



Texans Feeding Texans: Home Delivered Meal Grant Program

Grantee Requirements & Processes

CONTACT INFORMATION

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RESPONSIBILITIES AND ACCOUNTABILITY

TEXAS DEPARTMENT OF AGRICULTURE

The Texas Department of Agriculture (TDA) is responsible for administering the Texans Feeding Texans: Home Delivered Meal Grant Program (HDM). Administration responsibilities include ensuring the Grant Recipient is in compliance with statutes, regulations, and grant terms and conditions; and conducting performance/compliance reviews to maintain grant programmatic and fiscal integrity. TDA will provide on-going technical assistance and consultation to Grant Recipients during the term of the grant.

RECIPIENT ORGANIZATION

The Grant Recipient has full responsibility for the conduct of the project supported by the HDM program. Each Grant Recipient will monitor the day-to-day performance of the grant project to assure adherence to statutes, regulations, and grant terms and conditions.

The Grant Recipient will be accountable for all grant funds awarded and must ensure all funds are used solely for authorized purposes. The Grant Recipient needs to ensure:

- Funds are used only for activities covered by the approved project.
- Funds are not used in violation of the restrictions and prohibitions of applicable statutes.
- All budget and performance reports are completed in a timely manner.

As a Texans Feeding Texans: Home-Delivered Meal Grant Program grantee, you are required to maintain appropriate files, records and/or accounts documenting that grant funds were expended only to supplement and extend existing services related directly to delivery of meals to homebound elderly persons and homebound persons with a disability. Documents directly related to the HDM grant must be retained for four (4) years after the term expires.

To assist you in determining whether expenses are allowable, guidelines have been established and will be periodically updated on our website: www.TexasAgriculture.gov.

It is important to understand there are restrictions and limitations on how grant funds may be spent. For reference or clarification about what expenditures are permissible, please refer to these guidelines, your grant agreement and the Texas Grant Management Standards published by The Texas Comptroller of Public Accounts.

If you have specific expense questions not addressed in these guidelines, please contact TDA at (512) 463-7448 or Grants@TexasAgriculture.gov.

GENERAL GRANT PROCESSES

QUARTERLY REPORTS

Quarterly Reports must be completed by the Grant Recipient and submitted to TDA by deadlines stated in the grant agreement or 30 days after the end of each period. Reports must be **completed online** at <https://tda-go.intelligrants.com/>.

Quarterly Report instructions and information will be available on TDA's website:

<https://texasagriculture.gov/Portals/0/Publications/ER/HDM/TDA%20Go%20Quarterly%20Report%20Instruction%20Document.pdf?ver=3KCBVuDQX2xtZMpKzM-UTA%3d%3d>

These reports require each grantee to classify the expenditures in general categories (food/meals, personnel, transportation, small equipment, building/occupancy, supplies, and other). Organizations that serve meals in multiple counties must submit separate reports for each county.

A complete quarterly report should include information pertaining to Organization Updates, County Grant(s), and Grant Utilization.

- **Organization Information:** Please let us know if any primary points of contact changes have occurred. Provide the name, title, email, and phone number to the new personnel.
- **Budget Changes:** Please let us know if expenses for the current quarter have changed from your original budget.
- **Meal Numbers:** Report the number of meals served during the current quarter, regardless of funding source. If you could also report the number of meals served during the current quarter using HDM funding, it assists in justifying the need for this grant.
- **HDM Grant Utilization:** Report expenses for the current quarter. If any expenses in the prior quarters have been adjusted, please work with TDA to adjust prior quarters in TDA-GO.

BUDGET REVISIONS PROCESS

Grant projects work on a projected budget. Often expenses that are incurred might cost more or less than originally thought. A budget revision request will need to be completed in TDA-GO to adjust budget categories. Please contact TDA to initiate this process.

MONITORING

TDA works with an outside monitoring firm to conduct performance monitoring of Texans Feeding Texas: Home-Delivered Meal Grant Program grantees. Selection is based on a risk assessment which may include and is not limited to:

- Total HDM Grant Award
- Entity Type – Government/Non-Profit
- Number of time Grantee has been awarded
- County grant amount pledged
- Financial Statement/Condition
- Time since last monitoring visit
- Previous Monitoring Results
- Change in Meals delivered
- Other risk factors

The contracted monitor will come on-site to conduct a review. The review may include:

Client Eligibility

- a. Intake forms and procedures
- b. Master client lists (client files to be selected while on-site)
- c. Meal rosters (to be selected while on-site)

Nutrition Standards

- a. Documentation that meals are approved by a registered dietician
- b. Documentation that meals meet the 1/3 RDA requirement
- c. Copies of menus (to be selected while on-site)
- d. Approval process for menus
- e. Meal/food substitution procedures

Health and Safety Inspection

- a. Copy of last health and safety inspection (city, county or state)
- b. Status of any deficiencies

Temperature and Delivery Standards

- a. Procedures for testing food temperatures and maintaining temperature logs
- b. Temperature logs (to be selected while on-site)
- c. Documentation for complying with four-hour delivery time standards

Accounting

- a. Revenue and Expense Statements for a specified time period
- b. Congregate and Home-Delivered Meal totals by month for a specified time period
- c. Invoices and/or checks for selected items (to be selected while on-site)
- d. Documentation of county matching grant funds (deposit documentation)

- e. Procedures and documentation for all allocated costs, including meals used in allocating costs and copies of general ledger reports by cost category

Meal Count Documentation

- a. Documentation of Total Meals Served for the State Fiscal Year September 1 to August 31. A sample of months to be reviewed will be supplied.

This exercise is meant to help Grantee ensure practices are in full compliance with all administrative, program, and financial requirements of the grant program. Those Grantees that have monitoring findings will be able to respond and correct monitored results.

ALLOWABLE COSTS

Allowable Activities:

Expenditures should be directly related to the organization's efforts to supplement and extend the organization's home-delivered meals program. Funds should *NOT* be used to supplant or replace other funding sources.

Allowability of Costs:

To be allowable under state awards, costs must meet the following general criteria:

- a. Be necessary and reasonable for proper and efficient performance of the award.
- b. Be allocable to all appropriate funding sources.
- c. Be authorized or not prohibited under state or local laws or regulations.
- d. Conform to any limitations or exclusions set forth as to the type or amount of cost items.
- e. Be consistent with policies, regulations, and procedures that apply uniformly to both federal or state awards and other activities of the governmental unit.
- f. Be accorded consistent treatment. A cost may not be assigned to a federal or state award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the federal or state award as an indirect cost.
- g. Be determined in accordance with generally accepted accounting principles.
- h. Not be included as a cost or used to meet cost sharing or matching requirements of any other federal or state award in either the current or prior period, except as specifically provided by law or regulation.
- i. Be adequately documented. Documentation may include, but is not limited to, travel records, time sheets, invoices, contracts, mileage records, billing records, telephone bills and other documentation that verifies the expenditure amount and appropriateness to the grant.

Reasonable Costs. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. Ask yourself, is the cost of a type that is generally recognized as ordinary and necessary for the operation or the performance of the award.

Allocable Costs. A cost is allocable to a particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received. A “cost objective” means a function, organizational subdivision, contract, grant, or other activity for which cost data are needed and for which costs are incurred.

Program Income:

Interest earned in excess of \$250 per year on grants from purely state sources (such as the Texans Feeding Texans: Home-Delivered Meal Grant Program) is considered program income. Program income may be added to the funds committed to the grant agreement by the state agency and the grantee. The program income shall be used for the purposes and under the conditions of the grant agreement.

Equipment:

TDA grant funds shall not be used for the purchase of capital assets. Capital assets include any equipment valued at \$5,000 or more. TDA funds shall not be used to pay for any portion of a capital expenditure item.

Period of Activity:

Expenditures must be made within the funding year, February 1 through January 31.

Keeping in mind allocability, examples of allowable expenditures include, but are not limited to, the following items or categories:

- Compensation of employees for the time devoted and identified specifically to the performance of the Texans Feeding Texans: Home-Delivered Meal Grant;
- Travel expenses incurred specifically to carry out this award;
- Food costs and related preparation;
- Packaging;
- Transportation;
- Other operational expenses;
- Rental costs directly related to meal service; and
- Certifications necessary for meal service.

Examples of non-allowable expenditures include, but are not limited to, the following items or categories:

- Out-of-state travel;
- Alcohol;
- Entertainment;
- Fundraising;
- Lobbying or other political expenses;
- Charitable contributions;
- Fines or penalties;
- Capital assets valued at \$5,000 or more;
- Depreciation of capital assets;

- Meal expenses specifically related to an employee's travel;
- Expenses not attributable to the grant period (e.g.: past due rent, taxes, etc.); and
- In-kind or donated services.

Costs must be allocated to all appropriate funding sources. TDA funds must not be expended for costs that are reimbursed by the Texas Department of Aging and Disabilities or Health and Human Services.

Allowable Categories

Personnel Expenses:

Compensation of employees for the time devoted and identified specifically to the performance of home-delivered meals is allowable. Personnel expenses may include salaries, wages, benefits and other costs associated with personnel. Personnel expenses must be allocated to all appropriate funding sources. For example: If an organization serves 50 percent home-delivered meals and 50 percent congregate meals, then a maximum of 50 percent of the cook's salary or wages can be charged to the TDA grant.

Administrative support salaries may be charged to the TDA grant, but the time charged must be documented as devoted specifically to the performance of home-delivered meals.

Expenses Related to Food and Meals:

This category should be used for all costs associated with a meal including, but not limited to, raw food, consumable/packaging (meal containers or plasticware), prepared food, prepared meals purchased from a commercial kitchen and nutrition supplements.

Small Equipment Expenses:

An organization may not purchase an item over \$5,000 or use funds towards the purchase of an item over \$5,000.

Examples:

- You may not purchase a \$6,000 freezer.
- You may not use \$4,000 of TDA funds towards the purchase of a \$6,000 freezer.
- You may use TDA funds to purchase a freezer for \$4,000.

Small equipment items costing less than \$5,000 may be charged to the TDA grant. This may include, but is not limited to, appliances, computers, kitchen equipment, kitchen racks or other items that are not consumables.

Expenses Related to Building Occupancy:

TDA grant funds may be used to help pay for expenses related to building occupancy including, but not limited to, rent, utilities, building repairs, security or janitorial services. Similar to all other expenditures, small equipment expenses must be allocated to all appropriate funding sources.

Transportation Expenses:

Expenses directly related to the transportation of home-delivered meals are allowable under the TDA grant program. These expenditures include, but are not limited to, fuel, vehicle maintenance and parts, mileage reimbursement and delivery costs.

Expenses related to the transportation of elderly or disabled individuals to doctor appointments, shopping or congregate meal sites are not allowable.

Supplies:

Pursuant to the Texas Administrative Code, Title 4, Part 1, Chapter 1, Subchapter O, funds may be used for other operational costs. These costs may include, but are not limited to office supplies, disposable items such as toner, pens, and paper products, as well as, advertising expenses, printing, copying, postage and telecommunications. Expenses should be allocated appropriately among funding source.

Other Expenses:

In addition to the expenditure categories listed, additional items may be charged to the TDA grant that directly contribute to the performance of the organization's home-delivered meals program. Allocate expenses appropriately among fund sources.

CLOSE OUT

Close out occurs at the end of the term and when all required documents are submitted and approved. Required documents are:

1. Final Quarterly Report - including meal numbers and spending
2. Affidavit - a confirmation that the county paid the amount promised in the resolution.
This document is to be signed by both the county and the organization.

An official letter will be sent to the Grantee once the close out process has been completed. Documents directly related to the HDM grant must be retained for four (4) years after the term expires.