



## **Texas Veterans Commission Fund for Veterans' Assistance**

### **Grant Program Requirements & Terms and Conditions**

# **“Program Requirements”**

**2023-24 GRANTS  
VERSION 1.1**

**FUND FOR VETERANS' ASSISTANCE WEBSITE**

*<https://www.tvc.texas.gov/grants>*

The Texas Veterans Commission (TVC) is firmly committed to the principal of fair and equal employment opportunities and the provision of services without regard to race, color, sex, religion, national origin, age, physical disability, or genetic information.

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# DOCUMENT CHANGE LOG

## Version 1.0: September 30, 2022

#1 Published by Texas Veterans Commission

## Version 1.1: May 23, 2023

#1 Appendix E: Housing for Texas Heroes Home Modification, Repair and Weatherization Projects > Housing for Texas Heroes Grant Project Checklist p. 67

#2 Appendix E: Housing for Texas Heroes Home Modification, Repair and Weatherization Projects > Housing for Texas Heroes Grant Project Form pp. 68-69

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# PROGRAM REQUIREMENTS



## **PROGRAM REQUIREMENTS**

### **I. Notice of Grant Award (NOGA)**

#### **A. Grant Awards**

Grant Awards will be memorialized through a Notice of Grant Award (NOGA) negotiated with the Grantees and Grant Applicants selected through the evaluation and award process for grant funding by the Commission. An executed NOGA creates a legally binding contract between Grantee and Texas Veterans Commission (TVC).

#### **B. Publication of a Request For Application**

The publication of a Request for Applications (RFA) by TVC does not guarantee that a NOGA will ever be awarded. TVC reserves the right to amend the terms and provisions of the RFA, negotiate with Applicant, add, delete, or modify the NOGA and/or the terms of Application submitted, extend the deadline for submission of Application, or withdraw the RFA entirely for any reason solely at TVC's discretion, as consistent with the applicable Code of Federal Regulations 2.200 ([2 CFR 200](#)) and Texas Grant Management Standards ([TxGMS](#)).

#### **C. Submission of an application**

Submission of an application confers no rights or expectations of an Applicant to a grant award or a subsequent NOGA. An individual application may be rejected if it fails to meet any requirement of the RFA. TVC may seek clarification from Applicant at any time, and failure to respond within five (5) business days is cause for rejection of an Application.

#### **D. Commission discretion**

Awarded Applicant understands and agrees that the Commission may, in its sole discretion, grant funds in greater or lesser amounts and/or for greater or lesser periods of time than requested in its application.

#### **E. Applicant to Grantee**

Upon execution of a NOGA resulting from this RFA, the term "Applicant" shall have the same meaning as "Awarded Applicant" and "Grantee."

#### **F. Written authorities binding**

None of the parties to the NOGA will be bound by any oral statements, agreements, or representations contrary to the written requirements and terms and conditions contained in the Request for Applications and NOGA.

## **II. Order of Precedence**

In the event of conflicts or inconsistencies in execution of the grant project, such conflicts or inconsistencies shall be resolved by reference to the documents in the following order of priority:

### **A. Federal and State Regulations**

[2 CFR 200](#) and [TxGMS](#)

### **B. Request for Applications**

With any addenda issued.

### **C. Grant Program Requirements & Terms and Conditions (PR)**

With any addenda issued.

### **D. Addenda To The Approved Application**

The negotiated grant project budget and budget category narratives in the addenda to Approved Application.

### **E. Approved Application**

### **F. Fully Executed Notice Of Grant Award (NOGA)**

### **G. Reimbursement Documentation Requirements (RDR)**

## **III. Conflicting RFA Language**

If language contained in a Section of the RFA conflicts with language in another Section, the most stringent requirement(s) shall prevail.

## **IV. Official Notice**

Any notice or written communication between TVC and Awarded Applicant shall be considered delivered when delivered electronically or postmarked, except that such notice or written communications sent by certified mail, return receipt requested, or delivered in person to the authorized representative of the party designated in accordance with the NOGA shall be considered delivered when received.

## **V. Change of Principal Participants**

### **A. Equally qualified and skilled**

Awarded Applicant, in its reasonable discretion, reserves the right to substitute appropriate key personnel to accomplish its duties so long as the substituted personnel are equally qualified and skilled in the tasks necessary to accomplish the Grant Project.

### **B. Notice**

Awarded Applicant shall provide to TVC written notice of any proposed change in key personnel involved in accomplishing the grant project and provide resumes of Principal Participants within 14 calendar days from the date the personnel change took effect. No substitutions of key personnel will be acknowledged by TVC unless resumes are received for new personnel. TVC recognizes that key personnel assigned to work on the grant project are essential to the accomplishing the project objectives.

### **C. Changes prior to award**

After Application submission but prior to award, Applicant shall provide notice to TVC in a similar manner of any changes in key personnel.

## **VI. Changes to Grant Project**

Awarded Applicant will promptly notify TVC if any organizational changes occur such that information contained in its NOGA is no longer correct, or that would render the organization ineligible for a TVC grant award. After Application submission but prior to award, Applicant shall notify TVC of any organizational changes that have occurred that would render the organization ineligible for a TVC grant award.

## **VII. Option to Amend**

### **A. Changes, additions, or deletions**

Any changes, additions, or deletions to the NOGA or Approved Application must be executed through a grant amendment. Amendments may modify the approved budget, grant period, or scope of the Grant Project as described in the Approved Application.

### **B. Considered on a case-by-case basis**

Each amendment request will be considered on a case-by-case basis. A Grantee may have no more than three (3) amendments during a grant period. Budget modifications as are considered as part of the 3 allowable amendments.

### **C. Commission Approval**

Amendment requests seeking to change the award amount must be brought before the Commission for approval and must be submitted with sufficient time to be prepared and included on the agenda for the next regularly scheduled Commission meeting.

### **D. Executive Director Approval**

All other amendment requests are presented to the Executive Director for approval.

### **E. Amendment Request Deadline**

Amendments must be submitted no later than March 31st, which is ninety (90) days prior to the end of the grant period and concurrent with the end of the 3rd Quarter of the grant period.

### **F. Final And Non–Appealable**

All decisions on amendments are final and non-appealable. Approved amendments go into effect upon approval date and no cost or service may be retroactive.

## VIII. Reporting Requirements

### A. Grant Operations Reports

All Applicants are required to maintain current information and contacts in the TVC Grants Portal. TVC publishes some of the information submitted by Awarded Applicants to the public in the TVC website’s Grant-Funded Services Directory.

**LINK: Grant-Funded Services Directory (GFSD) on TVC website**

<https://www.tvc.texas.gov/fund>

Applicants and Grantees must update appropriate field in the TVC Grants Portal within three (3) business days to notify Grantor of changes to the following grant project details:

**Table 1: Report Changes To Public Information About Grant-Funded Services in TVC Grants Portal**

GRANT-FUNDED SERVICES DIRECTORY DETAIL	LOCATION IN TVC GRANTS PORTAL
Legal organization name* <i>Submit documentation and contact Grants Compliance Department</i>	Organization Profile > Organization Information
Organization DBA name* <i>Submit documentation and contact Grants Compliance Department</i>	Organization Profile > Organization Information
Organization service hours	Organization Profile > Headquarters Address
Organization phone number	Organization Profile > Headquarters Address
Organization headquarters Address	Organization Profile > Headquarters Address <i>(Changes to street, city, zip code)</i>
Organization service/walk-in Address	Organization Profile > Additional Organization Addresses <i>(Changes to street, city, zip code)</i>
Organization website URL	Organization Profile > Additional Organization Addresses
Counties served* <i>Requires Amendment</i>	Grant Application > Summary of Services > Geographic Service Area
Beneficiaries served* <i>Requires Amendment</i>	Grant Application > Summary of Services >
Methods of client intake	Grant Application > Full Application <i>(Changes to call to apply, email to apply, apply online, accept walk-ins)</i>
Intake email address	Grant Application > Full Application
Intake online application URL	Grant Application > Full Application
Intake phone number	Grant Application > Full Application

**PROGRAM REQUIREMENTS**  
**REPORTING REQUIREMENTS - REPORTING REQUIREMENTS**

**Table 2: Report Changes To Key Grant Contacts in TVC Grants Portal**

<b>KEY PERSONNEL</b>	<b>LOCATION IN TVC GRANTS PORTAL</b>
Grant Primary Contact	Grant Application > Organization Information > Primary Contact
Organization Signatory * <i>Submit resume</i>	Grant Application > Organization Information > Primary Contact
Executive Director * <i>Submit resume</i>	Grant Application > Additional Organization Information > Principal Participants
Grant Project Manager / Coordinator * <i>Submit resume</i>	Grant Application > Additional Organization Information > Principal Participants
Grant Project Accountant	Grant Application > Additional Organization Information > Principal Participants
Media/Communications Coordinator	Grant Application > Additional Organization Information > Principal Participants

**NOTE:** *Resumes may be uploaded in the TVC Grants Portal, in Grant Application > Documents > *

## **B. Scheduled Reports**

Awarded Applicants are required to submit monthly reports and quarterly outcome reports. These reports will be in the form and contain the information specified by TVC and will have the following deadlines. If a report due date falls on a weekend or a holiday the report is due the next business day.

**PROGRAM REQUIREMENTS**  
REPORTING REQUIREMENTS - REPORTING REQUIREMENTS

**Table 3: Report Schedule for Awarded Applicants**

	<b>GRANTEE STATUS REPORT (GSR)</b>	<b>MONTHLY REPORT</b>	<b>QUARTERLY OUTCOME REPORT</b>
	Required <u>only</u> when a declared disaster, health emergency, or other significant event that impacts or reduces grant-funded services.	Due Monthly	Due Quarterly
<b>REPORTING PERIOD DATES</b>	<b>WEBSITE ONLINE REPORT</b>	<b>TVC GRANTS PORTAL</b>	<b>TVC GRANTS PORTAL</b>
Jul 1st – Jul 31st	Jul 28th	Aug 15th	
Aug 1st – Aug 31st	Aug 28th	Sep 15th	
Sep 1st – Sep 30th	Sep 28th	Oct 15th	Oct 15th
Oct 1st – Oct 31st	Oct 28th	Nov 15th	
Nov 1st – Nov 30th	Nov 28th	Dec 15th	
Dec 1st – Dec 31st	Dec 28th	Jan 15th	Jan 15th
Jan 1st – Jan 31st	Jan 28th	Feb 15th	
Feb 1st – Feb 28th	Feb 28th	Mar 15th	
Mar 1st – Mar 31st	Mar 28th	Apr 15th	Apr 15th
Apr 1st – Apr 30th	Apr 28th	May 15th	
May 1st – May 31st	May 28th	Jun 15th	
Jun 1st – Jun 30th	Jun 28th	Jul 15th	July 15th

### **C. Grantee Status Report (GSR)**

Grantee shall provide a monthly status update when their operational capabilities are affected (positively or negatively) based on a natural disaster or declared health emergency. The format for GSRs will be prescribed by TVC.

### **D. Monthly Reports**

Grantee shall provide twelve (12) monthly reports (each including reimbursement request, number of clients served, and number of HTX projects completed for the period) in a format prescribed in the TVC grant management system. Each monthly report must include a signature authority acknowledgement. The due date for the report is listed in “Table 3: Report Schedule for Awarded Applicants” on page 23.

### **E. Quarterly Outcome Reports**

Grantee shall provide quarterly outcome reports based on the grant service category and specific goals/outcomes measured during the quarter, in a format prescribed in the TVC grant management system. The due date for the report is listed in “Table 3: Report Schedule for Awarded Applicants” on page 23.

### **F. Closeout Reports**

Grantee will acknowledge that all grant-related expenses have been reported and reimbursements received from TVC not later than sixty (60) days after the end of the grant period. To assist grantees in meeting this requirement, the steps listed below are presented as a guide to closeout. Closeout actions occur inside the TVC Grants Portal.

- 1) Submit the twelfth (12th) monthly report for June by July 15th, as indicated in “Table 3: Report Schedule for Awarded Applicants” on page 23. If grantees are certain that no unclaimed expenses exist for the grant period, grantees can declare their 12th monthly report as the “close out” report.
- 2) Submit fourth (4th) quarterly outcome report for April, May, and June by July 15th, per “Table 3: Report Schedule for Awarded Applicants” on page 23.
- 3) IF REQUIRED, submit thirteenth (13th) monthly report for the grant period by August 15th. The 13th monthly report enables grantees to supplement their 12th monthly report with any additional expenses incurred by June 30th, paid, and not reported in July when the 12th monthly report was submitted.
- 4) Grantees shall confirm that payments for the grant period have been received via TVC Grants Portal no later than August 31st.
- 5) Close-Out final steps are performed in the TVC Grants Portal. After grantees confirm that all payments have been received, TVC will close the grant.



**NOTE:** After all payments have been made for the grant period, grantees will closeout their grant in TVC's grant management system based on instructions provided by their FVA Grant Officer.

## **G. Supporting Documentation**

Accounting records, including monthly reports, shall be supported by adequate source documentation as prescribed by TVC. Supporting documentation for each reported cost shall demonstrate Cost Incurred and Proof of Payment. TVC may deny reimbursement for expenses that have insufficient documentation. If reimbursement has already been paid, TVC may recoup funds based on compliance review of grant records. See the Reimbursement Documentation Requirements (RDR) for specific guidelines for all grant service categories.

## **H. Failure to Comply with Reporting Requirements**

Failure of Grantee to comply with any of the reporting requirements in this agreement may result in the suspension of reimbursement payments or termination of the grant, the refund to TVC of grant funds disbursed, and/or Grantee's ineligibility for future grant funds.

## **IX. Reporting Beneficiaries (Clients) Served**

### **A. Unduplicated beneficiaries served**

Grantees shall report beneficiaries served as **UNDUPLICATED** in the Monthly Report.

### **B. Counting beneficiaries**

Beneficiaries/clients are considered served and can be counted if the client receives the grant-funded service(s) that are listed in the Grantee's budget under Client Services.

**EXAMPLE:** Financial Assistance client is served when rent/utilities are paid. If same client returns for services 5 months later, he or she cannot be counted again, but TVC reimbursement to grantee can be provided for BOTH events if within the RFA and included in the Client Services budget of the Approved Application.

Beneficiaries/clients are not considered served and cannot be counted if they did not receive grant-funded services budgeted and listed in Client Services.

The exception to this rule is for Case Management Services, which are allowed for specific grantees operating a General Assistance grant for Supportive Services or Homeless Veterans Support.

**EXAMPLE:** Financial Assistance client receives services that are listed in the Grantee's Client Services budget. But if the grantee does not maintain records of the services provided with grant funding, the Grantee will not be reimbursed AND cannot count the client as having been served.

## **X. Accounting System**

Awarded applicants shall have an accounting system that identifies cost in accordance with generally accepted accounting principles and Uniform Guidance ([2 CFR 200](#)). An awarded applicant's accounting system must reflect accurate and organized records that identify the funding source and application of funds for state awards.

## **XI. Texas Veterans Commission Recognition**

### **A. Must Recognize Grant**

Awarded Applicant must include the following information on the Awarded Applicant website and on all grant-funded materials, brochures, flyers, and forms:

- 1) Texas Veterans Commission website URL;
- 2) Fund for Veterans' Assistance logo;
- 3) The following statement:

This program is supported by a grant from the Texas Veterans Commission Fund for Veterans' Assistance. The Fund for Veterans' Assistance provides grants to organizations serving veterans and their families. For more information, visit [www.TVC.Texas.gov](http://www.TVC.Texas.gov)

### **B. Announcements and Interviews**

Awardees/Grantees must mention TVC in all TV and radio announcements and interviews about grant-funded services.

### **C. Information and media support**

If requested by TVC, the Grantee will provide:

- 1) Information regarding grant performance
- 2) Success stories
- 3) Other information that can be used by TVC to publicize the grant program, grant-funded services, and the Fund for Veterans' Assistance
- 4) Media support, including but not limited to: photographs, logos, and social media participation.

## **XII. Release of Information by Awarded Applicant**

Awarded Applicant shall notify TVC upon releasing any information to the news media regarding the activities being conducted under the Notice of Grant Award resulting from this RFA. This is effective from the time of Commission award until the grant has been closed out.

### **XIII. Inspections**

Throughout the effective period of a NOGA resulting from this RFA, all work products shall be subject to inspection and testing by authorized TVC representatives. To comply with legally binding requirements of client confidentiality and attorney-client privilege, regarding any record that has client-identifying or confidential information, Grantee may redact the identifying or confidential information.

### **XIV. Compliance Reviews**

Visits to one or more of a Grantee's places of business may be made as determined by Agency representatives to inspect and review a project's physical facilities, financial records, personnel records, operational policies and procedures, including observation of Grantee's delivery of services and other aspects of a Grantee's project as reasonably necessary to ensure compliance with the NOGA and these provisions. To comply with legally binding requirements of client confidentiality and attorney-client privilege, regarding any record that has client-identifying or confidential information, Grantee may redact the identifying or confidential information.

### **XV. Beneficiary Eligibility Determination**

The Grantee must ensure that clients served using TVC grant funds are eligible to receive services prior to requesting reimbursement for services provided to these clients. Eligibility documentation for each client served must be maintained by the Grantee for a minimum of three years after the grant period ends.

### **XVI. Beneficiary Survey**

TVC will work with the Grantee to survey Beneficiaries' experience in receiving assistance and/or services as part of the Grant Project.

## XVII. Grant Management Standards

### A. Must follow applicable standards and guidelines

All grants awarded by the Texas Veterans Commission must follow:

- 1) the applicable Texas Grant Management Standards ([TxGMS](#)) published by the Texas Comptroller of Public Accounts, which can be found at the Comptroller's website, [Comptroller.Texas.gov](#):

**LINK: Texas Grant Management Standards**

<https://comptroller.texas.gov/purchasing/docs/grant-management-reader.pdf>

- 2) the applicable federal grant guidelines published by the Office of Management and Budget (OMB). The OMB federal guidelines [2 CFR Part 200](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards can be found on eCFR.gov.

**LINK: 2 CFR 200 (eCFR.gov)**

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>

### B. Federal Grant Management Standards

Applicants are encouraged to familiarize themselves with the [2 CFR 200](#) while completing their applications. In the event of a conflict between [TxGMS](#) and applicable federal law, the provisions of federal law apply.

### C. Texas Administrative Code

All applicants should review and be familiar with the TVC administrative rules governing the Fund for Veterans' Assistance Program. These rules are published in [40 Texas Administrative Code, Part 15, Chapter 460](#).

**LINK: Texas Administrative Code**

[https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=4&ti=40&pt=15&ch=460](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=40&pt=15&ch=460)

## D. Expenditure and Performance Benchmarks

The Expenditure and Performance benchmarks are described in the Texas Administrative Code (TAC) §460.2, and based on the percentage of the Grant Period elapsed:

<p><b>Expenditure Benchmark</b>                  The percent of the total grant award that must be expended by designated timeframes within the grant period.</p> <p><b>Performance Benchmark</b>                  The percent of each minimum required performance measure that must be met and reported by designated timeframes within the grant period.</p>
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**Table 4: Benchmark Schedule**

GRANT PERIOD ELAPSED	PERFORMANCE BENCHMARK	EXPENDITURE BENCHMARK
25%	15%	15%
50%	40%	40%
75%	70%	70%
100%	95%	95%

## E. Funds Remain in Texas

Grant funds used for services on beneficiaries are to remain in Texas.

**EXAMPLE:** Mortgage payments may only be for homes located in Texas.

**EXAMPLE:** Grantee Staff may attend out of state training with grant funds with prior approval from TVC.

## XVIII. Budgeting

### A. Explain Direct Costs

Direct costs that appear indirect in nature need to be fully explained, supported, be reasonable, and treated in a consistent manner across your organization. Generally, any budget item allocated 10 percent or less should be classified in as an indirect cost. TVC may ask the applicant to re-classify costs as indirect if the support provided does not meet the above criteria. All reimbursable costs budgeted must be necessary to accomplishing the Proposed Project.

### B. Indirect Costs Limited

Indirect Cost Recovery for TVC grants is limited to 10% of total direct costs for all applicants. Indirect charges are those items that are often considered “overhead,” and can be classified as those costs associated with accounting, human resources, and other administrative and facility-related costs.

### C. Indirect Costs per [2 CFR 200](#).

- 1) TVC is required to follow the federal government’s guidance and regulations for grants, including on indirect costs.
- 2) 2 CFR §200.412 Classification of costs:

“There is no universal rule for classifying certain costs as either direct or indirect under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the Federal award or other final cost objective. Therefore, it is essential that each item of cost incurred for the same purpose be treated consistently in like circumstances either as a direct or an indirect cost in order to avoid possible double charging of Federal awards. Guidelines for determining direct and indirect costs charged to Federal awards are provided in this subpart.”

## PROGRAM REQUIREMENTS

### BUDGETING - BUDGETING

- 3) A grantee may claim indirect cost at no more than 10% of the total direct cost claimed in each month's Reimbursement Request (Reimbursement Request). TVC staff will approve up to 10% of the approved total direct cost for that expenditure report.

**EXAMPLE:** Grantee's total Direct Costs claimed in July are \$10,000. Therefore, a maximum of \$1,000 may be claimed in Indirect Cost on the July Reimbursement Request.

- 4) Unclaimed indirect costs may not be claimed at a later date. TVC staff will not approve unclaimed indirect costs from previous months even if the total indirect cost cumulative is less than 10% of the total direct cost cumulative.

## D. Travel

Employee Travel does not include international travel. Travel will follow all policies and procedures for travel established by the organization. All travel costs must follow [2 CFR Part 200](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. TVC will use GSA travel guidance as a reference with reviewing organizational travel policies for acceptability.

## E. Client Services

Client Services include any service being offered to the Beneficiaries of a Proposed Project. This may include, but is not limited to, participant support costs such as emergency financial assistance, transportation assistance, and any contracted personnel who will be providing services to beneficiaries.

## F. Construction

Construction of buildings, car ports, storage sheds, patio eaves, or any type of addition to existing structures are not allowable under Housing for Texas Heroes grants. Seek prior approval for any questionable item before beginning that component of the grant project.



## **XIX. Reimbursement**

### **A. Only Services Already Delivered**

Grantees may submit a cost for claim when the service or product has been provided to the eligible Beneficiary or agency but not for future services or incoming products.

**EXAMPLE:** Expenses for staff to attend a conference included in the approved application may only be claimed after Grantee staff has attended the conference.

### **B. Future Services Not Allowed**

Future services are a service that has not been rendered or product delivered to a Beneficiary or agency. Future services are not an allowable cost.

**EXAMPLE:** Advance payment of three months' rent to ensure a Beneficiary has stable housing is a future service.

### **C. Reimbursement of Future Services**

Reimbursement of future services will be reimbursed after the service has been delivered, the same as TVC reimburses bulk purchases only after items have been disbursed. The Grantee may claim the cost in the following Monthly Report Reimbursement Request (if the grant period is still active) after verifying the service has been delivered. Services to be delivered after the grant period ends will not be reimbursed.

**EXAMPLE:** Bus passes included in the Approved Application's grant budget, purchased in September, and distributed to Beneficiaries in December may be claimed in the December Monthly Report (due on January 15).

## **D. Claim accrued costs monthly**

Accrued costs must be reported timely and accurately as indicated by Texas Grant Management Standards ([TxGMS](#)). Accrued costs must be reported on the next report after payment is tendered to Grantee vendor.

- 1) A written justification by the signature authority with an explanation of the delay in reporting is required for costs older than 60 days. TVC will review all documents and determine if the delayed cost is allowable. If TVC decides the delayed cost is not allowed, Grantee must remove the item from the Reimbursement Request and resubmit.
- 2) Recurring delayed reporting of accrued costs may result in corrective action.

## **E. Closeout**

If a Grantee has expenses that have not yet cleared the bank by the last day of the grant, or expenses for June that remain open at the time of the last month's report due date, the Grantee may submit a 13th Reimbursement Request (Supplemental Reimbursement Request) by August 15th.

**EXAMPLE:** The Supplemental Reimbursement Request may include **ONLY** expenses incurred during the last performance period, but whose payments have not cleared the bank by the 30th of the last Reporting Month in the life of the grant.

**EXAMPLE:** TVC Grants Portal does not require the Grantee to submit a Closeout Reimbursement Report, if the Grantee does not have any unclaimed expenses at the end of the grant period.

## **XX. Program Income**

Program Income is income generated by the grant-funded activities. Program Income must be tracked by the Grantee and reported to TVC monthly. Report Program Income in the final tab of the Reimbursement Request labeled "Program Income."

**EXAMPLE:** A mental health counseling service that charges insurance for insured clients must report the insurance payments as program income.

**EXAMPLE:** A grant service that charges a sliding scale fee to clients based on their income level must report charges to beneficiaries as program income.

## **XXI. Maintain Tax—Exempt Status**

Awarded Applicant will maintain its tax-exempt status under Section 501(a) of the Internal Revenue Code of 1954, for the life of the grant, and will notify TVC immediately if such status changes.

# **TERMS AND CONDITIONS**

# TERMS AND CONDITIONS

## I. Antitrust Affirmation

Applicant represents and warrants that, in accordance with Section 2155.005 of the Texas Government Code, neither Applicant nor the firm, corporation, partnership, or institution represented by Applicant, or anyone acting for such a firm, corporation or institution has (1) violated any provision of the Texas Free Enterprise and Antitrust Act of 1983, Chapter 15 of the Texas Business and Commerce Code, or the federal antitrust laws, or (2) communicated directly or indirectly the contents of this Response to any competitor or any other person engaged in the same line of business as Applicant.

## II. Assignment or Subcontracting

No rights, interest, or obligations in an Agreement resulting from this RFA shall be assigned, subcontracted, or delegated by Awarded Applicant without prior written permission of TVC Point of Contact. Any attempted assignment or delegation by Awarded Applicant shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph. No assignment or subcontract shall relieve Awarded Applicant of any responsibility under this RFA.

## III. Applicable Law and Venue

The Agreement and any incorporated documents shall be governed by and construed in accordance with the laws of the State of Texas, without regard to the conflicts of law provisions. The exclusive venue of any suit brought concerning the Agreement and any incorporated documents is fixed in any court of competent jurisdiction in Travis County, Texas.

## IV. Applicant Responsibilities/Compliance with Laws

Applicant shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations and the orders and decrees of any court or administrative bodies or tribunals in any matter affecting the performance of the Agreement, including, if applicable, workers compensation laws, compensation statutes and regulations, and licensing laws and regulations. When requested to do so by TVC, Applicant shall furnish TVC with satisfactory proof of its compliance.

## V. Audit and Access to Records

Pursuant to Section 2262.154 of the Texas Government Code, the state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under any contract or indirectly through a subcontract under the contract. The acceptance of funds by the Applicant or any other entity or person directly under the contract or indirectly through a subcontract under the contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. Under the direction of the legislative audit committee, the Applicant or other entity that is the subject of an audit or investigation by the state auditor must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit. Applicant shall ensure that this paragraph concerning the authority to audit funds received indirectly by subcontractors through the contract and the requirement to cooperate is included in any subcontract it awards.

## VI. Records Retention

Awarded Applicant shall maintain its records and accounts in a manner which shall assure a full accounting for all funds received and expended by Awarded Applicant in connection with the Project. These records and accounts (which includes all receipts of expenses incurred by Awarded Applicant) shall be retained by Awarded Applicant and made available for inspecting, monitoring, programmatic or financial auditing, or evaluation by TVC and by others authorized by law or regulation to do so for a period of not less than three (3) years from the date of completion of the Grant Project or the date of the receipt by TVC of Awarded Applicant's final claim for payment or final expenditure report or until a resolution of all billing questions in connection with the Agreement, whichever is later. If an audit has been announced, the records shall be retained until such audit has been completed. Awarded Applicant shall make available at reasonable times and upon reasonable notice, and for reasonable periods, all documents and other information related to the Grant Project carried out under the Agreement. Awarded Applicant and any subcontractors shall provide any Audit Entities with any information the entity deems relevant to any monitoring, investigation, evaluation, or audit.

## VII. Refund of Overpayments

TVC reserves the right to require the reimbursement of any overpayments determined as a result of any audit or inspection of records kept by Awarded Applicant on work performed under the Agreement. Awarded Applicant shall reimburse TVC within thirty (30) calendar days of receipt of notice from TVC of overpayment. Awarded Applicant's failure to comply with this "Audit and Access to Records" section shall constitute a material breach of the Agreement.

## VIII. Buy Texas

In accordance with Texas Government Code, Section 2155.4441, the State of Texas requires that during the performance of a contract for services, Awarded Applicant shall purchase products and materials produced in the State of Texas when available at a price and time comparable to products and materials produced outside the state.

## **IX. Certification Concerning Hurricane/ Disaster Relief**

Under Section 2155.006(b) of the Texas Government Code, a state agency may not accept a bid or award a contract, including a contract for which purchasing authority is delegated to a state agency, that includes proposed financial participation by a person who, during the five year period preceding the date of the bid or award, has been:

- 1) convicted of violating a federal law in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005; or
- 2) assessed a penalty in a federal civil or administrative enforcement action in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005.

Under Section 2155.006 of the Texas Government Code, the bidder certifies that the individual or business entity named in this bid is not ineligible to receive the specified contract and acknowledges that any contract resulting from this RFA may be terminated and payment withheld if this certification is inaccurate.

## **X. Change in Law and Compliance with Laws**

Any alterations, additions, or deletions to the terms of the Agreement that are required by changes in federal or state law or regulations are automatically incorporated into the Agreement without written amendment hereto and shall become effective on the date designated by such law or by regulation. When requested to do so by TVC, Applicant shall furnish TVC with satisfactory proof of its compliance.

## **XI. Child Support Obligation**

Under Section 231.006 of the Texas Family Code, the Applicant certifies that the individual or business entity named in this application or Agreement is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated, and payment may be withheld if this certification is inaccurate. An application for a contract, grant, or loan paid from state funds must include the name and social security number (last 4 digits) of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least 25 percent of the business entity submitting the application.

## **XII. Conflict of Interest**

Applicant represents and warrants that the performance under this Agreement will not constitute an actual or potential conflict of interest or reasonably create the appearance of impropriety. Applicants must disclose any existing or potential conflicts of interest relative to the performance of the requirements of this RFA. Failure to disclose a conflict of interest may be cause for disqualification of an Application or termination of an Agreement resulting from this RFA. If, following a review of this information, it is determined by TVC that a conflict of interest exists, Applicants may be disqualified from further consideration.

### **XIII. Dealings with Public Servants Affirmation**

Pursuant to Section 2155.003 of the Texas Government Code, Applicant represents and warrants that it has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted Response.

### **XIV. Debts and Delinquencies**

In accordance with Section 2252.903 of the Texas Government Code, Applicant agrees that any payments due under the Agreement shall be directly applied towards eliminating any debt or delinquency it has to the State of Texas including, but not limited to, delinquent taxes, delinquent student loan payments, and delinquent child support.

### **XV. Disaster Recovery Plan**

Upon request of TVC, Applicant shall provide the description of its business continuity and disaster recovery plans.

## XVI. Dispute Resolution

The dispute resolution process provided for in Texas Government Code, Chapter 2260 shall be used by TVC and Awarded Applicant (“Grantee”) to resolve any dispute arising under the NOGA. The dispute resolution process provided for in Chapter 2260 shall be used, as further described herein, to attempt to resolve a claim for breach of contract asserted by the Grantee under the NOGA. If the Grantee’s claim for breach of contract cannot be resolved by the Parties in the ordinary course of business, it shall be submitted to the negotiation process provided in Chapter 2260. To initiate the process, the Grantee shall submit written notice, as required by Chapter 2260, to the Deputy Comptroller or his or her designee. The notice shall also be given to the individual identified in the NOGA for receipt of notices. Compliance by the Grantee with Chapter 2260 is a condition precedent to the filing of a contested case proceeding under Chapter 2260.

The contested case process provided in Chapter 2260 is the Grantee’s sole and exclusive process for seeking a remedy for an alleged breach of contract by TVC if the Parties are unable to resolve their disputes as described above.

Compliance with the contested case process provided in Chapter 2260 is a condition precedent to seeking consent to sue from the Legislature under Chapter 107, Civil Practices and Remedies Code. Neither the execution of the NOGA by TVC nor any other conduct of any representative of TVC relating to the NOGA shall be considered a waiver of sovereign immunity to suit.

For all other specific breach of contract claims or disputes under the NOGA, TVC and the Grantee shall first attempt to resolve them through direct discussions in a spirit of cooperation. If the Parties’ attempts to resolve their disagreements through negotiations fail, the dispute will be mediated by a mutually acceptable third party to be chosen by TVC and the Grantee within fifteen (15) days after written notice by one them demanding mediation under this Section. The Grantee shall pay all costs of the mediation unless TVC, in its sole good faith discretion, approves its payment of all or part of such costs. By mutual agreement, TVC and the Grantee may use a non-binding form of dispute resolution other than mediation. The purpose of this Section is to reasonably ensure that TVC and the Grantee shall, in good faith, utilize mediation or another non-binding dispute resolution process before pursuing litigation. TVC’s participation in, or the results of, any mediation or other non-binding dispute resolution process under this Section or the provisions of this Section shall not be construed as a waiver by TVC of (1) any rights, privileges, defenses, remedies or immunities available to TVC as an agency of the State of Texas or otherwise available to the TVC; (2) TVC’s termination rights; or (3) other termination provisions or expiration dates of the NOGA.

Notwithstanding any other provision of the NOGA to the contrary, unless otherwise requested or approved in writing by TVC, the Grantee shall continue performance and shall not be excused from performance during the period any breach of contract claim or dispute is pending under either of the above processes; however, the Grantee may suspend performance during the pendency of such claim or dispute if the Grantee has complied with all provisions of Section 2251.051, Texas Government Code, and such suspension of performance is expressly applicable and authorized under that law.



## **XVII. E-Verify Program**

Applicant certifies that for contracts for services, Applicant shall utilize the U.S. Department of Homeland Security's E-Verify system during the term of the contract to determine the eligibility of: (1) all persons employed by Applicant to perform duties within Texas; and (2) all persons, including subcontractors, assigned by Applicant to perform work pursuant the contract within the United States of America.

## **XVIII. Entities that Boycott Israel**

Applicant represents and warrants that, pursuant to Section 2270.002 of the Texas Government Code, applicant does not boycott Israel and will not boycott Israel during the term of the Agreement.

## **XIX. Excluded Parties**

Applicant certifies that it is not listed in the prohibited vendors list authorized by Executive Order (EO) No. 13224, "Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism", issued by President George W. Bush on September 23, 2001, and any subsequent changes made to it via cross- referencing the federal [Excluded Parties List System \(EPLS\)](#):

**LINK: Excluded Parties List System (EPLS)**

<https://www.sam.gov/portal/SAM/>

## **XX. Executive Head of State Agency Affirmation**

Under Section 669.003 of the Texas Government Code, relating to contracting with an executive head of a state agency, Applicant represents that no person who served as an executive of TVC, in the past four (4) years, was involved with or has any interest in the Agreement. If Applicant employs or has used the services of a former executive of the Agency, then Applicant shall provide the following information in its Response:

- Name of Former Executive:
- Name of State Agency:
- Date of Separation from State agency:
- Position with Applicant:
- Date of Employment with Applicant:

## **XXI. False Statements**

Applicant represents and warrants that all statements and information prepared and submitted in this document are current, complete, true, and accurate. Submitting a Response with a false statement or material misrepresentations made during the performance of a contract is a material breach of contract and may void the submitted Response and any resulting contract.

## **XXII. Force Majeure**

Neither Awarded Applicant nor Agency shall be liable to the other for any delay in, or failure of performance, of any requirement included in any NOGA resulting from this RFA caused by force majeure. The existence of such causes of delay or failure shall extend the period of performance until after the causes of delay or failure have been removed provided the non-performing party exercises all reasonable due diligence to perform. Force majeure is defined as acts of God, war, fires, explosions, hurricanes, floods, failure of transportation, or other causes that are beyond the reasonable control of either party and that by exercise of due foresight such party could not reasonably have been expected to avoid, and which, by the exercise of all reasonable due diligence, such party is unable to overcome. Each party must inform the other in writing, with proof of receipt, within three (3) business days of the existence of such force majeure, or otherwise waive this right as a defense.

## **XXIII. Foreign Terrorist Organizations**

Section 2252.152 of the Texas Government Code prohibits the Agency from awarding a contract to any person who does business with Iran, Sudan, or a foreign terrorist organization as defined in Section 2252.151 of the Texas Government Code. Applicant certifies that it not ineligible to receive the contract.

## XXIV. Indemnification

To the extent allowed by law, Awarded Applicant agrees to indemnify, defend and hold harmless the State of Texas, TVC, as well as officers, agents, and employees of TVC from any liability, for any and all claims, demands, fees, suits or actions of any nature whatsoever, including but not limited to personal injury or illness, bodily injury (including death) and property damage occurring in connection with or in any way incident to or arising out of the use, service, operation or performance of work under the terms of the Agreement, except claims, demands, fees, suits or actions arising from any negligence by TVC, its officers, agents, employees, contractor, subcontractors or any negligence of a third party, its (their) officers, agents, employees, contractors, subcontractors. TVC shall give Awarded Applicant written notice of each such claim or suit and full right and opportunity to conduct Awarded Applicant's own defense thereof, together with full information and all reasonable cooperation. Awarded Applicant shall coordinate its defense with the Texas Attorney General as requested by TVC.

Additionally, if Awarded Applicant requires or desires to use any design, trademark, device, material or process covered by letters of patent or copyright, Awarded Applicant shall indemnify, defend and hold harmless, to the extent allowed by law, the State of Texas, TVC, as well as officers, agents, and employees of TVC, from any liability, for any and all claims, demands, fees, suits or actions of any nature whatsoever, from any and all claims for infringement by reason of the use of any such patented design, device, trademark, copyright, material or process in connection with the work agreed to be performed and shall indemnify (to the extent allowed by law) the State of Texas, TVC, as well as officers, agents, and employees of TVC, from any cost, expense, royalty or damage which the State of Texas, TVC, as well as officers, agents, and employees of TVC may be obligated to pay by reason of any infringement at any time during the performance of or after completion of the work. Awarded Applicant represents and warrants that it has determined what licenses, patents, and permits are required under the Agreement and has lawfully acquired all such licenses, patents, and permits.

Notwithstanding any indemnification clause, TVC shall have full authority to conduct its own defense, negotiations, and settlements, but Awarded Applicant's indemnification (to the extent allowed by law) nevertheless remains in full force and effect. Any settlement shall only be reimbursable by Awarded Applicant if Awarded Applicant approves such settlement in advance, and any liability upon unsuccessful defense shall only be reimbursable by Awarded Applicant if Awarded Applicant has full opportunity to participate equally in the defense of the action.

## **XXV. Legal and Regulatory Actions**

Applicant represents and warrants that it is not aware of and has received no notice of any court or governmental agency actions, proceedings or investigations, etc., pending or threatened against Applicant or any of the individuals or entities included in the Response within the five (5) calendar years immediately preceding the submission of the Response that would or could impair Applicant's performance under the Agreement, relate to the solicited or similar goods or services, or otherwise be relevant to Agency's consideration of the Response. If Applicant is unable to make the preceding representation and warranty, then Applicant instead represents and warrants that it has included as a detailed attachment in its Response a complete disclosure of any such court or governmental agency actions, proceedings or investigations, etc. that would or could impair Applicant's performance under the Agreement, relate to the solicited or similar goods or services, or otherwise be relevant to Agency's consideration of the Response.

In addition, Applicant represents and warrants that it shall notify TVC in writing within five (5) business days of any changes to the representations or warranties in this clause and understands that failure to so timely update Agency shall constitute breach of contract and may result in immediate termination of the Agreement.

## **XXVI. Limitation on Authority**

Applicant shall have no authority to act for or on behalf of TVC or the State of Texas except as expressly provided for in the Agreement; no other authority, power or use is granted or implied. Applicant may not incur any debt, obligation, expenses, or liability of any kind on behalf of TVC or the State of Texas.

## **XXVII. Lobbying Prohibition**

Applicant represents and warrants that TVC's payments to Applicant and Applicant's receipt of appropriated or other funds under the Agreement are not prohibited by Sections 556.005 or 556.0055 of the Texas Government Code.

## **XXVIII. No Implied Waiver**

Failure of a Party to require performance by another Party under the Agreement will not affect the right of such Party to require performance in the future. No delay, failure, or waiver of either Party's exercise or partial exercise of any right or remedy under the Agreement shall operate to limit, impair, preclude, cancel, waive or otherwise affect such right or remedy. A waiver by a Party of any breach of any term of the Agreement will not be construed as a waiver of any continuing or successive breach.

## **XXIX. Non–Appropriation of Funds**

The NOGA may be terminated if funds allocated to TVC should become reduced, depleted, or unavailable during the grant period, and to the extent that TVC is unable to obtain additional funds for such purposes. TVC shall negotiate efforts as first consideration and if such efforts fail, then TVC shall immediately provide written notification to the Awarded Applicant of such fact and the NOGA shall be deemed terminated upon receipt of the notification, and neither party shall have any further rights or obligations hereunder. Awarded Applicant shall not incur new obligations after the effective date of termination and shall cancel as many outstanding obligations as reasonably practicable. TVC shall be liable for allowable costs incurred up to the time of such termination.

Under no circumstances shall this RFA or any provisions herein be construed to extend the duties, responsibilities, obligations, or liabilities of the State of Texas or TVC beyond the then existing biennium.

## **XXX. Permits, Certifications and Licenses**

Applicant represents and warrants that it has determined what licenses, certifications and permits are required under the Agreement and has acquired all applicable licenses, certifications, and permits.

## **XXXI. Prompt Payment**

Payment shall be made in accordance with Chapter 2251 of the Texas Government Code, commonly known as the Texas Prompt Payment Act. Chapter 2251 of the Texas Government Code shall govern remittance of payment and remedies for late payment and non-payment.

## **XXXII. Release of Application Information by TVC**

Public Information Act. Awarded Applicant understands and acknowledges that as a Texas state agency, TVC is subject to the provisions of the Texas Public Information Act (“PIA”), Government Code, Chapter 552 as interpreted by judicial opinions and the opinion of the Attorney General of the state of Texas. Awarded Applicant will cooperate with TVC in the production of documents responsive to any such requests under the Public Information Act. TVC will decide whether to submit a Public Information Act request to the Attorney General.

All submitted Applications become the property of TVC after the RFA submission deadline date. Upon acceptance of the Notice of Grant Award, all information submitted with Applicant’s Application becomes public record and all information submitted with Awarded Applicant’s Application becomes part of the Notice of Award. Therefore, such information is subject to disclosure under the Texas Public Information Act, unless an exception under the Texas Public Information Act is applicable.

Any proprietary information included in Applicant’s Application shall be subject to disclosure unless such proprietary information was clearly identified by Applicant, and such identification was submitted concurrently with the original submission of the proprietary information. Additionally, Applicant shall state the specific reason(s) an exception from the Texas Public Information Act is being claimed concurrently with the original submission of the proprietary information. If Awarded Applicant fails to clearly identify proprietary information with the original submission of the proprietary information, then those Sections will be deemed non-proprietary and made available upon receipt of public information request after the Agreement is awarded. The production of any material under the Agreement shall not have the effect of violating or causing TVC to violate any law, including the Texas Public Information Act.

## **XXXIII. Restricted Employment for Certain State Personnel**

Pursuant to Section 572.069 of the Texas Government Code, Applicant certifies that it has not employed and will not employ a former state officer or employee who participated in a procurement or contract negotiations for the Agency involving Applicant within two (2) years after the date that the Agreement is signed, or the procurement is terminated or withdrawn. This certification only applies to former state officers or employees whose state service or employment ceased on or after September 1, 2015.

## **XXXIV. Severability**

If any provision of the Agreement is construed to be illegal or invalid, such construction will not affect the legality or validity of any of its other provisions. The illegal or invalid provision will be deemed severable and stricken from the Agreement as if it had never been incorporated herein, but all other provisions will continue in full force and effect.

## **XXXV. Sovereign Immunity**

The Parties expressly agree that no provision of the Agreement is in any way intended to constitute a waiver by the Agency or the State of Texas of any immunities from suit or from liability that the Agency or the State of Texas may have by operation of law.

## **XXXVI. Architectural and Engineering Contractors**

Pursuant to Section 2254.0031 of the Texas Government Code, which incorporates by reference Section 271.904(d) of the Texas Local Government Code, Respondent shall perform services (1) with professional skill and care ordinarily provided by competent engineers or architects practicing under the same or similar circumstances and professional license, and (2) as expeditiously as is prudent considering the ordinary professional skill and care of a competent engineer or architect.

## **XXXVII. Survival**

Expiration or termination of the Agreement for any reason does not release Applicant from any liability or obligation set forth in the Agreement that is expressly stated to survive any such expiration or termination, that by its nature would be intended to be applicable following any such expiration or termination, or that is necessary to fulfill the essential purpose of the Agreement, including without limitation the provisions regarding warranty, indemnification, confidentiality, and rights and remedies upon termination.

## **XXXVIII. Suspension and Debarment**

Applicant certifies that it and its principals are not suspended or debarred from doing business with the state or federal government as listed on the State of Texas Debarred Vendor List maintained by the Texas Comptroller of Public Accounts and the System for Award Management (SAM) maintained by the General Services Administration.

## **XXXIX. Termination and Enforcement**

Awards may be terminated in whole or in part only if one of the following applies:

By the Agency if a recipient materially fails to comply with the terms and conditions of the award;

By the awarding agency with the consent of the recipient in which case the two parties shall agree on the termination conditions, including the effective date and in the case of partial termination, the portion to be terminated; or

By the recipient upon sending to the awarding agency written notification setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. If the awarding agency determines in the case of partial termination that the reduced or modified grant will not accomplish the purposes for which the grant was made, it may terminate the grant in its entirety.

## **XL. Unfair Business Practices**

Applicant represents and warrants that it has not been the subject of allegations of Deceptive Trade Practices violations under Chapter 17 of the Texas Business and Commerce Code, or allegations of any unfair business practice in any administrative hearing or court suit and that Applicant has not been found to be liable for such practices in such proceedings. Applicant certifies that it has no officers who have served as officers of other entities who have been the subject of allegations of Deceptive Trade Practices violations or allegations of any unfair business practices in an administrative hearing or court suit and that such officers have not been found to be liable for such practices in such proceedings.

## **XLI. Waiver of Consequential Damages**

Notwithstanding any other provision to the contrary herein, neither party shall be liable to the other for any indirect, incidental, special or consequential damages or loss of profits, anticipated or otherwise, or loss of revenues in connection with or arising out of, or in connection with, the subject matter of this Agreement.



# APPENDIX A: APPROVED ASSISTIVE TECHNOLOGY ITEMS

# APPENDIX A: APPROVED ASSISTIVE TECHNOLOGY ITEMS

**Table 5: Chart of approved Assistive Technology budget items**

ITEM	DOCTOR'S PRESCRIPTION REQUIRED?	APPROVED FOR PURCHASE IF NOT AVAILABLE FIRST	
		THROUGH A WAREHOUSE OR DONOR PROGRAM	REQUIRES PRIOR APPROVAL BEFORE PURCHASE
Glasses (for dependents & spouses only)	✓	✓	X
Hearing Aids	✓	✓	X
Lift Chairs - up to \$600	✓	✓	X
Canes	X	✓	X
Walkers (standard adult or medical) - up to \$75	X	✓	X
Crutches	X	✓	X
Orthotics/Diabetic Shoes	✓	✓	X
Prosthetics - up to \$1000	✓	✓	X
Rollator - up to \$100	✓	✓	X
Mobility Scooters/Power Chairs - up to \$800	✓	✓	X
Knee walker/scooter - up to \$200	✓	✓	X
Zipper Pulls	X	✓	X
Button Hooks	X	✓	X
Sock assistant	X	✓	X
Trays (wheelchair, hospital bed)	X	✓	X
Reacher	X	✓	X
Wheelchair or walker bag/ basket	X	✓	X
Portable Ramp - up to \$200	✓	✓	X
Shower Chair	✓	✓	X
Transfer Board	✓	✓	X
Adaptive shoulder or seat safety belts	✓	✓	X
Tie downs that secure wheelchair to vehicle floor	✓	✓	X
Talking Scales	✓	X	✓

**APPROVED FOR PURCHASE**

**IF NOT AVAILABLE FIRST**

**THROUGH A WAREHOUSE  
OR DONOR PROGRAM**

**REQUIRES PRIOR APPROVAL  
BEFORE PURCHASE**

<b>ITEM</b>	<b>DOCTOR'S PRESCRIPTION REQUIRED?</b>	<b>APPROVED FOR PURCHASE IF NOT AVAILABLE FIRST THROUGH A WAREHOUSE OR DONOR PROGRAM</b>	<b>REQUIRES PRIOR APPROVAL BEFORE PURCHASE</b>
Personal Amplification systems (ex. Pocket Talker Pro)	✓	X	✓
Assistive Listening systems	✓	X	✓
Icommunicator (voice to text system)	✓	X	✓
Speech generating devices	✓	X	✓
Communication Boards or books	✓	X	✓
Stuttering Aids	✓	X	✓
Prologue 2 Go App (speech communication app)	✓	X	✓
LAMP app (speech communication app)	✓	X	✓
Electronic note takers	✓	X	✓
Recording devices	✓	X	✓
Specialized cushion (ROJO cushion) - up to \$100	✓	X	✓
Compression garments	✓	X	✓
Door/Gate openers	✓	X	✓
Magnifiers	✓	X	✓
Screen Readers	✓	X	✓
Blood pressure gauge	✓	X	✓
Glucometer	✓	X	✓
Braille displays	✓	X	✓
White canes	✓	X	✓
Long Cane	✓	X	✓
Specialized strollers	✓	X	✓
Transport chairs	✓	X	✓
Pelvic guides	✓	X	✓
Contoured seating systems	✓	X	✓
head supports	✓	X	✓
Tomato Chairs	✓	X	✓
Tumble Form Chairs	✓	X	✓
Feeding chairs	✓	X	✓

**2023-24 PROGRAM REQUIREMENTS**

<b>ITEM</b>	<b>DOCTOR'S PRESCRIPTION REQUIRED?</b>	<b>APPROVED FOR PURCHASE IF NOT AVAILABLE FIRST THROUGH A WAREHOUSE OR DONOR PROGRAM</b>		<b>REQUIRES PRIOR APPROVAL BEFORE PURCHASE</b>
Software with speech output	✓	X		✓
Cranial Helmet	✓	X		✓
Geri Chair	✓	X		✓
Hoyer Lift	✓	X		✓
Kid walker	✓	X		✓
Specialized car seats	✓	X		✓
Large-handled tools utensils	✓	X		✓
eating/feeding equipment	✓	X		✓
Commode	✓	X		✓
Elevated/Elongated Toilet seat	✓	X		✓
Hand Controls	✓	X		✓
Voice Recognition Systems (dragon naturally speaking)	✓	X		✓
Wheelchairs	✓	X		✓
U step walkers	✓	X		✓
Gait Trainer	✓	X		✓
EZ Stands	✓	X		✓
Adjustable Hospital Bed	✓	X		✓

## **APPENDIX B: APPROVED FOOD VOUCHER ITEMS**

# APPENDIX B: APPROVED FOOD VOUCHER ITEMS

## *General Assistance Grants*

### FOOD VOUCHER SERVICES, FINANCIAL ASSISTANCE, SUPPORTIVE SERVICES

- ✓ For veterans and families with a home or residence and can store and maintain perishable food
- ✓ Usually for veterans & families that are experiencing food scarcity due to various challenges

Both perishable and non-perishable food and hygiene items are provided through a voucher system - coordinated and arranged by the grantee with a local grocery store (HEB, Wal-Mart, Kroger, etc)

**Table 6: Chart of NOT ALLOWABLE Food Voucher items per [2 CFR 200](#), SNAP, or TANF**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Alcoholic beverage (any kind to include beer, wine, liquor, spritzers)	X
Tobacco (any kind to include smokeless, cigarettes, vaping supplies)	X
Vitamins, medicines, and supplements	X
Pet foods of any kind and any quantity	X
Cosmetics, electronics, gift cards	X
Beef ribeye, sirloin, filet, or T-bone steak	X
Shellfish (shrimp, mussels, lobster, oysters, and crawfish)	X
Any food or drink from a restaurant or fast-food chain	X
Candy, Candy Bars, and other similar items	X
Sodas and carbonated drinks, cold drinks; fountain drinks, slushies, iced coffee, smoothies, and other similar items	X
Hot drinks already prepared (coffee, lattes, tea, and other similar items)	X
Hot/Cooked and/or food for immediate consumption (usually found in Deli departments - sandwiches, wraps, hoagies, salads, etc.)	X
Unfrozen, uncooked, and pre-packaged meals (refrigerated) and ready to cook	X
Unfrozen, uncooked, and pre-packaged meats (refrigerated) and ready to cook	X
Sports Drinks	X
Energy Drinks	X

**Table 7: Chart of ALLOWABLE Food Voucher items**

CATEGORY	ITEM	ALLOWABLE OR NOT ALLOWABLE
* Specialty	* Whole Ham	✓
* limit 4 items from this group per veteran household, per grant year	* Whole Brisket	✓
	* Whole Turkey	✓
	* Rack Pork or Beef Ribs	✓
	* Whole salmon	✓
Raw (Uncooked) Meats	Fish (cod, catfish, etc.)	✓
	Beef (stew meat, ground beef, fajita, sausage)	✓
	Pork (roast, chops, sausage)	✓
	Chicken (hen, leg quarters, etc.)	✓
Dairy & Perishable Proteins	Milk, milk substitutes	✓
	Butter/Margarine	✓
	Yogurt	✓
	Ice cream	✓
	Creamer	✓
	Cheese	✓
	Eggs, egg whites	✓
	Luncheon meats, hot dogs, bratwurst	✓
Frozen Foods	Frozen pizzas & frozen meals	✓
	Frozen French fries, Tater Tots, buffalo wings, etc.	✓
	Frozen fruits and vegetables	✓
	Other Frozen Foods that require refrigeration/freezing	✓
Meats & Protein	Tofu, nuts, beans, peanut butter	✓
	Canned meat (tuna, chicken, ham)	✓
Fruits & Vegetables	Fresh or canned fruits	✓
	Fresh or canned vegetables	✓
Breads and Cereals	Biscuits, tortillas, crackers, loaf bread, pasta, rice, dry cereal, oatmeal, etc.	✓
Condiments	Mayo, mustard, catsup, pickles, horseradish, spaghetti sauce, salad dressings, seasonings, etc.	✓
	Coffee: instant, ground, beans, or single-serve container pods (K-Cup)	✓
Snacks	Chips, popcorn, fruit snacks, Jell-O	✓

**2023-24 PROGRAM REQUIREMENTS**

<b>CATEGORY</b>	<b>ITEM</b>	<b>ALLOWABLE OR NOT ALLOWABLE</b>
Water	Bottled water (excluding, Evian, Topo Chico, Fiji, sparkling and Ion water)	✓
Hygiene	Personal toiletries and feminine hygiene products	✓
	Shaving razors (limit to 3-5 pack blades)	✓
	Shampoo, conditioner, soap, toothpaste, toothbrushes, etc.	✓
	Toilet paper (limit 6 rolls per family, per week)	✓
Utensils	Hand sanitizer (limit 1 large bottle per family, per week)	✓
	Eating Utensils; disposable or reusable	✗



# APPENDIX C: APPROVED FOOD PANTRY & HYGIENE ITEMS

# APPENDIX C: APPROVED FOOD PANTRY & HYGIENE ITEMS

## *General Assistance Grants*

### FOOD PANTRY SERVICES, HOMELESS VETERANS, SUPPORTIVE SERVICES

- ✓ For veterans experiencing homelessness or in-between residences  
*without the ability to store or refrigerate food.*

Non-perishable food and hygiene items are provided via a pantry (pick up) style system and are dry, canned items with extended shelf life.

**Table 8: Chart of NOT ALLOWABLE Food Pantry & Hygiene Budget items per 2 CFR 200, SNAP, or TANF**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Alcoholic beverage (any kind to include beer, wine, liquor, spritzers)	X
Tobacco (any kind to include smokeless, cigarettes, vaping supplies)	X
Vitamins, medicines, and supplements	X
Pet foods of any kind and any quantity	X
Cosmetics, electronics, gift cards	X
Beef ribeye, sirloin, filet, or T-bone steak	X
Shellfish (shrimp, mussels, lobster, oysters, and crawfish)	X
Any food or drink from a restaurant or fast-food chain	X
Candy, Candy Bars, and other similar items	X
Sodas and carbonated drinks, cold drinks; fountain drinks, slushies, iced coffee, smoothies, and other similar items	X
Hot drinks already prepared (coffee, lattes, tea, and other similar items)	X
Hot/Cooked and/or food for immediate consumption (usually found in Deli departments - sandwiches, wraps, hoagies, salads, etc.)	X
Unfrozen, uncooked, and pre-packaged meals (refrigerated) and ready to cook	X
Unfrozen, uncooked, and pre-packaged meats (refrigerated) and ready to cook	X
Sports Drinks	X
Energy Drinks	X

**Table 9: Chart of ALLOWABLE Food Pantry & Hygiene Budget items**

CATEGORY	ITEM	ALLOWABLE OR NOT ALLOWABLE
* Specialty	* Whole Ham	X
* limit 4 items from this group per veteran household, per grant year	* Whole Brisket	X
	* Whole Turkey	X
	* Rack Pork or Beef Ribs	X
	* Whole salmon	X
	Raw (Uncooked) Meats	Fish (cod, catfish, etc.)
	Beef (stew meat, ground beef, fajita, sausage)	X
	Pork (roast, chops, sausage)	X
	Chicken (hen, leg quarters, etc.)	X
Dairy & Perishable Proteins	Milk, milk substitutes	X
	Butter/Margarine	X
	Yogurt	X
	Ice cream	X
	Creamer	X
	Cheese	X
	Eggs, egg whites	X
	Luncheon meats, hot dogs, bratwurst	X
Frozen Foods	Frozen pizzas & frozen meals	X
	Frozen French fries, Tater Tots, buffalo wings, etc.	X
	Frozen fruits and vegetables	X
	Other Frozen Foods that require refrigeration/freezing	X
	Meats & Protein	Tofu, nuts, beans, peanut butter
Canned meat (tuna, chicken, ham)		✓
Fruits & Vegetables	Fresh or canned fruits	✓
	Fresh or canned vegetables	✓
Breads and Cereals	Biscuits, tortillas, crackers, loaf	✓
	bread, pasta, rice, dry cereal, oatmeal, etc.	
Condiments	Mayo, mustard, catsup, pickles, horseradish, spaghetti sauce, salad dressings, seasonings, etc.	✓
	Coffee: instant, ground, beans, or single-serve container pods (K-Cup)	✓
	Snacks	Chips, popcorn, fruit snacks

**2023-24 PROGRAM REQUIREMENTS**

<b>CATEGORY</b>	<b>ITEM</b>	<b>ALLOWABLE OR NOT ALLOWABLE</b>
Water	Bottled water (excluding, Evian, Topo Chico, Fiji, sparkling and Ion water)	✓
Hygiene	Personal toiletries and feminine hygiene products	✓
	Shaving razors (limit to 3-5 pack blades)	✓
	Shampoo, conditioner, soap, toothpaste, toothbrushes, etc.	✓
	Toilet paper (limit 6 rolls per family, per week)	✓
Utensils	Hand sanitizer (limit 1 large bottle per family, per week)	✓
	Eating Utensils; disposable or reusable	✓

**APPENDIX D: APPROVED STARTER  
HOUSEHOLD GOODS ITEMS FOR  
ESTABLISHING HOMES**

# APPENDIX D: APPROVED STARTER HOUSEHOLD GOODS ITEMS FOR ESTABLISHING HOMES

## *General Assistance Grants*

### FOR VETERANS EXPERIENCING HOMELESSNESS AND WHO SECURE PERMANENT HOUSING

**Table 10: Chart of Maximum Allowable Retail Cost for Starter Household Good Budget items**

CATEGORY	ITEM	MAXIMUM ALLOWABLE RETAIL COST	NOTES
Kitchen	Pots and Pans	\$ 80.00	1 set (saucepan, saute' pan, skillets, pot)
	Sheet & loaf pans	\$ 20.00	1 set
	Dishware w/mugs	\$ 30.00	4 sets (1 additional set per eligible dependent after 4)
	Drinking glasses	\$ 12.00	2 sets
	Mix bowls, measure cups, colander	\$ 12.00	1 set
	Glass casserole dish(es)	\$ 15.00	1 each
	Dish drainer, dish towels, oven mitts	\$ 12.00	Cost per each item
	Ice trays and microwave shield	\$ 5.00	Cost per each item
	Reusable plastic storage ware	\$ 10.00	1 set
	Stainless flatware and cutlery	\$ 16.00	4 sets (1 additional set per eligible dependent after 4)
	Cooking utensil set	\$ 12.00	1 set
	Toaster and can opener	\$ 20.00	Cost per each item
	Coffee maker	\$ 20.00	
	Cutting board/mats	\$ 8.00	1 each
	Steak knives	\$ 15.00	1 set
Dining	Table with chairs	\$ 210.00	1 set; Chairs up to # of eligible dependents (or) 2 chairs for single beneficiary
Living room	Sofa or loveseat	\$ 300.00	1 each
	Side table	\$ 25.00	maximum 2
	Lamp	\$ 30.00	1 each
	TV stand or Coffee Table	\$ 50.00	1 each

**2023-24 PROGRAM REQUIREMENTS**

<b>CATEGORY</b>	<b>ITEM</b>	<b>MAXIMUM ALLOWABLE RETAIL COST</b>	<b>NOTES</b>
Bedroom(s)	Up to Queen size mattress / frame	\$ 300.00	
	Children each receive twin mattress	\$ 100.00	1 each child
	Blanket, pillows	\$ 25.00	1 set each eligible household member
	Linens	\$ 20.00	2 set each eligible household member
	Nightstand	\$ 75.00	1 each
	1 Lamp per bedroom, 2 for master	\$ 30.00	
	Bathroom	Bath rug/mat	\$ 5.00
Toilet tissue		\$ 15.00	
Shower liner		\$ 5.00	1 each
Bowl brush/ plunger		\$ 8.00	1 each
• Bath towels		\$ 16.00	2 for each eligible household member
• Wash Cloth			2 for each eligible household member
Cleaning and Sanitation	• Trash Can - kitchen and bath	\$ 60.00	1 set of all these cleaning and sanitation items
	• Insect Spray		
	• Household Cleanser		
	• Dish Liquid		
	• Sponges		
	• Laundry Detergent		
	• Paper Towels		
	• Toilet Tissue		
	• Facial Tissue		
	• Hand Sanitizer		

**APPENDIX E: HOUSING FOR TEXAS  
HEROES HOME MODIFICATION, REPAIR,  
AND WEATHERIZATION PROJECTS**



# APPENDIX E: HOUSING FOR TEXAS HEROES HOME MODIFICATION, REPAIR, AND WEATHERIZATION PROJECTS

For additional Housing for Texas Heroes grantee resources and training aids published during the grant year, visit the 2023-24 Grantee Home website:

**LINK: 2023-24 Grantee Home**

<https://www.tvc.texas.gov/grants/2023-2024grantees/>

## I. Project Checklist

Download Housing for Texas Heroes Project Checklist from TVC website. Use the checklist to guide planning, eligibility confirmation, and document gathering to support reimbursement.

**NOTE:** See “Housing for Texas Heroes Grant Project Checklist” on page 67.

## II. Project Form

Download Housing for Texas Heroes Project Form and complete it according to the information requested to support reimbursement.

**NOTE:** See “Housing for Texas Heroes Grant Project Form” on page 68.

## III. Before & After Photos

Review the Before and After Photo guidelines in this appendix, to ensure that adequate photo documentation is captured before and after. Photo documentation is required for reimbursement. Visit the 2023-24 Grantee Home page on TVC’s website for additional grant management resources and training aids

**NOTE:** See “Beneficiary Project Before & After Photo Requirements” on page 71.

## IV. Avoid Obstacles for Grantee Reimbursement

### A. Verify Current Ownership & Residence

Before committing to or beginning the project, verify the beneficiary (veteran or surviving spouse):

- 1) is listed as the 100% owner via the County Tax Appraisal District's office

AND

- 2) lives in the residence

### B. County Tax Appraisal District Verification

The beneficiary must be listed as the 100% owner on official County property tax records. Examples of acceptable proof include:

- ✓ Warranty Deed
- ✓ Special Warranty Deed
- ✓ Irrevocable Trust where veteran (or surviving spouse) is listed as the beneficiary of the trust

Grantees carry the burden of substantiating ownership of the property. If clear, absolute evidence of beneficiary ownership is not provided to TVC at time of reimbursement, the Grantee may be liable for covering the costs of the project.

### C. Current on Loans & Property Taxes

Ensure beneficiaries are CURRENT on all of the following before committing to or beginning the beneficiary project:

- ✓ mortgage loans
- ✓ home equity loans

AND

- ✓ property taxes

### D. Exceptions And Prior Approvals

If criteria outlined above cannot be met, contact your Grant Officer to discuss an exception.

## V. Allowable Costs

**NOTE:** See "D. Allowable and Unallowable Items in Housing for Texas Heroes projects" on page 76

## *Housing for Texas Heroes Grant Project Checklist*

*Organization must retain the following documentation for all Projects completed. Do not submit these documents to FVA when requesting reimbursement for completed Projects.*

*This documentation should be readily available for review by FVA during a compliance or technical visit, desk audit, or upon request at any point in the applicable retention period, to ensure adherence to FVA grant eligibility and compliance requirements. Organizations must retain all records pertaining to the grant for 3 years (per TxGMS guidance) or by the organization's policy requirements, whichever is longer.*

- Proof of Veteran Status Including Character of Service**  
Must coincide with permitted TVC documentation for Veteran/Surviving Spouse Beneficiary eligibility. See *Program Requirements, Appendix I: Examples of Beneficiary Eligibility Verification Documents*.
- Proof of Very Low-Income or Low-Income or VA Disabled Status**  
Verify income on pay stubs, and/or SSI payments to determine income in comparison to AMI for Texas county according to HUD and/or VA disability letter.
- Proof of Home Ownership**  
Verify the Beneficiary is the owner of the home as reflected in a warranty deed, special warranty deed, or listed as the Beneficiary of the trust that is listed as the owner with county tax records.
- Proof of Beneficiary Residence**  
Verify the Beneficiary resides in the home receiving Project services.
- County Tax Statement & Mortgage Loan Statement**  
Demonstrating Beneficiary is current on property taxes and any form of home loan.
- Bid Solicitations**  
Must demonstrate the method and process for contractor/vendor selection for labor and materials. All projects over \$10,000 must follow federal and state contracting requirements.
- Inspection Reports**  
Demonstrating pre-inspection, final inspection, and any instance during the Project.
- Fully Executed Contract to Provide Services on Statement/Scope of Work (SOW)**  
Must be signed by Grantee and Contractor; and coverage dates must occur within the active grant period to be considered valid and fully executed.
- Statement/Scope of Work (SOW)**  
The detailed description of what repairs or modifications are expected to be completed during the project. The SOW may be revised after the start of the Project due to unexpected discoveries in the home which modify original plans. All major tasks pertinent to the Project must be identified by the organization.
- Contractor's Certification of Work**  
Signed by (1) Authorized Grantee Representative, (2) Contractor and (3) Veteran/Surviving Spouse Beneficiary. All parties must certify the work was completed as claimed, invoiced, and reported to FVA.

# HOUSING FOR TEXAS HEROES HOME MODIFICATION, REPAIR, AND WEATHERIZATION PROJECTS

## *Housing for Texas Heroes Grant Project Form*

### GRANTEE INSTRUCTIONS

Complete Sections A-E. Submit one form for reimbursement of each Home Modification, Weatherization, or Repair Project completed.

### BENEFICIARY INSTRUCTIONS

Review Project information on both pages of this form. Complete Section F.

*Required fields are marked by a red asterisk (\*)*

### A) PROJECT INFORMATION

Grantee Organization\*

Grant ID Number \*

Beneficiary Name\*

Beneficiary Type \*  Veteran  Surviving Spouse

Project Address\*

City\*

County \*

Is the Veteran/Surviving Spouse Beneficiary the owner of the home as verified on the corresponding County Appraisal District Office's website? \*  Yes  No

Does the Veteran/Surviving Spouse Beneficiary reside in the home listed as *Project Address*? \*

Yes  No

Project eligibility requirement met by Beneficiary? \*  Very Low-Income  Low-Income  VA Disabled (*only applicable to Veterans*)

Project completed at no cost to the Veteran/Surviving Spouse, and no payment was collected or is due from the Veteran/Surviving Spouse Beneficiary for completion of this Project in any form or amount. \*

Yes  No

### B) MODIFICATION, WEATHERIZATION, OR REPAIRS REQUIRED

What are the problems that require modification, weatherization, or repair at the home? Provide specifics for each item. Include the functional deficiency caused by each issue.\*

*Example: The front door will not close and seal properly. There is a 1-2 inch gap at the top and bottom of the door.*

**ISSUE AND FUNCTIONAL DEFICIENCY CAUSED \***

**AREA OF HOME \***

1.

2.

3.

4.

5.

6.

7.

8.

# HOUSING FOR TEXAS HEROES HOME MODIFICATION, REPAIR, AND WEATHERIZATION PROJECTS

## C) PROJECT MILESTONES

Pre-Inspection Date \* Project Start Date \*

---

Final Inspection Date \* Project Completion Date \* PROJECT DURATION

Days

Project Inspector \*  Internal  Third-Party Project Inspector Name \*

---

## D) COMPLETED MODIFICATION, WEATHERIZATION, OR REPAIR WITH TVC FUNDS

What Home Modification(s), Weatherization(s) or Repair(s) were completed? Provide a short description of major tasks performed.\*

*Example: Front door frame replaced. New fiberglass door installed.*

MAJOR TASK PERFORMED *	COST *
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
	<b>TOTAL COST *</b>

## E) GRANTEE CERTIFICATION

I agree that the information on this form is true. The work has been completed and accepted by the client.

Grantee Representative Name and Job Title \* Date \*

---

Grantee Representative Signature \*

---

## F) BENEFICIARY CERTIFICATION

<b>JOB RATING *</b> <input type="checkbox"/> Very Satisfied <input type="checkbox"/> Satisfied <input type="checkbox"/> Not Satisfied <input type="checkbox"/> I Wish to File a Complaint
---

I agree that the information on this form is true. The work has been completed and my customer rating is fair.

Beneficiary Signature \* Date \*

---

## *Housing For Texas Heroes Grant Project Before & After Photo Requirements*

Housing for Texas Heroes project reimbursement requests must include a picture depicting the front façade of the home, as well as pictures illustrating all individual areas of the project scope before and after completion. Pictures illustrating the completed project help TVC’s grant officers ensure transparency in reporting, as well as help the grantee justify costs reported for reimbursement.

**NOTE:** Pictures of each job component of Housing for Texas Heroes projects must be included in the supporting documents submitted with the reimbursement request.

Reimbursement requests will be delayed until grantee provides required pictures.

### **A. Minimum Requirements**

- Pictures must be taken by designated grantee representative
- Include (1) picture of the front façade of the home owned by the veteran or surviving spouse
- Include at least (1) before picture next to (1) after picture of each individual job area making up the total home modification, repair or weatherization project

### **B. Format Guidelines**

- ✓ Must be in color (no black and white scans)
- ✓ Must illustrate the exact location of job component within the interior or exterior of the home
- ✓ Before and After images must be adjacent to each other in the support document PDF  
*(see examples in this section)*
- ✓ Before and After images must be taken from the same angle  
*(see examples in this section)*
- ✓ Maximum of 4 images per page
- ✓ Include “Before” and “After” noted directly on the image or above/below each image
- ✓ Avoid taking pictures of job components where people are visible in the frame

## C. Before & After Photo Examples

### 1. Front Façade of Home

**EXAMPLE:** Front façade of Housing for Texas Heroes project



**EXAMPLE:** Front façade of Housing for Texas Heroes project





## 2. Exterior

**EXAMPLE:** Roof replacement on Housing for Texas Heroes project



**EXAMPLE:** Wheelchair ramp on Housing for Texas Heroes project



**BEFORE**

**AFTER**

### 3. Interior

**EXAMPLE:** Flooring replaced in Housing for Texas Heroes project

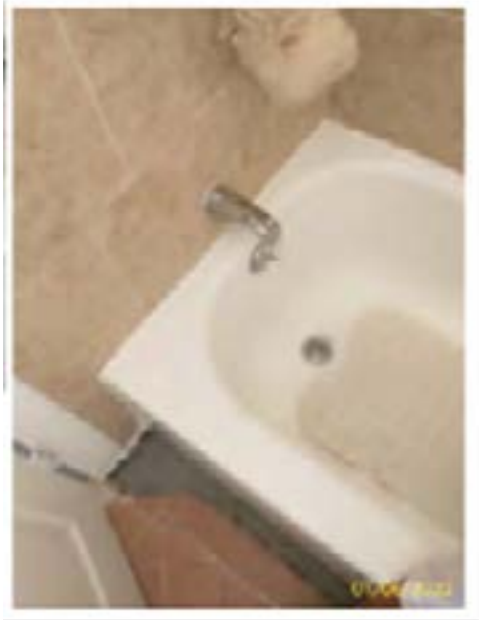


**EXAMPLE:** Grab bar installation for Housing for Texas Heroes project



#### 4. Insufficient Picture Documentation

**EXAMPLE:** Insufficient picture documentation for a Housing for Texas Heroes modification project



- ✗ Not taken from the same angle
- ✗ Missing “before” and “after” labels

## D. Allowable and Unallowable Items in Housing for Texas Heroes projects

**Table 11: Allowable exterior items in Housing for Texas Heroes beneficiary projects**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Driveway: repair or leveling for accessibility or ease of walking for elderly	✓
Sidewalk: repair or leveling for accessibility or ease of walking for elderly	✓
Roof: repair or replacement	✓
Foundation: leveling or repair	✓
Rodent infestation: repair to exterior of home to prevent rodents from entering into subflooring or attic	✓
Caulking: caulking of exterior of home to prevent weather and element from entering	✓
Siding: repair or replacement to prevent weather elements from entering house	✓
Painting exterior: painting of weather damaged siding and home exterior to extend life	✓
Ramp: install or repair for entry into all exits of home for accessibility or ease of walking for elderly	✓
Deck: repair or replace for accessibility or ease of walking for elderly	✓
Fence: for service animal, install, repair, replace	✓
Lawn: drainage and leveling to prevent water from entering the home	✓
Surface drain: for foundation to prevent water from entering the home	✓
Electrical Drop and meter enclosure repair or replacement to meet code	✓
Light fixtures: repair of existing light fixture or replacement with comparable fixture	✓
Plumbing exterior: repair or replacement water pipes and fixtures to prevent leaks of fresh water	✓
Plumbing exterior: repair or replacement of sewage pipes to ensure proper elimination of waste	✓
Septic system: repair or replacement to prevent leaks and ensure proper elimination of waste	✓
HVAC system: repair or replacement of air conditioner, coolant, refrigeration lines, furnace, air handler, indoor coil, register, supply air duct, return duct and thermostat	✓
Window: replacement or repair due to broken glass or frame to prevent weather elements for entering home	✓
Door and frame exterior: repair or replacement to secure home and prevent weather elements for entering home	✓
Tree removal: removal of tree or tree limbs overhanging above home to prevent future damage	✓

**Table 12: Allowable interior items in Housing for Texas Heroes beneficiary projects**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Doorway widening: widening of exterior doors or interior doors to allow accessibility for wheelchair	✓
Subfloor: leveling and repair for habitability, accessibility, or ease of walking for elderly	✓
Carpet replacement: replacement of old, worn carpet or carpet that prevents accessibility or ease of walking for elderly	✓
Flooring: repair or replacement for accessibility or ease of walking for elderly	✓
Ceiling: repair or replacement due to water or weather damage	✓
Walls: repair or replacement due to water or weather damage	✓
Painting: painting of interior of home to extend life of weathered materials, to cover repaired area, and cover water damage areas that do not need replacement	✓
Electrical: circuit breakers and panel, repair or replacement to ensure home is to code	✓
Electrical: replacement of non-operational outlets, light switches and covers	✓
Electrical wiring: replacement and repair of home wiring to ensure home is to code	✓
Light fixtures: repair of existing light fixture or replacement with comparable fixture	✓
Ceiling Fan: repair non-operational fan or replacement with comparable model	✓
Plumbing interior: repair of water pipes and fixtures to prevent leaks	✓
Plumbing interior: replacement of water pipes to ensure home is to code	✓
Plumbing interior: replacement of unrepairable water fixture with comparable model	✓
Refrigerator: repair or preplace with comparable model	✓
Stove: repair or replace with comparable model	✓
Microwave: repair or replace with comparable model	✓

**Table 13: Allowable items in Housing for Texas Heroes beneficiary bathroom projects**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Remodel for Americans with Disabilities Act (ADA) compliance and accessibility	✓
Door, widen entrance and replace door and door frame for wheelchair accessibility	✓
Vanity and sink: Position lower on wall for wheelchair accessibility; includes required plumbing and fixture	✓
Toilet: replace with ADA-compliant model	✓
Bath: install ADA-compliant walk-in shower or ADA-compliant tub for accessibility along with required plumbing and fixtures	✓
Grab bars: install bars as required for toilet and bath	✓

**Table 14: Allowable items in Housing for Texas Heroes beneficiary kitchen projects**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Remodel for ADA compliance & accessibility	✓
Door: widen entrance and replace door and door frame, for wheelchair accessibility	✓
Counter tops: lower height for ADA compliance and wheelchair accessibility	✓
Sink: lower height for wheelchair accessibility; includes required plumbing and fixture	✓
Upper cabinets: position lower on wall, for wheelchair accessibility	✓
Lower cabinets: replace lower cabinets to reduce height, for wheelchair accessibility	✓
Stove: replace with ADA-compliant model	✓
Refrigerator: replace with ADA-compliant model	✓

**NOTE:** Grantee should contact Grant Officer to request prior approval for modifications, weatherization, and repairs not listed in this appendix.

**Table 15: Unallowable items in Housing for Texas Heroes beneficiary projects**

ITEM	ALLOWABLE OR NOT ALLOWABLE
New additions to the property are not allowed.	X
Modifications, Weatherization, or Repairs to non-primary residential home or structure	X
Window replacement for energy efficiency	X
Energy efficiency repairs or modifications to reduce electrical cost	X
Gutter installation	X
Kitchen/ bathroom remodels for aesthetic purposes	X
Carpet replacement for wood flooring for aesthetic purposes	X
Painting exterior or interior for aesthetic purposes	X
Installing deck/ landings without medical necessity	X
Fence repair or replacement, UNLESS for service animal (see “Table 11: Allowable exterior items in Housing for Texas Heroes beneficiary projects” on page 76)	X
Landscaping or yard clean-up	X

## **APPENDIX F: VEHICLE REPAIR**



# APPENDIX F: VEHICLE REPAIR

**Table 16: Allowable budget items in Vehicle Repair**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Tire repair or replacement	✓
Brake repair: including new shoes/pads, rotor turning, caliper replacement, master cylinder replacement, and brake line replacement	✓
Front end alignment	✓
Rack and pinion, steering stabilizer	✓
Exhaust system repair and replacement, catalytic converter and muffler	✓
Radiator repair and replacement	✓
Air conditioning and heater service, repair, and replacement	✓
Battery replacement	✓
Transmission service, repair, or replacement	✓
Water pump replacement	✓
Fuel pump repair or replacement	✓
Starter replacement	✓
Alternator replacement	✓
Engine repair for vehicle that will not start or run	✓

**APPENDIX G: BUDGET CATEGORIES &  
SUBCATEGORIES  
FOR GRANT PLANNING & BUDGET  
FORECASTING**

# APPENDIX G: BUDGET CATEGORIES & SUBCATEGORIES FOR GRANT PLANNING & BUDGET FORECASTING

The budget categories listed below, and their associated sub-categories are a guide to help grantees discern what items TVC considers allowable based on definitions from [2 CFR 200](#), Texas Grant Management Standards ([TxGMS](#)), and the Request for Applications. If an item is not listed below as allowable, TVC staff and management will determine if the item is allowable, reasonable, allocable, and consistent when reviewing the request for reimbursement.

Grant project coordinators should contact their assigned Grant Officer ahead of time to discuss an item not listed below to avoid confusion during reimbursement.

## I. Salary Group

### A. Grant Staff – Salary

Salaries for organization employees who are listed in the grant project application and/or budget narrative and who are providing services directly to clients.

**Table 17: Allowable and Unallowable budget items in Salary**

ITEM	ALLOWABLE OR NOT ALLOWABLE
<p>Employees who provide “overall supervision, vision, oversight, or executive authority” over the TVC grant-funded project typically do not provide direct client services themselves, and therefore usually do not spend more than 10% of their time on grant funded services.</p>	X
<p><b>EXAMPLE: GRANT STAFF: Program Directors Program Managers, and C-level employees.</b></p>	
<p>Employees who provide direct client services or who support delivery of client services are typically involved in the grant project more than 2 hours per day. The time spent each day/week on the grant should be covered by the grant through salaries or contracted services.</p>	✓
<p><b>EXAMPLE: Case Managers, Grant Coordinators, Program Specialists</b></p>	

## II. Fringe Benefits Group

### A. Grant Staff – Fringe Benefits

Fringe Benefits for organization employees working directly on the grant project and are budgeted in Grant Staff - Salaries.

**NOTE:** Allocation of fringe benefits cannot be greater than the time allocation used for salaries.

**Table 18: Allowable budget items in Fringe Benefits**

ITEM	ALLOWABLE OR NOT ALLOWABLE
FICA (7.65%) – Some organizations combine SocSec and Medicare	✓
Social Security (6.20%) – Some organizations pay this as stand alone	✓
Medicare (1.45%) – Some organization pay this as stand alone	✓
Health Insurance	✓
Dental Insurance	✓
Vision Insurance	✓
Life Insurance	✓
Disability Insurance	✓
Workers Compensation	✓
Unemployment	✓
Retirement	✓
Parking stipend due to limited metropolitan parking space that is covered in the organization policies	✓
Phone stipend for use of employees’ personal cell phone for organization duties rather than use of an organization cell phone covered in the organization policies.	✓

### III. Travel Group

All travel reimbursements (mileage, accommodations, conferences, training) will be reimbursed at the current GSA rate or the organization’s policies (whichever is lower).

#### A. Grant Staff Travel – Local Mileage & Fees

Mileage cost for budgeted employee to conduct local travel via their personal vehicle to visit beneficiaries, partner agencies, satellite offices, conduct outreach, deliver vendor payments and other grant related travel within the service area. TVC will reimburse up to the current GSA rate.

**Table 19: Allowable budget items in Local Mileage & Fees**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Mileage	✓
Parking fees	✓
Toll fees	✓

#### B. Grant Staff Travel – Conferences

Costs for budgeted or grant project employees to attend a conference that benefits the project. TVC will only fund up to four (4) employees to attend a conference that is included in the project budget.

**Table 20: Allowable budget items in Conferences**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Per Diem	✓
Airfare	✓
Lodging	✓
Mileage	✓
Rental Car	✓
Parking fees	✓
Toll Fees	✓
Cab	✓
Rideshare	✓
Conference registration	✓

### C. Grant Staff Travel – Training

Costs for budgeted or grant project employees to attend a training that benefits the project.

**Table 21: Allowable budget items in Training**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Per Diem	✓
Airfare	✓
Lodging	✓
Mileage	✓
Rental Car	✓
Parking fees	✓
Toll Fees	✓
Cab	✓
Rideshare	✓
Training registration	✓

## IV. Supplies Group

Supplies are items used by grant project staff to conduct daily operations of the grant project. The Supplies Group is made up of the categories listed below. For each budget category, items that will be (or planned to be) purchased in support of grant services, require a specific line item for the sub-categories bulletized below the category.

ITEM	ALLOWABLE OR NOT ALLOWABLE
TVC capitalizes supply items at \$2,000.	✓
Capital purchases are not allowed	X

**NOTE:** Materials disbursed directly to beneficiaries as part of grant project service **MUST BE** budgeted under the Client Services or Other Direct Costs Groups.

**NOTE:** Materials contained in this group are not for beneficiaries – they are for supporting the Grantee staff in execution of the grant project.

### A. Supplies – Office Supplies

**Table 22: Allowable budget items in Office Supplies**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Grant Record retention and Client folder materials (Filing supplies, file folders and labels, hanging files, expandable files, sorters, binders, and file storage accessories)	✓
Ink & Printer Toner cartridges	✓
Printer & Copy Paper Letter & Legal Size	✓
Basic Supplies (Post-it Notes, writing paper, pens, pencils, highlighters, binder & paper clips, rubber bands, staplers & staples, scissors)	✓

## B. Supplies – Computer Device

**Table 23: Allowable budget items in Computer Device**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Desktop	✓
Laptop	✓
Monitor	✓
Docking station	✓
Traveling case	✓
Cooling pad	✓
Keyboard and mouse	✓
Speakers and headset	✓
Webcam	✓

## C. Supplies – Electronic Device

**Table 24: Allowable budget items in Supplies – Electronic Device**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Copier	✓
Digital camera	✓
Scanner	✓
Printer	✓
Shredder	✓



## D. Supplies – Office Furniture

**Table 25: Allowable budget items in Office Furniture**

ITEM	ALLOWABLE OR NOT ALLOWABLE
File cabinet	✓
Bookcases	✓
Desk	✓
Office Chair	✓

## E. Supplies – Phone Devices

**Table 26: Allowable budget items in Phone Devices**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Cell Phone	✓
Desk Phone	✓

## F. Supplies – Homeless Shelter Janitorial Supplies

Janitorial supplies used by the awarded grantee to maintain the cleanliness and safety of a homeless shelter.

**Table 27: Allowable budget items in Homeless Shelter Janitorial Supplies**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Paper towels	✓
Disinfecting wipes and sprays	✓
Toilet paper and facial tissue	✓
All-purpose cleaners, floor, glass, carpet cleaner,	✓
Sponges and scouring pads	✓
Soap, hand soap and hand sanitizer	✓
Broom and dustpan	✓
Mop and mop bucket	✓
Trash can and trash bags	✓
Light bulbs	✓
First-aid kit	✓
Fire extinguisher	✓
Smoke and carbon monoxide detectors	✓

## G. Supplies – Kitchen Items

Kitchen supplies are for use only by awarded grantees who provide delivered or congregate meals.

**Table 28: Allowable budget items in Kitchen Items**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Cookware	✓
Utensils (food preparation, cooking)	✓
Food transport case, box, cooler used by delivery drivers	✓
Disposable takeout food containers	✓
Disposable spoons, forks, & knives	✓
Disposable plates, bowls & cups	✓
Napkins	✓

## V. Client Services

For each budget category, items that will be (or planned to be) purchased in support of client services, require a specific line item for the sub-categories bulletized below the category.

ITEM	ALLOWABLE OR NOT ALLOWABLE
TVC capitalizes supply items at \$2,000.	✓
Capital purchases are not allowed	X

**NOTE:** Materials disbursed directly to beneficiaries as part of grant project service **MUST BE** budgeted under the Client Services or Other Direct Costs Groups.

## A. Client Services – Rent

**Table 29: Allowable budget items in Rent**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Cost for monthly Rent of leased residence, where the eligible beneficiary resides in the leased unit. Includes:	✓
1) rent	
2) application fees	
3) deposits	
4) late fees	
5) payments in arrears up to the maximum allowed by the RFA	
Temporary housing, transitional housing, Rapid Re-Housing, and shelter bed nights under Homeless Veteran Support.	✓

**Table 30: Unallowable budget items in Rent**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Pet deposits	X
Recurring pest control fees	X
High-risk (poor credit) tenant deposits	X
Amenity fees, such as:	X
1) pool	
2) fitness center	
3) clubhouse	
4) covered parking	
5) garage	

## B. Client Services – Mortgage

**Table 31: Allowable budget items in Mortgage**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Cost for monthly Mortgage of an owned residence, where the eligible beneficiary resides in the mortgaged unit. Payments may include escrow.	✓

ITEM	ALLOWABLE OR NOT ALLOWABLE
Payments in arrears up to the maximum allowed by the RFA.	✓

**Table 32: Unallowable budget items in Mortgage**

ITEM	ALLOWABLE OR NOT ALLOWABLE
property taxes excluded from escrow payments	X
homeowners insurance excluded from escrow payments	X

### C. Client Services – Utilities

Cost for monthly utilities including connection and reconnection fees, late fees, and payments in arrears up to the maximum allowed by the RFA.

**Table 33: Allowable budget items in Utilities**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Electricity	✓
Water	✓
Gas	✓
Garbage	✓
Internet	✓
Cell phone service; for Veterans or Surviving Spouse (primary user).	✓
The total monthly cost for the primary user phone service includes:	
1) device monthly payment	
2) insurance	
3) talk, text, and data service	
4) company fees & surcharges	
5) government fees & taxes	

**Table 34: Unallowable budget items in Utilities**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Recurring pest control fees	X
Cable TV, subscription-based TV channels, or premium TV channel packages (such as Netflix, Hulu & YouTube)	X
Disposable (burner) phones, no-contract/unlocked phones	X

## D. Client Services – Food Voucher

**Table 35: Allowable budget items in Food Voucher**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Food voucher items meeting ALL the following criteria:	✓
1) Under Financial Assistance service category	
2) INCLUDED as part of the approved grant project’s Client Services budget	

**Table 36: Unallowable budget items in Food Voucher**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Food voucher items of any kind that are NOT provided as part of client services in Financial Assistance subcategories	X
Working lunches, picnics, or catered meals	X
Snacks, drinks, water, etc. provided to staff and clients at facilities	X

**NOTE:** Refer to Program Requirements “Appendix B: Approved Food Voucher Items” for a complete list of food voucher items that are allowed for the delivery of these client services.

## E. Client Services – Transportation Rides

Third party transportation of beneficiary from point A to point B in the local area for work, school, medical appointment, or other non-social events or activities.

**Table 37: Allowable budget items in Transportation Rides**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Bus pass: daily, weekly, monthly	✓
Train or metro rail pass: daily, weekly, monthly	✓
Rideshare : Uber, Lyft	✓
Cab fare	✓

## F. Client Services – Transportation Beneficiary Vehicle

Assistance to ensure the beneficiary’s vehicle is operating safely during use to attend work, school, medical appointments or other non-social events or activities up to the maximum allowed by the RFA.

**Table 38: Allowable budget items in Transportation Beneficiary Vehicle**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Monthly vehicle loan payments, including up to two (2) months of delinquent payments and late fees (See Financial Assistance service cat notes - RFA)	✓
Monthly insurance	✓
Fuel	✓
Vehicle repair	✓

**NOTE:** Refer to Program Requirements “Appendix F: Vehicle Repair” for a complete list of items that are allowed for the delivery of these client services.

**Table 39: Unallowable budget items in Transportation Beneficiary Vehicle**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Routine maintenance (oil changes, air & oil filters, tire rotation, wiper blades, etc.)	X
Insurance deductible	X
Tune-ups, repairs to improve fuel efficiency, cosmetic body repair, spark plugs and wires replacement, oxygen sensor replacement	X



## G. Client Services – Child/Adult Care

Drop-in care services at a licensed day care facility or business.

**NOTE:** This applies to eligible Veterans, dependents, or surviving spouses.

**Table 40: Allowable budget items in Child/Adult Care**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Child Care	✓
Adult Care	✓

**Table 41: Beneficiaries NOT ALLOWED in Child/Adult Care**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Grandchildren	X
Nieces/nephews	X
Other person(s) who are not eligible beneficiaries of TVC grant funded services	X

## H. Client Services – Funerals

Funeral and burial cost of a Veteran excluding receptions and celebrations of life up to the maximum allowed by the RFA.

**Table 42: Unallowable budget items in Funerals**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Honor guard donations exceeding \$100	X
Transportation of deceased into or out of Texas	X
Indigent veteran funeral services and/or internments	X

## I. Client Services – Assistive Technology

Products and equipment that increase, maintain, or improve the functional capabilities of a person with disabilities.

**NOTE:** Refer to Program Requirements “Appendix A: Approved Assistive Technology Items” for a complete list of items that are allowed for the delivery of these client services.

## J. Client Services – Restorative Dental

Dental procedures to keep patient’s mouth healthy and functioning, up to the maximum allowed by the RFA.

**Table 43: Allowable budget items in Restorative Dental**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Dental implants	✓
Dentures	✓
Fillings	✓
Crowns	✓
Tooth Extractions	✓

**Table 44: Unallowable budget items in Restorative Dental**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Routine dental check-ups,	X
Cleanings,	X
X-rays	X

## K. Client Services – Meal Delivery Services

Meal service and delivery under Supportive Services service category.

**Table 45: Allowable budget items in Food Meal Services**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Hot Meal – Breakfast, lunch, and dinner	✓
Frozen Meal – Breakfast, lunch, and dinner for rural areas or during no service hours	✓
Packaged Meals – packaged meals for rural areas or during inclement weather	✓
Service Animal food	✓

## L. Client Services – Housing Goods

Basic furniture or housewares to setup an apartment or transitional house under the Homeless Veterans Support service category. Items must have a reasonable cost and be practicable.

**NOTE:** Refer to Program Requirements “Appendix D: Approved Starter Household Goods Items for Establishing Homes” for a complete list of items that are allowed for the delivery of these client services.

## M. Client Services – Food and Hygiene Pantry

Food and Hygiene pantry under Homeless Veterans Support service category.

**Table 46: Allowable and Unallowable budget items in Food and Hygiene Pantry**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Snacks, drinks, water, etc. for staff and clients at facilities	X
Working lunches, picnics, or catered meals	X
Food and hygiene pantry items of any kind that are NOT part of the approved grant project’s client services	X
Food and hygiene pantry items INCLUDED as part of the approved grant project’s Client Services budget.	✓

**NOTE:** Refer to Program Requirements “Appendix C: Approved Food Pantry & Hygiene Items” for a complete list of food and hygiene pantry items that are allowed for the delivery of these client services.

## N. Client Services – Beneficiary Documents

Cost to acquire beneficiaries' identification documents.

**Table 47: Costs to acquire the following identification documents for TVC grant beneficiaries**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Birth certificate	✓
Driver's license	✓
Identification card	✓
Social security card	✓

**NOTE:** This service applies only to eligible beneficiaries receiving TVC grant-funded services.

## O. Client Services – Employment

Resources for job placement, job search, or to maintain employment under Employment Support or Veterans Small Business Support.

**Table 48: Allowable budget items in Client Services – Employment**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Tools	✓
Equipment	✓
Software	✓
Uniforms	✓
Clothing – for job placement	✓
Skills Training	✓
Education Programs (not higher education degrees)	✓

**Table 49: Unallowable budget items in Client Services – Employment**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Tools, uniforms, and other items purchased for veterans who have been employed for over 90 days	X
Items that are not required by the employer	X
Items that should be provided by the employer due to the nature of the job tasks	X

## P. Client Services – Mental Health

Costs for mental health services and treatment under Veterans Mental Health Program or Veterans Treatment Court

**Table 50: Allowable budget items in Client Services – Mental Health**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Evaluations	✓
Treatment or therapy	✓
Individual counseling	✓
Group counseling	✓
Other evidence-based treatments or practices	✓

## Q. Client Services – Treatment

Cost for services and treatment under Veterans Treatment Courts

**Table 51: Allowable budget items in Client Services – Mental Health**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Evaluations	✓
Substance abuse treatment – inpatient or outpatient	✓
Substance testing	✓
Substance monitoring	✓
Monitoring device(s)	✓

## R. Client Services – Contractor

Contractors that provide direct client services in place of organization employees.

**Table 52: Allowable budget items in Client Services – Contractor**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Contracted mental health providers	✓
Housing for Texas Heroes grantee - Contracted home repair/modification companies	✓
Contracted case managers	✓
Contracted financial planning trainer for beneficiaries	✓
Transportation grantee – Contracted drivers	✓

## S. Client Services – Travel

Cost per trip by organization vehicle for transporting beneficiaries.

## T. Client Services – Home Modification, Repair & Weatherization

Home modification, repair, or weatherization under Housing for Texas Heroes grant program.

**NOTE:** Refer to Program Requirements “Appendix E: Housing For Texas Heroes Home Modification, Repair, and Weatherization Projects” for a complete list of items.

## VI. Other Direct Costs (ODC)

ITEM	ALLOWABLE OR NOT ALLOWABLE
TVC capitalizes supply items at \$2,000.	✓
Capital purchases are not allowed	X

**NOTE:** Materials disbursed directly to beneficiaries as part of grant project service **MUST BE** budgeted under the Client Services or Other Direct Costs Groups.

### A. ODC – Printing

Materials used for advertising of the grant project or outreach activities by grant staff. TVC may request a copy of the literature prior to approving the cost to verify TVC recognition requirements.

**Table 53: Allowable budget items in ODC – Printing**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Business Cards	✓
Brochures	✓
Flyers	✓
Form Printing	✓



## B. ODC – Training Materials

**Table 54: Allowable budget items in ODC – Training Materials**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Items or materials handed to beneficiaries for tracking progress in the project:	✓
1) books as part of therapy	
2) manuals as part of therapy	
3) printed completion certificates	

**Table 55: Unallowable budget items in ODC – Training Materials**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Challenge coins, dog tags, or items that are considered memorabilia.	X
Calendars	X
Planners	X
Books or manuals	X
Plaques or ornamental/decorative items for graduating or completing grant funded program	X

## C. ODC – Outreach

Advertising and promotional media for the grant project. Professional dues for membership.

**Table 56: Allowable budget items in ODC – Outreach**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Radio advertising	✓
Television advertising	✓
Newspaper advertising	✓
Social Media advertising	✓
Professional Dues	✓

## D. ODC – Fuel

Fuel for vehicles used as part of a transportation grant. Vehicles must be organizational assets.

**Table 57: Allowable budget items in ODC – Fuel**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Gasoline	✓
Diesel	✓
Electric Vehicle Charging	✓

## E. ODC – Vehicle Maintenance

Maintenance cost of vehicles used as part of a transportation grant.

**Table 58: Allowable budget items in ODC – Vehicle Maintenance**

ITEM	ALLOWABLE OR NOT ALLOWABLE
New Tires	✓
Tire Rotation	✓
Oil Change	✓
Wind Shield Repair	✓
Vehicle Insurance	✓
Vehicle Registration	✓
Minor Repairs	✓

**NOTE:** Vehicles must be organizational assets.

Grantee should refer with TVC staff prior to conducting minor repairs to ensure allowability.

Limit \$2,000 per vehicle, per grant period.

## F. ODC – Contractor

Contractors not providing direct client services.

**Table 59: Allowable budget items in ODC – Contractor**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Housing for Texas Heroes Grantee - Home inspectors	✓
Outreach coordinators	✓
Security guards for Grantee service locations	✓

## G. ODC – Phone Service

Phone service for grant staff.

**Table 60: Allowable budget items in ODC – Phone Service**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Office Phone Line	✓
Fax machine	✓
Cell phone plans	✓

**NOTE:** The physical device should be listed in Supplies

## H. ODC – Postage & Shipping

Cost to mail or ship payments overnight to vendors providing services to beneficiaries.

**Table 61: Allowable budget items in ODC – Postage & Shipping**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Postage/Stamps	✓
Shipment	✓

## **I. ODC – Rent**

Rent and utilities for an office/building solely (100%) dedicated to the grant project occupied by 100% grant project staff.

**Table 62: Allowable budget items in ODC – Rent**

<b>ITEM</b>	<b>ALLOWABLE OR NOT ALLOWABLE</b>
Rent	✓
Utilities	✓

## **J. ODC – Website**

Cost associated with setting up and maintaining a website solely dedicated to the grant project.

**Table 64: Allowable budget items in ODC – Website**

<b>ITEM</b>	<b>ALLOWABLE OR NOT ALLOWABLE</b>
Includes the development and deployment of additional webpages (to existing Grantee website) to support: 3) announcement, 4) requirements, and 5) delivery of TVC Grant Funded services	✓

**NOTE:** Website costs not to exceed \$2,000.

## K. ODC – Software

Cost associated with the purchase or subscription to grant project specific software.

**Table 65: Allowable budget items in ODC – Software**

ITEM	
Software, and Software as a Service (SAAS) purchases that are necessary for delivery and monitoring of grant funded services.	✓
Software Subscriptions (Licenses) that are necessary for delivery and monitoring of grant funded services.	✓
Licenses are limited to grant funded staff who are 100% dedicated to the grant	✓

## VII. Indirect Costs (IDC)

Indirect Costs are cost incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Indirect costs are classified as Facilities and Administration.

**NOTE:** See Program Requirements “B. Indirect Costs Limited” on page 31 and “C. Indirect Costs per 2 CFR 200.” on page 31 for more information on this category.

### A. IDC – Facilities

Facilities is defined as operations and maintenance expenses for offices, software and services that support the full business operations, website and information systems, and other aggregated expenses, not considered administration.

### B. IDC – Administration

Administration is defined as general administration, oversight, and support of grant delivered services.

**EXAMPLE:** Director’s salary & expenses, accounting, personnel, and all other types of expenditures not Facilities.

**Table 66: Allowable budget items for IDC – Administration**

ITEM	ALLOWABLE OR NOT ALLOWABLE
IDC – Administration category is limited to 10% of total direct costs.	✓
Project budgets that include direct costs that appear indirect in nature will be corrected to place the items in Indirect Costs.	
Costs claimed as direct that appear to be indirect will not be approved for reimbursement.	
Indirect Costs must conform to TVC standards and policies outlined in the Request for Applications.	

**APPENDIX H: MENTAL HEALTH  
OUTCOME MEASURES**

# APPENDIX H: MENTAL HEALTH OUTCOME MEASURES

## REQUIRED ASSESSMENT & PERSONAL HEALTH INVENTORIES

### I. Mental Health Outcome Measure – Reported Quarterly

The NEW outcome measure reads:

What percent of TVC mental health grant beneficiaries reported an improvement with managing their life stress and emotional triggers as a result of grant-funded mental health services?

Therefore, NEW for the 2023-24 grant period, all grantees who are providing mental health services and peer delivered services as part of their grant project, are required to administer standardized assessment / inventory tools to their clients BEFORE treatment/services begin, and again AFTER treatment/services end.

#### A. How will grantees report the results of the tools?

Grantees will assess the quantitative differences between the BEFORE and AFTER assessment tool results. Grantees will submit a quarterly report to TVC that includes:

- 1) the total number of beneficiaries served,
- 2) the total number of beneficiaries who showed an IMPROVEMENT in their cumulative scores from the assessment tools
- 3) the total number of beneficiaries who DID NOT SHOW an IMPROVEMENT in their cumulative scores from the assessment tools
- 4) the percent of beneficiaries reporting an improvement

#### B. Clinical Counseling Assessment/Inventory Tools

For Clinical Counseling services provided, the 2 required assessment / inventory tools are listed below.

- 1) PHQ-9
- 2) GAD-7

#### C. Peer Delivered Services Assessment/Inventory Tools

For Peer Delivered services provided, the 1 assessment / inventory tool is listed below.

- ✓ Veterans Administration's Personal Health Inventory (revised 1/2022)



## **D. Which grantee organizations must complete these tools before and after services?**

- ✓ All Veterans Mental Health grantees (Clinical Counseling & Peer Delivered Services)
- ✓ Veteran Treatment Court grantees that include a mental health component
- ✓ General Assistance grantees that include a mental health component in their grant services  
(*e.g. Supportive Services, Homeless Veteran Support*)

## **II. Peer Delivered Services use the Veterans Administration Personal Health Inventory**

On the VA's website, a personal health inventory form is available at this specific URL:

**LINK: Veterans Administration's Personal Health Inventory (revised 1/2022)**  
[https://www.va.gov/WHOLEHEALTH/docs/PHI\\_Jan2022\\_Final\\_508.pdf](https://www.va.gov/WHOLEHEALTH/docs/PHI_Jan2022_Final_508.pdf)

This form is to be completed and submitted online to the staff person overseeing the participants in the peer delivered services. Alternatively, the form can be printed and completed by the beneficiary as part of intake and/or assessment prior to participating in the peer delivered services. Beneficiaries will complete the form again (online or printed format) at the end of their treatment.

## **III. Patient Health Questionnaire (PHQ) – 9, and General Anxiety Disorder (GAD) – 7**

These forms are to be completed and submitted online or printed and completed by the beneficiary as part of intake and/or assessment prior to treatment beginning. Beneficiaries will complete the form again at the end of their treatment.

# APPENDIX I: EXAMPLES OF BENEFICIARY ELIGIBILITY VERIFICATION DOCUMENTS

# APPENDIX I: EXAMPLES OF BENEFICIARY ELIGIBILITY VERIFICATION DOCUMENTS

## I. Must Demonstrate Beneficiary Eligibility For Services

**Table 67: Veteran Eligibility Documentation Requirements For 2023-24 Grant-Funded Services**

Verify with ONE (1) document:

- 1) One (1) of the following (A-K) to establish qualifying Veteran service record:

**MUST PROVIDE  
VALID TEXAS  
DRIVER'S LICENSE,  
ID, OR VOTER ID?**

VETERAN ELIGIBILITY DOCUMENTATION	
A) Department of Veterans Affairs eBenefits Summary Letter with Character of Service listed	
B) Uniform Services Identification Card	
C) Certification of Military Service	Required
D) DD-214* <i>Member Copy 4 with characterization of service discharge status</i>	Required
E) NGB-22	Required
F) NA Form 13038	Required
G) Veteran Health Identification Card issued by the Department of Veterans Affairs	
H) Veteran Identification Card issued by the Department of Veterans Affairs	
I) Department of Veterans Affairs Summary Letter with Character of Service listed	Required
J) State of Texas Issued Driver License with Veteran designation	
K) Department of Veterans Affairs eBenefits Summary Letter with Character of Service listed	Required
L) Certificate verifying Active-Duty Status from Department of Defense Manpower Data Center	Required

**Table 68: Veteran Family Eligibility Documentation Requirements For 2023-24 Grant-Funded Services**

Verify with TWO (2) documents:

- 1) ONE (1) of the following (A-D) to establish family relationship
- 2) AND One of the forms (A-L) listed in “Table 67: Veteran Eligibility Documentation Requirements For 2023-24 Grant-Funded Services” on page 115 to establish qualifying Veteran service record

**MUST PROVIDE  
VALID TEXAS  
DRIVER’S LICENSE,  
ID, OR VOTER ID?**

VETERAN’S DEPENDENT ELIGIBILITY DOCUMENTATION	
A) Uniform Services Identification Card	
B) Marriage Certificate	Required
C) Birth Certificate	Required
D) Adoption Certificate	Required

**Table 69: Surviving Spouse Eligibility Documentation Requirements For 2023-24 Grant-Funded Services**

Verify with TWO (2) documents:

- 1) ONE (1) of the following (A-C) to establish family relationship
- 2) AND One of the forms listed in “Table 67: Veteran Eligibility Documentation Requirements For 2023-24 Grant-Funded Services” on page 115 to establish qualifying Veteran service record

**MUST PROVIDE  
VALID TEXAS  
DRIVER’S LICENSE,  
ID, OR VOTER ID?**

VETERAN’S SURVIVING SPOUSE ELIGIBILITY DOCUMENTATION	
A) Uniform Services Identification Card	
B) Marriage Certificate	Required
C) Death Certificate	Required

**A. Retain records of beneficiary eligibility**

Grantees are responsible for retaining proof of eligibility for at least three years after the year's closeout report is submitted.

**B. Confirm eligibility before providing services**

FVA staff recommends that you confirm the beneficiary's eligibility before you provide services.

**C. Proof of name change(s) required**

If the current legal name of the Beneficiary or Veteran is different from the name listed on the eligibility documents, grantee must request and maintain proof of legal name change in addition to the document(s) permitted by your grant contract.

## II. Veteran Service Record Documentation

### A. Form DD-214

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES		THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.		ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID	
<b>CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY</b> This Report Contains Information Subject to the Privacy Act of 1974, As Amended.					
1. NAME (Last, First, Middle) KLAPPIERE, ASHLEY DANIELLE		4. DEPARTMENT, COMPONENT AND BRANCH ARMY/BA		3. SOCIAL SECURITY NUMBER [REDACTED]	
4a. GRADE, RATE OR RANK SPC	b. PAY GRADE E04	5. DATE OF BIRTH (YYYYMMDD) 19900926	6. RESERVE OBLIGATION TERMINATION DATE [REDACTED]		
7a. PLACE OF ENTRY INTO ACTIVE DUTY WOODSTAIN VIEW, CALIFORNIA		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) 1014 DRIFWOOD DRIVE APT24 SAN JOSE CALIFORNIA 95128-0000			
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND COUSINLY TRAIN DET 01			b. STATION WHERE SEPARATED FORSYTHE BARRACKS, MI 48867		
9. COMMAND TO WHICH TRANSFERRED N/A			10. SGLI COVERAGE		NONE
			AMOUNT: \$ 400,000.00		
11. PRIMARY SPECIALTY (Use number, title and years and months in specialty. List additional specialty numbers and titles involving periods of non-regular service.) 15B10 AVIATION OCS SP - 2 YRS 5 MOS//NOTHING FOLLOWS		12. RECORD OF SERVICE			
		Year(s)	Month(s)	Days	
		a. DATE ENTERED AD THIS PERIOD	2009	05	18
		b. SEPARATED/TERMINATED THIS PERIOD	2011	03	05
		c. NET ACTIVE SERVICE THIS PERIOD	0002	00	18
		d. TOTAL MONTH ALTERNATE SERVICE	0000	00	00
		e. TOTAL PRIOR ACTIVE SERVICE	0000	00	00
		f. FOREIGN SERVICE	0000	00	00
		g. SEA SERVICE	0000	00	00
		h. INITIAL ENTRY TRAINING	0000	00	00
		i. EFFECTIVE DATE OF PAY DEBAR	2011	07	01
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (Use symbols of service) NATIONAL DEFENSE SERVICE MEDAL//GLOBAL WAR ON TERRORISM SERVICE MEDAL//IRAQ CAMPAIGN MEDAL W/ CAMPAIGN STAR//ARMY SERVICE RIBBON//OVERSEAS SERVICE RIBBON//BASIC AVIATION CALDS//SHARPSHOOTER MARKSMANSHIP BADGE W/ RIFLE BAR//NOTHING FOLLOWS		14. MILITARY EDUCATION (Course No., number of weeks, and month(s) and year completed) AVIATION OPERATIONS SPECIALIST, 7 WEEKS, 2009//COMBAT LIFE SAVERS CRS, 1 WEEK, 2009//DRIVERS TRAINING, 1 WEEK, 2011//NOTHING FOLLOWS			
15a. COMMISSIONED THROUGH SERVICE ACADEMY				YES	NO
b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (No USC Sec 2107b)				YES	NO
c. ROTC (Include branch designation) (No USC Sec 2107b)				YES	NO
16. DAYS ACCRUED LEAVE PAID 12 - F		17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION		YES	NO
18. REMARKS BLOCK 0, PERIOD OF DELAYED ENTRY PROGRAM: 20081024-20090317//BLOCK 1, OTHER NAME(S) OF RECORD: FACILLA, ASHLEY DANIELLE//MEMBER WAS NOT COMPLETED FIRST FULL TERM OF SERVICE// AUTHORIZED SHOULDER SLOGAN INSIGNIA FOR POSITIVE MANTING SERVICE// ADDENDUM TO BLOCK 12 - OVERSEAS SERVICE BAR// ARMY LABEL BUTTON//NOTHING FOLLOWS					
The information contained herein is subject to complete matching with the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.					
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code) 8902 ROBERTSON TRACK LOUISVILLE, KENTUCKY 40223			b. NEAREST RELATIVE (Name and address - include ZIP Code) DAVID KLAPPIERE 8902 ROBERTSON TRACK LOUISVILLE, KENTUCKY 40223		
20. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC)			OFFICE OF VETERANS AFFAIRS		YES
					NO
21 a. MEMBER SIGNATURE DESIGNED BY: KLAPPIERE, ASHLEY DANIELLE.1384365171		b. DATE 20120205	22 a. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade (rate), signature) DONALD D CARTER, CHIEF CLERK DIVISION OCS		b. DATE 20120205
SPECIAL AUTHORITY INFORMATION (For use of authorized agencies only)					
23. TYPE OF SEPARATION RELEASE		24. CHARACTER OF SERVICE (Include appropriate) (MUSCULAR)			
25. SEPARATION AUTHORITY AR 635-200, PARA 5-8		26. SEPARATION CODE JDC		27. ENTRY CODE 3	
28. NARRATIVE REASON FOR SEPARATION PARENTHOOD					
I certify this to be a true copy of the original.					
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD) NONE				30. MEMBER REQUESTS COPY 4 (Include ADX)	
DD FORM 214, AUG 2009		PREVIOUS EDITION IS OBSOLETE. (REPLACES DD FORM 214, 1 APR 68, WHICH IS OBSOLETE)		MEMBER - 4	

EXAMPLES OF BENEFICIARY ELIGIBILITY VERIFICATION DOCUMENTS

B. NGB-22

DEPARTMENTS OF THE ARMY AND THE AIR FORCE NATIONAL GUARD BUREAU REPORT OF SEPARATION AND RECORD OF SERVICE FOR USE OF THIS FORM, SEE NGR (AR) 600-309. THE PROPCONENT AGENCY IS NGB-ARR-PE.														
REPORT OF SEPARATION AND RECORD OF SERVICE IN THE 1. <u>Army</u> NATIONAL GUARD OF <u>CONNECTICUT</u> RESERVE OF THE 7. <u>ARMY</u>						AND AS A								
1. Insert either Army or Air						2. Enlisted personnel only - insert only Army or Air Force								
1. LAST NAME - FIRST NAME - MIDDLE NAME D'ELLIOTTI BRIAN ANDREW				2. DEPARTMENT, COMPONENT AND BRANCH ARMY/ARNDUS				3. SSN [REDACTED]						
4. DATE OF ENL	YR	MO	DA	5a. RANK	5b. PAY GRADE	6. DATE OF SEPAR	YR	MO	DA	7. DATE OF BIRTH	YR	MO	DA	
	06	03	06	SGT	SS	08	12	08		74	04	16		
8a. STATION OF INSTALLATION AT WHICH EFFECTED HHC 160 MP BN (AR), NAANTIC, CT 06257-2547									8b. EFFECTIVE DATE			YR	MO	DA
												13	12	04
9. COMMAND TO WHICH TRANSFERRED NA						10. RECORD OF SERVICE			YRS	MO'S	DA'S			
						10a. NET SERVICE THIS PERIOD			07	08	26			
						10b. PRIOR RESERVE COMPONENT SERVICE			02	05	16			
						10c. PRIOR ACTIVE FEDERAL SERVICE			04	00	00			
						10d. TOTAL SERVICE FOR PAY			14	02	12			
						10e. TOTAL SERVICE FOR RETIRED PAY			12	04	18			
11. TERMINAL DATE OF RESERVE/MILITARY SERVICE OBLIGATION				YR	MO	DA	12. PERIODIC SPECIALTY NUMBER, TITLE AND DATE AWARDED (Additional specialty numbers and titles)							
2013				12	04	12a. INTERIOR ELECTRICIAN, 20080206 12b. GEOGRAPHIC INTELLIGENCE IMAGERY ANALYST, 20081023 12c. IMAGERY GROUND STATION OP, 20080822 (NOTHING FOLLOWS)								
13. MILITARY EDUCATION (Insert title, number of weeks, month, and year completed)						14. HIGHEST EDUCATION LEVEL SUCCESSFULLY COMPLETED								
IMAGERY GROUND STATION OPS OP, 26 WKS, AUG 08/2010 INTERIOR ELECTRICIAN PHS, 2 WKS, APR 09/MLC, 2 WKS, MAR 11/NOTHING FOLLOWS						SECONDARY/HIGH SCHOOL, 12 YRS, 02/1/12; COLLEGE, 4 YRS								
15. SERVICEMAN'S GROUP LIFE INSURANCE COV			16. PERSONNEL SECURITY INVESTIGATION			17. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN ribbons (See AR 600-107) (Check Award has or issued)								
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			a. TYPE SBI - performed and is not currently certified for SI access			b. DATE COMPLETED Top Secret with sensitive compartmented information 02/2017			ARMY 200CMD, ARMY 1PAR COMP ACHVMT MDL, ONTL CER SVC MDL, MMU C-1400 PROF DEV ASN, USARMY-SVC-RSN-MOS-SVC-RSN 20PMED PCS R 05 MDL, M M DEVICE, MOWUTBM 1CASANDR, YCTMOBSP, UNOTHING FOLLOWS					
18. REMARKS OTAG ORDER 311 027 DATED 20131204 ASSIGNMENT LOSS CODE: ER/SRIP. NO SERVICE IN KOSOVO 2001135-20010631 SOLDIER SERVED IN OPERATION DESERT SPRING SERVICE IN IRAQ 2003127-20031220060717-20100614 ORDERED TO ACTIVE DUTY IN SUPPORT OF OPERATION IRAQI FREEDOM UAW 15 USC 1332 NGB FORM 22 AND NGB FORM 55 WERE MAILED TO SOLDIER'S LAST KNOWN ADDRESS AS SHOWN IN ITEM 19 (NOTHING FOLLOWS)														
19. MAILING ADDRESS AFTER SEPARATION (Street, RFD, City, County, State and Zip Code)						20. SIGNATURE OF PERSON BEING SEPARATED								
1782 SOUTH MAIN STREET MIDDLETOWN, CT 06457						SOLDIER NOT AVAILABLE FOR SIGNATURE								
21. THIRD NAME, GRADE AND TITLE OF AUTHORIZING OFFICER CHRISTOPHER D. MACKENZIE, CWS, SPOERS CHIEF						22. SIGNATURE OF OFFICER AUTHORIZED TO SIGN 								
23. AUTHORITY AND REASON NGB 600-205, PARAGRAPH 5-35A, AR 135-678 PARAGRAPH 4-25 (NOTHING FOLLOWS)														
24. CHARACTER OF SERVICE NUMBER				25. TYPE OF CERTIFICATE USED NGB Form 55				26. REENLISTMENT ELIGIBILITY RE-1						
27. <input checked="" type="checkbox"/> REQUEST				<input type="checkbox"/> DECLINE COPIES OF 81 NGB FORM 22				INITIALS _____						
NGB FORM 22 (Replaces NGB Form 22, dated 1 Feb 82, which is obsolete) MPRJ (3)														





EXAMPLES OF BENEFICIARY ELIGIBILITY VERIFICATION DOCUMENTS

NA Form 13038 Examples (Continued)

**UNITED STATES OF AMERICA**



***Certification of  
Military Service***

\*\*\*\*\*

<i>This certifies that</i>	
<i>was a member of the</i>	United States Navy
<i>from</i>	AUGUST 22, 1980
<i>to</i>	AUGUST 8, 1983
<i>Service was terminated by</i>	Honorable Discharge
<i>Last Grade, Rank, or Rating</i>	AME3
<i>Active Service Dates</i>	Same As Above

Date of Birth:  Place of Birth: BROWNSVILLE, TEXAS

\*\*\*\*\*

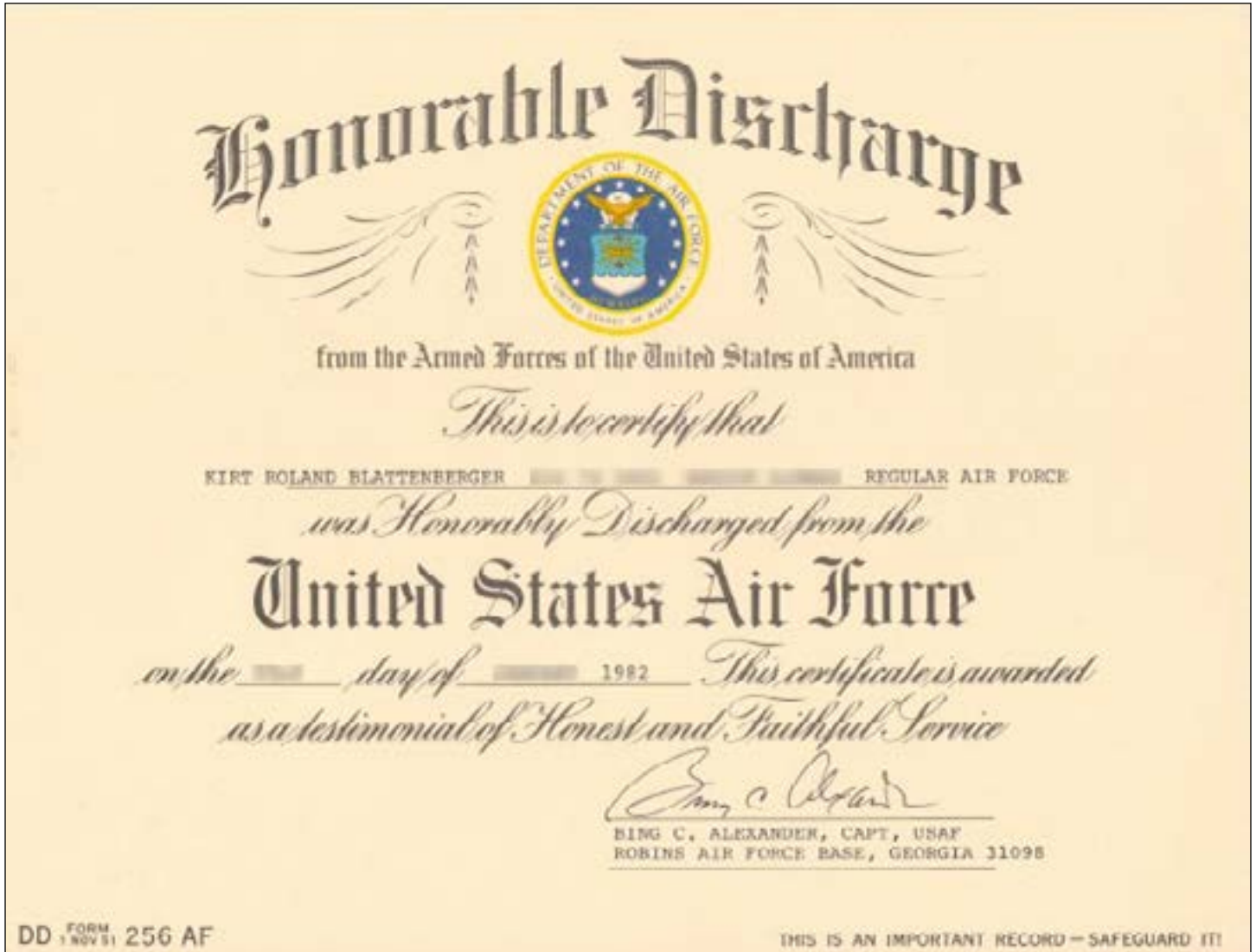
Given at St. Louis, Missouri on 06/25/2009

*National Personnel Records Center  
(Military Personnel Records)  
National Archives and Records Administration*

THE ARCHIVIST OF THE UNITED STATES IS THE PHYSICAL CUSTODIAN OF THIS PERSON'S MILITARY RECORD  
*This Certification of Military Service is issued in the absence of a copy of the actual Report of Separation or its equivalent. This document serves as verification of military service and may be used for any official purpose. Not valid without official seal.*

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION NA FORM 13038 (REV. 04-01)

## D. Honorable Discharge Certificate



**Honorable Discharge**

DEPARTMENT OF THE AIR FORCE  
UNITED STATES OF AMERICA

from the Armed Forces of the United States of America

*This is to certify that*

KIRT ROLAND BLATTENBERGER [REDACTED] REGULAR AIR FORCE

*was Honorably Discharged from the*

**United States Air Force**

*on the [REDACTED] day of [REDACTED] 1982. This certificate is awarded*

*as a testimonial of Honest and Faithful Service*

*Bing C. Alexander*

BING C. ALEXANDER, CAPT, USAF  
ROBINS AIR FORCE BASE, GEORGIA 31098

DD FORM 256 AF  
NOV 81

THIS IS AN IMPORTANT RECORD - SAFEGUARD IT!

## E. Uniform Services Identification Card

**NOTE:** In recent years, the Department of Defense has made significant changes to the appearance of Uniformed Services Identification cards.

### REMOVAL OF SSN FROM DOD ID CARDS

The Department of Defense (DoD) is removing SSNs from Common Access Cards (CACs) and Uniformed Services Identification (USID) Cards to protect the personal identity information of cardholders.

...

Cards with the SSN remain valid until replaced. Changes to ID cards will be made upon ID card renewal.

Source: SSN Removal Informational Trifold



[https://www.cac.mil/Portals/53/Documents/SSNReductionTrifold\\_201409.pdf](https://www.cac.mil/Portals/53/Documents/SSNReductionTrifold_201409.pdf)

### 1. Geneva Conventions Identification Card Examples



## 2. Next Generation Uniformed Services Identification Card Examples

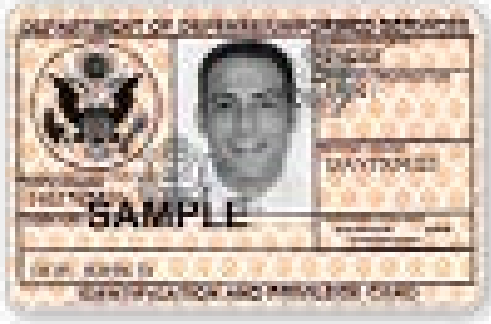
Source: <https://www.cac.mil/Next-Generation-Uniformed-Services-ID-Card/>

USID CARD TYPE	EXAMPLE	RECIPIENTS
<p>Armed Forces of the United States Geneva Conventions Identification Card</p>		<ul style="list-style-type: none"> <li>Members of the Individual Ready Reserves and Inactive National Guard</li> <li>Non-CAC-eligible civilian noncombatant personnel deployed in conjunction with military operations overseas</li> </ul>
<p>U.S. Department of Defense / Uniformed Services Sponsor Identification and Privilege Card</p>		<ul style="list-style-type: none"> <li>Retired members entitled to retired pay</li> <li>Members of the Temporary Disability Retired List (TDRL)</li> <li>Members of the Permanent Disability Retired List (PDRL)</li> <li>Retired members of the Reserves and National Guard</li> <li>Medal of Honor recipients</li> <li>100% Disabled Veterans</li> <li>Former members in receipt of retired pay</li> <li>Transitional Health Care Member (TAMP)</li> <li>Full-time paid United Service Organizations (USO) personnel when serving OCONUS</li> <li>United Seaman's Service (USS) Personnel OCONUS</li> <li>Officers and Crews of MSC vessels deployed to foreign countries</li> <li>Select Employer Support of the Guard and Reserve (ESGR) personnel</li> <li>Other benefits-eligible categories as described in DoD policy</li> </ul>

### 3. Pre-2020 Uniformed Services Identification Card Examples

Source: <https://www.cac.mil/Next-Generation-Uniformed-Services-ID-Card/>

USID CARD TYPE	EXAMPLE	RECIPIENTS
DD Form 2 (Reserve)	 <p>A sample DD Form 2 (Reserve) Uniformed Services Identification Card. The card is green and white. It features the Department of Defense seal on the left, a central photo of a man, and the Department of Defense seal on the right. The text includes 'ARMED FORCES OF THE UNITED STATES' at the top, 'SAMPLE' in the center, and 'UNIFORMED SERVICES IDENTIFICATION CARD' at the bottom.</p>	<ul style="list-style-type: none"> <li>Members of the Individual Ready Reserves and Inactive National Guard</li> </ul>
DD Form 2 (Retired)	 <p>A sample DD Form 2 (Retired) Uniformed Services Identification Card. The card is blue and white. It features the Department of Defense seal on the left, a central photo of a man, and the Department of Defense seal on the right. The text includes 'UNITED STATES UNIFORMED SERVICES' at the top, 'SAMPLE' in the center, and 'UNIFORMED SERVICES IDENTIFICATION CARD' at the bottom.</p>	<ul style="list-style-type: none"> <li>Retired members entitled to retired pay</li> <li>Members of the Temporary Disability Retired List (TDRL)</li> <li>Members of the Permanent Disability Retired List (PDRL)</li> </ul>
DD Form 2 (Reserve Retired)	 <p>A sample DD Form 2 (Reserve Retired) Uniformed Services Identification Card. The card is pink and white. It features the Department of Defense seal on the left, a central photo of a man, and the Department of Defense seal on the right. The text includes 'UNITED STATES UNIFORMED SERVICES' at the top, 'SAMPLE' in the center, and 'UNIFORMED SERVICES IDENTIFICATION CARD' at the bottom.</p>	<ul style="list-style-type: none"> <li>Retired members of the Reserves and National Guard under the age of 60</li> </ul>

USID CARD TYPE	EXAMPLE	RECIPIENTS
DD Form 2765		<ul style="list-style-type: none"> <li>• Medal of Honor recipients</li> <li>• 100% Disabled American Veterans (DAV)</li> <li>• Former members in receipt of retired pay</li> <li>• Transitional Health Care Member (TAMP)</li> <li>• Full-time paid personnel of the USO when serving outside the United States</li> <li>• United Seaman’s Service (USS) personnel when serving outside the United States</li> <li>• Officers and Crews of MSC Vessels deployed to foreign countries</li> <li>• Select Employer Support of the Guard and Reserve (ESGR) personnel</li> <li>• Other benefits-eligible categories as described in DoD policy</li> </ul>

## F. Certificate verifying Active Duty Status from Department of Defense Manpower Data Center

Department of Defense Manpower Data Center
Results as of: Dec 05-2019 05:00:20 PM  
SORA 4.8

**Status Report**  
Pursuant to Servicemembers Civil Relief Act

SSN: ██████████  
 Birth Date: Apr-XX-1986  
 Last Name: CASSELMAN  
 First Name: JOHN  
 Middle Name: BRANDON  
 Status As Of: ██████████  
 Certificate ID: 2V7S7YJMM8MXS99

On Active Duty (on Active Duty Status Date)			
Active Duty Start Date	Active Duty End Date	Status	Service Component
NA	NA	No	NA
This response reflects the individual's active duty status based on the Active Duty Status Date.			

Left Active Duty Within 307 Days of Active Duty Status Date			
Active Duty Start Date	Active Duty End Date	Status	Service Component
NA	NA	No	NA
This response reflects where the individual left active duty status within 307 days preceding the Active Duty Status Date.			


  

The Number of Regular (not Part/Reserve or a Public (CBA)) or Active Duty (on Active Duty Status Date)			
Order Notification Start Date	Order Notification End Date	Status	Service Component
NA	NA	No	NA
This response reflects whether the individual or their unit has received early notification to report for active duty.			

Upon searching the data banks of the Department of Defense Manpower Data Center, based on the information that you provided, the above is the status of the individual on the active duty status date as to all branches of the Uniformed Services (Army, Navy, Marine Corps, Air Force, NOAA, Public Health, and Coast Guard). This status includes information on a Servicemember or his/her unit receiving notification of future orders to report for Active Duty.


Michael V. Sorrento, Director  
 Department of Defense - Manpower Data Center  
 400 Gaging Rd.  
 Seaside, CA 93955

## G. Department of Veterans Affairs Summary Letter

	<b>DEPARTMENT OF VETERANS AFFAIRS</b> 810 Vermont Ave NW Washington, D.C. 20420		
October 07, 2016			
John Doe 100 1st Street Leander, TX 78641	In Reply Refer to: xxx-xx-1234 27/eBenefits		
Dear Mr. Doe:			
This letter certifies that John Doe was discharged from the U.S Armed Forces having served during the following period(s):			
<b>Branch of Service</b>	<b>Entered Active Duty</b>	<b>Discharged</b>	<b>Character of Service</b>
Army	January 12, 1987	August 31, 2012	Honorable
(You may have additional periods of service not listed above.)			



## H. Department of Veterans Affairs eBenefits Summary Letter

 <b>Department of Veterans Affairs</b> 2101 ELM ST FARGO ND 58102	<b>December 26, 2013</b>
<hr/> <hr/> <hr/>	Veteran's Name: Joe B. Veteran
Joe B. Veteran 124 America Way WEST FARGO ND 58078	
<p>This letter is a summary of benefits you currently receive from the Department of Veterans Affairs (VA). We are providing this letter to disabled Veterans to use in applying for benefits such as housing entitlements, free or reduced state park annual memberships, state or local property or vehicle tax relief, civil service preference, or any other program or entitlement in which verification of VA benefits is required. Please safeguard this important document. This letter replaces VA Form 20-5455, and is considered an official record of your VA entitlement.</p> <p style="text-align: center;">--America is Grateful to You for Your Service--</p> <p>Our records contain the following information:</p> <p><b>Personal Claim Information:</b> Your VA claim number is: 000-00-0000 You are the Veteran</p> <p><b>Military Information:</b> Your character(s) of discharge and service date(s) include: Army, Honorable, 12-Jan-2005 - 29-Apr-2005 Army, Honorable, 01-Dec-2005 - 29-Apr-2007 Army, Honorable, 18-Jan-2008 - 08-Mar-2009 (You may have additional periods of service not listed above)</p> <p><b>VA Benefits Information:</b> Service-connected disability: Yes Your combined service-connected evaluation is: 90 PERCENT The effective date of the last change to your current award was: 01-DEC-2013 Your current monthly award amount is: \$0,000.00 Are you being paid at the 100 percent rate because you are unemployable due to your service-connected disabilities: Yes</p> <p>You should contact your state or local office of Veterans' affairs for information on any tax, license, or fee-related benefits for which you may be eligible. State offices of Veterans' affairs are available at <a href="http://www.va.gov/statedva.htm">http://www.va.gov/statedva.htm</a>.</p> <p><b>Need Additional Information or Verification?</b> If you have any questions about this letter or need additional verification of VA benefits, please call us at 1-800-827-1000. If you use a Telecommunications Device for the Deaf (TDD), the number is 1-800-829-4833. Send electronic inquiries through the Internet at <a href="https://iris.va.gov">https://iris.va.gov</a>.</p> <p>Sincerely yours,</p> <p>John Smith VETERANS SERVICE CENTER MANAGER</p>	

# I. Department of Veterans Affairs Disability Letter



**Department of  
Veterans Affairs**

PO BOX 1437  
ST PETERSBURG FL 33731

January 13, 2011

Veteran's Name:

MICHAEL [REDACTED]  
[REDACTED]  
PANAMA CITY FL 32404

This letter is a summary of benefits you currently receive from the Department of Veterans Affairs (VA). We are providing this letter to disabled Veterans to use in applying for benefits such as housing entitlements, free or reduced state park annual memberships, state or local property or vehicle tax relief, civil service preference, or any other program or entitlement in which verification of VA benefits is required. Please safeguard this important document. This letter replaces VA Form 20-5455, and is considered an official record of your VA entitlement.

**--America is Grateful to You for Your Service--**

Our records contain the following information:

**Personal Claim Information:**

Your VA claim number is: [REDACTED]  
You are the Veteran

**Military Information:**

Your character(s) of discharge and service date(s) include:  
Air Force, Honorable, 09-Jan-1986 - 25-Jan-1996  
Air Force, Honorable, 30-Sep-2001 - 15-Jan-2004  
Air Force, Honorable, 17-Feb-2007 - 12-Sep-2008  
(You may have additional periods of service not listed above)

**VA Benefits Information:**

Service-connected disability: Yes  
Your combined service-connected evaluation is: 100 PERCENT  
Your current monthly award amount is: \$2,823.00  
Are you being paid at the 100 percent rate because you are unemployable due to your service-connected disabilities: Not Indicated  
Are you considered to be totally and permanently disabled due to your service-connected disabilities: Yes  
Have you received a Specially Adapted Housing (SAH) and/or Special Home Adaptation (SHA) grant: No

You should contact your state or local office of Veterans' affairs for information on any tax, license, or fee-related benefits for which you may be eligible. State offices of Veterans' affairs are available at <http://www.va.gov/statedva.htm>.

## J. State of Texas Issued Drivers License with Veteran designation



1 2 3



1 2 3



1 2

Texas Drivers Licenses and Identification Cards with Veteran designation include a label on the lower front of the card.

This label includes:

- 1) the word “Veteran”
- 2) a United States flag icon
- 3) the name of their branch of service:
  - ✓ Air Force
  - ✓ Army
  - ✓ Coast Guard
  - ✓ Marine Corps
  - ✓ Navy
  - ✓ Space Force

Texas Drivers Licenses and Identification Cards with the Disabled Veteran designation include a label on the lower front of the card.

This label includes:

- 1) the words “Disabled Veteran”
- 2) a United States flag icon

### III. Veteran Family Eligibility Documents

All veteran family members must demonstrate eligibility to receive services through proving


- 1) Details of the veteran's service record match the definition of a veteran in your grant contract  
AND
- 2) Details of the presenting family member's veteran family status match the allowed supporting documents in your grant contract

## A. Uniform Services Identification Card



With the other items required in “II. Veteran Service Record Documentation” on page 118 Proves family status for beneficiary.

Source: <https://www.cac.mil/Next-Generation-Uniformed-Services-ID-Card/>

### 1. Next Generation Uniformed Services Identification Card Examples

USID CARD TYPE	EXAMPLE	RECIPIENTS
<p>U.S. Department of Defense / Uniformed Services</p> <p>Dependent Identification and Privilege Card</p>		<p>Dependents of:</p> <ul style="list-style-type: none"> <li>Active duty Service members of the regular components</li> <li>Reserve component Service members on active duty for more than 30 days</li> <li>Retirees</li> <li>Medal of Honor recipients</li> <li>Former members in receipt of retired pay</li> <li>Transitional Health Care Members (TAMP)</li> <li>100% Disabled Veterans</li> <li>Ship's Officers and Crewmembers of NOAA Vessels</li> <li>Reserve members not on active duty or in receipt of retired pay</li> <li>Former members not in receipt of retired pay</li> <li>Reserve Service members who die after receipt of NOE</li> </ul> <p>Surviving Dependents of:</p> <ul style="list-style-type: none"> <li>Active duty and retired Service members</li> <li>Medal of Honor recipients</li> <li>Other benefits-eligible categories as described in DoD policy</li> </ul>

## 2. Pre-2020 Uniformed Services Identification Card Examples

USID CARD TYPE	EXAMPLE	RECIPIENTS
DD Form 1173	 <p>A sample of a DD Form 1173 USID Card. The card is orange and white. It features the United States Uniformed Services logo on the left, a photo of a man in the center, and the word 'SAMPLE' in large letters. The card includes fields for name, rank, and other identifying information.</p>	<p>Dependents of:</p> <ul style="list-style-type: none"> <li>Active-duty Service members of the regular components;</li> <li>Reserve component Service members on active duty for more than 30 days;</li> <li>retirees;</li> <li>Medal of Honor recipients;</li> <li>former members in receipt of retired pay;</li> <li>Transitional Health Care Members (TAMP);</li> <li>100% Disabled American Veterans (DAV);</li> <li>and Ship's Officers and Crewmembers of NOAA Vessels</li> </ul> <p>Surviving dependents of:</p> <ul style="list-style-type: none"> <li>active-duty and retired military members;</li> <li>Medal of Honor recipients;</li> <li>100% Disabled American Veterans (DAV)</li> </ul> <p>Accompanying family members of authorized civilian personnel overseas</p> <p>Eligible dependents of foreign military</p> <p>Other benefits-eligible categories as described in DoD policy</p>
DD Form 1173-1	 <p>A sample of a DD Form 1173-1 USID Card. The card is pink and white. It features the United States Uniformed Services logo on the left, a photo of a man in the center, and the word 'SAMPLE' in large letters. The card includes fields for name, rank, and other identifying information.</p>	<p>Dependents of:</p> <ul style="list-style-type: none"> <li>Reserve members not on Active Duty or in receipt of retired pay;</li> <li>former members not in receipt of retired pay;</li> <li>Reserve Service members who die after receipt of Notice of Eligibility</li> <li>Other benefits-eligible categories as described in DoD policy</li> </ul>

## B. Marriage Certificate

A marriage certificate is a certified copy of the marriage license filed with the county clerk's office. This is a document that proves a servicemember is legally married to the named individual.

Heirloom Certificates issued by the Texas Department of State Health Services are not a legal certificate of marriage, and do not establish a marriage relationship.

Must Include:

- i) Names of parties
- ii) Date of marriage

**AND**

- iii) Location of marriage

**NOTE:** If the prospective beneficiary or beneficiaries represent they are married through a common law marriage, the dependent must provide copy of the common law marriage certificate filed with the county in order to demonstrate their eligibility for TVC grant-funded services.

## C. Birth Certificate

A birth certificate is a vital record that documents the birth of a child. Short form and long form certificates both acceptable.

Must include:

- i) Name of individual
- ii) Date of birth
- iii) Place of birth
- iv) Gender
- v) Parent's name(s)

**AND**

- vi) Relationship to eligible veteran

## D. Adoption Certificate

An adoption certificate is a vital record that documents the original birth and later adoption of an individual.

Must include:

- i) Name of individual
- ii) Date of birth
- iii) Place of birth
- iv) Gender
- v) Adoptive parent's name(s)

**AND**

- vi) Relationship to eligible veteran

## E. Death Certificate for the Veteran

A death certificate is a certified copy of the original death certificate for a Texas veteran filed with the state.

Must include:

- i) Servicemember's name
- ii) Name of surviving spouse
- iii) Servicemember's gender
- iv) Servicemember's date of death
- v) Servicemember's city of death

**AND**

- vi) a history of any corrections that have been made to the death record



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## **Texas Veterans Commission Fund for Veterans' Assistance**

**[WWW.TVC.TEXAS.GOV/GRANTS](http://WWW.TVC.TEXAS.GOV/GRANTS)**

*The Texas Veterans Commission (TVC) is firmly committed to the principal of fair and equal employment opportunities and the provision of services without regard to race, color, sex, religion, national origin, age, physical disability, or genetic information.*