

**United Way of Greater Houston  
2016 Veteran Services Grant  
Collaboration Proposal Application Form**

**Step 1. Read the 2016 Veteran Services Grant RFP.**

**Step 2. Agency Contact Information. The Lead Organization will serve as UW primary contact for project.**

<b>LEAD ORGANIZATION (PRIMARY UW CONTACT):</b> Fort Bend County	<b>EIN:</b> 1-74-6001-969
<b>ADDRESS:</b> 301 Jackson Street, Richmond TX 77469	<b>E-MAIL:</b> anna.gonzales@fortbendcountytexas.gov
<b>CONTACT PERSON AND TITLE:</b> Anna Gonzales, Director	<b>FUNDING REQUESTED (\$5K - \$35K):</b> \$20,000
<b>DIRECT PHONE:</b> 281-238-3506	

<b>AGENCY 2:</b> Katy Christian Ministries	<b>EIN:</b> 760157123
<b>ADDRESS:</b> 5510 First St, Katy, TX 77493	<b>E-MAIL:</b> <a href="mailto:Deysi.Crespo@ktcm.org">Deysi.Crespo@ktcm.org</a>
<b>CONTACT PERSON AND TITLE:</b> Deysi Crespo, CEO	<b>FUNDING REQUESTED (\$5K - \$35K):</b> \$20,000
<b>DIRECT PHONE:</b> 281-391-5261	

<b>AGENCY 3</b>	<b>EIN:</b>
<b>ADDRESS:</b>	<b>E-MAIL:</b>
<b>CONTACT PERSON AND TITLE:</b>	<b>FUNDING REQUESTED (\$5K - \$35K):</b>
<b>DIRECT PHONE:</b>	

Note: The combined amount requested cannot exceed \$40,000. If awarded, each agency is responsible for signing a Service Provider Agreement outlining their project responsibilities and funding amount. Minimum amount requested for each partner is \$5,000.

**Step 3. Complete the questions below. Answer all parts of each question. An appropriate length for the narrative questions below would be no more than 1500 words.**

**PROJECT TITLE:** The Iris Project

**TOTAL AMOUNT OF REQUEST (\$10,000-\$40,000):** \$40,000

**PROJECT TYPE (CIRCLE ONLY ONE – READ RFP FOR DETAILS REGARDING EACH TYPE):**

- REINTEGRATION
- LEGAL
- EMPLOYMENT
- COUNSELING/ADDICTION TREATMENT
- WOMEN VETERANS

- 1. PROVIDE A BRIEF DESCRIPTION OF EACH COLLABORATIVE ORGANIZATION'S MISSION AND GOALS:** Fort Bend County Social Services (FBCSS) mission is to provide quality social services to maintain and enhance the lives of all persons served.
- 2. Goal of Fort Bend County Social Services:** to provide comprehensive services to individuals and families in Fort Bend County.
- 3. Katy Christian Ministries (KCM) mission is making a difference in the lives of others through God's grace and the goodwill of the community.**  
**Goal of Katy Christian Ministries:** To realign service delivery to operate under best practices

**2. PROVIDE A DESCRIPTION OF THE PROJECT INCLUDING PROGRAMMING, LOCATIONS, TARGET POPULATION AND OUTREACH, AND ROLES OF PARTNERING AGENCIES.**

**Programming:** FBCSS and KCM propose to provide short term rental assistance, utility assistance, day care assistance, and unmet emergency needs. Services will be available through three FBCSS locations: Rosenberg Office, 4520 Reading Rd. Suite A-900, Rosenberg, 77471, Missouri City Office, 307 Texas Parkway Suite 235, Missouri City, 77459, and Katy Office, 2233 Grand Corner Drive, Katy, 77494. Services will be available through KCM at: 5510 First St, Katy, 77493.

**Target population & Outreach:** The project proposes to serve women veterans who live in the Fort Bend, Waller and Harris Counties. More specifically FBCSS will provide services to Women Veterans living in Fort Bend County while KCM will provide services to Women Veterans living in Fort Bend, Waller and Harris Counties. Outreach activities will include health fairs, employment fairs, networking meetings with the Fort Bend County Veterans Services Office, United Way Fort Bend Veterans Network, and Richmond & Katy Veterans Administration Outpatient Clinics.

**Roles of partnering agencies:** FBCSS will serve as the lead agency and will be responsible for: case management services (for 6 months) to Fort Bend County women veterans served by both organizations, provide benefit banks services, medication and food vouchers; transitional supportive housing for up to four months. FBCSS will also be responsible for maintaining the centralized computer software system (Caseworthy) that will be utilized by both organizations; and ensure participants access FBC Veterans Services. KCM will provide professional counseling for women veterans who are victims of domestic abuse and/or sexual assault, vouchers for household items, furniture and clothing at the KCM resale shop. Additionally they will provide assistance with job placement, resume writing and interviewing skills.

**3. HOW DOES THIS PROJECT ENHANCE SERVICES FOR VETERANS AND/OR THEIR FAMILIES?**

The collaboration between FBCSS and KCM will enhance services for women veterans and their families by providing coordinated services, reduce duplication of services, expand and provide services at multiple locations throughout the county thus allowing services to be more accessible. Both organizations have agreed to utilize the same application form and eligibility criteria, in addition to collecting and tracking data utilizing the same computer software program entitled Caseworthy. These efforts will ultimately reduce the number of veterans returning for assistance, ensure the veteran is informed of all available services and will assist the veteran and her family towards financial stability. The collaboration will also give the clients the opportunity to receive additional services from both organizations that they might not have otherwise received had the collaborative not been in place. These services include ongoing case management, medication assistance for their children, assistance with benefits bank, job skills and placement opportunities, and professional counseling services by a Licensed Masters Social Worker.

**4. SPECIFY HOW THE UNITED WAY VETERAN SERVICES GRANT WILL BE USED TO ESTABLISH OR STRENGTHEN COLLABORATION BETWEEN THE PARTNERS. HOW WILL EACH AGENCY UTILIZE THE GRANT?**

FBCSS and KCM have an existing collaborative through the county's Fort Bend County Collaborative Information System (FBCCIS). The existing collaborative gives the two agencies the ability to monitor services provided to clients utilizing a centralized intake system, submit electronic referrals to other partnering agencies, identify clients who have received services by other organization(s) in Fort Bend County and ensures all clients served are receiving and/or informed of all available services. KCM and FBCSS have agreed to have joint staff meetings to discuss clients' progress, needs and assess areas to improve the system of care for the target population. Monthly trainings will be provided for frontline staff to ensure they are informed of new services and resources. Both organizations will utilize existing services to assist the other when needs arise. The grant will be utilized by both partners to provide rental assistance in the amount of \$500.00, utility assistance (water, electricity, gas) in the amount of \$150.00, day care assistance for one month \$836.00, and unmet emergency needs (the amount for each item varies from \$5.00 to \$300.00) which include fees and/or incidentals to include birth certificate, identification, car title fees, application fees, housing/utility deposits, personal hygiene items, diapers, shoes, undergarments, minor home repairs, water leaks, yard work, housekeeping, smoke detectors, carbon monoxide detectors, tire repairs, small car repairs, laundromat, and any incident that keeps the individuals from becoming self-sufficient. While funds from the grant will not be utilized to fund case management services, all clients will be provided this service using existing staff.

**5. DESCRIBE YOUR PLAN FOR PROJECT IMPLEMENTATION INCLUDING A TIMELINE:**

Upon notice of award in December 2015 the two organizations will meet to discuss program implementation and will follow the below timeline:

**December, 2015** Upon notification of award Executive Director of KCM & Director of FBCSS will discuss any necessary modifications of award budget, details of implementation and plan for staff training.

**January, 2016** Staff training will be held to cover programs and services, target population, existing services for veteran females, and program evaluation tools. Training will be provided by Executive Director KCM, Director of FBCSS.

**January 2016** Outreach to businesses, social service agencies, junior colleges/universities, veteran service providers, clinics, Texas workforce, churches, social media and attend monthly networking meetings to inform the community of expanded services for women veterans. Emails will also be sent to all organizations/churches currently in FBCSS data base. Outreach will be ongoing and will be conducted by both organizations.

**Ongoing- 3rd** Wednesday of the month- Frontline Staff along with directors will meet to discuss challenges and successes.

**Ongoing-Weekly** staff meetings will be conducted to discuss client outcomes, challenges, communication and challenges the staff may be experiencing.

**Quarterly-**Staff from both organizations will attend the United Way Fort Bend Veterans Network on a quarterly basis.

**Quarterly-**Staff from both organizations will attend quarterly United Way Veterans Collaborative Pilot Meetings. This meeting ensures staff is knowledgeable of issues facing veterans, connect with providers including United Way services, and identify additional opportunities to improve the quality and availability of veteran services in the Harris/Fort Bend/Waller areas.

Process and outcome evaluation will be conducted at the onset of the grant. One instrument will be identified to measure client's outcomes. Both organizations have agreed to conduct a pre-test at intake, at 3 months and a post test at 6 months of receiving services.

**6. WHAT WILL THE PROJECT AGENCY PARTNERS DO TO ENSURE THE COLLABORATION IS SUCCESSFUL?** To ensure the program is successful, the directors and frontline staff will meet regularly to ensure the fidelity of the program. Program Coordinators from both organizations will conduct weekly staff meetings with staff to identify challenges and successes. Programmatic challenges will be brought to the attention of both directors for immediate examination and the identification of a resolution.

**7. HOW WILL YOUR PROJECT CONNECT VETERANS TO APPROPRIATE COMMUNITY AND GOVERNMENT SYSTEMS?**

Various strategies will be used to connect veterans to community and governmental systems. All veterans seeking services in Fort Bend County will immediately be connected with Fort Bend County Veteran Services by telephone on the first day services are requested from either organization. All veterans will be asked about their veteran connected status, which will determine what government system to refer the client to. Prior to leaving the office after intake has been completed, the veteran will be informed of upcoming appointments and/or will be provided with the locations and addresses of additional services. The caseworker will also ensure the veteran has the proper paperwork and means to transport herself to and from locations and/or appointments. Within three days, the case-worker will follow up with the client by phone to ensure she is following up on scheduled appointments. All veterans will be provided with a referral list that outlines all existing services targeted for veterans and any additional services available to residents of Fort Bend, Waller and Harris counties.

**8. EXPLAIN HOW YOUR PROJECT WILL USE VOLUNTEERS AND IN-KIND RESOURCES.**

Currently KCM has a total of 862 volunteers who assist with greeting clients, answering phones, sorting clothing, delivery of non-perishable food items, application assistance with benefits bank and assisting in any and all the daily operations of the center. In-kind resources to support this project include the availability of existing resources and services provided by both agencies, which include: caseworkers, KCM resale shop, job placement opportunities, licensed professional counselor provided by KCM, access to KCM food pantry, and use of computer software program management which is maintained by Fort Bend County.

**9. WHAT WILL YOU DO IF YOU RECEIVE LESS FUNDING THAN REQUESTED? HOW WILL THAT CHANGE THE PROJECT AND/OR COLLABORATION? HOW WILL YOU MAINTAIN THE PROJECT AFTER THE GRANT PERIOD?**

Should fewer funds be received the two organizations have agreed to reduce the amount of funding per service or depending on the veterans situation, the organizations will utilize existing funds to assist in meeting the immediate needs of the veteran. The organizations will also assist each other in offsetting the cost of services as the need arise for each female veteran. A reduction in funds will not change the primary goal of the project which is to help women veterans, but it will have an impact of the number of veterans we can assist. Plans for maintaining the project include securing funding from state and federal funding sources, local foundations, corporate and individual contributions.

**10. PLEASE COMPLETE THE OUTPUT TABLE BELOW:**

<b>SERVICE CATEGORY (MODIFY/ADD CATEGORIES BASED</b>	<b>PROPOSED # OF VETERANS SERVED IN</b>
Rental Assistance (up \$500.00)	32
Utility Assistance (up to \$150.00)	52
Day Care Services (for one month on average \$836.00 per month)	14
Unmet emergency needs ( cost of items vary depending on the need)	52
<b>TOTAL SERVED</b>	150

**11. PLEASE LIST YOUR DESIRED OUTCOMES FOR VETERANS AND THE COLLABORATION:**

Outcome for veterans: Of the 150 women veterans served 65 % will reach financial stability.

Outcome for the Collaboration: 100% of the women veterans served will be connected to Veteran Services.

Coordinated services for women veterans will include engaging the client with a culturally competent assessment of their current need and stressors affecting their daily functioning. This intake will then allow the case-worker to provide the most effective plan of intervention for the women veterans. Services will range from advocating on their behalf with other third party agencies, to empowering the women veterans to become self-sufficient through basic financial assistance and addressing other unmet needs.

**Step 4. Prepare the project budget using the template below.**

Budget Time Period: **Project-specific**

Please attach a project-specific budget for each collaborative partner. Include additional resources each agency is contributing to the project (other funding, in-kind resources, etc.). The budget must clearly communicate what each agency plans to use Veteran Services Grant dollars to accomplish, in addition to other resources and expenses related to the project. It is imperative we understand what you are planning to use Veteran Services Grant dollars to fund – we are unable to make corrections to a submitted unclear budget! Budget items for each partner should match funding amount requested in Step 2.

**BUDGET NARRATIVE: USE THIS SPACE TO BETTER EXPLAIN YOUR PROJECT BUDGET.**

**United Way funding request justification for both organizations is as follows:**

**Rental Assistance** will be provided by each organization. Each organization is requesting \$8,000.00 for a grand total of \$16,000.00. Women veterans will be assisted with up to \$500.00 in rent. It is anticipated that 32 families will be assisted with these funds. It should be noted that FBCSS will only provide services to women veterans in Fort County and KCM will provide services in Fort Bend, Waller and Harris County.

**Utility Assistance** will be provided by each organization. Each organization is requesting \$4,000.00 for a grand total of \$8,000.00. Women veterans will be assisted with up to \$150.00 in utility assistance to include: water, electricity, and gas. It is anticipated that 52 families will be assisted with these funds.

**Day Care Assistance** will be provided by each organization. Each organization is requesting \$6,000.00 for a grant total of \$12,000.00. Women veterans will be assisted with up to one month of day care assistance in the amount not to exceed \$836.00. It is anticipated that 14 families will be served with these funds.

**Unmet Emergency Needs** will be provided by each organization. Each organization is requesting \$2,000.00 for a grand total of \$4,000.00. Women veterans will be assisted with the following incidentals: (the amount for each item varies from \$5.00 to \$300.00) birth certificate fee, identification fee, car title fees, application fees, housing/utility deposits, personal hygiene items, diapers, shoes, undergarments, minor home repairs, water leaks, yard work, housekeeping, smoke detectors, carbon monoxide detectors, tire repairs, small car repairs, laundromat, and any incident that keeps the individuals from becoming self-sufficient. It is anticipated that 52 families will be served with these funds.

**Other funds/existing funds**

**Fort Bend County Social Services** will utilize \$10,000.00 of its existing funds to assist women veterans with rental assistance, utility assistance, medication assistance, emergency shelter, transitional supportive housing, food voucher and unmet emergency needs. Currently FBCSS assist with up to \$350.00 in rental assistance, \$150.00 in utility assistance, \$600.00 in medication assistance, \$350.00 in emergency shelter up to \$500.00 a month for 4 months with Transitional Supportive Housing, \$97.00 food voucher and unmet emergency needs as previously stated.

**Katy Christian Ministries** will utilize \$2,000.00 of its existing funds to assist women veterans with gas for transportation and prescription assistance.

**In-kind Contributions**

FFBCSS will utilize two case workers to provide case management services to those veterans residing in Fort Bend County. The county vehicle will also be utilized to transport staff to and from networking meetings, transporting veterans to and from appointments, and attending workshops/conferences specific to veterans. Services for veterans will be provided at three county offices to include in Rosenberg, Missouri City and Katy. Office supplies will also be provided to be utilized to conduct the day to day operations of the program. The county will also pay the two licenses to utilize and access computer software system (Caseworthy).

KCM will also provide 2 case workers to provide assistance to women veterans working collaboratively to guide them towards self-sufficiency through case management, financial assistance, advocacy, and emotional support. The women veterans will have access to free clothing, shoes, furniture and household items from the resale store. They will also have access to free food from the KCM Food Pantry. Staff from the Crisis Center will also be provided to address disclosures of domestic violence and/or sexual abuse cases. The clients will have access to free support group and free therapy sessions. Supplies will also be covered through in-kind contribution. Volunteers will help KCM and FBCSS by preparing informational material/packets to be used at various community outreach events.

**5. Sign the following statement (Agency Directors/Board Chair).**

I have read and understand the Application Guidelines and Requirements for the Veteran Services Grant Project. I agree to fulfill the responsibilities stated therein on behalf of my organization and all collaborative partners.

**Agency 1:**

Robert E. Hebert



County Judge

10-13-2015

Print Name

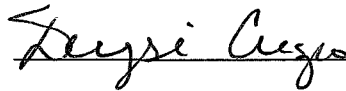
Signature

Title

Date

**Agency 2:**

Deysi Crespo



Executive Director

10/7/15

Print Name

Signature

Title

Date

**Agency 3:**

Print Name

Signature

Title

Date

**6. Step 6: Mandatory Attachments**

- **Attach a project budget for the proposal for each collaborative partner.**
- **Sign the Anti-Terrorism Compliance Measures form.**
- **Attach a copy of a signed written collaborative agreement between project partners.**

**7. Submit to Curtis McMinn by email at [cmcminn@unitedwayhouston.org](mailto:cmcminn@unitedwayhouston.org) by October 21, 2015.**

**United Way Veteran Services Grant  
Anti-Terrorism Compliance Measures**

**Your proposal will not be eligible for review if this page is not completed and submitted with the application.**

In compliance with the USA PATRIOT Act and other counterterrorism laws, United Way of Greater Houston requires that each funded agency certify the following:

I hereby certify on behalf of Fort Bend County (organization name as submitted on the grant application) that all United Way funds and donations will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and executive orders.

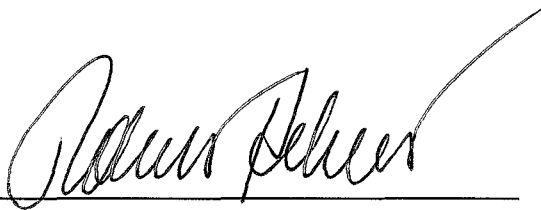
Agency Executive Director, CEO, etc.:

Robert E. Hebert

County Judge

(Type Your Name)

(Type Your Title)



10-13-2015

(Signature)

(Date)

**SIGN AND DATE THE COMPLETE FORM**

**This signed form must be complete and submitted with the application.**

**BUDGET PROPOSAL**  
**2016 United Way Veteran Services Grant**

DESCRIPTION		FUND SOURCES					
		United Way Proposed Funding FBC	United Way Proposed Funding KCM	Other Funding FBC	Other Funding KCM	Inkind FBC	Inkind KCM
1.	Personnel					\$2,920.00	\$ 4,182.00
2.	Rent	\$8,000.00	\$8,000.00				
3.	Utilities	\$4,000.00	\$4,000.00				
4.	Day Care	\$6,000.00	\$6,000.00				
5.	Unmet Emergency Needs	\$2,000.00	\$2,000.00				
6.	Travel					\$ 500.00	\$ 500.00
7.	Public Assistance			\$10,000.00	\$2,000.00		
8.	Office Supplies					\$1,000.00	\$ 1,000.00
9.	Caseworthy Software License					\$ 750.00	
10.	KCM Resale Store Vouchers (Clothing, furniture & household Items)						\$ 7,500.00
11.	KCM Food Pantry (Food & Personal Care Items)						\$ 4,500.00
<b>TOTAL BUDGET</b>		<b>\$20,000.00</b>	<b>\$20,000.00</b>	<b>\$10,000.00</b>	<b>\$2,000.00</b>	<b>\$5,170.00</b>	<b>\$17,682.00</b>