

**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> <p style="text-align: center;">EXAMPLE: GRANT STAFF: Program Directors Program Managers, and C-level employees.</p>	X
<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 style="text-align: center;">EXAMPLE: Case Managers, Grant Coordinators, Program Specialists</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	✗

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.	✓

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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

ITEM	ALLOWABLE OR NOT ALLOWABLE
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

ITEM	ALLOWABLE OR NOT ALLOWABLE
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.	