



**Texas Veterans Commission  
Fund for Veterans' Assistance**

**2024-2025  
Request for Applications**

**General Assistance  
Housing for Texas Heroes  
Veterans Mental Health  
Veterans Treatment Court  
Veteran County Service Offices**

**Application Portal Opens: October 2, 2023 @ 5:00 PM CST**

**Application Deadline: December 4, 2023 @ 5:00 PM CST**

**Fund for Veterans' Assistance website:**

<https://www.tvc.texas.gov/grants>

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**1. PROGRAM DESCRIPTION:** The Texas Veterans Commission (TVC) Fund for Veterans' Assistance (FVA) grant program awards reimbursement grants to eligible charitable organizations, local government agencies, and veterans service organizations that provide direct services to Texas veterans and their dependents. The TVC oversees all policies and rules governing the awarding of grants from the FVA to address the needs of veterans and their dependents, as determined through veteran needs assessment studies. The veteran needs assessment is required in Texas Government Code §434.017 and the results are published on the Texas Veterans Commission website. All grant awards will be made through a competitive grant selection process.

**1.1. Purpose:** The purpose of this Request for Applications (RFA) is to:

- 1.1.1. Provide an overview of FVA Grant Programs.
- 1.1.2. Solicit grant applications from eligible applicants for the 2024-2025 grant period.
- 1.1.3. Provide application instructions and specific information on grant eligibility.
- 1.1.4. Provide information about the FVA grant application and award processes.

**1.2. Funding Goals:** The goals of the Fund for Veterans' Assistance are to:

- 1.2.1. Provide support, services, and resources to veterans, dependents, and surviving spouses where they live to improve their quality of life and strengthen their connections and integration with their communities.
- 1.2.2. Responsively serve eligible beneficiaries to meet acute and chronic needs.
- 1.2.3. Provide grant-funded services and resources that have measurable, positive outcomes.
- 1.2.4. Ensure grant-funded projects are available to veterans, dependents, and surviving spouses across the state.
- 1.2.5. Ensure a diversity of grant-funded services are available within geographic regions.
- 1.2.6. Fund grant projects that support the overall and specific program goals approved by the Commission.

**2. GRANT PROGRAMS:** This RFA announces funding opportunities for four different grant programs including General Assistance, Housing for Texas Heroes, Veterans Mental Health, and Veteran Treatment Courts Grants. Each grant program includes service categories that are defined and explained below. Per Texas Administration Code §460.17, this RFA announces grant funding opportunities for Veteran County Service Offices for General Assistance, Housing for Texas Heroes, and Veterans Mental Health grant programs. Information on allowable services and requirements for each grant program and service category are located in the appropriate appendices of Annex B - Grant Program Requirements. The grant programs and opportunities announced in this RFA are reimbursement grants, and grants are awarded based on a competitive application and award process.

**2.1. General Assistance:** The General Assistance (GA) Grant Program includes service categories that collectively support veterans, dependents, and surviving spouses who live in Texas.

- 2.1.1. **Financial Assistance:** This service category is temporary and intended to provide limited emergency assistance and financial relief to clients who can demonstrate financial need.

- 2.1.2. **Supportive Services:** This service category is for services identified through case management that provide support for low-income clients to enable stability and promote family integration with the community. Service areas include:
  - 2.1.2.1. **Meal Delivery Services:** home-delivered, prepared meals to homebound or VA disabled clients, providing a friendly visit, and conducting safety checks of the client and their home.
  - 2.1.2.2. **Elder Care Services:** supports the clients' ability to age in place with dignity and live independently.
  - 2.1.2.3. **Family Support Services:** supports clients in stabilizing relationships, reducing family stress, and promoting integration with their communities.
- 2.1.3. **Homeless Veteran Support:** This service category is for supportive services and rapid re-housing for clients who are homeless or have transitioned out of a homeless status and are identified in the Homeless Management Information System (HMIS). Supportive services are identified through case management to address acute and chronic conditions underlying the homeless status.
- 2.1.4. **Employment Support:** This service category is for resources that support clients to prepare, secure, and maintain employment.
- 2.1.5. **Pro Bono Legal Services:** This service category is for civil legal services.
- 2.1.6. **Referral Services:** This service category includes programs that provide contact information of organization(s) that provide services needed by the client.
- 2.1.7. **Transportation Programs & Services:** This service category is to provide a transportation service to clients in the local area, county, or region with the use of the organization's fleet.
- 2.1.8. **Veteran Small Business Support:** This service category is for stabilizing or growing 100% veteran-owned businesses for the purpose of maintaining self-employment.
- 2.2. **Housing for Texas Heroes:** The Housing for Texas Heroes (H4TXH) Grant Program provides home modifications, repair, and weatherization for very low and/or low income veterans and surviving spouses who live in Texas.
- 2.3. **Veterans Mental Health:** The Veterans Mental Health (VMH) Grant Program includes three service categories that collectively provide counseling and support to veterans and dependents, and surviving spouses who live in Texas to improve their quality of life, relationships, outlook, and successful integration with their communities.
  - 2.3.1. **Clinical Counseling Services:** This service category includes services and treatment that include Evidence-Based Practices (EBP) for diagnosed conditions or co-occurring conditions provided by a Texas Licensed Mental Health Professional (LMHP).
  - 2.3.2. **Peer Support Services:** This service category is for services provided by a Certified Peer Support Specialist that contribute to the client's rehabilitation and recovery. Peer Support Services are provided in a non-clinical environment consisting of retreats, field trips, off-sites, seminars, and/or similar gatherings.
  - 2.3.3. **Service Dog Pilot Program:** This pilot program is for organizations accredited by the Assistance Dogs International to provide trained service dogs to veterans diagnosed with post-traumatic stress disorder, traumatic brain injury, or military sexual trauma.

- 2.4. Veterans Treatment Court:** The Veterans Treatment Court (VTC) Grant Program supports eligible units of local government in providing services through Veterans Treatment Court (VTC) programs established under Texas Government Code §124.001-.006. Grant funding is intended to support rehabilitation for justice involved veterans who live in Texas to best prepare them for reintegration with their communities.
- 2.5. Veteran County Service Office Funding Opportunity:** The Veteran County Service Office (VCSO) funding opportunity includes all the service categories listed in the General Assistance, Housing for Texas Heroes, and Veterans Mental Health Grant Program. Veteran County Service Officers are eligible to submit one application for any of the service categories and must serve as the project manager for the services, if awarded a grant. The Texas Government Code §434.017(c-3) directs TVC to set aside 5% of FVA funding to be available only to VCSOs who apply for FVA grants.

### 3. GRANT PROGRAM GUIDELINES

- 3.1. Texas Government and Administrative Code:** All applicants should review and be familiar with TVC's [Government Code](#) and [Administrative rules](#) governing the Fund for Veterans' Assistance Program.
- 3.2. Grant Management Standards:** All grants awarded by the Texas Veterans Commission must follow the applicable federal grant guidelines [2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) published by the Office of Management and Budget (OMB) and the applicable [Texas Grant Management Standards \(TxGMS\)](#). In the event of a conflict between TxGMS and applicable federal law, the provisions of federal law apply.
- 3.3. Competitive Grant:** FVA grants are awarded through a competitive selection process that includes eligibility screening, risk assessment, evaluation, review, and receiving a recommendation from the FVA Advisory Committee. The Commission makes the final determination for awarding grants and considers all attributes of the applications, specifically how they will serve veteran needs, prior to awarding. Per Texas Administrative Code §460.11(c), decisions by the Commission regarding funding are not appealable.
- 3.4. Cost Reimbursement Grant:** Under the cost reimbursement method of grant funding, the Grantee is required to finance its operations with its own working capital and then requests cash reimbursement from the FVA. Verifiable expenditure support documentation is required for all cost reimbursement requests.

**3.5. Awarded Grant Documents:** Upon Commission approval of the grant awards, the parties will be bound by the following:

3.5.1. Federal and State Regulations (2 CFR 200 and TxGMS)

3.5.2. Request for Applications.

3.5.3. Annex A - Terms & Conditions.

3.5.4. Annex B - Grant Program Requirements and Appropriate Appendices.

3.5.5. The approved Grant Application and all items submitted by the grant applicant to the Commission in response to this RFA.

3.5.6. The Notice of Grant Award (NOGA).

**3.6. Eligibility of Beneficiaries/Clients:** The Grantee must ensure that beneficiaries served using FVA grant funds are eligible to receive services prior to providing services. Eligibility documentation must be maintained by the Grantee in the beneficiaries' records.

**3.7. Document Retention:** The Grantee must retain all records pertaining to the grant per TxGMS guidance (3 years) or by the origination's policy requirements, whichever is longer. All records will always be kept in a secure location, either in a locked file cabinet or secure electronic means.

**3.8. Grant Funding Period:** All funding awarded under this grant must be expended within the grant funding period of July 1<sup>st</sup> to June 30<sup>th</sup>. No pre-award spending (before July 1<sup>st</sup>) will be allowed.

**3.9. Grant Renewal Eligibility:** The Commission may, in its sole discretion, exercise the option to renew the grant for an additional one (1) year period. FVA will notify the Commission during the 3rd Quarter Regular Commission meeting of all Grantees who have met the criteria listed below for renewal. Grantees must meet the following criteria:

- Achieve 60% of their *'Total Number of Clients to Be Served'* by February 28th, which is the eighth (8<sup>th</sup>) month of the grant period (July 1<sup>st</sup> – February 28<sup>th</sup>).
- Have no unresolved compliance findings.

**3.10. Grant Reporting Requirements:**

3.10.1. **Monthly Payment Reimbursement Request (PRR):** The Grantee shall provide twelve (12) monthly expenditure reports in a format prescribed by the FVA inside the TVC Grants Portal. The monthly progress information will be captured within the PRR. Monthly reports are due by the 15<sup>th</sup> of the following month.

3.10.2. **Veteran Mental Health/Clinical Counseling Outcome Measure:** The Texas Veterans Commission is required to collect an outcome measure regarding grant funded mental health services. Therefore, Veteran Mental Health grantees who are providing Clinical Counseling, are required to administer the appropriate tools/assessments to their clients before treatment/services begin, and after treatment/services end. This measure will be reported at the beginning and end of the grant period to TVC.

3.10.3. **Closeout:** Grantees will acknowledge that all grant-related expenses have been reported and reimbursements received by TVC no later than sixty (60) days after the end of the grant period. Closeout actions occur inside the TVC Grants Portal of record.

### 3.11 Grant Period Performance Standards

- 3.11.1 Grant Period Performance Standards are used by TVC to determine how successful the grant is performing throughout the grant period.
- 3.11.2 Grant performance is determined by the Total Number of Unduplicated Clients Served divided by the Total Number of Clients to Be Served.
- 3.11.3 Grant performance will be calculated each quarter with the data submitted in the monthly Payment Reimbursement Request (PRR).
- 3.11.4 Grantees not meeting the quarterly performance standards must provide a written plan explaining why they are not meeting the standard and how they plan to meet the following quarter's standard.
- 3.11.5 Grant performance standards for renewal eligibility will be taken at the end of the 8<sup>th</sup> month.

Quarter	Dates	Performance
1st	July - September	15%
2nd	October - December	40%
Renewal Eligibility	July - February	60%
3rd	January - March	70%
4th	April - June	95%

*Grant performance is determined by the Total Number of Unduplicated Clients Served divided by the Total Number of Clients to Be Served.*

### 3.12 Grant Amendments:

- 3.12.1 Any changes, additions, or deletions to the provisions contained in the NOGA or Approved Application must be executed through a grant amendment. Amendments may modify the approved budget categories, grant period, or scope of the Grant Project as described in the Approved Application. All amendments except increases to award amounts are reviewed by the Executive Director for approval.
- 3.12.2 Amendment requests seeking to increase the award amount must be brought before the Commission for approval and must be submitted within the amendment deadline and with enough time to be included on the agenda of the next regularly scheduled Commission meeting.
  - 3.12.2.1 Organizations requesting total grant funding via applications, amendments, and/or renewals exceeding certain amounts must follow Section 4.12 Required Financial Documents for Multiple Funding Sources in this document.
- 3.12.3 Each amendment request will be considered on a case-by-case basis. A Grantee may have no more than three (3) amendments during a grant period and must be submitted no later than March 31, 2025.
- 3.12.4 Awarded grants can extend up to 6 months from the awarded grant end period of June 30.
- 3.12.5 Grantees in the renewal track that submit an amendment to extend the grant end period are self-withdrawing from the renewal track and are not eligible for grant renewal.



**3.13. Texas Veterans Commission Recognition:** Grantee must include the following information on the organization's website and on all grant-funded project-related materials, brochures, flyers, and forms:

- 3.13.1. Texas Veterans Commission website URL.
- 3.13.2. Fund for Veterans' Assistance logo.
- 3.13.3. The following statement: "This program is supported by a grant from the Texas Veterans Commission Fund for Veterans' Assistance. The Fund for Veterans' Assistance provides grants to organizations serving veterans and their families. For more information, visit [www.tvc.texas.gov](http://www.tvc.texas.gov)"
- 3.13.4. Awardees/Grantees must mention TVC in all TV and radio announcements and interviews dealing with FVA grant projects.

**3.14. Prohibited Uses of FVA Grant Funds:** Per Texas Administration Code §460.10, grant funds cannot be used for the following:

- 3.14.1. Capital expenditures, including capital purchases or capital leases, except for grant funds awarded under the Housing for Texas Heroes program.
  - 3.14.1.1. Capital expenditures means expenditures to acquire capital assets (such as land, additional buildings and/or structures, vehicles, trailers, livestock, and service animals), or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.
- 3.14.2. Sub-granting of funds to other organizations or agencies.
  - 3.14.2.1. Sub-Granting is an award made by a Grantee to another organization or agency using FVA grant funds.
- 3.14.3. Distribution of cash or a cash equivalent to veterans and/or their dependents. Cash equivalents include gift cards or pre-paid service cards, such as gas, grocery, and department store-related cards.
- 3.14.4. Acquisition or construction of facilities, except for grant funds awarded under the Housing for Texas Heroes program for home modifications, repairs, and weatherization.
- 3.14.5. Scholarships for Education.
- 3.14.6. Payment of Child Support.
- 3.14.7. Any expense not necessary to complete the grant project, or not consistent with the Grant Agreement.
- 3.14.8. Contributions to any political party, political association, or the campaign of any candidate for public office, party office, or similar political activities.
- 3.14.9. Contributions that support or oppose candidates for public or party office, or to support or oppose any ballot propositions.
- 3.14.10. Medical costs, including physician fees, prescription medications, over-the-counter medications, medical insurance premiums or copays, emergency/after-hours clinic fees, and prescribed prosthetics.
- 3.14.11. Stipends for beneficiaries, volunteers, students, interns, employees, and members of the board of directors.
- 3.14.12. Payments for capital assets that are not physically in Texas.
- 3.14.13. Any cost that is not allowable under the Grant Agreement, the Fund for Veterans' Assistance Fiscal Guidelines, State of Texas Uniform Grant Management Standards (UGMS), or 2 C.F.R.

### **3.15. Unallowable Expenses:**

- 3.15.1. Supplanting of salaries or compensation for part-time or full-time county or city employees.
- 3.15.2. Grant funds used to conduct activities or provide services that duplicate those provided by the Texas Veterans Commission.
  - 3.15.2.1. Grant funds may be used to conduct activities or provide services that complement those provided by the Texas Veterans Commission.
  - 3.15.2.2. Services provided by the Texas Veterans Commission include Claims, Education, Employment, Women Veterans, Veterans Mental Health, Healthcare Advocacy, and Veteran Entrepreneur Programs. More information about the programs can be found on the website, <http://www.tvc.texas.gov>.
- 3.15.3. Grant funds used to conduct activities or provide services that duplicate those under contracts or agreements with the Texas Veterans Commission.
  - 3.15.3.1. Organizations are responsible for ensuring they disclose any such contract.
  - 3.15.3.2. Organizations must clearly and sufficiently differentiate between the grant project and TVC contracted services.
- 3.15.4. Grant funds used to purchase equipment.
  - 3.15.4.1 Equipment means tangible property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization threshold established by the Grantee for financial statement purposes or \$2,000.
- 3.15.5. Vehicle purchase and capital leases. "Use" leases or "operational" leases are allowable only with prior approval.
- 3.15.6. Expenses that are not listed in the project budget and do not support approved grant project objectives, are prohibited without prior approval.
- 3.15.7. Client services for employees (or contractors), when the employees' salaries (or contracted fees) are paid in full or in part by the same TVC Grantee organization providing the services, are only allowable with prior approval.
- 3.15.8. Preparation of Grant Application costs associated with preparing and/or submission of an application.
- 3.15.9. "Honoraria" – The term "fee" should be used in lieu of honorarium in accounting records and consulting agreements.
- 3.15.10. Food – other than food meal services (meal delivery or soup kitchen), food voucher, or food pantry.
- 3.15.11. Alimony is not considered emergency financial assistance.
- 3.15.12. Court-ordered or settlement-mandated payments.
- 3.15.13. Tax costs in the form of special assessments for capital improvements and/or federal income taxes.
- 3.15.14. Release Time as a fringe benefit or a component to a compensation package for a grant-funded employee.
- 3.15.15. Paying out accrued annual leave.
  - 3.15.15.1. Pay out of accrued leave does not contribute to the delivery of client services. Grant-funded employees are encouraged to use the annual and sick leave they accrue (as

authorized by their organization's employee management policies) during the grant period.

- 3.15.16. Negotiated indirect cost rates based on cost allocation plans or indirect costs that exceed the 10% limit. FVA grants use a 10% de minimis indirect cost rate for reimbursing indirect costs.
- 3.15.17. Payments made directly to the beneficiary.
- 3.15.18. Tuition, books, or fees for classes with institutions of higher learning.
- 3.15.19. Tools and uniforms that are provided by the employer, or not required within the first 90 days of employment.
- 3.15.20. Employees, managers, directors, executives who provide overall supervision, oversight, or executive authority and do not provide direct client services.
  - 3.15.20.1. Employees conducting supervision, oversight, executive authority administrative, or facilities duties are allowed under Indirect Cost.
- 3.15.21. Cost/Debt under collection where the creditor is not the sole receiver of payment.

#### **4. 2024-2025 FUNDING OPPORTUNITY AND APPLICATION SUBMISSION REQUIREMENTS**

- 4.1. Total Funding Available and Number of Awards:** The anticipated amount available for awards in 2024-25 for all four FVA grant programs including VCSO Funding and grant renewals is \$30,000,000. The number of awards will be dependent upon the FVA grant amounts awarded to Eligible Applicants.
- 4.2. Funding Goals for 2024-25 FVA Grants:** The Texas Veterans Commission (TVC) established the following priorities to provide guidance to the FVA Advisory Committee in developing funding recommendations and for the Commission in making grant awards. The FVA Advisory Committee shall provide funding recommendations for grant applications based on the Funding Goals listed in *Section 1 – Program Description, Paragraph 1.2 - Funding Goals* located in this document.
- 4.3. Term of 2024-2025 Grant:** Grants awarded under this RFA will be for one (1) year beginning on July 1, 2024, and ending on June 30, 2025. Reimbursement will only be made for allowable expenses that occur within this grant term. No pre-award spending will be allowed.
- 4.4. Number of Applications per Organization:** Organizations that are not up for renewal can submit a total of two applications across all grant programs. The applications must be in separate grant programs. Veterans Treatment Court Grants are exempt from this limitation.
- 4.5. Number of FVA Grants per Organization:** Organizations may only be awarded one grant per grant program and a maximum of two grants across all grant programs during a grant period. Veterans Treatment Court Grants are exempt from this limitation.
- 4.6. Application Period:** The application period for this grant opens October 2, 2023, and closes December 4, 2023. Applications must be submitted by 5pm (Central Time) on the closing date through the TVC Grants Portal. Only applications submitted via the portal will be considered for funding.

#### **4.7. Eligible Applicants: Who can apply for a grant.**

- 4.7.1. Organizations providing services under a renewed grant are not eligible for a second renewal and must apply under this RFA for the 2024-25 grant period.
- 4.7.2. Units of local government.
- 4.7.3. IRS Code §501(c)(19) Posts or organizations of past or present members of the Armed Forces.
- 4.7.4. IRS Code §501(c)(3) nonprofit organizations authorized to do business in Texas; or
- 4.7.5. Texas chapters of IRS Code §501(c)(4) Veteran's service organizations.

#### **4.8. Not Eligible to Apply: Who cannot apply for a grant.**

- 4.8.1. Individuals.
- 4.8.2. For-profit entities.
- 4.8.3. Units of federal or state government, state agencies, or colleges and universities.
- 4.8.4. Organizations that have not fulfilled and maintained all legal requirements to operate in Texas.
- 4.8.5. Organizations that do not have current operations in Texas or a Texas-based chapter; and
- 4.8.6. Organizations that are currently providing services under a non-renewed grant during the 2023-24 grant period, have an opportunity to meet renewal criteria for a 2024-25 grant, and therefore are ineligible to submit applications for the same grant programs announced in this RFA.
- 4.8.7. Applicant organizations with contracts or agreements with the Texas Veterans Commission may be ineligible for Fund for Veterans' Assistance grant funding requested for Proposed Projects involving the same or similar services as those funded under the contract. Applicants are responsible for ensuring their submitted application discloses any such contract. The Proposed Project must be clearly and sufficiently differentiated in the application from any contracted services.

**4.9. Online Grant Application:** Applicants must complete and submit the application on the TVC Grants Portal found at [www.tvc.texas.gov/grants](http://www.tvc.texas.gov/grants). Paper applications are not accepted. Each Organization is required to register for one account in the TVC Grants portal. This one account is used for all applications submitted by that Organization. Each section description explains the information required to complete the application. Per 2 CFR §200.204, the application window will be open for 60 days. Applicants are encouraged to submit their applications in the TVC Grants Portal at least 72 hours prior to the announced application closing date to avoid technical or user-generated issues. The TVC Grants Portal will not allow applications to be submitted after the announced closing time and date.

**4.10. Funding Amounts per Grant Program:** Eligible Applicants can request funding in increments of \$5,000 when their grant-funded services are provided at the local, county, regional, and statewide levels. See table below.

**Table 4.1 Funding Amounts per Grant Program.**

Funding Amount Requested	Veteran County Service Office grants	Veteran Treatment Court grants	General Assistance grants	Housing for Texas Heroes grants	Veteran Mental Health grants
\$5,000 - \$300,000	County-level Services in GA (or) H4TXH (or) VMH	County-level Veteran Treatment Courts	Local, County, and Regional Applications	Local, County, Regional, & Statewide Applications	Local, County, Regional, & Statewide Applications
\$5,000 - \$400,000	N/A	Regional Court (2 or more counties)	N/A		
\$5,000 - \$500,000	N/A	N/A	Statewide		

**4.11. Matching Funds:** There is no matching requirement.

**4.12. Required Financial Documentation with Applications:** An Eligible Applicant must provide the minimum required financial documentation for the range in which their requested grant amount falls. Units of Local Government are not required to submit financial documentation. The amount of funding requested by an Eligible Applicant will determine the financial documents the Eligible Applicant must provide.

4.12.1. An Eligible Applicant may supply financial documentation that is greater than what is required for an FVA Grant Amount (per the table below) but may not supply less than the Minimum Required Financial Documentation.

**Table 4.2 Minimum Required Financial Documentation by Grant Amount**

FVA Grant Amount	Minimum Required Financial Documentation
\$150,001-\$500,000	Independent Audited Financial Statements not older than 2 years
\$50,001-\$150,000	IRS Tax Form 990 showing Part X Balance Sheets not older than 2 years
\$5,000-\$50,000	IRS Form 990 EZ not older than 2 years

**4.13. Required Financial Documents for Multiple Funding Sources:** Organizations requesting total grant funding via applications, amendments, and/or renewals exceeding the below amounts must submit the following documentation.

4.13.1. \$750,000+ required to provide their most recent A-133 single audit not older than 2 years.

4.13.2. \$150,000+ required to provide an independent audited financial statement not older than 2 years.

4.13.3. 50,000+ required to provide an IRS Tax 990 return with Part X Balance Sheets not older than 2 years.

**4.14. Application Certification:** Applicants will attest to reading, understanding, and accepting the terms of this grant contract according to federal and state regulations, and TVC policies outlined in the RFA, program requirements, and the Notice of Grant Award statement.

**4.15. Application Package:** A complete Application Package includes submitting a completed online application and attached items listed below via the TVC Grants Portal. An Application Package may have up to 4 attachments. Failure to provide required attachments or to agree with the True and Correct Statement will result in ineligibility. When submitting the Application Package, name each attachment below.

4.15.1. List and terms of current governing body members (Board of Directors, Commissioners Court, City Council Members).

4.15.2. Financial Documentation, if not a Unit of Local Government.

4.15.3. IRS Tax determination letter regarding non-profit status, if applicable. Do not submit paperwork from the State Secretary of State or the State Comptroller of Public Accounts regarding non-profit status. Only IRS Tax determination letter indicating your organization is recognized as a tax-exempt non-profit is acceptable.

4.15.4. A copy of current professional liability insurance and/or malpractice insurance policy covering the applicant organization at the time of application submission.

**4.16. Application Webinar and Questions:** Potential applicants will have the opportunity to participate in an information webinar session regarding 2024-25 FVA grant applications. The webinar is tentatively scheduled as listed in Key Dates below. Information regarding the webinar will be available on the FVA website. Please check the FVA website for updated information.

4.16.1. The information webinar will address questions regarding the application or application process but will not address a specific project or an organization's application.

4.16.2. All questions pertaining to this RFA must be submitted to [rfaquestions@tvc.texas.gov](mailto:rfaquestions@tvc.texas.gov) with "2024-25 [Grant Program inserted here] Question" in the subject line of the email. FAQs and responses will be posted on the website.

**5. APPLICATION ELIGIBILITY AND REVIEW:** All submitted applications are screened for eligibility before entering the competitive selection process. The eligibility assessment is designed to be a proactive measure to prevent fraud, waste, and abuse and to alert the commission to potential risks before an award is made.

**5.1. Application Eligibility:** A Grant Application must meet the following requirements to be considered eligible for the competitive grant selection process:

- 5.1.1. Be completed according to the grant application instructions.
- 5.1.2. Satisfy all requirements as listed in Section 4: 2024-2025 Funding Opportunity and Application Submission Requirements; and
- 5.1.3. Submitted via the TVC Grants portal by the deadline established in this RFA.
- 5.1.4. If a Grant Application received does not meet all requirements listed above, it may not be considered for funding. FVA may request additional documentation from the applicant for clarification after initial review of submitted application. FVA will not request any missing documents. Any information requested by the FVA must be submitted within five (5) business days of FVA's request. If clarification information is not received or is incomplete, the application may not be considered for funding.

**5.2. Application Eligibility – Unallowable Expenses:** The requested grant amount will be reduced by the TVC Executive Director during application eligibility screening if the application includes unallowable budgeted expense(s) equaling 20%-40% of the total grant amount requested. Example: if \$20,000 of unallowable costs are listed in the budget of an application seeking \$100,000 of grant funding, the unallowable items will be removed, and the application amount will be reduced to \$80,000. The TVC Executive Director shall determine if the resulting, reduced application will move forward in the competitive selection process for awarding.

**5.3. Ineligible Applications:** Grant Applications received will be reviewed for eligibility and deemed ineligible if one or more of the following applies:

- 5.3.1. The application is not complete.
- 5.3.2. Minimum Financial Documentation is not provided.
- 5.3.3. The Application Package is missing required attachments.
- 5.3.4. If an audit completed in the past 2 years has significant deficiencies or material weaknesses. A Grantee with similar audit findings during the grant period will make them ineligible for renewal.
- 5.3.5. If the organization has an exclusion record listed on the General Services Administration (GSA) System for Award Management (SAM). A Grantee with an exclusion record listed in GSA SAM will be ineligible for renewal.
- 5.3.6. The Application Package is not submitted through the TVC Grants portal by the deadline.
- 5.3.7. The **application is ineligible** if more than 40% of the budgeted expenses in the application are determined unallowable.
- 5.3.8. Applicant organizations with contracts or agreements with the Texas Veterans Commission **may be ineligible** for Fund for Veterans' Assistance grant funding requested for Proposed Projects involving the same or similar services as those funded under the contract. Applicants are responsible for ensuring their submitted application discloses any such contract. The Proposed Project must be clearly and sufficiently differentiated in the application from any contracted services.

5.3.9. The applicant organization is deemed financially unstable.

**5.4. Applicant Risk Determination:** Organizations and their applications will be assessed for risk including review of additional information available about the organization such as public information discovered through open-source research, Federal Audit Clearing House (Harvester), IRS Select Check, SAM, GuideStar and FVA risk assessments. Organizations determined to be High Risk will be highlighted for the Advisory Committee and Commissioners’ awareness during their evaluation and awarding consideration. If selected, High Risk organizations are subject to additional conditions as defined in 2 CFR 200.207.

**5.5. Applicant Financial Stability** will be assessed using the liquid asset test based on submitted financial documentation. Competitive organizations typically can show a cash and/or cash equivalent balance covering at least 2 months of the projected grant expenses for the proposed grant project included in the application.

**5.6. Application Review:** Following eligibility screening, risk determination, and financial stability assessment, the eligible applications are reviewed by the FVA staff to assess the application’s fit and alignment with FVA’s grant program, as described in the RFA, the Annex A - Terms and Conditions, and Annex B - Grant Program Requirements. Each application receives independent reviews from three separate FVA staff. The results from the reviews are weighted based on the percentages in the table below.

**Table 5.1. Application Review Weighted Percentage**

Areas for Review	Weighted Percentage
<p><b><i>Proposed Project</i></b></p> <ul style="list-style-type: none"> <li>• Is the proposed project reasonable, feasible, and able to be implemented?</li> <li>• Does the proposed project support TVC program goals, as described in the application?</li> </ul>	40%
<p><b><i>Organizational Management</i></b></p> <ul style="list-style-type: none"> <li>• Does the organization have the capacity and experience to successfully accomplish the proposed project?</li> <li>• What is the performance history of this organization with TVC grant funding?</li> </ul>	25%
<p><b><i>Budget</i></b></p> <ul style="list-style-type: none"> <li>• Is the budget reasonable, allowable, and necessary to accomplish the proposed project?</li> <li>• Does the proposed budget include unallowable expenses specified in the RFA and application instructions?</li> <li>• Does the proposed budget indicate a priority to fund client services?</li> </ul>	35%



## 6. AWARD PROCESS:

**6.1. Application Review Window:** When the application window is opened, and prior to the TVC Commission making the grant awards, the FVA staff and the FVA Advisory Committee members will not be able to discuss applications with any organization.

### 6.2. FVA Advisory Committee:

6.2.1. All eligible applications will be given to the Committee for their evaluation and preparation of award recommendations to the Commission. The Committee uses the application, its attachments, the applicant risk determination, FVA staff review, and the funding goals to formulate the recommendation list for awards.

6.2.2. The Committee will convene in January 2024 for a public presentation of the Proposed Projects by Applicants. Following that public presentation, the Committee will convene in late March or early April 2024 to make the award recommendations. Additional information on these meetings (specific location and dates) will be available and shared when confirmed. The dates of these meetings are subject to change. Please check the FVA website for updated information ([tvc.texas.gov/grants](http://tvc.texas.gov/grants)). Applicants are not required to participate in the presentation meeting, as their recommendation for award is not based on the presentation. The presentation meeting serves as an opportunity for applicants to present their projects and interact in-person or virtually with the Committee while describing their projects' objectives.

**6.3. Funding Recommendations:** The funding recommendations made by the Committee will be presented to the Commission in May 2024 for the Commission's award decision. Additional information on this meeting will be made available when details are confirmed. The exact date of this meeting has not been set. Please check the FVA website for updated information.

6.3.1. If any part of the submitted application needs to be revised (for example, if the Grantee is awarded an amount other than that requested or the application mischaracterizes or contains unallowable costs), the Awarded Applicant must submit a revised application during post-award negotiations, following the 3<sup>rd</sup> Quarter Commission Meeting. Any element of the awarded application that is outside the scope or allowable expenses for the awarded service category will be removed during negotiations. The FVA will provide instructions and guidelines for the submission of the revised application.

**6.4. Posting:** Award determinations will be posted on FVA website after the 3<sup>rd</sup> Quarter Commission Meeting.

**7. KEY DATES:** The dates and times listed in this RFA are subject to change. Please check the TVC website for updated information at [www.tvc.texas.gov](http://www.tvc.texas.gov).

**7.1. September 2023: 2024–2025 Request for Application (RFA) and Application Webinar.**

**7.2. October 2, 2023 – 5:00pm: Grant Portal and Application Window Opens for 2024-2025 FVA Grants.**

**7.3. November 2023: 2024–2025 Request for Application (RFA) and Application Webinar.**

**7.4. November 23, 2023 – 5:00pm:** Last day to submit RFA questions to TVC ([rfaquestions@tvc.texas.gov](mailto:rfaquestions@tvc.texas.gov)) regarding this RFA.

- 7.5. December 4, 2023 – 5:00pm:** All applications must be submitted. Application portal will close automatically at 5:00 p.m., Central Standard Time on this date.
- 7.6. January 2024: Application Presentation Meeting.** All eligible organizations may present their application to the FVA Advisory Committee in person or virtually. Travel expenses are not covered.
- 7.7. March 2024: Funding Recommendation Meeting.** FVA Advisory Committee meets to confirm funding recommendations.
- 7.8. May 2024: Grant Award Commission Meeting.** Austin, Texas.
- 7.9. May 2024: 2024–2025 Newly Awarded Applicants & Renewed Grantees Webinar.**

- 7.9.1. **June 2024:** Notice of Grant Awards to be sent to funded organizations.
- 7.9.2. **July 1, 2024:** Grant Funding Period begins.
- 7.9.3. **June 30, 2025:** Grant Funding Period ends.

- 8. FVA GRANTEE TRAINING.** Awarded Applicants will be required to participate in training. Training will be conducted remotely either via webinar or conference call, or in some instances FVA staff may conduct an onsite training visit at the Awarded Applicant’s facility. Training costs related to FVA Grant training do not need to be included in the budget for the Proposed Project.