



APPENDIX I - THE APPLICATION
 Organization Name: Nueces County
 Series XIV-B – General Assistance Grant

Series XIV-B – General Assistance Grant Application Checklist
 (All items should be packaged in the order listed)

	Included	Not Included
1. This Application Checklist	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Financial Documentation as per Section IV. H of the RFA document*	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Appendix I – The Application	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. True and Correct Statement in Appendix I – The Application (signature MUST be original)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Résumés of the principal participants of the organization	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. IRS Tax determination letter regarding non-profit status*	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Current federal indirect negotiated cost plan, if applicable	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. A copy of current professional liability insurance and/or malpractice insurance policy, if applicable*	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* Counties and Municipalities are not required to submit



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Organization Name: Nueces County

Amount Requested: \$125,000

Series XIV-B – General Assistance

Grant Period: July 1, 2014 – June 30, 2015

Applicant Information (Complete all lines)

Legal Name of Organization:	Nueces County
Mailing Address:	901 Leopard Street, Room 303
City/State/County/Zip:	Corpus Christi/Texas/Nueces County/78401
Physical Address (if different):	901 Leopard Street, Room 303
City/State/County/Zip:	Corpus Christi/Texas/Nueces County/78401
Texas Address (if organization headquarters are located out of state):	N/A
City/State/County/Zip:	N/A
EIN number:	74-6000585
DUNS number:	078495025
Website Address:	www.co.nueces.tx.us
Organization Phone Number:	361-888-0444
Applicant Contact (Project Coordinator):	Roxana Hunt Sandoval
Contact Title:	Grants Administrator
Phone Number:	361-888-0225
E-Mail Address:	roxana.sandoval@co.nueces.tx.us
Applicant Contact (Financial Coordinator):	Dale Atchley
Contact Title:	County Auditor
Phone Number:	361-888-0556
E-Mail Address:	dale.atchley@co.nueces.tx.us



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Series XIV-B – General Assistance

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True and Correct Statement:

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT AND COMPLETED PER THE DIRECTIONS OUTLINED IN THE ACCOMPANYING REQUEST FOR APPLICATIONS. THE DOCUMENT HAS BEE DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT, AND THE APPLICANT WILL COMPLY WITH ALL REQUIREMENTS AND PROVISIONS NOTED IN THE ACCOMPANYING REQUEST FOR APPLICATIONS AND NOTICE OF GRANT AWARD IF AN AWARD IS MADE.

Authorized Signature: (must be original)	
Name and Title:	Samuel L. Neal, Jr., County Judge
Phone Number:	361-888-0444
Date:	1/8/14



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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. Do not leave any item blank. Refer to Section V Grant Application of the RFA document for further instructions.

Part 1: Organization Information

A. Organization Overview (300 words maximum)

1. Supply a brief overview of your organization including:
 - a. Purpose of your organization

Nueces County is committed to improving the quality of life for all its citizens while maintaining an open government environment.

- b. Beneficiaries of the programs/services currently offered by your organization

All citizens of Nueces County can potentially benefit from the programs/services offered by the County. The beneficiaries of the Human Services Department must meet certain income guidelines to determine eligibility while the beneficiaries of the Veterans Services Department are veterans, their spouses, or dependents.

2. Mission statement

The mission of the previous Nueces County FVA program was to provide financial assistance to eligible veterans, dependents, and surviving spouses. The Veterans Services Department's mission is to aid any county resident who served in the armed forces of the United States, and any dependent, to prepare and submit claims against the United States or the state for benefits to which the person may be entitled. 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. The Grants Administration Department recognizes the welfare of the citizens is a priority and grant funding can be a useful tool in making a beneficial project into a reality.

3. Core program(s)/service(s) provided by your organization

The Veterans Services Department assists veterans and their survivors in completing the correct forms/applications and collecting the appropriate documentation to support a claim for benefits through the U.S. Department of Veterans Affairs (VA). If the VA denies benefits, staff will assist clients in composing the necessary forms in filing an appeal. Assistance with military records is also offered. A Veterans Food Pantry was recently established to distribute pre-packaged food items to needy veterans, their spouses, and dependents. On average, the department assists 10-20 veterans per day.



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B. Organizational Structure

1. 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)

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. The County Judge is authorized to sign such documents on behalf of the Court. Veterans Services will handle initial eligibility screening; Human Services will determine final eligibility and coordinate payment; and Grant Administration will facilitate all required reporting.

2. List the principal participants in the organization (**short one-paragraph bios are not acceptable**). Indicate which principal(s), if any, are Veterans.

Name of Principal Participant	Title	Veteran (Y/N)	Résumé Attached (Y/N)
Samuel L. Neal, Jr.	County Judge	Y	Y
Toby P. Cross	Director of Veterans Services	Y	Y
Rebecca S. Rach	Director of Human Services	N	Y
Roxana H. Sandoval	Grants Administrator	N	Y

C. Partnerships

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

Name of Partner Organization	Address	Telephone	Website
Department of Housing and Urban Development – VA Supportive Housing (HUD-VASH) Program	5283 Old Brownsville Road Corpus Christi, Texas 78405	(361) 806-5608 Ext. 1	http://www.va.gov/homeless/hud-vash.asp
Texas Veterans Commission - Employment Services	520 North Staples Street Corpus Christi, Texas 78401	(361) 882- 7491 Ext. 704	http://www.tvc.state.tx.us/Employment.aspx
Corpus Christi Mayor's Committee for Veterans Affairs	P.O. Box 60952 Corpus Christi, Texas 78466-0952	(361) 826- 3100	https://www.facebook.com/pages/Corpus-Christi-Mayors-Committee-for-Veterans-Affairs/378770595866



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D. Previous FVA Grant Awards

List any previous grant awards from the FVA.

Amount Awarded	Grant/Contract #	Begin Date	End Date	Service Category
\$150,000	FVA_12_0070	02/01/2012	07/31/2013	Financial Assistance

\$150,000 Total FVA Grant Awards

E. Other Grants

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

Amount Awarded	Grantor	Grant/Contract #	Begin Date	End Date	Audit Performed (Yes or No)
\$165,154.79	U.S. Fish & Wildlife – CIAP	F13AF00042	09/12	12/14	No
\$25,000.00	Coastal Bend Bays & Estuaries	1207	02/12	04/13	Yes
\$121,620.00	U.S. Fish & Wildlife – CIAP	F12AF00667	10/12	09/13	No
\$60,000.00	Texas General Land Office – CMP	13-050-000-6917	10/12	03/14	No
\$500,000.00	U.S. Fish & Wildlife – CIAP	F12AF00808	05/12	09/12	Yes
\$330,309.58	U.S. Fish & Wildlife – CIAP	F12AF01327	10/12	09/14	No
\$427,014.00	U.S. Fish & Wildlife – CIAP	F13AF00079	09/12	12/14	No
\$746,323.57	U.S. Fish & Wildlife – CIAP	F12AF00951	02/11	11/12	Yes
\$15,000.00	Coastal Bend Bays & Estuaries	20110288	12/11	12/12	Yes
\$550,773.00	U.S. Fish & Wildlife – CIAP	F12AF01159	11/12	09/14	No
\$274,012.00	Texas Indigent Defense Commission	212-12-178	10/11	09/12	Yes
\$39,215.00	Texas Division of Emergency Management	12TX-EMPG-0578	10/11	03/13	Yes
\$37,476.03	U.S. Fish & Wildlife – CIAP	F13AF00017	10/12	09/13	No
\$10,000.00	Coastal Bend Community Foundation	Dept #1350	01/12	12/12	Yes
\$16,451.00	United Way of the Coastal Bend	Nueces County	12/12	12/13	No
\$55,000.00	Governor's Criminal Justice Division	2315203	09/12	08/13	No
\$18,900.00	Governor's Criminal Justice Division	2530402	10/12	09/13	No
\$63,600.00	Governor's Criminal Justice Division	2067605	10/12	09/13	No
\$12,893.00	Bureau of Justice Assistance – SCAAP	Nueces County	10/12	09/13	No
\$25,016.00	Office of the Attorney General	1337344	09/12	08/13	No
\$93,600.00	Texas Ranger Division – Texas	LBSP110019	04/11	12/12	Yes



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	Department of Public Safety				
\$84,180.00	Office of National Drug Control Policy	G13HN0007A	01/12	12/13	No
\$818,344.00	Texas Division of Emergency Management	11-SR-48355-01	09/11	08/13	No
\$84,788.00	City of Corpus Christi	2012-DJ-BX-0822	10/12	09/16	No
\$21,385.60	Texas Department of Agriculture	HDM-12-899	02/12	01/13	Yes
\$183,115.73	Texas Department of Family & Protective Services	23940956	09/12	09/13	No
\$84,141.81	Texas Department of Family & Protective Services	23940957	09/12	09/13	No
\$282,754.00	Texas Indigent Defense Commission	212-13-178	10/12	09/13	No
\$36,033.77	Texas Department of Agriculture	HDM-13-1049	02/13	01/14	No
\$57,000.00	Coastal Bend Bays and Estuaries	1416	12/13	10/14	No
\$100,000.00	Texas Parks and Wildlife	48-00-1124	08/13	07/16	No
\$60,000.00	Texas General Land Office – CMP	14-094-000-7962	10/13	03/15	No
\$8,500.00	Coastal Bend Bays and Estuaries	20130298	12/13	12/14	No
\$50,000.00	Texas Department of Transportation – Aviation Division	M1416ROBS	09/13	08/14	No
\$81,292.00	Bureau of Justice Assistance – JAG	2013-H5367-TX-DJ	10/13	09/17	No
\$25,196.00	Texas Homeland Security State Administrative Agency	13-SR-48355-01	09/13	01/15	No
\$166,238.00	Federal Emergency Management Agency (FEMA)	4029-DR	08/13	08/15	No
\$10,000.00	Texas State Library and Archives Commission – Impact Grant	475-14018	09/13	08/14	No
\$3,000.00	Texas State Library and Archives Commission – Reads Grant	451-14006	09/13	08/14	No
\$23,765.16	Office of the Attorney General	1446178	09/13	08/14	No

\$5,601,937.25 Total Other Grant Awards

Part 2: Grant Project Information

A. Amount Requested

Check the one box for the amount being requested.

- | | | | |
|--------------------------|-----------|-------------------------------------|-----------|
| <input type="checkbox"/> | \$5,000 | <input checked="" type="checkbox"/> | \$125,000 |
| <input type="checkbox"/> | \$15,000 | <input type="checkbox"/> | \$150,000 |
| <input type="checkbox"/> | \$20,000 | <input type="checkbox"/> | \$200,000 |
| <input type="checkbox"/> | \$50,000 | <input type="checkbox"/> | \$300,000 |
| <input type="checkbox"/> | \$75,000 | <input type="checkbox"/> | \$400,000 |
| <input type="checkbox"/> | \$100,000 | <input type="checkbox"/> | \$500,000 |



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B. Grant Project Service Category

Check the one box that best describes the nature of the Proposed Project.

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

C. 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"/> Eastland | <input type="checkbox"/> Fisher | <input type="checkbox"/> Floyd |
| <input type="checkbox"/> Garza | <input type="checkbox"/> Gray | <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"/> Gonzales | <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"/> Mernard |
| <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"/> Hidalgo | <input type="checkbox"/> Jackson |
| <input type="checkbox"/> Jim Hogg | <input type="checkbox"/> Jim Wells | <input type="checkbox"/> Kenedy | <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"/> Hill | <input type="checkbox"/> Lampasas | <input type="checkbox"/> Lee | <input type="checkbox"/> Leon | <input type="checkbox"/> Limestone |
| <input type="checkbox"/> Llano | <input type="checkbox"/> Madison | <input type="checkbox"/> McLennan | <input type="checkbox"/> 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 | <input type="checkbox"/> 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 |

D. Project Summary (300 words maximum)

1. Provide a name for the Proposed Project.

Nueces County Veterans Assistance Program

2. Provide a brief description of the Project.

The proposed project will offer services to veterans, their dependents, and surviving spouses who reside in Nueces County. The project will screen applicants based on the eligibility criteria detailed in Part 2.E. – Project Eligibility. If approved, the project will provide financial assistance to the veteran, widow, and his/her dependents. The assistance will be granted in the form of payments to utility providers and landlords/apartment complexes for rent/mortgage, and vouchers for food and transportation. There will also be a designated food pantry stocked with pre-packaged food to distribute to needy and eligible veterans. The proposed project will not distribute cash to its participants.

3. Describe how the services will be delivered to the Beneficiaries by your organization.

The person seeking assistance must be screened for initial eligibility based on veteran status. The individual must visit the Veterans Services Department and present documentation (described in Part 2.E.3.) that proves eligibility (defined in Part 2.E.1). If he/she is eligible, he/she will be given a form stating such and referred to the Human Services Department (located in the same building) for final eligibility based on financial status. The Social Worker will request additional financial and residency documentation to determine eligibility. If he/she is eligible, assistance will be provided. The Social Worker will send the landlord, utility company, or other creditor a form stating that the County will cover all or a portion of the balance due. A purchase order will then be processed and a check issued approximately 2-3 weeks later. In some cases, a purchasing credit card will be used to expedite payment(s).

E. Project Eligibility (300 words maximum)

1. Provide a description of the Beneficiaries eligible to participate in the project described in the Project Summary.

Eligible applicants include any Nueces County resident who served in the armed forces of the United States, any dependent of said person, or surviving spouse of said person. The military discharge paperwork for the veteran must show an Honorable Discharge or a General, Under Honorable Discharge. If the paperwork shows a Dishonorable Discharge, the veteran, surviving spouse, and/or dependent will not be eligible for assistance under the proposed project.



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- Describe any other restrictions on eligibility, if applicable.

Applicants must meet established income guidelines and have an emergency need.

- List the specific government forms used for verifying Beneficiary eligibility.

To verify eligibility, applicants will be asked to provide a copy of their DD214. Dependents or the surviving spouse of the veteran must show proof of the relationship with the veteran (i.e. marriage license, birth certificate, etc.) in addition to the copy of the DD214 for the veteran which he/she is a dependent. If a DD214 is not available, the VA healthcare or veterans retired identification card can be shown as verification of veteran status. The application must also show proof of residency in Nueces County i.e. driver's license, identification card, voter registration card. Specific income restrictions will also be set and verified prior to assistance being given. The applicant will need to show proof of income for the past 30 days for all household members including but not limited to, check stubs, letter from employer, Social Security, SSI, and VA, unemployment or workers compensation benefits, etc. Other verification will be in the form of current utility bills, rent receipts, mortgage statements, lease agreements, etc.

- Describe how the government document(s) will be retained and maintained.

Since the final determination of eligibility and assistance is given through the Human Services Department, all eligibility documents will be kept at their location. The files will be retained for five years in a secured electronic database.

Part 3: Reporting and Management

The grant funding period is based on a 12-month calendar from July 1, 2014 to June 30, 2015. 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%

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 quarterly. Projected performance should reflect the total number of unduplicated veterans, dependents and survivors that the applicant organization anticipates serving throughout the grant period.



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In the column below, enter the estimated number of veterans, dependents, and surviving spouses to be served by the project.

Performance Measure	Estimated Number of Clients to be Served
Number of veterans served. (Required performance measure for all applicants.)	150
Number of dependents served. (Required performance measure if served.)	5
Number of veterans' surviving spouses served. (Required performance measure if served.)	5

B. Performance Reporting (100 words maximum)

1. Describe the tool to be used for the data collection (case files, sign-in sheets, phone logs).

The project will utilize client sign-in sheets, application forms, purchase order vouchers, and purchasing card receipts.

2. Describe how the data will be consolidated to provide cumulative amounts (database, spreadsheets, software).

The information will then be entered into and used in Microsoft Excel to run spreadsheet reports such as expenditures per category (i.e. utility, rent, etc.) and number of clients aided during a specific time frame.

3. Explain the ability to breakout all Performance Measures individually, cumulatively, and monthly.

The spreadsheet will include tabs for cumulative activity and tabs for each month of expenses. The County's Information Technology Department will create a shared drive on which each department can view spreadsheet information in real-time to avoid duplication of beneficiaries.

C. Fiscal Management

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 (If Other, list software) Citrix Metaframe

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"/>



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3. Indicate if each statement is true or false for the organization.

	TRUE	FALSE
A. There has been no staff turnover or reorganization in the past 6 months.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. The organization uses a Chart of Accounts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Time sheets approved by supervisory personnel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. An A-133 Single Audit has been performed in the past 2 years.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Travel receipts are submitted for travel reimbursement requests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Part 4: Budget and Budget Narratives

Microsoft Excel tables have been inserted into this document. Use the tables 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. Do not modify tables, columns, totals, or formulas.

Following each table, a narrative description supporting and discussing each budget item must be entered. For example, if there is travel in the budget, the narrative must discuss travel and the appropriateness of travel to the project.

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

- Describe what role and impact the positions listed under Salaries and Wages will have on the Proposed Project.
N/A



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B. Fringe Benefits

- For each Position listed in Table A, include the annual fringe benefits for that position.

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

- Describe the benefits for each position listed in Table B. including, for example, health insurance, annual leave, social security, and any other applicable fringe benefits.

N/A

C. Travel

- Enter employee travel in the table below. This includes travel to and from conferences, training, etc. This does not include travel to provide client services. Include those travel expenses relating to providing client services under Table F Client Services.

Table C

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

- Describe what role and impact employee travel will have on the Proposed Project. The narrative should include, but is not limited to, mileage rates, meal rates per day, and conference registration fees.

N/A



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D. Equipment

1. 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

2. Describe what role and impact each item of equipment listed will have on the Proposed Project.
N/A

E. Supplies

1. 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

2. Describe what role and impact each item of supplies will have on the Proposed Project.
N/A

F. Client Services

1. List each client service and the cost of each service. Client Services may include, but is not limited to, support such as bill pay, transportation to provide client services, and any contract personnel that will be providing services to Beneficiaries. List, if applicable, the maximum amount of assistance to be provided to clients.



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Table F

Client Service	Maximum per Client	Total Cost
Food and Edible Items - Veterans Food Pantry	\$ 1,000	\$19,000
Utility Assistance - Water, gas, electricity	\$ 1,000	\$50,000
Housing Assistance - Rent or mortgage	\$ 1,000	\$50,000
Transportation Assistance	\$ 1,000	\$5,000
Total Client Services		\$124,000

- Describe what role and impact each Client Service will have on the Proposed Project.

The maximum amount allowable per client will be \$1,000 for **ALL** client services so he/she is eligible to receive assistance in more than one category listed above (if necessary). Estimates for each category were calculated based on data obtained through a previous FVA grant program in which Nueces County was awarded. The funds from the Series VI grant program were distributed in the same four categories listed above and were spent as follows (in approximate dollar amounts): Food and Edible Items \$2,700; Utilities Assistance \$54,000; Transportation \$2,500; and Housing Assistance \$83,000. Since the County has implemented the Veterans Food Pantry, it is estimated that the need will be greater in the Food and Edible category now that the service is more readily available. It is estimated that at least 5 bags of food are currently distributed daily to hungry, needy veterans and their families. The need for other services should remain constant. Utility assistance will prevent disconnection of services, which is especially important for those who rely on electronic medical equipment. Housing assistance will prevent eviction and homelessness. Transportation assistance can assist veterans and their families by providing the means to go to work or to medical appointments.

G. Construction

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

H. Other Direct Costs

- List any direct costs not included in the above tables.

Table H

Other Items	Total Cost
Advertising brochures	\$1,000
Total Other Direct Costs	\$1,000



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- Describe what role and impact the other direct costs listed will have on the Proposed Project.

Brochures will be the main form of advertising for this project. The brochures will be prominently displayed at many locations in which veterans are known to frequent. Other area veteran service organizations will be given copies of the brochure to distribute accordingly. The brochure will contain detailed information regarding the purpose of the project as well as credit the Texas Veterans Commission for providing grant funds. Directions on how to apply and the eligibility requirements will be provided in the document.

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 – only applicable for organizations with a federally negotiated cost allocation plan

The maximum total amount of the indirect charge allowed with this grant is 7% of direct costs being requested. Indirect charges may only be requested if the applicant organization has previously filed an indirect cost agreement with the Federal government and this rate must be used.

A copy of the federal indirect negotiated cost agreement must be submitted as part of the Application Package if the organization has one.

If an applicant organization does not have a previously filed indirect cost agreement with the Federal government, all charges requested as part of this application must be included in one of the direct cost tables listed previously.

- Enter the indirect cost item, the cost of the item, and the indirect cost rate as a percentage. The total indirect cost will calculate. If you do not have a federally negotiated indirect cost agreement, enter “N/A.”

Table J

Item	Federal Indirect Cost Rate	Total Direct Costs (from Table K, Line I.)	Indirect Rate (%)	Total Indirect Cost
Federal Negotiated Cost Agreement	N/A		7%	\$0
Total Indirect Costs				\$0

- Describe what role and impact each indirect cost item will have on the Proposed Project.
N/A



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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		
Table		Total Cost
A.	Salary and Wages	\$0
B.	Fringe Benefits	\$0
C.	Travel	\$0
D.	Equipment	\$0
E.	Supplies	\$0
F.	Client Services	\$124,000
G.	Construction	
H.	Other	\$1,000
I.	Total Direct Costs	\$125,000
J.	Indirect Costs	\$0
	Total	\$125,000

L. Matching Funds

Describe what other funding sources and/or matching funds exist, as it helps to provide a complete picture of how the Proposed Project will be accomplished.

Nueces County is committed to its veterans and their families. Therefore, if awarded, the County will be utilizing local in-kind match to ensure the success of this project. As explained throughout this application, several County departments will be collaborating on this project: Veterans Services, Human Services, and Grants Administration. The personnel within each division will work on the project at no cost to the grant so that the focus can remain on client services. The Veterans Services Department will be the initial point of contact for applicants and therefore, their staff will spend the majority of their time outlining the program to applicants as well as promoting the project. The Veterans Services Department personnel costs are estimated at \$69,000 per year, not including fringe benefits. The Human Services staff of social workers will work directly with clients to determine final eligibility and facilitate payments. During the last FVA grant project, it was estimated that the social workers spent approximately 4% of their time per month on veteran-related cases. This equates to approximately \$16,900 per year in salary and benefits of one social worker. The Grants Administration staff will handle the gathering of all information needed for the required monthly performance and financial reporting, which can take up to two or three working days for compilation, review, and completion. The information gathered also involved the County Auditor's Office staff. The staff in each department will also utilize their time maintaining files and participating in any monitoring visits or audits. The County also recently implemented a Veterans Food Pantry program in which pre-packaged food is distributed to needy veterans and their families. This pantry was established utilizing the County's general fund and \$5,000 has been invested in the new program over a 5 month period since its inception; however, it can be expanded even further with the assistance of grant funds. In addition, bus passes are already being purchased with County dollars at an expense of about \$14,000 per year and distributed to low-income and homeless veterans who are in need of transportation to their place of employment or to seek employment. This practice can be continued utilizing grant funds.



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Part 5: Need, Evaluation, Marketing, and Sustainability

A. Need Identified

1. Describe the community needs or problems that the Proposed Project will address.

According to the United States Census Bureau, there are 28,874 veterans in Nueces County, of which 18.4% (or 5,312) may be living below the poverty level. These numbers do not include widowed spouses and dependents of those who have served in the military. The community need is further demonstrated by the number of visitors to the County's Department of Veterans Services. On average, the office has approximately 15-20 visitors per day, requesting assistance for a variety of reasons.

2. Describe how the Proposed Project will address these identified needs or problems.

Nueces County currently does not have a program similar to the proposed project. The Department of Veterans Affairs offices, which are located within Nueces County, provide other services such as healthcare and psychological counseling. The Texas Veterans Commission offices provide assistance with veterans benefits and employment services. Neither organization can provide emergency financial assistance to assist with rent for veterans. Nueces County realizes the importance of offering assistance to veterans in need. Although the Department of Veterans Affairs provides veterans with disability and pension benefits, applying for such services can be lengthy process which leaves veterans, their surviving spouses, and their family needing temporary financial assistance. The proposed project will be available to assist in that area while benefits are pending. As a result, Nueces County determined that through the Texas Veterans Commission Fund for Veterans Assistance Program, it can offer support to disadvantaged veterans.

B. Marketing and Outreach

Describe all planned marketing and outreach efforts.

Outreach and public awareness will be a key factor in the success of the project. Through several outlets, Nueces County proposes to head a strong outreach campaign to inform the public that a program exists for emergency financial assistance specific to veterans and their families. Nueces County will produce brochures that provide an overview of the program and eligibility requirements. The brochures will be distributed to all collaborative partners and will be placed at strategic locations which veterans frequent. Such locations include the Veterans Affairs Outpatient Clinic, Texas Workforce Solutions, VFW posts, Social Security Administration office, local colleges/universities, and even local restaurants. Nueces County will also hold a press conference with local television media and issue a press release to television, radio, and print media. Information regarding the program will also be included on Nueces County's website in an effort to reach a broader audience of possible applicants. The Veterans Services Officer for the County is a member of the Mayor's Committee for Veterans Affairs, which consists of 26 veteran services organizations. Information regarding the grant program will be advertised at the committee's monthly meetings. Some of the County commissioners hold town hall meetings every few months in which the Veterans Services Officer can attend and further promote the grant project.



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C. Sustainability after the Grant

1. Describe how the Proposed Project will continue after the FVA grant funding period ends.

Although the County does not currently have a project designed specifically for veterans and their families, other assistance can be provided to that population through the County's Human Services Department. Human Services provides emergency financial assistance to anyone meeting certain income guidelines regardless of veteran status. Therefore, a veteran or his/her family member can still receive assistance; however, assistance may be limited due to availability of funds. As described in Part 5.A. above, a Veterans Food Pantry has already been established and is likely to continue even if FVA funds are not available as will the distribution of bus passes. The County currently budgets \$576,307 for direct social services including food, rent/mortgage, utilities, transportation, and indigent burial expenses.

2. Describe what other funding will be available after the end of the FVA grant.

Nueces County, through its General Fund, does provide limited financial assistance as described in Part 5.C.1 above. To continue a program specifically targeted toward veterans, the County can seek additional grants through organizations such as the Coastal Bend Community Foundation or the Kenedy Foundation. The current Coastal Bend Community Foundation grant project targets senior citizens; however, the County could potentially apply for additional funds to target the veteran population. The County will also seek continued funding through the Fund for Veterans Assistance program.

D. Evaluation

1. Describe how you will measure the effectiveness of the activities of the Proposed Project.

Since the grant will require monthly reporting, the effectiveness will be measured by reviewing progress regularly. The County's accounting system will generate an expenditure report to ensure the grant funds are being spent properly and in a timely manner. A spreadsheet will be created and updated constantly with pertinent information regarding each client assisted through the project. In addition, each department involved in the project will be contacted on a monthly basis to review progress. If any issues should arise, a meeting will be held to address them immediately.

2. Describe your criteria for success.

A detailed procedures document will be created and distributed to all parties involved in the project to ensure consistency throughout the grant period. The monthly reporting will also assist in the project's success by requiring the County to monitor project activities. Client input, both positive and negative, would be encouraged in order to gauge how well the County is serving the target population and immediately identify any need for improvement.

3. Describe the results you expect to have achieved by the end of the funding period.

The ultimate goal of the proposed project will be to exceed the benchmarks set forward in this proposal so that we can assist as many veterans and their families as possible. The County was able to surpass the performance benchmarks set out in the previous Series VI grant it was awarded (138% of goal). For this proposed project, we hope to serve even more veterans and their families and surpass the benchmark even further (150% of goal).