**San Patricio County**

**Veteran County Office Funding Financial Assistance - VCO**

**Amount Awarded**: $100,000.00
**Unduplicated Beneficiary Target**: 70

**TVC ID**: VCO27-F-011

Start Date: 09-01-2026
End Date: 08-31-2027

**ID**: R-2025-2018007240
**Award Type**: A-Awarded
**Grant Officer**: Brendan Sweeney

## ▼ Negotiations

**Comments for TVC:**

## NOGA Agreement

***Note:** Executive Director that is listed in Principal Participants in this application must accept the NOGA or the designated signature authority may accept the NOGA with justification in a written Delegation of Authority letter signed by the Executive Director that must be uploaded.*

***Note**: Only VCSO and VTC Grantees are authorized to upload a signed NOGA document. Delegation of Authority Letters may be uploaded as separate files.*

NOGA DOCUMENTS

NOGA.docx

**NOGA**
Added at 11:27 AM on August 18, 2026

1 - 1 of 1 Record 1 Jump to Page

| | |
|---|---|
| **I have read, understand, and accept the terms of this grant contract according to federal & state regulations, and TVC policies outlined in the RFA, Program Requirements, and the Notice of Grant Award statement.** | Yes |
| **Date:** | 8/20/2026 |

**Status**

## ▼ Table of Contents

B. Additional Organization Information
C. Principal Participants (For Moderator Only)
Full Application
D. Summary of Services
E. Marketing and Outreach
F. Financial Information
Budget Tables
Documents

## ▼ B. Additional Organization Information

**1. What is the organizations mission statement and when was it created or last revised?**

San Patricio County does not have a mission statement.

**2. How did your organization determine the need that this grant proposal will address? What modalities did it use to gather the data and how did it assess the information to ensure the need is present?**

Our organization determined the need for this grant through a combination of direct service experience, data review, and ongoing assessment of unmet needs among our beneficiary population. Having successfully facilitated this grant for two of the past three years, we have developed a strong understanding of the challenges and barriers faced by those we serve.

**3. How many grants and total funding has the organization been awarded the current calendar year? :**

San Patricio County has been awarded 15 grants in FY 2025 totaling $28,711,391.36.

**4. List the top two funding organizations/agencies, grant(s), award amount, brief discription of project.**

### 1. GLO Contract No. 24-065-146-F005 - Community Development Block Grant Mitigation Program – Regional Mitigation Program Projects (Non-R&D Mitigation Funding)

The Texas General Land Office (GLO) awarded San Patricio County **$24,931,300.00** for water, flood, and drainage improvements throughout the county.

### 2. Texas Health and Human Services Commission (HHSC) Women, Infants, and Children (WIC) - Local Agency Contract # HHS001503400035

The Texas Health and Human Services Commission (HHSC) Women, Infants, and Children (WIC) awarded San Patricio County Health Department **$1,293,229.00** for support services to include WIC Administration, Nutrition and Breastfeeding Education.

**5. Is the organization currently "doing business" with any individual(s) whom is a principal stakekholder or is related to a principal stakeholder of your organization:**

No

**6. Does your organization use contractors to perform duties or services for beneficiaries? If yes, how are contractors vetted to ensure their reliablity and safety of the beneficiary:**

No

**7. What types of services does the organization currently provide to the community in the proposed service area?**

San Patricio County Veterans Service Office is currently administering the 2025–2026 Fund for Veterans Assistance Grant for financial assistance ($100,000).

**8. On average, how many veterans does the organization serve annually? :** 2000

## ▼ C. Principal Participants (For Moderator Only)

***Phone numbers must be formatted as XXX-XXX-XXXX***

**Grant Program Primary Contact*** Rutilio Guzman

**Email:** ruguzman@sanpatriciocountytx.gov

**Phone:** 361-364-9356

**Executive Director *** The Honorable David Krebs

**Email:** dkrebs@sanpatriciocountytx.gov

**Phone:** 361-364-9301

**Chief Financial Officer *** Patrick Kieschnick

**Email:** countyauditor@sanpatriciocountytx.gov

**Phone:** 361-364-9312

**Chief Operations Officer:**

**Email:**

**Phone:**

**Project Manager / Coordinator *** Rutilio Guzman

**Email:** ruguzman@sanpatriciocountytx.gov

**Phone:** 361-364-9356

**Project Accountant *** Patricia Gilmore

**Email:** pgilmore@sanpatriciocountytx.gov

**Phone:** 361-364-9354

**Media / Communications Coordinator *** Rutilio Guzman

**Email:** ruguzman@sanpatriciocountytx.gov

**Phone:** 361-364-9356

**PER Reporter 1:** Rutilio Guzman

**Email:** ruguzman@sanpatriciocountytx.gov

**Phone:** 361-364-9356

**PER Reporter 2:** Regina Bolger

**Email:** rrbolger@sanpatriciocountytx.gov

**Phone:** 361-364-9356

## ▼ Full Application

### ▼ D. Summary of Services

**1. Proposed Project Service Area(s)*** San Patricio

**2. Who will the organization provide direct services to under the proposed project? Check boxes below.***

**Veterans:** Yes

**Dependents:** Yes

**Surviving Spouses:** Yes

**Total Number of unduplicated clients to be served.*** 70

**3. Provide a summary of the service(s) your Organization proposes to provide to clients through this grant***

Grant funding will provide limited emergency assistance and financial relief to eligible Veterans, their Dependents, and Surviving Spouses who can demonstrate financial need. Services: Mortgage, Rent, Utilities, Food at Grocery Stores, and Transportation Assistance for Rides and Vehicles.

**4. Describe how your organization will ensure that beneficiaries reported to FVA are unduplicated. :**

The Office Coordinator maintains both electronic and physical folders for each applicant, organized by name, date, and type of service requested and received. Records are regularly updated to ensure accurate, detailed, and complete documentation of all services rendered.

**5. Describe how the eligibility verification documents are securely maintained :**

The Office Coordinator is responsible for creating and maintaining applicant folders containing physical copies of all eligibility documents and service request applications. These folders are updated regularly with each

subsequent service request to ensure accurate recordkeeping. All folders are securely stored for a period of three (3) years in a locked filing cabinet located behind a locked door.

| | |
|---|---|
| **6. What types of eligible beneficiaries from the United States military components will your organization serve with TVC grant funding? (select all that apply)*** | Veteran |
| **7. Choose the veteran discharge status(es) (Characterization of Service) that your organization will serve with TVC grant funding? (select all that apply)*** | Honorable, General Under Honorable Conditions, Uncharacterized |
| **8. Can beneficiaries request services over the phone?*** | Yes |
| **If yes, provide phone number for beneficiaries' to contact for application and/or client intake?*** *Must be formatted as XXX-XXX-XXXX* | 361-364-9356 |
| **9. Can beneficiaries request services or make an appointment online?*** | No |
| **10. Can beneficiaries apply for services via walk-in? *** | Yes |
| **11. Are services provided by appointment only?*** | No |
| **12. How will beneficiaries be evaluated to determine priority of service?*** | First come - First Served |
| **13. Once eligibility is determined, how many days will it take for requested services to be provided?*** | 14 |
| **14. Must beneficiaries have an appointment with an employee/case manager to request/apply for services?** | No |

| | |
|---|---|
| **15. If a beneficiary does not provide required documents or information at the first meeting when requesting services how many days will pass until the case manager contacts the beneficiary to follow-up?** | 3 |

## ▼ E. Marketing and Outreach

**1. Describe the organization's marketing and outreach plan. How will your organization conduct marketing to mass audiences promoting grant-funded services in the selected service area (County or Counties)? What marketing techniques will your organization be using to promote grant funded services?**

The outreach strategy will use a multi-channel approach to ensure broad and effective communication with veterans and community stakeholders.

**1. Public Awareness and Media Outreach**

- Press releases will be distributed to local media outlets to announce program availability and highlight key services.
- Word-of-mouth outreach will be encouraged among community partners, veterans, and service organizations.
- Flyers and brochures will be posted in the office and shared across strategic community locations.

**2. Community Engagement**

- The VSO will attend VA-related groups, meetings, and community events to present available services and distribute informational materials.
- Brochures and promotional items will be provided at each engagement to increase awareness and encourage referrals.

**3. Branding and Marketing Materials**

- The TVC logo will be included on all marketing materials, including printed items, digital media, and the organization’s website.
- Program services and eligibility criteria for qualifying veterans will be clearly identified in all outreach materials.

**4. Digital and Social Media Outreach**

- Social media platforms will be used to promote services, events, and program updates, ensuring consistent online visibility.
- The organization’s website will feature prominently displayed program information, contact details, and downloadable materials.

**5. Visual and Community Advertising**

- Flyers and brochures will be distributed at high-traffic and strategic locations such as community centers, libraries, and partner agencies.
- Billboards and signage will be used to increase visibility and attract potential participants within the service area.

**2. Statewide Service Area - Describe how Veterans across the state will be made aware of your services and how they can apply for services. Answer N/A if not statewide.**

n/a

| | |
|---|---|
| **3. How many hours a week, on average, will you conduct in-person outreach within the service area with grant funding?** | 5 |

## ▼ F. Financial Information

| | |
|---|---|
| **1. Does your organization have the ability to sustain this project without FVA funding?*** | No |
| **2. Does your organization use software to record accounting transactions and manage financial book keeping?*** | Yes |
| **What is the name, type, and version of the software?*** | Central Pro powered by Incode 2024.1.24.106 |
| **3. Does your organization have a maximum allowable amount per client?** | No |
| **4. How often are grant funded expenditures reconciled with the bank account statements, check register, and general ledger?** | Monthly |

**5. What controls are in place to ensure grant funded expenditures are recorded, claimed and reconciled?**

The organization uses clear financial controls to ensure all grant-funded expenses are properly recorded, claimed, and reconciled. All expenditures are coded to the specific grant and supported by required documentation. Authorized staff must approve expenses before payment to ensure they are allowable and within budget. Authorized staff completes monthly reconciliations of grant accounts, comparing internal records with bank statements and budget balances. Segregation of duties is maintained between approval, payment processing, and reconciliation. Regular financial reviews ensure accuracy, compliance, and timely reporting.

**6. Has the organization had a Single Audit conducted per 2 CFR 200.501, if yes what year and were there any material weekness or suficiant findings listed, please indentify. :**

12/31/2024 - No material findings noted.

| | |
|---|---|
| **7. Does your organization certify that there are no contingencies, outstanding liabilities or litigation that could affect your organization's financial position during the life cycle of the grant agreement?** | Yes |

## Budget Tables

### Salary & Fringe Group

| Name | Job Title | Annual Salary | % Time to TVC Grant | Total Grant Funded Salary |
|---|---|---|---|---|
| Regina Bolger | Office Coordinator/Veteran Services | $44,000.00 | 25% | $11,000.00 |
| **Total Fringe:** | | **Total Grant Funded Fringe:** | | |
| **Social Security:**<br>**Medicare:**<br>**FICA:** | **Health:**<br>**Dental:**<br>**Vision:** | **Life:**<br>**Disability:**<br>**Worker's Comp:** | **Unemployment:**<br>**Retirement:** | **Parking:**<br>**Phone:** |
| **Total Salary + Fringe:** $11,000.00 | | **Fringe % of Salary:** 0.0% | | |
| **Detail:** Full-time employee working 10 hours per week on the grant. A Time and Effort Log will be maintained to document hours worked. Responsibilities include receiving phone calls and emails, responding to grant-related inquiries, conducting applicant intakes, facilitating application completion, preparing applicant packets, presenting packets for review and approval, maintaining and securely storing files, and updating the grant database for PRR submission. | | | | |
| **Total Salary** | | | | $11,000.00 |

## Supplies Group

| Category | Unit Cost | Quantity | Amount Requested |
|---|---|---|---|
| Office Supplies | $500.00 | 1 | $500.00 |
| **Detail:** General expendable office supplies. | | | |
| **Total** | | | $500.00 |

## Direct Client Services Group

| Category | Unit Cost | Quantity | Amount Requested |
|---|---|---|---|
| Food - Grocery Store | $20,000.00 | 1 | $20,000.00 |
| **Detail:** Food at Grocery Stores: Covers the cost of providing beneficiaries experiencing food insecurity with perishable and non-perishable food items purchased from a local grocery store. Assistance will be provided in accordance with the Supplemental Nutrition Assistance Program (SNAP) guidelines and shall not exceed a six (6)-month period per beneficiary household within each grant period. | | | |
| Rent | $15,000.00 | 1 | $15,000.00 |
| **Detail:** Rent Payments: Covers the cost of providing beneficiaries with rent assistance, including application fees, security deposits, late fees, and payments in arrears. Assistance shall not exceed a six (6)-month period or a total of six thousand dollars ($6,000) per beneficiary household within each grant period. | | | |

| | | | |
|---|---|---|---|
| Mortgage | $15,000.00 | 1 | $15,000.00 |
| **Detail:** Mortgage Payments: Covers the cost of providing beneficiaries with mortgage assistance, including escrow amounts and payments in arrears. Assistance shall not exceed a six (6)-month period or a total of six thousand dollars ($6,000) per beneficiary household within each grant period. | | | |
| Utilities | $18,000.00 | 1 | $18,000.00 |
| **Detail:** Utility Payments: Covers the cost of providing beneficiaries with utility assistance, including electric, water, gas, garbage, internet, and the primary household user's cell phone service. Eligible expenses also include connection and reconnection fees, late fees, and payments in arrears. Assistance shall not exceed a six (6)-month period or a total of three thousand dollars ($3,000) per beneficiary household within each grant period. | | | |
| Transportation - Rides | $1,000.00 | 1 | $1,000.00 |
| **Detail:** Transportation Assistance for Rides: Covers the cost of providing beneficiaries with third-party transportation services, including daily, weekly, or monthly bus, train, or metro rail passes, as well as ride-share and cab fare within the local area. Transportation assistance supports access to basic needs, employment, education, medical appointments, and other essential (non-social) activities. | | | |
| Transportation - Primary Vehicle | $4,000.00 | 1 | $4,000.00 |
| **Detail:** Transportation Assistance for Vehicle Insurance: Covers the cost of providing beneficiaries' primary vehicles with insurance (not to exceed three [3] months or three thousand dollars [$3,000]). Assistance is provided per beneficiary household per grant period to support safe travel for basic needs, employment, education, and medical appointments. | | | |
| Transportation - Primary Vehicle | $5,000.00 | 1 | $5,000.00 |
| **Detail:** Transportation Assistance for Vehicle Loan Payments: Covers the cost of providing beneficiaries' primary vehicles with loan payments (not to exceed three [3] months or three thousand dollars [$3,000]). Assistance is provided per beneficiary household per grant period to support safe travel for basic needs, employment, education, and medical appointments. | | | |
| Transportation - Primary Vehicle | $10,000.00 | 1 | $10,000.00 |
| **Detail:** Transportation Assistance for Vehicle Repairs: Covers the cost of providing beneficiaries' primary vehicles with necessary repairs (not to exceed four thousand dollars [$4,000]). Assistance is provided per beneficiary household per grant period to support safe travel for basic needs, employment, education, and medical appointments. General vehicle maintenance is not allowable. | | | |
| **Total** | | | $88,000.00 |

## Other Direct Cost Group

| Category | Unit Cost | Quantity | Amount Requested |
|---|---|---|---|
| Printing (Materials) | $500.00 | 1 | $500.00 |
| **Detail:** Printing and Outreach Materials: Covers the cost of printing brochures, flyers, and application forms. All FVA grant-funded project-related materials, including brochures, flyers, forms, and outreach activities, will include TVC recognition. | | | |

| | | | | |
|---|---|---|---|---|
| **Total** | | | $500.00 | |

**Total Budget:** $100,000.00

▼ Documents

APPLICATION PACKAGE DOCUMENTS

Filter by Type: All document types (7)

IRS 990 Form Exempt.pdf
**IRS-990 Form**
Added by Rutilio Guzman at 10:01 AM on December 2, 2025

Certificate of Liability Coverage_2025_Texas Veterans Commision.pdf
**Professional Liability Insurance**
Added by Rutilio Guzman at 8:40 AM on December 1, 2025

2024 Financial Report.pdf
**Compiled Financial Statement**
Added by Rutilio Guzman at 8:38 AM on December 1, 2025

San Patricio County Application for Texas ID Number - 2025.pdf
**IRS Tax Exempt Determination Letter**
Added by Rutilio Guzman at 4:23 PM on November 10, 2025

San Patricio County Direct Deposit - 2025.pdf
**Texas SOS Business Authorization Certificate**
Added by Rutilio Guzman at 4:21 PM on November 10, 2025

1 - 5 of 7 Records 1 2 Jump to Page