

Texas Veterans Commission Fund for Veterans' Assistance
Application Information
Grant VI – August 2011

A. General Information

The Texas Veterans Commission (TVC) is pleased to announce that applications are being accepted for a TVC Fund for Veterans' Assistance (FVA) grant. The Texas Legislature created the FVA to provide grants to address the needs of veterans, their families, and survivors and to enhance veterans' assistance programs, including veterans' representation and counseling. The FVA receives funding from generous individual and corporate donations, the Texas Veterans' lottery scratch-off game, directed contributions from the State Employee Charitable Campaign, and donations from motor vehicle registrations.

Applications will be accepted July 29, 2011 – August 26, 2011. Applications must be received at the TVC address by 5:00 p.m. on August 26 to be considered.

1. Cost Reimbursement Grants and Reimbursement Process

TVC funds FVA grants on a cost reimbursement basis. Under the cost reimbursement method of funding, the grantee is required to finance its operations with its own working capital and grant payments will then be made to reimburse the grantee for actual cash disbursements that are supported by adequate documentation.

An initial payment (10% of the total grant amount) can be made to assist with grant program startup costs. The initial payment can be used for any of the line-items in the approved budget. Initial funding must be fully expended before TVC will reimburse additional expenses.

To be reimbursed for allowable expenses, all grantees are required to submit periodic expenditure reports and supporting documentation. Reimbursements will be made following the submission and review of accurate expenditure reports and complete supporting documentation. Supporting documentation can take the form of an invoice, time sheets, receipt or contract, travel voucher, etc. The expenditure report will record all expenses incurred for that reporting period.

All expenditures will be reported by approved budget category. FVA staff may deny any expenditure report as follows:

- Where the grantee is claiming expenditures in a category not budgeted in the approved application,
- Where the amount claimed is in a category that exceeds the allowable budget amount for that category,
- Where the total amount exceeds the total amount of the grant, or
- Where supporting documentation does not match the reimbursement request.

Reimbursement for expenses will not be made until both the expenditure report and supporting documentation are correct.

The final expenditure report must be filed within 60 days after the ending date of the grant. Final payment is contingent upon receipt of the final expenditure report and all required programmatic

reports or documents. FVA reserves the right to withhold the final payment pending receipt of the required reports. The total cumulative project costs of the grant as provided on the final expenditure report should equal, but shall not exceed the total cumulative expenditures recorded in the financial accounting records of the grantee organization.

If the final expenditure report indicates a refund is due to FVA, within 15 days of notification that a refund is due, the grantee must submit a refund check to the following address:

Texas Veterans Commission Fund for Veterans' Assistance
P. O. Box 12277
Austin, TX 78711-2277

Write the name of the grant program and grant number on the refund check.

2. Allowable Expenses

Allowable expenses are based on the approved budget, the Fund for Veterans' Assistance Fiscal Guidelines, the appropriate OMB Circular, and the State of Texas Uniform Grant Management Standards:

- Fund for Veterans' Assistance Fiscal Guidelines can be found at <http://www.tvc.state.tx.us/about/current-grant-process-and-form>.
- OMB Circular A-87, Cost Principles for State and Local Indian Tribal Governments can be found at http://www.whitehouse.gov/omb/circulars_a087_2004.
- OMB Circular A-122, Cost Principles for Nonprofit Organizations can be found at http://www.whitehouse.gov/omb/circulars_a122_2004.
- State of Texas Uniform Grant Management Standards (UGMS), promulgated by the Office of the Governor can be found at <http://www.governor.state.tx.us/files/state-grants/UGMS062004.doc>.

For wage and fringe benefit expenses, personnel activity (time and effort) reports are required for nonprofits, and state and local governments. OMB Circular A-122 requires a nonprofit to maintain records of employee time, account for a full day's work, be able to identify the portion devoted to grant projects, be prepared at least monthly, and coincide with one or more pay periods. (State or local governments should see OMB Circular A-87 for specific guidance for preparing personnel activity reports.) Personnel activity reports must be signed by both the employee and the employee's supervisor.

Travel expenses must follow the applicant organization's own approved travel policy or the State of Texas travel guidelines. Reimbursements exceeding these rates will not be allowed.

When leasing vehicles as part of a grant project, only operational leases are allowed. No capital expenditures or capital leases are allowed.

3. Determination of Financial Stability

An applicant must show evidence of financial stability in order to be eligible for a grant award. Certain financial statements are required to be submitted with the application based on the amount of grant funds requested. Criteria for the determination of financial stability are specified in the FVA Fiscal Guidelines. A grant application submitted with insufficient financial data to make a determination of financial stability may not be considered for funding.

A determination of financial stability is not required for applicants that are counties or municipalities.

4. Organizations Eligible for Grant Funding

Organizations eligible to submit an Application are:

- Units of local government;
- IRS Code 501(c)(19) Posts or Organizations of Past or Present Members of the Armed Forces;
- IRS Code 501(c)(3) private nonprofit organizations authorized to do business in Texas; and
- Texas chapters of IRS Code 501(c)(4) veterans service organizations; and
- Nonprofit organizations authorized to do business in Texas with experience in providing services to veterans.

5. Organizations NOT Eligible for Grant Funding

The following are **NOT** eligible to submit a grant application:

- Individuals;
- For-profit entities;
- Units of federal or state government, including state agencies, colleges, and universities; and
- Organizations that have not fulfilled all legal requirements to operate in the State of Texas. Organizations must have a current Certificate of Filing from the Corporations Section of the Texas Secretary of State.

6. Additional Applicant Requirements

- All applicants, other than counties or municipalities, must be able to provide proof of liability and/or malpractice insurance. Approval of more than one Grant Agreement or overlapping grant period is prohibited.

7. Available Funding

The **minimum** funding amount is \$10,000 per project

The **maximum** funding amount is \$1,000,000 per project.

Administrative costs may not exceed **7%** of requested funding.

8. Grant Period

The grant period is the period of time that grantees may carry out grant activities and expend grant funds. All grant activities and expenditures must occur during this period. The grant period for FVA grants is twelve (12) months. The grant period for Grant VI will begin on January 1, 2012, or the date the

contract is fully executed, whichever is later, and terminates on December 31, 2012. If all parties have not signed the Agreement by January 1, 2012, the termination date of December 31, 2012, will not be extended and the grant period will be shortened accordingly. No expenditures may be applied to the grant unless incurred within the Grant period.

9. Supplement, Not Supplant and Non-Duplication of Services

Grant funds must supplement (increase the level of services) and not supplant (replace) activities programs, activities, and services conducted with other funds. FVA funds may not be decreased or diverted for other purposes merely because of the availability of these funds. Additionally, grant funds may not be used to conduct activities or to provide services that are the same or substantially equivalent to those provided by the Texas Veterans Commission. For more information on the services provided by TVC, please visit www.tvc.state.tx.us.

10. Fund for Veterans' Assistance Grant Objectives

It is the objective of the FVA grants to meet the needs of veterans, their families, and survivors. Such needs include, ***but are not limited to the following:***

- Limited emergency assistance for veterans and their families.
(Emergency assistance is provided for qualifying veterans, spouses, dependent children, dependent parents and surviving spouses on an emergency basis. Financial assistance is not a pension, wage replacement, or an automatic entitlement program, but a short-term temporary program to assist on an emergency basis to provide the basics of life. For the purpose of determining eligibility to receive financial assistance, an "emergency" is a situation which possesses all of the following characteristics: it arose unexpectedly; created an immediate need for financial assistance; and it was not caused or created by the unreasonable conduct of the applicant.);
- Transportation services;
- Family and/or individual counseling for Post-Traumatic Stress Disorder (PTSD) and Traumatic Brain Injury (TBI);
- Employment, training, education, and job placement assistance;
- Housing assistance for homeless veterans;
- Family and child services;
- Legal services, excluding criminal defense;
- Development of professional services networks; and
- Enhancement or improvement of veterans' assistance programs, including veterans' representation and counseling.

TVC Commissioners must approve all grant awards.

12. Funding Exclusions and Prohibitions on Use of Funds

Organizations submitting a grant application should carefully consider the following funding exclusions.

Grant funds **cannot** be used for the following:

- capital expenditures, including capital purchases or capital leases (unless project is funded through the Veterans Housing Assistance Program);

- sub-granting of funds to other organizations or agencies;
- distribution of cash or a cash equivalent (gift cards) to veterans and/or their families;
- acquisition or construction of facilities;
- scholarships for education;
- payment of child support;
- any expense that is not consistent with the Grant Agreement;
- contributions to any political party, political association, or the campaign of any candidate for public office, party office, or similar political activities;
- contributions that support or oppose candidates for public or party office, or to support or oppose any ballot propositions;
- any cost that is not allowable under the Grant Agreement, the Fund for Veterans' Assistance Fiscal Guidelines, State of Texas Uniform Grant Management Standards (UGMS), [OMB Circular A-87 \(Cost Principles for State and Local, and Indian Tribal Governments\)](#) or under [OMB Circular A-122 \(Cost Principles for Nonprofit Organizations\)](#), or
- provision of assistance to dishonorably discharged veterans.

B. Application Submission Information

1. Application Submission Deadline

The completed application and all required attachments must be **received** by TVC no later than **5:00 PM** Central Time, **August 26, 2011**. Applications received after the deadline will not be considered.

Documents must be submitted via one of the following methods:

Delivery Method	Address
U.S. Postal Service	Texas Veterans Commission Fund for Veterans' Assistance Post Office Box 12277 Austin, Texas 78711-2277
Courier Delivery, including Federal Express, UPS, etc.	Texas Veterans Commission Fund for Veterans' Assistance 1700 North Congress, Suite 800 Austin, Texas 78701
Hand delivery	Texas Veterans Commission Fund for Veterans' Assistance

	1700 North Congress, Suite 800 Austin, Texas 78701
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EMAIL OR FAX COPIES OF THE COMPLETED APPLICATION ARE NOT ACCEPTABLE AND WILL NOT BE EVALUATED.

It is the responsibility of Applicant to ensure application was received.

2. Timeline of Key Events

July 29, 2011	Solicitation for applications released.
August 26, 2011	Completed applications must be received by TVC no later than 5:00 PM Central Time. Email and fax copies are not acceptable.
November 17, 2011	TVC Commissioners make final grant award decisions.
January 1, 2012	Project begin date for Grantees with signed Grant Agreements.

3. Number of Copies

Applicants must submit **two (2)** copies of the complete grant application and all required attachments: 1) one complete **original** grant application and 2) one **copy** of the complete grant application. The grant application must be signed by the authorized representative legally responsible to execute contractual agreements. Email or fax copies will **not** be accepted.

4. Application Formatting

Use the following formatting guidelines for the completed application:

- Use “letter size, 8½ x 11” paper;
- No font sizes smaller than 9 points;
- All pages must be typed. Hand-written pages will not be considered;
- All pages must be single-sided; and
- All pages must be consecutively numbered.

Applications must be bound using binder clips. Do not use staples, rubber bands, folders, notebooks or any other binding. Adherence to application submission guidance will be considered during application evaluation.

5. Grant Approval Process

Applications will be initially evaluated by the FVA staff. FVA staff will then forward the FVA Advisory Committee applications and evaluations for review and consideration. The Advisory Committee will prepare a recommendation that will be presented to Commissioners for consideration. The Commissioners may approve an application in whole or in part, may disapprove an application, or defer action on an application for further review. FVA staff will notify each applicant in writing of the selection or non-selection for funding.

6. Frequently Asked Questions (FAQ), Additional/Clarifying Information, or Errata Notices

Applicants are responsible for periodically checking the TVC website (www.tvc.state.tx.us) for postings of Frequently Asked Questions (FAQ), Additional/Clarifying Information, or Errata Notices that pertain to this solicitation. TVC assumes no responsibility and holds all applicants solely responsible for obtaining all information, errata notices, or changes to applications.

To assure that no prospective applicant may obtain a competitive advantage because of acquisition of information unknown to other prospective applicants, all questions must be submitted in writing to TVC. Questions may be submitted via e-mail to grants@tvc.state.tx.us or by mail to the Texas Veterans Commission, Grants Coordinator, Post Office Box 12277, Austin, TX 78711-2277. Questions must be received at least seven work days prior to the Application submission deadline. The questions and their answers (FAQs) will be posted on the TVC website.

If you do not have access to the Internet, you may obtain a copy of the FAQ by calling (512)463-1157.

7. All Other Questions

Questions concerning the application process or the distribution of grants should be directed to:

Texas Veterans Commission
Fund for Veterans' Assistance
P.O. Box 12277
Austin, Texas 78711-2277
Phone (512) 463-1157
E-mail grants@tvc.state.tx.us

If further information is required, TVC staff will contact the applicant organization. A personal interview with the applicant's representative(s) or a site visit may be required at the discretion of the Commission.