Application

Was application well written and/or well organized? **10%**

1	Were descriptions complete in information and details provided in Part 1?
	There should be complete information and details provided as answers in part 1 of the application to thoroughly understand the Proposed Project.
2	Were descriptions complete in information and details provided in Part 2?
	There should be complete information and details provided as answers in part 2 of the application to thoroughly understand the Organization background.
3	Were descriptions complete in information and details provided in Part 3?
	There should be complete information and details provided as answers in part 3 of the application to thoroughly understand the Budget and Budget Narratives.
4	Did applicant follow directions consistently in completing the application?
	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?
5	Does the proposed project align with the purpose and the objectives of the FVA grant program as outlined in the RFA and the TAC?
	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.
6	Are the budget tables and narratives calculated correctly?
	All budget tables should be calculated correctly and totals from the individual budget tables should be transferred to Table K, which should also total correctly. Calculations must be provided in narratives for each table for each cost to demonstrate how costs were determined. Calculations should be correct.
7	Does the total in Table K match the amount requested?
	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.

Proposed Project

Is the proposed project reasonable, allowable, feasible, and able to be implemented? **35%**

1	Is the proposed project thoroughly described?
	Was the who, what, where, and when of the proposed project addressed? There should be details 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.

2	Is the service delivery thoroughly described?
	Was how the beneficiaries access services addressed? 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?
3	Is the need or problem thoroughly described to substantiate the proposed project?
	There should be enough 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 within their specific service area? Does the applicant describe a gap in services that exists? 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? Does it appear to be reasonable and obtainable?
4	Are the goals and objectives of the proposed project thoroughly described?
	Was the why of the proposed project addressed? There should be information and detail provided to thoroughly understand the mission, purpose, goals, objectives, and identified needs addressed by the Proposed Project.
5	Are the beneficiaries thoroughly described?
	Did the applicant provide complete definitions for Veterans, Dependents, and Surviving Spouses in relation to the Proposed Project? If applicable, are there complete descriptions of the additional eligibility requirements? Will the eligibility documents listed accurately verify Veteran status, dependent status, surviving spouse status?
6	Is the estimated number of clients reasonable for the proposed project?
	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?
7	Are the anticipated outcomes of the Proposed Project reasonable and achievable?
	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? Did the applicant describe how it would determine if anticipated outcomes were met?
8	Are identified partnerships appropriate?
	Are the partner listed organizations role's necessary and appropriate for achieving the proposed project?
9	Is the marketing/outreach plan clearly described to ensure connection/engagement with Veterans and families resulting in providing services?
	Does the application describe a plan to connect/engage with the estimated number of clients that appears to be accurate 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?
10	Is the proposed project sustainable outside of FVA funding?
	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?

Management	*Does the organization have the capacity and experience to successfully accomplish the proposed project?*	**30%**

1	Are identified principal participants appropriate?
	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? Are their roles, responsibilities, and qualifications appropriate for the project and include applicable professional licenses and credentials?
2	Does the organization have experience in providing services/programs similar to the proposed project?
	Did the applicant list providing services similar to the proposed project or is the proposed project new for the applicant? Does the application indicate the organization has knowledge, capability, and practice in providing services similar to the proposed project?
3	Does the organization currently serve veterans as part of services/programs they currently provide?
	Did the applicant indicate Veterans are currently being served or have they served Veterans in the past? Does the application indicate the organization has knowledge, capability, and practice in serving Veterans and their families?
4	Is the organization structure appropriate for the type of organization?
	Does the type of organization applying align with the type of governing body listed? If governed by a Board of Directors, are the board members independent from the organization?
5	Has the organization had a successfully implemented FVA-funded project in the past?
	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?
6	Does the organization have experience in managing and implementing grant-funded projects?
	Did the organization list additional non-FVA 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?
7	Does the organization have sound fiscal management?
	Does the applicant appear to have complete policies and procedures? Do they use an accounting software?
8	Does the organization have a solid method of documenting performance?
	Are the tools being used to measure performance appropriate and reliable? Is the performance consolidated as required? Does the organization have procedures for reporting unduplicated clients?

Budget	*Is the budget reasonable, allowable, and allocable?*	**25%**
1	Is the Salaries and Wages category complete?	
	Are the roles, responsibilities, and qualification of the positions listed in the table included? Is the necessity of each position included in the narrative? Is a description provided to directly link the positions to the project?	
2	Is the Fringe Benefits category complete?	
	Are all Fringe Benefits completely described and itemized? Is the necessity of the Fringe Benefits for the positions included in the narrative? Are the calculations for cost determination present and clear in the narrative?	
3	Is the Travel category complete?	
	Are all Travel expenses listed in the table completely described and itemized? Are the calculations for cost determination present and clear in the narrative? Are all Travel costs allowable, reasonable, and allocable? Is the necessity of the Travel expenses included in the narrative? Are the travelers identified by position or name in the narrative?	
4	Is the Supplies category complete?	
	Are all Supply expenses listed in the table completely described and itemized? Are the calculations for cost determination present and clear in the narrative? Are all Supplies listed allowable, reasonable, and directly allocable? Is the necessity of the Supply expenses included in the narrative? Is the description for continuation requests completely described?	
5	Is the Client Services category complete?	
	Are all Client Service expenses listed in the table completely described and itemized? Are the calculations for cost determination present and clear in the narrative? Are all Client Services listed allowable, reasonable, and directly allocable? Is the necessity of the Client Services expenses included in the narrative?	
6	Is the Other category complete?	
	Are all Other expenses listed in the table completely described and itemized? Are the calculations for cost determination present and clear in the narrative? Are all Other listed allowable, reasonable, and directly allocable? Is the necessity of the client services expenses included in the narrative?	
7	Is the Indirect Costs category complete?	
	Are Indirect Costs equal or less than 10% of Direct Costs total? Is a Cost Allocation plan included, if applicable? If not, are Indirect Costs listed?	