

STATE OF TEXAS           §  
  §  
COUNTY OF FORT BEND   §

**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 Fort Bend County, (hereinafter "County"), a body corporate and politic under the laws of the State of Texas, and Fort Bend Community Partners Rainbow Room, (hereinafter "Contractor"), a nonprofit organization authorized to conduct business in the State of Texas.

WITNESSETH

WHEREAS, County desires that Contractor provide services for the prevention of family violence or abuse/neglect of a child (hereinafter "Services") in accordance with Section 51.961 of the Texas Government Code; and

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

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth below, the parties agree as follows:

**AGREEMENT**

**Article I. Scope of Services**

Contractor shall render Services to County as defined in the Scope of Services (attached hereto as Exhibit A).

**Article II. Personnel**

2.1 Contractor represents that it presently has, or is able to obtain, adequate qualified personnel in its employment for the timely performance of the Scope of Services required under this Agreement and that Contractor shall furnish and maintain, at its own expense, adequate and sufficient personnel, in the opinion of County, to perform the Scope of Services when and as required and without delays.

2.2 All employees of Contractor shall have such knowledge and experience as will enable them to perform the duties assigned to them. Any employee of Contractor who, in the opinion of County, is incompetent or by his conduct becomes detrimental to the project shall, upon request of County, immediately be removed from association with the project.

### **Article III. Compensation and Payment**

3.1 Contractor's fees shall be calculated at the rates set forth in the attached Exhibit A. The Maximum Compensation for the performance of Services within the Scope of Services described in Exhibit A is three thousand dollars and no/100 (\$3,000). In no case shall the amount paid by County under this Agreement exceed the Maximum Compensation without an approved change order.

3.2 All performance of the Scope of Services by Contractor including any changes in the Scope of Services and revision of work satisfactorily performed will be performed only when approved in advance and authorized by County.

3.3 County will pay Contractor based on the following procedures: On a monthly basis, Contractor shall submit to County two (2) original copies of invoices showing the amounts due for services performed in a form acceptable to County. County shall review such invoices and approve them within 30 calendar days with such modifications as are consistent with this Agreement and forward same to the Auditor for processing. County shall pay each such approved invoice within thirty (30) calendar days. County reserves the right to withhold payment pending verification of satisfactory work performed.

### **Article IV. Limit of Appropriation**

4.1 Contractor clearly understands and agrees, such understanding and agreement being of the absolute essence of this Agreement, that County shall have available the total maximum sum of three thousand dollars and no/100 (\$3,000), specifically allocated to fully discharge any and all liabilities County may incur.

4.2 Contractor does further understand and agree, said understanding and agreement also being of the absolute essence of this Agreement, that the total maximum compensation that Contractor may become entitled to and the total maximum sum that County may become liable to pay to Contractor shall not under any conditions, circumstances, or interpretations thereof exceed three thousand dollars and no/100 (\$3,000).

### **Article V. Term**

The term of the Agreement shall begin on March 1, 2014 and end on November 30, 2014. Contractor shall complete the tasks described in the Scope of Services within this time or within such additional time as may be extended by the County.

### **Article VI. Modifications and Waivers**

6.1 The parties may not amend or waive this Agreement, except by a written agreement executed by both parties.

6.2 No failure or delay in exercising any right or remedy or requiring the satisfaction of any condition under this Agreement, and no course of dealing between the parties, operates as a waiver or estoppel of any right, remedy, or condition.

6.3 The rights and remedies of the parties set forth in this Agreement are not exclusive of, but are cumulative to, any rights or remedies now or subsequently existing at law, in equity, or by statute.

## **Article VII. Termination**

### **7.1 Termination for Convenience**

7.1.1 County may terminate this Agreement at any time upon thirty (30) days written notice.

### **7.2 Termination for Default**

7.2.1 County may terminate the whole or any part of this Agreement for cause in the following circumstances:

7.2.1.1 If Contractor fails to perform services within the time specified in the Scope of Services or any extension thereof granted by the County in writing;

7.2.1.2 If Contractor materially breaches any of the covenants or terms and conditions set forth in this Agreement or fails to perform any of the other provisions of this Agreement or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and in any of these circumstances does not cure such breach or failure to County's reasonable satisfaction within a period of ten (10) calendar days after receipt of notice from County specifying such breach or failure.

7.2.2 If, after termination, it is determined for any reason whatsoever that Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the County in accordance with Section 7.1 above.

7.3 Upon termination of this Agreement, County shall compensate Contractor in accordance with Section 3, above, for those services which were provided under this Agreement prior to its termination and which have not been previously invoiced to County. Contractor's final invoice for said services will be presented to and paid by County in the same manner set forth in Section 3 above.

7.4 If County terminates this Agreement as provided in this Section, no fees of any type, other than fees due and payable at the Termination Date, shall thereafter be paid to Contractor.

#### **Article VIII. Inspection of Books and Records**

Contractor will permit County, or any duly authorized agent of County, to inspect and examine the books and records of Contractor for the purpose of verifying the amount of work performed under the Scope of Services. County's right to inspect survives the termination of this Agreement for a period of four years.

#### **Article IX. Insurance**

9.1 Prior to commencement of the Services, Contractor shall furnish County with properly executed certificates of insurance which shall evidence all insurance required and provide that such insurance shall not be canceled, except on 30 days' prior written notice to County. Contractor shall provide certified copies of insurance endorsements and/or policies if requested by County. Contractor shall maintain such insurance coverage from the time Services commence until Services are completed and provide replacement certificates, policies and/or endorsements for any such insurance expiring prior to completion of Services. Contractor shall obtain such insurance written on an Occurrence form from such companies having Bests rating of A/VII or better, licensed or approved to transact business in the State of Texas, and shall obtain such insurance of the following types and minimum limits:

9.1.1 Workers' Compensation insurance. Substitutes to genuine Workers' Compensation Insurance will not be allowed. Employers' Liability insurance with limits of not less than \$1,000,000 per injury by accident, \$1,000,000 per injury by disease, and \$1,000,000 per bodily injury by disease.

9.1.2 Commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the annual aggregate. Policy shall cover liability for bodily injury, personal injury, and property damage and products/completed operations arising out of the business operations of the policyholder.

9.1.3 Business Automobile Liability insurance with a combined Bodily Injury/Property Damage limit of not less than \$1,000,000 each accident. The policy shall cover liability arising from the operation of licensed vehicles by policyholder.

9.1.4 Professional Liability insurance with limits not less than \$1,000,000.

9.2 County and the members of Commissioners Court shall be named as additional insured to all required coverage except for Workers' Compensation. All Liability policies including Workers' Compensation written on behalf of Contractor shall contain a waiver of subrogation in favor of County and members of Commissioners Court.

9.3 If required coverage is written on a claims-made basis, Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of the contract; and that continuous coverage will be maintained or an extended discovery period will

be exercised for a period of 2 years beginning from the time that work under the Agreement is completed.

**Article X. Indemnity**

**CONTRACTOR SHALL INDEMNIFY AND DEFEND COUNTY AGAINST ALL LOSSES, LIABILITIES, CLAIMS, CAUSES OF ACTION, AND OTHER EXPENSES, INCLUDING REASONABLE ATTORNEYS FEES, ARISING FROM ACTIVITIES OF CONTRACTOR, ITS AGENTS, SERVANTS OR EMPLOYEES, PERFORMED UNDER THIS AGREEMENT THAT RESULT FROM THE NEGLIGENT ACT, ERROR, OR OMISSION OF CONTRACTOR OR ANY OF CONTRACTOR'S AGENTS, SERVANTS OR EMPLOYEES.**

**Article XI. Confidential and Proprietary Information**

11.1 Contractor acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire information that is confidential to County. Any and all information of any form obtained by Contractor or its employees or agents from County in the performance of this Agreement shall be deemed to be confidential information of County ("Confidential Information"). Any reports or other documents or items (including software) that result from the use of the Confidential Information by Contractor shall be treated with respect to confidentiality in the same manner as the Confidential Information. Confidential Information shall be deemed not to include information that (a) is or becomes (other than by disclosure by Contractor) publicly known or is contained in a publicly available document; (b) is rightfully in Contractor's possession without the obligation of nondisclosure prior to the time of its disclosure under this Agreement; or (c) is independently developed by employees or agents of Contractor who can be shown to have had no access to the Confidential Information.

11.2 Contractor agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Contractor uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than the provision of Services to County hereunder, and to advise each of its employees and agents of their obligations to keep Confidential Information confidential. Contractor shall use its best efforts to assist County in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limitation of the foregoing, Contractor shall advise County immediately in the event Contractor learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Agreement and Contractor will at its expense cooperate with County in seeking injunctive or other equitable relief in the name of County or Contractor against any such person. Contractor agrees that, except as directed by County, Contractor will not at any time during or after the term of this Agreement disclose, directly or indirectly, any Confidential Information to any person, and that upon termination of this Agreement or at

County's request, Contractor will promptly turn over to County all documents, papers, and other matter in Contractor's possession which embody Confidential Information.

11.3 Contractor acknowledges that a breach of this Section, including disclosure of any Confidential Information, or disclosure of other information that, at law or in equity, ought to remain confidential, will give rise to irreparable injury to County that is inadequately compensable in damages. Accordingly, County may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies that may be available. Contractor acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate business interest of County and are reasonable in scope and content.

11.4 Contractor in providing all services hereunder agrees to abide by the provisions of any applicable Federal or State Data Privacy Act.

11.5 Contractor expressly acknowledges that County is subject to the Texas Public Information Act, TEX. GOV'T CODE ANN. §§ 552.001 *et seq.*, as amended, and notwithstanding any provision in the Agreement to the contrary, County will make any information related to the Agreement, or otherwise, available to third parties in accordance with the Texas Public Information Act. Any proprietary or confidential information marked as such provided to County by Consultant shall not be disclosed to any third party, except as directed by the Texas Attorney General in response to a request for such under the Texas Public Information Act, which provides for notice to the owner of such marked information and the opportunity for the owner of such information to notify the Attorney General of the reasons why such information should not be disclosed.

## **Article XII. Independent Contractor**

12.1 In the performance of work or services hereunder, Contractor shall be deemed an independent contractor, and any of its agents, employees, officers, or volunteers performing work required hereunder shall be deemed solely as employees of contractor or, where permitted, of its subcontractors.

12.2 Contractor and its agents, employees, officers, or volunteers shall not, by performing work pursuant to this Agreement, be deemed to be employees, agents, or servants of County and shall not be entitled to any of the privileges or benefits of County employment.

## **Article XIII. Notices**

13.1 Each party giving any notice or making any request, demand, or other communication (each, a "Notice") pursuant to this Agreement shall do so in writing and shall use one of the following methods of delivery, each of which, for purposes of this Agreement, is a writing: personal delivery, registered or certified mail (in each case, return receipt requested and postage prepaid), or nationally recognized overnight courier (with all fees prepaid).

13.2 Each party giving a Notice shall address the Notice to the receiving party at the address listed below or to another address designated by a party in a Notice pursuant to this Section:

County: Fort Bend County  
Attn: County Judge  
301 Jackson Street, Suite 719  
Richmond, Texas 77469

Contractor: Fort Bend Community Partners Rainbow Room  
1110 Avenue G  
Rosenberg, Texas 77471

13.3 A Notice is effective only if the party giving or making the Notice has complied with subsections 13.1 and 13.2 and if the addressee has received the Notice. A Notice is deemed received as follows:

13.3.1 If the Notice is delivered in person, or sent by registered or certified mail or a nationally recognized overnight courier, upon receipt as indicated by the date on the signed receipt.

13.3.2 If the addressee rejects or otherwise refuses to accept the Notice, or if the Notice cannot be delivered because of a change in address for which no Notice was given, then upon the rejection, refusal, or inability to deliver.

#### **Article XIV. Compliance with Laws**

Contractor shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this Agreement, including, without limitation, Worker's Compensation laws, minimum and maximum salary and wage statutes and regulations, licensing laws and regulations. When required by County, Contractor shall furnish County with certification of compliance with said laws, statutes, ordinances, rules, regulations, orders, and decrees above specified.

#### **Article XV. Performance Warranty**

15.1 Contractor warrants to County that Contractor has the skill and knowledge ordinarily possessed by well-informed members of its trade or profession practicing in the greater Houston metropolitan area and Contractor will apply that skill and knowledge with care and diligence to ensure that the Services provided hereunder will be performed and delivered in accordance with the highest professional standards.

15.2 Contractor warrants to County that the Services will be free from material errors and will materially conform to all requirements and specifications contained in the attached Exhibit A.

**Article XVI. Assignment and Delegation**

16.1 Neither party may assign any of its rights under this Agreement, except with the prior written consent of the other party. That party shall not unreasonably withhold its consent. All assignments of rights are prohibited under this subsection, whether they are voluntarily or involuntarily, by merger, consolidation, dissolution, operation of law, or any other manner.

16.2 Neither party may delegate any performance under this Agreement.

16.3 Any purported assignment of rights or delegation of performance in violation of this Section is void.

**Article XVII. Applicable Law**

The laws of the State of Texas govern all disputes arising out of or relating to this Agreement. The parties hereto acknowledge that venue is proper in Fort Bend County, Texas, for all legal actions or proceedings arising out of or relating to this Agreement and waive the right to sue or be sued elsewhere. Nothing in the Agreement shall be construed to waive the County's sovereign immunity.

**Article XVIII. Successors and Assigns**

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 the other party, in respect to all covenants of this Agreement.

**Article XIX. Third Party Beneficiaries**

This Agreement does not confer any enforceable rights or remedies upon any person other than the parties.

**Article XX. Severability**

If any provision of this Agreement is determined to be invalid, illegal, or unenforceable, the remaining provisions remain in full force, if the essential terms and conditions of this Agreement for each party remain valid, binding, and enforceable.

**Article XXI. Publicity**

Contact with citizens of Fort Bend County, media outlets, or governmental agencies shall be the sole responsibility of County. Under no circumstances whatsoever, shall Contractor



release any material or information developed or received in the performance of the Services hereunder without the express written permission of County, except where required to do so by law.

**Article XXII. Captions**

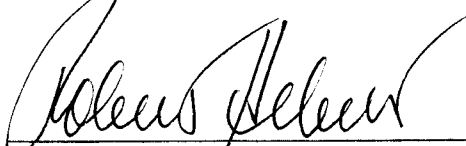
The section captions used in this Agreement are for convenience of reference only and do not affect the interpretation or construction of this Agreement.

**Article XXIII. Conflict**

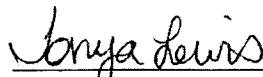
In the event there is a conflict between this Agreement and the attached exhibit, this Agreement controls.

IN WITNESS WHEREOF, the parties hereto have signed or have caused their respective names to be signed to multiple counterparts to be effective on the 22 day of April, 2014.

FORT BEND COUNTY

  
Robert E. Hebert, County Judge

FORT BEND COMMUNITY PARTNERS  
RAINBOW ROOM

  
Authorized Agent- Signature

Tonya Lewis  
Authorized Agent- Printed Name

ATTEST:

  
Dianne Wilson, County Clerk

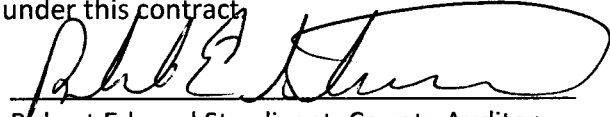
Executive Director  
Title

4-11-2014  
Date



**AUDITOR'S CERTIFICATE**

I hereby certify that funds are available in the amount of \$ 3000.<sup>00</sup> to accomplish  
and pay the obligation of Fort Bend County under this contract

A handwritten signature in black ink, appearing to read "R. E. Sturdivant", written over a horizontal line.

Robert Edward Sturdivant, County Auditor

# EXHIBIT A

## **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 FY14 is \$33,000. Each application will be evaluated based on the criteria included in this packet.

Agency Name: Fort Bend Community Partners Rainbow Room

Address: 1110 Avenue G

City: Rosenberg

State: TX

Zip: 77471

County: Fort Bend

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

Employer ID or Tax ID Number: 76-0649707

Project Name: Fort Bend Rainbow Room Program Supplies; Fort Bend Rainbow Room Back to School Supply Drive

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

Total Project Budget Required: \$130,633.00

Amount Funding Requested: \$33,000.00

Contact Person: Tonya Lewis

Contact Phone: 832-451-2883

Email: [tonya.rr15@yahoo.com](mailto:tonya.rr15@yahoo.com)

Agency Web Address: [www.fbrr.org](http://www.fbrr.org)

### **I. ORGANIZATION BACKGROUD**

- A. Mission Statement of the Agency: The Rainbow Room provides emergency and transitional supplies for unmet material needs of children and families involved with the Texas Department of Family and Protective Services.
- B. Total Number of Paid Staff for the Agency: 1
- 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."*

The Fort Bend Community Partners Rainbow Room is a charitable organization dedicated to helping children and families in crisis by supporting the efforts of caseworkers. The Rainbow Room is located in the Texas Department of Family

and Protective Services (DFPS) building in Rosenberg and is stocked with emergency supplies caseworkers may distribute to Fort Bend families. The Rainbow Room is stocked with diapers, baby items, school supplies, clothes, toiletries, blankets, toys, and other items frequently needed to meet the emergency needs of families in crisis. Our philosophy is that abused and neglected children and adults do not deserve abused and used items so only new items are stocked (with the exception of gently used baby beds, car seats and high chairs). Getting new items can have a significant impact on the children in helping them feel cared for and fit in with their peers at school.

The Back to School Supply Drive provides the opportunity for our children to return to school with tools to succeed. The main project is completed prior to the Fall Semester but school supplies and clothing are provided at any time throughout the year as needed. Our packet of supplies include:

- 4 shirts and pants
- Pair of shoes
- Socks and underwear
- Jacket
- Package of school supplies
- Backpack

#### **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.

The grant request will be used to assist with the Rainbow Room's general and special request items. General items include clothing, diapers, formula and bottles, shoes, socks and underwear, hygiene items, cleaning supplies, blankets, school supplies, toys and books. Special request items include car seats, cribs, toddler beds, twin beds, bunk beds, baby gates, high chairs, fans and heaters. The grant request will also assist with providing the necessary tools needed for our children to attend school with the clothing and tools needed to succeed. The grant request will also be used to assist with operational expenses including rent and salary. Please see attached budget worksheet.

- 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?

Prior to the establishment of the Fort Bend Rainbow Room, local Children's Protective Service (CPS) caseworkers frequently used their own funds to meet the needs of their clients while waiting for permanent funding solutions. Many of these expenditures were not reimbursable; nevertheless, most caseworkers could not refuse to feed or clothe hungry children that had just been rescued from abusive and/or neglectful homes. The Rainbow Room is able to meet these immediate needs with support from the community. Requested funding will be

utilized to purchase necessary general and special request items needed to meet the needs of abused and/or neglected children identified by CPS caseworkers.

As the Texas Department of Family and Protective Services continue to support the Room to Breathe program ([www.BabyRoomtoBreathe.org](http://www.BabyRoomtoBreathe.org)), the request for beds and bedding continues to increase. On average, almost 400 Texas babies die in their sleep each year - suddenly, unexpectedly, and without a clear explanation or due to accidental suffocation or strangulation. The Rainbow Room puts great emphasis towards supporting this program and the CPS caseworkers' requests for cribs, toddler beds, twin beds and bunk beds.

The Back to School Supply Drive provides the opportunity for our children to return to school with tools to succeed. The main project is completed prior to the Fall Semester but school supplies and clothing are provided at any time throughout the year as needed. Our packet of supplies include 4 shirts and pants, shoes, socks and underwear, a jacket, school supplies and a backpack. Proper school supplies and clothing are important to the development and self-esteem of our children. Many of the children being served through CPS in Fort Bend County live in impoverished situations. Attendance and learning are impacted by the lack of proper materials and supplies, and often children will not attend school because they do not have the required uniforms or necessary supplies. Through the Rainbow Room's Back to School Supply Drive, children are provided with essential uniforms and supplies which help lessen some of the stress and anxiety that children may experience. They are then able to attend school feeling more confident and prepared to succeed.

The grant request for Executive Director will continue to assist in moving the organization forward. The needs of the Rainbow Room continue to grow as the number of cases increase within Children's Protective Service. The Executive Director will be available daily to assist with meeting the ongoing needs of the children and families in crisis. The grant request is also to assist with the rent of our warehouse space. The Executive Director's office is located within the warehouse. This space is also utilized for storage of diapers, blankets, toys etc along with being utilized for the Back to School Supply Drive and Annual Christmas Project.

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

The Executive Director oversees the Rainbow Room's programs and projects. The Rainbow Room is stocked with necessary supplies and maintained on a regular basis by the Executive Director or volunteer assistance. As supplies run low, the Executive Director or a volunteer shop for the needed items. Special request items such as beds, high chairs and car seats are purchased as needed based on funding. When a school packet is needed, a form is submitted to the Rainbow Room indicating grade level for school supplies and sizes for clothing. Once the packet has been assembled, the Executive Director contacts the caseworker for pick-up and delivery.

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

The utilization for these funds are on a day-to-day basis. General and Special Request items are monitored daily as well as the need for school supplies and clothing.

### **III. FINANCIAL**

- A. Is a copy of your most current Annual Audit attached? If not, please explain.  
No. The Rainbow Room's 2013 Financials will be the first audited fiscal year. Our current treasurer, Wende Buckley, has been working with our former treasurer and CPS, Donna Shults throughout the year. Donna assists Wende with any questions and reviews financials quarterly. Donna also completes and files the Rainbow Room's IRS 990. The Rainbow Room has three (3) requests submitted to CPA firms for an accountant to perform an audit once the 2013 End of Year financials are completed as well as completing the 2013 IRS 990.
- B. Total amount of the request being made to the County: \$33,000.00
- 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. The Rainbow Room will be submitting funding requests to Fort Bend Junior Service League (01-03-2014), The George Foundation (01-15-2014), and Fort Bend Cares (01-31-2014).
- 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?  
Approximately 410 children will receive services through the funding allocated for General and Special Request supplies. Approximately 35 children will receive services through the funding allocated for the school supplies and school clothing.
- B. What type of benchmarks will be used to measure the success of the proposed project? Identify an appropriate timeline for attaining these benchmarks.  
The Rainbow Room's Executive Director submits monthly reports to the Board of Directors including Room utilization for general and special request items. Quarterly reports and reimbursement requests will be submitted to Fort Bend County.

**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 Criteria Form
- Attachment B – Reporting Requirements & Reimbursement Request
- Attachment C – Financial Application Reporting Form, Expenditure Reports and Reimbursement Requests



AS PER ORIGINAL

INTERNAL SECURITY - C  
R. D. BOWEN  
CINCINNATI 31 10-1-54

[illegible]

2294

FOOT BEACH COMMUNITY PARTNERS  
RAINBOW BOOM  
1110 AVE C  
ROSENBERG TX 77470-1255

17084111 155065  
Contact Person:  
DAN W BERRY LDR 10121  
Contact Telephone Number:  
1877 829-5500  
Public Charity Status:  
170(b) 1 (A)(v)

Dear Applicant:

Our letter dated January 2001, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll free number for forms, (800) 829 3675. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:30 a.m. and 5:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely, YOURS,

Figure 1. The effect of the initial concentration of the monomer on the polymerization of  $\alpha$ -methylstyrene initiated by  $\text{BuLi}$  in THF at  $-78^\circ\text{C}$ . The polymerization was carried out in the presence of  $1.0 \times 10^{-2}$  mole/l. of  $\text{BuLi}$  in THF at  $-78^\circ\text{C}$ . The polymerization was terminated by the addition of methanol. The polymerization was carried out in the presence of  $1.0 \times 10^{-2}$  mole/l. of  $\text{BuLi}$  in THF at  $-78^\circ\text{C}$ . The polymerization was terminated by the addition of methanol. The polymerization was carried out in the presence of  $1.0 \times 10^{-2}$  mole/l. of  $\text{BuLi}$  in THF at  $-78^\circ\text{C}$ . The polymerization was terminated by the addition of methanol.

# Fort Bend Community Partners Rainbow Room Statement of Cash Flows

January - October, 2013

	Total
<b>OPERATING ACTIVITIES</b>	
Net Income	-24,698.63
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1460 Deposits	-810.00
2102 Payroll Liabilities:Federal Income Tax Payable	6,808.27
2103 Payroll Liabilities:Social Security Taxes Payable	2,760.32
2104 Payroll Liabilities:Medicare Taxes Payable	645.62
2130 Accrued payroll taxes	-15,088.18
Net cash provided by operating activities	<u>\$ -30,182.60</u>
<b>INVESTING ACTIVITIES</b>	
1640 Furniture, fixtures, & equip	-1,679.99
Net cash provided by investing activities	<u>\$ -1,679.99</u>
Net cash increase for period	<u>\$ -31,862.59</u>
Cash at beginning of period	<u>124,113.58</u>
Cash at end of period	<u><u>\$92,250.99</u></u>

Thursday, Nov 14, 2013 08:00:56 AM PST GMT-6

# Fort Bend Community Partners Rainbow Room Balance Sheet

As of October 31, 2013

	Total
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1010 Checking-Prosperity Bank	92,250.99
Total Bank Accounts	\$92,250.99
Accounts Receivable	
1110 Accounts receivable	0.00
1101 AR (Golf Tournament)	0.00
Total 1110 Accounts receivable	0.00
Total Accounts Receivable	\$0.00
Other current assets	
1200 Deposit Receivable	1,077.00
1299 Undeposited Funds	0.00
1420 Inventories for use	0.00
1421 Invent-Clothing,Tolltries,etc.	75,393.35
1422 Inventory-Christmas Project	39,868.51
1423 Inventory-School Unif.&Supplies	8,655.00
Total 1420 Inventories for use	123,916.86
1460 Deposits	610.00
Total Other current assets	\$125,603.86
Total Current Assets	\$217,854.85
Fixed Assets	
1501 Dell Laptop & HP Printer	1,323.24
1502 Presentation Laptop	377.00
1503 Presentation Projector	499.99
1504 Warehouse Shelving	398.20
1601 Accumulated Depreciation	-1,386.15
1640 Furniture, fixtures, & equip	1,679.99
Total Fixed Assets	\$2,892.27
<b>TOTAL ASSETS</b>	<b>\$220,747.12</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 Accounts payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
2100 Payroll Liabilities	
2102 Federal Income Tax Payable	8,024.99
2103 Social Security Taxes Payable	3,066.08
2104 Medicare Taxes Payable	751.19
Total 2100 Payroll Liabilities	11,842.26
2130 Accrued payroll taxes	14,531.27

	Total
Total Other Current Liabilities	\$ -2,689.01
Total Current Liabilities	\$ -2,689.01
Total Liabilities	\$ -2,689.01
Equity	
3000 Unrestricted net assets	
3009 Transfers to/from unrestricted	-40,584.48
Total 3000 Unrestricted net assets	-40,584.48
3001 Opening Bal Equity	0.00
3010 Unrestrict (retained earnings)	194,559.34
3100 Temporarily restrict net asset	
3104 School Project	28,506.35
3105 UWTGC Transportation Grant	0.00
3106 Christmas Project	65,643.55
3107 Fort Bend Cares Foundation	0.00
3108 Adult Protective Services	0.00
3109 The George Foundation Grant	0.00
Total 3100 Temporarily restrict net asset	94,149.90
Net Income	-24,698.63
Total Equity	\$220,436.12
TOTAL LIABILITIES AND EQUITY	\$220,747.12

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# Fort Bend Community Partners Rainbow Room Profit & Loss

January - October, 2013

	Total
Income	
4 Contributed support	
4004 Temporarily Restricted	
4026 Grants	
4006 Fort Bend Cares Found. Grant	6,000.00
4007 George Foundation	34,650.00
4023 Other Grants	5,940.00
Total 4026 Grants	46,590.00
4027 Special Projects	
4014 Back To School Supply Drive	675.00
4020 Christmas Project	3,435.00
Total 4027 Special Projects	4,110.00
Total 4004 Temporarily Restricted	50,700.00
4009 Unrestricted	
4010 Indiv/business contribution	8,718.05
4022 Corvette Owners Club of Houston	1,500.00
4050 Finish Line Sports Events	700.00
Total 4010 Indiv/business contribution	10,918.05
4012 Events	
4016 Flo Berkman Donations	100.00
4033 RR Auxiliary Golf Tournament	31,319.00
4034 Other Board Approved Fundraising events	740.00
Total 4012 Events	32,159.00
Total 4009 Unrestricted	43,077.05
Total 4 Contributed support	93,777.05
5 Earned revenues	
5210 Membership dues	950.00
5310 Interest-savings/short-term inv	67.12
Total 5 Earned revenues	1,017.12
5800 Special events	
5810 Special events - non-gift rev	
5811 Flo Berkman Award Luncheon	6,950.00
Total 5810 Special events - non-gift rev	6,950.00
Total 5800 Special events	6,950.00
Total Income	\$101,744.17
Gross Profit	\$101,744.17
Expenses	
7100 Special Projects	
8111 Christmas Project	2,198.48
8113 Back To School Project expenses	3,499.92
Total 7100 Special Projects	5,698.40
7200 Salaries & related expenses	

	Total
7220 Salaries & wages - Exec.Dir.	44,521.75
7225 Employee Health Insurance	2,850.00
7235 Contract Labor	187.50
Total 7200 Salaries & related expenses	47,559.25
7500 Other personnel expenses	
7520 Accounting fees	638.22
Total 7500 Other personnel expenses	638.22
7600 Events Expense	
7041 Flo Berkman Luncheon	9,160.81
7613 RR Auxiliary Golf Tournament	5,596.95
Total 7600 Events Expense	14,757.76
7700 Board Sponsored Events	
7620 Annual Retreat	175.67
7705 Membership Drive	256.33
8112 Adopt-A-Caseworker	181.15
Total 7700 Board Sponsored Events	613.15
8100 Non-personnel expenses	
8110 Supplies	253.76
8116 Clothing, Toiletries, Etc.	5,154.43
8117 Special Requests	16,430.85
Total 8110 Supplies	21,849.04
Total 8100 Non-personnel expenses	21,849.04
8200 Occupancy expenses	
8210 Rent, parking, other occupancy	18,986.85
8220 Utilities	534.70
8225 Property Insurance	1,332.00
8226 Pest Control	247.50
Total 8200 Occupancy expenses	21,101.05
8300 Travel & meetings expenses	
8310 Travel	1,514.11
8320 Conference, convention, meeting	1,068.06
Total 8300 Travel & meetings expenses	2,582.17
8500 Administrative	
8115 Office(Incl.High Speed Ph. Svc)	4,119.87
8140 Postage, shipping, delivery	380.40
8170 Printing & copying	561.34
8520 Liability Insurance	3,822.00
8530 Membership dues - organization	900.00
8570 Advertising expenses	1,263.70
8590 Other expenses	576.45
Total 8500 Administrative	11,643.76
Total Expenses	\$126,442.80
Net Operating Income	\$ -24,698.63
Net Income	\$ -24,698.63

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# Fort Bend Community Partners Rainbow Room Profit & Loss

January - October, 201

	Total
Income	
4 Contributed support	
4004 Temporarily Restricted	
4026 Grants	
4006 Fort Bend Cares Found. Grant	6,000.00
4007 George Foundation	34,650.00
4023 Other Grants	5,940.00
Total 4026 Grants	46,590.00
4027 Special Projects	
4014 Back To School Supply Drive	675.00
4020 Christmas Project	3,435.00
Total 4027 Special Projects	4,110.00
Total 4004 Temporarily Restricted	50,700.00
4009 Unrestricted	
4010 Indiv/business contribution	8,718.05
4022 Corvette Owners Club of Houston	1,500.00
4050 Finish Line Sports Events	700.00
Total 4010 Indiv/business contribution	10,918.05
4012 Events	
4016 Flo Berkman Donations	100.00
4033 RR Auxiliary Golf Tournament	31,319.00
4034 Other Board Approved Fundraising events	740.00
Total 4012 Events	32,159.00
Total 4009 Unrestricted	43,077.05
Total 4 Contributed support	93,777.05
5 Earned revenues	
5210 Membership dues	950.00
5310 Interest-savings/short-term inv	67.12
Total 5 Earned revenues	1,017.12
5800 Special events	
5810 Special events - non-gift rev	
5811 Flo Berkman Award Luncheon	6,950.00
Total 5810 Special events - non-gift rev	6,950.00
Total 5800 Special events	6,950.00
Total Income	\$101,744.17
Gross Profit	\$101,744.17
Expenses	
7100 Special Projects	
8111 Christmas Project	2,198.48
8113 Back To School Project expenses	3,499.92
Total 7100 Special Projects	5,698.40
7200 Salaries & related expenses	

	Total
7220 Salaries & wages - Exec.Dir.	44,521.75
7225 Employee Health Insurance	2,850.00
7235 Contract Labor	187.50
Total 7200 Salaries & related expenses	47,559.25
7500 Other personnel expenses	
7520 Accounting fees	638.22
Total 7500 Other personnel expenses	638.22
7600 Events Expense	
7041 Flo Berkman Luncheon	9,160.81
7613 RR Auxiliary Golf Tournament	5,596.95
Total 7600 Events Expense	14,757.76
7700 Board Sponsored Events	
7620 Annual Retreat	175.67
7705 Membership Drive	256.33
8112 Adopt-A-Caseworker	181.15
Total 7700 Board Sponsored Events	613.15
8100 Non-personnel expenses	
8110 Supplies	253.76
8116 Clothing, Toiletries, Etc.	5,164.43
8117 Special Requests	16,430.85
Total 8110 Supplies	21,849.04
Total 8100 Non-personnel expenses	21,849.04
8200 Occupancy expenses	
8210 Rent, parking, other occupancy	18,986.85
8220 Utilities	534.70
8225 Property Insurance	1,332.00
8226 Pest Control	247.50
Total 8200 Occupancy expenses	21,101.05
8300 Travel & meetings expenses	
8310 Travel	1,514.11
8320 Conference, convention, meeting	1,068.06
Total 8300 Travel & meetings expenses	2,582.17
8500 Administrative	
8115 Office(Incl.High Speed Ph. Svc)	4,119.87
8140 Postage, shipping, delivery	380.40
8170 Printing & copying	561.34
8520 Liability Insurance	3,822.00
8530 Membership dues - organization	900.00
8570 Advertising expenses	1,283.70
8590 Other expenses	575.45
Total 8500 Administrative	11,643.76
Total Expenses	5126,442.80
Net Operating Income	\$ -24,698.63
Net Income	\$ -24,698.63

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AS PER ORIGINAL

Fort Bend Community Partners Rainbow Room  
Budget vs. Actuals: Budget - FY13 P&L

January - October, 2013

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
4 Contributed support				
4004 Temporarily Restricted				
4026 Grants				
4006 Fort Bend Cares Found. Grant	6,000.00	14,000.00	-8,000.00	42.86 %
4007 George Foundation	34,650.00	33,000.00	1,650.00	105.00 %
4023 Other Grants	5,940.00	18,674.00	-12,734.00	31.81 %
Total 4026 Grants	46,590.00	65,674.00	-19,084.00	70.94 %
4027 Special Projects				
4014 Back To School Supply Drive	675.00	37,500.00	-36,825.00	1.80 %
4020 Christmas Project	3,435.00	20,000.00	-16,565.00	17.18 %
Total 4027 Special Projects	4,110.00	57,500.00	-53,390.00	7.15 %
Total 4004 Temporarily Restricted	50,700.00	123,174.00	-72,474.00	41.16 %
4009 Unrestricted				
4010 Indiv/business contribution	8,718.05	20,000.00	-11,281.95	43.59 %
4022 Corvette Owners Club of Houston	1,500.00	2,000.00	-500.00	75.00 %
4050 Finish Line Sports Events	700.00	2,000.00	-1,300.00	35.00 %
Total 4010 Indiv/business contribution	10,918.05	24,000.00	-13,081.95	45.49 %
4012 Events				
4016 Flo Berkman Donations	100.00		100.00	
4028 Telfair Charity of Choice		3,000.00	-3,000.00	
4033 RR Auxillary Golf Tournament	31,319.00	40,000.00	-8,681.00	78.30 %
4034 Other Board Approved Fundraising events	740.00		740.00	
Total 4012 Events	32,159.00	43,000.00	-10,841.00	74.79 %
4015 FBJSJ Events		0.00	0.00	
4051 Sugar Plum Market		16,000.00	-16,000.00	
Total 4015 FBJSJ Events	0.00	16,000.00	-16,000.00	0.00
4130 Gifts in kind		30,000.00	-30,000.00	
Total 4009 Unrestricted	43,677.05	113,000.00	-69,322.95	38.12 %
Total 4 Contributed support	93,777.05	236,174.00	-142,396.95	39.71 %
5 Earned revenues				
5210 Membership dues	950.00	8,820.00	-7,870.00	10.77 %
5310 Interest-savings/short-term inv	57.12	750.00	-692.88	8.95 %
Total 5 Earned revenues	1,007.12	9,570.00	-8,562.88	10.63 %
5800 Special events				
5810 Special events - non-gift rev				
5811 Flo Berkman Award Luncheon	6,950.00	11,250.00	-4,300.00	61.78 %
Total 5810 Special events - non-gift rev	6,950.00	11,250.00	-4,300.00	61.78 %
Total 5800 Special events	6,950.00	11,250.00	-4,300.00	61.78 %
Total Income	\$101,744.17	\$256,994.00	\$ -155,249.83	39.59 %
Gross Profit	\$101,744.17	\$256,994.00	\$ -155,249.83	39.59 %

AS PER ORIGINAL

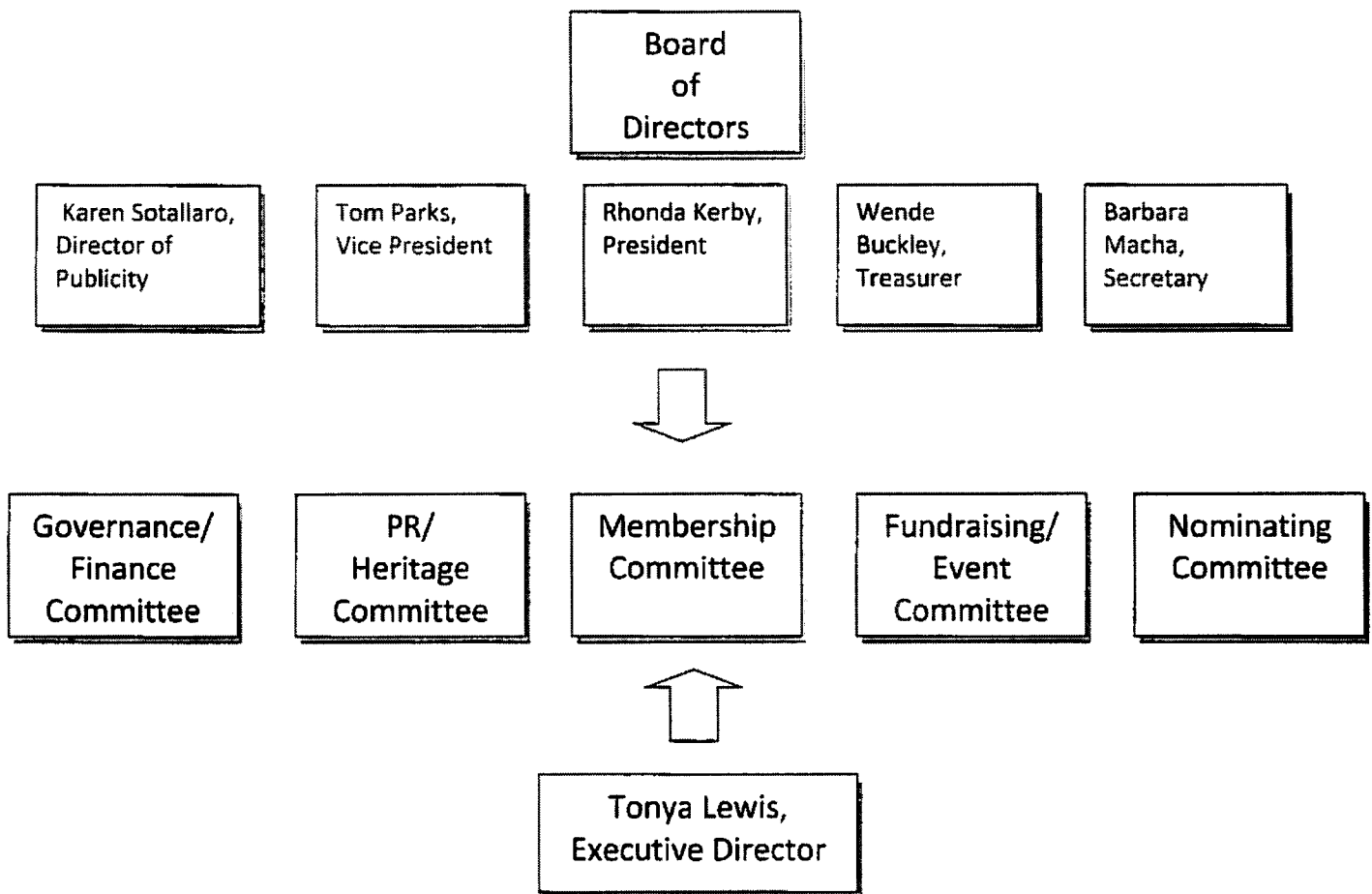
	Total			
	Actual	Budget	over Budget	% of Budget
<b>Expenses</b>				
7100 Special Projects				
8111 Christmas Project	2,196.46	20,000.00	-17,801.52	10.99 %
8113 Back To School Project expenses	3,499.92	37,500.00	-34,000.08	9.33 %
<b>Total 7100 Special Projects</b>	<b>5,696.40</b>	<b>57,500.00</b>	<b>-51,801.60</b>	<b>9.91 %</b>
7200 Salaries & related expenses				
7220 Salaries & wages - Exec.Dir.	44,521.75	56,238.00	-11,716.25	79.17 %
7221 Bonus-Exec. Dir.		2,730.00	-2,730.00	
7225 Employee Health Insurance	2,850.00	3,600.00	-750.00	79.17 %
7235 Contract Labor	187.50		187.50	
7250 Payroll taxes		4,259.00	-4,259.00	
<b>Total 7200 Salaries &amp; related expenses</b>	<b>47,559.25</b>	<b>66,627.00</b>	<b>-19,267.75</b>	<b>71.17 %</b>
7500 Other personnel expenses				
7520 Accounting fees	638.22	6,500.00	-5,861.78	9.82 %
<b>Total 7500 Other personnel expenses</b>	<b>638.22</b>	<b>6,500.00</b>	<b>-5,861.78</b>	<b>9.82 %</b>
7600 Events Expense				
7041 Flo Berkman Luncheon	9,160.81	8,000.00	3,160.81	152.68 %
7613 RR Auxiliary Golf Tournament	5,596.96	10,000.00	-4,403.05	55.97 %
<b>Total 7600 Events Expense</b>	<b>14,757.76</b>	<b>18,000.00</b>	<b>-1,242.24</b>	<b>92.24 %</b>
7700 Board Sponsored Events				
7620 Annual Retreat	175.67	250.00	-74.33	70.27 %
7705 Membership Drive	256.33	0.00	256.33	
8112 Adopt-A-Caseworker	181.15	1,000.00	-818.85	18.12 %
<b>Total 7700 Board Sponsored Events</b>	<b>613.15</b>	<b>1,250.00</b>	<b>-636.85</b>	<b>49.05 %</b>
8100 Non-personnel expenses				
8110 Supplies	253.76		253.76	
8114 Donations in Kind		30,000.00	-30,000.00	
8116 Clothing, Toiletries, Etc.	5,164.43	15,000.00	-9,835.57	34.43 %
8117 Special Requests	16,430.85	22,500.00	-6,069.15	73.03 %
<b>Total 8110 Supplies</b>	<b>21,849.04</b>	<b>67,500.00</b>	<b>-45,650.96</b>	<b>32.37 %</b>
<b>Total 8100 Non-personnel expenses</b>	<b>21,849.04</b>	<b>67,500.00</b>	<b>-45,650.96</b>	<b>32.37 %</b>
8200 Occupancy expenses				
8210 Rent, parking, other occupancy	19,986.85	18,000.00	986.85	105.48 %
8220 Utilities	534.70	4,000.00	-3,465.30	13.37 %
8225 Property Insurance	1,332.00	1,500.00	-168.00	88.80 %
8225 Pest Control	247.50		247.50	
<b>Total 8200 Occupancy expenses</b>	<b>21,101.05</b>	<b>23,500.00</b>	<b>-2,398.95</b>	<b>89.79 %</b>
8300 Travel & meetings expenses				
8310 Travel	1,514	2,500.00	-985.89	60.56 %
8320 Conference, convention, meeting	1,068.06	1,750.00	-681.94	61.03 %
<b>Total 8300 Travel &amp; meetings expenses</b>	<b>2,582.1</b>	<b>4,250.00</b>	<b>-1,667.83</b>	<b>60.76 %</b>
8400 Depreciation & amortization exp		167.00	-167.00	
8500 Administrative				
8115 Office(Incl.High Speed Ph. Svc)	4,119.6	4,000.00	119.67	103.00 %
8140 Postage, shipping, delivery	380.40	1,200.00	-819.60	31.70 %
8170 Printing & copying	561.34	1,000.00	-438.66	56.13 %
8520 Liability Insurance	3,822.00	3,800.00	22.00	100.58 %
8530 Membership dues - organization	900.00	500.00	400.00	180.00 %

# AS PER ORIGINAL

	Total			
	Actual	Budget	over Budget	% of Budget
8570 Advertising expenses	1,283.70	2,000.00	-716.30	64.19 %
8590 Other expenses	576.45	1,000.00	-423.55	57.65 %
Total 8500 Administrative	11,643.76	13,500.00	-1,856.24	86.25 %
Total Expenses	\$126,442.80	\$256,994.00	\$ -130,551.20	49.20 %
Net Operating Income	\$ -24,698.63	\$0.00	\$ -24,698.63	0.00%
Net Income	\$ -24,698.63	\$0.00	\$ -24,698.63	0.00%

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## Fort Bend Community Partners Rainbow Room – Organization Chart



# 2013 Board of Directors

Nov-13

Name	Address	Home #	Office #	Fax #	Cell #	Email	Office/Committee
Wende Buckley	26122 Timberstone Ct Cypress, TX 77433	281-246-4862	281-276-6001	281-276-6010	281-703-4007	wende1@pcalltd.com	Immediate Past President Treasurer
Christine Austin-Jue	5015 Diamond Springs Missouri City, TX 77459	281-277-9200				keswicklady54@yahoo.com	
Barbara Machia	7602 Leroy Road Richmond, TX 77469	979-793-4868	281-343-2003		281-352-2452	barbara.machia@nrgenergy.com	Secretary
Tanya Mitra	1527 Brazos Gate Dr Richmond, TX 77469	281-935-3870				trroy@hotmail.com	
Tom Parks	2007 Westside Ct Sugar Land, TX 77479				713-817-3766	tom@tomparks.info	Vice President
Steven Renegar	5315 Center Village Dr Katy, TX 77494	713-516-3447				sirenegar@phx hires.com	
Karen Sotallaro	6323 Veranda Green Trl Kingwood, TX 77346				713-858-6115	ksot93@aol.com	Director of Publicity
Evelyn Traylor	4927 Cambridge St Sugar Land, TX 77479	281-265-5821			281-794-0687	ebtr1@aol.com	
Rhonda Walls-Kerby	707 Salerno Sugar Land, TX 77478	281-389-4738				rwalls@sawplc.com	President

**Family Protection Funding Application  
Evaluation Form – Attachment A**

Applicant Name: Fort Bend Community Partners Rainbow Room

Project Name: Fort Bend Rainbow Room Program Supplies; Fort Bend Rainbow Room Back to School Supply Drive

Criteria	Maximum Points
Not located in Fort Bend County.	-50
A total deduction of 10 points will be taken if any required documentation is missing.	-10
<b>Organization Background (10)</b>	
Mission of agency is consistent with Statute requirements.	10
<b>Project Details (35)</b>	
Project description is consistent with requirements of statute.	20
The agency has sufficient resources and staff to accomplish the goals of the project.	10
The agency timeline for management of the project is realistic.	5
<b>Financial Plan (20)</b>	
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
<b>Community Impact (35)</b>	
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

## AS PER ORIGINAL

### Family Protection Funding Application Reporting Requirements Attachment B

#### **ANNUAL REPORT**

- An annual report will be required by December 31 following the January of the year in which the grant is awarded.
- Briefly describe in a narrative format the goals of 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 invoices, etc.) must be included with the invoice or report.
- If an unanticipated expenditure has occurred during the reporting timeframe, make note in the column labeled *Project Funds Expenditure* on Attachment C with a brief note of explanation. Complete the report by requesting a reimbursement in the column- *Reimbursement Requested*.

**Application Deadline is December 30, 2013**  
**Submit via email to: [jenetha.jones@fortbendcountytexas.gov](mailto:jenetha.jones@fortbendcountytexas.gov)**

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