



APPENDIX I - THE APPLICATION

Organization Name: Nueces County
 Series XIII-A
 January 2013

Applicant Information

Legal Name of Organization:	Nueces County
Mailing Address:	901 Leopard Street, Room 501
City/State/Zip:	Corpus Christi, Texas 78401
Physical Address (if different):	Same as above
City/State/Zip:	Same as above
EIN number:	746000585
DUNS number:	078495025
Website Address:	www.co.nueces.tx.us
Applicant Contact (Project Coordinator):	Roxana Hunt Sandoval
Contact Title:	Grants Administrator
Phone Number:	(361) 888-0225
Fax Number:	(361) 888-0228
E-Mail Address:	roxana.sandoval@co.nueces.tx.us
Applicant Contact (Financial Coordinator):	Margaret Hayes
Contact Title:	County Auditor
Phone Number:	(361) 888-0556
Fax Number:	(361) 888-0584
E-Mail Address:	anna.velazquez@co.nueces.tx.us
Authorized Signature: (must be original)	
Name and Title:	Honorable Samuel L. Neal, Jr., Nueces County Judge
Phone Number:	(361) 888-0444
Date:	



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All information must be in sufficient detail to ensure the project can be weighed with other proposals. Do not exceed word maximums. Refer to Section V Grant Application of the RFA document for further instructions.

Part 1: Organization Information

A. Organization Overview

Supply a brief overview of your organization including the purpose of your organization and the beneficiaries of the programs/services currently offered by your organization, the mission statement, and the core program(s)/service(s) provided by your organization. Indicate whether or not your organization currently provides services to Texas Veterans by checking Yes or No. (300 words maximum)

Overview: Nueces County is a unit of local government. Within the County's structure, there exists a Veterans Services Department, a Human Services Department, and a Grants Administration Department. These three departments have collaborated on the current FVA grant project. An effective structure has been formed with these three departments, which allows for the smooth operation of the grant project as explained in Part 1.B. below.

Mission Statement: The mission of the current FVA grant program in place is to provide emergency financial assistance to eligible Nueces County veterans, their dependents, and surviving spouses. The Veterans Services Department's mission is to aid any county resident who served in the armed forces or nurses corps of the United States, and any orphan or dependent of the person, to prepare, submit, and present any claim against the United States or a state for benefits to which the person may be entitled under United States or state law. The mission of the Human Services Department is to impact the lives of people living in poverty and experiencing a crisis by providing emergency financial assistance through professional social work services.

Core Program(s)/Service(s): Nueces County provides services from the current FVA grant, as described in Part 2.C. In addition to those services, the Veterans Services Department assists veterans and their survivors deal with the often confusing and overwhelming task of completing the correct forms/applications and collecting the appropriate documentation to support a claim for federal benefits through the U.S. Department of Veterans Affairs (VA). If the VA denies benefits, staff will assist clients in composing the necessary statements and forms in filing an appeal. Assistance with military records is also offered.

Does your organization <u>currently</u> serve Texas veterans?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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B. Organizational Structure

Describe your organization's structure (ex. governing body), management roles, and what role the governing body plays in day-to-day operations.(100 words maximum)

Include in your Application Package résumés of the principal participants in the organization (**short one-paragraph bios are not acceptable**). Indicate which principal(s), if any, are Veterans.

Nueces County is governed by the Commissioners Court. This project would be a collaboration of three departments within the County's structure: Veterans Services, Human Services, and Grants Administration. The director of each department will be in charge of day-to-day operations; however, all contract executions and related amendments must pass through Commissioners Court for final approval. Veterans Services will handle initial eligibility screening; Hu-



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man Services will determine final eligibility and coordinate payment; and Grant Administration will facilitate all required reporting. The director of the Veterans Services Department is a veteran.

C. Partnerships

List partner agencies and/or organizations, if any, that would be involved with delivering the program/services involved in the project. List current address(es), main telephone number(s), and web-site address(es). Use additional page(s) if needed.

Nueces County partners with over twenty regional and local veterans service organizations and other agencies that cooperate and assist the Veterans Services Department of the County. Networking with these agencies allow the County to establish successful working relationships in order to create mutual referral systems for different services offered in an effort to meet the needs of veterans and families. However, the services involved in this project are specific to financial assistance and will be provided directly by both the Nueces County Veterans Services Department and Human Services Department.

D. Previous FVA Grant Awards

List any previous grant awards from the FVA.

Amount Awarded	Begin Date	End Date	Service Category
\$150,000	02/01/2012	07/31/2013	Financial Assistance

E. Other Grants

List all grants received by your organization within the last two (2) years. Do not list in-kind donations. Use additional space if needed.

Amount Awarded	Grantor	Begin Date	End Date	Audit Performed (Yes or No)
\$165,154.79	U.S. Fish & Wildlife - CIAP	September 2012	December 2014	Yes
\$25,000.00	Coastal Bend Bays and Estuaries	February 2012	April 2013	Yes
\$121,620.00	U.S. Fish & Wildlife - CIAP	October 2012	September 2013	Yes
\$60,000.00	Texas General Land Office - CMP	October 2012	March 2014	Yes
\$500,000.00	U.S. Fish & Wildlife - CIAP	May 2012	September 2012	Yes
\$330,309.58	U.S. Fish & Wildlife - CIAP	October 2012	September 2014	Yes
\$427,014.00	U.S. Fish & Wildlife - CIAP	September 2012	December 2014	Yes
\$746,323.57	U.S. Fish & Wildlife - CIAP	February 2011	November 2012	Yes
\$15,000.00	Coastal Bend Bays and Estuaries	December 2011	December 2012	Yes



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\$550,773.00	U.S. Fish & Wildlife – CIAP	November 2012	September 2014	Yes
\$274,012.00	Texas Indigent De- fense Commission	October 2011	September 2012	Yes
\$39,215.00	Texas Division of Emergency Man- agement	October 2011	March 2013	Yes
\$37,476.03	U.S. Fish & Wildlife – CIAP	October 2012	September 2013	Yes
\$10,000.00	Coastal Bend Com- munity Foundation	January 2012	December 2012	Yes
\$55,000.00	Governor’s Criminal Justice Division	September 2012	August 2013	Yes
\$18,013.00	Governor’s Criminal Justice Division	September 2012	August 2013	Yes
\$18,900.00	Governor’s Criminal Justice Division	October 2012	September 2013	Yes
\$63,600.00	Governor’s Criminal Justice Division	October 2012	September 2013	Yes
\$12,893.00	Bureau of Justice Assistance	October 2012	September 2013	Yes
\$25,016.00	Office of the Attor- ney General – Texas	September 2012	August 2013	Yes
\$93,600.00	Texas Ranger Divi- sion – Texas De- partment of Public Safety	April 2011	December 2012	Yes
\$84,180.00	Office of National Drug Control Policy	January 2012	December 2013	Yes
\$818,344.00	Texas Division of Emergency Man- agement	September 2011	August 2013	Yes
\$84,788.00	City of Corpus Christi	October 2012	September 2016	Yes
\$21,385.60	Texas Department of Agriculture	February 2012	January 2013	Yes
\$150,000.00	Texas Veterans Commission	February 2012	July 2013	Yes



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Part 2: Grant Project Information

A. Grant Project Service Category

Check the one box that best describes the nature of the proposed project.

- Financial Assistance
- Homeless/Housing
- Counseling
- Transportation
- Employment
- Family Services
- Legal
- Referral
- Supportive Services
- Veterans' Court

B. Geographic Service Area(s)

The counties that will be served by this grant are called the Geographic Service Area(s). All Texas counties are grouped into one of eight regions. Check **all** counties, regardless of region, that the proposed project will serve. If the proposed project is statewide, only check the statewide box.

Statewide

Region 1 – Panhandle

- | | | | | |
|--|-----------------------------------|---------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Armstrong | <input type="checkbox"/> Bailey | <input type="checkbox"/> Briscoe | <input type="checkbox"/> Brown | <input type="checkbox"/> Callahan |
| <input type="checkbox"/> Carson | <input type="checkbox"/> Castro | <input type="checkbox"/> Childress | <input type="checkbox"/> Cochran | <input type="checkbox"/> Coleman |
| <input type="checkbox"/> Collingsworth | <input type="checkbox"/> Comanche | <input type="checkbox"/> Crosby | <input type="checkbox"/> Dallam | <input type="checkbox"/> Deaf Smith |
| <input type="checkbox"/> Dickens | <input type="checkbox"/> Donley | <input type="checkbox"/> Gray | <input type="checkbox"/> Eastland | <input type="checkbox"/> Fisher |
| <input type="checkbox"/> Floyd | <input type="checkbox"/> Garza | <input type="checkbox"/> Hale | <input type="checkbox"/> Hall | <input type="checkbox"/> Hansford |
| <input type="checkbox"/> Hartley | <input type="checkbox"/> Haskell | <input type="checkbox"/> Hemphill | <input type="checkbox"/> Hockley | <input type="checkbox"/> Hutchinson |
| <input type="checkbox"/> Jones | <input type="checkbox"/> Kent | <input type="checkbox"/> King | <input type="checkbox"/> Knox | <input type="checkbox"/> Lamb |
| <input type="checkbox"/> Lipscomb | <input type="checkbox"/> Lubbock | <input type="checkbox"/> Lynn | <input type="checkbox"/> Mitchell | <input type="checkbox"/> Moore |
| <input type="checkbox"/> Motley | <input type="checkbox"/> Nolan | <input type="checkbox"/> Ochiltree | <input type="checkbox"/> Oldham | <input type="checkbox"/> Parmer |
| <input type="checkbox"/> Potter | <input type="checkbox"/> Randall | <input type="checkbox"/> Roberts | <input type="checkbox"/> Runnels | <input type="checkbox"/> Scurry |
| <input type="checkbox"/> Shackelford | <input type="checkbox"/> Sherman | <input type="checkbox"/> Stephens | <input type="checkbox"/> Stonewall | <input type="checkbox"/> Swisher |
| <input type="checkbox"/> Taylor | <input type="checkbox"/> Terry | <input type="checkbox"/> Throckmorton | <input type="checkbox"/> Wheeler | <input type="checkbox"/> Yoakum |

Region 2 – West Texas

- | | | | | |
|----------------------------------|-----------------------------------|-------------------------------------|---------------------------------|------------------------------------|
| <input type="checkbox"/> Andrews | <input type="checkbox"/> Borden | <input type="checkbox"/> Brewster | <input type="checkbox"/> Crane | <input type="checkbox"/> Culberson |
| <input type="checkbox"/> Dawson | <input type="checkbox"/> Ector | <input type="checkbox"/> El Paso | <input type="checkbox"/> Gaines | <input type="checkbox"/> Glasscock |
| <input type="checkbox"/> Howard | <input type="checkbox"/> Hudspeth | <input type="checkbox"/> Jeff Davis | <input type="checkbox"/> Loving | <input type="checkbox"/> Martin |
| <input type="checkbox"/> Midland | <input type="checkbox"/> Pecos | <input type="checkbox"/> Presidio | <input type="checkbox"/> Reeves | <input type="checkbox"/> Terrell |
| <input type="checkbox"/> Upton | <input type="checkbox"/> Ward | <input type="checkbox"/> Winkler | | |



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Region 3 - Alamo

- | | | | | |
|------------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Atascosa | <input type="checkbox"/> Bandera | <input type="checkbox"/> Bexar | <input type="checkbox"/> Coke | <input type="checkbox"/> Comal |
| <input type="checkbox"/> Concho | <input type="checkbox"/> Crockett | <input type="checkbox"/> Dimmit | <input type="checkbox"/> Edwards | <input type="checkbox"/> Frio |
| <input type="checkbox"/> Gillespie | <input type="checkbox"/> Guadalupe | <input type="checkbox"/> Irion | <input type="checkbox"/> Karnes | <input type="checkbox"/> Kendall |
| <input type="checkbox"/> Kerr | <input type="checkbox"/> Kimble | <input type="checkbox"/> Kinney | <input type="checkbox"/> La Salle | <input type="checkbox"/> Mason |
| <input type="checkbox"/> Maverick | <input type="checkbox"/> McCulloch | <input type="checkbox"/> Medina | <input type="checkbox"/> Menard | <input type="checkbox"/> Reagan |
| <input type="checkbox"/> Real | <input type="checkbox"/> Schleicher | <input type="checkbox"/> Sterling | <input type="checkbox"/> Sutton | <input type="checkbox"/> Tom Green |
| <input type="checkbox"/> Uvalde | <input type="checkbox"/> Val Verde | <input type="checkbox"/> Wilson | <input type="checkbox"/> Zavala | |

Region 4 – South Texas

- | | | | | |
|---------------------------------------|-----------------------------------|------------------------------------|--|----------------------------------|
| <input type="checkbox"/> Aransas | <input type="checkbox"/> Bee | <input type="checkbox"/> Brooks | <input type="checkbox"/> Calhoun | <input type="checkbox"/> Cameron |
| <input type="checkbox"/> DeWitt | <input type="checkbox"/> Duval | <input type="checkbox"/> Goliad | <input type="checkbox"/> Gonzales | <input type="checkbox"/> Hidalgo |
| <input type="checkbox"/> Jackson | <input type="checkbox"/> Jim Hogg | <input type="checkbox"/> Jim Wells | <input type="checkbox"/> Kennedy | <input type="checkbox"/> Kleberg |
| <input type="checkbox"/> Lavaca | <input type="checkbox"/> Live Oak | <input type="checkbox"/> McMullen | <input checked="" type="checkbox"/> Nueces | <input type="checkbox"/> Refugio |
| <input type="checkbox"/> San Patricio | <input type="checkbox"/> Starr | <input type="checkbox"/> Victoria | <input type="checkbox"/> Webb | <input type="checkbox"/> Willacy |
| <input type="checkbox"/> Zapata | | | | |

Region 5 – Gulf Coast

- | | | | | |
|------------------------------------|-----------------------------------|-----------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Austin | <input type="checkbox"/> Brazoria | <input type="checkbox"/> Chambers | <input type="checkbox"/> Colorado | <input type="checkbox"/> Fort Bend |
| <input type="checkbox"/> Galveston | <input type="checkbox"/> Harris | <input type="checkbox"/> Liberty | <input type="checkbox"/> Matagorda | <input type="checkbox"/> Montgomery |
| <input type="checkbox"/> Walker | <input type="checkbox"/> Waller | <input type="checkbox"/> Wharton | | |

Region 6 – Central Texas

- | | | | | |
|-----------------------------------|------------------------------------|---|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Bastrop | <input type="checkbox"/> Bell | <input type="checkbox"/> Blanco | <input type="checkbox"/> Bosque | <input type="checkbox"/> Brazos |
| <input type="checkbox"/> Burleson | <input type="checkbox"/> Burnet | <input type="checkbox"/> Caldwell | <input type="checkbox"/> Coryell | <input type="checkbox"/> Falls |
| <input type="checkbox"/> Fayette | <input type="checkbox"/> Freestone | <input type="checkbox"/> Grimes | <input type="checkbox"/> Hamilton | <input type="checkbox"/> Hays |
| <input type="checkbox"/> Lee | <input type="checkbox"/> Hill | <input type="checkbox"/> Lampasas | <input type="checkbox"/> Leon | <input type="checkbox"/> Limestone |
| <input type="checkbox"/> Llano | <input type="checkbox"/> Madison | <input type="checkbox"/> McLennan Milam | <input type="checkbox"/> Mills | <input type="checkbox"/> Robertson |
| <input type="checkbox"/> San Saba | <input type="checkbox"/> Travis | <input type="checkbox"/> Washington | <input type="checkbox"/> Williamson | |

Region 7- East Texas

- | | | | | |
|------------------------------------|------------------------------------|-----------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Anderson | <input type="checkbox"/> Angelina | <input type="checkbox"/> Bowie | <input type="checkbox"/> Camp | <input type="checkbox"/> Cass |
| <input type="checkbox"/> Cherokee | <input type="checkbox"/> Delta | <input type="checkbox"/> Franklin | <input type="checkbox"/> Gregg | <input type="checkbox"/> Hardin |
| <input type="checkbox"/> Harrison | <input type="checkbox"/> Henderson | <input type="checkbox"/> Hopkins | <input type="checkbox"/> Houston | <input type="checkbox"/> Jasper |
| <input type="checkbox"/> Jefferson | <input type="checkbox"/> Lamar | <input type="checkbox"/> Marion | <input type="checkbox"/> Morris | <input type="checkbox"/> Nacogdoches |
| <input type="checkbox"/> Newton | <input type="checkbox"/> Orange | <input type="checkbox"/> Panola | <input type="checkbox"/> Polk | <input type="checkbox"/> Rains |
| <input type="checkbox"/> Red River | <input type="checkbox"/> Rusk | <input type="checkbox"/> Sabine | <input type="checkbox"/> San Augustine | <input type="checkbox"/> San Jacinto |
| <input type="checkbox"/> Shelby | <input type="checkbox"/> Smith | <input type="checkbox"/> Titus | <input type="checkbox"/> Trinity | <input type="checkbox"/> Tyler |
| <input type="checkbox"/> Upshur | <input type="checkbox"/> Van Zandt | <input type="checkbox"/> Wood | | |



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Region 8 – North Texas

- | | | | | |
|-------------------------------------|------------------------------------|---|------------------------------------|----------------------------------|
| <input type="checkbox"/> Archer | <input type="checkbox"/> Baylor | <input type="checkbox"/> Clay | <input type="checkbox"/> Collin | <input type="checkbox"/> Cooke |
| <input type="checkbox"/> Cottle | <input type="checkbox"/> Dallas | <input type="checkbox"/> Denton | <input type="checkbox"/> Ellis | <input type="checkbox"/> Erath |
| <input type="checkbox"/> Fannin | <input type="checkbox"/> Foard | <input type="checkbox"/> Grayson Hardeman | <input type="checkbox"/> Hood | <input type="checkbox"/> Hunt |
| <input type="checkbox"/> Jack | <input type="checkbox"/> Johnson | <input type="checkbox"/> Kaufman | <input type="checkbox"/> Montague | <input type="checkbox"/> Navarro |
| <input type="checkbox"/> Palo Pinto | <input type="checkbox"/> Parker | <input type="checkbox"/> Rockwall | <input type="checkbox"/> Somervell | <input type="checkbox"/> Tarrant |
| <input type="checkbox"/> Wichita | <input type="checkbox"/> Wilbarger | <input type="checkbox"/> Wise | <input type="checkbox"/> Young | |

C. Project Summary

Provide a name for this project and a brief description of the project. Include how the services will be delivered by your organization to the Beneficiaries. (300 words maximum)

The Nueces County Veterans' Assistance Program provides emergency financial assistance to eligible Nueces County veterans, their dependents, and surviving spouses. Emergency assistance includes basic life needs such as mortgage/rent, utilities (water, gas, electricity), food, and transportation. Initial eligibility is determined at the Veterans Services Department. If the minimum eligibility requirements are met, the application will then be referred to the Human Services Department for final approval. The Human Services Department will then move forward with the purchase order process to either pay the bill for utilities and/or rent or issue a voucher for food/transportation. Each applicant will be allowed to apply for a total of \$1,000 of financial assistance within the one-year grant period.

D. Project Eligibility

Provide a description of the Beneficiaries eligible to participate in the project described in the Project Summary. Mention any other restrictions on eligibility, if applicable. The specific government forms used for verifying Beneficiary eligibility must be listed. Describe how the government document will be retained and maintained. (100 words maximum)

Eligible applicants will include a Nueces County resident who served in the armed forces of the United States and any dependent or surviving spouse of said person. All applicants, including dependents and surviving spouses, must show a copy of their DD214, which must show an Honorable Discharge or a General, Under Honorable, Discharge. Dependents or the surviving spouse of the veteran must show proof of the relationship with the veteran (i.e. marriage license, birth certificate). Proof of income for the past 30 days must also be shown. Eligibility documentation will remain on file at Nueces County's Human Services Department.

Part 3: Reporting and Management

The grant funding period is based on a 12-month calendar from July 1, 2013 to June 30, 2014. The required expenditure and program performance benchmarks (below) should be used as guidelines when completing Sections A-D.

Date	Grant Period Elapsed	Amount Expended	Performance Met
October 1	25%	15%	15%
January 1	50%	40%	40%
April 1	75%	70%	70%



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A. Performance Measures

Organizations receiving grant funds must track performance by counting each individual veteran, their dependents, and survivors that receive grant-funded service(s). The number of unduplicated veterans, dependents and survivors as well as cumulative totals will be reported monthly. Projected performance should reflect the total number of **unduplicated** veterans, dependents and survivors that the applicant organization anticipates serving throughout the grant period with the proposed project.

For each Performance Measure listed, indicate which “tool” will be used to record or track that Measure. The project must have a tool that counts “first-time” beneficiaries, or an “unduplicated” number. Under Projected Performance, indicate the projected number of veterans, dependents, and surviving spouses to be served by the project.

Performance Measure	Tool Used to Measure Performance	Projected Performance
Number of veterans served. (Required performance measure for all applicants.)	Client sign-in sheets; Microsoft Excel spreadsheets; Citrix MetaFrame	80
Number of dependents served. (Required performance measure if served.)	Client sign-in sheets; Microsoft Excel spreadsheets; Citrix MetaFrame	5
Number of veterans’ surviving spouses served. (Required performance measure if served.)	Client sign-in sheets; Microsoft Excel spreadsheets; Citrix MetaFrame	5

B. Performance Reporting

Describe the tool to be used for the data collection and how the data will be consolidated to provide cumulative amounts. Case files, sign-in sheets, and phone records only address the collection of data, and not the consolidation; both areas must be addressed. Explain the ability to breakout all Performance Measures individually, cumulatively, and monthly. (100 words maximum)

Information from client sign-in sheets will be entered into an Excel spreadsheet with a labeled tab for every month to keep track of the numbers served and to avoid duplication. All tabs in the spreadsheet can be easily be reconfigured to produce either an individual or cumulative report instead of only monthly. Citrix MetaFrame is the accounting software currently used countywide and can produce a general ledger of expenses for the specific grant. It also can run a report for any time frame needed i.e. weekly, monthly, yearly, etc.

C. Fiscal Reporting

Answer each question below and do not leave any item unanswered.

1. What software is used to record accounting transactions?

QuickBooks Sage MIP Fundware Other Citrix MetaFrame



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2. Does your organization have written accounting policies and procedures for:

	YES	NO
A. Procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Vendor Payments	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Payroll	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Grants Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Cash Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3. Answer each question.

	YES	NO
A. Has there been staff turnover or reorganization in the past 6 months?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Does the organization use a Chart of Accounts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are time sheets approved by supervisory personnel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Has an A-133 Single Audit been performed in the past 2 years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Are travel receipts submitted for travel reimbursement requests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

D. Sustainability after the Grant

Describe how the proposed project will continue after the FVA grant funding period ends and what other funding will be available after the end of the FVA grant. (100 words maximum)

Nueces County will continue to seek additional grant funding to sustain the project. The philosophy of increasing access and quality of services will continue after state funding ends. Federal, State and private foundation proposals and applications will be submitted in order to secure future funding. If funding is not secured, Nueces County will utilize existing funds to implement lessons learned from this project. The project will be sustained if it is a successful model for the target population through multiple fund source proposals and also through political contacts in efforts of addressing the gaps in services in the catchment area.

Part 4: Budget

Microsoft Excel tables have been inserted into this document. Use the table to the extent they apply to your proposed project. To activate the Excel tables, double-click on the table. This will open an active Excel window to be filled in. Once all information is entered into an Excel budget table, totals will calculate automatically. If additional lines are needed, they may be inserted in the tables using the Insert function.



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A. Salary and Wages

Enter each employee that will be directly associated with this project. Enter their position title, employee name, percent of time allotted to the project, and employee's annual salary rate. The Total Cost will automatically total once all information is entered.

Table A

Position Title	Employee	% of Time Allocated to Grant	Annual Salary	Total Cost
N/A		0%	\$0	\$0
		0%	\$0	\$0
		0%	\$0	\$0
		0%	\$0	\$0
		0%	\$0	\$0
		0%	\$0	\$0
		0%	\$0	\$0
Total Salary and Wages				\$0

B. Fringe Benefits

For each Position listed in Table A, include the annual fringe benefits for that position. Below Table B, explain what costs are covered in this category, for example, health insurance, annual leave, social security, and any other applicable fringe benefits.

Table B

Position Title	Employee	% of Time Allocated to Grant	Annual Fringe Benefits	Total Cost
N/A		0%	\$0	\$0
		0%	\$0	\$0
		0%	\$0	\$0
		0%	\$0	\$0
		0%	\$0	\$0
		0%	\$0	\$0
		0%	\$0	\$0
Total Fringe Benefits				\$0

List/describe benefits in Table B.
 N/A



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C. Travel

Enter employee travel in the table below.

Table C

Destination	Reason for Travel	No. of Staff	No. of Days	Total Cost
N/A				
Total Travel				\$0

D. Equipment

Enter a description, unit cost and quantity for each item of equipment to be purchased for the proposed project.

Table D

Description	Unit Cost	Quantity	Total Cost
N/A			\$0
Total Equipment			\$0

E. Supplies

Enter a description, unit cost and quantity for each item of supplies to be purchased for the proposed project.

Table E

Description	Unit Cost	Quantity	Total Cost
N/A			\$0
Total Supplies			\$0



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F. Client Services

List each client service and the cost of each service. Client Services may include counseling services, support such as bill pay, and any contract personnel that will be providing services to Beneficiaries.

Table F

Client Services	Total Cost
Financial Assistance	\$90,000
Total Client Services	\$90,000

G. Construction

The FVA grant does not cover the cost of construction. This line is blank.

H. Other Direct Costs

List any costs not included in the above tables. The Budget Narrative must address the items listed in Other. Any item listed in Other may not be included in Indirect charges.

Table H

Other Items	Total Cost
Advertisement	\$1,000
Total Other Direct Costs	\$1,000

I. Total Direct Charges

All Personnel, Fringe Benefits, Travel, Equipment, Supplies, Client Services and Other are Direct Charges and should sum to Total Direct Charges on Line I of Table K below.

J. Indirect Costs

The maximum indirect charge for this grant is 7% of the total amount of the requested grant. Indirect costs cannot include any portion of a salary or direct cost included in Tables A – H above. If your organization has an indirect negotiated cost agreement with the Federal government, a copy of that must be included. You may not use an indirect rate



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that is higher than your federally approved rate. Enter the indirect cost item, the cost of the item, and the indirect cost rate as a percentage. The total indirect cost will calculate.

Table J

Item	Cost	Indirect Rate (%)	Total Indirect Cost
Administrative Costs	\$90,000	7.00%	\$6,300
Total Indirect Costs			\$6,300

K. Budget Table

Enter the all Total lines from Tables A-H and J on the corresponding line below. The total of Table K MUST match the grant amount being requested.

Table K

Budget Categories		Total Cost
Table		
A.	Salary and Wages	
B.	Fringe Benefits	
C.	Travel	
D.	Equipment	
E.	Supplies	
F.	Client Services	\$90,000
G.	Construction	
H.	Other	\$1,000
I.	Total Direct Costs	\$91,000
J.	Indirect Costs	\$6,300
	Total	\$97,300



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Part 5: Budget Narrative

Using the information in Table K, describe what role and impact each line will have on the proposed project. The budget narrative must support and discuss each line item (Lines A-H and J in the above Table K) in the budget in detail. For example, if there is travel in the budget, the narrative must discuss travel and the appropriateness of the travel to the project. (500 words maximum)

Additionally, discuss the following if applicable:

- If the project includes other funding sources/matching funds, as it helps to provide a complete picture of how the project will be accomplished.
- How the needs of the Beneficiaries will be determined and how those needs will be met.
- Any planned marketing/outreach efforts.

The proposed project expects to assist approximately 80 veterans, 5 veterans' dependents, and 5 surviving spouses of veterans. Each approved applicant will be allowed up to \$1,000 in financial assistance per one-year grant period. Therefore, the budget category for Client Services was calculated with the following formula: $(80 + 5 + 5) \times \$1,000 = \$90,000$.

In an effort to reach the target population, brochures will be printed and placed at strategic locations that veterans are known to frequent. Previous brochures printed through the County's in-house print shop have cost approximately \$878.30 for 5,000 brochures. To account for potential rises in color ink prices and related expenses, the cost for the budget category for Other is estimated at \$1,000.

Administrative costs are estimated to be approximately 7% of the costs of client services, which is the maximum allowed by this grant program. The percentage is based off the indirect cost agreement (25.58%) that has been previously filed with the federal government.