

**Fund for Veterans' Assistance**  
**General Assistance Grant – Series 16-A**  
**Addendum III – Questions Received as of July 23, 2015**

	<b>Question Received</b>	<b>Answer</b>
<b>1</b>	<ol style="list-style-type: none"> <li>1. Can you identify the exact language in the audit we'll provide from our CPA that is required in order to apply for an FVA grant over \$300,000?</li> <li>2. We notice the application indicates a \$300,000 and a \$500,000 level for statewide program requests. What about a \$400,000 request? May we apply at that level?</li> </ol>	<ol style="list-style-type: none"> <li>1. On Page 9 of the RFA, Section IV. Program Guidelines, H. Funding Amounts and Financial Documentation notes that for requests over \$300,000 the minimum required financial documentation is <b><i>Audited Financial Statements</i></b>. On Page 5 of the RFA, Section III. Definition of Key Terms defines <b><i>Audited Financial Statements</i></b> as “A consulting service provided by a third-party Certified Public Accountant (CPA) that reviews the accounting processes and procedures. The CPA will review the financial statements using standard promulgated by the American Institute of Certified Public Accountants.” Further clarification should be sought from the Applicant organization’s CPA.</li> <li>2. Also on Page 9 of the RFA, Section IV. Program Guidelines, H. Funding Amounts and Financial Documentation lists the funding amounts available under this RFA. At its June 19, 2015 meeting, the Texas Veterans Commission voted to revise the maximum amount of funding to be requested as \$300,000. As a result the \$400,000 funding request category was removed. The Commission also stipulated that Applicants with Proposed Project Service Areas that are Statewide may still apply for \$500,000.</li> </ol>
<b>2</b>	<p>Question: Grant requests for rent coverage for transitional housing for wounded warriors - are these types of grants now being made through the FVA Housing grant or can this still be applied for in the General Assistance Grant category?</p>	<p>Page 4 of the RFA, Section II. Purpose of this Request for Applications, notes:  “Applications for those Proposed Projects falling under the Homeless/Housing Service Category will not be considered for funding under this RFA. Homeless/Housing projects are now part of the Housing 4 Texas Heroes program and organizations wishing to submit applications for funding to support Homeless/Housing projects will be able to do so in the upcoming Housing for Texas Heroes Request for Applications, expected to be posted Fall 2015.</p> <p>Homeless/Housing projects include homeless support programs, shelter, <b><i>transitional living/temporary housing</i></b>, at-risk homeless prevention and rapid re-housing programs.”</p>

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<p>3</p>	<p>Are financial literacy activities such as financial education classes for veterans and their families eligible for the FVA Series 16-A grant program?</p>	<p>Page 13 of the RFA, under Section V. Grant Application, Part 1: Proposed Project Information, notes the following programs may fall under the following Grant Project Service Category for this grant:</p> <p><b>“Supportive Services:</b> This category is for support services such as elder care, food delivery programs, <i>financial counseling</i>, case management and medical assistance programs. “</p>
<p>4</p>	<ol style="list-style-type: none"> <li>1. Will applying for the FVA Series 16-A General Assistance grant for a Financial Assistance project, which will provide one-time rent payments and one-time utility payments, affect an applicant that is also planning to submit an application for a Homelessness Prevention project under the Housing 4 Texas Heroes grant in Fall 2015?</li> <li>2. For Financial Assistance projects providing one-time rent and utility payments, is this restricted to one-time assistance per grant term or can the provider decide a time period (within the grant term)? For example, can the provider implement a policy that assistance cannot be received more than one time during a 6-month period? Also, can a veteran be assisted with more than one type of assistance during a defined time period? For example, can a veteran seeking assistance for a rent payment come back within the time period to receive assistance with a utility</li> </ol>	<ol style="list-style-type: none"> <li>1. Page 5 of the RFA, under Section II. Purpose of this Request for Applications, C. Number of FVA Grants, states “Organizations will only be awarded <b>one</b> FVA General Assistance grant during this competition. <i>An organization may have a Housing4TexasHeroes grant and still retain eligibility to apply for an FVA grant.</i>”</li> <p>Additionally, Page 8 of the RFA, under Section IV. Program Guidelines, D. Grant Funding Period, states “Organizations may only be awarded one FVA grant at a time. <i>Organizations may have an FVA grant and an H4TXH grant concurrently.</i>”</p> <li>2. Page 12 of the RFA, under Section V. Grant Application, Part 1: Proposed Project Information, describes Emergency Financial Assistance as assistance “that is short-term and temporary in nature.” It would be up to the applicant organization to determine programmatic restrictions and include that information in <i>Appendix I – The Application</i> as applicable.</li> </ol>

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	<p>payment? Can a veteran seeking assistance for a gas bill payment come back within the time period to receive assistance with an electricity bill payment?</p>	
<p><b>5</b></p>	<p>I'm working on our next application for TVC, and I've run into an issue with the equipment description. The RFA states:</p> <p><u>Equipment</u></p> <ol style="list-style-type: none"> <li>1. Complete the table as instructed. Equipment is an article of tangible personal property that has a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the organization's level of capitalization or \$5,000. List any equipment that will be purchased with this grant. Refer to 2 CFR Part 200, <i>Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards</i>. If the unit price of equipment listed exceeds \$5,000 or your organization's level of capitalization, the cost will not be allowed.</li> <li>2. Describe each equipment item listed in the table <b>and</b> explain why each equipment item is necessary to accomplish the Proposed Project. <u>Narrative must also</u></li> </ol>	<p>2 CFR Part 200, <i>Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards</i> §200.94 Supplies, defines supplies as the following:</p> <p>“Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the [applicant organization] for financial statement purposes or \$5,000, regardless of the length of its useful life.”</p> <p>Per this definition, if the item is less than your organization's capitalization level, please list it under Supplies.</p>

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	<p><u>include a calculation to demonstrate how the cost was determined.</u></p> <p>3. If this is a continuation request and your organization was previously awarded funding for the Proposed Project, note each item of equipment listed in the Table above that was also requested as part of a previously funded application <b>and</b> explain why it is being requested again. Examples of such items of equipment may include laptops, projectors, printers, phones, office furniture.</p> <p>The way I read this, TVC defines equipment as costing \$5,000 or more, but the last sentence under #1 says that any equipment that exceeds \$5,000 is NOT allowable. Does that essentially mean that equipment is not allowable?</p> <p>To further complicate how this reads, under #3, examples are listed as “laptops, projectors, printers, phones, office furniture” – most of these items do/would not exceed \$5,000, which would make them not “equipment”. In other grants I have written, these kinds of items are called “controlled assets” and are placed under “Supplies”. Our program wants to include some of these items (laptop, printer, phone, office furniture, etc.) on the next application, and I can’t figure out</p>	
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	<p>which table (Equipment or Supplies) I should put these requests.</p> <p>In the RFA, Supplies are defined this way  <u>Supplies</u></p> <p>1. Complete the table as instructed. This category would include paper and other consumable items.</p> <p>Collin County's capitalization level is also \$5,000. I would like to get clarification of where I should put non-consumable assets with a useful life of more than a year costing LESS than \$5,000. Should they go in the Equipment section or the Supply section?</p>	
<p><b>6</b></p>	<p>Can grant funds be used to pay for computer, printer, and scanner for the program that will be utilized by a contract employee? Can grant funds be used to purchase a cellular phone and pay monthly cellular service fees for a contract employee to utilize?</p>	<p>Computers, printers, scanners, and cellular phones are generally allowable items of cost. However, items such as those are typically provided for regular employees. The terms of the contract with the contract employee would likely dictate additional costs to be incurred by your organization on top of the contracted rate.</p>
<p><b>7</b></p>	<p>If we desire to set up summer camp programs for military youth, can those programs cover the costs of food and lodging as well as the activity fees?</p>	<p>2 CFR Part 200, <i>Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards</i> §200.456 states that participant support costs are allowable. §200.75 Participant support costs, defines participant support costs as the following:</p> <p>“Participant support costs means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fee paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.”</p>

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		<p>Additionally, page 11 of the RFA, under Section IV. Program Guidelines, J. Prohibited Costs, notes that the FVA reserves the right to restrict food costs; however if it meets the established criteria, it can be allowable:</p> <p style="padding-left: 40px;">“Food – FVA reserves the right to restrict a Grantee from expending any funds on food costs or to disallow food costs. FVA will determine if food costs have both a programmatic purpose and are reasonable and necessary for the successful performance of the Proposed Project.”</p>
<p style="text-align: center;"><b>8</b></p>	<p>The RFA for the General Assistance Grant states that “use” leases or “operational” leases are allowable only when specifically authorized. What would be the options for an agency seeking to obtain a vehicle for year-round use for transportation services?</p>	<p>Page 11 of the RFA, under Section IV. Program Guidelines, J. Prohibited Costs, capital expenditures are noted as being a prohibited cost. Under this provision, vehicle purchases and capital leases are also prohibited. Capital leases are such leases where the leaser will own the vehicle after the period of lease. Operational or use leases – which are permitted – are for the use of the vehicle during a period of time with no further investment in the vehicle. It would be similar to a long-term rental of a vehicle.</p>
<p style="text-align: center;"><b>9</b></p>	<p>Can you tell me if the TVC grant allows for weapons for the officers; such as Tasers, batons, mace for the officers currently funded under the TVC grant?</p>	<p>While there is nothing that specifically prohibits non-lethal weapons from being included in an Applicant’s proposed budget, there are several factors to be considered:</p> <ol style="list-style-type: none"> <li>1. Capital Expenditures. Page 10 of the RFA, under Section IV. Program Guidelines, J. Prohibited Costs, capital expenditures are noted as being a prohibited cost. The Applicant would need to ensure that the unit cost of the items requested do not meet the definition of a Capital Expenditure. Page 6 of the RFA, under Section III. Definitions of Key Terms, defines Capital Expenditures as:       <p style="padding-left: 40px;">“Tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the organization for financial statement purposes, or \$5,000.</p> </li> <li>2. Budget Narratives. Page 16 of the RFA, under Section V. Grant Application, Part III: Budget and Budget Narratives, states that the “budget</li> </ol>

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		<p>is broken up into Direct and Indirect Cost. Within Direct Costs there are seven allowable sections.” The language goes on to instruct:      “Complete each Table as applicable to your Proposed Project. Costs must be broken out in Tables to a degree that is sufficient to determine if costs <i>are reasonable, allowable, and necessary for the successful performance of the grant project</i> ... Following each table, a narrative description supporting and discussing each budget item must be entered, as well as a calculation demonstrating how the cost was arrived at.”</p> <p>3. Allowable Costs. 2 CFR Part 200, <i>Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards</i> §200.403 Factors affecting allowability of costs, lists general criteria to be considered when determining if a cost is allowable, and notes specifically that a cost must “(a) be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.”</p> <p>Generally, Applicants should ensure that they have demonstrated that costs included in their proposed budget have <i>both a programmatic purpose and are reasonable and necessary for the successful performance of the grant.</i></p>
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