



Fund for Veterans' Assistance

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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
Hidalgo

Region 5 - Gulf Coast

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; 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)

A veteran is a person who served in the active/guard/reserve U.S. military service and who was discharged or released under conditions other than dishonorable.

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; Bad Conduct; Dismissed; Uncharacterized





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

Reside in Hidalgo County, Texas.

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

155

Number of Dependents

0

Number of Surviving Spouses

40

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

195

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

0

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; State of Texas Issued Driver License with Veteran designation

Dependents

Surviving Spouse

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)





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The County of Hidalgo adheres to the State of Texas Library Commission Records Retention Schedule. In addition, records retention is governed by the dictates of the Texas Local Government Code and Texas Administration Code. The agency also has a record retention policy. PW5600-04a PW5600-04b GR1025-08a GR1025-08b. Records are secured in a locked filing cabinet, locked offices and in secured electronic computer services.

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

Records will be retained for 3 years.

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)

Broken Arrow will be utilized to aid Hidalgo County Veteran's and surviving spouses with financial assistance in the following services:

- Veteran's emergency vehicle repairs (non- routine)
- Veteran's funeral expense
- Utilities (late fees and arrears included)
- Adult/Child care (must be provided by outside agencies)

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

Main Office- 10213 N. 10th St, Suite B, McAllen TX 78504

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)

Hidalgo County Veterans Services (956) 318-2436

Broken Arrow (956) 292-7076

<https://www.hidalgocounty.us/2783/Broken-Arrow-Grant>

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

Hidalgo County Veterans Service Office hours of operation:

8am-5pm

Except on County approved and observed Holiday's

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

Broken Arrow will conduct numerous outreach to Hidalgo County Veterans and surviving spouses. Outreach will document and determine eligibility of applicants. Staff will request completed application along with the necessary documentation. Beneficiaries will be asked to check of services that apply to them.





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

It will take no more than 30-45 days for clients to receive services

*** 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)

N/A

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

N/A

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)

N/A

Project Principal Participants

Title	Name of Principal Participant	Veteran	Years	Résumé Attached	Roles, Responsibilities, and Qualifications
Primary	Felix Rodriguez	true	3	true	The Veteran Service Officers performs administrative work in advising armed forces, veterans, and dependents of benefits available under federal, state, and local laws. This position assists in completing and submitting required forms, obtaining necessary documents, medical records and other data as required by law or in support of claim.
Signing	Richard Cortez	false	3	true	The Texas Constitution vests broad judicial and administrative powers in the position of the county judge, who presides over a five-member Commissioners Court, which has budgetary and administrative authority over county government operations.
Primary	Samuel Perez	true	6	true	The Veteran Service Officers performs administrative work in advising armed forces, veterans, and dependents of benefits available under federal, state, and local laws. This position assists in completing and submitting required forms, obtaining necessary documents, medical records and other data as required by law or in support of claim.





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Goals and Outcomes

Grant Project Goals and Outcomes

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

To assist as many veterans and surviving spouses who are in need of financial assistance.

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)

To assist veterans and surviving spouses with financial assistance involving emergency vehicle repairs, child/adult care, funeral expense, and utilities.

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

Through surveys and applicant follow ups.

Goals and Outcomes			
Title	Question	Target Outcomes	Description
Financial Assistance	How many beneficiaries will receive support to improve their functional capabilities?	0	N/A
Financial Assistance	How many beneficiaries will receive assistance with funeral services?	116,000	Funerals and cremations
Financial Assistance	How many bus passes will be distributed?	0	N/A
Financial Assistance	How many beneficiaries will receive rent/mortgage assistance?	0	
Financial Assistance	How many beneficiaries will receive utilities assistance?	20,000	Light, water, gas, trash
Financial Assistance	How many beneficiaries will receive transportation assistance?	20,000	non routine maintenance, only emergency repairs
Financial Assistance	How many beneficiaries will receive drop in child/adult care services?	10,000	licensed day cares
Financial Assistance	How many beneficiaries will receive food pantry services?	0	N/A
Financial Assistance	How many beneficiaries will receive restorative dental care?	0	N/A
	How many beneficiaries will		





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Financial Assistance	receive referrals to other organizations that provide FVA-funded services?	0	Those who do not qualify or are looking for more assistance.
Financial Assistance	How many organizations that provide services to veterans and their families are in your referral network?	0	Warriors Assistance, HUD-VASH, Bravo Zulu, Catholic Charities, VAIL, Endeavors, Food Banks, Combat Veterans, Last Patrol, and Community Service agency.

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)

Broken Arrow utilizes Vetraspec Software to gather and process data regarding beneficiary services as well as google spreadsheet.

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

Currently, program requirements dictate that monthly reports be provided. Vetraspec is designed to capture data in real time by various categories to include financial assistance and payments. Broken Arrow use google spread sheets to help identify any duplicates. Management anticipates no issues with reporting unduplicated beneficiaries.

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

County Auditor's monthly expenditure reports.

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)

Broken Arrow will collect data from expenditure reports, our monthly progress reports, and completed surveys from the applicant.

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				





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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)

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

Partnerships			
Name of Partner Organization	Address	Telephone	Website

Other Project Details

Need Identified

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

According to the Geographic Distribution of VA Expenditure FY2020 there are about 21,209 veterans in Hidalgo County that are registered at the VA.

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

There have been a significant amount of veterans and surviving spouses who have expressed their need for assistance due to financial strain or loss of basic living necessities. Not only do they enquire for financial assistance but also medical, educational, home repair and VA benefits.

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)

Based on the intakes of applications received, we have verified the financial needs of the applicant. As well as through community outreach, county/state events, outgoing/incoming calls, special presentations, news ads, websites, flyers surveys and referrals.

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

Broken Arrow will ensure the objective is met by promoting the program and its services to the community.

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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Broken Arrow utilizes a marketing and outreach approach. Marketing to the Veteran community by attending workshops, conference, and providing publications.

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

The Hidalgo County Veterans Service office will be conducting outreach on a weekly bases to ensure we are reaching out to Veterans in Hidalgo County. Further, outreach will be attending monthly events and meetings.

Main Organization Phone Number

(956) 318-2436

Communications Coordinator Name

Griselda Uresti

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

(956) 292-7076

Communications Coordinator Email

griselda.uresti@co.hidalgo.tx.us

Communications Coordinator Phone Number

(956) 318-2436

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?

No

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

Hidalgo County Veterans Service office will continue to seek alternative funding through grants and other resources.

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)

After assisting over 384 residential veterans and surviving spouses for 2020-2021 Grant, the need for financial assistance has become apparent due rural poverty areas, primarily low income residential area and although we were able to assist an excess of 300 applicants, the demand has outpaced the supply of funding extended to us.

Policies and Stability

Fiscal Management

What software does the organization use to record accounting transactions?

Policies	
Fiscal Management Accounting Policy	Y / N





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A. Procurement	Yes
B. Vendor Payments	Yes
C. Payroll	Yes
D. Grants Administration	Yes
E. Cash Management	No
F. Travel	Yes
G. Capitalization and Equipment	Yes

Assessment

Assessment	
Fiscal Management Statement	T / F
A. There has been no staff turnover or reorganization in the past 6 months.	True
B. The organization uses a Chart of Accounts.	False
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

