



ID: R-2022-18664
VCSO: Yes

Start Date: 2023-07-01
End Date: 2024-06-30

General Assistance Program
Financial Assistance

Submission Deadline: 2022-12-05

Amount Awarded: \$300,000.00
Budgeted Amount: \$300,000.00

TVC ID:

Request Status

Draft

Review

NOGA

Archive

Closed

▼ Negotiations

Feedback

6/8 1. Both salaries need to state what direct client services will be provided by the employee. 2. Mortgage assistance, please remove security deposits and include escrow (see RFA) 3. Child/Adult care needs a little more information. Please see RFA 1. See Grant Negotiations Training Guide: <https://www.tvc.texas.gov/wp-content/uploads/2023/05/FVA-Grant-Portal-Negotiations-Training-Guide.mp4> 2. Principal Participants: update as needed. Instructions: FLUX > click 'People' (Left side) > to update, select appropriate individual and click 'Edit' (top Right) OR to add a new individual, click 'Create New' (bottom Right) > click 'Requests to Edit' (Left side) > click 'Edit' (top Right) > make update(s) under Principal Participants > click 'Save' or 'Save and Close'. 3. Budget Tables: create narratives for each Budget Group Expense in appropriate Line Item Details field explaining the use of requested funds. See RFA for guidance and verbiage. 4. Total Number of Clients to be Served: based off the performance of the current year's grant, your Total Number of Clients to be Served needs to be increased to 235. 5. For the question "Describe the services that your..." Remove "See budget narrative per budget category" and provide response to question. 6. Next question, remove "N/A. This grant project will only serve eligible dependents and surviving spouses" This is only allowed if veterans will NOT be served.

Comments for TVC:

NOGA Agreement

Are you the signature authority or delegate accepting the NOGA terms?

NOGA DOCUMENTS



NOGA.docx

NOGA

Added at 8:35 PM on June 13, 2023

I hereby confirm that I have the authority to enter this organization into a contract with Texas Veteran's Commission. (Delegation of Authority letter has been uploaded as required.):

I have read, understand, and accept the terms of this grant contract according to federal & state regulations, and TVC policies outlined in the RFA, Program Requirements, and the Notice of Grant Award statement.

Date:

Signature Authority Name:

Status

Pending NOGA Signature

▼ Table of Contents

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Additional Organization Information

How many organizational employees working on the grant funded project are veterans?*

1

On average, how many veterans does the organization serve annually? *

6000

On average, how many clients does the organization serve annually? * 6000

Percentage of clients served by the organization who are veterans: 100%

Principal Participants

Executive Director * Richard Cortez
Chief Financial Officer * Linda Fong
Chief Operations Officer: Samuel Perez
Project Manager / Coordinator * Samuel Perez
Project Accountant * Celeste Garza
Media / Communications Coordinator * Griselda Uresti

Returning Grant

Does your organization currently have an active FVA Grant? * Yes

Active Grant ID: GT-FVA22-022

Active Grant Amount: \$300,000.00

Does your organization have a second active FVA grant? * No

▼ Full Application

▼ Summary of Services

Geographic Service Area(s)* Hidalgo

What types of services does the organization currently provide to the community in the proposed service area? * Does not currently provide services in area

What types of services does the organization currently provide to veterans in the proposed geographic service area? * Rent, Mortgage, Utilities, Child/Adult Care, Funeral Assistance, Vehicle Maintenance

Who will the organization provide direct services to under the proposed project? Check boxes below.*

Veterans: Yes

Dependents: No

Surviving Spouses: Yes

Number of Veterans* 205

Number of Surviving Spouses* 30

Total Number of Clients to be Served: 235

Will your organization ensure that the beneficiaries served, reported monthly to FVA are unduplicated? * Yes

Describe how your organization will ensure that beneficiaries reported to FVA are unduplicated. *
By referring back to monthly expenditure reports and google sheets.

Will your organization collect and verify authorized beneficiary eligibility documents as prescribed by the RFA? * Yes

Describe how the eligibility verification documents are securely maintained (example: in locked filing cabinet or electronically on your organization's server). *
Records are secured in a locked filing cabinet, locked offices and in secured electronic computer services.

How long does your agency retain grant documentation? *

3 years

Describe the services that your project will provide with this funding, and the specific veteran beneficiaries who will receive the services*

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)
- Rent/Mortgage

What types of eligible beneficiaries from the United States military components will your organization serve with TVC grant funding? (select all that apply)* Reserves , National Guard, Veteran

Choose the veteran discharge status(es) (Characterization of Service) that your organization will serve with TVC grant funding? (select all that apply)* Honorable, General Under Honorable Conditions, Other Than Honorable Conditions, Bad Conduct, Dismissed, Uncharacterized

Describe any other restrictions on eligibility, if applicable (example: income level, VA disability rating, etc).
Reside in Hidalgo County, Texas.

At what location(s) will beneficiary intake occur?* Organization Office, Beneficiary Home, Via Phone, Online Application , Other Location

At what location(s) will beneficiaries receive services?* Organization Office, Beneficiary Home, Other Location

Can beneficiaries request services over the phone?* Yes

If yes, provide phone number for beneficiaries' to contact for application and/or client intake?* 956-292-7076
Must be formatted as XXX-XXX-XXXX

Can beneficiaries request services or make an appointment online?* No

Can beneficiaries apply for services via walk-in? * Yes

Are services provided by appointment only?* No

How will beneficiaries be evaluated to determine priority of service?* Financial Hardship

Once eligibility is determined, how many days will it take for requested services to be provided?* 45

▼ Marketing and Outreach

Will your organization conduct outreach events/ interactions to promote grant-funded services? * Yes

Describe the organization's outreach plan.*

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

How many hours a week, on average, will you conduct outreach with grant funding?* 40

Will your organization conduct marketing to mass audiences promoting grant-funded services?* Yes

Describe the organization's marketing plan.*

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

What marketing techniques will your organization be using to promote grant funded services ? Broadcast Media, Flyers and Brochures, Social Media , Other

Will beneficiary satisfaction of grant-funded services be measured? * Yes

Will this include a satisfaction survey after all services have been provided? * Yes

▼ Financial Information

Does your organization have a maximum allowable amount per client? * No

Does your organization have the ability to sustain this project without FVA funding?* No

Does your organization use software to record accounting transactions and manage financial book keeping?* Yes

What is the name, type, and version of the software? Alio and google sheets

Note: The values entered for Total Assets, Total Liabilities, Net Assets should be based on the attached financial documents.

Total Assets* \$99,750.37
 Total Liabilities* \$99,750.37
 Net Assets at the end of the Year* \$0.00

Budget Tables

Salary & Fringe Group

Name	Job Title	Annual Salary	% Time to TVC Grant	Total Grant Funded Salary
Griseida Uresli	Outreach Specialist II	\$32,570.00	100%	\$32,570.00
Total Fringe: \$15,716.47		Total Grant Funded Fringe: \$15,716.47		
Social Security: \$2,019.34 Medicare: \$472.27 FICA: \$2,491.61	Health: \$8,832.00 Dental: Vision:	Life: \$56.16 Disability: Worker's Comp: \$11.40	Unemployment: \$195.42 Retirement: \$4,129.88	Parking: Phone:
Total Salary + Fringe: \$48,286.47		Fringe % of Salary: 48.25%		
Emanuel Vasquez	Outreach Specialist II	\$32,570.00	100%	\$32,570.00
Total Fringe: \$15,716.47		Total Grant Funded Fringe: \$15,716.47		
Social Security: \$2,019.34 Medicare: \$472.27 FICA: \$2,491.61	Health: \$8,832.00 Dental: Vision:	Life: \$56.16 Disability: Worker's Comp: \$11.40	Unemployment: \$195.42 Retirement: \$4,129.88	Parking: Phone:
Total Salary + Fringe: \$48,286.47		Fringe % of Salary: 48.25%		
Total Salary				\$96,572.94

Travel Group

Category	Unit Cost	# Units	# Staff	Amount Requested
Local Mileage & Fees	\$750.00	1	2	\$1,500.00
Total				\$1,500.00

Supplies Group

Category	Unit Cost	Quantity	Amount Requested
Office Supplies	\$3,000.00	1	\$3,000.00
Total			\$3,000.00

Direct Client Services Group

Category	Unit Cost	Quantity	Amount Requested
Rent	\$500.00	15	\$7,500.00
Mortgage	\$500.00	15	\$7,500.00
Child/Adult Care	\$1,000.00	10	\$10,000.00
Utilities	\$500.00	40	\$20,000.00

Funeral	\$2,000.00	65	\$130,000.00
Transportation Beneficiary Vehicle	\$500.00	40	\$20,000.00
Total			\$195,000.00

Other Direct Cost Group

Category	Unit Cost	Quantity	Amount Requested
Phone Service	\$456.00	2	\$912.00
Total			\$912.00

IDC Group



Category	Amount Requested
Administrative and Facilities Costs	\$3,015.06
Total	\$3,015.06



Total Budget: \$300,000.00



▼ Documents

Select the financial document that applies to your organization as per the RFA:

ORGANIZATIONAL DOCUMENTS

-  RichardCortez_resume.pdf 

Resumes
Added by Samuel Perez at 8:35 AM on November 14, 2022
-  Commissioners Court Board 2022.docx 

Governing Body Members
Added by Samuel Perez at 8:35 AM on November 14, 2022
-  Liability Insurance 2022.pdf 

Liability Insurance
Added by Samuel Perez at 8:34 AM on November 14, 2022

POLICY/PROCEDURE DOCUMENTS

- Capitalization and Equipment
- Cash Management
- Payroll
- Procurement
- Travel
- Vendor Payments