



Fund for Veterans' Assistance

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Application- Broken Arrow

Application ID AP-VSO_20-009	Applicant Organization Hidalgo County	Status Negotiation Initiated	Application Deadline 10/25/2019 5:00 PM
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Overview

Opportunity

Announcement ID AN-VSO_20-001	Grantor Organization Texas Veterans Commission	ApplicationDeadline 10/25/2019 5:00 PM
Award Ceiling \$500,000	Award Floor \$5,000	Program Area (Do not change) Veterans County Service Officer (VCSO)

Application Overview

Project Title Broken Arrow	Proposed Project Service Category Supportive Services (VCSO-GA)	Is this proposed project a new FVA-funded project, an expansion of current FVA-funded services, or continuation of an existing FVA-funded project? New
Financial Documents	Requested Amount 500000	Proposed Project Start Date 7/1/2020
Proposed Project End Date 6/30/2021	Project Coordinator Felix Rodriguez	Submitted On 10/25/2019 12:00 PM

Applicant Organization

Organization Name: Hidalgo County	EIN: 746000717	DUNS:
Address: 2816 S Bus Hwy 281 Edinburg Texas 78539 United States	Applicant Type County Governments	Governing Body County Commissioners' Court/County Judge
What is the organization's overall mission?	What year was the organization established? 1970	What types of programs/services does the organization currently provide? Provide examples and





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To "Them that have borne the Battle" Hidalgo County Veteran's Service Mission is to provide quality and timely professional services to Veterans and their Dependents. Our constituent Veterans and Dependents deserve no less. In carrying out our mission, Service Officers and supportive staff perform our duties with integrity and respect for our Veterans. Our Veterans Service Officers are held to the highest, professional standards. Our purpose is to advance the interests of Veterans and their beneficiaries.

[briefly describe program components.](#)

The education component assist veterans in not only receiving financial assistance to attend college, but in the application process as well. The Health Care component includes applying for VA Healthcare and assisting veterans in receiving the proper medical care at the right facility. such as Mobile VA Outpatient Clinic (MOPC), VA Texas Valley Coastal Bend Health Care System, and VA Health Care Center at McAllen and Harlingen. My HealtheVet is a Veterans Affairs online personal health Record. It helps partner veterans with a health care team. My HealtheVet provide veterans opportunities and tools to make informed decisions and manage their health care. The eBenefits portal is a central location for veterans, service members, and their families to research, find, access, and manage their benefits and personal information. The mental health component provides services and assistance to veterans suffering from Depressive Disorders including Post-Traumatic Stress Disorder (PTSD). The State services component includes making veterans aware of the benefits that are provided by State Veterans Homes, Texas Veterans Commission, Texas





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Veterans Land Board, and the Rio Grande Valley State Veterans Cemetery in Mission. The Veterans Treatment Court component provides veterans a venue towards rehabilitation thereby becoming function members in society.

What services does the organization currently provide veterans?

Extensive Case Management advising armed forces veterans and dependents of benefits available under federal, state, and local laws. Work involves representation of clients in assisting them in determining eligibility for veteran's benefits which requires assisting veterans complete and submit required forms, obtaining necessary documentation, medical reports and other data as required by law or in support of claim. Available resources in the community pertinent to veterans needs.

On average, how many veterans does the organization currently serve annually?

6,000

What percentage of total clients served by the organization are veterans?

95.00%

Contacts

Full Name	User Role	Email	Business Phone
Felix Rodriguez	Primary	felix.rodriguez@co.hidalgo.tx.us	(956) 318-2436
Richard Cortez	Secondary	richard.cortez@co.hidalgo.tx.us	(956) 318-2600
Segio Cruz	Signing	sergio.cruz@co.hidalgo.tx.us	(956) 292-7035

Past Awards

ID	ID	Award Title	Grantor Organization	Award Amount
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System Information

Created By

Created Date

Last Modified By

Last Modified Date





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Felix Rodriguez

10/23/2019 10:22 AM

Felix Rodriguez

6/10/2020 1:25 PM

Budget

Instructions

The budget is broken up into Direct and Indirect Costs. Within Direct Costs there are six allowable sections. Indirect Costs has one section. Each section represents a Budget Category that will make up your Total Grant Amount Request. The total grant amount request must equal the Amount Requested checked in Part I – Proposed Project.

Complete each Table as applicable to your Proposed Project. Costs must be broken out in Tables to a degree that is sufficient to determine if costs are reasonable, allowable, and necessary for the successful performance of the grant project. Costs will be reviewed for compliance with UGMS and federal grant guidance found in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Costs claimed as direct costs that appear indirect in nature or budgets claiming no indirect costs will be scrutinized for accuracy. Any such costs claimed as direct need to be fully explained, supported, be reasonable and treated in a consistent manner across your organization. The FVA may ask the applicant to reclassify costs as indirect if the support provided does not meet the above criterion.

Do not leave a table blank. Place an "N/A" in the first line and a "0" in Total for the table if you are not budgeting those cost in this application.

Budget	
Budget Category	Grantor Share
Salaries and Wages	\$78,734.00
Fringe Benefits	\$40,360.00
Travel	\$4,000.00
Supplies	\$7,000.00
Client Services	\$348,000.00
Other Direct Costs	\$1,680.00
Total Direct Costs :	\$479,774
Indirect Costs	\$20,226.00
Grand Total (Direct + Indirect Cost):	\$500,000





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Matching Funds

Describe what other funding sources the organization will be using to support and accomplish the goals of the Proposed Project. Include any other grants that may fund portions of the Proposed Project, in-kind donations, or volunteer time that assists in the delivery of Proposed Project services. (Maximum allowable characters = 500)

Hidalgo County uses General Funds to provide Cash Match Funds if necessary.

Negotiations

Negotiation Requests

ID	Description	Status	Due Date	Applicant Comments
CR-555	See email from 6/10	Submitted	6/12/2020	Made corrects as per 6/10 email.
CR-521	See email from 6/6	Submitted	6/12/2020	Made Corrections as per email dated 6/6.
CR-281	Please see separate email	Submitted	5/22/2020	Made corrects as noted in email.

Forms and Attachments

Instructions

Please click the "Edit" icon (pencil) in the "Appendix I - Project Narrative" section below in order to fill out the required form for the application. Once the form is 100% filled out, and before the application is submitted, click the "Validate" button in that section.

Additionally, click the "Add" button in the "Attachments" section to upload all required supplementary documents for the applications.

An Application Package may have up to five attachments. Failure to provide required attachments may negatively impact the application or result in ineligibility. When submitting Application Package name each attachment according to numbers below. Note that attachments 1-3 are required for all applications.

Do not upload the all the documents as one file.

The Application Package includes the following items be attached:

1. **Résumés of the Principal Participants in the organization**
2. **List and terms of current governing body members (Board of Directors, Commissioners Court, City Council Members)**
3. **A copy of current professional liability insurance and/or malpractice insurance policy**
4. **Financial Documentation if not a Unit of Local Government**
5. **IRS Tax determination letter regarding non-profit status, if not a unit of local government or VTC certification letter if applying for a VTC grant. Do not submit paperwork from the State**





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Secretary of State or the State Comptroller of Public Accounts regarding non-profit status. Only IRS Tax determination letter indicating your organization is recognized as a tax-exempt non-profit is acceptable.

Attachments				
Attachment Name	Type	Description	Last Modified	Owner
Certificate of Liability Insurance.pdf	Professional liability insurance	Certificate of Liability Insurance	10/24/2019 2:42 PM	Felix Rodriguez
Commissioners Court Board.docx	Board of Directors	List of Commissioners Court.	10/24/2019 3:55 PM	Felix Rodriguez
RichardCortez_resume.pdf	Resumes	Hidalgo County Judge Richard F. Cortez Resume.	10/24/2019 3:56 PM	Felix Rodriguez
Samuel Perez_VSOIII_resume.doc	Resumes	Samuel Perez VSO III resume.	10/24/2019 4:01 PM	Felix Rodriguez
Felix Rodriguez_Director_resume.pdf	Resumes	Felix Rodriguez Director of Veteran Services resume.	10/24/2019 4:06 PM	Felix Rodriguez
Hidalgo County MOU.pdf	Board of Directors	Attachment A: MOU	10/24/2019 4:26 PM	Felix Rodriguez
Urgent Care Compared to ER Services_Attachment B.pdf	Board of Directors	Attachment B	10/24/2019 4:42 PM	Felix Rodriguez
Urgent Care Veteran Flyer Fact Sheet_Attachment C.pdf	Board of Directors	Attachment C	10/24/2019 4:42 PM	Felix Rodriguez
Sergio Cruz Resume.docx.pdf	Resumes	Budget Officer Sergio Cruz resume.	10/25/2019 10:14 AM	Felix Rodriguez

Acknowledgement

Acknowledgement

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT AND COMPLETED PER THE DIRECTIONS OUTLINED IN THE ACCOMPANYING REQUEST FOR APPLICATIONS.





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THE APPLICANT ORGANIZATION REPRESENTATIVE HAS READ AND UNDERSTANDS ALL REQUIREMENTS AND PROVISIONS NOTED IN THE ACCOMPANYING REQUEST FOR APPLICATIONS, AND WILL COMPLY WITH ALL REQUIREMENTS AND PROVISIONS NOTED IN THE ACCOMPANYING REQUEST FOR APPLICATIONS AND NOTICE OF GRANT AWARD EFFECTIVE UPON SUBMISSION OF THIS APPLICATION AND THROUGHOUT THE LIFETIME OF THE GRANT IF AN AWARD IS MADE.

THE SUBMISSION OF THIS DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT.

[Acknowledge here](#)

false

[Acknowledged By \(Name\)](#)

[Acknowledged By \(Title\)](#)

History





Form - TVC Form

Overview

Geographic Service Area(s)

The counties that will be served by this grant are called the Geographic Service Area(s). All Texas counties are grouped into one of eight regions. Check all counties, regardless of region, that the Proposed Project will serve. If the Proposed Project provides services to Veterans living in all counties statewide, simply select "Yes" for the Statewide field.

Region 1 - Panhandle

Region 2 - West Texas

Region 3 - Alamo

Region 4 - South Texas
Hidalgo

Region 5 - Gulf Coast

Region 6 - Central Texas

Region 7 - East Texas

Region 8 - North Texas

Beneficiaries

Applicants may elect to restrict Proposed Project services to particular groups to address needs by narrowing the eligibility of who can receive services through the Proposed Project.

Who will the organization provide direct services to under the proposed project?

Veterans; Surviving Spouses

- Note: Texas Veterans Commission, Fund for Veterans' Assistance defines Dependents a





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If Veterans are selected above, provide a definition for veterans that will be eligible to receive services.
(Maximum allowable characters = 500)

A veteran is defined as “a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable.”

Choose the discharge status(es) (Character of Service) that the organization will serve under the proposed project.

Honorable; General Under Honorable Conditions; Other Than Honorable Conditions; Bad Conduct; Dismissed; Uncharacterized

Describe any other restrictions on eligibility, if applicable (example: income level, disabilities, or referral from VA or other such organization). If blank, input 'n/a'. (Maximum allowable characters = 1000)

Reside in Hidalgo County, Texas.

If the organization receives grant funds, it will be responsible for tracking each individual Veteran, their dependents, and surviving spouses that receive grant-funded service(s). The number of unduplicated Veterans, Dependents and Surviving Spouses, as well as cumulative totals, will be reported to the FVA quarterly.

Enter the number of unduplicated Veterans, Dependents, and Surviving Spouses to be served by the Proposed Project. The information to be entered is a number. Do not enter a percentage and do not enter a range. If the project will not serve a particular population, enter '0' in the corresponding area.

Performance Reporting

What type(s) of data collection tools will your organization use to document Beneficiaries receiving services (required performance measure) and any additional performance measures noted in Beneficiaries, as well as measure goals and outcomes? (Maximum allowable characters = 1000)

Hidalgo County Veterans Service Office currently utilizes VetraSpec Software to gather and process data regarding services for beneficiaries.

How will your organization consolidate the collected data to ensure that beneficiaries that are reported to the FVA are unduplicated? (Maximum allowable characters = 1000)

Currently, program requirements dictate that monthly reports be provided. VetraSpec is designed to capture data in real time by various categories to include Financial Assistance and Payments.

Management anticipates no issues with reporting unduplicated beneficiaries.

Project Eligibility





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The forms listed below are the only forms acceptable by TVC to determine Veteran, Dependent eligibility.

Select the forms the organization will use to verify eligibility for each beneficiary that will be proposed project.

Veterans

DD Form 214, Certificate of Release or Discharge from Active Duty; NGB-22, National Guard Report of Separation and Record of Service; NA Form 13038, Certification of Military Service; Department of Veterans Affairs (VA) official letter or disability letter with character of service listed; E-Benefits summary letter with character of service listed; Honorable discharge certificate

Dependents

Surviving Spouse

Marriage Certificate; Death Certificate or one of the forms listed above for Veterans eligibility

Describe how the eligibility verification documents will be retained (example: as listed in your organization's retention policy) **and** maintained (example: in locked filing cabinet or electronically on your organization's server). (Maximum allowable characters = 1000)

Note: Retention period must meet minimum requirements as defined in 2 CFR 200.333 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

The County of Hidalgo adheres to the State of Texas Library Commission Records Retention Schedule. In addition, records retention is governed by the dictates of the Texas Local Government Code and Texas Administration Code. The agency also has a records retention policy.

PW5600-04a

PW5600-04b

GR1025-08a

GR1025-08b

Records are secured in locked filing cabinets, locked offices and in secured electronic computer servers.

Records will be retained for 3 years.

Proposed Project Services

Describe the Proposed Project. The answers should be brief but specific.

Describe what services will be provided with grant funding. (Maximum allowable characters = 1500)

"Broken Arrow" will be utilized to provide financial support services to help decrease the Unemployment, Poverty, and Suicide Rate in Hidalgo County by providing aid for quality of life.

Hidalgo County Veteran Services will work jointly with County departments and local organizations to educate veterans on services available.





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Hidalgo County Veteran services will provide financial assistance for rent and mortgage to include late fees and security deposits.

Hidalgo County Veteran services will provide financial aid for veterans' emergency vehicle repairs (for non-routine services).

Hidalgo County Veteran Services will provide financial assistance to veterans and surviving spouses for funeral expenses.

Hidalgo County Veteran services will provide financial assistance to surviving spouses for utility aid (late fees and arrears included). Hidalgo County CSA provides Utility assistance to Veterans under TVC Grant "Bravo Zulu".

Hidalgo County Veteran services will provide financial assistance in purchasing work essentials required for employment listed on the employment contract, and not covered by the VA.

Hidalgo County Veteran services will provide financial assistance to veterans who have exhausted all VA education aid not to include the Hazelwood Act.

Hidalgo County Veteran services will provide financial aid for Adult care costs. Adult care must be provided by outside assistance, not a family member.

Where will clients receive services: List addresses of all offices and if services are available on-line and/or over the phone. (Maximum allowable characters = 1500)

Clients will receive services at the Hidalgo County Veterans Services Office located at:

McAllen Office 10213 N. 10th St, Suite B, McAllen TX 78504;

Mercedes Sub-Office 400 S Ohio Ave, Mercedes, TX 78570;

Prescient 1 Sub-Office 1902 Joe Stevens, Weslaco TX 78596

The agency is unable to offer services on-line and/or over the phone.

When will the services be available to clients. Indicate the hours of operation for the facilities to include days and time. (Maximum allowable characters = 1500)

The Hidalgo County Veterans Services Office hours of operation:

McAllen Office is open Monday-Friday 8:00 am to 5:00 pm.

Mercedes Sub-Office is open Wednesdays Only 8:00 am to 5:00 pm.





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Precinct 1 Sub-Office is open Monday-Friday 8:00 am to 5:00 pm.

Except on County approved and observed Holiday's.

[Describe how beneficiaries will be provided with project services. Include how the beneficiary requests services and how long it will take for requested services to be provided. \(Maximum allowable characters = 1500\)](#)

The Hidalgo County Veterans Service Office will conduct numerous outreach to our current network to intake and determine the eligibility of Veterans. Staff will request the necessary documentation such as the DD-214 and, or other government-issued identifying documents. Staff will schedule Veterans appointments via email and phone.

Hidalgo County Veteran Services intend to refer veterans to established vendors with Vendor Agreements who routinely work with our veterans for services needed.

Upon successful completion of the application, the vendor will submit an itemized receipt of services rendered for payment. Payment will be paid directly to the vendor.

Based on the initial assessment, referrals will be made to pertinent vendors to help aid the Veteran.

It will take no more than 30 days for client to receive services.

Need Identified

[What is the community need\(s\) or existing service gap\(s\) that the Proposed Project will address? \(Maximum allowable characters = 1500\)](#)

The staff at the Hidalgo County Veterans Service Office has identified a significant level of veterans and surviving spouses who come into our program who have encountered a need for financial aid to address an emergency or necessary situations that create a financial strain or loss of basic living necessities. The proposed project will assist in cases in which resources are limited to non-existent.

[How were community need\(s\) or gap\(s\) in service identified? Describe the methods used to identify the need in the service area. \(Maximum allowable characters = 1500\)](#)

Hidalgo County is home to over 19,333 Veterans according to the US Census 2017 and the Texas VA Valley Coastal Bend Healthcare System. Conversations with veteran advocacy leaders have helped to focus on the needs of veterans in Hidalgo County. Specifically, several program staff members with specific knowledge have brought the need to the forefront. They noticed that the number of veterans obtaining assistance was minuscule in comparison to the population as a whole. The Hidalgo County Veterans Services Office will implement, if funded, a survey for Veterans to complete, this helps us determine what the Veterans needs are.

[How does the Proposed Project address the identified need\(s\) or gap\(s\) in the service area? \(Maximum allowable characters = 1500\)](#)

Additionally, "Broken Arrow" will include hiring one Outreach Specialists that will ensure that the veterans within Hidalgo County are both physically and emotionally healthy. The Outreach Specialist





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will ensure the objective is met by promoting the program and its services to the community. VA currently holds monthly Management Advisory Counsel (MAC) meetings along with Texas Tropical Veteran Coalition meetings comprised of 60 organizations where needs and services are identified.

[How is the Proposed Project unique from other similar services that may be available in the proposed service area? Be specific with details about what sets your Proposed Project apart. \(Maximum allowable characters = 1500\)](#)

Our project addresses Veteran needs that have not been provided assistance on. Due to our high poverty area emergency situations present financial strain and reduce quality of life.

Goals and Outcomes			
Title	Sub Title	Question	Target Outcomes
Supportive Services (VCSO-GA)	Project Specific Goals	How many clients will receive financial counseling services?	430
Supportive Services (VCSO-GA)	Project Specific Goals	How many clients will receive food delivery services?	0
Supportive Services (VCSO-GA)	Project Specific Goals	How many clients developed a budget?	0
Supportive Services (VCSO-GA)	Project Specific Goals	How many clients reported improved health & independence?	0

Goal Tracking

[Describe how the organization will determine if the anticipated outcomes above are met. Examples may include using a client satisfaction survey or following up with clients 30-90 days after receiving services to determine status. \(Maximum characters = 1500\)](#)

The Hidalgo County Veterans Services Office will implement a Veterans satisfaction survey to complete. The survey will help determine if the Veterans needs have been met. The supporting staff will be required to follow up with the Veteran 30-90 days after receiving services to determine status.

Project Principal Participants					
Title	Name of Principal Participant	Veteran	Years	Résumé Attached	Roles, Responsibilities, and Qualifications
Primary	Felix Rodriguez	true	13	true	The Veterans Service Officer performs administrative work in advising armed forces veterans and dependents of benefits available under federal, state, and local laws. This position assists in completing and submitting required forms, obtaining necessary documents, medical reports and other data as required by law or in support of claim.
					The Texas Constitution vests broad judicial










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Secondary	Richard Cortez	false	1	true	and administrative powers in the position of the county judge, who presides over a five-member Commissioners Court, which has budgetary and administrative authority over county government operations
Signing	Segio Cruz	false	8	true	The County budget identifies all revenues and estimated expenditures for mandated and essential County services. It is a complex financial plan that integrates many income sources to provide a large variety of services for the public.

Partnerships

Name of Partner Organization	Address	Telephone	Website
McAllen VA Out-Patient Clinic	901 E Hackberry Ave, McAllen, TX 78503	(956) 618-7100	 www.va.gov
Texas Veterans Commission	1700 North Congress Ave. Suite 800, Austin TX 78701	(512) 463-6564	 www.tvc.texas.gov
Workforce Solutions	2719 W University Dr, Edinburg, TX 78539	(956) 380-0008	 https://www.wfsolutions.org/
Tropical Military Veteran Peer Center	2215 W. Business 83, Weslaco, TX 78596	(956) 520-8860	 https://www.ttbh.org/mental-health-services/veteran-services
Hidalgo County 430th Veterans Treatment Court	111 S. 9th St., Edinburg, TX 78539	(956) 318-2900	 https://www.hidalgocounty.us/259/430th-District-Cour
Hidalgo County Community	2524 N Closner Blvd,	(956)	





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Services Agency	Edinburg, TX 78541	383-6240	 https://www.hidalgocounty.us/1063/Community-Service-Agen
University of Texas RGV Military Success Center	1201 West University Drive, Edinburg 78539-2909	956-665-7934	 https://www.utrgv.edu/veterans/
Harlingen VA Out-Patient Clinic	2106 Treasure Hills Blvd, Harlingen, TX 78550	(956) 366-4500	 www.va.gov
Doctors Hospital at Renaissance	5501 S. McColl Road, Edinburg, TX 78539	(956) 490-8255	 www.dhrhealth.com/
McAllen Vet Center	2108 S M Street, MedPoint Plaza, Unit 2, McAllen, TX 78503	(956) 631-2147	 https://www.va.gov/directory/guide/facility.asp?ID=546

Marketing and Outreach

Does the organization have an outreach and/or marketing plan to ensure the organization is able to reach and provide services to the number of clients to be served as listed in the Beneficiaries section?

Yes

If yes, describe the outreach and/or marketing plan and how it will ensure that the organization is able to reach and provide services to the Number of Clients to be Served as listed in the Beneficiaries section. (Maximum allowable characters = 1500)

The Hidalgo County Veterans Service Office will utilize a marketing and outreach approach. This will include marketing to the Veterans community by attending workshops, conferences, and providing publications. These various marketing strategies will provide veterans with necessary information regarding services to be provided (see Attachment A).

How often are marketing and outreach activities conducted? (Maximum allowable characters = 1000)

The Hidalgo County Veterans Service Office will be conducting outreach on a weekly bases to ensure we are reaching out to Veterans throughout the Hidalgo County Area. Further outreach will be provided at monthly events and meetings.

Main Organization Phone Number





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(956) 318-2436

Communications Coordinator Name

Samuel Perez Jr

Communications Coordinator Email

samuel.perez@co.hidalgo.tx.us

Communications Coordinator Phone Number

(956) 318-2436

Sustainability after the Grant

If the organization is awarded an FVA grant, would the Proposed Project continue after the grant period ends if the organization does not receive additional FVA funding?

Yes

If yes, describe how the Proposed Project will continue. Include what other funding will be available to the organization and what other organizations will be partnering or working to carry on the work of the Proposed Project after the grant period ends. (Maximum allowable characters = 1500)

The Hidalgo County Veterans Service Office will continue to seek alternative funding through grants and other local sources with our local partners to continue these grant services after the grant is completed.

If the organization has received FVA funding in the past for the Proposed Project, describe why it is applying for a grant again. (Maximum allowable characters = 1500)

TVC Contracts

Contract Amount	Contract #	Begin Date	End Date	Services provided under contract
Total				

TVC Contracts Narrative

For TVC-only (non-FVA) contracts that are listed in the above table provide a brief description of the contract. (Maximum allowable characters = 1500)

N/A

Other Grants

Contract Amount	Grantor	Grant/Contract #	Begin Date	End Date	Audit Performed
Total					

Fiscal Management

What software does the organization use to record accounting transactions?

ALIO Accounting Software





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Policies	
Fiscal Management Accounting Policy	Y / N
A. Procurement	Yes
B. Vendor Payments	Yes
C. Payroll	Yes
D. Grants Administration	Yes
E. Cash Management	Yes
F. Travel	Yes
G. Capitalization and Equipment	Yes

Assessment	
Fiscal Management Statement	T / F
A. There has been no staff turnover or reorganization in the past 6 months.	True
B. The organization uses a Chart of Accounts.	True
C. Time sheets are approved and signed by supervisory personnel.	True
D. An A-133 Single Audit has been performed in the past 2 years.	True
E. Travel receipts are submitted for travel reimbursement requests.	True

