



**TEXAS VETERANS  
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# Fund for Veterans' Assistance Informational Application Webinar

*2017-18 General Assistance*

*2017-18 Veterans Mental Health*

September 29, 2016

9:30 a.m.



# Application Documents

- Request for Applications (RFA)
- Appendix I – The Application
- Appendix II – Evaluation Rubric
- Appendix III – Sample NOGA
- Appendix IV – Sample Expenditure Checklist
- Application Checklist
- Located at:

<http://www.tvc.texas.gov/Apply-For-A-Grant.aspx>



# Request for Application – RFA

- Program Requirements
- Terms and Conditions
- Provisions and Assurances
- True and Correct Statement in Appendix I – the Application
- Appendices
- Read all documents before applying!



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# Webinar Overview – *Topics*

- Purpose and Priorities
- Eligible Projects
- Grant Amounts & Amounts to be Requested
- Eligible Applicants
- The Application
  - Part 1: Proposed Project Information
  - Part 2: Organizational Background
  - Part 3: Budget and Budget Narratives

*and ...<sub>4</sub>*



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## Webinar Overview – *Topics*

- Evaluation Rubric and Helpful Tips
- Application Submission
- Review Process & Timeline
- What to expect if you are awarded a grant
- Questions



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# Purpose

### 2017-18 General Assistance

*Purpose:* to make reimbursement grants to address the needs of Veterans and their families.

### 2017-18 Veterans Mental Health

*Purpose:* to address the mental health needs of Veterans and their families through direct services including clinical counseling, peer-delivered services, and non-clinical support.



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# Eligible Projects

### 2017-18 General Assistance

Including but not limited to:

- Employment, training, education, and job placement services
- Family and child services
- Limited emergency financial assistance
- Legal services
- Referral
- Supportive Services
- Transportation services

### 2017-18 Veterans Mental Health

Including but not limited to:

- Clinical counseling
- Non-clinical support services
- Peer-delivered services



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# Priorities

### 2017-18 General Assistance

- Outstanding grant applications
- Geographic distribution
- Diversity of services
- Full funding
- Financial Assistance and Supportive Services projects

### 2017-18 Veterans Mental Health

- Outstanding grant applications
- Geographic distribution
- Diversity of services
- Full funding
- Clinical Counseling and Peer-Delivered projects



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# Eligible Applicants

## 2017-18 General Assistance *and* 2017-18 Veterans Mental Health

### Eligible

- Units of local government;
- 501(c)3, 4, and 19 Nonprofit organizations; or
- Nonprofits authorized to do business in Texas with experience providing services to Veterans

### Not eligible

- Individuals
- For-profit entities
- Units of federal and state government
- Organizations not authorized to business in Texas
- Organizations that don't have current Texas chapters/operations



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# Grant Amounts

### 2017-18 General Assistance

- \$9 million available
- Requests between \$5,000 and \$300,000 for regional projects; up to \$500,000 for statewide projects

### 2017-18 Veterans Mental Health

- \$2 million available
- Requests between \$5,000 and \$500,000 for all projects



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# Application by Parts

**2017-18 General Assistance *and* 2017-18 Veterans Mental Health**

## Part 1: Proposed Project Information

- Service Categories
- New project, expansion or current services, or continuation of existing FVA-funded project?
- Proposed Project Services
- Need Identified
- Beneficiaries
- Project Eligibility



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# Service Categories

### 2017-18 General Assistance

- Employment
- Family Services
- Financial Assistance
- Legal
- Referral
- Supportive Services
- Transportation

### 2017-18 Veterans Mental Health

- Clinical Counseling
- Non-Clinical Support Services
- Peer-Delivered Services



## New, Expansion, or Continuation

- New – if your organization has never been awarded an FVA grant for the Proposed Project
- Expansion – if your organization has received FVA funding in the past for the Proposed Project, and you are now requesting additional funds for additional services or to serve additional clients
- Continuation – if your organization has received FVA funding in the past for the Proposed Project



Applicants define who (Veterans, dependents, surviving spouses) is eligible to receive your project services

- Veterans of a particular era
- Veterans with a specific character of discharge
- Veterans' duty status
- Particular Veteran dependents

# Project Eligibility

## Documents to verify eligibility

- Department of Defense (DD-214) form
- National Guard Identification Card (NG-22)
- Official VA Letter/Disability Letter
- Texas issued Driver's License with Veteran designation
- E-Benefits Summary
- Honorable Discharge Certificate
- Uniform Services Identification Card
- VA Health Card
- DoD Tricare Healthcare Insurance Card



## 2017-18 General Assistance *and* 2017-18 Veterans Mental Health

### Part 2: Organizational Background

- Other Grants and TVC Contracts
  - RFA: “Applicant organizations with contracts or agreements with the Texas Veterans Commission may be ineligible for Fund for Veterans’ Assistance grant funding requested for Proposed Project involving the same or similar services as those funded under the contract.”
- Fiscal Management



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# Application by Parts

**2017-18 General Assistance *and* 2017-18 Veterans Mental Health**

## Part 3: Budget and Budget Narratives

- Prohibited Costs
- Narratives and Calculations
- Indirect Costs
- The Budget and how it aligns with the rest of the Project



# Prohibited Uses of Funds

- Supplanting of Funds
- Duplication of Services
- Sub-grants
- Capital Expenditures
- Cash or Cash Equivalents
- Scholarships
- Pre-award or Application Preparation Costs
- Honoraria
- Food
- Construction



# Narratives and Calculations

- Following each table, a narrative description supporting and discussing each budget item must be included
- Narratives must include a calculation demonstrating how the cost was arrived at
- Calculation example: \$12,480 for part-time drivers

To determine an estimated cost, a standard \$15 per hour rate was used. Because the estimated number of hours can vary based on a trip, a standard 8 hours per trip was used and will allow for client wait time, pick-ups, and drop-offs. Additionally, an assumption that two trips per week will be made is used.

- $\$15/\text{hour} \times 8 \text{ hours} \times 2 \text{ days per week} = \$240 \text{ per week for drivers}$
- $\$240/\text{week} \times 52 \text{ weeks/year} = \$12,480 \text{ total for drivers per year}$



# Direct and Indirect Costs

- Budget table – direct costs and indirect costs
- Direct costs should be fully explained, supported, be reasonable and allowable, and treated in a consistent manner across your organization
- Indirect Cost Recovery for FVA grants is 10% of total direct costs
- Submit federal negotiated indirect cost plan, if applicable
- Federal guidance – 2 CFR §200.412-.414.



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# Evaluation Rubric

**2017-18 General Assistance *and* 2017-18 Veterans Mental Health**

## Evaluation Rubric – Weighted Scores

- Application – 10%
- Proposed Project – 35%
- Management – 30%
- Budget – 25%



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# Helpful Tips

## 2017-18 General Assistance *and* 2017-18 Veterans Mental Health

### Application Tips – *Dos*

- Do be thorough and precise.
- Do answer all the questions clearly and concisely.
- Do ensure that your Proposed Project descriptions clearly convey what you want to do and what you want to accomplish with the grant funds.
- Do ensure that your Budget items are broken out, the need and purpose described, and supported by a calculation.
- Do read the entire RFA.



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# Helpful Tips

## 2017-18 General Assistance *and* 2017-18 Veterans Mental Health

### Application Tips – *Dos*

- Do understand how your organization treats indirect and direct costs, and ensure that your budget reflects that.
- Do submit all the required attachments as part of your Application Package.
- Do make sure that your grant request accurately reflects the project you are proposing.
- Do request an appropriate amount of funding based on your organization's capacity.



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# Helpful Tips

## 2017-18 General Assistance *and* 2017-18 Veterans Mental Health

### Application Tips – *Don'ts*

- Don't request funding for prohibited or unallowable items or services.
- Don't proposed a project that exists in a vacuum.
- Don't provide vague, unnecessary, or unsupported information.
- Don't restate VA statistics unless they directly related to your Proposed Project.
- Don't submit a budget where the narratives don't match the budget tables.



## 2017-18 General Assistance *and* 2017-18 Veterans Mental Health

### Application Tips – *Don'ts*

- Don't propose a project that duplicates services already provided by TVC. If your project complements or expands upon TVC services, ensure that you describe that in your application.
- Don't fax applications. Ensure that you follow the directions on how to submit your application correctly.



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# Application Submission

## **2017-18 General Assistance**

Application Deadline:  
5 p.m. Thursday,  
October 27, 2016

## **2017-18 Veterans Mental Health**

Application Deadline:  
5 p.m. Thursday,  
November 3, 2016



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# Application Submission

## 2017-18 General Assistance *and* 2017-18 Veterans Mental Health

- Electronic Copy AND Hard Copy
- Electronic copy sent to [grants@tvc.texas.gov](mailto:grants@tvc.texas.gov)
  - *Application to be sent as Microsoft Word file and other attachments as PDF files*
- Hard Copy submitted via US Mail, courier or overnight delivery, or in person
- Applications **MUST** be received at TVC Office by deadline



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# Application Submission

### 2017-18 General Assistance

#### Application Package

- Application Checklist
- Signed Application
- Résumés
- List/terms of governing body
- Minimum Required Financial Documents
- IRS Tax determination letter
- Current federal negotiated indirect cost plan
- Current liability insurance

### 2017-18 Veterans Mental Health

#### Application Package

- Application Checklist
- Signed Application
- Résumés
- Copies of licenses for MH professionals
- List/terms of governing body
- Minimum Required Financial Documents
- IRS Tax determination letter
- Current federal negotiated indirect cost plan
- Current liability insurance



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# Application Submission

## 2017-18 General Assistance *and* 2017-18 Veterans Mental Health

### Minimum Required Financial Documentation

- Requests between \$5,000 and \$150,000:  
Compilation of Financial Statements OR most recent IRS Form 990 with Part X Balance Sheets
- Requests between \$200,000 and \$500,000: most recent audited financial statements
- Required for all applicants, except units of local government



## 2017-18 General Assistance *and* 2017-18 Veterans Mental Health

### Ineligible Applications

- Appendix I – The Application not complete
- Minimum Required Financial Documents not provided
- Application Package missing required attachments or signatures
- Audit completed in last 2 years has material findings
- Exclusion record on System for Award Management (SAM)
- The application package is received after the deadline



## 2017-18 General Assistance *and* 2017-18 Veterans Mental Health

### Application Review Process

- Applications are scored using Rubric
- Eligible Applications forwarded to FVA Advisory Committee
- FVA Advisory Committee hears Application Presentations
- FVA Advisory Committee makes funding recommendation to Texas Veterans Commission
- Texas Veterans Commission makes final awards



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## Timeline for *2017-18 Grants*

August 29, 2016	RFAs posted to TVC website
September 29, 2016	Informational application webinar, Austin, TX
October 27, 2016	GA applications must be received by 5 p.m., Austin, TX
November 3, 2016	H4TxH VMH, & VTC applications must be received by 5 p.m., Austin, TX
January 26, 2017	Application Presentation in Austin, TX
March 2017	FVA Advisory Committee meeting, Austin, TX
May 2017	TVC Commission meeting, Austin, TX
July 1, 2017	Grant Period begins
July 2017	Mandatory Grant Training
June 30, 2018	Grant Period ends

## Post-Commission Award, Pre-Funding Period

- Approval and Denial letters
- Pre-NOGA application review
- NOGA issued
- 10% initial payment issued

## During the Funding Period – 12 months

- Monthly expenditure reporting
  - Submit adequately supported costs for reimbursement each month
- Monitoring
- Benchmarks
  - 15% @ 25%, 40% @ 50%, 70% @ 75%, 100% @ 100%
- Compliance



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# Questions

- From August 29 to Oct 20/Oct 27
  - Questions must be submitted in writing to [grants@tvc.texas.gov](mailto:grants@tvc.texas.gov)
  - ALL questions answered on the website
    - Submitted by Thursday; posted every Friday
  - Staff is not allowed to answer individual applicant questions, per State of Texas guidance



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# Thank You

Email all RFA questions to:

[grants@tvc.texas.gov](mailto:grants@tvc.texas.gov)