**COLORADO DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**

**VETERANS ASSISTANCE GRANT PROGRAM FOR FISCAL YEAR 2015-16**

**1. General**

A. Purpose: This policy provides guidelines for the submission, review and awarding of grants from the Colorado Department of Military and Veterans Affairs (DMVA) Veterans Assistance Grant Program. This policy is designed to assist all eligible prospective grantees in the grant process. The Veterans Assistance Grant (VAG) Program is designed to assist all United States Veterans in Colorado regardless of race, color, national origin, religion, marital status or disability.

B. Grant Programs to Be Funded: Under the provisions of HB 14-1205 that these moneys in the Division of Veterans Affairs be granted to non-profit or governmental entities that provide services to ensure the health and well-being of veterans, including for the following uses:

* Homeless Veteran Housing;
* Veterans Mental Health;
* Family Counseling;
* Job Training;
* Employment; and
* Veterans Services that provide other services to veterans. Examples are crisis services, such as temporary shelter, food, or other “immediate need” services.

C. Non-profit Organizations: *A non-profit organization must be an organization that uses revenues to achieve its charitable, social welfare, labor, legal services, educational or other public benefit goals, rather than to distribute them as profits or dividends, and must be recognized under the federal tax code as a 501 (c) tax exempt organization other than a 501(c)19 or 501(c)23. Proof of non-profit status must be included with the grant request.*

D. Eligibility: Programs operated by non-profit organizations or government entities located within the State of Colorado that provide direct assistance to the needs of veterans for their health and well-being are eligible for grant funding. **Organizations must be registered with the CO Secretary of State**, be a non-profit organization recognized by the Internal Revenue Service or be a government entity providing services to Colorado veterans. NOTE: All 501(c)19 or 23 organizations should direct funding requests to the Colorado State Veterans Trust Fund (VTF) and are not eligible for VAG funding.

1. Grant funds may only be used to serve eligible Colorado veterans and their dependents. Eligibility for veterans served will be verified by presentation of a Certificate of Release or Discharge from Active Duty (DD214), which must not be a Dishonorable Discharge (DD).
2. No administrative costs are allowed, to include funding for personnel costs (except for procurement of professionals such as counseling and psychiatric services).
3. Construction or remodeling of facilities, memorials, honor guards and tribute to veterans are not eligible for Grant Program funding.
4. The maximum allowable grant will be $100,000.
5. Only one application request per organization will be considered.
6. An organization may not receive funding from both the VAG and VTF grant programs.
7. The applicant organization must directly provide services. Monies cannot be strictly pass- through funds.
8. Late submissions will not be considered.

**2. Application:** In order to be considered for a grant, the requesting organization must submit the following to:

Colorado Department of Military and Veterans Affairs

Division of Veterans Affairs

ATTN: FY 15-16 Veterans Assistance Grant Administrator

1355 S. Colorado Blvd., Building C, Room 113

Denver, Colorado 80222

1. *The original copy of the entire grant application must be submitted with an original signature (see Exhibit A-Blank Application).*
2. *The Summary Sheet template should be used. The blanks and boxes can be filled in.*
3. *The Narrative Section should be completed on a separate sheet and must not exceed 2 pages. There are Five (5) headings, some with sub-categories:*

1. *Organization Description*
2. *Goals of the Program*
3. *Specific Program or project to be funded*
4. *Number of unduplicated veterans to be served*
5. *Historical data on number of veterans previously served*
6. *Summary of exact services to be provided, issues to be addressed, activities, and timeline for services to be delivered.*
7. *Evaluation*
8. *Description of how impact of services will be measured*
9. *Key outcomes expected*
10. *Statement of willingness to participate in VAG evaluation efforts.*
11. *Optional Information*
12. *Budget Information section*
13. *A complete* ***line item budget and budget narrative*** *indicating how the grant funds are to be expended (see Exhibit B Sample Budget). This narrative will only include funds requested by the grant requesting organization.*

*2. Identification of other sources of funding that will be used for program or project*

*E. Proof of non-profit status to include proof of registration (in good standing) with the CO Secretary of State, copy of IRS award letter and completed W9 Form with EIN number.*

*F. If any of the items mentioned in 2.A., B., C., or D. or E. are not included with the grant application, the application will not be considered.*

**3. Review Procedures:** Upon receipt of the completed grant application, the Department’s Veterans Assistance Grant Administrator will perform initial screening of the application to ensure eligibility and completeness. Ineligible and incomplete applications will be returned to the applicant. Eligible and complete applications will be considered for award. The consideration of the grant applications will be a two part process:

1. Grants will be initially reviewed by a Grant Program Review Committee consisting of the following four (4) individuals: Director, Division of Veterans Affairs, the Grant Administrator and two members of the Colorado Board of Veterans Affairs appointed by the Chairman. Funding recommendations by the Review Committee will be determined by a) an objective scoring tool; b) the monies available to allocate; and c) geographic distribution factors.
2. The list will be forwarded to the Executive Director’s Office, DMVA, along with the applications and any supporting notes/comments from the aforementioned committees. The Executive Director’s Office will conduct a final review and award grant recipients.

**4. Grant Review Criteria.** Grants will be reviewed for funding using the following criteria:

*A. Does the grant request relate to the categories defined by the legislature in 1.B.?*

*B. State-wide and/or regional need for the service provided.*

*C. Number of veterans served.*

*D. Expected outcomes and proposed measures of effectiveness*

*E. Historical information on program effectiveness (qualitative and quantitative).*

*F. Budget appropriate for services and number of veterans*

*G. Geographic distribution of Grant Program applicants and veterans population served.*

*H. Previous performance on prior grants (if any)*

*I. Available funds.*

**5. Administrative Procedures, Funding and Schedule**. The grant period coincides with the State fiscal year from July 1 to June 30; however, funds must be expended or accounted for by June 15.

A. Grant applications will be accepted at the Department ***until the close of business on March 1, 2015*.**

B. Grant applications will be reviewed and awarded, and successful grantees will be notified with an award letter accompanied by a contract between the Colorado Department of Military and Veterans Affairs and the grantee. Unsuccessful applicants will be notified by letter.

C. Provided the contract is signed by the grantee and returned to the Department, and the contract is approved by the appropriate state agencies and all required signatures obtained including the State Controller, funds will be made available for disbursal. The contract must be fully executed prior to any expenditure. The grantee is responsible for determining if there is adequate time remaining in the fiscal year after the grant award to complete the provisions of the grant. Expenses are not eligible for reimbursement or disbursement made until the contract is fully executed by signatures or all required parties.

D. Funds will be reimbursed to those grantees who have expended organizational funds for grant purposes. When possible, the grantee should utilize organizational funds and request reimbursement of those funds from the Department after providing acceptable proof of expenditures. Examples are provided in 6.C. below.

E. In the event the organization does not have organizational funds, an advance of funds may be requested providing the grantee submits, in writing, a request that **clearly justifies** the need for any advance payment. No more than 25% of the total grant award may be requested for advance payment for program services. If a vehicle is to be purchased, a grantee may receive 100% advance for the vehicle.

F. If a grantee receives an advance of grant funds, additional advance funding will not be considered and disbursed until the original amount, or portion thereof, has been shown to have been expended for Grant Program purposes.

**6. Reporting:** Each grantee is required to submit a quarterly status report and a final close-out report to the Department as required under the provisions of the contract. The final report must include the totals from the previous quarterly reports.

A. Regardless of the date the grant is awarded and funds dispersed, quarterly reports are due to the Department on October 15; January 15; April 15 and a close out report July 15. *Reports must include number of veterans served, number of unduplicated veterans served, the number of instances of services, average instances per individual, services provided, how they were served, measures of effectiveness, satisfaction survey data, accomplishments and successes, and an accounting of all expenditures made during the reporting period.*

B. By June 15, 2016, any advanced funds not expended and accounted for must be returned, by the grantee, to the DMVA. Any requests for reimbursement of expenses must also reach DMVA by June 15, 2016.

C. Acceptable proof of expenditures are copies of canceled checks associated with paid receipts, bills-of-sale, or invoices, and a log of expenditures to include amount of expenditure and what they were for. Applicant must keep sufficient documentation to fully support all grant funding expended.

D. Failure to provide accurate timely reporting and expenditures may result in the cancellation of the grant and all funds being returned to the Department.

**7. Support**: Any questions regarding the grant process or this document may be directed to the Grant Administrator at 303-284-6077. E-mails may also be directed to Gail.Hoagland@dmva.state.co.us.

Exhibit A. Application

Exhibit B. Budget Example