



**QUAD COUNTIES COUNCIL
ON
ALCOHOL AND DRUG ABUSE**

1401 LAS VACAS, DEL RIO, TX 78840

(830) 774-7411

TOLL FREE (877) 774-7411

QUAD@WCSONLINE.NET

November 10, 2014

Sandra Tenorio
Texas Rural Communities, Inc.
168 Cimarron Park Loop
Buda, Texas 78610

RE: Texas Rural Grant Program

Greetings Ms. Tenorio,

The following is in response to your announcement for the submission of a grant to fund community programs in rural areas that advance community development for the benefit of rural communities. Attached is the grant application according to the directions specified in the grant application document

Quad Counties Council on Alcohol and Drug Abuse is a 501 (c)(3) non-profit corporation. QCCADA was incorporated in 1994 and have been providing health and human services within the state of Texas since 1995 in rural counties along the border. QCCADA maintains excellent standing with all current contractors and has no current liabilities or major findings with any funding sources nor the Internal Revenue Service.

We hope you will give our proposal strong consideration and look forward to being able to deliver these services to women and children in need that are served by our domestic violence residential shelter. Should you need to contact me, please do so on my mobile (830) 352-8660 or by e-mail at quad@wconline.net or sotelosimon@hotmail.com.

Respectfully,

Simon F. Sotelo
QCCADA
Executive Director

Program Overview / Summary

QCCADA proposes to implement a computer literacy training program for women and children who are victims of domestic violence or sexual assault. The program design shall include six (6) desktop computers with desks and everything required for the successful implementation of a basic computer center. The adult women program is designed to teach and increase adult women participants' computer skills in 9 areas: basic computer skills, World Wide Web, Windows, Mac OS X, Email, Microsoft Word, Social Media, and Microsoft Excel. The program for children aged 9-18 is designed to increase students' knowledge in 10 areas: Communication Skills, Business Technology, Word Processing, Spreadsheets, Databases, Telecommunications Technology, Desktop Publishing Technology, Presentation Technology, Computer Networks, and Computer Operating Systems. The participants will increase their computer literacy skills by at least 60% upon successful completion of the course. This will be determined using a pre and post-tests and actual instructor observation. The program projects that 36 women and 60 children will receive the course within a 1 year period.

The total grant request is \$6,710, although QCCADA is prepared to negotiate funding amount as determined by funding source.

Section I: Contact Information

Respondent's General Information

Legal Contractor's Name:	Quad Counties Council on Alcohol and Drug Abuse		
Physical Address:	1401 Las Vacas, Del Rio, Texas 78840		
Remit To (Payment) Address:	1401 Las Vacas, Del Rio, Texas 78840		
Select the Legal Status:	<input type="checkbox"/> For-profit Entity	<input checked="" type="checkbox"/> Non-profit Entity	Tax ID Number: 74-2723262
If applicable, enter appropriate information:	State of Incorporation: Texas	Texas Charter Number: 0132960901	Name of Parent Entity: N/A

Respondent's Contact Information

Person Who Will Sign the Contract		Point of Contact for Contract	
Name:	Simon F. Sotelo	Name:	Simon F. Sotelo
Title:	Executive Director	Title:	Executive Director
Mailing Address:	1401 Las Vacas, Del Rio, Texas 78840	Mailing Address:	1401 Las Vacas, Del Rio, Texas 78840
Telephone:	(830) 774-7411 or (830) 352-8660	Telephone:	(830) 774-7411 or (830) 352-8660
Fax:	(830) 768-0351	Fax:	(830) 768-0351
E-mail:	quad@wcsonline.net	E-mail:	quad@wcsonline.net

Section II: Organizational Description

Quad Counties Council on Alcohol and Drug Abuse was incorporated in 1994 as a 501 (c) (3) non-profit corporation. In January of 1995 QCCADA began to provide substance abuse prevention and intervention services in a four-county area including Val Verde, Maverick, Kinney, and Edwards counties. Its' services has since expanded to include other health and

human services. QCCADA obtained a contract since FY11 through the Texas Health and Human Services Commission – Office of Border Affairs (HHSC) to provide services along the Texas – Mexico border to include El Paso, Val Verde, Maverick, Cameron, and Willacy counties. The program is designed to help Texas residents living in Colonia areas increase access to HHSC services to include Medicaid, CHIPs (Children Health Insurance Program), SNAP (formerly known as food stamps), and TANF (Temporary Assistance to Needy Families). As part of this contract, the program is able to act as a liaison between HHSC and program participants in order to access residents to state services in efficient manner. Now entering into its' third year of funding, the Maverick County Coalition Against Drugs is a community coalition which is a collaboration of 12 different community sectors that work together with a common mission and vision to implement environmental strategies to reduce and prevent substance abuse by youth. What started as a group of concerned community members, the Maverick County Coalition Against Drugs has evolved into a vehicle for change for the citizens of that area. Through extensive community support and buy-in, the Maverick County Coalition Against Drugs through QCCADA was able to obtain additional funding through the Drug Free Communities Support Program funded by the federal Office of National Drug Control Policy (ONDCP) and managed by the United States Health and Human Services - Substance Abuse and Mental Health Services Administration (SAMHSA). QCCADA also operates a food bank in collaboration with Maverick County which serves all of Maverick County. Other contracts include two *Ventanilla de Salud* funded by the Government of Mexico's *Secretaria de Relaciones del Exterior*, one in Eagle Pass, Texas and another in Del Rio, Texas. All work performed in relation to these contracts has been as the prime contractor. The following chart provides the contact information of the people managing and/or overseeing the successful completion for the above described contracts:

Contract	Contract Date	Contact Name	Contract Address	Telephone No.	Email
Women's and Children Shelter – Val Verde County	November 2014- October 2015'	Commissioner Louis Owens	400 Pecan St., Del Rio, Texas 78840	(830) 774-7656	---
Drug Free Communities Support Program	October 2014 – September 2015	Jerry Campbell, Project Officer	1 Cherry Choke Room 4-1110 Rockville, MD 20857	(240) 276-0117	Jerry.Campbell@samhsa.hhs.gov
Texas HHSC – Colonia Promotora Program	Sept. 2014 – Aug. 2015	David Luna	601 W. Sesame, MC 190-7 Harlingen, TX 78550	(956) 421-5532	David.Luna@hhsc.state.tx.us
<i>Ventanilla de Salud</i> – Del Rio, Texas	Jan. 2014 – Dec. 2015	Ricardo Santana	2398 Spur 239 Del Rio, TX 78841-1275	(830) 775-2352	rsantana@sre.gob.mx
<i>Ventanilla de Salud</i> – Eagle Pass, Texas	Jan. 2014 – Dec. 2015	Ismael Naveja Macias	2252 E. Garrison Eagle Pass, TX 78852	(830) 773-9256	eaglepass@sre.gob.mx

In addition to the above named service contracts, QCCADA hosts a number of Special Projects in support of the local community of Del Rio, Texas which includes the Back-to-School

Health Fair in collaboration with Texas HHSC, the Back-to-School Family Fun Week drop-out prevention program, the medical and dental health clinics and wheelchair projects in collaboration with the San Antonio Christian Medical Association, and the Niños Navideños project which is a Christmas toy drive for needy children where between 800 and 1,000 children are given toys free of charge.

QCCADA is an established, credible, and well-organized non-profit corporation with over 20 years of experience delivering health and human services. Currently, QCCADA has 22 employees which operate along the Texas – Mexico border in El Paso, Val Verde, Maverick, Edwards, Kinney, Willacy and Cameron counties. 13 of these employees are certified Community Health Workers / Promotoras. QCCADA employs a Certified Public Accountant as well as various fiscal controls to ensure proper fiscal management and reporting. We are currently in good standing and have no pending litigation or unresolved findings with any of our contractors or funding sources. QCCADA has a proven track record of meeting all contractual obligations as specified.

Section III: Program Description

The program will serve adult female residents and their children of Val Verde County who are victims of family violence and/or sexual assault who are residents of the New Horizons Family Violence Shelter. The **mission** of the New Horizons shelter is to *provide protection to suffering women and children from violence and equip them with knowledge, values, self-esteem, love, and a new mindset for healthier lives*. The **vision** of the shelter is to *unshackle women and children from violence and empower them to positive new ways of living*. To access family violence intervention services, residents are referred by the local health and legal systems, local law enforcements, and self-referrals. The residents will be screened and assessed to determine to nature of the presenting problem and gather demographic and other pertinent information such as medical, social, psychological, and educational needs. Upon admittance, the residents will also be provided with a program orientation, authorization to be voluntarily admitted, and documentation of their rights. Residents will be provided residential services for a period of up to 90 days with some exception made under special circumstances. QCCADA projects that the average length of stay will be approximately 45 days. During their stay in the residential facility, the women and their families will be provided with the necessary support to address the children's needs such as referral to medical treatment, transportation to school, individual and family counseling, peer-to-peer support groups, and evidenced-based skills building education. Referral services will be made for medical, psychological, psychiatric, legal, housing, social service, employment, education, transportation, and other providers as determined by the individual needs assessment. QCCADA will engage a network of partners and collaborators that they have established during their tenure as service providers in this area.

In order to empower the women and their children for a life free from abuse, QCCADA proposes to implement a **computer literacy training program** as an integrated part of the shelter program design for the women and children who reside at the shelter. The program has three primary objectives:

- Train adult women in basic computer skills
- Train children aged 9-18 in the computer skills necessary for being successful later in life, and
- Assist school-aged children with having the appropriate technology and skills necessary for completing reports and school projects.

Adult women will be trained using a computer literacy course adapted from the Northstar Digital Literacy Standards developed from Adult Basic Education programs in the St. Paul Community Literacy Consortium who will be trained in different areas, such as basic computer skills, World Wide Web, Microsoft Windows, Mac OS X, Email, Microsoft Word, Social Media, and Microsoft Excel. As more and more jobs require computer skills, it becomes critical for individuals to have these skills. Some employers require all jobseekers to apply online for jobs. Many jobs require employees to know how to use email, search the internet, create documents, and handle other digital literacy tasks. When people lose jobs that did not require computer skills, they often have to apply for unemployment benefits, state benefits such as TANF, SNAP Medicaid/CHIPs, housing applications and other services online. When they start looking for new jobs, they may find that computer skills they don't yet have are required. The ability to build computer skills, and being able to prove these skills to employers, can improve job seeking success. It is anticipated that approximately 36 adult women who reside at the shelter will take the course, and that approximately 85% will successfully complete the course.

Children aged 9-18 will be trained in a computer literacy course adapted from the LIFEPAK Business Computer Information Systems course and will receive training in ten different areas: Communication Skills, Business Technology, Word Processing, Spreadsheets, Databases, Telecommunications Technology, Desktop Publishing Technology, Presentation Technology, Computer Networks, and Computer Operating Systems. In this course the students will learn computer terminology, hardware, software, operating systems, and information systems that relate to the business environment. The course will concentrate on learning the standard applications of word processing, spreadsheets, database management and graphical presentation packages. In addition, skills in personal and interpersonal communications and in communication technologies will be studied. The course is intended to help students understand that effective communication skills and productive work habits can increase employees' success, and how technology solutions can help employees be more productive and effective. It is anticipated that approximately 60 children will receive this training over a 1 year period, and that approximately 85% of the students will successfully complete the course.

School-aged children will also receive tutoring and other assistance with the completion of required school reports and projects from an adult volunteer who will assist to research information, complete homework, and assist with computerized activities. Approximately 72 children are projected to be served.

Something unique about this program design is the desire to empower women and their children through receiving and emphasizing computer literacy as a necessary tool for greater independence and survival in this technological age. QCCADA will utilize a pre- and post-test methodology of evaluation as well as completion rate to determine successful implementation of the project. We believe that this is a promising model and easily replicable upon evaluation of outcomes within a 12 month period, a determination can be made as to its effectiveness in this particular setting. As a member of the Texas Council of Family Violence and the Texas Association Against Sexual Assault, this provides a venue to publish the results of this project on their websites. The anticipated start time for the project would be January 5, 2015 and shall be ongoing. However, evaluation of the results of the project shall be for one year and shall be completed by March 2016. The total grant request is \$6,710, although QCCADA is prepared to negotiate funding amount as determined by funding source.

Texas Rural Communities Texas Rural Grant Program	
	Total
PROJECT EQUIPMENT	
Desktop Computers (6)	\$3,000
Individual Desks for Computers (6)	\$1,500
Laser Printer (1)	\$750
Computer Software (Antivirus)	\$360
Computer Accessories (Cables, wires, powerstrips, etc.)	\$200
Projector (1)	\$500
Digital Scanner (2)	\$400
TOTAL PROJECT EQUIPMENT	\$6,710
TOTAL YEARLY PROJECT COSTS	\$6,710

Attachments

- a. List of Board of Directors
- b. Current fiscal year budget, balance sheet, profit/loss statement