



VETERANS ASSISTANCE GRANT
COLORADO DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

Applications due: March 01, 2023

Submit to: grant.submission@dmva.state.co.us

**PLEASE READ ALL INSTRUCTIONS-Application instructions
contain NEW INFORMATION**

Questions?

Please contact Lisa.Stamm@dmva.state.co.us

PROGRAM SUMMARY

The Veterans Assistance Grant (VAG) was established by the State General Assembly to provide services that enhance the health and well-being of veterans who live in Colorado. Formerly known as the One Year Grant, the VAG is funded through appropriations by the General Assembly.

In 2014, the grant program was established in the Colorado Statute, Section 28-5-712, C.R.S. to provide ongoing funding for the Veterans Assistance Grant Program through annual appropriations. These funds are to be used for services that increase over-all well-being, such as mental health services, family counseling, job training, employment, housing for homeless veterans and other types of assistance. Nonprofit organizations and governmental entities that serve Colorado veterans are eligible to apply for funds. Nonprofits must be in good standing with the Colorado Secretary of State and be recognized by the Internal Revenue Service as a 501(c) tax-exempt organization, other than a 501(c) 19 or 23. Nationally recognized veterans organizations should apply for the VTF grant.

The grant is administered by the Colorado Division of Veterans Affairs (Division) and the Department of Military and Veteran Affairs in consultation with the Colorado Board of Veterans Affairs (Board). The Division develops guidelines and standards including the form of application, criteria for identifying qualified applicants, criteria for selecting appropriate grantees, the term and amounts of grants awarded, and standards for determining the effectiveness of veterans programs that receive a Veterans Assistance Grant. A Grant Review Committee comprised of Division staff and Board members review applications and make funding recommendations. The Department of Military and Veterans Affairs approves and awards all grants.

The Division is responsible for administering the program within the statutory requirements and Department guidelines. Administration activities include processing applications, assisting with grant decisions, and providing management and oversight of all awarded grants.

PURPOSE AND SCOPE

The overarching goal of the Veterans Assistance Grant is to support organizations in meeting community defined needs of veterans, ultimately resulting in improved health and well-being for veterans in the State of Colorado. The Department is especially interested in receiving applications from programs focused on a behavioral health approach.

The expected outcomes include enhanced self-sufficiency and economic stability, increased access to health and behavioral healthcare, stable housing and supportive services, increased food security, enhanced relationships and overall well-being.

REQUIREMENTS

Eligibility

The Veterans Assistance Grant is available to both nonprofit and governmental entities. Nonprofits must be in good standing with the Colorado Secretary of State and be recognized by the Internal Revenue Service as a 501(c) tax-exempt organization other than a 501(c) 19 or 23. Current (within 5 years) proof of non-profit status (determination or affirmation) must be included with the grant request.

Programs and projects

Eligibility includes programs and projects located in Colorado that provide direct assistance to meet the needs of veterans and their dependents living in Colorado. Veterans whose character of service is other than Dishonorable are eligible for services under this program.

Terms and limitations

An organization may apply for only one grant per funding cycle. An organization may not receive funding from both the VAG and Veterans Trust Fund (VTF) grant programs. Administrative costs including staff positions, overhead or indirect rates, construction or capital costs are not allowed. Memorials, club renovations, honor guards, and tributes to veterans are not included in the VAG grant program. Applicant organizations must directly provide services themselves; pass-through funding is not permitted. **The maximum allowable grant award will be \$100,000, THIS INCLUDES PROGRAM COSTS.** Grant funds cannot be used to supplant current funding of existing activities. “Supplanting” is defined as replacing existing funds of a program or project with funds from this grant program.

Applications

Only one application per organization will be considered. Original, signed applications (NOT electronic signatures) must be received by 3:00pm **March 1, 2023**. **ONLY electronic submissions will be accepted.** Applications MUST be submitted to: grant.submission@dmva.state.co.us Applications submitted via mail will **NOT** be accepted. **You are encouraged to set up receipt confirmation on your email.** All of the required elements must be included utilizing provided templates, formats, and parameters. Applications must be complete and in compliance at the time of submission. Incomplete applications will not be considered. Required elements are:

- Application Form
- Program Detail Narrative
- Total Agency Operating Budget
- Budget that includes a Budget Narrative
- Pre-Award Questionnaire
- Proof of current and valid Nonprofit Status (IRS designation or affirmation letter)
- Current certificate of Good Standing with Secretary of State
- Current IRS form W-9 (signed and dated)

Application materials should be submitted as two (2) attachments. Please see details for each attachment.

Questions may be referred to the Grant Administrator by phone at 720-628-1480 or by emailing lisa.stamm@dmva.state.co.us.

APPLICATION

Only complete applications received by the deadline of **March 1, 2023** will be considered. The required forms for 2023-2024 VAG Grant are attached. Where forms are not required follow the format specifications.

Email to: grant.submission@dmva.state.co.us

Mail delivery or Hand deliveries are not possible at this time and will not be accepted. Ensuring that applications are received by the grants office by the deadline is the responsibility of the applicant.

- I. 2023-2024 VAG Grant Application Form (*form attached*)
 - a. Submit original copy of the entire grant application
 - b. Must include an original signature of the authorized representative
- II. Program Narrative (*guidelines attached*)
 - a. Use attached guidelines
 - b. Complete on a separate sheet
 - c. Keep statements **brief** while fully addressing each criterion
 - d. Lines must be double spaced
 - e. Use Times Roman 12-point font
 - f. Use one-inch margins
 - g. Use boldface type and/or all caps only for captions and headings
 - h. Use the provided headings and subcategories as outlined under the narrative guidelines

III. Program Costs

- a. An applicant may ask for up to 10% of the project budget for program costs. Programmatic costs are directly tied to the delivery of the project, service, or activity undertaken by a grantee to achieve an outcome intended by the funding program. These expenses are directly related to the provision of program activities. Staffing expenses that are necessary to implement a project supported with the grant award, can be included. Allowable costs consist of the following:

1. **Project Materials:** Must be defined and requires invoices/receipts for payment
2. **Program/staff salaries:** Must submit all other funding and amounts to ensure there is no supplanting. Please describe how position was previously funded.
3. **Equipment,** under \$5,000.00
4. **Supplies:** Must be defined and requires invoices/receipts for payment
5. **Travel:** Must follow state travel rule- mileage rate and per diem- requires mileage/travel forms
6. **Outreach:** Must be clearly defined

Submit all items in I and II as one attachment labeled Attachment 1

- IV. Appendix Documents
- a. Proof of current (within the last 5 years) Nonprofit Status (designation or affirmation letter from IRS)
 - b. Copy of certificate of good standing with the Colorado Secretary of State
 - c. Completed current IRS W9 Form with EIN number
 - d. Pre-Award Assessment Form (*form attached*)

Submit all Appendix documents as one attachment labeled Attachment 2

Do not submit any other documents

EVALUATION

Initial screening of each application is performed by the Division's grant administrator to assess both eligibility and completeness. Ineligible and incomplete applications will be returned. Those that are eligible and complete will progress to evaluation.

Applications are evaluated by a committee comprised of the Division Director, Grant Administrator, and members of the Board. Participating Board members are appointed by the Board chairman. This group determines funding recommendations utilizing an objective scoring tool and considering both the monies available to allocate and geographic distribution factors. Scoring considerations are as follows:

- Need – considers the extent to which the applicant establishes the need for the specific services to be delivered through a discussion of:
 - the estimated numbers of veterans in the specified target area with the data source clearly identified,
 - existing service gaps which present a compelling need for services to be delivered,
 - estimated number of veterans in need of the services to be delivered (20 points)
- Local partnerships – considers the extent to which the applicant demonstrates partnerships or collaborative approaches, establishing linkages for a variety of services and eliminating duplication of efforts (10 Points)
- Number of veterans – considers the identified number of veterans (unduplicated) to be served as supported by the number of veterans in the target area, the level of services to be delivered, and the program budget (10 Points)
- Outcomes and effectiveness – considers the applicant's clearly identified expected outcomes (expected changes) as a result of the project and measurable objectives including outputs (number to be served) (15 Points)
- Historical information on program effectiveness - considers quantitative information such as the number of veterans previously served by the organization as a whole and/or via the program or services identified in the application as well as qualitative information regarding the program's effectiveness in achieving identified outcomes. (15 Points)
- Previous administrative performance – for existing grantees considers administrative performance including timeliness and compliance; for new grantees considers capability and history of services offered to veterans (10 Points)
- Budget appropriateness – considers whether the budget request is reasonable and appropriate for the services to be delivered, the outcomes expected and the number of veterans to be served (10 Points)
- Geographic distribution – considers applicants and veterans population served by mapping to ensure the broadest possible coverage of the state and to identify duplicate services in a given area or region (10 Points)
- Available funds – considers total funds available, total funds requested, the number of applications, the geographic distribution of applicants, and the number and types of programs in region

Applications scoring fewer than 60 points will not be considered. Funding recommendations and accompanying applications are forwarded to the Director of Veterans Affairs or their designee, a CBVA Board member or their designee, and the DMVA Grants Administrator for evaluation. Recommendations are forwarded to the Adjutant General for approval. The decision of the Adjutant General is final.

GRANT AWARDS

Applications may be funded in full or part. Funding thresholds may be established based upon the following factors: Risk assessment, Previous Compliance or Utilization of Grant Funds, track record or Capacity for New grantees, and availability of funds. A Letter of Intent and grant agreements will specify any limitations placed on partial funding.

When an award has been granted the grantee organization will receive a letter of instruction (LOI) and terms and conditions of the agreement. These documents will be emailed to the authorized representative identified in the application. The grant agreement is a unilateral agreement. By signing and submitting an application, the applicant agrees to accept the terms and conditions if awarded. The grant Agreement document finalizes that agreement with specific terms. Expenses are not eligible for reimbursement prior to the date that the agreement is fully executed or 01 July, whichever is later.

The grantee will also receive a grant handbook that contains an explanation of VAG grant processes and procedures. The authorized representative, program contact and other involved individuals will be required to attend a grantee webinar training at the beginning of the grant period. Attendance is MANDATORY and funds will be frozen if the webinar training is not attended. Grantees must notify the Grant Administrator, in writing via an official letter any changes to the named individuals responsible for the grant.

Funds will be reimbursed when grantees have expended organizational funds for grant purposes. In most cases the grantee will utilize organizational funds and request reimbursement of those funds from the department after providing acceptable proof of expenditures. Grantees must submit back-up documentation for expenditures such as a copy of the check and corresponding invoice, bill or receipt. Reimbursements lacking proper back-up documentation will be denied.

In the event the organization does not have sufficient organizational funds, an advance of funds may be requested. The authorized representative must submit a written request that clearly justifies the need for advance payment. Advance funds must be fully accounted for within 90 days.

Performance Progress Report Forms will be included in the grant agreement package. 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 a summary of all expenditures made during the reporting period. Any final requests for reimbursement of expenses must be received by the Department by June 20 of the grant agreement period.



DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
Division of Veterans Affairs

2023-2024 VAG Grant Application Form

Legal Name of Organization:

DBA (if applicable):

Mailing Address (include physical address if different):

Phone:

Fax:

EIN:

Website:

Organization Email Address:

Name of Authorized Representative:

Title of Authorized Representative:

Phone:

Email:

Program Contact (person responsible for the day to day operation of program or services to be funded):

Contact Title:

Phone:

Email:

Amount of Request

\$

Organization Information

Mission Statement:

Geographic Area Served (specific to this proposal):

(Briefly) Describe what the grant will be used for:

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge and indicates an agreement to accept the terms and conditions of the grant award.

Typed Name of Authorized Representative/Title

Signature of Authorized Representative

Date



2023-2024 VAG GRANT APPLICATION NARRATIVE GUIDELINES

I. **Organization description**

- a. Identify the type of organization
- b. Identify the veteran services provided

II. **Statement of need (20 Points)**

- a. Identify the specific need for this program or project as evidenced by the estimated number of veterans in the specific target area. Provide the data source (census data, VA estimates, previous utilization of services, Point in Time surveys or other data sources utilized to arrive at the number) and clearly identify the target area (city, county, region, statewide, etc.)
- b. Identify existing service gaps, previous utilization of services, address any duplication of services by other providers, and any other data or information that establishes a compelling need

III. **Number of Veterans to Be Served (10 Points)**

- a. Identify the number of unduplicated veterans to be served as supported by the number of veterans in the target area, the level of services to be delivered, and the program budget.

IV. **Local Partnerships (10 Points)** - describe collaborative approaches and partnerships with County Veterans Services and other veteran service organizations to address the identified need without duplication of efforts

V. **Project Description/Program Effectiveness (15 Points)**

- a. Explain the program or project including the issues and/or opportunity to be addressed
- b. Explain the activities and/or services to be delivered
- c. Identify the unduplicated number of veterans expected to be served
- d. Provide historical data on the number of veterans previously served

VI. **Evaluation and outcomes (15 Points)**

- a. Describe the impact/outcomes of the services, including measurable projections
- b. Identify the outputs/total number to be served
- c. Include a statement of willingness to participate in Division evaluation requirements
- d. **If you are a current grantee, include cumulative survey data.**

VII. **Budget (10 Points)**

- a. Include a Line Item Budget and Budget Narrative that clearly identifies estimated expenses, estimated numbers and purpose for funds.
- b. Identify any other sources of funding to be utilized for program (NARRATIVE)
- c. Provide overall agency budget (NARRATIVE)
- d. Describe how the budget request is appropriate for the services to be delivered, the outcomes expected and the number of veterans to be served. (NARRATIVE)

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
Division of Veterans Affairs
6848 S. Revere Parkway
Centennial, Colorado 80112
Phone (720) 628-1480



2023-2024 VAG GRANT BUDGET AND BUDGET NARRATIVE EXAMPLE

TOTAL

Rent/Housing Assistance 20 Veterans @ \$1,000/each \$20,000

Assistance to veterans to remain housed and prevent homelessness

Each veteran is capped at a maximum of \$500

Second requests results in referral to Financial/Budgeting Program

Utility Assistance 30 Veterans @ \$100/each \$ 3,000

Assistance to veterans to pay arrears for gas and electric services,
or purchase of propane or firewood. Assistance is capped at \$100

Second request results in referral to Financial/Budgeting Program

Food/Gas cards 50 Veterans @ \$50/each \$ 2,500

Purchase of food or gas cards for emergency assistance

Second requests result in referrals to Financial/Budgeting Program

Emergency Assistance 30 Veterans @ \$150/each \$ 4,500

Provide assistance for needs that are unanticipated

Program Costs

10% of program budget \$4,000.00

Office Assistant to assist veteran needs – please refer to budget narrative

Mental Health Therapy 25 Veterans @ \$100/session x 4 sessions \$10,000

For mental health therapy not available through the VA

Total Request **\$44,000**



2023-2024 VAG APPLICATION ATTACHMENTS

Include each attachment and provide in the order listed

ATTACHMENT 1

1. Program Narrative

Include all items listed I – VII as identified in this application

2. Line item budget with budget narrative

Include items listed in VII as identified in this application including all expenses estimated for the program or project. Cost estimates must include the method of calculation. Explain the requested line items, including the specific purpose. If a request is for a vehicle, or piece of equipment which exceeds \$5,000 then an approved bid sheet must accompany the grant request. ***You may request up to 10% of your project budget for program costs. Programmatic costs are directly tied to the delivery of the project, service, or activity undertaken by a grantee to achieve an outcome intended by the funding program.**

3. Identify other sources of funding

Include all other revenue that will support this program or project and identify the funding source. *****Include overall agency budget.**

ATTACHMENT 2

4. Current proof of federal tax-exempt status

Also called a Letter of Determination or Affirmation Letter from the IRS. This letter must be dated within the last five years.

5. Certificate of Good Standing with Secretary of State

Include current certificate

6. Current IRS W-9 form

Also called Request for Taxpayer Identification Number and Certification. Must be dated and signed.

7. Pre-Award assessment form



2023-2024 VAG APPLICATION CHECKLIST Please do not include in your application submission

The Veterans Assistance Grant application consists of the following components, which should be submitted in the order listed below. This checklist is provided to help ensure a complete proposal. This checklist does not need to be submitted with the proposal, it is for your use only.

- ☐ 2023-2024 VTF Grant Application Form
- ☐ Narrative: Use the parameters and guidelines in the instructions
- ☐ Budget: Line item budget and narrative-
- ☐ Other sources of funding that support the program or project- **INCLUDE OVERALL AGENCY BUDGET**
- ☐ Proof of IRS federal tax-exempt status dated within the last five years
- ☐ Current Certificate of Good Standing with Secretary of State
- ☐ Current W-9
- ☐ Pre-Award Questionnaire

APPLICATION TRAINING

**Please check our website for application training dates and
webinar link.**

[Home | Department of Military and Veterans Affairs \(colorado.gov\)](#)

******Please plan to attend at least one training session. We will highlight all new information this year during our
application training! Examples will be provided.***

**For 1:1 application technical assistance, please contact Lisa Stamm
for an appointment at:**

Lisa.Stamm@dmva.state.co.us