

**RESOLUTION AUTHORIZING COUNTY GRANT**

**TEXAS DEPARTMENT OF AGRICULTURE  
HOME-DELIVERED MEAL GRANT PROGRAM**

A RESOLUTION OF THE COUNTY OF COLLIN, TEXAS (County) CERTIFYING THAT THE COUNTY HAS MADE A GRANT TO COLLIN COUNTY COMMITTEE ON AGING (Organization) AN ORGANIZATION THAT PROVIDES HOME-DELIVERED MEALS TO HOMEBOUND PERSONS IN THE COUNTY WHO ARE ELDERLY AND/OR HAVE A DISABILITY AND CERTIFYING THAT THE COUNTY HAS APPROVED THE ORGANIZATION'S ACCOUNTING SYSTEM OR FISCAL AGENT.

**WHEREAS**, the Organization desires to apply for grant funds from the Texas Department of Agriculture to supplement and extend existing services homebound persons in the County who are elderly and/or have a disability, pursuant to the Home-Delivered Meal Grant Program (Program); and

**WHEREAS**, the Program rules require the County in which an Organization is providing home-delivered meal services to make a grant to the Organization, in order for the Organization to be eligible to receive Program grant funds; and

**WHEREAS**, the Program rules require the County to approve the Organization's accounting system or fiscal agent, in order for the Organization to be eligible to receive Program grant funds.

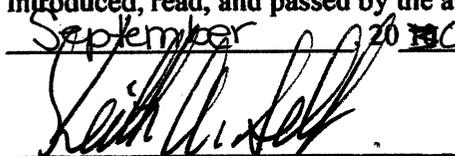
**BE IT RESOLVED BY THE COUNTY:**

SECTION 1: The County hereby certifies that it has made a grant to the Organization in the amount of \$ 22,092.00 to be used between the 1 of October, 2009 and the 30 of September, 2010.

SECTION 2: The County hereby certifies that the Organization provides home-delivered meals to homebound persons in the County who are elderly and/or have a disability.

SECTION 3: The County hereby certifies that it has approved the Organization's accounting system or fiscal agent.

Introduced, read, and passed by the affirmative vote of the County on this 28<sup>th</sup> day of September, 2009.

  
Signature of Authorized Official

Keith Self, Collin County Judge  
Typed Name and Title

**NOTE: All information shown in this resolution must be included in the resolution passed by the County.**



Todd Staples, Con

About TDA > TDA Divisions > External Relations > Texans Feeding Texans - Home-Delivered Meal Grant Program

## Texans Feeding Texans - Home-Delivered Meal Grant Program

Grant Application Packet and additional information can be found by using the links to the right.

### Related Links

- Application Materials
- Grant Recipients
- Reporting Status
- Texans Feeding Texans Home-Delivered Meal Grant Program Return

In 2010 and 2011, the Texans Feeding Texans: Home-Delivered Meal Grant Program will disburse approximately \$20 million statewide.

- All qualified meal providers that apply will receive funds to supplement and expand home-delivered meal services.
- Applications must be postmarked by November 1, 2009. TDA will begin applications September 1, 2009.

### The Role of the Counties

Counties can bring TDA dollars to their communities by making qualifying grant applications to nonprofit meal providers.

- A grant equivalent to \$0.25 per county senior as reported in the 2000 census qualifies meal providers for maximum funds under the Program. County rates less than \$0.25 per county senior will qualify providers for corresponding smaller TDA grants.
- If a county has multiple meal providers, the individual county qualifying grant amounts will be totaled to determine the County's overall participation level.

Counties that provide homebound meal delivery services may also apply directly to meal providers.

### The Role of the Meal Providers

A nonprofit or governmental agency that delivers meals to homebound elderly individuals is eligible to apply for a grant through the Home-Delivered Meal Grant Program. In order for providers to qualify, they must first receive a grant from their county.

### The Role of the Texas Department of Agriculture (TDA)

TDA staff will work with meal providers and their counties to ensure all qualified applicants receive funding through this program. For more information call Linda Dickens at (512) 463-6695 or e-mail [grants@texasagriculture.gov](mailto:grants@texasagriculture.gov).

**Michelle Patrick**

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**Subject:** FW: Budget ?

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**From:** Monika Arris  
**Sent:** Tuesday, September 08, 2009 9:10 AM  
**To:** Michelle Patrick  
**Subject:** RE: Budget ?

Sorry for the delay...budget season.

I don't budget an exact amount as we pay for it out of the dues and subscriptions account and no one ever lets me know how much is needed. I thought the amount we pay was based on a formula or % of some sort. I've never been given the calc, so this budget just remains the same each year and we pay our "match". I did not increase the budget in this line from last year, so I would say we are prepared to pay the same as we did in April (see req history below). I hope this helps.

We did pay :  
\$22,092 on 4/7/09 on req # 128740  
\$19,903 on 8/05/08 on req # 118579  
\$21,205 on 3/31/07 on req # 97565

Regards,

**Monika Arris, CIO**  
Director of Budget & Finance  
Collin County  
Phone: 972-548-4603  
Fax: 972-548-4699  
[MArris@collincountytx.gov](mailto:MArris@collincountytx.gov)  
[www.collincountytx.gov](http://www.collincountytx.gov)

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**From:** Michelle Patrick  
**Sent:** Tuesday, September 01, 2009 8:56 AM  
**To:** Monika Arris  
**Subject:** FW: Budget ?

Can you give me the exact amount for the item below... thanks a bunch.

Michelle S. Patrick, MPA  
WIC Director, Collin County Health Care  
825 N. McDonald Street, Suite 120  
McKinney, TX 75069  
972-548-5522 (Office)  
214-385-7522 (Cell)  
[mpatrick@co.collin.tx.us](mailto:mpatrick@co.collin.tx.us)

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**From:** Bill Bilyeu  
**Sent:** Tuesday, September 01, 2009 8:54 AM  
**To:** Michelle Patrick  
**Subject:** RE: Budget ?

Yes it does. I gave this year's invoice to Monika. Monika can you give her the exact amount?

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**From:** Michelle Patrick  
**Sent:** Tuesday, September 01, 2009 7:21 AM  
**To:** Bill Bilyeu  
**Subject:** Budget ?

Do you know if the proposed county budget includes money to the NCTCOG for aging? If so, the amount so that I can start getting the paperwork together for the Committee on Aging resolution for the home delivered meal program.

Thanks a bunch.

M

Michelle S. Patrick, MPA  
WIC Director, Collin County Health Care  
825 N. McDonald Street, Suite 120  
McKinney, TX 75069  
972-548-5522 (Office)  
214-385-7522 (Cell)  
[mpatrick@co.collin.tx.us](mailto:mpatrick@co.collin.tx.us)



TODD STAPLES, COMMISSIONER

**Texans Feeding Texans:  
Home-Delivered Meal Grant Program  
Texas Department of Agriculture (TDA)**

*P.O. Box 12847 Austin, Texas 78711 ♦ Voice (800) 835-5832 ♦ (512) 463-6695  
Hearing impaired: (800) 735-2988 ♦ [www.texasagriculture.gov](http://www.texasagriculture.gov)*

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**FY 2010 APPLICATION PACKET**

- Application Instructions
- Application
- County Resolution Form
- Direct Deposit Form
- Payee Identification Form

**Thank you for your interest in the Home-Delivered Meal Grant Program. If you have any questions, please contact TDA's External Relations Division at (512) 463-6695 or (800) TELL-TDA (1-800-835-5832)**



# Home-Delivered Meal Grant Program

## Texas Department of Agriculture (TDA)

TODD STAPLES  
COMMISSIONER

### Grant Application Form ER-201 Instructions

#### ATTACHMENT CHECKLIST

**REQUIRED:** In order to be eligible for funding, the following items are required with the signed application:

- An IRS Determination Letter if the organization is a private nonprofit.
- List of the Organization's Board of Directors and Officers if the organization is a private nonprofit.
- A completed resolution form from the county in which funding is being sought, providing the amount of the county grant and approving the applicant organization's accounting system or fiscal agent. The provided TDA resolution form must be used.
- Most recent annual financial statement (Balance Sheet and Profit and Loss Statement) or audited financial report.

**OPTIONAL:** Additional attachments that may be included, as applicable:

- A Direct Deposit form to receive the organization's grant payment electronically.
- A Taxpayer Identification Number (TIN) application – complete and submit this form if the organization has not received payments of any kind from the state of Texas in the past; it will be needed to issue your grant payment. This form can be downloaded from the TDA website.

#### SECTION A - ORGANIZATION INFORMATION

(1)	Full Legal Business Name – Provide the organization's legal business name, ensuring it agrees with the business name on the County Resolution Form and financial statements.
(2)	DBA 'Doing Business As' Name – Provide this information if needed to clarify application materials.
(3 - 7)	Mailing Address – Provide a <u>mailing</u> address for the organization. Most correspondence will be sent to this address.
(8 - 12)	Physical Address (Street Address) – Provide a <u>physical</u> address for the organization if it differs from the mailing address. Time-sensitive information will be delivered to this address.
(13)	Federal Identification Number – This <u>nine-digit number</u> is also known as an Employer Identification Number (EIN).
(14)	To be eligible for this grant program, an organization must be a nonprofit organization exempt from taxation under §501(c)(3) of the Internal Revenue Code of 1986, <u>OR</u> a governmental agency.  Check the box that correctly defines the organization. If you are uncertain of the business type, contact the organization's accountant or attorney for clarification.  If the organization is nonprofit, additional information will be required as listed in the application checklist section.
(15)	List all counties in which the organization provides home-delivered meals, including those for which you do not intend to apply for TDA funding.

<b>SECTION B – CONTACT PERSONNEL</b>	
<b>(1) PRIMARY PROGRAM CONTACT</b>	
(16)	Title – Check one box for the primary program contact; if the correct title is not listed, write it in under “Other.”
(17 - 19)	Full Name - Provide the name of the organization’s primary program contact. This person will serve as the point of contact and representative who can answer day-to-day questions about the organization. This person is authorized to sign any reports, surveys and questionnaires or answer any other official inquiries from the TDA.
(20)	E-mail Address – Provide the primary program contact’s e-mail address if available. E-mail addresses are confidential and will not be sold. E-mail addresses allow TDA to communicate faster and more efficiently with organizations throughout the application process and grant year.
(21)	Phone Number – Provide a daytime phone number for the primary program contact person.
(22)	Fax Number – Provide a fax number for the primary program contact person.
<b>(2) NAME OF AUTHORIZED OFFICIAL</b>	
(23)	Same As Above – If the Primary Program Contact is also the Authorized Official for the organization please check this box and move to Question 31 in Section C.
(24)	Title – Check one box for the authorized official contact; if the correct title is not listed, write it in under “Other.”
(25 - 27)	Full Name - Provide the name of the organization’s authorized official. This person is authorized to enter into legal agreements on behalf of the organization.
(28)	E-mail Address – Provide the authorized official’s e-mail address if available. E-mail addresses are confidential and will not be sold. E-mail addresses allow TDA to communicate faster and more efficiently with organizations throughout the application process and grant year.
(29)	Phone Number – Provide a daytime phone number for the authorized official.
(30)	Fax Number – Provide a fax number for the authorized official.
<b>SECTION C – SERVICE INFORMATION</b>	
<b>An organization must submit one application per county for which a grant is sought.</b>	
(31)	Provide the name of the Texas county where meals were delivered during the eligibility period (September 1, 2008 – August 31, 2009) for which you are seeking TDA funding.
(32)	Provide the grant amount awarded to the organization by the county stated in Question 31. If a county grant is less than 25 cents per elderly* resident, according to the last federal decennial census, to organizations in that county, each organization that applies and is eligible to receive grant funds will have their grant reduced in proportion to the amount by which the county grants were less than 25 cents for each elderly resident. (*- “Elderly” is 60 years of age or older.)  The county grant must be awarded during state fiscal year 2010 (September 1, 2009 – August 31, 2010). A resolution from the county stating the grant amount must be included as an attachment to the application. The required resolution form is provided at the end of this application.
(33)	Provide the number of home-delivered meals delivered in the county stated on Question 31 during the eligibility period (September 1, 2008 – August 31, 2009). All home-delivered meals delivered to homebound persons 60 years or older and/or disabled persons should be included, regardless of the source of funding. Meal numbers should include all home-delivered meals, such as Title III, XIX, XX, Program Income, FEMA, and locally funded meals. If your organization has other categories, you should include them with a detailed explanation.
<b>SECTION D – CERTIFICATIONS</b>	
All applicants must complete this section. The organization’s Authorized Official and the Chair of the Board of Directors (if applicable) must sign the Certification. <u>The signatures must be notarized.</u>	
The penalty for knowingly making false statements or false entries, or attempts to secure money through fraudulent means, may include fines, incarceration and/or forfeiture of funds under applicable state law.	