



## **Texas Foundations Fund List of Eligible Expenses**

Partners must use 100% of their matching grant for direct costs and/or administrative costs to provide the program supported by the matching grant. Administrative costs are capped at 5% of the grant amount or 10% in limited circumstances. See below for examples of eligible direct expenses and administrative costs. If you have any questions about whether an expense qualifies for your matching grant, contact Michael Wilt at [mwilt@tsahc.org](mailto:mwilt@tsahc.org).

### **Administrative Costs**

Partners may use five percent (5%) of the awarded funds for administrative or technical assistance costs to carry out the programs funded by their Texas Foundations Fund award. In certain circumstances, TSAHC will allow Partners to use up to 10% of the awarded funds for administrative or technical assistance costs. However, Partners requesting more than 5% must justify and explain the need for additional administrative or technical assistance funds.

### **Program Materials**

Partners may use their matching grant to support the cost of program materials. Examples include construction materials (critical repair programs) and printed materials for case management sessions (supportive services programs).

### **Staff Salaries**

Salaries for staff directly performing critical repairs or supportive services, as well as staff salaries for staff coordinating repairs or supportive services, are eligible for funding. If a Partner's program serves households that do not meet the Texas Foundations Fund income requirements and funding priorities, TSAHC will only support staff salaries for the percentage of staff time spent serving eligible households. Partners using their matching grant to support staff salaries must track time spent serving eligible households and must be prepared to submit timesheets or other documentation if requested.

### **Travel Expenses**

Travel expenses for any staff directly performing or coordinating the activities funded by the matching grant are eligible for funding. Unless prior permission is obtained, Partners must follow the Texas travel reimbursement rates located at:

<https://fmxcpa.texas.gov/fmx/travel/texttravel/rates/current.php>

### **Contractor Expenses**

Partners may use their matching grant to support contractor expenses for critical repairs performed for eligible households. Partners providing supportive services may also use their matching grant to pay for supportive services provided by a contractor; however, supportive

services Partners must notify TSAHC of their intent to do so (if it was not included in their application) and they must submit a copy of the contract with the supportive services contractor for review by TSAHC.

**Building Permits and Inspection Fees**

Critical repair Partners may use their matching grant to support any fees incurred to obtain building permits and inspections to ensure that all repairs meet local building codes and ordinances.