

Texas Veterans Commission Fund for Veterans' Assistance Application Information & Instructions Grant VIIIH – July 2012

A. General Information

The Texas Veterans Commission (TVC) is pleased to announce that applications are being accepted for TVC Fund for Veterans' Assistance (FVA) grants. 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 13, 2012 – August 7, 2012. Applications must be **received** by 5:00 p.m. on August 7 to be considered. Applications received after 5 p.m. on August 7, 2012 will be rejected. Applications will **not** be accepted by fax or email.

Applications will be accepted for General Assistance programs and Housing4TexasHeroes (H4TXH) programs. There is approximately \$2.5 million available for General Assistance grants, and a limited amount of funding of approximately \$300,000 for H4TXH grants.

1. Cost Reimbursement Grants and Reimbursement Process

TVC awards 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 have been supported by adequate documentation.

See FVA 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.texas.gov/tvc/documents/fiscal_guidelines.pdf.
- 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>.

See FVA 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 will not be considered for funding.

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

See FVA 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 an 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, and submit a copy of the filing certificate as part of the application.

6. Available Funding

The **minimum** funding amount is \$5,000 per project

The **maximum** funding amount is \$500,000 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 standard grant period for FVA grants is twelve (12) months. The grant period for Grant VIII will begin on January 1, 2013. Only expenditures that are incurred within the grant period may be applied to the grant.

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 TVC. For more information on the services provided by TVC, please visit www.tvc.texas.gov.

9. Commission-established Priorities

The Commission established the following priorities to provide guidance to the Fund for Veterans' Assistance (FVA) Advisory Committee in developing funding recommendations and for the Commission to use when considering funding recommendations.

A. Outstanding Grant Applications

Priority will be given to outstanding grant applications.

B. Service Categories

Priority will be given to the following three service categories

1. Financial Assistance
2. Counseling
3. Homeless/Housing

C. Geographic Distribution

The FVA Advisory Committee will develop recommendations that will ensure widespread distribution of grants across the state.

D. Duplication of Service in Geographic Areas

The FVA Advisory Commission will develop recommendations that will ensure that services are varied in geographic areas in order to guarantee no over-saturation or duplication of services in areas of the state.

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 7, 2012**. 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 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 BE REJECTED. 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. Eligible applicants will be reviewed and considered by the Fund for Veterans' Assistance (FVA) Advisory Committee. The FVA Advisory

Committee will prepare a funding recommendation to be presented to the Commission for action. The Commission makes the final funding decisions based upon the FVA Advisory Committee's funding recommendation. 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.texas.gov) 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, Fund for Veterans' Assistance, 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 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

If further information is requested by the Commission or FVA Advisory Committee, TVC staff will contact the applicant organization. However, FVA Staff will **not** contact applicants for clarifying information during the initial evaluation. A personal interview with the applicant's representative(s) or a site visit may be required at the discretion of the Commission.

C. 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. Counties and municipalities are not required to submit #1-4. 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, however FVA may determine that the application is still incomplete and may reject it.

Page 5, Grant Assurances

- Applicants must agree with all assurances.
- Enter the Applicant Organization 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 into 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 with governing body) and 2) provide a short background of key staff. Key staff is defined as direct leaders, program management and staff and any other client facing staff. Background includes title, job description, education and experience, and any military experience. 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 last 2 years in the table. Include any current or previous FVA grants. Remember to include a total where indicated.
- 1.5 Grant Experience. Indicate the areas of previous grant experience by checking all that apply.

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 for General Assistance grants 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

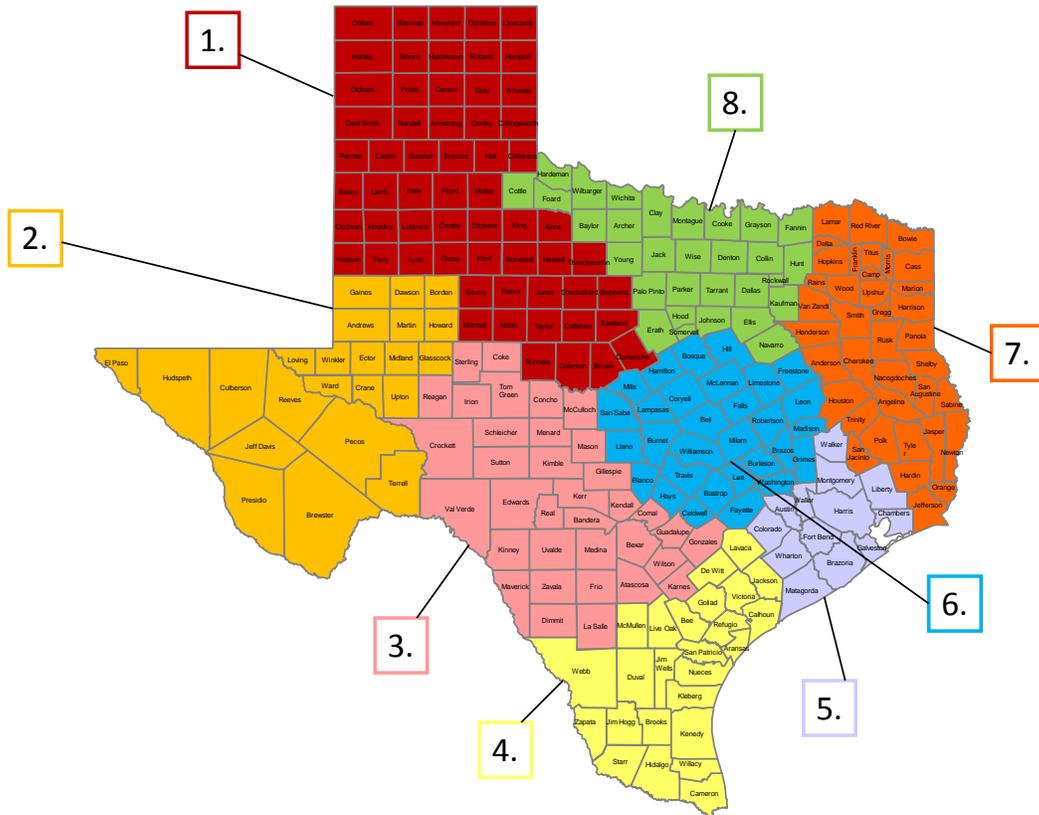
- Family Services – youth programs, family programs, reintegration/deployment readiness programs
- Financial Assistance – emergency financial assistance, short-term rental assistance, utility pay assistance, transportation assistance (no gift cards or pre-paid gas cards allowed), and child care
- Homeless/Housing – 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 (no pre-paid gas cards allowed)

Definitions of service categories for H4TxH grants are as follows:

- Rental Assistance – Your organization intends to provide rental assistance to veterans and their dependents.
- Housing Construction – Your organization intends to build complete single residential units for disabled veterans and their dependents.
- Housing Modification – Your organization intends to modify existing homes of disabled veterans to improve the veteran’s ease of accessibility in the home.
- Housing Assistance for Dependents of Veterans Receiving Long-Term Rehabilitation – Your organization intends to help the dependents of veterans undergoing long-term rehabilitation at a Texas medical facility with temporary housing near the medical facility.
- Homeless Housing Services – Your organization intends to work with veterans that are currently homeless with the intent of providing them permanent shelter.
- 2.2 Project Summary. Provide the project name (if applicable) and then a brief summary of the proposed project. Include the 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, Ochiltrie, 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:
Archer, Baylor, Clay, Collin, Cooke, Cottle, Dallas, Denton, Ellis, Erath, Fannin, Foard, Grayson Hardeman, Hood, Hunt, Jack, Johnson, Kaufman, Montague, Navarro, Palo Pinto, Parker, Rockwall, Somervell, Tarrant, Wichita, Wilbarger, Wise, Young



- Counties. List all counties to be served by the proposed project in the form field. If the service area covers the entire state, enter “Statewide.”
- **2.4 Eligibility Definition.** 1. Provide a description and definitions of who will be eligible to participate in the proposed project (veteran, dependent area or surviving spouse). Describe any other restrictions on eligibility, if applicable, and how will your organization prioritize need. 2. Describe what specific government documents will be used for verifying client eligibility and how will they be maintained and consolidated at one location. To the degree that the grant is restricted, organizations can determine who is eligible for their own proposed projects and which acceptable eligibility documentation will be used to verify status. For applicable H4TXH proposals, include a definition of 3. “Low income” and 4. “Disabled veteran.” 300 words maximum.

Part 3: Reporting and Management

- **3.1 Performance Measures.** In the tables, enter in the tool(s) used to measure and track performance and the projected number of veterans, dependents or surviving spouses to be served.
 - Tool Used to Measure Performance Column
List the tool that your organization will use to measure and track performance for the project. This may be a Microsoft Excel or Access database, client sign-in sheet, log, etc. Enter the tool used for each measure or deliverable.

- **Projected Outcome Column**
Enter the projected total number of unduplicated participants to be served by the project in the grant period for each required deliverable. Remember that organizations awarded grants will be measured against these projected numbers throughout the grant period.
- **Stages of Construction** - If you are applying for a construction grant complete the table with your agency's defined stages of construction.
- **Grantee defined Performance Benchmarks** - If you are applying for a construction grant please define your performance benchmarks specific to the completion of your construction projects. For example at the 25% benchmark what how many houses have you started modifying?
- **3.2 Performance Reporting.** Describe how data for each performance measure will be collected and maintained. 1. Describe what specific tools will be used to collect and consolidate data. Examples would be software or spreadsheets. Important: Case files, sign-in sheets, and phone logs only speak to collection and not consolidation. Both areas must be addressed and be viable systems. 100 words maximum. Next, describe the process to provide data for reports. Explain the ability to breakout all performance measures individually, cumulatively and monthly as reported. 200 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 without TVC 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 are the applicable OMB Circulars or UGMS for fiscal detail.
 - **Budget Table 1 'Summary'** - Budget information contained in Budget Table 1 is a summary rollup of the grant budget. Enter the amounts for each applicable line item for the Total Costs.
 - **Personnel Costs** - Are a roll up of wages and benefits and must match the total of Column C in Budget Table 2. Do not include personnel salary whose costs are indirect. See FVA Fiscal Guidelines for direction.
 - **Client Services** - A description of the most common categories are described in the Table 1 line item itself and include counseling, rental assistance, bill payments, transportation and contracted services, including contract personnel providing services to clients. 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 and utilities are common categories). Enter the total of all applicable expenses to this category. The breakdown 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 Budget Table 1.

- Indirect Costs – Enter the amount of any indirect and administrative costs 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. These are the amounts to be allocated to the grant. Do not list employees’ total annual salary unless they will spend 100% of their time on the grant. 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. Lack of calculations will result in an unsatisfactory Budget rating.
 - ‘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.
 - For salaries and wages show all applicable calculations, especially for percentage employees. For benefits, **only** list the actual benefit categories that will apply to each employee. A numerical breakdown is not necessary here.
 - An example of a budget narrative can be found at 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. All budgeted items must fall in line with the FVA Fiscal Guidelines.

Part 5: Statement of Work

- Total 2,500 words maximum for Statement of Work. Please be detailed and thorough.
- 5.1 Detailed Description. Provide a **detailed** description of the proposed project including all the services to be provided, how the services will be provided, and the goals of the project. Include any assessments of follow-up provided.
- 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.
- 5.5 Recognition. Describe how your organization will recognize TVC/FVA if funding is received. This may include acknowledgement in brochures, on organization website, a link to the TVC website, etc.

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 contract 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
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 implemented. 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.