes, please see attached.

B. Total amount of the request being made to the County: \$150,000.00

C. Identify any gaps in funding and the sources of funds that might be used for the project if the overall cost of the project is greater than the funds requested.

Remaining gap: \$459,298.00

Other sources of funds:

- VOCA (CAC)
- CAC TX
- VOCA (CASA)
- TX CASA
- The George Foundation

D. Does your agency have sufficient capital to manage the funds as a reimbursable grant? Yes

E. Does your agency charge a fee for service to the client and if so please explain?
No.

IV. COMMUNITY IMPACT

A. How many individuals will receive services with this funding? We anticipate 600-800 clients will benefit from this funding, based on 2012 levels, and adjusted for the first six months of the year.

B. What type of benchmarks will be used to measure the success of the proposed project? Identify an appropriate timeline for attaining these benchmarks.

Measurement metrics and benchmarks:

CASA:

- 100 percent match of a CASA Advocate with every child in foster care
- Placement outcomes for infant and toddlers
- High school graduation rates for WINGS youth
- College enrollment rates for WINGS youth
- Educational and behavior attainment of personal objectives for N.E.S.T. children

CAC

- Forensic interviews for 100 percent of children entering the CAC
- Partner satisfaction with services
- Client satisfaction with services
- Partner participation in multi-disciplinary process
- Client reduction in mental health symptoms (ie: PTSD)

Other Documents to include with this application:

IRS Designation letter of 501 (3) (c) status

Latest Audited Financial Statement

Organization Chart

List of Board of Directors

Attachment A – Evaluation Sheet

Attachment B – Reporting Requirements & Reimbursement Request

Attachment C – Financial Reporting Form for Application, Expenditure Reports and Reimbursement Requests

Family Protection Funding Application Evaluation Form – Attachment A

Applicant Name: Child Advocates of Fort Bend

Project Name: Identification, Treatment and Prevention of Child Abuse

CRITERIA

Criteria	Maximum Points	Actual Points
Not located in Fort Bend County	-50	
A total deduction of 10 points will be taken if any required documentation is missing	-10	
Organization Background (10)		
Mission of agency is consistent with Statute requirements.	10	
Project Details (35)		
Project description is consistent with requirements of statute.	20	
The agency timeline for management of the project is realistic.	5	
The agency has sufficient resources and staff to accomplish the goals of the project.	10	
Financial Plan (20)		
The agency has sufficient cash flow to fund the project and request reimbursement OR The agency has sufficient cash flow to fund the project until the proposed benchmarks are achieved	10	
Gaps in funding for the proposed project have been identified.	10	
Community Impact (35)		
Achieving the proposed benchmarks will serve the needs of victims of child abuse, neglect, or family violence.	20	
Is the cost per beneficiary reasonable	15	

Family Protection Funding Application Reporting – Attachment B

ANNUAL REPORT

An annual report will be required by December 30th, following the January of the year in which the grant is awarded.

Briefly describe in a narrative format the goals for the project and the accomplishments to date.

If you set benchmarks for your program, please describe the activities used to reach the target or, describe any impediments to attaining your benchmarks.

Complete the Financial Reporting Form (Attachment C, Excel Spreadsheet) as part of the Annual Report.

If you have chosen to submit a quarterly or monthly narrative report as part of your reimbursement requests, only complete Attachment C – Financial Report Form as a cumulative of the previously reported months or quarters for the Annual Report.

REIMBURSEMENT

Reimbursement requests may be made monthly, quarterly or annually. An invoice style request or a narrative report can be made to the County Judge Office, but either style will require Attachment C. Appropriate backup of the expenditures (purchase orders, sales receipts, copies of contract or contractor's invoices, etc., must be included with the invoice or report.

If an unanticipated expenditure has occurred during the reporting time frame, make note in the column labeled *Project Funds Expended* on Attachment C with a brief note of explanation. Complete the report by requesting a reimbursement in the column *Reimbursement Requested*.

Attachment C- Financial Report Form
Direct Services Project Budget

Type of Service Budgeted	Application Project Budget	Project Funds Expended	Reimbursement Requested
Personnel - Salaries (20 staff)	5	15,750.25	
Personnel - Benefits (18 staff)	5	18,817.53	
Equipment	5	11,712.52	
Program Expenses	5	4,200.00	
Administrative Overhead (25% of Salary & Benefits)	5	22,841.76	
Total Project Budget	5	152,030.07	