

# Texas Veterans Commission Fund for Veterans' Assistance Application Information & Instructions Grant VII – January 2012

## 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 January 13, 2012 – February 7, 2012. Applications must be **received** by 5:00 p.m. on February 7 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.

See Fiscal Guidelines for further description.

### 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](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](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>.

See Fiscal Guidelines for further description.

### 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.

See Fiscal Guidelines for further description.

### 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. Available Funding

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

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

Indirect Costs may not exceed **7%** of requested funding.

### 7. 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 VII will begin on July 1, 2012, or the date the contract is fully executed, whichever is later, and terminates on June 30, 2013. If all parties have not signed the Agreement by July 1, 2012, the termination date of June 30, 2013, 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.

8. 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](http://www.tvc.state.tx.us).

## **B. Application Instruction**

Please follow all instructions. Responses are limited to the maximum amount of words indicated with each section.

### **Page 1, Cover Page**

- Enter the Applicant Organization Name in the form field.

### **Page 3, Applicant Information**

- Enter Applicant Organization Information in the form fields.

### **Page 4, Checklist of Required Attachments**

- Check the box next to each required document and ensure that the documents are included with the completed application package. If a required attachment is not included, the application will not be considered complete. (Not required of counties and municipalities). In certain limited circumstances an applicant may lack some of the required documents. If such conditions exist, an explanation of those conditions must be attached.

### **Page 5, Grant Assurances**

- Applicants must agree with all assurances.
- Enter the Applicant Name in the form field.
- The Assurances page must be signed and dated by the Authorized Representative (listed on page 2 as the authorized representative with signature authority) who can obligate the organization in a contractual agreement.

### **Part 1: Organization Information**

- 1.1 Organizational Overview. Write a brief description of the organization and include 1) the organization's mission statement, 2) major programs/services provided by the organization, and 3) how long the organization has provided services to Texas veterans. 300 words maximum.
- 1.2 Organizational Structure. 1) Describe the organization's structure, 2) include or attach separately a list of current board members, and 3) provide a short background of key staff. 500 words maximum.
- 1.3 Partnerships. List partner agencies/organizations and how services are coordinated to serve the community 300 words maximum.
- 1.4 Other Grants. List other grants received within the past 3 years in the table.

### **Part 2: Grant Project Information**

- 2.1 Grant Project Service Category. Check the box of the service category that best describes the primary function of the proposed project (**CHECK ONE BOX ONLY**). If no service category matches, check "Other" and in one to two words describe the service provided by the proposed project. Definitions of service categories are as follows:
  - Counseling – peer, individual/group sessions, veteran family member counseling, PTSD/TBI, equine, co-occurring and other types of counseling
  - Employment – job skills, training, job search and other employment services
  - Family Services – youth programs, family programs, reintegration/deployment readiness programs
  - Financial Assistance – emergency financial assistance, short-term rental assistance, utility pay assistance, food, transportation assistance, and child care

- Homeless/Housing – homeless support programs, shelter, transitional living/temporary housing, at-risk homelessness prevention, rapid re-housing,
- Legal – Veterans Courts, legal clinics, legal aid and other legal services excluding criminal defense
- Referral – information and referral programs
- Supportive Services – medical assistance, elder care, food delivery programs, case management, financial counseling and other supportive services
- Transportation – transportation assistance, transportation programs
- 2.2 Project Summary. Provide a brief summary of the proposed project. Include the name of the project, if applicable, and services to be provided. 100 words maximum.
- 2.3 Geographic Service Area.
  - Regions. Check all regions in which services will be provided through the proposed project. Refer to the FVA Regions Map following the listing of counties per region.
    - Region 1:  
Armstrong, Bailey, Briscoe, Brown, Callahan, Carson, Castro, Childress, Cochran, Coleman, Collingsworth, Comanche, Crosby, Dallam, Deaf Smith, Dickens, Donley, Gray, Eastland, Fisher, Floyd, Garza, Hale, Hall, Hansford, Hartley, Haskell, Hemphill, Hockley, Hutchinson, Jones, Kent, King, Knox, Lamb, Lipscomb, Lubbock, Lynn, Mitchell, Moore, Motley, Nolan, Ochiltree, Oldham, Parmer, Potter, Randall, Roberts, Runnels, Scurry, Shackelford, Sherman, Stephens, Stonewall, Swisher, Taylor, Terry, Throckmorton, Wheeler, Yoakum
    - Region 2:  
Andrews, Borden, Brewster, Crane, Culberson, Dawson, Ector, El Paso, Gaines, Glasscock, Howard, Hudspeth, Jeff Davis, Loving, Martin, Midland, Pecos, Presidio, Reeves, Terrell, Upton, Ward, Winkler
    - Region 3:  
Atascosa, Bandera, Bexar, Coke, Comal, Concho, Crockett, Dimmit, Edwards, Frio, Gillespie, Guadalupe, Irion, Karnes, Kendall, Kerr, Kimble, Kinney, La Salle, Mason, Maverick, McCulloch, Medina, Menard, Reagan, Real, Schleicher, Sterling, Sutton, Tom Green, Uvalde, Val Verde, Wilson, Zavala
    - Region 4:  
Aransas, Bee, Brooks, Calhoun, Cameron, DeWitt, Duval, Goliad, Gonzales, Hidalgo, Jackson, Jim Hogg, Jim Wells, Kennedy, Kleberg, Lavaca, Live Oak, McMullen, Nueces, Refugio, San Patricio, Starr, Victoria, Webb, Willacy, Zapata
    - Region 5:  
Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Harris, Liberty, Matagorda, Montgomery, Walker, Waller, Wharton
    - Region 6:  
Bastrop, Bell, Blanco, Bosque, Brazos, Burleson, Burnet, Caldwell, Coryell, Falls, Fayette, Freestone, Grimes, Hamilton, Hays, Lee, Hill, Lampasas, Leon, Limestone, Llano, Madison, McLennan Milam, Mills, Robertson, San Saba, Travis, Washington, Williamson
    - Region 7:  
Anderson, Angelina, Bowie, Camp, Cass, Cherokee, Delta, Franklin, Gregg, Hardin, Harrison, Henderson, Hopkins, Houston, Jasper, Jefferson, Lamar, Marion, Morris, Nacogdoches, Newton, Orange, Panola, Polk, Rains, Red River, Rusk, Sabine, San Augustine, San Jacinto, Shelby, Smith, Titus, Trinity, Tyler, Upshur, Van Zandt, Wood
    - Region 8:



however, if the project will not serve dependents or surviving spouses enter “N/A.”  
Remember that organizations awarded grants will be measured against these projected numbers throughout the grant period.

- Additional Performance Measures Table  
Complete this table if there are additional performance measures and deliverables for the proposed project. Additional performance measures/deliverables are not required.
- 3.2 Performance Reporting. Describe how each performance measure/deliverable listed in the Performance Measures Table allows the organization to measure the success of the project. Explain which project goals are met, the tools and methods used to measure and track performance (including any specific software, program, or database used), and how each projected outcome is determined. 300 words maximum.
- 3.3 Fiscal Reporting. Describe the plan, policies, and/or procedures for fiscal management of the proposed project and how reporting activities and grant project expenses will be managed and monitored. Describe the fiscal management system, including software used. 300 words maximum.
- 3.4 Sustainability Plan. Describe the plan for continuing the project after the grant period ends. Include a description of the organization’s commitment to continuing the grant project using existing financial or other resources outside FVA funds. 300 words maximum.

#### **Part 4: Budget and Budget Narrative**

- 4.1 Budget Summary and Tables.  
For questions regarding the guidelines of a budget or line item, please refer to the FVA Fiscal Guidelines, the applicable OMB Circulars or UGMS for fiscal detail.
  - Budget Table 1 ‘Summary’. Budget Information contained in Table 1 is a summary rollup of the grant budget. Enter the amounts for each applicable line item for the Total Costs in Column A.
  - Personnel Costs - Are a roll up of wages and benefits and must match the total of Column C on Budget Table 2.
  - Client Services - A description of the most common categories are described on the Table 1 line item itself. Include all expenses in this roll up.
  - Equipment - Purchases under this category will be non-capital in nature as defined by UGMS.
  - Supplies and Materials – Enter total budgeted amount.
  - Travel – Enter the total budgeted amount.
  - Other - This category may contain numerous categories of expense (repairs and maintenance, rental of space and utilities are common categories) enter the total of all applicable expenses to this category. The detail for ‘Other’ must be described in the Budget Narrative in detail by the line items that make up the sub-categories and must match the amount in Table 1.
  - Indirect Costs – Enter amount not to exceed 7% of the total grant award amount.
  - Budget Table 2 ‘Personnel Costs Breakdown’. Totals for this table MUST tie to Budget Table 1 ‘Personnel Costs’. Enter each personnel position individually in the Position Title column. Enter the percentage of time that each position listed will spend on the grant project. In Column A enter the applicable amount of salary and wages for each position annually. In Column B, list the applicable amount of employee benefits to be paid to that position annually. Column C, Total Annual Salary and Benefits Allocated to the Grant, is the sum of

the wages (Column A) and employee benefits (Column B) paid to each position annually as allocated to the grant (not the total annual salary and benefits unless applicable).

- 4.2 Budget Narrative.
  - A detailed description of each line item listed in Budget Tables 1 and 2 MUST be included. Include a calculation demonstrating how the budgeted amount was determined. All Project costs that are listed in the Budget Tables must be described. Line 1 ‘Personnel’ must include every position/item included in Budget Table 2.
  - ‘Other’ - Provide a detailed explanation of expenses by the line items and categories that make up this overall category (e.g. Utilities, Repairs and Maintenance, Rental of Space etc..)
  - Indirect costs are allowed up to 7% of the total grant award for administrative expenses and do not have to be explained in the Budget Narrative.
  - An example of a budget narrative can be found at [http://www2.ed.gov/admins/grants/apply/techassist/resource\\_pg8.html](http://www2.ed.gov/admins/grants/apply/techassist/resource_pg8.html). This is provided only as an example of how a budget narrative can be structured. Specific costs in this example budget narrative may not be allowable under this grant program. Allowable costs must follow the Fund for Veterans’ Assistance Fiscal Guidelines.

**Part 5: Statement of Work**

- Total 2,500 words maximum for Statement of Work.
- 5.1 Detailed Description. Provide a detailed description of the proposed project including the services to be provided, how the services will be provided and the goals of the project.
- 5.2 Need Determined. Provide a description of how your organization determined, identified and assessed the need for the proposed project in the service area.
  - Remember, grant projects and funds must supplement (increase the level of services) and not supplant (replace) programs, activities, and services conducted with other funds. Organization funds may not be decreased or diverted for other purposes merely because of the availability of FVA 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.
- 5.3 Need Met. Describe how the proposed project will meet the identified need(s).
- 5.4 Outreach. Describe how the organization will target and reach veterans to provide project services.

**Part 6: Current or Previous FVA Grantees**

- This section is only to be completed by current or previous FVA grantees. Organizations that have never been awarded an FVA grant will not complete this section.
- 6.1 Previous Grant Contract Number. Enter the number of the FVA grant your organization was awarded.
- 6.2 Amount Previously Awarded. Enter the amount of the FVA grant your organization was awarded.
- 6.3 Grant Period Dates. Enter the beginning and ending date of the FVA grant your organization was awarded. If you were granted an extension by amendment, be sure to enter the amended grant period.
- 6.4 Benchmarks. Check the applicable box for having met or not met performance and expenditure benchmarks. Performance and expenditure benchmarks are as follows:

Grant Period Elapsed	Portion of Total Award to be Expended	Portion of Required Performance Measures Met
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25%	15%	15%
50%	40%	40%
75%	70%	70%

If you checked no, explain why performance and/or expenditure benchmarks were not met and if any Corrective Action was taken. 250 words maximum.

- 6.5 Grant Successes and Challenges. Describe the progress of the FVA grant your organization was awarded and the successes and challenges. 300 words maximum.

**C. 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, **February 7, 2012**. Applications received after the deadline will not be considered.

Documents must be submitted via one of the following methods:

<b>Delivery Method</b>	<b>Address</b>
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 1701 North Congress, Suite 9-100 Austin, Texas 78701
Hand delivery	Texas Veterans Commission Fund for Veterans' Assistance 1701 North Congress, Suite 9-100 Austin, Texas 78701

**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. 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.

**3. 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.

#### 4. 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 action. 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.

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

Applicants are responsible for periodically checking the TVC website ([www.tvc.state.tx.us](http://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](mailto: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.

#### 6. 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](mailto: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.