

**Veterans’ Trust Fund**

**Notice of Funding Announcement**

The Department of Military and Veterans Affairs (DMVA) is announcing the availability of up to $650,000 in competitive grants from the Veterans’ Trust Fund (VTF).

**Authority**

The VTF was established by Section 1701-A.1. of the Fiscal Code, Act of April 9, 1929 (P.L.343, No.176), as amended by the Act of July 18, 2013 (P.L.574, No.71).The Act of October 24, 2012 (P.L.1602, No.194) amended the Military and Veterans Code, Title 51 of the Pennsylvania Consolidated Statutes, and the Transportation Code, Title 75 of the Pennsylvania Consolidated Statutes, to create the framework for the funding, operation, maintenance and use of the VTF. Monies deposited in the VTF will be expended exclusively for purposes described in 51 Pa.C.S. § 1721(c).

**Availability**

DMVA is announcing the availability of up to $650,000 in VTF grant funding. This amount consists of:

* Up to $500,000 in grants to 501(c)(19) Veterans’ service organizations or 501(c)(3) non-profit organizations with a mission of serving Pennsylvania Veterans; and
* Up to $150,000 in grants to County Directors of Veterans Affairs or the Pennsylvania Association of County Directors of Veterans Affairs.

**Deadline**

Applications must be **received** **by 4:00 p.m. Eastern Standard Time on Friday, November 18, 2016**.Applications may be emailed to [RA-MVVetTrustFund@pa.gov](mailto:RA-MVVetTrustFund@pa.gov) or delivered to:

Department of Military and Veterans Affairs

Office of Administration, Bureau of Budget and Finance

ATTN: Division of Grants

Edward Martin Hall, Bldg. 0-47 Fort Indiantown Gap

Annville, Pennsylvania 17003-5002

**Awards**

The anticipated announcement of grant awards is December 2016.

**Contact Information**

Any questions should be directed to the Division of Grants at 717-861-6979 or by emailing [RA-MVVetTrustFund@pa.gov](mailto:RA-MVVetTrustFund@pa.gov).

**Grant Guidelines**

Grants will be considered in the following areas:

1. Competitive Grants to 501(c)(3) Charitable Organizations and 501(c)(19) Veterans’ Service Organizations.
   1. Beneficiaries. Grant applications will be accepted for programs and services that benefit Pennsylvania Veterans and their families.
   2. Eligibility. Organizations eligible to apply for grants in this category include 501(c)(19) Veterans’ service organizations and 501(c)(3) charitable organizations that serve Pennsylvania Veterans.
      1. Organizations previously awarded Veterans’ Trust Fund grants will not be eligible to apply for a new VTF grant if the period of performance would begin prior to the termination date of the existing grant award. Periods of performance are determined by the date specified in the Notice of Funding Announcement and Grant Agreement and are not subject to change by grant applicants.
      2. Organizations must include documentation (e.g., mission statement, charter, bylaws) with its grant application establishing that one of its primary missions is to serve Pennsylvania Veterans or their families.
   3. Funding. DMVA anticipates awarding multiple grants within this category, not to exceed a total of $500,000.

* + 1. There is no minimum dollar amount for VTF grant applications or awards.
    2. The maximum grant award to an applicant in this category is $50,000.
       1. An applicant may submit multiple grant applications if they are clearly for separate projects or initiatives that can be awarded and implemented separately. Proposals that accomplish the same mission objective should be submitted as one grant application.

* + - 1. Regardless of the number of applications received by an applicant, no more than $50,000 in total funding will be awarded to an organization in one grant cycle.
    1. Leveraging VTF grant funding by pledging cash matching funds or in-kind assistance is encouraged, but not required.
    2. DMVA reserves the right to approve a grant to an organization for a reduced dollar amount than the amount requested in the grant application. Prior to the execution of a grant agreement, the organization will be required to submit a revised budget reflecting the reduced award amount, which may be offset by reductions in grant activities, programs, services, equipment, personnel, administrative costs, indirect costs, assistance or the number of program participants.
  1. Priorities. Funding priorities for this grant cycle are Veterans’ initiatives focused on the following areas of need:
     1. Homelessness: Providing long-term relief for homeless Veterans in support of the United States Department of Veterans Affairs initiative to end Veteran homelessness.
     2. Post-Traumatic Stress Injury (PTSI): Veterans’ initiatives focused on PTSI treatment.
     3. Behavioral Health Initiatives: Veterans’ initiatives focused on overall wellness for Veterans and their families.
     4. Unique Veteran Health Services: New types of therapy such as equine and in-home health care services for Veterans.
     5. Other: New and innovative programs or services which address unmet or emerging needs of Veterans and their families.

1. Grants to County Directors of Veterans Affairs or the Pennsylvania Association of County Directors of Veterans’ Affairs.

1. Eligibility.
   1. Competitive grant applications under this section may be submitted by a Pennsylvania County Director of Veterans’ Affairs, a combination of Pennsylvania County Directors of Veterans Affairs or by the Pennsylvania Association of County Directors of Veterans’ Affairs.

* 1. County Directors of Veterans Affairs who were previously awarded VTF grants will not be eligible to apply for a new VTF grant if the period of performance would begin prior to the termination date of the existing grant award. Periods of performance are determined by the date specified in the Notice of Funding Announcement and Grant Agreement and are not subject to change by grant applicants.

1. Funding. DMVA anticipates funding multiple grants in this category, not to exceed a total of $150,000.
   1. There is no minimum amount for VTF grant applications or awards.
   2. The maximum grant award to an individual County Director of Veterans Affairs will not exceed $20,000.
   3. County Directors of Veterans Affairs who wish to apply as a group or as the Pennsylvania Association of County Directors of Veterans Affairs will be eligible for awards of up to $20,000 for each participating county, up to the maximum grant availability of $150,000.
   4. DMVA reserves the right to approve a grant to an organization for a reduced dollar amount than the amount requested in the grant application. Prior to the execution of a grant agreement, the organization will be required to submit a revised budget reflecting the reduced award amount, which may be offset by reductions in grant activities, programs, services, equipment, personnel, administrative costs, assistance or the number of program participants.
2. Primary Applicant. If two or more County Directors of Veterans Affairs, the Pennsylvania Association of County Directors of Veterans’ Affairs or a combination of entities thereof submit a competitive grant application, one primary entity must be clearly identified to serve in a fiduciary capacity. This organization must sign the Grant Agreement and, by doing so, accept and assume full responsibility for the proper accounting and disbursement of grant funds, program implementation, reporting and audit requirements as detailed in the Grant Agreement terms and conditions.
3. Priorities. Priorities for this grant round are new, innovative and expanded outreach activities or programs that increase awareness or improve delivery of services to Veterans in their county, region or across the Commonwealth. Outreach is an activity of providing services to populations who might not otherwise have access to those services. A key component of outreach is that the groups providing it are not stationary, but mobile; in other words, they are meeting those in need of outreach services at the locations where those in need are located. In addition to delivering services, outreach has an educational role of raising awareness of existing services. These initiatives should focus on areas of need associated with the following:
   * 1. Veteran Outreach Initiatives: Emphasis is to implement or improve Veteran outreach initiatives within the Commonwealth of Pennsylvania at the community, county, regional or statewide level.
     2. Veterans’ Courts: Initiatives that provide support to county or regional Veterans’ Courts to include administrative costs, transportation and mentor training.
     3. Other: Programs or services that address newly identified, unmet or emerging needs of Veterans and their families.
4. Applications.
5. Deadline. Grant applications must be received at DMVA by 4:00 p.m. Eastern Standard Time on Friday, November 18, 2016. Late submissions will be administratively rejected without review.
   * 1. The electronic submission of applications is encouraged. Applications may be emailed to [RA-MVVetTrustFund@pa.gov](mailto:RA-MVVetTrustFund@pa.gov) by the deadline.
     2. Paper applications must be received at DMVA Headquarters by the deadline. The mailing address is: Department of Military and Veterans Affairs, Office of Administration, Bureau of Budget and Finance, ATTN: Division of Grants, Edward Martin Hall, Bldg. 0-47 Fort Indiantown Gap, Annville, Pennsylvania 17003-5002.
6. Format. An electronic application template is available on the VTF webpage at [www.dmva.pa.gov](http://www.dmva.pa.gov/veteransaffairs/Pages/Programs%20and%20Services/Veterans'%20Trust%20Fund/Veterans-Trust-Fund.aspx).
7. Grant applications must include the cover page, executive summary, budget worksheet, budget narrative and program narrative.

1. The application may not exceed 10 letter-size (8½” x 11”) pages using 12-point font or larger.
2. Supporting Documentation. These documents will not count toward the ten-page application limit.
   * 1. Applications from statewide charitable organizations must include the Internal Revenue Service (IRS) letter verifying that the organization, with its referenced Taxpayer Identification Number (TIN) or Employer Identification Number (EIN), is recognized by the IRS as a tax-exempt charitable organization under Section 501(c)(3) or a Veterans’ organization under Section 501(c)(19) of the Internal Revenue Code.
     2. Charitable organizations must submit a copy of their most recently-submitted IRS Form 990, if required to be filed by the IRS. Organizations filing abbreviated versions of Form 990 may include these documents with an application packet submitted by hard copy. Organizations filing the long Form 990 should submit the document in electronic format only via email to [RA-MVVetTrustFund@pa.gov](mailto:RA-MVVetTrustFund@pa.gov).
     3. Letters of support, commitment or participation from partnering agencies or organizations may be included with the application.
     4. A charitable organization must include documentation of its intention to serve Pennsylvania Veterans, e.g., mission statement, charter, bylaws, project proposal.

Submit the minimum number of documents necessary to establish that:

* + - 1. Serving Pennsylvania Veterans or their families is one of the organization’s primary objectives; and
      2. This funding will be used to serve Pennsylvania Veterans or their families.

1. Signatures. Grant applications must contain the signature and printed name, rank and title of the most senior authorized official representing the organization, e.g., President, Board Chairperson, Adjutant.
2. Contact Information. Telephone and email addresses should be provided for the senior authorized official signing the grant application as well as the day-to-day point of contact for program and funding administration.
3. Evaluations.
   1. Competitive submissions should contain sufficient detail to evaluate the organization’s experience and ability to successfully carry out the purpose of the grant, if funding is awarded.
   2. Grant proposals will be reviewed and scored by a grant committee appointed by The Adjutant General of Pennsylvania. The committee will include the Chairman of the State Veterans’ Commission, the Deputy Adjutant General for Veterans’ Affairs or designee, the Deputy for Administration or designee, and such other members as may be appointed by The Adjutant General.
   3. No County Director of Veterans Affairs or officer or director of the Pennsylvania Association of County Directors of Veterans Affairs shall participate in the review or scoring of grant applications for any grant round in which the county or state association is an applicant.
   4. No officer or director of an organization shall participate in the review or scoring of grant applications, nor appoint a designee, for any grant round in which the organization is an applicant. If an officer or director must be recused, The Adjutant General will designate another individual to participate in evaluations for that grant cycle.
4. Awards.
   1. Announcements.

* + 1. The anticipated announcement of grant awards is December 2016.
    2. The Commonwealth of Pennsylvania, through the Governor’s Office or DMVA, may announce awards by issuing a press release prior to recipient notification of award.
    3. All grantees will receive written notice of their application status following the announcement of awards.
  1. Grant Agreement. A written Grant Agreement will be issued for signature and approval between the Commonwealth of Pennsylvania and the grantee. The Grant Agreement will include the Commonwealth’s standard terms and conditions.

* + 1. Effective Date.
       1. A Grant Agreement is not considered fully executed until all parties have approved the document and signatures have been obtained.
       2. The date that the final signature is obtained by the Commonwealth becomes the Effective Date of the Grant Agreement.
       3. Costs incurred by the grantee after the Period of Performance begins on June 1, 2017, but prior to the Effective Date of the Grant Agreement, if that date is after June 1, 2017, are at the sole risk of the grantee in the event that the Grant Agreement is not fully executed.
    2. The Grant Agreement will include provisions for prior review, approval and acknowledgment of Commonwealth assistance on grant-funded media or materials.
    3. The Grant Agreement will provide for the return of any unspent funds to the VTF at the expiration of the grant period.
  1. Period of Performance. Grants will be awarded for terms of 12, 18 or 24 months from the Period of Performance, which begins on June 1, 2017. The requested grant term should be based on the complexity of the initiative and the length of time necessary to accomplish the program objective.
  2. Payment. Disbursement of grant funds will be set forth in the Grant Agreement. Depending on the award amount, length of project period and program complexity, grant funding may be released in full upon completion of a fully executed Grant Agreement or may be disbursed incrementally during the project period.
     1. Vendor Number. As a prerequisite to the approval or payment of any funding, organizations must register and obtain a vendor number from the Commonwealth of Pennsylvania. There is no cost to obtain a vendor number. The website for vendor registration is <https://pasupplierportal.state.pa.us/irj/portal/anonymous>. Applicants are encouraged to apply for a vendor number during the application evaluation period, prior to award announcements.
        1. An organization must provide an IRS Form W-9 when applying for a vendor number. The organization’s name and Taxpayer Identification Number (TIN) or Employer Identification Number (EIN), also sometimes referred to as a Federal Identification (FID) Number, on the W-9 must be identical to the name associated with its vendor number. This name and identification number should match the grant application as well.
        2. In the Commonwealth’s vendor registration system, county offices or departments, including the County Director of Veterans Affairs, are usually identified by a three-digit suffix or “partner record” associated with an existing vendor number under the hierarchy of the County Commissioners.
        3. Questions about vendor numbers and the vendor registration process should be directed to the Customer Services Call Center at (717) 346-2676 (Harrisburg area) or (877) 435-7363 (toll free).
     2. Electronic Payments. The Commonwealth of Pennsylvania encourages entities receiving funding to use the Pennsylvania Electronic Payment Program. This enables vendors to enter banking information within the vendor registration portal to receive payment via electronic funds transfer. This expedites payments and reduces the potential for lost or misdirected checks.
  3. Reporting. The Grant Agreement will include provisions for monthly or quarterly reporting on financial obligations and expenditures, as well as performance measures and outcomes. The reporting frequency will be based upon the length of the grant period and the award amount. At its discretion, DMVA may require interim or more frequent reporting, conduct on-site visits and review documentation of grant-funded programs, purchases and events.
  4. Audits.
     1. Grant awards of $50,000 or less will require the organization to submit a compiled financial statement within three months of the project termination date.
     2. Grant awards of more than $50,000 will require organizations to submit a Project Audit, performed by a certified public accountant, within six months of the project termination date. Audits performed under the Single Audit Act of 1984 will not be accepted in lieu of a Project Audit. A Project Audit must be a financial audit conducted in accordance with the provisions of the U.S. General Accounting Office's Government Auditing Standards, current revision.
     3. The cost of obtaining a compiled financial statement or conducting a Project Audit is an allowable expense to be paid with grant funds.
     4. Interim or post-award audits may be conducted by DMVA, the Office of Inspector

General, the Auditor General or the Attorney General of Pennsylvania. Any audits

by the Commonwealth of Pennsylvania, its agencies or assigns, will be conducted at

no cost to the grantee.