



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

**General Assistance Grant  
2019-2020**

**September 8, 2018**

**Application Deadline: November 16, 2018, 5:00 PM  
Austin, Texas**

**Fund for Veterans' Assistance website:**  
<https://www.tvc.texas.gov/grants-funding/>

The Texas Veterans Commission (TVC) is firmly committed to the principal of fair and equal employment opportunities and the provision of services without regard to race, color, sex, religion, national origin, age, physical disability, or genetic information.

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**Request for Applications**  
**Texas Veterans Commission Fund for Veterans' Assistance**  
**2019-20 General Assistance Grant**

The Fund for Veterans' Assistance (FVA or "Fund") was created in the 79<sup>th</sup> Legislature, and codified in the Texas Government Code § 434.017, Fund for Veterans' Assistance and the Texas Administrative Code § 460, Fund for Veterans' Assistance Program. The Fund is composed of money deposited under Government Code §§ 466.027 and 466.408 for proceeds from a Texas Lottery Commission Veterans' Assistance game, Texas Transportation Code § 502.1746 for donations from vehicle registration and drivers' license renewals, Government Code § 411.1741 for donations from License to Carry renewals, Parks and Wildlife Code §12.07 for donations from hunting and fishing license renewals, gifts and grants contributed to the Fund, and the earnings of the Fund. The Texas Veterans Commission oversees all rules governing the awarding of grants from the FVA.

**I. Purpose and Overview**

The purpose of this Request for Applications (RFA) is to seek Grant Applications from Eligible Applicants for Reimbursement Grants using FVA funds. All grant awards will be made through a competitive grant selection process. VCSO Funding is available for General Assistance grants.

**A. General Assistance Service Categories**

The Texas Veterans Commission is authorized to use funds appropriated to the FVA to administer the Fund and make reimbursement grants to address the needs of Veterans and their families. Such needs include the following service categories:

**Employment:** This includes job skills and training programs, job search services and other employment-related services. **Applicants are to review current programs offered by TVC to ensure Proposed Projects do not duplicate services currently provided by TVC.**

**Family Services:** Services may include youth programs, family programs, reintegration, and deployment readiness programs. **Services may not include Mental Health components.**

**Financial Assistance:** Financial assistance that is short-term and temporary in nature, such as, a one-time utility payment, one-time rental payment, transportation assistance, or child care. Financial assistance payments should only be made if the organization verifies that the Beneficiary is the named person on the utility, rent agreement, mortgage, or other bill presented. Financial assistance payments are not to be made to the Beneficiary, but to the vendor. Medical expenses and child support payments are NOT considered for financial assistance. **Gift cards, pre-paid gas cards, other pre-paid service cards, cash or cash equivalents are NOT allowable. Services may not include Mental Health components. One-time assistance payments shall not cover more than six months.**

**Legal:** This includes legal aid, legal clinics and other legal services other than Veterans Courts. This service category does NOT include criminal defense or Veterans Courts as defined in the Texas Government Code, Chapter 124.

**Referral:** This category includes those programs that provide information and referral programs.

**Supportive Services:** This category is for support services such as elder care, food delivery programs, financial counseling, and case management. **Pre-paid service cards, such as gas,**

**groceries, and department store-related cards are NOT allowable. Services may not include Mental Health components.**

**Transportation:** May include transportation assistance and transportation programs. **Pre-paid gas or pre-paid service cards, cash or cash equivalents are NOT allowable.**

**B. Priorities**

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. These priorities are:

- **Service Categories**

Priority will be given to the following service categories:

- Financial Assistance
- Supportive Services

- **Geographic Distribution**

The FVA Advisory Committee will develop recommendations that will ensure widespread distribution of grants across the state.

- **Diversity of Services in Geographic Areas**

The Commission encourages a diversity of services provided within geographic regions.

- **Outstanding Grant Applications**

Priority will be given to outstanding-rated grant applications.

- **Full Funding**

The FVA Advisory Committee will recommend fully funding grant requests, whenever possible.

The above priorities will be used in the funding recommendations made for this grant.

**C. Term of this Grant**

Grants awarded under this RFA will begin on **July 1, 2019** and end on **June 30, 2020**.

**Reimbursement will only be made for those allowable expenses that occur within the term of this grant.** No pre-award spending will be allowed. The initial term of the grant shall be for one (1) year from July 1, 2018 to June 30, 2020. Agency may, in its sole discretion, exercise the option to renew the grant for one (1) additional one (1) year period. To be considered for a renewal, grantees must meet both performance and expenditure benchmarks and have no outstanding compliance issues on the 3<sup>rd</sup> Quarter Performance and Expenditure Report. To exercise the option to renew the term, FVA will notify the grantee; such notice may be by NOGA issuance.

**D. Total Amount Available and Number of Awards**

The anticipated amount available for awarding in 2019-20 for all four FVA grant programs including VCSO Funding is \$26,000,000. The number of awards will be dependent upon the FVA grant amounts awarded to Eligible Applicants. Requested grant amounts must be one of the specific grant amounts listed. This amount is subject to change due to availability of funds.

**E. Number of FVA Grants**

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.

## **F. Matching Funds**

While there is no mandated matching requirement, the FVA does expect Grantees to share in the operational cost of funded projects. Applicants are required to identify the anticipated funds they will use on the Proposed Project. Organization revenue, excluding FVA grants, will be reviewed with respect to the amount requested in the application.

## **II. Definitions of Key Terms**

The capitalized terms used in this RFA are defined as follows:

**Advisory Committee.** The committee formed under Texas Administrative Code, Title 40, Part 15, Section 452.2(c), relating to Fund for Veterans' Assistance Advisory Committee.

**Agency.** The Texas Veterans Commission.

**Applicant.** Shall have the same meaning as Eligible Applicant as defined in the Texas Administrative Code, Title 40, Part 15, Section 460.3(a). The following are eligible to apply for grant funds: 1) Units of local government; 2) IRS Code § 501(c)(19) Posts or organizations of past or present members of the Armed Forces; 3) IRS Code § 501(c)(3) private nonprofit organizations authorized to do business in Texas; 4) Texas chapters of IRS Code § 501(c)(4) Veterans service organizations; or 5) Non-profit organizations authorized to do business in Texas with experience providing services to Veterans.

**Approved Budget.** The budget included in a grant application that corresponds with the amount awarded by the Commission.

**Audited Financial Statements.** A consulting service provided by a third-party Certified Public Accountant (CPA) that reviews the accounting processes and procedures. The CPA will review the financial statements using standards promulgated by the American Institute of Certified Public Accountants.

**Awarded Applicant.** Shall have the same meaning as Grantee. An organization that receives a grant from the Fund for Veterans' Assistance.

**Beneficiary.** A member of the target population served by the Grantee's organization. For purposes of this grant, the Beneficiary, is a Texas veteran, Texas surviving spouse, or a Texas veteran's dependent.

**Cancellation.** Cessation of payment of grant funds and withdrawal of the Grantee's right to receive additional grant funds.

**Capital Expenditure.** Tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the organization for financial statement purposes, or \$5,000.

**Commission.** The members of the Texas Veterans Commission.

**Compilation of Financial Statements.** Refers to the process whereby an accountant presents, in the form of financial statements, information that is the representation of management (owners), without undertaking to express any assurance on the statements. This may or may not be done by a third-party CPA.

**Dependents.** Spouse, minor son, or daughter, including stepchild or adopted child of a Texas veteran residing with the veteran or under age 24 if a full-time student.

**Disabled Veteran.** As defined in Title 5, United States Code Annotated, Section 2108(2), "An individual who has served on active duty in the armed forces, (except as provided under section 2108a) has been separated therefrom under honorable conditions, and has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military department."

**Disallowed Cost.** A questioned cost that the Agency has determined violates the conditions of the NOGA or other law, regulation, or other document governing the expenditures of funds.

**Eligible Applicants.** As defined in the Texas Administrative Code, Title 40, Part 15, Section 460.3(a). The following are eligible to apply for grant funds: 1) Units of local government; 2) IRS Code § 501(c)(19) Posts or organizations of past or present members of the Armed Forces; 3) IRS Code § 501(c)(3) private nonprofit organizations authorized to do business in Texas; 4) Texas chapters of IRS Code § 501(c)(4) Veterans service organizations; or 5) Non-profit organizations authorized to do business in Texas with experience providing services to Veterans.

**Expenditure Benchmark.** The percent of the total grant award that must be expended and reported by designated timeframes within the Grant Funding Period.

**FVA.** Fund for Veterans' Assistance.

**Governing Body.** A group who formulates the policy and directs the affairs of an organization in partnership with managing staff.

**Grant.** A sum of money given by an organization or a unit of government for a particular purpose. Grants do not include donations or in-kind contributions.

**Grant Application.** Documents submitted by an organization or unit of local government in response to the Request for Applications (RFA). Also referred to as "Application Package" in this RFA.

**Grantee.** An organization that receives a grant from the Fund for Veterans' Assistance.

**Grant Funding Period.** The time period specified in the RFA and NOGA during which all work must be performed and expenses must be incurred.

**Grant Project.** The work and activities for which grant funding has been awarded and information is provided in the approved application. During the open application process and before the Texas Veterans Commission makes final grant awards, indicated by a fully-executed NOGA, the Grant Project will be known as the Proposed Project.

**Ineligible.** Any application submitted by an organization that does not meet the requirements of this RFA will be disqualified from further review and deemed Ineligible.

**IRS Tax Form 990 showing Part X Balance Sheets.** Refers to form used by tax-exempt organizations, non-exempt charitable trusts, and section 527 political organizations to provide the IRS with the information required by Internal Revenue Code, 26 U.S.C. § 6033 (relating to returns by exempt organizations). To be considered as sufficient Minimum Required Financial Documentation, the Form 990 submitted must be a complete, legible copy of the signed form filed with the IRS and include Part X. Balance Sheets.



**Notice of Grant Award.** The Notice of Grant Award (NOGA) and all addenda represent a legally binding contract ("Agreement") between the parties. Upon Commission approval of the grant award, the parties will be bound by the following: 1) **the terms and requirements within this RFA document**, 2) **FVA Grant Program Requirements and Terms & Conditions**, 3) **the Grant Application and all items submitted by the grant applicant to the Commission in response to this RFA**, and 4) **the Notice of Grant Award (NOGA)**. In the event of conflicts or inconsistencies between any of these documents, the provisions set forth in the NOGA will prevail.

**Performance Benchmark.** The percent of each minimum required performance measure that must be met and reported by designated timeframes within the grant period.

**Principal Participant.** Project Coordinator and Financial Coordinator, and Executive Director or any other key stakeholders in the Proposed Project.

**Program Income.** Gross income received by the grantee directly generated by a grant supported activity, or earned only as a result of the grant agreement during the grant period.

**Proposed Project.** The work and activities for which funding is sought and information is provided in the application. Should the Texas Veterans Commission approve the Application, the Proposed Project will then become known as the Grant Project.

**Questioned Cost.** A cost that has been identified to be an alleged violation of a provision of the NOGA, law, regulation, or other agreement or document governing the expenditure of funds or a cost that is not supported by adequate documentation.

**Regional.** Refers to a Proposed Project whose service area includes one or more counties within the state and whose services are offered and available to beneficiaries living within those identified counties.

**Reimbursement Grant.** The Grantee is required to finance its operations with its own working capital. Grant payments will be made to reimburse the Grantee for actual expenditures made supported by adequate documentation.

**Résumé.** A document that contains a summary of relevant job experience and education.

**Statewide.** Refers to a Proposed Project whose service area includes every county within the state and whose services are offered and available to beneficiaries living within every county within the state.

**Sub-Grant.** An award made by a Grantee to another organization or agency using grant funds. This is prohibited under Texas Administrative Code, Title 40, Part 15, Section 460.10(2).

**Surviving Spouse.** The non-remarried spouse of a deceased veteran who was married to the veteran while on active duty.

**TVC.** Texas Veterans Commission.

**Unallowable Cost.** A cost that is 1) not necessary and reasonable for proper and efficient performance and administration of the project, 2) not allocable to the project, 3) not authorized or prohibited under State or local laws or regulations, and 4) does not conform to limitations or exclusions set forth in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Federal laws, terms and conditions of the award, or other governing regulations as to types or amounts of cost items.

**Unduplicated.** For purposes of this grant, unduplicated shall be defined as not previously counted.

**Units of Local Government.** A county, municipality, special district, school district, junior college district, a local workforce development board created under the Texas Government Code § 2308.253, or other legally constituted political subdivision of the state.

**VCSO Funding.** SB 1679 (85<sup>th</sup> Legislature) created a 5% set-aside for VCSO applications for FVA grants. This funding is available for General Assistance, Housing for Texas Heroes, and Veterans Mental Health grant applications with the Veteran County Service officer listed as the Project Coordinator.

### **III. Program Guidelines**

#### **A. Competitive Grant**

The General Assistance grant is a competitive reimbursement grant available to Eligible Applicants. The funding is to be used to assist organizations with addressing the needs of Veterans and their families. Grant funding should not be used with the anticipation or expectation of additional or subsequent awards of FVA funding. See **E. Additional Funding** below.

#### **B. Reimbursement Grant**

FVA grants are awarded on a cost reimbursement basis. Under the cost reimbursement method of funding, a Grantee is required to finance its operations with its own working capital with grant payments made to reimburse the Grantee for actual cash disbursements supported by adequate documentation as prescribed by the FVA. For new recipients of FVA grants, an initial payment of up to 10% of the total amount of the grant can be made for start-up costs. The subsequent expenses will be charged against the initial payment until a zero balance is reached to be followed by expenses that will be reimbursed up to the total amount of the grant.

#### **C. Eligibility of Beneficiaries**

The Grantee must ensure that clients served using FVA grant funds are eligible to receive services prior to requesting reimbursement for services provided to these clients. Eligibility documentation must be maintained by the Grantee in the clients' records.

##### Eligibility Documents

The grantee will use the following documents to determine that beneficiaries are eligible to receive services. Veterans must provide one of the following; DD-214, NGB-22, NA Form 13038, Certification of Military Service, Uniform Services Identification Card, Department of Veterans Affairs Summary Letter with Character of Service listed, State of Texas Issued Driver License with Veteran designation, or Department of Veterans Affairs eBenefits Summary Letter with Character of Service listed. Dependents must provide one of the following; Uniform Services Identification Card, Marriage Certificate, Birth Certificate, or Adoption Certificate. Surviving Spouses must provide one of the following; Uniform Services Identification Card, Marriage Certificate, Death Certificate and or one of the forms listed for above for Veterans eligibility.

##### Document Retention

The grantee must retain all records pertaining to the grant per UGMS guidance (3 years) or by the origination's policies requirements, whichever is longer. All records will be kept in a secure location at all times either in a locked file cabinet or secure electronic means.

#### **D. Grant Funding Period**

All funding awarded under this grant must be expended within the Grant Funding Period of July 1, 2019 to June 30, 2020. No pre-award spending will be allowed. All costs associated with the preparation and submission of an Application for this RFA is the responsibility of Applicant. These costs shall not be chargeable to TVC by any successful or unsuccessful Applicant.

**E. Additional Funding**

**There should be no expectation of additional or continued grant funding on the part of the Grantee.** Any additional funding or future funding will require an accepted TVC offer of grant renewal, or submission of a Grant Application during a subsequent Request for Applications. An amendment extending the Grant Period may be considered by the FVA.

**F. Eligible Applicants**

1. Units of local government;
2. IRS Code § 501(c)(19) Posts or organizations of past or present members of the Armed Forces;
3. IRS Code § 501(c)(3) private nonprofit organizations authorized to do business in Texas;
4. Texas chapters of IRS Code § 501(c)(4) Veterans service organizations; or
5. Non-profit organizations authorized to do business in Texas with experience providing services to Veterans.

**G. Not Eligible to Apply**

1. **Individuals;**
2. For-profit entities;
3. Units of federal or state government, including state agencies, colleges, and universities;
4. Organizations that have not fulfilled and maintained all legal requirements to operate in the state of Texas; and
5. Organizations that do not have current operations in Texas or a Texas-based chapter.

**Please note:** 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.

**H. Funding Amounts and Financial Documentation**

Eligible Applicants are encouraged to request a specific funding amount from the options below.

- \$5,000
- \$15,000
- \$20,000
- \$30,000
- \$50,000
- \$75,000
- \$100,000
- \$150,000
- \$200,000
- \$250,000
- \$300,000
- \$500,000 – Requests of this amount are available to Statewide Proposed Projects ONLY.

An Eligible Applicant **must** provide the minimum required financial documentation listed below 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. An Eligible Applicant may supply financial documentation that is greater than what is required for an FVA Grant Amount, but may not supply less than the Minimum Required Financial Documentation. See Section III. Definition of Key Terms for more information regarding required financial documentation.

FVA Grant Amount	Minimum Required Financial Documentation
<ul style="list-style-type: none"> <li>• \$500,000</li> <li>• \$300,000</li> <li>• \$250,000</li> <li>• \$200,000</li> </ul>	Audited Financial Statements
<ul style="list-style-type: none"> <li>• \$150,000</li> <li>• \$100,000</li> <li>• \$75,000</li> <li>• \$50,000</li> <li>• \$30,000</li> <li>• \$20,000</li> <li>• \$15,000</li> <li>• \$5,000</li> </ul>	Compilation of Financial Statements or IRS Tax Form 990 showing Part X Balance Sheets

Organizations submitting multiple applications for FVA grants with a total requesting over \$750,000 will be expected to provide an A-133 single audit as required by UGMS and 2 CFR 200.

**I. Texas Administrative Code**

All applicants should review and be familiar with the TVC administrative rules governing the Fund for Veterans’ Assistance Program. These rules are published in 40 Texas Administrative Code, Part 15, Chapter 460, found at:

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=4&ti=40&pt=15&ch=460](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=40&pt=15&ch=460)

**J. Prohibited Uses of Funds**

- **Supplanting of Funds**  
A grant made to an organization or unit of local government is intended to provide services and/or assist Veterans and their families through the existing structure of the organization. It is not the intent of this grant to supplant existing funds, but to supplement existing funding.
  
- **Duplication of Services**  
Grant funds are not to be used to conduct activities or to provide services that are the same as those currently provided by the Texas Veterans Commission. **However, grant funds may be used to conduct activities or provide services that complement those provided by the Texas Veterans Commission.** Services provided by the Texas Veterans Commission include Claims Representation and Counseling, 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>.

- **Duplication of Contracted Services**  
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.
  
- **Sub-Grants**  
Sub-Granting is an award made by a Grantee to another organization or agency using FVA grant funds. This is prohibited under Texas Administrative Code, Title 40, Part 15, Section 460.10(2).
  
- **Capital Expenditures**  
Capital expenditures are those expenditures of tangible personal property having a useful life of more than one year and an acquisition cost which equals **or** exceeds the lesser of the capitalization level established by the organization for financial statement purposes, or \$5,000. **Capital expenditures are prohibited.**  
  
Vehicle purchase and capital leases are prohibited. “Use” leases or “operational” leases are allowable only when specifically authorized.
  
- The following are also prohibited costs for FVA Grants:
  - Cash or Cash Equivalents – per Texas Administrative Code, Title 40, Part 15, Section 460.10(3) distribution of cash or a cash equivalent to veterans and/or their families is prohibited. Cash equivalents include gift cards and gas cards.
  - Scholarships – per Texas Administrative Code, Title 40, Part 15, Section 460.10(5) scholarships for education are prohibited.
  - Preparation of Grant Application costs – costs associated with preparing and/or submission of an Application are the responsibility of the Applicant.
  - “Honoraria” – this is not an allowable cost. The term “fee” should be used in lieu of honorarium in accounting records and consulting agreements.
  - Food – FVA reserves the right to restrict a Grantee from expending any funds on food costs or to disallow food costs. FVA will determine if food costs have both a programmatic purpose and are reasonable and necessary for the successful performance of the Proposed Project.
  - Construction – per Texas Administrative Code, Title 40, Part 15, Section 460.10(4) acquisition or construction of facilities, except for grant funds awarded under the H4TXH program, is prohibited.
  - Child support, alimony are **not** considered emergency financial assistance and are not permitted under this grant.
  - Tax costs in the form of special assessments for capital improvements and/or federal income taxes are not permitted under this grant.

**K. Grant Management Standards**

All grants awarded by the Texas Veterans Commission must follow the applicable Uniform Grant Management Standards (UGMS) which can be found at <https://comptroller.texas.gov/purchasing/docs/ugms.pdf> and the applicable federal grant guidelines published by the Office of Management and Budget (OMB). The OMB federal guidelines, 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, can be found at: <http://www.ecfr.gov/cgi-bin/text->

[idx?SID=ad01a55d75da31a0dfce4a96512c1ff2&node=2:1.1.2.2.1&rgn=div5](#). In the event of a conflict between UGMS and applicable federal law, the provisions of federal law apply.

#### IV. Grant Application

Applicants are required to complete and submit the application on the TVC GovGrants portal (<http://tvcpportal.force.com/>). Paper applications are no longer available, required, or accepted. Each Organization is required to register for one account in the GovGrants portal. This one account is used for all applications submitted by that Organization. Each section description provides an explanation of the information required to complete the application.

The application period for this grant opens September 8, 2018 and closes November 16, 2018. Applications must be submitted by **November 16, 2018 by 5:00 p.m. through the TVC GovGrants portal. Only applications submitted via the portal will be considered for funding.**

Upon Commission approval of the grant awards, the parties will be bound by the following: 1) **the terms and requirements within this RFA document**, 2) **FVA Grant Program Requirements and Terms & Conditions**, 3) **the Grant Application and all items submitted by the grant applicant to the Commission in response to this RFA**, and 4) **the Notice of Grant Award (NOGA)**. In the event of conflicts or inconsistencies between any of these documents, the provisions set forth in the NOGA will prevail.

Applicants are expected to read and be familiar with **ALL** FVA Grant Program Requirements, Terms and Conditions and are expected to comply with them. Applicant will attest to a True and Correct Statement as part of the online application submission confirming compliance with all program requirements, terms and conditions, and provisions and assurances.

A Grant Application received by the Agency must meet the following requirements to be considered for funding:

- Be completed according to the grant application instructions;
- Satisfy all requirements as listed in Section V. Application Review and Award Process; and
- Submitted via the TVC GovGrants portal by the deadline established in this RFA.

If a Grant Application received by the Agency does not meet all requirements listed above, it may not be considered for funding. FVA may make a clarification or additional documentation request of applicants after initial review of their submission. 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.

#### V. Application Review and Award Process

- Applications received will be reviewed for eligibility and deemed **Ineligible** if one or more of the following applies:
  - The application is not complete.
  - Minimum Financial Documentation is not provided.
  - The Application Package is missing required attachments or signatures.
  - If an audit completed in the past 2 years has significant deficiencies or material weaknesses.
  - If the organization has an exclusion record listed on the General Services Administration (GSA) System for Award Management (SAM).
  - The Application Package is not submitted through the TVC GovGrants portal by the deadline.

**Please note:** 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.

This 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.

- Each eligible application will be scored using an evaluation rubric. The rubric will review the following:

<b>Areas for Evaluation</b>	<b>Weighted Percentage</b>
<i>Application</i> Was the application well written and/or well organized?	10%
<i>Proposed Project</i> Is the Proposed Project reasonable, feasible, and able to be implemented?	35%
<i>Management</i> Does the organization have the capacity and experience to successfully accomplish the Proposed Project?	30%
<i>Budget</i> Is the budget reasonable, allowable, and necessary to accomplish the Proposed Project?	25%

- Organizations and their applications will be assessed for risk including review of additional information available about the organization such as; IRS Select Check, SAM, GuideStar and FVA risk assessment score. Organizations determined to be High Risk will be highlighted for the Advisory Committee and Commissioners’ awareness during review. If selected, High Risk organizations are subject to additional conditions as defined in 2 CFR 200.207.
- Applicant financial stability will be assessed based on submitted financial documentation and additional information available. The organization’s reported previous year annual revenue not including any FVA grants will be compared to the amount requested in the application. All information should demonstrate that the applicant, if selected, has sufficient working capital available to execute the project and then request reimbursement supported by adequate documentation.

All eligible applications will be given to the FVA Advisory Committee for their review and preparation of award recommendations to the Commission. The FVA Advisory Committee uses the application, its attachments, the staff score, the Commissions priorities and their knowledge and personal experience as veterans from across the state to formulate an opinion on the eligible applications.

The FVA Advisory Committee will convene in Austin, Texas on or about January 29, 2019 for a public presentation of the Proposed Projects by Applicants. Following that public presentation, the FVA Advisory Committee will convene in Austin, Texas in March 2019 to make the award recommendations. Additional information on this meeting will be available and shared at a later date. **The dates of these meetings are subject to change. Please check the FVA website for updated information.**

The funding recommendations made by the FVA Advisory Committee will be presented to the Commission in May 2019 for the Commission's award decision. Additional information on this meeting will be made available at a later date. **The exact date of this meeting has not been set. Please check the FVA website for updated information.**

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. The Agency will provide instructions and guidelines for the submission of the revised application.

**After an application is submitted to the FVA and prior to the TVC Commission making the grant awards, the TVC and FVA staff and the FVA Advisory Committee members will not be able to discuss application status with any organization.**

Applicants shall be notified in writing of the Commission's decision regarding a grant award.

#### **VI. Application Webinar and Questions**

Potential applicants will have the opportunity to participate in an information session regarding the 2019-20 FVA grant applications to be held via webinar. The webinars are tentatively scheduled for 10 am, Sep 6, 2018 and 10 am, Oct 4, 2018. The presentation will be the same for both webinars and FVA staff will take questions at the end. Information regarding the meeting and webinar will be available on the FVA website. **Please check the FVA website for updated information.**

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

**All questions pertaining to this RFA must be submitted to [rfaquestions@tvc.texas.gov](mailto:rfaquestions@tvc.texas.gov) with "2019-20 General Assistance Question" in the subject line of the email.** Responses will be posted on the TVC GovGrants portal FAQs tab.

#### **VII. Application Package**

A complete Application Package includes submission completed online application and attached items listed below via the TVC GovGrants portal. An Application Package may have up to five attachments. Failure to complete all required fields in the portal Or to provide required attachments OR to agree with the True and Correct Statement may negatively impact the application or result in ineligibility.

The Application Package includes the following items: When submitting Application Package name each attachment according to numbers below.

1. Résumés of the Principal Participants in the organization
2. List and terms of current governing body members (Board of Directors, Commissioners Court, City Council Members)
3. Financial Documentation if not a Unit of Local Government (per Section III. H above)
4. IRS Tax determination letter regarding non-profit status, if not a unit of local government. 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.
5. A copy of current professional liability insurance and/or malpractice insurance policy

#### **VIII. Timeline for 2019-20 Grant Applications**

The dates listed in this RFA are subject to change. Please check the FVA website for updated information.



September 8, 2018	2018-2019 RFA opens with the RFA posted at <a href="https://www.tvc.texas.gov/grants-funding/">https://www.tvc.texas.gov/grants-funding/</a> and the TVC GovGrants portal ( <a href="http://tvcportal.force.com/">http://tvcportal.force.com/</a> ) funding opportunities available.
Sep 6, Oct 4, 2018	Informational application webinars. Additional information will be posted on website. <b>These dates are subject to change. Please check the FVA website.</b>
Nov 16, 2018	All applications must be submitted by 5:00 p.m., Central Standard Time.
January 28-29, 2019	All eligible organizations may present their application to the FVA Advisory Committee in Austin. Additional information will be posted on the website at a later date. <b>This date is subject to change. Please check the FVA website.</b>
March 2019	Funding Recommendation meeting. FVA Advisory Committee meets in Austin, Texas. Additional information will be posted on the website at a later date. <b>This date is subject to change. Please check the FVA website.</b>
May 2019	TVC Commission meeting. Austin, Texas. Additional information will be available at a later date. <b>This date is subject to change. Please check the FVA website.</b>
June 2019	Notice of Grant Awards to be sent to funded organizations.
July 1, 2019	Grant Funding Period begins.
July 2019	Mandatory grantee training. Additional information will be available at a later date.
June 30, 2020	Grant Funding Period ends.

#### **IX. Grantee Training**

Awarded Applicants will be required to participate in training. This 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.