

Respondent Questions/HHSC Answers
RFA No. 529-18-0013, Texas Veterans + Family Alliance Grant Program, FY 2018

#	RFA Section & Page Number	Question	HHSC Response
1		<p>A. What is the recommended formatting for financial documents when submitting financial documents (for the Original HARD copy)? I know ours would be very difficult to fit to one page width and still have it be legible.</p> <p>B. The links within Applicable Exhibit (E) do not work. I was wondering if there was a different place to complete these forms this year.</p>	<p>A. If the applicant is referring to the Expenditure and Match Proposal Template, the document is already formatted to print all columns on one page in landscape orientation. It is understood that the document will be longer than one page, but all columns should print on one page.</p> <p>If the applicant is referring to financial documents submitted to fulfill the requirements of Form C: Financial Capacity and Fiscal Controls, applicants should submit copies of documents as they exist without regard to page limits.</p> <p>B. There is no Exhibit E for the Fiscal Year 2018 RFA. The applicable exhibits as listed on page 44 of the RFA include:</p> <ul style="list-style-type: none"> • Exhibit A, Affirmations and Solicitation Acceptance • Exhibit B, Grantee Uniform Terms and Conditions, version 2.15 • Exhibit C, HHS Data Use Agreement, version 8.3 • Exhibit D, Exceptions and Assumptions Form
2		<p>We currently have a TV+FA grant that was recently extended through April 2018 - although we anticipate closing it [out] by the end of this calendar year. Can we submit a new grant request while still under the current period? If so, when would the new grant period begin?</p>	<p>RFA Section 2.2.2, Grant Term states the anticipated award period of grants resulting from this RFA is May 1, 2018 through April 30, 2019. This period is subject to change and will be determined by HHSC for Successful Applicants through the negotiation process. All organizations selected for an award will go through a negotiation phase with HHSC to determine the individual funding period and award amount for the final contract.</p>
3		<p>A. Is a résumé sufficient for the existing key project personnel, or do we also need to submit a job description?</p>	<p>A. Form N, Applicant Organization Experience and Experience of Key Personnel in Administering Similar Projects, Question E, asks applicants to identify proposed key personnel in the table provided and to submit a brief bio and a current job description to demonstrate the experience of an individual as it relates to the job, role, or function they will be performing in the proposed project. HHSC is interested in reviewing the recent and applicable experience of key personnel as it specifically relates to their job, role, or function for the proposed project. It is for this reason that brief bios</p>

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		<p>B. Do we need to submit resumes/bios/job descriptions for key personnel at Partner Organizations, or only the Lead Applicant? (Or is it up to us to determine who is a key person?)</p>	<p>and current job descriptions were requested as part of the application and not generally résumés or CVs.</p> <p>B. “Key personnel” is defined in RFA Section 1.2, Definitions as “an applicant’s Project Contact, Fiscal Contact, and Executive Director, and/or any other key stakeholders in the proposed project.” The first table in Form N, Applicant Organization Experience and Experience of Key Personnel in Administering Similar Projects further identifies the key personnel for which brief bios and current job descriptions are to be submitted. As listed in the table, those include:</p> <ul style="list-style-type: none"> a. Person responsible for directing project b. Person responsible for day-to-day project activities c. Person responsible for billing/accounting and match d. Person responsible for data collection/reporting
4		<p>A. Are remodeling costs of an existing facility owned by the lead applicant permitted?</p> <p>B. If remodeling is prohibited, would using remodeling costs and related volunteer labor be prohibited as an in-kind match?</p>	<p>A. RFA Section 2.7, Prohibitions states "acquisition or construction of facilities" is prohibited for the TV+FA grant program. Program has determined that remodeling, generally understood to mean an alteration to an existing structure, would be included in construction, and therefore not permitted under this program. However, costs related to minor renovations and minor improvements to existing structures may be considered on a case-by-case basis. Those proposed costs would need to be accompanied by adequate justification supporting how the minor renovation helps to accomplish the goals of the proposed project as well as how such minor renovations would be accomplished within the 12-month grant period in order to support proposed program activities.</p> <p>B. For a cost to be charged to a grant, either as a direct cost to be reimbursed or as part of a grantee's share of match, that cost must be allowable, allocable, reasonable, and consistently applied. This means that per the answer above, remodeling or alterations (and related labor) to an existing structure would not be permitted as match, but renovations or improvements (and related</p>

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			labor) may be considered as match. Additionally, applicants should review the <i>Texas Uniform Grant Management Standards</i> (UGMS) for other applicable building related costs that may be used for matching costs.
5	Section: 3.5. Paragraph Number: 3.5.2. Page Number: 29.	When speaking about [the application package being] separated by parts, does this mean that hard copy of the original will be four binders (i.e., one binder per part) or should the hard copy original submission be one binder separated by tabs?	No binder is necessary. "Separated by parts" means a physical separation or distinction of the Administrative Information forms, Narrative Proposal forms, Expenditure and Match Proposal forms, and Applicable Exhibits and Required forms. This separation can be done by tabs, binder clips, rubber bands, or other methods.
6		<p>I attended a meeting with a collaborative group in [county in Texas] yesterday, including non-profit organizations and a governmental entity. I explained the TV+FA Grant opportunity and they are interested in applying. However, after doing a quick scan of the application, I do have a question to see if the collaborative's idea is eligible.</p> <p>The county has an old hospital in [city in Texas] they would like to renovate into a Veteran's Drop-In Center. They envision a one-stop shop for healthcare, employment services, groups, and much more for veterans and their families. The county is in the process of meeting with local stakeholders (including [local mental health authority]) to pursue grant opportunities and bring local providers and services into the space.</p>	<p>RFA Section 2.7, Prohibitions states "acquisition or construction of facilities" is prohibited for the TV+FA grant program. Program has determined that remodeling, generally understood to mean an alteration to an existing structure, would be included in construction, and therefore not permitted under this program.</p> <p>However, costs related to minor renovations and minor improvements to existing structures may be considered on a case-by-case basis. Those proposed costs would need to be accompanied by adequate justification supporting how the minor renovation helps to accomplish the goals of the proposed project as well as how such minor renovations would be accomplished within the 12-month grant period in order to support proposed program activities.</p>

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		<p>I noted in the application that grant dollars cannot be used to acquire or construct a building. In this situation, the building is already acquired and constructed, but it would need to be renovated to provide the infrastructure for the drop-in center. Wondering if this is acceptable.</p>	
7		<p>Our organization was awarded a Texas Veterans + Family Alliance grant last year. Building on the success of this project, our proposal will expand in new directions. Building on previously funded projects was not addressed in the RFA. Can you provide any guidance on how this issue should be addressed in applying for funding this year?</p>	<p>RFA Section 2.4, Program Requirements, states that “with awarded grant funds, matching dollars, and matching in-kind goods and services TV+FA grantees implement projects to: provide new, <i>enhanced</i>, and/or <i>expanded</i> military-informed mental health services to veterans and their families ...”</p> <p>In the forms that make up the Narrative Proposal of the application, applicants should be sufficiently describing the community collaborative and its history, the unmet needs to be addressed by the proposed project, the services and supports to be provided, and the applicant’s experience and experience of key personnel in administering similar projects.</p> <p>As noted in RFA Article IV, Application Package Evaluation and Award Process, prior applicants are neither prohibited from applying again for continued support of existing projects nor are they provided additional consideration; rather applications will be evaluated against the criteria outlined in the RFA.</p>
8		<p>A. Can in-kind services be educational, training-related, or therapeutic in nature?</p>	<p>A. RFA Section 7.1, Expenditure and Match Proposal, notes that “matching funds may be: cash provided through unrestricted funding provided by the Lead Applicant, Partner Organizations, local philanthropic, private, city, or county funds; in-kind contributions of goods or services committed specifically for the Proposed Project by the Lead Applicant and/or Partner Organizations; donated resources; or volunteer time to accomplish activities specifically for the Proposed Project.” Additionally, for this grant program, matching funds and resources may not come from state or federal sources.</p>

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		<p>B. Can in-kind services include the retail value facility usage if facility is owned by a municipality?</p> <p>C. Can volunteers be advanced level practitioner students of a non-profit university submitting proposal as part of a collaborative?</p>	<p>The Texas <i>Uniform Grant Management Standards</i> (UGMS) notes match is satisfied by an allowable cost incurred by the grantee and/or the value of a third-party in-kind contribution. Generally, matching funds or resources must be allowable costs that support accomplishing the goals of the project. <i>UGMS</i> states that third party in-kind contributions count toward satisfying a cost sharing or matching requirement only where, if the party receiving the contributions were to pay for them, the payments would allowable costs.</p> <p>All costs proposed in the application package, whether those costs are to be reimbursed by HHSC or to be matched by the grantee, must be allowable per applicable cost principles, allocable to the proposed project, reasonable, and sufficiently described as necessary to accomplish the goals of the proposed project. All costs must be verifiable and documented adequately when reported to HHSC. Applicants should refer to <i>UGMS Section III. State Uniform Administrative Requirements for Grants and Cooperative Agreements, Subpart C - Post-Award Requirements, .24 Matching or cost sharing</i>, for specific guidance related to in-kind match.</p> <p>B. <i>UGMS Section III. State Uniform Administrative Requirements for Grants and Cooperative Agreements, Subpart C - Post-Award Requirements, .24 Matching or cost sharing, (d)(2)</i>, notes that if a third party donates the use of equipment or space in a building but retains the title, the contribution will be valued at the fair rental rate of the equipment or space.</p> <p>C. <i>UGMS Section III. State Uniform Administrative Requirements for Grants and Cooperative Agreements, Subpart C - Post-Award Requirements, .24 Matching or cost sharing, (c)(1)</i>, notes that unpaid services provided to a grantee by volunteers will be valued at rates consistent with those <i>ordinarily paid for similar work</i> in the grantee’s organization. If the grantee does not have employees performing similar work, the rates will</p>

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			be consistent with those ordinarily paid by other employers <i>for similar work</i> in the same labor market.