

Fund for Veterans' Assistance

Series XIII-A

Addendum IV – Questions & Answers from Informational Application Session/Webinar February 11, 2013

1	<p>Our primary grant category is homeless/housing; however, we will also provide secondary services in the realm of education such as life skills and budgeting. Should we elaborate on the secondary services or just focus on the ancillary service of providing housing; and merely mention the secondary services?</p>	<p>See Request for Applications (RFA) Section V. Grant Application – Part 5: Budget Narrative.</p> <p>If your proposed project includes the secondary services and those services are part of your proposed budget, then they should be described as part of Part 5 of the application, Budget Narrative.</p> <p>If your proposed project does not include the secondary services as part of the proposed budget, per the RFA you are to include description of other funding sources/matching funds, “as it helps to provide a complete picture of how the project will be accomplished.”</p>
2	<p>In the application and award process are there any bonus points given to veterans’ service organizations?</p>	<p>Currently there are not bonus points given to veteran service organizations. We do examine veterans’ involvement with the project when we review key personnel.</p>
3	<p>How often do the grants come about?</p>	<p>RFAs are posted twice a year – in January and July. There will be another RFA in July.</p>
4	<p>If you are a county government, and it has never done this type of grant services before, how does the reimbursement grant work with the county budget?</p>	<p>If the County was successful in receiving a grant and the approved budget is in place, the County would be expected to fund the project initially and then the funds would be reimbursed monthly. Program expenses would be reported in the following month via the monthly expenditure report.</p>
5	<p>If you are a non-profit, and you are brand new, and you have not collected funds by the RFA due date. Are you disqualified?</p>	<p>See RFA Section VIII. Application Package.</p> <p>Your organization needs to be able to submit all documents required as part of the Application Package, including the minimum financial documentation which is based on the amount of grant funds being requested. Your organization will want to consider the scope of the project, the capacity of the organization to administer the project with funds, and ensure the project can be sustained.</p>

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6	In our organization we are doing sustainable housing. We use our money to rehab houses and sell them to veterans at a discounted rate. Would that qualify?	<p>See RFA Section V. Grant Application – Part 2: Grant Project Information.</p> <p>“Homeless/Housing: This category includes homeless support programs, shelter, transitional living/temporary housing, at-risk homeless prevention and rapid re-housing programs. It does not include construction of housing.”</p> <p>Adaptive assistance and renovation is allowed under this grant.</p> <p>Additionally, see “Cost Principles Side by Side.”</p> <p>“Capital expenditures encompass articles of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more, and are unallowable per FVA program guidelines. The purchase of vehicles or making capital purchases are unallowable, except for H4TxH grantees with prior FVA approval.”</p> <p>Capital expenditures and construction is not allowed with this grant. From how you have described your program it would likely be appropriate for the Housing4TexasHeroes grant program.</p>
7	We are applying for the grant, this is the first year we have had a budget. This year we had an audit. I’ll be the only person working on the project. Can we apply?	<p>See RFA Section IV. Program Guidelines, A. Eligible Applicants and Section VIII. Application Package.</p> <p>As long as you meet the eligibility criteria listed in the RFA, and are able to supply all the required documents listed in the Application Package section of the RFA, you can apply.</p>
8	Is it ok if someone representing our organization to put in a plug for our organization with a member of the FVA staff, committee or TVC Commissioners?	<p>Section VI. Application Review and Award Process</p> <p>After an application is submitted to the FVA and prior to the TVC Commission making the grant awards, the TVC and FVA staff will not be able to discuss application status with any organization.</p>

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9	For Part 1, Section A of the application, is the 300 word maximum for all sections (Overview; Mission Statement; and Core Program/Service)?	Part 1, Section A has a 300 word maximum limit total for all three components of this section.
10	In the Applicant Information section of the Application, for the "finance coordinator," do we list the person as the one doing the reporting?	Yes. Who this person is within your organization will depend on how your organization is structured.
11	How can webinar people get a copy of RFA?	The RFA, Appendix I – The Application, The Application Checklist, and Cost Principles Side by Side are available for download at the TVC website at www.tvc.texas.gov/FVAGrantApply.aspx .
12	Under Part 1, Section C of the application, do you want a list rather than a paragraph?	See Part 1, Section C. Partnerships. List the partner agencies as well as their current addresses, main telephone numbers, and website addresses.
13	I am finding the level of detail requested in certain categories difficult to complete in the number of word limitations. i.e.: a question that takes 50 words to ask is difficult to answer in 100 words. How strict are the word restrictions and should I err on the side of brevity or completion? Can an attachment be added to the application with a more thorough response?	The word limits should be adhered to. These limits have been put in place to ensure that the application review process can be conducted properly and in a timely manner.

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14	How old can the compilation report be?	The compilation report, or any of the required financial documents submitted as part of the Application Package, should be the most recent document and no older than two years old.
15	Can we use in-kind donations as part of our Budget? Such as: volunteer hours and donation items used to assist the veterans to meet the goal of the project?	<p>See RFA Section V. Grant Application, Part 5: Budget Narrative.</p> <p>“The budget narrative should provide a complete description of the project ... discuss if the project includes other funding sources/matching funds as it helps to provide a complete picture of how the project will be accomplished.”</p> <p>Use the Budget Tables in Part 4 of the Application to list funds you are requesting as part of the grant application. Part 5: Budget Narrative is the section in which you would list in-kind donations and/or volunteer hours.</p>
16	Can the authorized signature be electronic?	<p>See RFA Section VIII. Application Package.</p> <p>“A complete application package includes submission of original signature pages AND submission of the items below ...”</p> <p>See RFA Section IX. Application Submission, B. Application Format and Delivery Method.</p> <p>“Two copies of each application must be submitted: one paper submission and one electronic submission.”</p> <p>FVA is not authorized at this time to accept electronic signatures in place of original authorized signature. As part of the Application Package submitted, be sure to include the original signature of the person authorized to enter your organization in to a contract.</p>
17	I am with Meals on Wheels and More, we provide food to veterans. Do you allow food costs?	<p>See 2 CFR 230, Appendix A</p> <p>“A. Basic Considerations</p> <p>An allowable cost is one that meets the criteria for authorized expenditures in the cost principles. A cost charged to an award must be:</p>

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		<ul style="list-style-type: none"> • Allocable • Necessary and reasonable for proper and efficient performance and administration of the grant • Treated consistently as either a direct or indirect cost • Consistent with the recipient's policies, regulations, and procedures that apply to all awards and activities of the recipient. • cont." <p>The OMB circulars serve as a general guideline for selected costs. Not all costs will be mentioned in the OMB circulars.</p> <p>In this case, the grant will be used to provide meal services, which is necessary for the performance of this grant.</p> <p>However, per Cost Principles Side by Side, gift cards are not an allowed under the grant, as they are considered to be cash equivalents.</p>
18	<p>What are the FVA's performance measures? Do you submit performance to the LBB?</p>	<p>As a state program, the Legislative Budget Board (LBB) evaluates our program. We report back to the LBB the actual number of unduplicated Veterans and family members that are served by FVA grantees, which is why we need applicants to tell us how many unduplicated clients they propose to serve.</p>
19	<p>What does TVC refer to as supportive services?</p>	<p>See RFA Section V. Grant Application, Part 2: Grant Project Information, A. Grant Project Service Category.</p> <p>"Supportive Services: This category is for support services such as elder care, food delivery programs, financial counseling, case management and medical assistance programs. Pre-paid service cards, such as gas, groceries, and department store-related cards are not allowable."</p>
20	<p>When do the advisory meetings take place?</p>	<p>The Fund for Veterans' Assistance Advisory Committee typically meets twice a year to develop a funding recommendation to present to the Commission for their approval.</p>

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		See RFA Section X. Timeline for FVA Series XIII-A Grant Application to review the timeline for this RFA. As meeting dates are subject to change, check the TVC website for information on the meeting date.
21	Under homeless and housing, you seem to be using HUD terms. Are you using the same guidance?	See RFA Section V. Grant Application, Part 2: Grant Project Service Category. “Homeless/Housing: This category includes homeless support programs, shelter, transitional living/temporary housing, at-risk homeless prevention and rapid re-housing programs. It does not include construction of housing.” There are no additional requirements for proposed projects other than those listed within the RFA document, applicable OMB circulars, UGMS.
22	A-133 is that the same as a single audit?	Yes, it is an organization-wide audit for organizations that expend \$500,000 or more in federal funds in a fiscal year.
23	Under the organization structure of Appendix 1; please explain what you mean by a Résumé?	Per RFA Section V. Grant Application, Part 1: Organization Information, B. Organizational Structure, applicants are to submit résumés of principal participants. Dependent on the organization, the governing body, managers, etc. may be involved in the day-to-day running of the project for which funding is requested.
24	Are bios acceptable?	See Appendix I – The Application, Part 1: Organization Information, B. Organization Structure. Include in your Application Package résumés of the principal participants in the organization (short-one paragraph bios are not acceptable). Include which principal(s), if any, are Veterans.
25	If you are an established Nonprofit, do you provide the resumes of the board members?	Per RFA Section V. Grant Application, Part 1: Organization Information, B. Organizational Structure, applicants are to submit résumés of principal participants.

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		Dependent on the organization, the governing body including board members, managers, etc. may be involved in the day-to-day running of the project for which funding is requested.
26	On the grant project summary, the county of El Paso is doing a comprehensive plan and it just says check one, how do you know what to check.	See RFA Section V. Grant Application, A. Grant Project Service Category. Evaluate the main focus of the project and what will be funded with the grant dollars. If you are unable to identify a primary area, it may be an instance where Supportive Services is an appropriate service category.
27	Insurance, are we required to submit a copy of it if we don't have any?	See Application Checklist. Providing a copy of your organization's professional liability and/or malpractice insurance is required if applicable. <u>If your organization does not have such a policy you do not need to submit this document.</u>
28	Is the application available in PDF and how do you fill it out online?	Yes, the application is available as a PDF and as a Microsoft Word file. To fill it out you download the Microsoft Word version of the application and complete the application.
29	Should all of our organizations' grants been included in our A-133 audit? We have some that were not.	A-133 audits review federal grant awards. Your CPA will let you know which programs will be covered by your organization's A-133 audit. If you have programs that were not covered by an A-133 audit, indicate "no".
30	We use volunteers to deliver the meals, would the value of their time be included in the budget?	See RFA Section V. Grant Application, Part 5: Budget Narrative. "The budget narrative should provide a complete description of the project ... discuss if the project includes other funding sources/matching funds as it helps to provide a complete picture of how the project will be accomplished." Again, use the Budget tables in Part 4 of the Application to list funds you are requesting as part of the grant application. Part 5: Budget Narrative is the section in which you would like in-kind donations and/or volunteer hours. Volunteer hours should not be listed in the Budget Tables.

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31	Would we check yes for an A-133 audit if the grants we have had within the last 2 years have had regular monitoring has occurred by the granting agency?	See Q&A number 29.
32	Could you define what you count as counseling services? Do peer-support groups count, or do you require a mental health professional?	See RFA Section V. Grant Application, Part 2: Grant Project Information, A. Grant Project Service Category. Counseling: May include peer sessions, group sessions, Veteran family member counseling, Post Traumatic Stress Disorder (PTSD), Traumatic Brain Injury (TBI), equine, co-occurring and other types of counseling.
33	How does TVC feel about volunteer positions being proposed?	Volunteers are extremely important for many non-profits to function on a daily basis. Use the Budget Narrative to explain what part volunteers would play in the execution of your proposed project.
34	Although this is a reimbursable grant. You still have to have funds in your account to provide the services?	Because it is a reimbursement grant, your organization does need to have expendable capital to cover your projects expenses while you wait on reimbursement. We provide a 10% initial payment to grantees, but this must be expended before more funds are dispersed.
35	Currently we provide transportation to veterans for doctor appoints. Can we submit a proposed project to provide transportation to veterans or would that be supplanting?	If your proposed project increases the services to veterans, then you are supplementing – not supplanting – and this would likely be allowed.
36	Regarding capital expenditures, your guidelines state that they cannot be more than \$5,000. If	Costs included in proposed budgets need to follow the guidelines established in the applicable OMB circulars, as well as the Cost Principles Side by Side document that further outlines specific FVA program guidelines. Additionally, costs need to be reasonable,

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	we wanted to make a case for 15 tablet computers at \$500 each to serve more individuals, would that be against the rules?	allocable, and necessary. If your costs meet all of these requirements, then the cost could be allowable.
37	Are you asking for the resumes of who is going to work on the project and how long (time)?	Per RFA Section V. Grant Application, Part 1: Organization Information, B. Organizational Structure, applicants are to submit résumés of principal participants. Dependent on the organization, the governing body, managers, etc. may be involved in the day-to-day running of the project for which funding is requested.
38	Does the Texas Veterans Commission have a drafted form to interview veterans for intake of a proposed program?	TVC and FVA do not have standardized forms that we require grantees to use in their grant-funded programs. Organizations operate their programs using their own infrastructure, policies, and procedures. This includes developing their own intake system that is customized to their proposed project. However, FVA staff is dedicated to providing technical assistance to grantees and may be able to provide samples of forms that other organizations have used in the past.
39	How does the FVA funding come down? Are Federal funds comingled with the Housing Trust Fund?	As noted in the presentation, FVA funding is from four different sources – 1) the Veterans Cash lottery scratch-off game, 2) DMV vehicle registration donations, 3) individual donations, 4) State Employee Charitable Campaign contributions. All of these are State funds. Housing4Texas Heroes was funded through the Housing Trust Fund. Per GAAP, grant funds are not comingled.