



Q & A Addendum

CVSO/Competitive Grant Application (FY2024)

1. DATES & DEADLINES

Grant Applications Accepted

- Monday, January 29, 2024

Grant Application Q&A Addendum Deadline (GrantProgram.MDVA@state.mn.us)

- Friday, March 1, 2024

Grant Application Deadline (GrantProgram.MDVA@state.mn.us)

- Friday, March 8, 2024, 4:00 pm

State's Fiscal Year

- FY2024 is the State's fiscal year (July 1, 2023 – June 30, 2024).

Grant Duration

- Grant Applicants may apply for funds for Veteran Programs/Services that span a period of 1 to 24 months. In general, the grant period begins, *and expenses may only be incurred* on the date when the Grant Agreement has been executed.

IMPORTANT CVSO's – No 60-day Rule

When will I be notified that I have been selected for grant funding?

- Grant Awardees selected by the MDVA Commissioner for funding will usually be notified within several weeks after the Grant Application submission deadline.
- Executed Grant Agreements are usually completed within 2-3 months after Awardee notification.
- Grant Awardees will be posted on the SharePoint – Grant Page.

2. ELIGIBILITY

How do I determine if my organization is eligible to apply for this Grant?

Only Minnesota County Veteran Service Offices may apply for the grant.

3. **APPLICATION PROCESS**

How do I apply for this Grant?

Detailed instructions explaining how to apply are contained in the CVSO/Competitive Grant Application. In general, the process is as follows:

- Step I – Download and save Q&A Addendum, Grant Application (fillable PDF) and Instructions on computer
- Step II – Read Grant Application Instructions and Q&A Addendum carefully
- Step III – Complete Grant Application (fillable PDF)
- Step IV – email the completed Grant Application along with supporting documents to GrantProgram.MDVA@state.mn.us on or before the Grant Application Deadline.

May I consult with the MDVA Administrator when completing this Grant Application?

Unfortunately, MDVA may only respond to email inquiries for topics that are not addressed in the CVSO/Competitive Grant Application during the open Q & A period. This is done to ensure that the playing field remains level for all Grant Applicants and that no one organization has an advantage over another because of having the benefit of a personal conversation with the Grant Administrator.

Do I need special software to complete a fillable PDF?

No. Most organizations have the software already loaded on their computer to complete a fillable PDF form. Also, local libraries are a good resource for organizations.

I need more space for my answers than the space provided in the Application.

Answers must be limited to the space provided. The Grant Application blanks are limited in size deliberately to keep the MDVA grant evaluation process manageable.

I am having trouble entering some of the fields in the fillable PDF?

Dollar amounts are entered in dollar increments (no cents). Enter numerals only (e.g. 5325 for \$5,325). The fillable PDF form enters the symbols and decimals automatically.

Dates are entered as ##/##/####.

Percentages are entered as decimals (e.g. 25% is entered as .25)

Grant Application proposed budget (administration/indirect expenses)?

MDVA will consider Grant Applicant proposals with estimated Administration/Indirect expenses up to 20% of the total requested grant amount. Examples of Administration/Indirect expenses are: Admin Salary, Office Supplies, IT Support, etc.)

Is there an advantage if I apply for a less money?

Grant Applicants may apply for any amount \geq \$1,000. Awards are limited by available funds and other Grant Awardees. There is no advantage or disadvantage to apply for smaller or larger grants.

Is there a limit to how much money I can request based on the number of veterans residing in my county, similar to my Legislative CVSO annual grant?

This Competitive Grant is separate from the Legislative Grant that your county receives annually. Therefore, the dollar limit that your county receives annually is not applicable in this Competitive application. Grant Applicants may apply for any amount \$1,000 or larger. Applications that make it to Phase II will be evaluated based upon the Grant Applicant's understanding of Veterans' need(s), the quality of the Project/Activity proposal and the completeness of the Grant Application.

Please explain the Section titled “Application Staff/Volunteer Experience”

In general, MDVA seeks to understand how much relevant work experience the Grant Applicant’s Staff/Volunteer have when they fulfill their role in administering the Grant Applicant’s proposed Project/Activity.

Grant Application (Form 5 - Section D) – # of Veterans to Be Served by the Grant

Consider this question carefully and do not overestimate. Grant payments are usually conditional upon “serving” veterans.

Example (\$20,000 Grant to serve 100 Veterans)

\$20,000 Grant = 10 hours “Respite Care” Case Management for 100 veterans

For every veteran provided 10 hours “Respite Care” Case Management, Grantee is eligible to be reimbursed \$200.

Note: 100 Vets x \$200 per unique veteran = \$20,000 grant

Grant Application (Form 5 - Section D “Grant Program/Activity Budget (Detail)”) – Please clarify?

MDVA seeks to have a clear understanding of how the Grant Applicant proposes to spend the grant dollars, if awarded. The total proposed budget expenditures on this form should equal the Total Funds Requested recorded by the Grant Applicant on Form 1.

Note: If selected for funding, MDVA reserves the right to negotiate alternate grant budget terms with the Awardee if it is deemed advantageous by the State to do so.

I have emailed the Grant Application to MDVA, but I found an error. Can I resend the corrected Application?

Applicants can resubmit their applications however, only the last email containing a Grant Application received before the Grant Application deadline will be reviewed. All previous emailed Grant Applications received from the same Applicant (County) will be deleted.

4. MISCELLANEOUS

How does MDVA disburse grant payments?

MDVA’s CVSO/competitive grant payments are paid on a “advanced payment basis” at the time the Grant Agreement is executed. Grantees are required to submit a final Advanced Payment Grant Expenditure Report Form and other documents specified in the Documentation Checklist – Advanced Payment Grants at the end of the grant period at the time of grant close out.

Completing Form 4 – What expenses should I include?

The budget information in Form 4 is requesting a breakdown of all the CVSO office outgoing expenses. This information may need to be requested from your Finance Department if you do not handle the budget in your office.

When may Grant Awardees start incurring expenses?

Grant Applicants selected for funding may incur grant expenditures after the County Grant Agreement is negotiated and executed.

At grant close out, grant expenditures are validated by the submission of the County Account Activity Statement... as with grant close out for the FY2024 legislative CVSO grant.

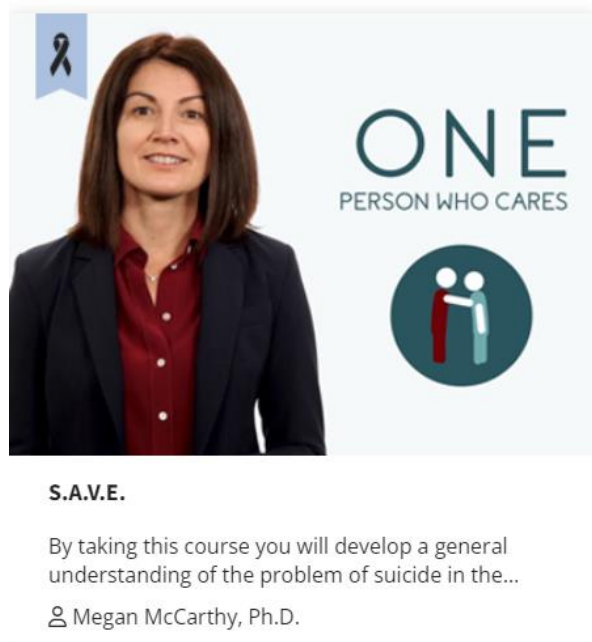
IMPORTANT CVSO’s – No 60-day Rule

Grant proposals including travel outside Minnesota.

Grant proposals serving MN Veterans as defined in Minn. Stat. §197.447 for activities outside of Minnesota is an allowable expense but must be specifically referenced in the Grant Agreement Budget Expenditure Report (BER).

Project/Activities related to Suicide Prevention

Grant Awardees with Project/Activities related to “suicide prevention” are required to present MDVA’s S.A.V.E. Presentation to all Grantee staff/volunteers who have programmatic responsibility for administering the CVSO/Competitive grant before grant expenses are incurred. This presentation is available from PsychArmor. To complete this expectation, please go to www.psycharmor.org, create an account with your CVSO email address, and watch this S.A.V.E. video:



Once completed, applicable CVSO staff must download and submit the Certificate of Completion to the MDVA Authorized Representative within 3 months following the Grant Agreement execution date.

Please define “Greater Minnesota” Definition (Bonus Points)?

Greater Minnesota is defined as communities that are outside the 7-county Twin Cities region comprised of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties.