**THE COLORADO BOARD OF VETERANS AFFAIRS**

**STATE OF COLORADO VETERANS TRUST FUND (VTF)**

**GRANT PROGRAM FISCAL YEAR 2015-16**

**1. General**

A. Purpose: The purpose of this policy is to provide guidelines for the submission, approval and awarding of grants from the Colorado State Veterans Trust Fund (VTF). This policy is designed to assist all eligible perspective grantees in the grant process. The VTF grant 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:The Colorado Board of Veterans Affairs (CBVA) and The Division of Veterans Affairs (DVA) require that grant funds be expended only for veterans who are in need of material or financial assistance. Grantees are responsible for insuring that funds are used only for veterans in need. Programs must include the general veteran population and cannot be limited to members of specific veteran organizations such as the American Legion, Veterans of Foreign Wars, or Disabled American Veterans. The Colorado Board of Veterans Affairs (CBVA) priorities for veterans programs operated by nonprofit veteran's organizations located within the State of Colorado are programs that provide assistance to the needs of veterans for their health and well-being:

* Short Term Emergency Assistance (e.g. temporary utilities, food, vouchers, medical, clothing, etc.)
* Job Training/Education/Assistance (e.g. direct training, tools text books, clothes)
* Homeless Prevention/Shelter Operations/Temporary Housing Assistance (e.g. housing or rental assistance, food, clothing, medical, utilities, etc.)
* Mental Health and Hygiene (e.g. counseling, retreats, animal therapy)
* Medical Transportation (e.g. vouchers and reimbursements; vehicle purchase, maintenance & operation)
* Veterans Stand Downs
* Special Programs Unique to the Identified Needs of a Particular Community

 In addition, consideration is given to the needs of the Division of Veterans Affairs, State Veterans Community Living Centers, and the Veterans Memorial Cemetery of Western Colorado.

C. Nonprofit Veterans Organizations: Nonprofit veteran’s organizations must be an organization nationally recognized by the United States Department of Veterans Affairs as an organization that can provide services to veterans under Title 38, USC.

D. Eligibility: Under the provisions of CRS 28-5-709, moneys in the trust fund shall be used for:

 (1) Capital improvement or needed amenities for existing or future state community living centers

 (2) Costs incurred by the legislative oversight committee and the state and veterans nursing home commission

 (3) Costs incurred by existing or future state veterans’ cemeteries.

 (4) Costs incurred by the Division (of Veterans Affairs).

 (5) Veterans Programs operated by nonprofit veterans organizations that meet the criteria adopted by the board and selected by the board as grant recipients. An eligible nonprofit veterans’ organization may submit only **ONE** grant application. This application can list several supported programs.

 (6) **Memorials, club renovations, honor guards, and tributes to veterans are**

 **not included in the VTF grant program.**

 (7) **An organization may not receive funding from both the Veterans**

 **Assistance Grant (VAG) and VTF grant programs**

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

Colorado Division of Veterans Affairs

ATTN: Veterans Trust Fund Grant Administrator

1355 South Colorado Blvd, Building C Suite 113

Denver, CO 80222

1. The original copy of the entire grant application must be submitted with an

 original signature (Exhibit A-Blank Application).

1. The Summary Sheet template should be used. The blanks and boxes can be

filled in.

1. 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. Statement of Community Needs and Partnerships to Address Needs

(3) Specific Program or project description

1. Specific Program or project to be funded
2. Goals of the Program
3. Number of unduplicated veterans to be served
4. Historical data on number of veterans previously served
5. Summary of exact services to be provided, issues to be addressed, activities, and timeline for services to be delivered.

 (4) Evaluation

1. Description of how impact of services will be measured
2. Number to be served and key outcomes expected
3. Statement of willingness to participate in VTF evaluation efforts.

 (5) Optional Information

D. Budget Information section

1. A complete **line item budget and budget narrative** indicating how the grant

 funds are to be expended (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

(3) If a request is for a vehicle, capital construction project or piece of

equipment which exceeds $5,000 then an approved bid sheet must

 accompany the grant request.

 E. Proof of registration in good standing with Colorado Secretary of State and a

 completed Form W-9, Request for Taxpayer Identification Number (TIN) and a copy

 of the IRS determination letter.

 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 VTF Grant Administrator will perform initial screening of the applications 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 individuals: Director, Division of Veterans Affairs, two members of the Colorado Board of Veterans Affairs appointed by the Chairman, and the VTF Grant Administrator
2. Grant Review Criteria: Grants will be reviewed for funding using the following criteria:

 Does the grant request relate to the priorities listed in 1B. (Grant Programs to be Funded) Only those applications addressing the priorities will be further considered, based upon the following:

1. State-wide and/or regional/local need for the service provided. (20 Points)
2. Local Partnerships with County Veterans Service Officer or other Veteran Service Organizations. (10 Points)
3. Number of veterans served. (10 Points)
4. Expected outcomes and proposed measures of effectiveness. (15 Points)
5. Historical information on program effectiveness (qualitative and quantitative). (15 Points)
6. Budget appropriate for services and number of veterans. (10 Points)
7. Geographic distribution of Grant Program applicants and veterans population served. (10 Points)
8. Previous administrative performance on prior VTF grants (if any)/New Applicant. (10 Points)
9. Available funds. (Based upon total funds available/total funds requested/number of grantees to be funded/distribution of grantees in urban and rural areas/number and types of programs in locale)
10. The Review Committee will forward recommendations for funding to the Board along with the applications and any supporting notes/comments. The CBVA will conduct a final review and award grant recipients.

**4. Administrative Procedures, Schedule, and Reporting**

A. Administrative Procedures and Schedule:

(1) Grant applications will be accepted no earlier than 1 December of the budget cycle, but must be received not later than the close of business on 1 March of each budget cycle.

 (2) Eligible and properly submitted grants are forwarded to the review committee beginning of April for their review.

 (3) The review committee submits copies of the grant requests and their recommendations to the CBVA at their monthly April meeting.

 (4) The CBVA will review all grants and recommendations from the review committee and award grants during their monthly May meeting.

 (5) A majority vote by the CBVA is required to fund a grant.

 (6) Successful grantees will be notified with an award letter which is accompanied by a contract between the Colorado Department of Military and Veterans Affairs and grantee. Unsuccessful applicants will be notified by letter.

 (7) Once the contracts are signed by the grantee and appropriate state agencies, funds will be available for disbursal after 1 July. No funds will be disbursed until the contract has been approved and completed.

 (8) Funds may be advanced providing the grantee submits, in writing, a request that clearly justifies the need for any advanced payment.

 (9) Requests for additional advance funding will not be considered and disbursed until the original amount, or a portion thereof, have been shown to have been expended.

 (10) Funds will be reimbursed to those grantees who have expended their organizational funds for grant purposes.

 (11) Acceptable proof of expenditures are copies of cancelled checks, check numbers and what they were for, paid receipts and bill-of-sale.

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

(Exhibit C Report Form)

(1) 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.

(2) By June 15, 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.

(3) Acceptable proof of expenditures are copies of canceled checks 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.

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

APPROVED ON 24 November 2014:

THE COLORADO BOARD OF VETERANS AFFAIRS