

Mujeres Unidas

Phone: (956) 630-4878



Women Together

Fax: (956) 687-4715

E-mail: womentog@swbell.net.

511 N. Cynthia Street • McAllen, Texas 78501

MEMO

Date: September 22, 2008

To: Ms. Diana Serna
Executive Director

From: Estella De Anda (E.A.)
Executive Director

Re: Plan of Action to Expend ESG 2007-2008
Year 20 Funds in the Amount of \$137,684.56

At this time we are requesting an extension until April 30, 2009 to expend the above mentioned ESG Funds. Due to a slow down in the economy, cash donations are down and our fundraising efforts have also been curtailed. As you know ESG funding requires that we expend funds and then request reimbursement due to the above mentioned circumstances, we are struggling and need more time to expend funds. We feel confident that we will be able to expend these funds if granted the extension. In November (2008) we have planned a big fundraising event and the end of year community donations will help us so that we can expend the ESG monies. In addition, we are fully staffed at this time and will be able to bill for all the staff in the grant and we will have a zero balance in essential. We will also be able to expend in the early part of 2009 all the equipment, furniture, clothing and personal hygiene items.

Please note that we depend on this funding to operate our shelter facility and serve victims through out Hidalgo County. I have attached information as to how we plan to expend the ESG monies if we are given the requested extension. Thank you for your willingness to work with our agency to provide these much needed services.

SEP 23 2008

E.A.

Payment Schedule

2007 – 2008 For the Months of...	Estimated Amount of Expenditures	Type of Budgeted Expenditures
January - July 2008	\$54,911.88	Shelter operations-food, utilities, repair & maintenance, telephone, supplies, essential services, Homeless prevention
August 2008	\$10,403.56	Shelter operations-food, utilities, repair & maintenance, telephone, supplies, essential services, Homeless prevention
September 2008	\$17,210.57	Shelter operations-food, utilities, repair & maintenance, telephone, supplies, essential services, Homeless prevention
October 2008	\$17,210.57	Shelter operations-food, utilities, repair & maintenance, telephone, supplies, essential services, Homeless prevention
November 2008	\$17,210.57	Shelter operations-food, utilities, repair & maintenance, telephone, supplies, essential services, Homeless prevention
December 2008	\$17,210.57	Shelter operations-food, utilities, repair & maintenance, telephone, supplies, essential services, Homeless prevention
January 2009	\$17,210.57	Shelter operations-food, utilities, repair & maintenance, telephone, supplies, essential services, Homeless prevention
February 2009	\$17,210.57	Shelter operations-food, utilities, repair & maintenance, telephone, supplies, essential services, Homeless prevention
March 2009	\$17,210.57	Shelter operations-food, utilities, repair & maintenance, telephone, supplies, essential services, Homeless prevention
April 2009	\$17,210.57	Shelter operations-food, utilities, repair & maintenance, telephone, supplies, essential services, Homeless prevention
Totals:	\$137,684.56	

SLP 23

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STATE OF TEXAS }

COUNTY OF HIDALGO }

**EMERGENCY SHELTER GRANT PROGRAM
SUBRECIPIENT AGREEMENT**

This Agreement, made and entered into on this the 3rd day of July, 2007 by and between **Hidalgo County-Urban County Program**, hereinafter referred to as "ENTITY," a political subdivision of the State of Texas and **Mujeres Unidas/Women Together**, a neighborhood based not-for-profit organization, hereinafter referred to as "SUBRECIPIENT".

WITNESSETH

WHEREAS, the **SUBRECIPIENT** desires to carry out eligible activities as described in **Exhibit A** and permitted by 24 CFR §576.21 ; and

WHEREAS, the **ENTITY** proposes to contract with **SUBRECIPIENT** in order that the special activities described in Exhibit A can be carried out in the **ENTITY's** jurisdiction; and

WHEREAS, the **ENTITY** has made a finding that those activities listed in Exhibit A are eligible under 24 CFR 576.21;

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS: That for and in consideration of the mutual covenants and agreements herein set forth and other good and valuable consideration, the **ENTITY** and the **SUBRECIPIENT** do mutually agree as follows:

**SECTION I
Rules and Regulations**

The **SUBRECIPIENT** agrees to cooperate with the **ENTITY** in respect to the implementation of Emergency Shelter Grant Program activities to be carried out by **SUBRECIPIENT** pursuant to 24 CFR Part 576 and other rules, regulations and decisions as may be made by the Department of Housing and Urban Development (HUD) or any other federal or state **ENTITY** that may legally exercise its jurisdiction over expenditures of ESGP funds.

**SECTION II
Statement of Work**

SUBRECIPIENT agrees to perform services as outlined in **Exhibit A: Statement of Work**, of this Agreement for and in consideration of ESGP funding in the amount of \$203,000.00 enumerated in **Exhibit B: Payment Schedule**.

SUBRECIPIENT agrees to notify **ENTITY** *in writing* of any changes in its Statement of Work, Grant Budget and Payment Schedule. **SUBRECIPIENT** shall obtain approval *in writing* from **ENTITY** prior to commencing work on any changes made to the Statement of Work, Grant Budget and Payment Schedule.

ENTITY shall not be liable for costs incurred or performances rendered by **SUBRECIPIENT** before commencement of this agreement or after termination of this agreement.

SUBRECIPIENT agrees to follow the schedule outlined in **Exhibit D: Schedule of Activity** and shall notify **ENTITY** of any changes, delays or departures from the schedule. If the **SUBRECIPIENT** demonstrates that delays or departures from the schedule is due to circumstances beyond its control, **ENTITY** and **SUBRECIPIENT** may amend such Schedule of Activity within the time frame established by this Agreement.

SECTION III Records and Reports

SUBRECIPIENT agrees to maintain records and reports as outlined in **Exhibit C: Records and Reports** and agrees to make those records and reports available to the **ENTITY**, HUD, and any other local, state or federal entity or authority that may exercise jurisdiction over expenditure of ESGP funds.

SECTION IV Monitoring Visits

SUBRECIPIENT agrees that **ENTITY** shall conduct on-site monitoring visits to assure compliance with applicable Federal requirements and that performance goals are being achieved as per 24 CFR Part 85.40 (a).

SECTION V Payment Requests and Program Income

SUBRECIPIENT agrees to allow **ENTITY** to account for all program income from any ESGP-funded activity covered under this agreement and listed in Exhibit B. Any program income generated by a ESGP-funded activity can be used by the **SUBRECIPIENT** for activities so listed in Exhibit A upon approval of **ENTITY**.

Failure of the **SUBRECIPIENT** to report program income as required, shall cause **ENTITY** to require all program income to be recovered by the **ENTITY**.

SUBRECIPIENT and **ENTITY** agree that all unused ESGP funds will be returned to **ENTITY** at the end or termination of this agreement.

SECTION VI
Religious Activities

The **SUBRECIPIENT** and **ENTITY** both agree that none of the funds expended or activities undertaken shall be used in support of any sectarian or religious activity, nor shall any building or structure funded under this Agreement be used for sectarian or religious activities as described in 24 CFR 576.23.

SECTION VII
Other Program Requirements

SUBRECIPIENT agrees to comply with "Other Program Requirements" as listed in 24 CFR 576.57.

SUBRECIPIENT further agrees to approve and attach hereto a formal process to be established by **SUBRECIPIENT** for terminating assistance to an individual or family.

SECTION VIII
Uniform Administrative Requirements

SUBRECIPIENT agrees to comply with the requirements and standards of OMB Circular No. A-122, "Cost Principles for Nonprofit Organizations" (attached) and OMB Circular No. A-110. All administrative requirements such as Cash Depositories, Bonding and Insurance, Retention and Custodial Requirements for Records, Standards for Financial Management Systems, Monitoring and Reporting Program Performance, Property Management Standards, and Procurement Standards can be found in the text of the main document of said OMB Circular No. A-110, more specifically Sub Part C-Post Award Requirements (attached). *(Please note that there are no longer any attachments to Circular A-110).*

SECTION IX
Audit Requirements

SUBRECIPIENT agrees to comply with the applicable requirements and standards as set forth in OMB Circular A-133, Audits of States, Local Governments and Non-Profit organizations. **SUBRECIPIENT** agrees to provide to **ENTITY** a copy of its Financial Report.

SECTION X
Suspension and Termination

SUBRECIPIENT understands that this agreement may be suspended or terminated, in accordance with 24 CFR §85.43, if the **SUBRECIPIENT** materially fails to comply with the provisions of this agreement or the provisions so listed on **Exhibits A through E**.

It is expressly agreed that this Agreement may not be amended except upon the joint action of both **Hidalgo County, Urban County Program and Mujeres Unidas/Women Together**.

SECTION XI Assets

SUBRECIPIENT shall not purchase any asset unless so permitted by the **ENTITY** and such procurement shall be done in the form and manner so prescribed by the **ENTITY**.

Any asset acquired or improved in part or in whole with ESGP funds in excess of \$25,000 must be used in an activity that meets one of the national objectives listed in 24 CFR 576 for a period of three years after the expiration of this Agreement or a longer period if so determined by the **ENTITY**.

The disposition of any asset improved or acquired in part or in whole with ESGP funds by the **SUBRECIPIENT** must be done with prior approval of the **ENTITY** and the **ENTITY** shall be reimbursed for the asset, if sold, in the full amount of the disposed value of the asset. The **ENTITY** may, at its option, request that such asset be transferred to **ENTITY** if the asset is no longer being used to meet one of the national objectives or in any case where the **SUBRECIPIENT** no longer provides services shown on Exhibit A.

SECTION XII Use as an Emergency Shelter

SUBRECIPIENT agrees to operate and maintain an emergency shelter for a period of ten (10) years if ESGP funds were used for renovation, major rehabilitation, or conversion of buildings for use as emergency shelters for the homeless.

If the **SUBRECIPIENT** uses ESGP funds for operation and maintenance costs, **SUBRECIPIENT** hereby agrees to maintain the shelter for the homeless for the period for which assistance is being provided for the same targeted population. For the purposes of this Agreement, such time period shall be from the date the Agreement is executed to its expiration, as identified in Section XIX.

SECTION XIII Indemnity Clause

SUBRECIPIENT agrees to hold **ENTITY** harmless from, and indemnify **ENTITY** for and defend **ENTITY** against any and all claims brought against **ENTITY** by employees or officers of **SUBRECIPIENT** or brought by any third person arising in any manner directly or indirectly from **SUBRECIPIENT** programs, activities or events conducted pursuant to this Agreement.

SUBRECIPIENT shall acquire, maintain and furnish to **ENTITY** a Certificate of Insurance as proof that it has secured and paid for policies of public liability and automobile insurance to cover all operations and services under the contract agreement with limits of not less than \$300,000.00 per occurrence, \$300,000.00 aggregate, covering all risks incident to or in connection with the execution, performance, attempted performance or non-performance of this Agreement. This requirement shall be to meet **SUBRECIPIENT**'s duty of indemnification under this paragraph.

SECTION XIV Procurement

SUBRECIPIENT agrees to follow the rules of the **ENTITY** on the procurement of services, supplies or non-real property in relation to **ENTITY**-funded projects. The legal standards that will apply include the Procurement Standards of the Hidalgo County Urban County Program which includes 24 CFR 85.36, and the Texas County Purchasing Act. In such case as **SUBRECIPIENT** has developed procurement standards governing its operation, such standards shall be reviewed by **ENTITY** to ensure compliance with the Standards implemented by **ENTITY**.

SECTION XV Conflict of Interest

The **SUBRECIPIENT** covenants that no member of its organization or staff member who exercises influence on the decision-making process presently has or will have any interest, direct or indirect, with any person, corporation, company or association that is hired to carry out any of the activities so listed on **Exhibit A**.

The **SUBRECIPIENT** agrees that no person who is an elected official, officer, director, employee, consultant, or agent of the **SUBRECIPIENT**'s organization or the **ENTITY**'s organization shall gain any interest in any corporation, company, or association that is hired to carry out any of the activities so listed in **Exhibit A** during their tenure or for a period of one year thereafter.

No **ENTITY** employees, elected officials, consultants and/or agents shall solicit nor accept gratuities, favors, or anything of monetary value from any person, corporation, company, or association that has been hired or expects to be hired to perform any of the activities so described on **Exhibit A**.

SECTION XVI 24 CFR 576

SUBRECIPIENT and **ENTITY** agree to follow 24 CFR 576 and that 24 CFR 576 is made a part of this Agreement for all intents and purposes, and that the regulations are provided herein as Exhibit E.

SECTION XVII
Legal Action and Venue

The **SUBRECIPIENT** agrees to notify the **ENTITY** when a problem arises that may lead to legal action or claim against the **SUBRECIPIENT**. The **SUBRECIPIENT** agrees to furnish to the **ENTITY** any information with respect to such action or claim. The **SUBRECIPIENT** agrees not to take any action with respect to any legal action or claim sought against the **SUBRECIPIENT** without the advice and consent of the **ENTITY**.

Venue and jurisdiction of any suit, right or cause of action arising under or in connection with this Agreement shall lie exclusively in Hidalgo County.

SECTION XVIII
Miscellaneous Provisions

14.01 **Conflict with Applicable Law.** Nothing in this Agreement shall be construed so as to require the commission of any act contrary to law, and whenever there is any conflict between any provision of this Agreement and any present or future law, ordinance or administrative, executive or judicial regulation, order or decree, or amendment thereof, contrary to which the parties have no legal right to contract, the latter shall prevail, but in such event the affected provision or provisions of this Agreement shall be modified only to the extent necessary to bring them within the legal requirements and only during the time such conflict exists.

14.02 **No Waiver.** No waiver by **ENTITY** of any breach of any provision of this Agreement shall be deemed to be a waiver of any preceding or succeeding breach of the same or any other provision hereof.

14.03 **Entire Agreement.** This Agreement contains the entire contract between the parties hereto, and each party acknowledges that neither has made (either directly or through any agent or representative) any representations or agreements in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by **ENTITY** and **SUBRECIPIENT**, and not otherwise.

14.04 **Texas Law to Apply.** This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Hidalgo County, Texas. The parties hereby consent to personal jurisdiction in Hidalgo County, Texas.

14.05 **Notice.** Except as may be otherwise specifically provided in this Agreement, all notices, demands, requests or communications required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or (iii) by facsimile, at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith:

If to **ENTITY**:

Hidalgo County
Attention: Urban County Program
1916 Tesoro Blvd.
Pharr, Texas 78577

If to **SUBRECIPIENT**:
Mujeres Unidas/Women Together
511 N. Cynthia
McAllen, TX 78501
Fed I.D. # 74-2007536

14.05 (**Continued**) Each notice, demand, request or communication which shall be delivered or mailed in the manner described above shall be deemed sufficiently given for all purposes at such time as it is personally delivered to the addressee or, if mailed, at such time as it is deposited in the United States mail.

14.06 **Additional Documents.** The parties hereto covenant and agree that they will execute such other and further instruments and documents as are or may become necessary or convenient to effectuate and carry out the terms of this Agreement.

14.07 **Successors.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

14.08 **Assignment.** This Agreement shall not be assignable by **SUBRECIPIENT**. **ENTITY** may assign this Agreement without the consent of **SUBRECIPIENT**.

14.09 **Headings.** The headings and captions contained in this Agreement are solely for convenient reference and shall not be deemed to affect the meaning or interpretation of any provision or paragraph hereof.

14.10 **Gender and Number.** All pronouns used in this Agreement shall include the other gender, whether used in the masculine, feminine or neuter gender, and the singular shall include the plural whenever and as often as may be appropriate.

14.11 **Authority to Execute.** The execution and performance of this Agreement by **ENTITY** and **SUBRECIPIENT** have been duly authorized by all necessary laws, resolutions or corporate action, and this Agreement constitutes the valid and enforceable obligations of **ENTITY** and **SUBRECIPIENT** in accordance with its terms.

SECTION XIX **Effective Date**

The effective date of this contract shall be the 3rd day of July, 2007, such date being the date the County Commissioners' Court approved entering into this Agreement with **SUBRECIPIENT**, and shall terminate on the 31st day of Dec., 2008. *Non-profits funding will be for a period of one and one half (1 ½) years and a two (2) year period for the grantee (UCP).

Approved and signed this 31st day of July, 2007.

Estela De Anda
Estela De Anda, Director
Executing Official

Subrecipient Firm Name: Mujeres Unidas/Women Together
Address: 511 N. Cynthia
McAllen, TX 78501
Fed. I.D. # or Soc. Sec. #: 74-2007536

STATE OF TEXAS {
 {
COUNTY OF HIDALGO {

Estela De Anda, personally appeared before me and declared that he/she signed this application in the capacity designated, if any, and further states that, he/she has read the above application, and the statements therein contained are true.

Subscribed and sworn to before me this 31st day of July, 2007.



[Signature]
Notary - Signature

Witness:

COUNTY OF HIDALGO
URBAN COUNTY PROGRAM

[Signature]

Diana R. Serna
UCP Executive Director

EXHIBIT A
STATEMENT OF WORK

See Attached

**EXHIBIT A
STATEMENT OF WORK**

Describe the type and amounts of services provided by your agency that will result from the use of grant funds. (Please explain in detail. If additional space is needed, use additional paper.) Please be specific in your proposed statement of work.

The funding of \$203,000 will be utilized as follows:

Emergency Shelter – Staff will provide emergency shelter for victims of domestic violence and sexual assault including children. Essential services are provided by staff including programs for children.

Transitional Supportive Housing – Staff provides longer-term housing (for 18 months) and the caseworker provides case management for victims of domestic violence, sexual assault and child abuse. Life skills, parenting and therapeutic interventions are part of their case management throughout their involvement in the program.

McAllen Satellite Outreach Center – Staff provides outreach to the community, legal advocacy, crisis intervention on the telephone hotline, and face-to-face counseling. Provide information & referrals to medical / MHMR & other social service agencies.

Women Together Family Justice Center – Staff provide counseling for individuals and groups. Direct rape crisis services, legal advocacy, telephone hotline, crisis intervention, community education and outreach & support groups for victims are part of the services provided. Provide information and referrals to Medical/MHMR & other social service agencies.

The following services will be performed in this manner:

Agency staff will provide the stated services at the specified locations, face-to-face and on the crisis hotline. Staff will also conduct outreach and community education programs in the community.

The following services will be expanded / added as a result of ESG funds:

Emergency Shelter – We anticipate a 10% increase in clients, funds will allow us to expand the children's program.

Transitional Supportive Housing – Expand and enhance case management services by providing GED, ESL, job training information and referrals.

McAllen Satellite Outreach Center – 10% increase in legal services and 20% increase in telephone hotline calls and face-to-face counseling.

Family Justice Center – Staff will provide a 10% increase in crisis intervention, counseling, legal advocacy and support groups for victims.

The following type of beneficiaries will be served:

The target population is victims of domestic violence and / or sexual assault. Ninety-five percent of our clients are low-income with 5% being moderate income.

McAllen Shelter projected numbers to be sheltered, women 420 and children 778.

Transitional Supportive Housing – 20 families consisting of 44 women and 138 projected children.

Family Justice Center & McAllen Satellite Outreach Center – Enhance and expand domestic violence and Rape Crisis Services; increase hotline intervention by 10% (7,102 x 10% = 7,812); direct services – increase clients requesting counseling by 10% (1,099 x 10% = 1,209); and increase other supportive services by 10% (1,118 x 10% = 1,230).

The services will be provided at the following address and/or location(s):

Emergency shelter address is confidential for safety reasons. It is located in McAllen TX.

Transitional Supportive Housing is located at 501 N. Cynthia Street in McAllen, Texas.

McAllen Satellite Outreach Center is located at 420 N. 21st Street, McAllen, Texas.

Women Together Family Justice Center is located at 511 N. Cynthia, McAllen, Texas.

Weslaco Outreach Center is located at 111 W. 5th Street, Weslaco, Texas.

**EXHIBIT B-1
GRANT BUDGET**

Type of Expenditures	Budgeted Amount
Maintenance & Operation	\$158,777
Essential Services	\$ 44,223
	\$
	\$
	\$
	\$
	\$
	\$
Total Grant Budget:	\$203,000

**Women Together / Mujeres Unidas
E.S.G. Proposed Budget Yr 20
FY 2007-2009**

McAllen Emergency Shelter

OPERATION:

Utilities: (approximately \$1100 x 12 months) electricity/water	\$13,200
Crisis Hotline Telephone (approximately \$250 x 12 months)	\$ 3,000
Furniture – (See attached list)	\$ 400
Equipment – (See attached list)	\$ 1,044
Clothing (\$2,000)	\$ 1,000
Personal Hygiene Supplies (\$2,000)	\$ 1,000
Food (\$4,840)	\$ 3,840
Insurance (for 2 vans/shelter property & contents)	\$ 5,146
Solar Screens for (15) shelter windows	\$ 3,414
Pedestrian Gate (Remote controlled for clients to enter through the back yard)	\$ 1,000

Total Operation Cost	\$33,044
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MAINTENANCE:

Cleaning Supplies (approximately \$200 x 12 months)	\$ 2,400
Shelter Cook (Part-time) @ \$8.00 per hour x 32 hrs x 52 weeks	\$13,312
Minor Repairs	\$ 6,922
Yard Care (\$250 x 12 months)	\$ 3,000
Van Maintenance	\$ 1,411
Janitor (Part-time) @ \$8.00 per hour x 32 hrs x 52 weeks	\$13,312
Worker's Comp for Shelter Cook and Janitor	\$ 533
FICA 26,624 x 7.65 for Shelter Cook and Janitor	\$ 2,037
Pest Control \$60 per month x 12 months	\$ 720
Security Alarm \$120 per year	\$ 120
Air Conditioner Filters \$24 per month x 12 months	\$ 288

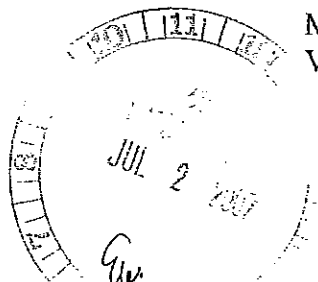
Total Maintenance Cost	\$44,055
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ESSENTIAL SERVICES:

Social Services Advocate 50% of \$24,000	\$ 8,000
Counseling & Crisis Intervention – 2 Shelter Advocates	\$ 7,923
Transportation	\$ 1,500
Medical	\$ 2,000
Volunteer Coordinator – Coordinators Shelter Volunteers	\$ 9,000

Total Essential Cost	\$28,423
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TOTAL McALLEN SHELTER	\$105,522
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**Women Together / Mujeres Unidas
2007-2009**

**Shelter Facility
Furniture**

Description	Cost Per Item	Number of Items	Total:
Office Chairs	\$ 100	4	\$ 400
Total Furniture:			\$ 400

Equipment

Laser Fax	\$ 879	1	\$ 879
Coffee Maker (55 cups)	\$ 165	1	\$ 165
Total Equipment:			\$1,044

Total McAllen Shelter Equipment & Furniture: \$1,444

**Women Together / Mujeres Unidas
E.S.G. Proposed Budget
FY 2007 – 2009**

Family Justice Center

OPERATION:

Utilities (Approximately \$400 x 12 months)	\$ 4,800
Telephone (\$300 x 12 months)	\$ 3,600
Equipment – (see attached list)	\$ 3,450
Office Supplies – Desktop office supplies	\$ 600
Insurance – Property & Contents @ 50% of \$6,000	\$ 3,000

TOTAL OPERATION COST:	\$15,450
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MAINTENANCE:

Janitor (\$300 per month x 12 months)	\$ 3,600
Cleaning Supplies	\$ 1,000
Minor Repairs	\$ 2,000
Yard Care (\$150 per month x 12 months)	\$ 1,800
Pest Control (\$30 per month x 12 months)	\$ 360
Security Alarm (\$100 x 12 months)	\$ 1,200

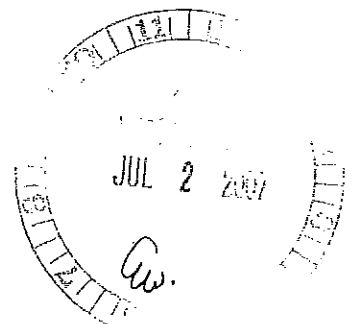
TOTAL MAINTENANCE COST:	\$ 9,960
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TOTAL FAMILY JUSTICE CENTER:	\$25,410
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**Family Justice Center
Equipment**

Digital Camera and Battery	\$ 438.00	1	\$ 438
LCD Projector	\$2,899.00	1	\$2,899
Wireless Presentation Remote	\$ 113.00	1	\$ 113
Total Equipment:			\$3,450

Total Family Justice Center Furniture & Equipment:	\$3,450.00
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**Women Together / Mujeres Unidas
E.S.G. Proposed Budget
FY 2007 – 2009**

Nueva Vida Transitional Supportive Housing Program

OPERATION:

Utilities (\$1,000 x 12 months) electricity /water	\$12,000
Telephone (\$160 x 12 months)	\$ 1,920
Insurance	\$10,000

Total Operation Cost	\$23,920
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MAINTENANCE:

Repairs (minor repairs, etc.)	\$ 3,000
Cleaning Supplies @ \$125 per month x 12 months	\$ 1,500
Yard Maintenance @ \$400 per month x 12 months	\$ 4,800
Janitor (part-time) @ \$150 per month x 12 months	\$ 1,800
Pest Control \$80 per month x 12 months	\$ 960
Security Alarm \$20 per month x 12 months	\$ 240

Total Maintenance Cost	\$12,300
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ESSENTIAL SERVICES:

(1) Transitional Housing Coordinator	\$ 7,000
(1) Caseworker 20% of Caseworker @ \$28,000 per year	\$ 5,600
50% of Health Insurance for caseworker @ \$125 per month	\$ 1,000
X 12 months x 1 caseworker = 1,000	

Total Essential Services	\$13,600
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TOTAL TRANSITIONAL SUPPORTIVE HOUSING	\$49,820
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**Women Together / Mujeres Unidas
E.S.G. Proposed Budget
FY 2007-2009**

McAllen Outreach Satellite Center

OPERATION:

Utilities (approximately \$400 x 12 months)	\$ 4,800
Telephone (\$400 x 12 months)	\$ 4,800
Desktop Supplies	\$ 1,000
Insurance @ 50% of \$4,000 property & building contents	\$ 2,000

Total Operation Cost	\$12,600
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MAINTENANCE:

Janitor (\$300 per month x 12 months)	\$ 3,600
Cleaning Supplies	\$ 1,000
Minor Repairs	\$ 2,000
Pest Control \$30 per month x 8 months	\$ 240
Security Alarm \$40 x 8 months	\$ 320
Air Conditioner Filters (\$24 per month x 12 months)	\$ 288

Total Maintenance Cost	\$ 7,448
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ESSENTIAL SERVICES:

(1) Promotora	
Outreach advocate-provide outreach, counseling & crisis intervention	\$ 2,200

Total Essential Services	\$ 2,200
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TOTAL McALLEN OUTREACH SATELLITE CENTER	\$22,248
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Women Together / Mujeres Unidas
Proposed match for funding request FY 2007-2009 year 20

The agency will be able to match funding request as follows:

In-Kind Donations & Cash

In-Kind Donations – Clothing, Furniture, Food, etc. \$121,358

Volunteers Hours

At this time, the agency maintains over 100 volunteers that help in all facets of the organization

Revenue – Bingo Operations \$ 15,000

Revenue – United Way of South Texas \$ 16,000

Revenue – Texas Department of Health & Human Services Commission \$ 50,642

Total Match: \$203,000

**EXHIBIT B-2
PAYMENT SCHEDULE**

2007 - 2008 For the Months of...	Estimated Amount of Expenditures	Type of Budgeted Expenditures
July 2007	11,277.78	Shelter operations-food, utilities, repair & maint., telephone, supplies, essential services, Homeless prevention
Aug. 2007	11,277.78	Shelter operations-food, utilities, repair & maint., telephone, supplies, essential services, Homeless prevention
Sept. 2007	11,277.78	Shelter operations-food, utilities, repair & maint., telephone, supplies, essential services, Homeless prevention
Oct. 2007	11,277.78	Shelter operations-food, utilities, repair & maint., telephone, supplies, essential services, Homeless prevention
Nov. 2007	11,277.78	Shelter operations-food, utilities, repair & maint., telephone, supplies, essential services, Homeless prevention
Dec. 2007	11,277.78	Shelter operations-food, utilities, repair & maint., telephone, supplies, essential services, Homeless prevention
Jan. 2008	11,277.78	Shelter operations-food, utilities, repair & maint., telephone, supplies, essential services, Homeless prevention
Feb. 2008	11,277.78	Shelter operations-food, utilities, repair & maint., telephone, supplies, essential services, Homeless prevention
March 2008	11,277.78	Shelter operations-food, utilities, repair & maint., telephone, supplies, essential services, Homeless prevention
April 2008	11,277.78	Shelter operations-food, utilities, repair & maint., telephone, supplies, essential services, Homeless prevention

Exhibit C Records & Reports

A. When requesting payment, attach a cover letter summarizing the expenditures with the following documents:

- Copies of Invoices
- Canceled Checks
- Portion requesting from ESG Program
- Other Supporting Documents

Payment requests must be submitted to Urban County by the 15th of each month.

- A Performance report must be submitted to the Urban County Program accompanying each request for payment. Each performance report must have the following items:
 - a). Period covered by Performance Report
 - b). Type of services provided
 - c). Type of Equipment/Supplies Purchased
 - d). Amount of fund Expended
 - e). Number of Beneficiaries Served & Ethnicity Data
 - _____ White, non Hispanic
 - _____ Black, non Hispanic
 - _____ Native American
 - _____ Asian or Pacific Islander
 - _____ Hispanic
 - _____ Total
- How services provided benefit clientele
- Projection for next disbursement period
- Program Income Report/Blank Statement
- Other significant Information

B. Matching Funds (24 CFR 576.51 (a) requires that each grantee and/or SUBRECIPIENT must match the funding provided by HUD under 24 CFR 576 with an equal amount of funds from sources other than under Part 576. Therefore, each request for payment must be with either cash, volunteer time, in-kind or donations.

3. Provide an annual report of activity by January 10th of each year the Agreement is in effect. The annual report shall include the following:

May 2008	11,277.78	Shelter operations-food, utilities, repair & maint., telephone, supplies, essential services, Homeless prevention
June 2008	11,277.78	Shelter operations-food, utilities, repair & maint., telephone, supplies, essential services, Homeless prevention
July 2008	11,277.78	Shelter operations-food, utilities, repair & maint., telephone, supplies, essential services, Homeless prevention
Aug. 2008	11,277.78	Shelter operations-food, utilities, repair & maint., telephone, supplies, essential services, Homeless prevention
Sept. 2008	11,277.78	Shelter operations-food, utilities, repair & maint., telephone, supplies, essential services, Homeless prevention
Oct. 2008	11,277.78	Shelter operations-food, utilities, repair & maint., telephone, supplies, essential services, Homeless prevention
Nov. 2008	11,277.78	Shelter operations-food, utilities, repair & maint., telephone, supplies, essential services, Homeless prevention
Dec. 2008	11,277.74	Shelter operations-food, utilities, repair & maint., telephone, supplies, essential services, Homeless prevention
Total	203,000.00	

Exhibit D
Schedule of Activity

SUBRECIPIENT hereby agrees to perform services as outlined in Exhibit A.

A proposed monthly schedule of activity should be provided in this space. Schedule should not exceed SUBRECIPIENT contract time frame of 24 months from contract date.

2006-2007 For the Month of	Number of Beneficiaries	Services
July 2007	76	Emergency Shelter-Maint. & Opea.-Homeless Prevention Activities
Aug. 2007	76	"
Sept. 2007	76	"
Oct. 2007	76	"
Nov. 2007	76	"
Dec. 2007	76	"
Jan. 2008	76	"
Feb. 2008	76	"
March 2008	76	"
April 2008	76	"
May 2008	76	"
June 2008	76	"
July 2008	76	"
Aug. 2008	76	"
Sept. 2008	76	"
Oct. 2008	76	"
Nov. 2008	76	"
Dec. 2008	73	"
Total	1365	"