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TEXAS VETERANS COMMISSION FUND FOR VETERANS' ASSISTANCE

August 8, 2017

The Honorable Ramon Garcia
County Judge, Hidalgo County
P. O. Box 204
Edinburg, TX 78540

Re: On-site Monitoring Report
Grant Number FVA_16B_0333, Hidalgo County General Assistance Grant

Dear Judge Garcia:

The Fund for Veterans' Assistance (FVA) conducted an on-site compliance visit of the Hidalgo County Operation Bravo-Zulu (Operation Well Done) Program on May 17-18, 2017 pursuant to Title 40, Part 15, Chapter 460, Rules 460.20 - 460.24, Texas Administrative Code.

The objectives of the on-site visit were to:

- determine whether grant funds were used for authorized purposes in compliance with laws, regulations, and provisions of the grant;
- validate practices, policies and procedures;
- review operational efficiency and quality of service to veterans;
- monitor grant administration for meeting expenditure and performance requirements; and
- assist with any questions or concerns relating to the Fund for Veterans' Assistance Grant Agreement/Notice of Grant Award.

The following were noted during the review:

- (a) The grantee provides utility assistance to veterans, surviving spouses of veterans, and active duty military personnel.
- (b) Accounting Procedures: Grantee provided accounting policies and procedures documents for review. All required elements for accounting, billing, vendor payments, payroll, grants administration, cash management, travel, equipment, and records retention are included.

A review of Performance and Expenditure reporting showed that all reports have been received within the required time frame. At the compliance visit, grantee was at 122% of the performance measure but only at 51% of the required 70% expenditure benchmark. Because of an error in the original grant documents, grant budgeted expenditures fell behind early in the grant period. However, since the compliance visit, grantee has continued to successfully increase its

expenditures, and the June 2017 expenditure report shows them at 92% of the 100% expenditure benchmark. In a further effort to reach full compliance, grantee requested and was granted an extension of an additional three months on the grant period, during which they anticipate expending all the remaining grant funds and achieving the 100% expenditure benchmark.

Although no action is required at this time, it is requested that the grantee acknowledge receipt of this monitoring report by August 31, 2017.

The Fund for Veterans' Assistance thanks Hidalgo County officials and employees for their time and cooperation during the on-site visit. These activities included providing workspace, allocating employees' time, and exercising flexibility in meeting the schedule of the grant compliance officer.

We greatly appreciate your work in providing services to Texas Veterans and their families. Should you have any questions or concerns, please do not hesitate to contact my point of contact Joan Thomas, FVA Compliance Officer, at 512.463.5672, or joan.thomas@tvc.texas.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Catoe', with a horizontal line drawn through it.

Charles Catoe
Director, Fund for Veterans' Assistance
Texas Veterans Commission

cc: Mr. Jaime R. Longoria, Executive Director