

SOCIAL SERVICES BLOCK GRANT
HURRICANE DOLLY
DISASTER RELIEF FUNDING
APPLICATION INFORMATION
AND INSTRUCTIONS



Lower Rio Grande Valley Development Council

311 N. 15th Street

McAllen, Texas 78501

SOCIAL SERVICE BLOCK GRANT APPLICATION

GENERAL INFORMATION

FUNDING BACKGROUND

In the aftermath of Hurricanes Dolly and Ike, Congress has appropriated approximately \$218 million in Social Services Block Grant (SSBG) funding to the State of Texas to support current and long-term recovery efforts. The Texas Health and Human Services Commission (HHSC) is designated as the state agency handling the distribution and oversight of SSBG funds, which are to be used for a wide array of human services related needs.

The Lower Rio Grande Valley Development Council will be the recipient of an SSBG allocation of Dolly funds in the amount of \$9,949, 297 to be used locally for the expansion of health and human services and hurricane related damages. The amount available for contracting is \$6,348,669 and the county breakdown is Cameron County \$3,487,215, Hidalgo County \$2,149,740, and Willacy County \$800,775.

ELIGIBLE APPLICANTS

Health care providers (including community health centers and clinics), mental health providers (including community mental health centers) and social service, faith-based providers, and units of general government located in Cameron, Hidalgo and Willacy counties who served victims of Hurricane Dolly.

ELIGIBLE ACTIVITIES

FUNDS MUST BE USED TO SERVE VICTIMS OF HURRICAN DOLLY.

Funds may not be used for activities or costs for which monetary compensation has been made or will be made available through insurance, the Federal Emergency Management Agency, the Army Corps of Engineers, or any other state or federal governmental source. Funds may not be used to replace or replenish donations that were provided by the donor(s) as a result of hurricane Dolly and were specifically intended to pay for allowable services. Grant funds will be financed 100 percent with federal funds.

Funds are COST REIMBURSEMENT ONLY for expenses incurred after July 23, 2008 and for expansion of services. No upfront funds will be provided.

All activities must meet one or more of the following goals under the Social Service Block Grant.

- Achieving or maintaining economic self-support to prevent, reduce or eliminate dependency
- Achieving or maintaining self-sufficiency, including reduction or prevention of dependency
- Prevention or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families
- Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care or other forms of less intensive care
- Securing referral or admission for institutional care when other forms of care are not appropriate and/or provided to individuals in institutions

AND

All activities must be related to providing services to victims of Hurricane Dolly in the fields of social service, health care, or mental health. Activities must address one or more of the following purpose area:

Adoption Services
Case Management Services
Congregate Meals
Counseling Services
Day Care Services – Adults
Day Care Services – Children
Education and Training
Employment Services
Family Planning Services
Foster Care Services for Adults
Foster Care Services for Children
Health Related and Home Health Services
Home Based Services
Home Delivered Meals
Housing Services
Independent and Transitional Living Services
Information and Referral
Legal Services
Pregnancy and Parenting Services for Young Parents
Prevention and Intervention Services
Protection Services for Adults
Protective Services for Children
Recreational Services
Residential Treatment Services

Special Services for Persons with Developmental or Physical Disabilities
Special Services for Youth Involved in or at Risk of Involvement with Criminal Activity
Substance Abuse Services
Transportation Services
Other Services (i.e.- some health care/mental health services)

FUNDING PERIOD

Funds for expansion of services can be requested to cover eligible services and costs expended between August 1, 2009 and September 30, 2010 or upon approval by the LRGVDC Board of Directors.

FUNDING PROCESS

Application for funding will be made to the Lower Rio Grande Valley Development Council (LRGVDC). **Submitting an application does not automatically guarantee funding.** After applications and the required attachments are received, they will be copied and distributed to members of the LRGVDC Advisory Council on Aging which has been charged with this task. This group will review applications and attachments, access needs and make funding recommendations, which will then be brought before the LRGVDC Board of Directors for approval.

Once projects are approved for funding, applicant agencies will be contacted and informed of what is needed for reimbursement. It is unknown at this time, the exact date reimbursements will be made.

APPLICATION DUE DATE/SUBMISSION INFORMATION

Applications are due to the LRGVDC no later than 3:00 P.M. on Thursday, July 2, 2009.

Sealed applications may be mailed or hand-delivered to LRGVDC 311 N. 15th Street, McAllen, Texas 78501. In Cameron County the applications may be hand-delivered at the LRGVDC- Area Agency on Aging's Harlingen office at 1514 S. Sunshine Strip, Suite 16, Harlingen, Texas 78550.No faxes will be accepted.

QUESTIONS

Questions about the application or instructions should be directed to the following:

Jose L. Gonzalez
Lower Rio Grande Valley Development Council
Phone: 956-68-3481 Ext. 116
Fax: 956-682-8852
igonzalez@lrgvdc.org

Alonzo Rodriguez
Lower Rio Grande Valley Development Council
Phone: 956-68-3481 Ext. 109
Fax: 956-682-8852
arodriguez@lrgvdc.org

Marilu Fuentes
Lower Rio Grande Valley Development Council
Phone: 956-68-3481 Ext. 108
Fax: 956-682-8852
mfuentes@lrgvdc.org

INSTRUCTIONS FOR
SOCIAL SERVICE BLOCK GRANT
APPLICATION

INSTRUCTIONS FOR SOCIAL SERVICES BLOCK GRANT APPLICATIONS

GENERAL QUESTIONS

1. Provide the proper name of your organization.
2. Provide the address of your organization. (If mailing address is different, please include.
3. Provide the name of the person who can answer questions about the application (contact person). (This should be someone who is familiar with the application and activities to be carried out).
4. Provide the contact person's title.
5. Provide the telephone number of the contact person.
6. Provide the fax number of the contact person.
7. Provide the cell number of the contact person.
8. Provide the email address of the contact person.
9. Provide a brief description of the organization for which these funds are requested and the services supplied or to be delivered to Hurricane Dolly victims.
10. Identify one or more of the listed goals which your project addresses or meets and include the eligible service proposed that meets the selected goal.
11. Identify which eligible services from the list provided your project will address. (For Service Definitions, see Attachment A.)
12. List each of the eligible services identified in question 11 and denote the number of recipients to be served for each service.
13. Denote the applicable type of funding for which you are applying. If you are applying for expansion of services which you will provide, list the applicable service category number from Attachment A. If the application is for damage recovery include information on the type of source documentation to be submitted (ie: Appraisal of damages, letters from insurance company or FEMA or other source reimbursing for damages such as private donations and the balance that is not covered by any source.) If the agency intend to apply for both damage recover and expansion of service, a separate application must be provided for each category.
14. Provide the total amount of funding requested. If the request is for more than one service, indicate the amount for each service (This amount should match the total of funds listed at the bottom of Question 15)
15. Provide a projected comprehensive line item budget for the funding for which you are applying. This applies for each service if the request is for more than one service.
16. Provide the designated documents which are required for your application to be eligible for consideration. (The information from the Texas Comptroller's Office may be obtained at <http://ecpa.cpa.state.tx.us/coa/Index.html>)
17. Sign the affirmation of data certification
18. Type the name of the applying organization in the fiscal responsibility affirmation statement and obtain the signature of the Chief Elected Official/Chairman of the Board and the Chief Financial Officer/Auditor/Executive Director of the organization.

Lower Rio Grande Valley Development Council
Social Services Block Grant Application
Hurricane Dolly

Social Service Block Grant (SSBG) funds are provided to reimburse for services to individuals affected by Hurricane Dolly. The purpose of this funding is to provide a reimbursement to local governments and non-profit organizations for a wide array of human services, including the provision of healthcare and housing needs. **These funds are for COST REIMBURSEMENT ONLY of expenses relative to Hurricane Dolly which occurred on or after July 23rd, 2008.**

Funds may not be used for activities reimbursable by or for which funds have been made or will be made available through insurance, the Federal Emergency Management Agency, the Army Corps of Engineers, or any other federal funding source, or to replace or replenish donations that were provided by the donor(s) as a result of the hurricane and specifically intended to pay for allowable services as a result of Hurricane Dolly.

NOTE: *Submitting this application does not automatically guarantee funding. Any funding requests received must be accompanied by the required supportive data.*

1. Organization:
2. Address:
3. Contact Name:
4. Title:
5. Telephone Number:
6. Fax Number:
7. Cell Number:
8. E-mail:

9. Please provide a brief description of your organization and the services you offer:

10. Please identify one or more of the following SSBG goals your proposed project addresses or meets. List the services you will provide and explain how you will meet these goal(s).

- **Achieving or maintaining economic self-support to prevent, reduce or eliminate dependency**

- **Prevention or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families**

- **Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care or other forms of less intensive care**

Social Services Block Grant Application

- **Securing referral or admission for institutional care when other forms of care are not appropriate and/or provided to individuals in institutions**

- **Achieving or maintaining self-sufficiency, including reduction or prevention of dependency**

11. Please identify from the list below the eligible service(s) for which you are applying (See Uniform Definition of Eligible Services in application instructions for an explanation of each service):

Adoption Services

Case Management Services

Congregate Meals

Counseling Services

Day Care Services-Adult

Day Care Services-Children

Education & Training Service

Employment Services

Family Planning Services

Foster Care Services for Adults

Foster Care Services for Children

Health Related & Home Health Services

Home Based Services

Home Delivered Meals

Housing Services

Social Services Block Grant Application

Independent & Transitional Living Services

Information & Referral

Legal Services

Pregnancy & Parenting Services for Young Parents

Prevention & Intervention Services

Protective Services for Adults

**Protective Services for Children
Special Services-Developmental
Or Physical Disabilities**

Recreational Services

Residential Treatment Services

Special Services-Youth at Risk

Substance Abuse Services

Transportation Services

Other Services:

12. For each eligible service identified above, project the number of beneficiaries to be served in each of the following categories.

Eligible Service	Children (1-17 yrs.)	Adults 18-59 yrs.)	Adults (60+ yrs.)

13. Social Service Block Grants are issued relative to either Damage Recovery from Hurricane Dolly and/or Expansion of services due to an increase in client base relative to negative impact of Hurricane Dolly. Identify the applicable grant type and denote the applicable service category (See Attachment A).

Damage Recovery

Expansion of Services

Note: If applicant intends to submit an application for Damage Recovery and Expansion of Services, separate applications must be submitted per category.

Social Services Block Grant Application

Damage Recovery applicants must indicate the type of source documentation to be submitted to substantiate the amount of funds being requested.

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14. Total amount of funding requested. \$

Eligible Service	Amount

15. Please provide a comprehensive Line Item budget relative to the funding request denoting total funding request at the bottom. (Attachment of a spread sheet is allowable).

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Social Service Block Grant Application

16. Applicants are REQUIRED to submit the below supportive documentation with this application for consideration of funding. (If the documentation listed below is Not Applicable to your entity then please note as X in the space provided)

Copy of determination letter from the IRS indicating the tax exemption for the non-profit organization.

Evidence of good standing from the Texas Comptroller's Office for taxable entities. (The documentation may be obtained online from the State Comptroller's Office)

Copy of the Articles of Incorporation (for non-public entities)

Copy of Bylaws (for non-public entities)

Copies of 2006 and 2007 filed IRS Form 990s.

Copies of 2006 and 2007 OMB Circular A-133 audit, if applicable. (This documentation is required of States, Local Governments and Non-Profit Organizations which expends \$500,000.00 or more of Federal awards within a fiscal year)

Copies of Fiscal Year 2007 and 2008 financial statements (reports) along with the 2009 proposed entity budget.

Copy of resume for the entity's chief financial officer

Copy of resume for the entity's program administrator/executive director

Attach list of elected officials and key department staff involved with this project (for public entities)

Attach list of board of directors/governing body and key staff involved with this project (for non-public entities)

I certify that all information contained herein and attached hereto is true and correct to the best of my knowledge.

Applicant: _____
Signature

Date

Social Services Block Grant Application

I certify that (Entity Name) has the financial resources to fund the capital expenditures for this grant project without advances by the LRGVDC or assignment of any payments by the LRGVDC to a financing source. I further agree to any and all monitoring both fiduciary and performance by the LRGVDC and/or their contracted consultant.

Chief Elected Official/Chairman of the Board: _____
Signature

Date

Chief Auditor/Finance Officer/Executive Director: _____
Signature

Date

Attachment A

Social Services Block Grant

Uniform Definition of Eligible Services

1. Adoption Services

Adoption services are those services or activities provided to assist in bringing about the adoption of a child. Component services and activities may include, but are not limited to, counseling the biological parent(s), recruitment of adoptive homes, and pre- and post- placement training and/or counseling

2. Case Management Services

Case management services are services or activities for the arrangement, coordination, and monitoring of services to meet the needs of individuals and families. Component services and activities may include individual service plan development; counseling; monitoring, developing, securing, and coordinating services; monitoring and evaluating client progress; and assuring that clients' rights are protected.

3. Congregate Meals

Congregate meals are those services or activities designed to prepare and serve one or more meals a day to individuals in central dining areas in order to prevent institutionalization, malnutrition, and feelings of isolation. Component services or activities may include the cost of personnel, equipment, and food; assessment of nutritional and dietary needs; nutritional education and counseling; socialization; and other services such as transportation and information and referral.

4. Counseling Services

Counseling services are those services or activities that apply therapeutic processes to personal, family, situational, or occupational problems in order to bring about a positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or drug abuse.

5. Day Care Services--Adults

Day care services for adults are those services or activities provided to adults who require care and supervision in a protective setting for a portion of a 24-hour day. Component services or activities may include opportunity for social interaction, companionship and self- education; health support or assistance in obtaining health services; counseling; recreation and general leisure time activities; meals; personal care services; plan development; and transportation.

6. Day Care Services--Children

Day care services for children (including infants, pre-schoolers, and school age children) are services or activities provided in a setting that meets applicable standards of state and local law, in a center or in a home, for a portion of a 24-hour day.

Component services or activities may include a comprehensive and coordinated set of appropriate developmental activities for children, recreation, meals and snacks, transportation, health support services, social service counseling for parents, plan development, and licensing and monitoring of child care homes and facilities.

7. Education and Training Services

Education and training services are those services provided to improve knowledge or daily living skills and to enhance cultural opportunities. Services may include instruction or training in, but are not limited to, such issues as consumer education, health education, community protection and safety education, literacy education, English as a second language, and General Educational Development (G.E.D.). Component services or activities may include screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies and instructional material; counseling; transportation; and referral to community resources.

8. Employment Services

Employment services are those services or activities provided to assist individuals in securing employment or acquiring or learning skills that promote opportunities for employment. Component services or activities may include employment screening, assessment, or testing; structured job skills and job seeking skills; specialized therapy (occupational, speech, physical); special training and tutoring, including literacy training and pre-vocational training; provision of books, supplies and instructional material; counseling, transportation; and referral to community resources.

9. Family Planning Services

Family planning services are those educational, comprehensive medical or social services or activities which enable individuals, including minors, to determine freely the number and spacing of their children and to select the means by which this may be achieved. These services and activities include a broad range of acceptable and effective methods and services to limit or enhance fertility, including contraceptive methods (including natural family planning and abstinence), and the management of infertility (including referral to adoption). Specific component services and activities may include preconceptional counseling, education, and general reproductive health care, including diagnosis and treatment of infections which threaten reproductive capability. Family planning services do not include pregnancy care (including obstetric or prenatal care).

10. Foster Care Services for Adults

Foster care services for adults are those services or activities that assess the need and arrange for the substitute care and alternate living situation of adults in a setting suitable to the individual's needs. Individuals may need such services because of social, physical or mental disabilities, or as a consequence of abuse or neglect. Care may be provided in a community-based setting, or such services may arrange for institutionalization when necessary. Component services or activities include assessment of the individual's needs; case planning and case management to assure that the individual receives proper care in the placement; counseling to help with personal problems and adjusting to new situations; assistance in obtaining other necessary supportive services; determining, through periodic reviews, the continued

appropriateness of and need for placement; and recruitment and licensing of foster care homes and facilities.

11. Foster Care Services for Children

Foster care services for children are those services or activities associated with the provision of an alternative family life experience for abused, neglected or dependent children, between birth and the age of majority, on the basis of a court commitment or a voluntary placement agreement signed by the parent or guardian. Services may be provided to children in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, pre-adoptive homes or supervised independent living situation. Component services or activities may include assessment of the child's needs; case planning and case management to assure that the child receives proper care in the placement; medical care as an integral but subordinate part of the service; counseling of the child, the child's parents, and the foster parents; referral and assistance in obtaining other necessary supportive services; periodical reviews to determine the continued appropriateness and need for placement; and recruitment and licensing of foster homes and child care institutions.

12. Health Related and Home Health Services

Health related and home health services are those in-home or out-of-home services or activities designed to assist individuals and families to attain and maintain a favorable condition of health. Component services and activities may include providing an analysis or assessment of an individual's health problems and the development of a treatment plan; assisting individuals to identify and understand their health needs; assisting individuals to locate, provide or secure, and utilize appropriate medical treatment, preventive medical care, and health maintenance services, including in-home health services and emergency medical services; and providing follow-up services as needed.

13. Home Based Services

Home based services are those in-home services or activities provided to individuals or families to assist with household or personal care activities that improve or maintain adequate family well-being. These services may be provided for reasons of illness, incapacity, frailty, absence of a caretaker relative, or to prevent abuse and neglect of a child or adult. Major service components include homemaker services, chore services, home maintenance services, and household management services. Component services or activities may include protective supervision of adults and/or children to help prevent abuse, temporary non-medical personal care, house-cleaning, essential shopping, simple household repairs, yard maintenance, teaching of homemaking skills, training in self-help and self-care skills, assistance with meal planning and preparation, sanitation, budgeting, and general household management.

14. Home Delivered Meals

Home-delivered meals are those services or activities designed to prepare and deliver one or more meals a day to an individual's residence in order to prevent institutionalization, malnutrition, and feelings of isolation. Component services or activities may include the cost of personnel, equipment, and food; assessment of

nutritional and dietary needs; nutritional education and counseling; socialization services; and information and referral.

15. Housing Services

Housing services are those services or activities designed to assist individuals or families in locating, obtaining, or retaining suitable housing. Component services or activities may include tenant counseling; helping individuals and families to identify and correct substandard housing conditions on behalf of individuals and families who are unable to protect their own interests; and assisting individuals and families to understand leases, secure utilities, make moving arrangements and minor renovations.

16. Independent and Transitional Living Services

Independent and transitional living services are those services and activities designed to help older youth in foster care or homeless youth make the transition to independent living, or to help adults make the transition from an institution, or from homelessness, to independent living. Component services or activities may include educational and employment assistance, training in daily living skills, and housing assistance. Specific component services and activities may include supervised practice living and post-foster care services.

17. Information and Referral

Information and referral services are those services or activities designed to provide information about services provided by public and private service providers and a brief assessment of client needs (but not diagnosis and evaluation) to facilitate appropriate referral to these community resources.

18 Legal Services

Legal services are those services or activities provided by a lawyer or other person(s) under the supervision of a lawyer to assist individuals in seeking or obtaining legal help in civil matters such as housing, divorce, child support, guardianship, paternity, and legal separation. Component services or activities may include receiving and preparing cases for trial, provision of legal advice, representation at hearings, and counseling.

19. Pregnancy and Parenting Services for Young Parents

Pregnancy and parenting services are those services or activities for married or unmarried adolescent parents and their families designed to assist young parents in coping with the social, emotional, and economic problems related to pregnancy and in planning for the future. Component services or activities may include securing necessary health care and living arrangements; obtaining legal services; and providing counseling, child care education, and training in and development of parenting skills.

20. Prevention and Intervention Services

Prevention and intervention services are those services or activities designed to provide early identification and/or timely intervention to support families and prevent or ameliorate the consequences of, abuse, neglect, or family violence, or to assist in making arrangement for alternate placements or living arrangements where necessary. Such services may also be provided to prevent the removal of a child or adult from the home. Component services and activities may include investigation; assessment and/or

evaluation of the extent of the problem; counseling, including mental health counseling or therapy as needed; developmental and parenting skills training; respite care; and other services including supervision, case management, and transportation.

21. Protective Services for Adults

Protective services for adults are those services or activities designed to prevent or remedy abuse, neglect or exploitation of adults who are unable to protect their own interests. Examples of situations that may require protective services are injury due to maltreatment or family violence; lack of adequate food, clothing or shelter; lack of essential medical treatment or rehabilitation services; and lack of necessary financial or other resources. Component services or activities may include investigation; immediate intervention; emergency medical services; emergency shelter; developing case plans; initiation of legal action (if needed); counseling for the individual and the family; assessment/evaluation of family circumstances; arranging alternative or improved living arrangements; preparing for foster placement, if needed; and case management and referral to service providers.

22. Protective Services for Children

Protective services for children are those services or activities designed to prevent or remedy abuse, neglect, or exploitation of children who may be harmed through physical or mental injury, sexual abuse or exploitation, and negligent treatment or maltreatment, including failure to be provided with adequate food, clothing, shelter, or medical care. Component services or activities may include immediate investigation and intervention; emergency medical services; emergency shelter; developing case plans; initiation of legal action (if needed); counseling for the child and the family; assessment/evaluation of family circumstances; arranging alternative living arrangement; preparing for foster placement, if needed; and case management and referral to service providers.

23. Recreational Services

Recreational services are those services or activities designed to provide, or assist individuals to take advantage of, individual or group activities directed towards promoting physical, cultural, and/or social development.

24. Residential Treatment Services

Residential treatment services provide short-term residential care and comprehensive treatment and services for children or adults whose problems are so severe or are such that they cannot be cared for at home or in foster care and need the specialized services provided by specialized facilities. Component services and activities may include diagnosis and psychological evaluation; alcohol and drug detoxification services; individual, family, and group therapy and counseling; remedial education and GED preparation; vocational or pre-vocational training; training in activities of daily living; supervised recreational and social activities; case management; transportation; and referral to and utilization of other services.

25. Special Services for Persons With Developmental or Physical

Disabilities, or Persons With Visual or Auditory Impairments Special services for persons with developmental or physical disabilities, or persons with visual or auditory impairments, are services or activities to maximize the potential of persons with

disabilities, help alleviate the effects of physical, mental or emotional disabilities, and to enable these persons to live in the least restrictive environment possible. Component services or activities may include personal and family counseling; respite care; family support; recreation; transportation; aid to assist with independent functioning in the community; and training in mobility, communication skills, the use of special aids and appliances, and self-sufficiency skills. Residential and medical services may be included only as an integral, but subordinate, part of the services.

26. Special Services for Youth Involved in or at Risk of Involvement With Criminal Activity

Special services for youth involved in or at risk of involvement with criminal activity are those services or activities for youth who are, or who may become, involved with the juvenile justice system and their families. Component services or activities are designed to enhance family functioning and/or modify the youth's behavior with the goal of developing socially appropriate behavior and may include counseling, intervention therapy, and residential and medical services if included as an integral but subordinate part of the service.

27. Substance Abuse Services

Substance abuse services are those services or activities that are primarily designed to deter, reduce, or eliminate substance abuse or chemical dependence. Except for initial detoxification services, medical and residential services may be included but only as an integral but subordinate part of the service. Component substance abuse services or activities may include a comprehensive range of personal and family counseling methods, methadone treatment for opiate abusers, or detoxification treatment for alcohol abusers. Services may be provided in alternative living arrangements such as institutional settings and community-based halfway houses.

28. Transportation Services

Transportation services are those services or activities that provide or arrange for the travel, including travel costs, of individuals in order to access services, or obtain medical care or employment. Component services or activities may include special travel arrangements such as special modes of transportation and personnel to accompany or assist individuals or families to utilize transportation.

29. Other Services

Other Services are services that do not fall within the definitions of the preceding 28 services. The definition used by the State for each of these services should appear elsewhere in the annual report.