

## Application Fact Sheet

Thank you for your interest in Harris County funding opportunities. For the second year, Harris County is participating in the Texas Department of Agriculture (TDA) Texans Feeding Texans Home-Delivered Meal Grant Program. It is the responsibility of the Harris County Community Services Department (HCCSD) to approve the financial capacity and provide grants to organizations serving home delivered meals to homebound elderly and disabled. Organizations must receive a grant from HCCSD to be eligible to receive a grant from TDA.

The Harris County Community Services Department (CSD) invites qualified organizations to apply under the Fiscal Year 2009 Request for Qualifications (RFQ) process for Texans Feeding Texans. HCCSD will approve each organization's accounting system or fiscal agent and provide approved organizations with a qualifying grant and the required Harris County resolution form.

Prior to responding to the RFQ, each qualified organization is urged to read the instructions carefully. Before submitting the application, check all calculations and review the package for completion of all forms and sections. Inaccuracies and omissions will be grounds for rejection. All applications will become part of Harris County's official files.

### Application Submittal

- The Development Staff will be available to provide additional assistance with the application process. Please call Kelly Opot at (713) 578-2108.
- Bind only with binder clips.
- **Submit three (3) original signed copies of the application.** All applications must:
  - Include all attachments in their entirety for each copy. (With the exception of **only one return-addressed envelope** for all copies)
  - **Copies of the application should be submitted in a sealed envelope and clearly marked with Attn: Kelly Opot on the outside the envelope.**
  - All originals **must** be signed in **blue** ink.

**Application Due Date: Monday, August 25, 2008 by 2:00 P.M. CDT**

Harris County Community Services Department

8410 Lantern Point, Houston, Texas 77054

**Late applications will NOT be accepted.**