



HARRIS COUNTY, TEXAS

Harris County Veterans Services Department
2929 McKinney St Houston, Texas 77002
Phone (281) 876-6660 | Fax (832) 927-0567



Dave Lewis
Director
Harris County Veterans Services Officer

Jason Williams
Deputy Director

Date: June 1, 2021

To: County Judge Hidalgo and
Commissioners Ellis, Garcia, Ramsey, and Cagle

Re: Texas Veterans Commission (TVC) Assistance Grant Award and Acceptance

The Harris County Veterans Services Department applied for a renewal of the TVC Fund for Veterans Assistance in November 2020 for the amount of \$300,000. TVC announced recently that our application was successful and this grant will be renewed.

The grant covers rent and utility assistance for veterans experiencing a one-time emergency financial situation.

This grant was previously administered by Community Services Department; however, VSD will be taking over the responsibility for executing this grant.

I recommend the Commissioners Court approve the Court Order to accept the award of this grant from the Texas Veterans Commission for the 2021-2022 grant period.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David J. Lewis".

David J. Lewis
Director, Veterans Services Department



HARRIS COUNTY, TEXAS

Office of Budget Management 1001 Preston; Suite 500 Houston, TX 77002 713-274-1135

Grants Coordination Section - Conveyance Form Application ☐ Award ☒

Department Name / Number	DUNS	Grant Title
Veterans Services - 283	Not Applicable	Veterans Assistance Program '21/22
Funding Source: Texas Veterans Commission: CFDA# N/A	Grant Agency: Texas Veterans Commission	
Program Year: 8 th	Program Ending:	
Grant Begin Date: 07/01/2021	Grant End Date: 06/30/2022	
Grant Org. Key: TVC_GY21	If applicable, Prior Year Org. Key: CNW28911 TVG_GY19	

Grant Description:

The Texas Veterans Commission's Fund for Veterans' Assistance makes grants to address a broad range of needs for both Texas veterans and their families. One of the grants issued by the Texas Veterans Commission is the General Assistance Grant, which addresses the needs of veterans and their families through limited emergency assistance, family and child services, transportation services, legal services, development of professional services networks, and employment assistance.

	Total Budget	Grant Funded	County Funded
Salary & Benefits	\$127,445.00	\$127,445.00	\$0.00
Non-Labor	\$172,555.00	\$172,555.00	\$0.00
Sub Tot. Incremental Cost	\$300,000.00	\$300,000.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00*
TOTALS	\$300,000.00	\$300,000.00	\$0.00

* under development

Full Time Equivalent Positions

% of Positions Paid by Grant

Date Guidelines are Available

Grant Submittal Deadline Date

Grant Discussion:

This award is related to an application approved by Commissioners Court on 10/27/20. Grant funds will be used to provide emergency financial assistance to 120 low-income veterans and their families who are at risk of becoming homeless. This financial assistance is provided in the form of one-time rental payments and/or one-time utility payments. There is no cash match required.

County Funded Cost Projection

Year	Required	Discretionary
2022	-	-
2023	-	-
2024	-	-
2025	-	-
2026	-	-

Completed by: Michael Mattingly Mattingly, Mike

Date: 6/1/2021

Reviewed by: [Signature]

Date: 6/1/21

ORDER

STATE OF TEXAS

COUNTY OF HARRIS

On this, the 8th day of June, 2021, the Commissioners' Court of Harris County, Texas, sitting as the governing body of Harris County, upon motion of Commissioner _____, seconded by Commissioner _____, duly put and carried,

IT IS ORDERED that County Judge Lina Hidalgo or her designee be hereby authorized to approve, and on behalf of Harris County, Texas, to accept, the following grant from the Texas Veterans Commission:

Veterans Assistance Program '21/'22 – Veterans Service Department

Application Amount: \$300,000

Grant Period: 7/1/21 – 6/30/22

Budget Management Form 3441
Harris County, TX (03/01/2020)

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Community Services

Business Unit Number: 28900

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	✓	May require Commissioners Court approval
Position Reclassification		May require Commissioners Court approval
New Position Request		Requires Commissioners Court approval

SECTION II – REASON FOR REQUEST

Transferring position to Veterans Services Office

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>07/03/2021</u>	Date must be the beginning of a pay period. For requests requiring Commissioners Court approval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From: <u>07/01/2021</u> To: <u>06/30/2022</u>	

SECTION IV – POSITION DATA

Current <i>Use "Pos_List_File" (PCN Download) to complete all fields</i>		Proposed <i>Complete all fields for a new position or change appropriate field(s) for existing position</i>	
		Number of Positions	1
Position Description	Clerk II	Position Description (30 Spaces Max)	Clerk II
Job Code	000104	Job Code (HRRM Use Only)	000104
Position Number	10006858	Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)	HC	Company (CS, FC, HC, JV or PA)	HC
Business Unit	28900	Business Unit	283000
Home Department ID Number	28960363	Home Department ID Number	28340140
Location	849A0000	Location	Default
Full Time, Part Time or Temporary	Full Time	Full Time, Part Time or Temporary	Full Time
Budgeted Hours	40	Budgeted Hours	40
Salary Range Maximum	22.46	Salary Range Maximum	22.46
FLSA Code	Non Exempt	FLSA Code	Non Exempt
Reports To Position Number	10006652	Reports To Position Number	10023531
Fund Code	2602	Fund Code	2602
Funding Department ID Number	28960363	Funding Department ID Number	28340140
Account (Same for all Business Units)	510010	Account (Same for all Business Units)	510010
Business Unit PC (Projects or Grants only)	CSD01	Business Unit PC (Projects or Grants only)	VSD01
Project/Grant (Projects or Grants only)	TVC_GY20	Project/Grant (Projects or Grants only)	TVC_GY21
Activity ID (Projects or Grants only)	PRDEL	Activity ID (Projects or Grants only)	PRDEL
Resource Type (Not currently used)		Resource Type (Not currently used)	

DocuSigned by:

Adrienne Holloway

AFF8C7FA25EE418...

Business Unit Approval (Business Unit Head or Designee)

5/27/2021

Date

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Veterans Services Department

Business Unit Number: 283000

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update		May require Commissioners Court approval
Position Reclassification		May require Commissioners Court approval
New Position Request	✓	Requires Commissioners Court approval

SECTION II – REASON FOR REQUEST

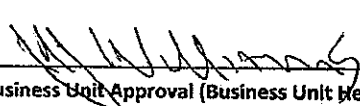
New position for Clerk II, to support Veteran Services Department in continuation of TVC Grant.

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>07/03/2021</u>	Date must be the beginning of a pay period. For requests requiring Commissioners Court approval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From: <u>07/01/2021</u> To: <u>06/30/2022</u>	

SECTION IV – POSITION DATA

Current Use "Pos_List_File" (PCN Download) to complete all fields		Proposed Complete all fields for a new position or change appropriate field(s) for existing position	
Position Description		Number of Positions	1
Job Code		Position Description (30 Spaces Max)	Clerk II
Position Number		Job Code (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Position Number (HRRM Use Only)	
Business Unit		Company (CS, FC, HC, JV or PA)	HC
Home Department ID Number		Business Unit	283000
Location		Home Department ID Number	283000
Full Time, Part Time or Temporary		Location	Default
Budgeted Hours		Full Time, Part Time or Temporary	Full-Time
Salary Range Maximum		Budgeted Hours	40
FLSA Code		Salary Range Maximum	22.46
Reports To Position Number		FLSA Code	Non Exempt
Fund Code		Reports To Position Number	10023531
Funding Department ID Number		Fund Code	2802
Account (Same for all Business Units)	510010	Funding Department ID Number	283000
Business Unit PC (Projects or Grants only)		Account (Same for all Business Units)	510010
Project/Grant (Projects or Grants only)		Business Unit PC (Projects or Grants only)	VSD01
Activity ID (Projects or Grants only)		Project/Grant (Projects or Grants only)	TVC_GY21
Resource Type (Not currently used)		Activity ID (Projects or Grants only)	PRDEL
		Resource Type (Not currently used)	


Business Unit Approval (Business Unit Head or Designee)

05/25/2021

Date



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TVC Form

Project Details

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 provides services to Veterans living in all counties statewide, simply select "Yes" for the Statewide field

Statewide
No

Region 1 - Panhandle	Region 2 - West Texas	Region 3 - Alamo	Region 4 - South Texas
Region 5 - Gulf Coast Harris	Region 6 - Central Texas	Region 7 - East Texas	Region 8 - North Texas

Beneficiaries

Applicants may elect to restrict Proposed Project services to particular groups to address needs by narrowing the eligibility of who can receive services through the Proposed Project.

Who will the organization provide direct services to under the proposed project?
Veterans; Veteran Dependents; Surviving Spouses

Note: Texas Veterans Commission, Fund for Veterans' Assistance defines Dependents and Surviving Spouse in the Request for Application (RFA).

If Veterans are selected above, provide a definition for veterans that will be eligible to receive services.
(Maximum allowable characters = 500)

Eligible Veterans are defined as head of households, who have been honorably discharged from any branch of the United States Armed Forces and are not on active or reserve duty. The head of household is determined to





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be the adult member of the family who is the head of the household for purposes of determining household income and eligibility for assistance.

Choose the discharge status(es) (Character of Service) that the organization will serve under the proposed project.

Honorable; General Under Honorable Conditions; Other Than Honorable Conditions

Describe any other restrictions on eligibility, if applicable (example: income level, disabilities, or referral from VA or other such organization). (Maximum allowable characters = 1500)

Clients must have had a crisis within the 90 days prior to the intake appointment that prevented them from being able to pay their rent/utility bill. For rental assistance, an emergency must be demonstrated by providing an eviction/vacate notice. For utility assistance, a utility disconnect notice in the client's name dated within 30 days prior to the intake appointment must be presented. Proof of head of household must be presented either by a current lease agreement, a Harris County Appraisal District printout or court documents stating heirship. In addition, clients must provide receipts/payment of bills to show how income has been spent within the 30 days prior to their intake appointment. Any applicant with a discharge status of Other Than Honorable must be approved by the Veteran Services Director or Deputy Director.

If the demand exceeds the financial capacity of the proposed funding, priority will be given to women veterans, low-income, and/or recently transitioned veterans in accordance with the Statewide Veterans Needs Assessment.

If the organization receives grant funds, it will be responsible for tracking each individual Veteran, their dependents, and surviving spouses that receive grant-funded service(s). The number of unduplicated Veterans, Dependents and Surviving Spouses, as well as cumulative totals, will be reported to the FVA quarterly. If the organization receives grant funds, it will be responsible for tracking each individual Veteran, their dependents, and surviving spouses that receive grant-funded service(s). The number of unduplicated Veterans, Dependents and Surviving Spouses, as well as cumulative totals, will be reported to the FVA quarterly.

Enter the number of unduplicated Veterans, Dependents, and Surviving Spouses to be served by the Proposed Project. The information to be entered is a number. Do not enter a percentage and do not enter a range. If the project will not serve a particular population, enter '0' in the corresponding area

Number of Veterans

120

Number of Dependents

95

Number of Surviving Spouses

5

Total Number of Clients to be Served (Updates on Save)

220

Number of Home Modification, Home Repair, and Weatherization projects to be Completed.

0





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Beneficiary Eligibility

*The forms listed below are the only forms acceptable by TVC to determine Veteran, Dependent, and Surviving Spouse eligibility. select the forms the organization will use to verify eligibility for each beneficiary that will be served under the proposed project.

Veterans

DD Form 214, Certificate of Release or Discharge from Active Duty; NGB-22, National Guard Report of Separation and Record of Service; NA Form 13038, Certification of Military Service; Department of Veterans Affairs (VA) official letter or disability letter with character of service listed; E-Benefits summary letter with character of service listed; Honorable discharge certificate; Uniform Services Identification Card; State of Texas Issued Driver License with Veteran designation

Dependents

Uniform Services Identification Card; Marriage Certificate; Birth Certificate; Adoption Certificate

Surviving Spouse

Uniform Services Identification Card; Marriage Certificate; Death Certificate or one of the forms listed above for Veterans eligibility

Describe how the eligibility verification documents are securely maintained (example: in locked filing cabinet or electronically on your organization's server). (Maximum allowable characters = 1500)

Harris County maintains the confidentiality of client information by ensuring hard files are kept in locked drawers and by inputting client eligibility information into the secure CaseWorthy database system. Clients who present themselves as a victim of Domestic Violence and/or is in protective custody who reports they prefer to use a pseudonym name must provide their legal name, date of birth, real address, and Social Security number. The Pseudonym cases will be in red case files. All legal information will be uploaded in the electronic case file in the CaseWorthy database. The client file, with all legal and real demographic information, will be in the client's paper case file as well (red folder).

How long does your agency retain grant documentation? (Do not include discharge status as that is selected below)

All program and/or client records and documentation must be retained until five (5) years after the client's period of program activity has ended.

Proposed Project Services

Describe the Proposed Project. The answers should be brief but specific

Describe what services will be provided with grant funding. (Maximum allowable characters = 1500)

The Harris County Veterans Emergency Assistance Program will provide emergency financial assistance to Harris County Veterans, surviving spouses and dependents who have had a crisis within the past 90 days that has prevented them from being able to pay their rent or utility bill. Harris County provides financial assistance by making payments directly to the vendors of clients who are eligible for assistance. Financial assistance will be in the form of one-time rental payments for 121 Veteran households and one-time utility payments for 30





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Veteran households. Since many households seeking rental assistance are also in need of utility assistance, some Veteran households may receive both rental and utility assistance. It is estimated that the project will serve a total of 220 unduplicated clients. If the Veteran does not have an Honorable discharge the application must be approved by the Veteran Services Department Director or Deputy Director.

Where will clients receive services: List addresses of all your agencies offices and where your personnel are located. (Maximum allowable characters = 1500)

Eligible Veterans and their families will receive services through the Harris County Veterans Services Department located at 9418 Jensen Dr., Houston, TX 77093, or in a location designated by Harris County (probable move before the grant period). Services are not available on-line at this time, but may become available online due to COVID-19 restrictions. Eligible Veterans and their families must contact Harris County via phone or by walking-in to set an appointment for an initial assessment for services. During the initial visit, Veterans will be assessed for eligibility and connected to a Harris County Eligibility Specialist. An Eligibility Specialist can help navigate current barriers that placed Veteran in financial crisis and prevented them from being able to pay their rent/mortgage or utility bill. The Eligibility Specialist will also provide Veterans with information regarding other mainstream resources if needed.

Can beneficiaries apply for services or make an appointment on-line and/or over the phone.

Yes

If yes, provide website link and phone numbers for beneficiaries' to contact? (Maximum allowable characters = 1500)

vsd.harriscountytx.gov
(281) 876-6600

Indicate the hours of operation for your agency to provide services to beneficiaries. Include days and time. (Maximum allowable characters = 1500)

Eligible Veterans and their families will be able to access services at the Harris County Veteran Services Department, Monday through Friday, from 8:00 am to 5:00 pm; except on observed Harris County holidays. During observed holidays, Harris County Veteran Services Department is closed.

Describe the process of how beneficiaries will be provided with project services. Include how the beneficiary requests services. (Maximum allowable characters = 1500)

Eligible Veterans and their families will be provided services through a step-by-step process that consists of verifying eligibility, determining the client's immediate need and providing available services. The process begins with a client making contact with the Harris County Veteran Service Department (HCVSD) by client's own initiative or referral from another agency. Once contact is made by phone or walk-in, the HCVSD staff completes a client intake to determine eligibility to receive Veteran services or financial assistance. If the potential client is eligible for services, the Veteran's Program Administrative Assistant will contact client to request eligibility documentation within a few business days. During this phone conversation, the Program Admin Assistant will set an appointment with the Eligibility Specialist to determine the client's eligibility. The appointment time will be set for a time that is convenient for the client and will also give the client enough time to gather all of the required documentation (lease agreement, vacate notice, past due or cut off notice, etc.)

Once the client meets with the Eligibility Specialist and it is determined that the client is eligible to receive FVA





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funds, the client may receive financial assistance for rent and/or utilities.

How long, once eligibility is determined, will it take for requested services to be provided. (Maximum allowable characters = 1500)

The length of this process varies for each client, but usually takes no longer than 2 to 3 weeks from making contact. The goal is to have emergency payments completed withing 10 business days.

* For applications that provide mental health services only

Which mental health disorders and concerns that will be addressed by licensed mental health professionals (LMHP).

N/A

If Other Mental Health Concerns Related to Veterans, Dependents, and Surviving Spouses please describe below. (Maximum allowable characters = 250)

Which individual, manualized trauma-focused EBP modalities does your organization use? (Maximum allowable characters = 1500)

List all EBP certifications held by the organization staff that will be utilized for the scope of this grant. Type "N/A" if no mental health services are provided. (Maximum allowable characters = 1500)

Project Principal Participants					
Title	Name of Principal Participant	Veteran	Years	Resume Attached	Roles, Responsibilities, and Qualifications
Project Coordinator	David Lewis	true	1	true	David Lewis is the Director of Veterans Services for Harris County and will oversee all aspects of the Harris County Veterans Emergency Assistance Program. He has multiple years of experience coordinating and executing TVC FVA grants in previous positions.
Secondary	Jason Williams	true	1	true	Jason Williams is the Deputy Director of Veteran Services for Harris County and will provide oversight of the Harris County Veterans Emergency Assistance Program. He has multiple years of experience coordinating and executing TVC FVA grants in previous positions.
Financial Coordinator	TBD	true	0	true	The Financial Coordinator will be a new hire and will receive 120 days of job training with our existing financial personnel in the Community Services Department before the start date of this grant. The timing of the hire will be to have them start at the beginning of the Harris County fiscal year (Mar 2021).





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Goals and Outcomes

Grant Project Goals and Outcomes

What goals have you developed for this project? (Maximum allowable characters = 1500)

Our primary goal is to ensure beneficiaries are identified and assisted in a timely manner to preclude eviction and/or utility shutoff. Many beneficiaries experiencing financial emergencies are also experiencing other life challenges; therefore, our ultimate goal is to stabilize veterans and their families so that they can achieve success in our communities. Interventions and referrals will be exercised as needed to ensure beneficiaries don't find themselves in a repeated cycle of housing challenges.

Describe how your project will assist veterans and their families remain integrated with their communities, gain employment and financial independence, secure housing, and enable an improved quality of life. (Maximum allowable characters = 1500)

Harris County uses a well-established operational framework known as FASTRR to ensure veteran and family members remain integrated. Those elements are as follows: F= FIND A- ASSESS (Ideations of suicide, homelessness, major substance use) S=STABILIZE T=TREAT R=REASSESS (using 16 point screening tool) R=REINTEGRATE using community organizations, veterans service organizations etc.

The 16 point screening includes Housing, Health, Mental Health, Employment, Benefits Awareness and Access, Food Security, Substance Abuse, Family Success, Financial Literacy and Planning, Children's Education, Legal, Faith Based Support, Education Benefits, Transportation, Nutrition, and Social Networking.

How will your organization measure project success for services provided to each client?(Maximum allowable characters = 1500)

Project success is initially measured by eviction prevention and utility shutoff avoidance. Ultimately we want longer term positive outcomes, and will aim for a 75% success rate (defined as a stabilized veteran/family) at the 90 day point.

Goals and Outcomes			
Title	Question	Target Outcomes	Description
Financial Assistance (VCSO-GA)	How many beneficiaries will receive support to improve their functional capabilities?	0	N/A
Financial Assistance (VCSO-GA)	How many beneficiaries will receive assistance with funeral services?	0	N/A
Financial Assistance (VCSO-GA)	How many bus passes will be distributed?	0	N/A
Financial Assistance	How many beneficiaries will receive rent/mortgage	190	N/A





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(VCSO-GA)	assistance?		
Financial Assistance (VCSO-GA)	How many beneficiaries will receive utilities assistance?	30	N/A
Financial Assistance (VCSO-GA)	How many beneficiaries will receive transportation assistance?	0	N/A
Financial Assistance (VCSO-GA)	How many beneficiaries will receive drop in child/adult care services?	0	N/A
Financial Assistance (VCSO-GA)	How many beneficiaries will receive food pantry services?	0	N/A
Financial Assistance (VCSO-GA)	How many beneficiaries will receive restorative dental care?	0	N/A
Financial Assistance (VCSO-GA)	How many beneficiaries will receive referrals to other organizations that provide FVA-funded services?	50	N/A
Financial Assistance (VCSO-GA)	How many organizations that provide services to veterans and their families are in your referral network?	10	N/A

Performance Tracking

What type(s) of data collection tools will your organization use to document Beneficiaries receiving services that will ensure performance tracking/reporting toward achieving project goals? (Maximum allowable characters = 1500)

We utilize CaseWorthy as a database and supplement with surveys and intake management forms such as PCL-5. Additionally grant management staff will compile intake timing and performance data to ensure all goals are met.

How will your organization ensure that the beneficiaries served and reported quarterly to FVA are unduplicated? (Maximum allowable characters = 1500)

The Eligibility Specialist and Veterans Program Administrative Assistant will collect universal data elements for all clients and enter it into the CaseWorthy database. CaseWorthy is both a collection method and a way to consolidate review and analyze data. It will be used to ensure that beneficiaries that are reported to the FVA are unduplicated. Data elements include basic demographics, Veteran status, income and benefits, family characteristics, education, employment, housing history and situational data. Each data element can be generated into a spreadsheet. In addition, we will enter client information into HMIS database to avoid duplication of services both within our organization and with other agencies who provide financial assistance in our continuum of care.





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What other key performance indicators will you track/measure to evaluate goal accomplishment (not included in the prescribed list above)? (Maximum allowable characters = 1500)

In addition to the Quarterly Outcome Report the Harris County Veterans Services Department establishes the following goals (KPIs):

- 1) 95% of potential clients are contacted within 1 business day of inquiry or referral.
- 2) Client intake is complete within 48 hours of eligibility determination
- 3) Assistance decision made within 48 hours of intake completion
- 4) Payment to landlord or utility company ready within 48 hours of decision
- 5) 100% of applicants who are not eligible are referred to partner agencies, including Harris County Community Services Department
- 6) 100% of assisted clients are offered a follow-up survey within 10 days, and gain at 90 days
- 7) 100% of clients are offered PTSD and blast exposure screening. Our primary goal is to ensure beneficiaries who present with financial challenges are also screened and referred to partner agencies making sure no one slips through the cracks.

Outcome Tracking

Will your organization apply beneficiary surveys to measure customer satisfaction?

Yes

Describe how the organization will determine if the anticipated outcomes(grant project goals) above are met. (Maximum characters = 1500)

The Veterans Department Deputy Director will compile intake timing data from the Program Admin Assistant and Eligibility Specialist to ensure program execution goals are being met. The Project Coordinator (Director) and Deputy Director will use this data to make adjustments to processes as required.

Will your organization follow up with beneficiaries after services are provided (within 30-180 days) to measure service outcomes?

Yes

Other Grants and Contracts

TVC Contracts				
Contract Amount	Contract #	Begin Date	End Date	Services provided under contract
Total				

TVC Contracts Narrative

For only TVC contracts (non-FVA grants) that are listed in the above table provide a brief description of the contract. (Maximum allowable characters = 1500)

Currently, Harris County only has TVC contracts for FVA grants.

Other Grants










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Contract Amount	Grantor	Grant/Contract #	Begin Date	End Date	Audit Performed
Total					

Partnerships

Name of Partner Organization	Address	Telephone	Website
City of Houston Office of Veterans Affairs	900 Bagby City Hall Annex Houston, TX 77002	832-393-0992	 www.houstontx.gov/veteransaffairs/index.html
Combined Arms	2929 McKinney St Houston, TX 77003	888-737-3112	 www.combinedarms.us
United Way	50 Waugh Dr Houston, TX 77007	713-685-2300	 www.unitedwayhouston.org
U.S. Department of Veterans Affairs	6900 Almeda Rd Houston, TX 77030	713-794-7993	 www.vba.va.gov/ro/houston
Lone Star Legal Aid	2929 McKinney St Houston, TX 77003	800-733-8394	 www.lonestarlegal.blog

Other Project Details

Need Identified

How many veterans/dependents/surviving spouses live in your service area? (Maximum allowable characters = 250)

VetPop data indicate approximately 166,000 veterans in Harris County. Approximately 99,000 are under the age of 65.

This population indicates approximately 250,000 veteran dependents, and roughly 20,000 surviving spouses.

What is the community need in regard to veteran services? (Maximum allowable characters = 1500)

Harris County has the largest veteran population in Texas. Although blessed to have significant community resources, there is still significant veteran and veteran-family needs post Hurricane Harvey, and this has been exacerbated by the COVID-19 pandemic. Harris County is very dependent on the Oil and Gas Industry, and many veterans lost their jobs in 2020 as a result.

For several years, Harris County has been involved in community-wide efforts to effectively end Veteran





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homelessness. Due to the community focusing its resources on rapid rehousing and permanent supportive housing services as part of a maintenance of effort, there is a gap in services for those Veterans and their families who are stably housed but who are in need of emergency financial assistance. Harris County recognizes the need to provide those stably housed Veterans and their families with support through a one-time rental and utility assistance program that will stop them from entering into longer-term instances or cycles of crisis that may lead to homelessness. Additionally, the community effects of COVID-19 have created many challenges in veteran households; our emergency services are essential during this challenging time.

How were community need(s) or gap(s) in service identified? Describe the methods used to identify the need in the service area. (Maximum allowable characters = 1500)

Harris County encompasses the majority of the City of Houston and has over 4.6 million residents, of which more than 160,000 are Veterans. Harris County is also home to the Michael E. DeBakey VA Medical Center and sees about 3,000 returning Veterans each year. As the community continues to focus its efforts and resources to maintain the end to Veteran homelessness, there are minimal services available to help stably house Veterans and their families through a temporary crisis that affects their ability to pay their rent or utility bill. During August 2017, Hurricane Harvey caused major economic and housing crises for many Veterans and their beneficiaries in Harris County. Three years later, Harris County Veterans are still recovering from the financial hardships caused by Hurricane Harvey. During 2018-2019, Harris County Veterans Services Office received over 2,000 calls for Veteran support services including rental/utility assistance; along with referrals to other mainstream resources and social service agencies. Both VSD and CSD county departments are working together to serve as many clients as possible to ensure that the one-time emergency financial assistance and any accompanying supportive services are available to Veterans and their families when needed. The COVID-19 pandemic and subsequent economic challenges have highlighted additional gaps in emergency services for veterans in Harris County.

How does the Proposed Project address the identified need in the service area? (Maximum allowable characters = 1500)

In an effort to assist Veterans and their families who have experienced a crisis and are unable to pay their rent or utility bill, the Harris County Veterans Emergency Assistance Program will provide emergency financial assistance through one-time rental including arrearages and one-time utility payments to Veteran households.

This program will address the immediate financial need, barriers to stabilization and stop Veteran households from entering longer-term instances or cycles of crisis.

Veterans and their families will also be able to access benefits assistance provided by the Veterans Services Office. By providing resources to veterans and families in need we also have the desired effect of preventing additional mental health burdens, and may identify veterans in need of additional services, especially mental health and employment services.

Marketing and Outreach

Does the organization have an outreach and/or marketing plan to ensure the organization is able to reach and provide services to the number of clients to be served as listed in the Beneficiaries section?

Yes

If yes, describe the outreach and/or marketing plan (Maximum allowable characters = 1500)





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Harris County Veteran Services Department brought a Public Affairs specialist on board in October 2020 specifically to address this need. In order to ensure that Harris County is able to reach the estimated 230 unduplicated clients to be served by this project, Harris County will conduct outreach and marketing efforts through its participation in Veteran service-related community meetings as well as through the Harris County Veterans Services Department Public Information Office. Outreach is conducted by distribution of handout fliers at various community and agency meetings, which state financial assistance may be available to qualifying Veterans and their families. Furthermore, the Harris County Veterans Services Department and Office of Social Services are actively involved in multiple committees, boards and attend Veteran-service related meetings monthly. Moreover, when Harris County is awarded TVC-FVA funds, the Veterans Services Department contacts its partners and collaborating agencies to encourage them to refer their Veteran clients to Harris County for rental and utility assistance. Much of the collaboration is accomplished through Combined Arms who can identify need through their virtual systems.

How often are marketing and outreach activities conducted per week or month? (Maximum allowable characters = 1500)

In addition to our regular collaborative meetings with other Harris County organizations we anticipate at least three activities per week via social media, and possibly daily. In-person events will be evaluated post-pandemic, but we will plan for one in-person activity per month, if possible.

Main Organization Phone Number

(281) 876-6600

Communications Coordinator Name

Henry Chan

What is the organization phone number the beneficiary uses to request services?

(281) 876-6600

Communications Coordinator Email

henry.chan@vso.hctx.net

Communications Coordinator Phone Number

(832) 773-8684

Sustainability after the Grant

If the organization is awarded an FVA grant, would the Proposed Project continue after the grant period ends without additional FVA funding?

Yes

If yes, Include what other funding will be available to your organization to assist the beneficiaries. (Maximum allowable characters = 1500)

As an entitlement community, Harris County receives over \$18 million in funding from the U.S. Department of Housing and Urban Development. Annually, the County allocates a portion of these funds to emergency financial assistance for Harris County residents. The County would set aside a certain portion of funding available through other emergency financial assistance programs to provide for Veterans, ensuring the need of





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this special population continue to be met.

If the organization has received FVA funding in the past for the Proposed Project, describe why it is applying for a grant again. (Maximum allowable characters = 1500)

Harris County has received FVA grant funding for the past five years, most recently with the 2020-2021 FVA funding cycle. Harris County continues to serve a veteran population that is larger than 25 U.S. states, and this need is exacerbated by the COVID-19 pandemic. The Harris County Veterans Services Department has far greater demand than ability to meet that demand for emergency financial assistance.

Policies and Stability

Fiscal Management

What software does the organization use to record accounting transactions?

PeopleSoft (STARS)

Policies	
Fiscal Management Accounting Policy	Y/N
A. Procurement	Yes
B. Vendor Payments	Yes
C. Payroll	Yes
D. Grants Administration	Yes
E. Cash Management	Yes
F. Travel	Yes
G. Capitalization and Equipment	Yes

Assessment	
Fiscal Management Statement	T/F
A. There has been no staff turnover or reorganization in the past 6 months.	False
B. The organization uses a Chart of Accounts.	True
C. Time sheets are approved and signed by supervisory personnel.	True
D. An A-133 Single Audit has been performed in the past 2 years.	True
E. Travel receipts are submitted for travel reimbursement requests.	True





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Budget	
Budget Category	Grantor Share
Salaries and Wages	\$79,934.00
Fringe Benefits	\$47,511.00
Travel	\$0.00
Supplies	\$0.00
Client Services	\$172,555.00
Other Direct Costs	\$0.00
Total Direct Costs :	\$300,000
Indirect Costs	\$0.00
Grand Total (Direct + Indirect Cost):	\$300,000

