

Fund for Veterans' Assistance

Addendum IV – Questions Received as of October 15, 2015 relating to:

- **General Assistance – Series 16B**
- **2016-17 Housing 4 Texas Heroes**
- **2016-2017 Veterans Mental Health**
- **2016-2017 Veterans Treatment Court Grant**

	Question Received	Answer
1	<p>Re: Veterans Court Grant The website listed, http://tvc.texas.gov/Apply-For-A-Grant.aspx, does not allow you to open in word or pdf the application.</p> <p>Is there another source for that information?</p>	<p>The Request for Applications (RFA) for the 2016-2017 Veterans Treatment Court Grant was posted to the website, http://tvc.texas.gov/Apply-For-A-Grant.aspx, on Tuesday, September 22, 2015. The Application documents are available in both Microsoft Word and PDF files.</p>
2	<p>Re: Texas Veterans Commission grant notice When will the RFA post for this grant?</p>	<p>The Request for Applications for the 2016-2017 Veterans Treatment Court Grant was posted to the website, http://tvc.texas.gov/Apply-For-A-Grant.aspx, on Tuesday, September 22, 2015. The Application documents are available in both Microsoft Word and PDF files.</p>
3	<p>We had a question regarding the deadline for the Veterans Treatment Court Grant Program. The Texas Register announcement says that applications will be due November 12, but on your website at http://www.tvc.texas.gov/Veterans-Treatment-Court-Grants.aspx (assuming we are correct that this is the same program) it says that the deadline will be October 29. We realize that the full materials for this program are soon to be posted, but we still wanted to double-check. Thanks very much for any information you can provide.</p>	<p>The deadline for the 2016-2017 Veterans Treatment Court Grant is Thursday, November 12, 2015 at 5 p.m.</p> <p>Page 20 of the RFA, under section IX, Application Submission, A. Application Deadline, states “The application period opens September 22, 2015 and will close November 12, 2015. Applications must be <u>received by 5:00 p.m. at the TVC office in Austin, Texas on November 12, 2015</u> to be considered for funding. TVC office is located in the Stephen F. Austin Building, 1700 N. Congress Avenue, Suite 800. Applicant shall be solely responsible for ensuring their application is <u>received by TVC</u> prior to the deadline outlined in this RFA. To meet the deadline, both paper and electronic applications must be received by 5:00 p.m. on November 12, 2015.”</p>

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4	I was curious if there are any plans in the future to have one deadline for the General Assistance Grants (instead of an A and a B deadline), or will there continue to be two separate grant periods? If so, will this deadline be in the fall or the summer?	At the August 6, 2015 public meeting of the Texas Veterans Commission, the Commission approved realigning and standardizing the Fund for Veterans' Assistance Grant program timelines. We anticipate that future FVA grants will be one-year grants with application deadlines in the fall and funding beginning the following summer. 2016 is expected to be the last General Assistance series with two application and funding periods.
5	We have submitted an application for a General Assistance Grant – Series 16A. I know that we will not know if we are awarded this grant until November or December and that we cannot have both a 16A and 16B grant. If we were to apply for a 16B grant (just in case we don't get the 16A one), could this possibly negatively impact our chances of getting the 16A? Of course, our preference is for the 16A for continuity reasons. Also, will the panel deciding on the 16A awards know who submitted 16B applications?	<p>Applying for both a 16A and a 16B grant will not negatively impact your chances of being awarded either grant.</p> <p>Due to unavoidable circumstances, the timelines for the 16A and 16B General Assistance grants overlap. Because of this, and in an effort to ensure that all interested applicants have the opportunity to compete, 16A applicants are encouraged to consider applying for the 16B series as well.</p> <p>FVA staff will ensure that any 16A applicants awarded funds that may have also applied for 16B funding will have their 16B application removed from consideration.</p> <p>The FVA Advisory Committee is scheduled to meet Thursday, October 15 to make funding recommendations to the Commission regarding 16A applications. This meeting is in advance of the 16B, Veterans Mental Health, Housing 4 Texas Heroes, and Veterans Treatment Court Grant program deadlines. The Commission is scheduled to meet Wednesday, November 4 to make funding awards regarding the 16A applications.</p>
6	We were recipients of GA Series XIVB and XVB grants and are preparing our XVIB application.	When preparing budget tables for Salaries and Wages and Fringe Benefits, applicants are asked to provide the names of employees whose time will be charged to the grant. It is not uncommon to not know the name of the employee who will be

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	<p>We are striving for program sustainability and are phasing out our AmeriCorps VISTA volunteer who currently handles our Veteran Employment Program. We plan to hire a regular employee to run this program, hopefully in the first quarter of 2016. We would like to budget about 25 percent of that future person’s personnel costs in our grant application but we do not have a name or resume yet since it is a future hire.</p> <p>How should we handle this? I will be the program coordinator in the interim. Is it appropriate to list me a placeholder and then update that and our principal participants if we are awarded the grant? Or can we leave the person’s name blank and would that negatively affect our application?</p>	<p>filling that position, and in that case, listing “TBD” or an interim employee name is satisfactory and will not negatively impact your application.</p> <p>It is important to review the Evaluation Rubric, though, to understand how providing résumés for Principal Participants and key personnel can impact your application.</p> <p>Page 3 of the Evaluation Rubric, under the Management section, #3 is “Do the identified principal participants have experience by position? ... do the résumés attached for all principal participants demonstrate experience for their respective current positions? To what degree is experience demonstrated – at least one year? Several years?”</p>
<p>7</p>	<p>The question I have is it allowable to do request under more than one category, i.e. General Assistance and Housing for Heroes?</p>	<p>Page 5 of the RFAs for General Assistance – Series 16B Grants under section II. Purpose of this Request for Applications, C. Number of FVA Grants states “Organizations will only be awarded one FVA General Assistance grant during this cycle. An organization may not have overlapping or concurrent FVA General Assistance grants.”</p> <p>Each RFA has similar language for that specific grant program. There is nothing that prohibits an eligible organization from applying for multiple grant programs for</p>

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		Proposed Projects that meet program requirements as outlined in each of the applicable RFAs.
8	We have a pending grant proposal for Series 16A. I want to be sure I understand the Series B announcement ——may we submit an application for Series 16B in case we do not get the Series A grant? If we get the Series A grant, then do we just withdraw the Series B grant request?	<p>Due to unavoidable circumstances, the timelines for the 16A and 16B General Assistance grants overlap. Because of this, and in an effort to ensure that all interested applicants have the opportunity to compete, 16A applicants are encouraged to consider applying for the 16B series as well.</p> <p>FVA staff will ensure that any 16A applicants awarded funds that may have also applied for 16B funding will have their 16B application removed from consideration.</p> <p>The FVA Advisory Committee is scheduled to meet Thursday, October 15 to make funding recommendations to the Commission regarding 16A applications. This meeting is in advance of the 16B, Veterans Mental Health, Housing 4 Texas Heroes, and Veterans Treatment Court Grant program deadlines. The Commission is scheduled to meet Wednesday, November 4 to make funding awards regarding the 16A applications.</p>
9	Can [applicant organization] apply for General Assistance 16B, Housing for Texas Heroes and the Mental Health grant? We have transitional housing, rapid re-housing, homelessness prevention and employment counseling and clinical services for Women Veterans. Or does one agency have to apply for one grant at a time?	<p>Yes, your organization may apply for more than one grant program</p> <p>Page 5 of the RFAs for General Assistance – Series 16B Grants under section II. Purpose of this Request for Applications, C. Number of FVA Grants states “Organizations will only be awarded one FVA General Assistance grant during this cycle. An organization may not have overlapping or concurrent FVA General Assistance grants.”</p> <p>Each RFA has similar language for that specific grant program. There is nothing that prohibits an eligible organization from applying for multiple grant programs for</p>

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		<p>Proposed Projects that meet program requirements as outlined in each of the applicable RFAs.</p>
<p>10</p>	<p>On page 3 of the Mental Health Care Grant application, the Grant Project Service Category instructions indicate to choose one box that best describes the project. Is the overall proposed project allowed to include costs that would fit into two or more categories or does the overall proposed project need to be strictly related to one category?</p>	<p>On Page 13 of the 2016-17 Veterans Mental Health RFA, under V. Grant Application, Part 1: Proposed Project Information, applicants are instructed to “Check the one box that <i>best describes the nature of the Proposed Project.</i>”</p> <p>While the budget for your proposed project may include costs for a varied array of services, the Grant Project Service Category selected should reflect the overall nature of the proposed project.</p>
<p>11</p>	<p>Our organization has applied for Grant 16 A. I see that you also have 16 B which I have a couple of questions about and I hope you will be able to answer them for me.</p> <ol style="list-style-type: none"> 1. We have cycling, woodworking, and a program called “Automotivation” which teaches Veterans living in and around San Antonio how to restore and work on cars, teaching them numerous skills. We have case workers from Audie Murphy VA Hospital, here in San Antonio, who bring patients from the VA over to participate in all the programs I 	<ol style="list-style-type: none"> 1. On page 13 of the Veterans Mental Health RFA, under Section V. Grant Application, Part 1: Proposed Project Information, Grant Service Category, Non-clinical Support Services are described as “Mental health services provided by a non-licensed mental health professional. Services may include, but are not limited to, therapeutic equine, canine, or other animal therapy, music, play, or dance therapy, and personal improvement workshops.” If your proposed project aligns with that description, the please select that Service Category. 2. Page 5 of the General Assistance – Series 16B RFA, under Section II. Purpose of this Request for Applications, C. Number of FVA Grants, states “An organization may not have overlapping or concurrent FVA General Assistance Grants.” If you submit both a 16A and 16B application, and you are awarded a 16A grant, you will not be eligible to receive the 16B grant.

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	<p>mentioned. Case workers say these programs have helped the Service Members and that they enjoy coming out and participating.</p> <p>16B Mental Health covers Non Clinical, which I interpret to be what we do. Does the TVC consider these programs non clinical?</p> <p>2. If we receive 16A would we be eligible to receive 16B since they are two different grants?</p>	
<p>12</p>	<p>Under the Housing 4 Texas Heroes application, as part of a homelessness prevention project, can utility payments be provided in addition to rent payments? Are utility payments considered a wrap-around service?</p>	<p>Wrap-around services are typically those services intended to address complex needs. In a project proposing to address complex and/or multiple issues facing Veterans and families at risk for homelessness, utility payments may be an allowable client service.</p>
<p>13</p>	<p>We are planning to apply for an FVA Veteran Mental Health grant for the upcoming cycle. I see in the addendums that an organization may apply for a grant from more than one grant program, for instance, General Assistance and Mental Health. Could we potentially be awarded both of these grants concurrently? Would submitting applications to more than one</p>	<p>Organizations may be awarded grants under more than one program – General Assistance, Veterans Mental Health, Housing 4 Texas Heroes, and Veterans Treatment Courts. Organizations may not be awarded concurrent or overlapping grants within the same grant program. Submitting more than one will not adversely affect your chances of receiving one or more grants. However, applicants should make sure they are applying for a grant program that is appropriate for the Proposed Project and that the organization has the capacity to operate and administer grant funds requested.</p>

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	program adversely affect our chances of receiving even one grant?	
14	Do we need a copy of eligibility document in file? Previously we looked at the document and signed off that we had seen them.	<p>Grantees must maintain verification of beneficiaries' of eligibility and/or eligibility qualifications on file for review. Specific documents kept on file must comply with what you listed in your grant application to determine the eligibility of Veterans served by your program. Documents must be maintained and retained according to your organization's records retention policy.</p> <p>Specifically, if a military identification (ID) card is used as one of the eligibility documents, then you may keep on file an attestation statement that you have read and reviewed the beneficiaries' eligibility documentation. The attestation statement must be maintained in file. This is because it is illegal to copy a military ID card. However, you can copy DD-214s, Veterans Administration letters, disability letters, and other applicable records as screening documents to determine eligibility to participate and provide services to Veterans and families in the program.</p> <p>In general, the grantee <i>must</i> have some form of documentation of verification of eligibility maintained on file. Compliance Officers will review eligibility verification during the compliance visits conducted during grant funding periods.</p>
15	For the "project principal participants" section of the application, do we need to include all department staff resumes? I'm speaking mostly about the Housing 4 Texas Heroes grant and all of our staff members in this smaller department may have some role (large or small) in assisting TVC funded clients. Do we need to	<p>Page 7 of the H4TXH RFA, under Section III. Definitions of Key Terms, defines Principal Participants as "Project Coordinator and Financial Coordinator, and Executive Director, or any other <i>key stakeholders</i> in the Proposed Project." Page 15 of the RFA, under Section V. Grant Application, Part I: Proposed Project Information states that "Resumes are to be included for each Principal Participant and should describe applicable experience by position."</p>

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	include resumes for all our department members or just those whose salaries are funded by the TVC proposal?	With regard to your question, if your department members are the Project or Financial Coordinators (as identified on the Applicant Information page of the Application) or key stakeholders in the Proposed Project then their resumes should be included.
16	<p>“Other Grants and TVC Contracts 1. List all grants and TVC contracts your organization received within the last two (2) years. Do not include FVA grants listed above. Do not list in-kind donations. Use additional pages if needed.”</p> <p>Is this in reference to grants and contracts pertaining to the program we are applying for or all grants/funding for the organization as a whole?</p>	Page 15 of the VMH RFA, under Section V. Grant Application, Part II – Organizational Background, asks applicants to “List all grants and TVC contracts received <i>by your organization</i> for the past two years.” This information is related to your organization, not the Proposed Project.
17	<p>1. Can individuals who have been dishonorably discharged be defined as a veteran through the General Assistance or Mental Health grants?</p> <p>2. We are applying for the General Assistance grant and fall into the Family Service category. Part of the program we offer is also one time financial assistance to families in need. Is this allowed?</p>	<p>1. There is no rule or regulation referenced or listed in the RFA that would prevent an applicant from including dishonorably discharged Veterans in a definition of a Veteran beneficiary.</p> <p>2. Page 12 of the GA – 16B RFA, under Section V. Grant Application, Part I – Proposed Project, Grant Project Service Category, instructs applicants to “Check the one box that best describes the nature of the Proposed Project.” Your proposed project may include several client services that possibly fall under different Service Categories; but you are required to select one Service Category that best describes the overall nature of your project.</p>
18	Other than the exemption of the 10% admin cap, please provide some clarification or examples of “other”	Page 18 of the GA RFA, under Section V. Grant Application, Part 3 – Budget and Budget Narratives, Indirect Costs, states “Indirect charges are those items that are often considered ‘overhead,’ and can be classified as those costs associated with

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	<p>expenses that may be considered indirect costs. We would like to be sure which of our expenses we can include in this grant proposal.</p>	<p>accounting, human resources, and other administrative and facility-related costs ... Typical examples of indirect costs for many nonprofit organization may include depreciation on buildings and equipment, the costs of operating and maintaining facilities, and general administration, such as the salaries and expenses of executive officers, personnel administration, and accounting.”</p> <p>The other RFAs have the same language regarding indirect costs. Specific examples will vary by organization and the organization’s fiscal policies and procedures.</p>
<p>19</p>	<p>We have a few questions regarding the Housing for Heroes grant for the Indirect Cost section near the end of the application, (letter J) part 2:</p> <ul style="list-style-type: none"> • Since this may include about 50+ lines of information, may we attach it as a separate document in excel? • Do we need to put the amounts and/or percent allocated for each line item description? Or is only the description adequate? 	<p>Page 19 of the H4TXH RFA, under Section V. Grant Application, Part 3 – Budget and Budget Narratives, Indirect Costs, instruct the applicant to “1. Enter the total Direct Costs into table J. to calculate the allowable Indirect Recovery. 2. If you organization is not submitting a federally negotiated indirect cost agreement, provide a basic line item description for each indirect cost (ex. Executive Director, IT, Facilities). No further explanation is required.”</p> <p>Applicants may attach additional documents should they feel it necessary, however in this situation, the information that is being asked for in the narrative is a basic description, such as “Indirect costs include the salary and fringe benefits of the Executive Director, costs for IT, facility usage ...”</p> <p>No additional information – including “amounts or percents allocated for each line item” – is required. You will not be adding any additional lines to Table J. Based on your total direct costs, Table J will tell you what you may claim in Indirect Costs, and the basic description in your narrative (if you do not have a federally negotiated indirect cost plan) will provide information on what types of costs will be covered by this amount.</p>

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<p>20</p>	<p>Can you tell me if I can apply for both the General Assistance Grant and the Mental Health Grant at the same time?</p> <p>We do Equine Therapy. The General Grant will be for physical therapy (amputees, and other physical disabilities) while the Mental Health Grant will be for the mental health therapy for post dramatic stress disorder, suicide prevention, depression, etc.</p> <p>Since our General Grant application will be for the physical aspects of Equine Therapy and our Mental Health application will be for the mental health aspects of Equine Therapy, can I apply for both during this Grant period - both due 10/29/2015?</p>	<p>Yes, applicants may apply for and be awarded grants under more than one program – General Assistance, Veterans Mental Health, Housing 4 Texas Heroes, <u>and</u> Veterans Treatment Courts.</p> <p>Applicants are encourage to apply under the grant program(s) whose purpose and allowable service categories align with the applicant’s Proposed Project.</p>
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