



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

## **Annex B: 2024-2025 Grant Program Requirements**

**FUND FOR VETERANS' ASSISTANCE WEBSITE**

[www.tvc.texas.gov/grants](http://www.tvc.texas.gov/grants)

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## **1. Veteran County Service Office Funding Opportunity**

The Veteran County Service Office (VCSO) funding opportunity includes all the service categories listed in the General Assistance, Housing for Texas Heroes, and Veterans Mental Health Grant Program. Veteran County Service Officers are eligible to submit one application for any of the service categories and must serve as the project coordinator for the services, if awarded a grant. The Texas Government Code Government Code §434.017(c-3) directs TVC to set aside 5% of FVA funding to be available only to VCSOs who apply for FVA grants.

FVA grant funding cannot be used to support disability claims processing, filing, appeals processing, or any other activity associated with claims such as 2nd opinions. Claims services and support are provided by a separate TVC Department.

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

### **Grant Awards**

Grant Awards will be memorialized through a Notice of Grant Award (NOGA) negotiated with organizations awarded grant funding by the Commission. An executed NOGA creates a legally binding contract between an organization and Texas Veterans Commission (TVC).

### **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](#)).

### **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 the Applicant at any time, and failure to respond within five (5) business days is cause for rejection of an application.

### **Applicant to Grantee**

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

### **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.

## **3. 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:

1. Federal and State Regulations ([2 CFR 200](#) and [TxGMS](#)).
2. Request for Applications.

3. Annex A - Terms and Conditions.
4. Annex B - Grant Program Requirements and Appropriate Appendices.
5. The approved Grant Application and all items submitted by the grant applicant to the Commission in response to this RFA.
6. The Notice of Grant Award (NOGA).

#### **4. 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.

#### **5. 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.

#### **6. Organization Changes**

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.

Notify TVC of any of the following changes for your organization:

- Legal or DBA Name
- Operating Hours
- Address Location – HQ or Walk-In Offices
- Website
- Phone Number or Email Address
- Key Personnel, Principal Participants, or Grant Staff .

#### **7. Reporting**

##### **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. 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. 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.
3. Grantees shall confirm that payments for the grant period have been received via TVC Grants

Portal no later than August 31st.

4. 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 complete the close out report of their grant in TVC's Grant Portal based on instructions provided by their FVA Grant Officer.

### **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. Visit the FVA website for the Reimbursement Documentation Requirements (RDR) outlining specific guidelines for all grant service categories.

### **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.

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

### **Beneficiary Eligibility Determination**

The Grantee must ensure that clients served using TVC grant funds are eligible prior to providing services 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. Visit the FVA website for "Examples of Beneficiary Eligibility Verification Documents."

### **Unduplicated Beneficiaries Served**

Grantees shall report beneficiaries served as Unduplicated in the Monthly Report. For purposes of this grant, unduplicated shall be defined as not previously counted during the grant award period.

### **Counting Beneficiaries**

Beneficiaries/clients are not considered served and cannot be counted if they did not receive grant-funded services as outlined in the Approved Application.

### **Beneficiary Survey**

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

## **9. 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.

## **10. 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 the Commission award until close out.

## **11. Compliance**

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.

## **12. Budgeting**

### **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% or less should be classified 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.

### **Indirect Costs Limited**

Indirect Cost Recovery for TVC grants is limited to 10% of total direct and other 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.

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.

### **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 while reviewing organizational travel policies for acceptability.

### **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.

### **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.

### **Claim Costs Monthly**

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

- i. 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. TVC will remove the delayed cost if it is not allowed.
- ii. Recurring delayed reporting of costs may result in corrective action.

## **13. 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.

**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.

## **14. 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.



# Definitions of Key Terms

<b>Key Terms</b>	<b>Definition</b>
<b>Advisory Committee</b>	The committee formed under Texas Administrative Code, Title 40, Part 15, Section 452.2(c), relating to Fund for Veterans' Assistance Advisory Committee. Consists of 9 volunteer members appointed by the Commission, who are tasked with providing recommendations for the FVA program to the Commission.
<b>Agency</b>	The Texas Veterans Commission.
<b>Allocable</b>	The process of assigning a cost in reasonable proportion to the benefit provided or other equitable relationship. A cost is allocable to an award if the goods or services involved are chargeable or assignable to that award in accordance with relative benefits received.
<b>Allowable</b>	Cost that is allocable, necessary, and reasonable for the performance of the award and conforms to any limitation set forth in the RFA and is consistent with policies and procedures that apply uniformly to grant awards and other activities of the grantee.
<b>AMI</b>	Area Median Income calculated by the U.S. Department of Housing and Urban Development (HUD) to determine the income eligibility requirements.
<b>Applicant</b>	Shall have the same meaning as Eligible Applicant as defined in the Texas Administrative Code, Title 40, Part 15, Section 460.3(a). The following are eligible to apply for grant funds: 1) Units of local government; 2) IRS Code § 501(c)(19) Posts or organizations of past or present members of the Armed Forces; 3) IRS Code § 501(c)(3) private nonprofit organizations authorized to do business in Texas; 4) Texas chapters of IRS Code § 501(c)(4) Veteran's service organizations. 5) Non-profit organizations authorized to do business in Texas with experience providing services to Veterans.
<b>Approved Budget</b>	The budget included in a grant application that corresponds with the amount awarded by the Commission and finalized through negotiations.
<b>Assistive Technology</b>	Products and equipment that increase, maintain, or improve the functional capabilities of persons with disabilities.
<b>Audited Financial Statements</b>	A consulting service provided by a third-party Certified Public Accountant (CPA) that reviews the accounting processes and procedures. The CPA will review the financial statements using standards promulgated by the American Institute of Certified Public Accountants.
<b>Award</b>	Consists of grants, contracts, and other agreements between a TVC and a grantee.
<b>Awarded Applicant</b>	Shall have the same meaning as Grantee. An organization that receives a grant from the Fund for Veterans' Assistance.
<b>Beneficiary</b>	A member of the target population served by the Grantee, considered a Texas veteran, surviving spouse, or dependent.
<b>Cancellation</b>	Cessation of payment of grant funds and withdrawal of the Grantee's right to receive

additional grant funds.

<b>Capital Asset</b>	Capital assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include: (a) Land, buildings (facilities), equipment that exceeds the capitalization threshold, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and (b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).
<b>Capital Expenditure</b>	Capital expenditures means expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.
<b>Capitalization Threshold</b>	The minimum cost at which an asset must be reflected in accounting records and financial statements.
<b>Case Management</b>	Case management is defined as a “professional and collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet an individual’s needs”. For the case manager, the highest level of responsibility is to the client. As advocates on behalf of clients, case managers are obliged to coordinate services and support that is safe, timely, effective, efficient, equitable, client-centered, and with measurable outcomes.
<b>Child/Adult Care Services</b>	Provides a safe group environment that includes supervision and care of all activities of daily living.
<b>Clinical Counseling Services</b>	Clinical therapy provided by licensed mental health professionals within the scope of their training and professional standards aimed at addressing mental health concerns.
<b>Commission</b>	The members of the Texas Veterans Commission. Consists of five members appointed by the Governor of Texas.
<b>Community Integration</b>	Participation in society through community networking, employment, independent living, and social activity.
<b>Contractors</b>	An independent entity that agrees to furnish certain services that meet or exceed stated requirements or specifications, at a mutually agreed upon price and within a specified timeframe to a grantee.
<b>Cost - Direct</b>	<u>Direct costs</u> are allocable costs that can be identified specifically for a particular grant project and provide a service directly to a beneficiary.

Examples of Direct Costs

**Salaries and Wages and Fringe Benefits:** Case Managers, clinical counselors that work directly with beneficiaries. While their cost can be allocated between other funding sources, they provide a service directly to beneficiaries.

**Travel:** Cost for organization employees (not contractors), case managers, clinical counselors to travel to provide services to beneficiaries, conduct outreach in the community and attend approved, grant specific training conferences.

**Supplies:** Cost of supplies to grant organization staff to use for delivery of direct client services.

**Client Services:** Cost for the direct services provided to beneficiaries that are allocable to the approved grant project and are in line with the Request for Application (RFA).

**Cost – Other Direct** Other direct costs are allocable costs that can be 100% identified specifically for a particular grant project but are not identified as direct or indirect cost. These costs provide a service to the project but not directly to a beneficiary and are incurred specifically for the grant funded purpose.

**Cost - Indirect** Indirect costs are classified as facilities and administration. “Facilities” are considered operating and maintenance expenses of the organization’s building and properties. “Administration” is defined as general administration and general expenses such as all costs associated with executives, directors, managers, accounting & payroll functions, human resources functions, and all other types of general organizational support expenditures not listed specifically under Facilities.

Indirect costs are those costs that are associated with the daily operations of an organization that are incurred by the organization prior to being awarded grant funding. This also applies to non-profit organizations that operate out of residential properties or homes.

**Cost Incurred** A cost for which an organization has become liable as documented in an invoice (not an estimate), contracts and contract amendments, even if it has not yet received an invoice from a supplier as documentation of the cost.

**Court Ordered Payment** The payment of money or other property by a party to the court for later distribution in accordance with the suit's settlement or the court's judgement.

**De-obligation** Downward adjustment of the obligations recorded in a contract document.

**Dependents** Spouse, minor (before the age of 18) biological, step, or adopted child of a Texas veteran residing with the veteran or before the age 23 if a full-time student. Includes a child who is incapable of self-support because of a mental or physical incapacity that existed before the age of 21 or occurred before the age of 23 while a full-time student.

**Disabled Veteran** As defined in Title 5, United States Code Annotated, Section 2108(2), "An individual who has served on active duty in the armed forces, (except as provided under section 2108a) has been separated therefrom under honorable conditions and has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the U.S. Department of Veterans Affairs (VA) or a military department."

<b>Eligible Applicants</b>	As defined in the Texas Administrative Code, Title 40, Part 15, Section 460.3(a). The following are eligible to apply for grant funds: 1) Units of local government; 2) IRS Code § 501(c)(19) Posts or organizations of past or present members of the Armed Forces; 3) IRS Code § 501(c)(3) private nonprofit organizations authorized to do business in Texas; 4) Texas chapters of IRS Code § 501(c)(4) Veteran’s service organizations; or 5) Non-profit organizations authorized to do business in Texas with experience providing services to Veterans.
<b>Emergency Assistance (Financial)</b>	Aid provided in the event of a situation that creates an imminent risk of financial hardship for the beneficiaries.
<b>Equipment</b>	Equipment means tangible property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization threshold established by the grantee for financial statement purposes or \$2,000.
<b>Essential Needs</b>	Basic human needs for sustenance including shelter, food, and clothing necessary for long-term physical and mental well-being.
<b>Evidence Based Practice</b>	A problem-solving approach to the delivery of mental health care that integrates the best available research from studies and client care data with clinical expertise in the context of patient characteristics, culture, and preferences.
<b>Evidence Based Practice Training</b>	Certification and/or training commensurate with providing a professional with the ability to effectively implement a specific evidence-based practice within its intended scope to maximize positive impact for patient/client.
<b>Evidence Based Treatment</b>	Clinical therapeutic services that are specifically delivered by trained licensed mental health professionals within the established scope and parameters of the research supporting the treatment and clinical expertise.
<b>Family Counseling</b>	Counseling that can help family members improve communication and resolve conflicts and teach skills to deepen family connections and be better prepared for stressful life events.
<b>Family Stabilization</b>	Helping families to develop skills they need to maintain a safe and healthy family unit, while improving the family’s integration with the community.
<b>Food Pantry</b>	A site that distributes bags or boxes of non-perishable nutritious food and hygiene products to hungry families and individuals.
<b>Governing Body</b>	A group who formulates the policy and directs the affairs of an organization in collaboration with managing staff.
<b>Grant Application</b>	Documents submitted by an organization or unit of local government in response to the Request for Applications (RFA). Also referred to as “Application Package” in the RFA.

<b>Grant Funding Period</b>	The time period specified in the RFA and NOGA during which all work must be completed, and expenses must be incurred and paid by the grantee.
<b>Grant Project</b>	The work and activities in the approved application for which grant funding has been awarded and finalized through negotiations. During the open application process and before the Texas Veterans Commission makes final grant awards, indicated by a fully executed NOGA, the Grant Project will be known as the Proposed Project.
<b>Grantee</b>	An organization that receives a grant from the Fund for Veterans' Assistance (FVA) which is responsible for the administration of the award.
<b>Home Modification</b>	Modification of a home to improve accessibility that support living in a home based on physical disabilities or handicaps.
<b>Home Repair</b>	Home repair projects must correct dangerous and life threatening conditions and not repair wanted upgrades to improve the aesthetic of the home.
<b>Home Weatherization</b>	Repairs needed to seal a home from elements, rodents, or insect infestations to improve the health and safety of the residents.
<b>Homeless</b>	Individuals who have lost their primary nighttime residence or are living in a place not meant for human habitation, in an emergency shelter, in transitional housing, have transitioned out of a homeless status, or are exiting an institution where they temporarily resided.
<b>Homeless Support</b>	Resources and activities to support individuals who are homeless, have transitioned out of a homeless status or are at risk of losing their primary nighttime residence within 14 days.
<b>Household Goods Services</b>	Basic furniture and housewares provided to a veteran to meet basic needs for setting up transitional or recently secured long-term housing.
<b>HUD</b>	Housing and Urban Development.
<b>HUD/VASH</b>	Veterans Affairs Supportive Housing (VASH) - A collaborative program between HUD and VA that combines HUD housing vouchers with VA supportive services to help homeless veterans and their families find and sustain permanent housing.
<b>Ineligible</b>	Any application submitted by an organization that does not meet the requirements of this RFA will be disqualified from further review and deemed Ineligible.
<b>Intake</b>	The intake process is the initial step in developing a relationship between the organization staff and the beneficiaries. Initial contact can be made in person, over the phone or through electronic communication. The purpose of the intake process is to gather information and identify the immediate needs of the beneficiaries, determine eligibility, and gather required documents.

<b>IRS Tax Form 990 showing Part X Balance Sheets</b>	Refers to form used by tax-exempt organizations, non-exempt charitable trusts, and section 527 political organizations to provide the IRS with the information required by Internal Revenue Code, 26 U.S.C. § 6033 (relating to returns by exempt organizations). To be accepted as a Minimum Required Financial Documentation, the Form 990 submitted must be a complete, legible copy of the signed form filed with the IRS and include Part X. Balance Sheets.
<b>Low Income</b>	80% of the median family income for the county in which the beneficiary lives as defined by the U.S. Department of Housing and Urban Development (HUD).
<b>Marketing</b>	Messaging to a mass audience about grant funded services available to the public or a specific demographic element of the public.
<b>Meal Delivery Service</b>	Home-delivered, prepared meals to homebound or VA disabled clients, providing a friendly visit, and conducting safety checks of the client and their home.
<b>Meal Service</b>	Provides nutritious meals and safety checks to Texas veterans and their families who do not have the means or resources to eat healthy meals.
<b>Mortgage</b>	Obligation, including a mortgage, mortgage deed, bond, note, deed of trust, or another instrument that is a lien. Grantees are required to confirm that the owner of a home is current on any existing mortgage loans or home equity loans prior to providing home modification, repair, or weatherization assistance.
<b>MVPN</b>	Military Veteran Peer Network.
<b>Notice of Grant Award</b>	The Notice of Grant Award (NOGA) is the official grant award document serving as a formal acceptance by the Texas Veterans Commission (TVC) of the Grantee's application, and addenda (if any) and the approval of the NOGA creates a legally binding agreement between the Grantee and TVC.
<b>Outreach</b>	Interaction with a beneficiary regarding grant funded services available. Outreach activities include a specific date, location (can be virtual), and measurable results.
<b>Peer</b>	Shall be an individual who served in the U.S. Armed Forces or be a credential social worker, Texas Licensed Mental Health Professional (LMHP), credential pastoral counselor that have completed Military Informed Care (MIC)/Military Cultural Competency (MCC) training.
<b>Peer Networking Centers</b>	Location which includes staffing by Veterans, for Veterans and their families where they are comfortable interacting with their Peers to learn about accessing resources and services for their benefit.
<b>Peer Support Certification and Training</b>	Training provided to counselors, mentors, life coaches, emotional support sponsors, suicide prevention specialists, or other role in the community to serve veterans and veteran families. Awareness training regarding trauma-informed conditions such as PTSD, substance abuse, and military sexual assault qualify.

<b>Peer Support Services</b>	Non-clinical services based upon the premise that an individual is able to contribute to the rehabilitation and recovery of those needing services. Offers emotional support, shared knowledge, teaches skills, provide practical assistance, and connect veterans with resources.
<b>Peer-to-Peer Counseling</b>	Interactions between trained Peers who are successfully adapting to life and Peers who want to do the same. The trained Peer has completed training, is knowledgeable about resources, and can make efficacious referrals when appropriate; the interactions are also typically mutually beneficial.
<b>Performance Benchmark</b>	The percentage of each minimum required performance measure that must be met and reported by designated timeframes within the grant period.
<b>Principal Participant</b>	Project Coordinator, Financial Coordinator, Executive Director or any other key stakeholders in the Proposed Project. An organization's top management that provides leadership, oversight, grant project management to employees and staff working on the grant. Principal Participants must ensure the grant staff is operating the project as written in the approved award, following all organizational policies, and grant related rules and regulations.
<b>Program Income</b>	Gross income received by the grantee directly generated by a grant supported activity or earned only as a result of the grant agreement during the grant period.
<b>Project Coordinator</b>	Provides general leadership and direct oversight of the grant project activities including implementation, monitoring, reporting, and compliance to ensure the grant goals and metrics are met as outlined in the award.
<b>Project Manager</b>	Responsible for leading the grant award through planning, initiation, execution, control, and completion. Must ensure the grant staff is operating the project as written in the approved award.
<b>Promotions Plan (Marketing &amp; Outreach)</b>	A plan that outlines how both marketing and outreach will be combined to meet measurable goals in soliciting beneficiaries and increasing awareness of grant-funded services available.
<b>Proposed Project</b>	The work and activities for which funding is sought and as written in the approved application. Upon approval by the Texas Veterans Commission approve the application, the Proposed Project will then become known as the Grant Project.
<b>Questioned Cost</b>	A cost that has been identified to be an alleged violation of a provision of the NOGA, law, regulation, or other agreement or document governing the expenditure of funds or a cost that is not supported by adequate documentation.

<b>Rapid Rehousing Program</b>	Connects families and individuals experiencing homelessness to permanent housing through a tailored package of assistance that may include the use of time-limited financial assistance and targeted supportive services. Rapid rehousing programs help families and individuals living on the streets or in emergency shelters solve the practical and immediate challenges to obtaining permanent housing while reducing the amount of time they experience homelessness, avoiding a near-term return to homelessness, and linking to community resources that enable them to achieve housing stability in the long-term.
<b>Reasonable</b>	A cost is reasonable if, in its nature and amount, it does not exceed that which would be paid by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
<b>Regional</b>	Refers to a Proposed Project whose service area includes two or more counties within the state and whose services are offered and available to beneficiaries living within those identified counties.
<b>Reimbursement</b>	Payment is provided after the grantee has paid for services provided or delivered to beneficiaries. TVC payments/reimbursements are paid on a monthly basis after the grantee has submitted the required accurate supporting documentation for expenses claimed during the reporting month.
<b>Reimbursement Grant</b>	The grantee is required to provide its own working capital to finance operations. Grant payments will be made to reimburse the grantee for actual expenditures made and supported by adequate documentation.
<b>Rescind</b>	Awarded grant applicant revokes, cancels, or repeals award prior to NOGA.
<b>Restorative Dental Care</b>	Emergency procedures consisting of dental implants, dentures, fillings, crowns, and tooth extractions up to \$2,500 per beneficiary, per grant period.
<b>Rural Area</b>	Per the US Census Bureau, all population, housing, and territory not included within an urban area which is classified as an area of 50,000 or less people. Generally, it is a geographic area that is located outside cities and towns.
<b>Rural Counties in Texas</b>	TVC grants programs follow the rural county definitions published by the Office of Rural Health Policy. The 181 counties listed below are considered rural counties in Texas.

Anderson	Concho	Gonzales	Kerr	Morris	Sherman
Andrews	Cooke	Gray	Kimble	Motley	Somervell
Angelina	Cottle	Grimes	King	Nacogdoches	Starr
Aransas	Crane	Hale	Kinney	Navarro	Stephens
Armstrong	Crockett	Hall	Kleberg	Newton	Sterling
Austin	Culberson	Hamilton	Knox	Nolan	Stonewall
Bailey	Dallam	Hansford	La Salle	Ochiltree	Sutton
Baylor	Dawson	Hardeman	Lamar	Oldham	Swisher



Bee	Deaf Smith	Hartley	Lamb	Palo Pinto	Terrell
Blanco	Delta	Haskell	Lavaca	Panola	Terry
Borden	DeWitt	Hemphill	Lee	Parmer	Throckmorton
Bosque	Dickens	Henderson	Leon	Pecos	Titus
Brewster	Dimmit	Hill	Limestone	Polk	Trinity
Briscoe	Donley	Hockley	Lipscomb	Presidio	Tyler
Brooks	Duval	Hood	Live Oak	Rains	Upton
Brown	Eastland	Hopkins	Llano	Reagan	Uvalde
Burnet	Edwards	Houston	Loving	Real	Val Verde
Calhoun	Erath	Howard	Madison	Red River	Van Zandt
Camp	Fannin	Hudspeth	Marion	Reeves	Walker
Carson	Fayette	Hutchinson	Mason	Refugio	Ward
Cass	Fisher	Irion	Matagorda	Roberts	Washington
Castro	Floyd	Jack	Maverick	Runnels	Wharton
Cherokee	Foard	Jackson	McCulloch	Sabine	Wheeler
Childress	Franklin	Jasper	McMullen	San Augustine	Wilbarger
Cochran	Freestone	Jeff Davis	Menard	San Jacinto	Willacy
Coke	Frio	Jim Hogg	Milam	San Saba	Winkler
Coleman	Gaines	Jim Wells	Mills	Schleicher	Wood
Collingsworth	Garza	Karnes	Mitchell	Scurry	Yoakum
Colorado	Gillespie	Kenedy	Montague	Shackelford	Young
Comanche	Glasscock	Kent	Moore	Shelby	Zapata Zavala

**Scope** The sections within the application and/or approved award that describe the grant project consisting of the following sections; geographic service area, types of beneficiaries to serve, numbers of beneficiaries to serve, number of home projects to complete within Housing for Texas Heroes grant program, description/narrative of the project, type of Veteran beneficiaries to serve, type of character of service (discharge status) to serve, other restrictions on eligibility set by the organization, maximum allowable cost per beneficiary.

**Statewide** Refers to a Proposed Project whose service area includes every county within the state and whose services are offered and readily available to beneficiaries living within every county within the state.

**Stipend** A predetermined amount of money paid to trainees, interns, and students to help offset expenses. Often provided to those who are ineligible to receive a regular salary in exchange for the duties they perform. Stipends are prohibited.

**Sub-Grant** An award made by a Grantee to another organization or agency using grant funds. Sub-granting FVA grants is prohibited under Texas Administrative Code, Title 40, Part 15, Section 460.10(2).

**Supplanting** The replacement of agency funds for any activity of an existing project specifically because TVC grant funds were awarded. Supplanting is prohibited.

<b>Surviving Spouse</b>	A person who was the spouse of the veteran at the time of the veteran's death and (a) who lived with the veteran continuously from the date of marriage to the date of the veteran's death, and (b) has not remarried or has not since the death of the veteran and after September 19, 1962, lived with another person and held himself or herself out openly to the public to be the spouse of such other person.
<b>Time and Effort</b>	A document that captures the actual time worked and charged for allowable grant activities. Must be in writing and include actual time spent, period covered, and must be signed by employee and supervisor.
<b>Transition Assistance</b>	Provide information, resources, and tools to active duty, veterans, and their families to help prepare for the move from military to civilian life.
<b>Transitional Housing</b>	Provides homeless individuals and families with the short-term interim stability and support to successfully move to and maintain permanent housing and independent living.
<b>Unallowable Cost</b>	A cost that is 1) not necessary or reasonable for proper and efficient performance and administration of the project, 2) not allocable to the project, 3) not authorized or prohibited under State or local laws or regulations, and 4) does not conform to limitations or exclusions set forth in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Federal laws, terms and conditions of the award, or other governing regulations as to types or amounts of cost items.
<b>Unduplicated</b>	For purposes of this grant, unduplicated shall be defined as not previously counted during the grant award period.
<b>Units of Local Government</b>	A county, municipality, special district, school district, junior college district, a local workforce development board created under the Texas Government Code § 2308.253, or other legally constituted political subdivision of the state.
<b>VCSO Funding</b>	SB 1679 (85th Legislature) created a 5% set-aside for VCSO applications for FVA grants. This funding is available for General Assistance, Housing for Texas Heroes, and Veterans Mental Health grant applications with the Veteran County Service officer listed as the Project Coordinator.
<b>Very Low Income</b>	50% of the median family income for the county in which the beneficiary lives as defined by the U.S. Department of Housing and Urban Development (HUD).
<b>Veterans Treatment Court</b>	To provide support and resources for veterans involved with the criminal justice system, rather than punishment. These courts must be certified and emphasize treatment rather than incarceration.
<b>Workshop Program</b>	Groups with shared knowledge or experience involved in learning or discussions working with interactive activities and exercises, with opportunities to practice applying the concepts that are presented to the group.