

**Fund for Veterans' Assistance
Housing for Texas Heroes (H4TXH)
Addendum VII – Questions Received – November 1, 2013 to January 3, 2014**

	Question Received	Answer
1	Would you be willing to consider a rental project with low-income tenants?	No. The H4TXH grant is not for rental projects. Please refer to the posted Request for Applications for complete guidelines.
2	Would you be willing to provide funds for a new construction project?	No. The H4TXH grant is not for new construction. Please refer to the posted Request for Applications for complete guidelines.
3	Can the funds be structured as capital contribution and to be used during construction?	No. Please refer to the posted Request for Applications for complete guidelines.
4	Regarding the audit, when would it have to be completed since it is a 2 year grant?	The application package, listed on page 17 of the Request for Applications, requires all financial documentation be submitted with the grant application by the application deadline of 4:00 pm on January 9, 2014. If your organization is intending to have an audit for the purposes of this grant application, it would have to be completed by the application deadline.
5	What percentage of ownership should the non-profit have in the project?	None. It is not anticipated that a non-profit would be awarded funds to benefit a property they own. The Beneficiary Worksheet must be completed by the non-profit for each person receiving benefit under this grant.
6	Attachment 1, Part 1, Question E In this section, we are asked to list all grants received by our organization in the last two years. Our agency is large, and has approximately 80 active grants per year. Instead of listing all of the grants separately in Attachment 1, would it be permissible for us to include the Federal and State Awards section from the last two audits?	No. In order to ensure applicant consistency, use the application provided. Do not submit attachments.
7	I am wondering if yall need a LOI (<i>Letter of Intent</i>) for the general assistance grant and the Housing grant.	No. All items to be submitted are listed on Page 17, VIII. Application Page
9	Property Requirements: Do property taxes need to be current? If they are not will this affect qualification?	Property taxes should be current, unless curative action is addressed in the narrative.

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10	Part 5 C.2: What are criteria for success?	Refer to page 16 of the RFA. <i>Part 5: Need Marketing and Evaluation, C. Evaluation, 2. Describe <u>your</u> criteria for success.</i> The Evaluation section is meant to be a self-assessment. Please use your organization's criteria for success.
11	Core program description: On this section do we describe each program or do we just list?	Refer to Appendix I – Application, <i>Part 1, Section A. Organization Overview, 3. Core program(s)/service(s) provided by your organization.</i> All answers in the application should provide sufficient detail to ensure the project can be weighted with other proposals.
12	Is there a website or any other way I can obtain a copy of the webinar slides and any other information on the Housing 4 Texas Heroes Program?	The webinar is posted on our web page at: http://www.tvc.texas.gov/Upcoming-Trainings-and-Events.aspx The H4TXH website is located at: http://www.tvc.texas.gov/Housing4TexasHeroes.aspx All application and Q&A's are posted at this link.
13	PART 4. Table A. Salaries and Wages. Do I multiple salaries for two years or leave at one year?	All numbers in Salaries (Table A) and Benefits (Table B) are for 1 year. This is 2 year grant. Multiply the Salaries (Table A) and Benefits (Table B) by 2 before inserting into the Budget Categories Total Cost (Table K) to arrive at the Salaries and Benefits for 2 years.
14	Part 1.E. Other Grants Do we list all grants received for the last two years ending December 31, 2013 or ending December 31, 2012?	No. Use the current year when listing the grants that you have received for the past 2 years.
15	Is it required that the applicant's home be initially assessed by a certified inspector?	No. The posted RFA does not contain requirements to have a home initially assessed by a certified inspector.
16	Is it required that a final inspection on any modifications/rehabilitation measures be completed and documented by a certified inspector?	No. The posted RFA does not require a final inspection by a certified inspector. Depending on the locality and home modifications completed, there may be other final inspections required by local law.
17	What specific information/documentation shall a veteran provide to verify that he/she is a qualifying veteran eligible for the modification?	Each organization awarded a grant must complete the H4TXH Beneficiary Worksheet for each home modification in order to seek reimbursement. This worksheet includes Veteran eligibility requirements.

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18	In attempting to type on the Housing4TexasHereos application, I am not able to type in the dark area and the font comes out red. How can I get around this issue or is there a specific font that and size that I need to use?	Please refer to Microsoft Word for assistance with this issue. We believe that your Track Changes function is enabled.
19	The budget detail keeps referring to the 'annual salary' and annual benefits but the term of the grant is for 2 years. Since we don't want to mess with the formulas, how do we double the annual salaries and benefits categories and include those 2 years' figures in the grant total box?	Please see the answer to #13.
20	Do we put in the grant period salary and benefit totals in place of 'annual' totals?	All totals in Table K are for the term of the 2-year grant.
21	When beginning to fill out the H4TXH Application on word, the formatted cell boxes that are in place for me to input my agency's data on the application output a red line and format the font with a red underlined font. Is this how you would like the application submitted or is there a way to fix this (what I believe) is an error on the formatting of this application?	Please see the answer to #18.
22	How many letters of recommendation can we submit?	None. Do not include information that is not requested in the application.
23	Can we include Chairman of the Board as a Principal Participant as the board approves all expenditure for the programs.	We do not know the key players in your organization. Please refer to the definition of Principal Participant in the RFA on page 7 for clarification.
25	Is this narrative instruction part of the 300 word maximum?	No. Only count the words that you are placing in the application. Do not count words that are listed in the RFA template.

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26	Are employer retirement plan contributions an allowable fringe benefit?	Yes, if this is part of the organization's policies and procedures.
27	The RFP indicates that we should include the "most recent audit report and management letter" – our most recent audit report is for FY12 because our FY13 audit is currently underway – would you prefer financial statements from FY13 or the FY12 completed audit and management letter?	Please see Question #4.
28	On page 11 of the RFP, V. Grant Application, it states that "all pages are to be numbered and submitted in the same order as in the Appendix I – The H4TXH Application" – Does just the application need to be numbered or does the entire packet need to be numbered (the resumes, audit, etc.) and if so, can the page numbers be handwritten?	The entire application submission should have page numbers. It is acceptable to hand write the page numbers.
29	For the Housing for Texas Heroes, Part 1, Section E, List all grants received by your organization - Please confirm, is that all grants to include those from corporations, foundations, state, local and federal? Or just the government grants from state, federal and local government agencies?	Yes. Include <i>all grants received by your organization</i> regardless of source of funding.