



2018-19
VETERANS' TRUST FUND
NOTICE OF FUNDING ANNOUNCEMENT

The Department of Military and Veterans Affairs (DMVA) is pleased to announce the opening of its fiscal year 2018-19 Veterans' Trust Fund (VTF) grant cycle.

Funding

A combined total of \$800,000 in grant funding is available for the 2018-19 grant cycle.

- \$650,000 in funding is available for grants of up to \$50,000 for the following types of eligible applicants:
 - veterans' service organizations (VSOs) with 501(c)(19) status by the Internal Revenue Code; and
 - non-profit organizations with a mission of serving Pennsylvania veterans granted 501(c)(3) status under the Internal Revenue Code.

- \$150,000 in funding is available for the following types of eligible applicants:
 - individual eligible counties may receive up to the maximum of \$20,000 per grant cycle;
 - the State Association of County Directors of Veterans Affairs may be awarded up to the maximum of \$150,000 per grant cycle.

Timeline

DMVA anticipates that grant awards will be announced in March 2019. Organizations will be required to sign a grant agreement. Funds will be released to the grantees upon full execution of the grant agreement.

Project Period

Applicants should base proposals on projects beginning on June 1, 2019, or the date that the grant agreement is signed by all parties, **whichever date is later**. Expenses incurred prior to June 1, 2019, are not payable or reimbursable with funds from this grant.

Deadline

Applications must be **received** by DMVA, whether submitted by hard copy or electronically, by **3:00 p.m. Eastern Standard Time on Friday, December 14, 2018**. **Please note that late or misdirected submissions not physically or electronically received by this date and time will be administratively rejected without review.**

Submissions

It is preferred that applications are submitted via email to RA-MVVetTrustFund@pa.gov, although a paper copy delivered to the following address is also acceptable:

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

Contact Information

Please direct questions to Mrs. Jennifer Snyder at 717-861-6979 or email to RA-MVVetTrustFund@pa.gov.

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GRANT GUIDELINES

Grants will be considered in the following areas:

- I. Competitive grants to 501(c)(3) charitable organizations and 501(c)(19) veterans' service organizations.
 - A. Beneficiaries. Grant applications will be accepted for programs and services that benefit Pennsylvania veterans and their families.
 - B. Eligibility. Organizations eligible to apply for grants in this category include 501(c)(3) charitable organizations that serve Pennsylvania veterans and 501(c)(19) veterans' service organizations.
 1. Organizations that have previously been awarded VTF grants will not be eligible to receive a new VTF grant if:
 - a. all previously awarded grant funds have not been expended by May 31, 2019; or
 - b. closeout requirements for any previous grant (e.g., reports, financial statements or audits) are outstanding.
 2. Organizations may receive less favorable consideration if they have a prior history of delinquent reports or audits, project period extensions, or the inability to fully execute grant funds.
 3. Applications must include documentation (e.g., mission statement, charter, bylaws) that establishes that one of the organization's primary missions is serving Pennsylvania veterans or their families.
 - C. Funding. DMVA expects to award multiple grants in this category. The combined total of these awards will not exceed \$650,000.
 1. There is no minimum dollar amount for VTF grant applications or awards.
 2. **The maximum award to a veterans' service organization or non-profit is \$50,000.**
 - a. An applicant may submit multiple grant applications if they are clearly for separate projects or initiatives that can be awarded and implemented individually. Proposals that accomplish the same mission objective should be submitted as one grant application.
 - b. Regardless of the number of applications submitted, no more than \$50,000 will be awarded to one organization in this grant cycle.
 3. Leveraging VTF grant funding by pledging cash matching funds or in-kind assistance is encouraged, but not required.
 4. DMVA reserves the right to approve reduced awards; however, organizations may decline a reduced award.

5. Organizations that choose to accept a reduced award must submit a revised budget and narrative for the new dollar amount, which may be offset by reducing the programs or services provided.
- D. Priorities. Funding priorities for this grant cycle are veterans' initiatives focused on areas of need associated with the following:
1. Homelessness – i.e., programs that provide long-term relief for homeless veterans in support of the U.S. Department of Veterans Affairs initiative to end veteran homelessness;
 2. Behavioral Health Initiatives – i.e., programs that establish or expand veteran peer support programs within communities;
 3. Veterans' Courts – i.e., initiatives that provide support to county or regional veterans' courts to include administrative costs, transportation, and mentor training; and
 4. Other Programs and Services – i.e., new and innovative programs or services that address unmet or emerging needs of veterans and their families.
- II. Grants for activities and programs operated by County Directors of Veterans Affairs or the Pennsylvania Association of County Directors of Veterans' Affairs.
- A. Eligibility. Competitive grant applications under this section may be submitted by a Pennsylvania County Director of Veterans Affairs on behalf of the county that employs the director, a combination of Pennsylvania County Directors of Veterans Affairs on behalf of the group of counties involved or by the state Association of County Directors of Veterans' Affairs.
1. Counties that were awarded prior VTF grants will not be eligible to receive a new VTF grant if:
 - a. all previously awarded VTF grant funds have not been expended by May 31, 2019; or
 - b. prior VTF closeout requirements, such as reports, financial statements or audits, are outstanding.
- B. Funding. DMVA expects to award multiple grants in this category. The combined total of the awards will not exceed \$150,000.
1. There is no minimum dollar amount for grant awards.
 2. **The maximum award to a county is \$20,000, regardless of whether grant applications are submitted by an individual county or as part of a joint application with two or more counties.**
 3. Joint applications by two or more counties are permissible subject to the following conditions:
 - a. Counties that choose to submit joint applications are limited to the maximum award of \$20,000 per eligible county; and
 - b. The maximum award for a joint application will not exceed \$150,000.

4. The State Association of County Directors of Veterans Affairs (“Association”) may request funding up to the maximum amount of \$150,000 during the grant cycle. If a county receives a benefit from the Association’s award, the value of the benefit will count towards the \$20,000 maximum award for that individual county.
 5. DMVA reserves the right to approve reduced awards; however, organizations may decline a reduced award.
 6. Organizations that choose to accept a reduced award must submit a revised budget and narrative for the new dollar amount, which may be offset by reducing the programs or services provided.
- C. Primary Applicant. Joint applications must clearly identify one primary entity to serve in a fiduciary capacity. This organization must sign the grant agreement and accept full responsibility for the proper accounting and execution of funds, program implementation, reporting, and audit requirements.
- D. 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 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 - i.e., initiatives that implement or improve veteran outreach within Pennsylvania at the community, county, regional, or statewide level;
 2. Veterans’ Courts - i.e., initiatives that provide support to county or regional veterans’ courts, such as administration, transportation, mentorship programs, or training; and
 3. Other Program or Services - i.e., programs or services that address newly identified, unmet, or emerging needs of veterans and their families.

III. Applications.

- A. Deadline. Grant applications must be **received** by DMVA via email or hard copy by 3:00 p.m. EST on Friday, December 14, 2018. Late or misdirected submissions received after the deadline will be administratively rejected without review.
1. Applications sent via email to RA-MVVetTrustFund@pa.gov are preferred.
 2. Paper applications must be received at DMVA by the deadline. The mailing address is: Department of Military and Veterans Affairs, OA Budget & Finance, ATTN: Division of Grants, Edward Martin Hall, Bldg. 0-47, Fort Indiantown Gap, Annville, PA 17003-5002.
- B. Format. An electronic application template is available on the VTF webpage at www.vtf.pa.gov.

1. Grant applications must include a cover page, organizational summary, program narrative, budget worksheet and budget narrative.
 2. The application may not exceed 10 letter-size (8½" x 11") pages using 12-point font or larger.
- C. Supporting Documentation. These documents will not count toward the ten-page application limit.
1. Applications must include an IRS letter verifying that the organization is a 501(c)(3) tax-exempt charitable organization or a 501(c)(19) veterans' service organization under the Internal Revenue Code. The organization's name and EIN on the grant application must match that shown on the IRS letter.
 2. Organizations must provide their most recent IRS Form 990, if required to be filed by the IRS. Organizations filing the 990 long form should only include pages 1-6.
 3. Letters of support, commitment, or participation from partnering agencies or organizations may be included with the application.
 4. Charitable organization must submit the minimum number of documents necessary to establish that serving Pennsylvania veterans or their families is one of their organization's primary objectives and that programs or services are to benefit Pennsylvania veterans or their families. Examples include mission statements, charters, bylaws, or project descriptions.
- D. Signatures. Grant applications must contain the signature and printed name, rank, and title of the most senior authorized official representing the organization, e.g., Adjutant, President or Board Chairperson.
- E. 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 points of contact for program and financial administration.

IV. Evaluations.

- A. 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.
- B. 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, the Deputy for Administration or their designee; and such other members as may be appointed by The Adjutant General.
- C. 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 a grant application in which the county or state association is an applicant.
- D. An officer or director of an organization shall not participate in the review or scoring of a grant application, nor appoint a designee, for any grant in which the organization is an applicant.

- E. An organization's ability to execute funding and comply with grant requirements as demonstrated during prior VTF grant awards may be considered when evaluating applications. Less favorable consideration may be given to organizations with a history of: delinquent reporting or audit submissions; inadequate planning or coordination; requests for multiple project period extensions or major budget revisions; or lack of administrative oversight that results in the return of unspent funds.

V. Awards.

A. Announcements.

1. The anticipated announcement of grant awards is March 2019.
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. Applicants will receive written notice of their application status following award announcements.

B. Grant Agreement. Written grant agreements will be issued for signature and approval by the Commonwealth of Pennsylvania and the grantee. Grant agreements for counties will be executed between DMVA and County Commissioners. Grant agreements shall include the Commonwealth's standard terms and conditions.

1. Effective Date.

- a. A grant agreement is fully executed when all parties have signed the document.
- b. The effective date is the date the last signature is affixed by the Commonwealth.
- c. Costs incurred by the grantee after the period of performance begins on June 1, 2019, but prior to the full execution of the grant agreement, are incurred 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, publications, 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.

C. 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, 2019. The requested grant term should be based on the complexity of the initiative and the length of time necessary to accomplish the program objective.

D. Payment. VTF grants are disbursed in full upon completion of a fully executed grant agreement.

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. Register online at <https://pasupplierportal.state.pa.us/irj/portal/anonymous>. Applicants are encouraged to obtain a vendor number during the application period, prior to awards.

- a. An organization must provide an IRS Form W-9 when applying for a vendor number. The organization's name and federal Employer Identification Number (EIN) on the W-9 must be identical to the name associated with its vendor number. This name and identification number must match the grant application as well.
 - b. In the Commonwealth's vendor registration system, county offices or departments are usually identified by a three-digit suffix or "partner record" associated with an existing vendor number under the hierarchy of the County Commissioners.
 - c. Questions about vendor numbers and the vendor registration process should be directed to the Customer Service Call Center at (717) 346-2676 (Harrisburg area) or (877) 435-7363 (toll free).
2. Electronic Payments. The Commonwealth of Pennsylvania requires payees to participate in the Pennsylvania Electronic Payment Program. Banking information must be entered in the secure vendor portal to issue payments via electronic funds transfer. This expedites payments and eliminates lost or misdirected checks.
- E. 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.
- F. Audits.
1. Grants of \$50,000 or less require a compiled financial statement to be submitted within three months of the period of performance.
 2. Grants of more than \$50,000 require a project audit, performed by a certified public accountant, within six months of the period of performance. 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.



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VETERANS' TRUST FUND
GRANT APPLICATION
COVER PAGE

ORGANIZATION: _____ WEBSITE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTY: _____

CONTACT PERSON: _____ TITLE: _____

PHONE #: _____ ALTERNATE#: _____ EMAIL: _____

PROJECT DIRECTOR: _____ PHONE: _____ EMAIL: _____

FINANCIAL OFFICER: _____ PHONE: _____ EMAIL: _____

FEDERAL EMPLOYER ID # (EIN): _____ PA VENDOR #: _____

LEGISLATIVE DISTRICTS: PA HOUSE #: _____ PA SENATE #: _____ Information can be found at http://www.legis.state.pa.us

U.S. HOUSE DISTRICT #: _____ Information can be found at http://www.house.gov

PROJECT TITLE: _____ PROJECT PERIOD MONTHS: 12 _____ 18 _____ 24 _____

GRANT REQUEST: \$ _____ MATCH: \$ _____ TOTAL COST: \$ _____

ELIGIBILITY: NON-PROFIT CHARITABLE ORGANIZATION With 501(c)(3) Status? YES _____ NO _____
VETERANS' SERVICE ORGANIZATION With 501(c)(19) Status? YES _____ NO _____

PRIORITY AREA: A. _____ HOMELESSNESS C. _____ VETERANS' COURT INITIATIVES
B. _____ BEHAVIORAL HEALTH INITIATIVES D. _____ OTHER

ELIGIBILITY: COUNTY DIRECTORS OF VETERANS AFFAIRS YES _____ NO _____

PRIORITY AREA: A. _____ VETERAN OUTREACH INITIATIVES C. _____ OTHER
B. _____ VETERANS' COURTS

The undersigned hereby certifies that the information contained in this proposal is true and correct to the best of my knowledge and that I am authorized to submit this application on behalf of this organization.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____ TITLE: _____

PHONE: _____ EMAIL: _____

Mailing Address
Department of Military & Veterans Affairs
OA Budget & Finance, ATTN: Grants
Edward Martin Hall
Building 0-47 Fort Indiantown Gap
Annville, PA 17003-5002

Contact Information
Mrs. Jennifer Snyder
Email: RA-MVVetTrustFund@pa.gov
Phone: 717-861-6979

Deadline - Dec. 14, 2018 3:00 pm EST

Required Attachments
Cover Page (this page)
Organizational Summary
Program Narrative
Budget Worksheet
Budget Narrative
IRS Form 990 (only pg 1-6 of long form)
IRS letter of 501(c)(3) or (c)(19) status

ATTACHMENT 1. ORGANIZATIONAL SUMMARY. Describe your organization, its history, the purpose for which it was created, year of inception, mission, organizational oversight, and grant proposal. Identify partnerships with other military or veterans' organizations and veteran participation or input within your organization.

ATTACHMENT 2. PROGRAM NARRATIVE. Explain how your organization plans to use the grant funding, if awarded. Include program objectives, a timeline, performance measures and anticipated outcomes.

ATTACHMENT 3. BUDGET WORKSHEET. Identify grant expenditures by budget category and list additional funding, if applicable, for the project's total cost. Applicants may add, delete or rename the budget categories shown below to reflect their particular grant. **The maximum grant request from a VSO or non-profit is \$50,000. The maximum grant request from a county is \$20,000.**

BUDGET CATEGORY	DESCRIPTION	GRANT REQUEST	(OPTIONAL) MATCHING FUNDS	TOTAL COST
PERSONNEL				
FRINGE BENEFITS				
STAFF TRAVEL				
STAFF TRAINING				
FACILITIES				
EQUIPMENT				
SUPPLIES				
EMERGENCY AID				
MARKETING & PUBLICATIONS				
CONTRACTED SERVICES				
CONSTRUCTION				
AUDIT				
TOTAL				

ATTACHMENT 4. BUDGET NARRATIVE. Explain in chronological order how your organization plans to execute this funding. Include detailed budget requirements, cost calculations, and additional sources of funding, if applicable.