

1	In general, were descriptions sufficient in information and details provided? <i>There should be sufficient information and details provided as answers in the 3 parts of the application to thoroughly understand the Proposed Project, the Organization background, and the Budget and Budget Narratives.</i>
2	Did applicant follow directions consistently in completing the application? <i>Were all of the questions answered completely? Did the applicant check appropriate boxes? Did the applicant complete budget tables and narratives as instructed? Did applicant complete performance measure tables as instructed?</i>
3	Is the proposed project thoroughly described? (Was the <i>who, what, where, and when</i> of the proposed project addressed?) <i>There should be sufficient information and detail provided to thoroughly understand the Proposed Project including what the project is, who it's serving, where and when it takes place, and in what frequency it may take place.</i>
4	Are the goals and objectives of the proposed project thoroughly described? (Was the <i>why</i> of the proposed project addressed?) <i>There should be sufficient information and detail provided to thoroughly understand the mission, purpose, goals, and objectives of, and identified need addressed by the Proposed Project.</i>
5	Is the service delivery thoroughly described? (Was <i>how</i> the beneficiaries access services addressed?) <i>Did the applicant describe how the client receives services? Are clients referred through other agencies/organizations? Do they call in for appointments? Is there an eligibility screening? What is the turnaround time for services to be provided once eligibility has been determined? How are long-term or multiple services provided?</i>
6	Are the beneficiaries thoroughly described? <i>Did the applicant provide sufficient definitions for Veterans, Dependents, and Surviving Spouses in relation to the Proposed Project? If applicable, are there additional eligibility requirements described sufficiently in relation to the Proposed Project? Example: if the Proposed Project focuses on providing services to newly separated Veterans and families, do they describe how they define "newly separated"? If the Proposed Project provides services only to Veterans and families within Travis County, do they describe how they will determine residency? Does the application sufficiently describe the process of tracking each unduplicated Veteran, dependent, and/or surviving spouse?</i>
7	Are the budget tables and narratives calculated correctly? <i>All budget tables should be calculated correctly and totals from the individual budget tables should be transferred to Table K, which should also add up correctly. Calculations must be provided in narratives for each table for each cost to demonstrate how costs were determined. Calculations should be correct.</i>
8	Does the total in Table K match the amount requested? <i>The amount requested in Part I must match the total amount in Table K. The amount requested should align with the service area indicated - \$500,000 amounts may only be requested for Statewide projects.</i>

Is the proposed project reasonable, allowable, feasible, and able to be implemented?

35%

1	Does the proposed project align with the purpose and the objectives of the FVA grant program as outlined in the RFA and the TAC? <i>The TAC defines the purpose and objective of the FVA grant program as "providing reimbursement grants to meet the needs of veterans and their families." Overall, as written in the application, there should be sufficient information provided to determine if the Proposed Project will assist in meeting the objectives of the FVA grant program.</i>
2	Is the need or problem sufficiently described to substantiate the proposed project? <i>There should be sufficient information and detail provided to understand the need for the proposed project. Does the applicant include research, data, statistics, results from surveys, or word of mouth to support the description of need? Is the data provided cited with source documentation? Does the applicant describe a gap in services that exists? Does the applicant reference the number of Veterans within the service area?</i>
3	Does the proposed project address a need identified to impact Veterans and families within the proposed project's service area? <i>There should be sufficient information and detail provided to determine that the need is specific to the proposed project's service area. Does the applicant acknowledge other possible service providers? Does the applicant describe how the particular issue affects and impacts Veterans and families within the specific service area?</i>
4	Is the estimated number of clients reasonable for the proposed project? <i>Does it appear that the number of clients estimated to be served by the proposed project is reasonable in relation to the grant funding period, the amount of funding requested, the staff to be assigned to carry out the project, and the services to be provided?</i>
5	Is the marketing/outreach plan sufficient to ensure connection/engagement with Veterans and families resulting in provision of services? <i>Does the application describe a plan to connect/engage with the estimated number of clients that appears to be sufficient in relation to proposed project, including the organization's experience in reaching and serving the Veterans community, the grant funding period, and the amount of funding requested?</i>
6	Are the anticipated outcomes of the Proposed Project reasonable and achievable? <i>Does the application list reasonable goals and anticipated outcomes that are achievable in relation to the proposed project, including the grant period, the size and population density of the service area, and the amount of funding requested?</i>

Does the organization have the capacity and experience to successfully accomplish the proposed project?

30%

1	Does the organization have experience in providing services/programs similar to the proposed project?
	<i>Did the applicant list providing services similar to the proposed project or is the proposed project an entirely new program for the applicant? Does the application indicate that the organization has knowledge, capability, and practice in providing services similar to the proposed project?</i>
2	Does the organization currently serve veterans as part of services/programs they currently provide?
	<i>Did the applicant indicate that Veterans are currently being served or have they served Veterans in the past? Does the application indicate that the organization has knowledge, capability, and practice in serving Veterans and their families?</i>
3	Do the identified principal participants have experience by position?
	<i>Do the resumes attached for all principal participants demonstrate experience for their respective current positions? To what degree is experience demonstrated -- at least one year? Several years?</i>
4	Has the organization had a successfully implemented FVA-funded project in the past?
	<i>Has the applicant had an FVA grant previously? On previous grants, were final benchmarks met? For current grants, are benchmarks currently being met? Did the applicant require an extension to meet final benchmarks? Were there any compliance issues? Were reports submitted in a timely and complete manner?</i>
5	Does the organization have experience in managing and implementing grant-funded projects?
	<i>Did the organization list additional other grants in the application? Were the grants listed of a comparable size to the amount requested in the application? Was the grantor a government agency?</i>
6	Is there a method to evaluate or determine success and/or impact of the proposed project?
	<i>Did the application describe sufficiently how it would determine if anticipated outcomes were met? Did the method appear to be appropriate and reasonable in relation to the anticipated outcome?</i>
7	Is the proposed project sustainable outside of FVA funding?
	<i>Did the application describe additional revenue sources available to the organization after FVA funding ends? Does the application describe partnerships with other organizations that could carry on the project after FVA funding ends? Are there matching funds described in Part 3 - Budget and Budget Narratives that demonstrate additional funding to support the project?</i>

Budget*Is the budget reasonable, allowable, and allocable?***25%**

1 Are the costs included in the budget allowable?

Do the costs comply with the Cost Principals outlined in 2 CFR Part 200? Do the costs comply with UGMS? Do the costs comply with FVA program requirements as outlined in the RFA and applicable policies? Is there sufficient information to determine if the costs are allowable?

2 Are the costs included in the budget reasonable?

2 CFR Part 200 defines a cost as being reasonable "if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost." Application should demonstrate: that costs are generally recognized as ordinary and necessary for the proper and efficient performance of the proposed project; any restraints or requirements that affect the cost; that costs are in line with market prices for comparable goods/services in the geographic region; that cost is in alignment with organization's normal practices and policies and does not unjustifiably increase the request amount.

3 Are the direct costs included in the budget allocable?

Are the direct costs consistently allocated or allocated in a logical way demonstrated by calculations? Are indirect costs (if applicable) sufficiently described to determine that allocated direct costs are duplicative? Does it appear that some allocated direct costs may be indirect costs?

4 Are the costs sufficiently itemized?

Are costs broken down within tables sufficiently to determine individual allowability and reasonableness of cost? Does the narrative include a description and calculation for each broken down cost to determine individual allowability and reasonableness?

5 Do the narratives sufficiently describe the role, necessity, and calculation of the costs?

Each narrative should include a description of the cost, why it is necessary to the successful performance of the grant, and a calculation demonstrating how the cost was determined. Narrative should be sufficient to determine allowability and reasonableness of each cost.