

SF 424 Addendum—Section 506 Applicants

Applicants are required to respond to the below numbered questions in order for consideration of this program.

1. Provide detailed description of the proposed project. Be specific how the project will affect Veterans and their families and support VA missions.
2. What interaction (if any) does the organization currently have with Veterans and their families? How would participation in this pilot program allow you to continue and/or expand working with veterans and their families?
3. What resources currently exist to support Veterans and their families in your area (This may be too broad a question i.e.: there may be a college that has Veterans in the area using the GI Bill or VA telehealth/contract care or VA Home Loan Guaranty or... you get the idea. Perhaps you may want to say "In your area, other than the Department of Veterans Affairs (VA) or other federal agencies, what resources currently exist to help Veterans and their families? State how your proposed project will avoid duplication of these services. How will your proposed project enhance the current resources?
4. How long will it take to get your proposed project to be at full capacity assisting Veterans and their families once funding is received?
5. Provide comprehensible goals with timeline format of your proposed project. What project outcomes are considered to be successful?
6. What types of qualitative and quantitative measurements are in place to gauge the program's/organization's effectiveness? What new or existing qualitative and quantitative measurement devices will be used to monitor and document to gauge the programs/organization's effectiveness for use of the grant funding?
7. Describe other rural outreach and/or transition programs in your area you may have been involved in during the last four or five years.
8. Does the VA have any facilities or programs within your State? If so, describe.
9. Please describe communications that you have had with VA on this matter [DEFINE "THIS MATTER"].

Estimated burden: 35 hours

**U.S. Department of Veterans Affairs (VA)
Rural Veteran Coordination Pilot (RVCP) Grant Program Application**

We are required to notify you that this information collection is in accordance with the clearance requirements of Section 3507 of the Paperwork Reduction Act of 1995. The public reporting burden for this collection of information is estimated to average 35 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. Respondents should be aware that notwithstanding any other provision of law, no person will be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. This collection of information is intended to assist the RVCP Program Office to determine eligibility to receive grants under the RVCP Grant Program and to rate and rank these applications. Response to this survey is voluntary and failure to participate will have no adverse effect on benefits to which you might otherwise be entitled.

Background: This form is to be completed by eligible applicants for grants under VA's RVCP Grant Program. VA will use the collected information to evaluate and select recipients for RVCP program grants. Applicants may be asked to provide additional supporting evidence or to quantify details during the review process.

Instructions: Please complete Sections A-G of this form prior to completing the Executive Summary. The Executive Summary should summarize information that has already been provided in Sections A-G of the application form.

Submission: Only timely and complete applications will be considered for funding; applications will not be reviewed if incomplete. To be considered timely, the number of required copies of the applications must be received in Grants.gov by the time and date specified in the Notice of Funding Availability NOFA. Eligible entities must submit to VA a complete application package and applications will only be accepted through Grants.gov (<http://www.grants.gov>). A complete RVCP grant applications package includes the following: A description of the services to be provided and which the permissible uses for RVCP grants. A description, with supporting documentation, of the need for the proposed project in the proposed location, including an estimate, with supporting documentation, of the number of veterans and families that will be provided services by the applicant. A description, with supporting documentation, of how the proposed project location qualifies as a rural or an underserved community. Documentation evidencing the applicant's experience in providing the proposed services, particularly to veterans and their families. Evidence of a clear, realistic, and measurable program of self-evaluation and monitoring, including a documented commitment to remediate any identified non-compliance. Documentation describing the ability of the applicant to be able to administer the project. To be considered complete, all items requested in the grant application must be submitted as a single application package. Materials arriving separately will not be considered and may result in the application being rejected or not funded.

VA will ensure that documentation and other information regarding each application submitted are sufficient to indicate the basis upon which assistance was provided or denied. This material, including any letters of support, will be made available for public inspection for

a five-year period beginning not less than 30 days after the grant award. Material will be made available in accordance with the Freedom of Information Act (5 U.S.C. 552).

Warning: It is a crime to knowingly make false statements to a Federal agency. Penalties upon conviction can include a fine and imprisonment. For details see 18 U.S.C. 1001. Misrepresentation of material facts may also be the basis for denial of grant assistance by VA.

Technical Assistance:

Information on obtaining technical assistance with this application can be found on VA's RVCP Program web page at <http://www.ruralhealth.va.gov/coordination-pilot/index.asp>.

For Further Information: If you have any questions regarding the RVCP Grant Program, please contact the RVCP Program Office at (202) 461-6001.

Application Checklist

An Application must include the following items, completed in their entirety:

Executive Summary

Section A: Background and Organizational History

Section B: Organizational Qualifications and Past Performance

Section C: Program Concept, Innovation, and Ability to Meet VA's Objectives

Section D: Program Evaluation and Monitoring

Section E: Organizational Finances

Section F: Program Location

Section G: Application Certifications and Assurances

Executive Summary

Administrative Information Provide the following information for the applicant:

1. Applicant's Legal Name:
2. Other Names under Which Applicant Does Business:
3. Applicant's Proposed Program Name:
4. Employer Identification Number (EIN) that Corresponds to the Applicant's Tax Exempt Status under the IRS Code of 1986:
5. Business Address:
6. Mailing Address: (if different from above)
7. Contact person Name, Title and Contact Information (address, e-mail, telephone and cellular phone numbers):

Applicant Eligibility

1. The applicant is a:
 - () Private Non-profit Organization
 - () Private for-profit Service Organization
 - () State Government Entity
 - () Tribal Government Entity
 - () Local Government Entity
2. Does applicant have overdue or unsatisfactory obligation to the Federal government in arrears?
 - () Yes (If yes, describe)
 - () No
3. Does applicant have overdue or unsatisfactory response to an audit by a Federal, State, or local agency?
 - () Yes (If yes, describe)
 - () No
4. Is the applicant in default by failing the requirements of any previous Federal or State assistance?

() Yes (If yes, describe)

() No

Overview. Explain why VA should award the applicant a RVCP grant.

Amount of RVCP Grant funds requested. \$ _____

Applicant's Related Experience. Summarize the applicant's experience managing a comparable RVCP program.

Applicant's Legal Structure. Summarize the legal structure of the applicant(s) and any potential conflicts of interest.

Program Description. Summarize the plan for the proposed RVCP grant, to include:

- Number of Veterans and families the program will serve
- Location and service area
- Specific services to be provided, and
- Implementation timetable.

Use of RVCP Grant Funds. Provide a summary and explanation of the proposed program's financial plan, including total cost and the expected source (from private sources, as well as VA, and other Federal, state, local government entities and use of these funds.

Provide a brief discussion of other relevant issues that could impact the success of the proposed program.

Section A: Background and Organizational History, Qualifications and Past Performance

Applicants must provide a detailed description of the organization's background and history including any experience in provision of similar services and a detailed description of the organization's qualifications and past performance in provision of similar services required by RVCP. The narrative for this section should not exceed four pages. VA will award up to 10 points for responses to this section. Applicants must provide:

1. A description of the organization's background including any experience providing the services similarly required by RVCP. Information should include experience related to outreach, care and benefit coordination, and formal and informal relationships with other local benefits and care providers, (especially those providing mental health services). This narrative should include the mission of the organization, the services provided by the organization, and the geographic areas normally served.
2. Information regarding the organization's structure, key personnel, and their organizational responsibilities.
3. The same information listed above for any sub-contractors applicant(s) plan to use.
4. List and explain, in reasonable detail, any of the following for the applicant, key staff of the applicant, or sub-contractor(s):
 - a. Any convictions or guilty pleas to a crime.

- b. Any judgment or settlement within the last ten years regarding fraud, gross negligence, willful misconduct, misrepresentation, deceit, dishonesty, embezzlement, or conflict of interest.
5. A description of past performance providing outreach services in a rural setting, including numbers of clients served and types of outreach provided.
6. Résumés or descriptions of the experience and qualifications of key staff that will be involved with RVCP.
7. A description of past performance providing client care and benefits coordination activities in a rural community.
8. A description of past performance collaborating with community partners in a structured effort to enhance services provided in a rural area.
9. A narrative description of experience working with Veterans and their families.
10. Any action or decision within the last ten years that would adversely affect the applicant to perform its obligations under the grant.
11. Any action within the last ten years of disbarment, suspension, or exclusion of transactions from any Federal agency.
12. Any default within the last ten years on a Federal contract or grant and whether the default was cured.
13. Any instance of litigation within the last ten years of a claim in excess of \$50,000.
14. A list of three references with which the applicant has successfully completed work or programs within the last ten years.

Section B: Need for the Program

Applicants must provide a detailed description of the need for the services proposed by RVCP. The narrative for this section should not exceed two pages. VA will award up to 10 points for responses to this section. Applicants must provide:

1. A description of where the proposed program will operate, including a map of the proposed service area showing counties or similar geographic entities.
2. An estimate of the Veterans and their families eligible to receive services in the proposed service area and an estimate of how many of them will be served by RVCP.
3. A description of the anticipated needs of the Veterans and their families the program is proposing to serve.
4. A narrative description and listing of the organizations currently providing benefits and services to Veterans and their families, a brief description of coordination activities between the organizations that currently exist, and a summary assessment of service delivery gaps. (Applicants are encouraged to attach published data of needs-analysis or services gaps of the proposed service area to support this section.)

Section C: Program Concept, Innovation, and Ability to Meet VA's Objectives

Applicants must provide a detailed description of the organization's plan to implement RVCP. The narrative for this section should not exceed two pages. VA will award up to 40 points for responses to this section. Applicants must provide:

1. A description of the proposed program concept, size, scope, and staffing plan.

2. A description of the referral process and coordination of care and benefits with providers in the planned service area. Include a listing of care and benefits providers that will be utilized and any service agreements with them.
3. A description of how the services provided by the applicant will meet the needs of Veterans and their families returning to a rural community.
4. An implementation timetable for hiring program staff, publicizing the program, and other key tasks of having the planned program fully operational.

Section D: Program Evaluation & Monitoring

Applicants must provide a detailed description of the organization's plan to evaluate the effectiveness of the program and take remedial action when indicated. The narrative for this section should not exceed two pages. VA will award up to 10 points for responses to this section. Applicants must provide:

1. A concise statement of the applicant's goals and objectives for the program.
2. A plan for assessing the effectiveness of the program and the intervals the assessment will be conducted.
3. A plan for monitoring the applicant's compliance with program requirements and applicable regulations.
4. A plan for remediation of non-compliant aspects of the applicant's program and any remedial action taken.
5. A statement of acknowledgment the applicant will comply with all required reports or evaluation activities that may be required by VA.

Section E: Organizational Finances

Applicants must provide documentation of the financial solvency of the organization, a narrative plan describing how RVCP funds will be used, and a plan for operational controls over RVCP funds. The narrative for this section should not exceed three pages. VA will award up to 10 points for responses to this section. Applicants must provide:

1. A copy of the previous year's audit or summarized financial statements.
2. A narrative of the applicant's total sources of revenue and uses of funds.
3. A detailed program budget with itemized use of funds.
4. A description of the applicant's plan to seek any additional funds to support the program or to support the program beyond the term of the RVCP grant.
5. A plan for the operational controls the applicant will use to ensure compliance with the grant requirements.

Section F: Program Location

Applicants must provide a detailed description of the geographic area their organization plans to serve. This should include a detailed map that includes boundaries by county or similar entity. The narrative for this section should not exceed 4 pages. The VA will award up to 20 points for responses to this section. Applicants must provide the following:

1. Rural Area. (5 points) Applicants must provide a detailed description of the rural area the organization intend to serve that includes an analysis of how the area meets the criteria defined by the US Census Bureau as rural.
2. Areas with populations that have a high proportion of minority group representation. (5 points) Applicants must provide a detailed description of the minority characteristics of the area the organization plans to serve that includes data on minority group representation.
3. Areas with populations who are medically underserved. (5 points) Applicants must present a detailed description of how the area the organization plans to serve meets criteria established by the US Department of Health and Human Services, Health Resources and Services Administration, as a Medically Underserved Area (MUA).
4. Areas that are not in close proximity to an active duty military base. (5 points) Applicants must provide a description of the area that includes information on distances from the nearest active duty US military base.

Section G: Applicant Certifications and Assurances:

The following items require a single certification by an authorized representative of the applicant. The list below should be included in the application packet with responses attached and numbered to correspond to the relevant item. VA may require applicants provide documentation of these certifications.

1. Compliance. Applicant ensures they are familiar with all applicable regulations. If applicant intends to request a waiver of any of the requirements in the NOFA or applicable regulations, a waiver request must be attached.
2. Accuracy of Application Information. All information submitted with this application is accurate, and does not contain any false, or fraudulent statement or entry.
3. Non-Delinquency. The applicant further certifies the applicant is not currently in default or delinquent on any debts or loans provided by the Federal State, or local government entity.
4. Debarment. The applicant further certifies the applicant has not been in the preceding three years: a) debarred, suspended or declared ineligible from any participating in any Federal program; b) formally proposed for debarment; c) voluntarily excluded from participation in a Federal transaction; or d) indicted convicted, or had a civil judgment rendered against it for any of the offences listed in the Regulations Governing Debarment and Suspension.
5. Reports and Record Retention. Applicant assures any and all reports required by the VA will be made available in such form and contain such information as VA may require. Applicant further assures that upon demand, VA has access to the records upon which the information is based.
6. Fiscal Control. Applicant assures it will establish and maintain such procedures for fiscal control and fund accounting as may be necessary to ensure proper disbursement and accounting with respect to the RVCP grant.
7. Civil Rights. This program will comply with all provisions of Title VI of the Civil Rights Act of 1964.
Lobbying. The applicant certifies no federally appropriated funds associated with this grant will be paid on behalf of the applicant to an officer of any Federal agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress.

Signature: By submitting this application, the applicant certifies that the facts stated and the certifications and representations made in this application are true, and the applicant has not omitted any material facts. The undersigned is an authorized representative of the applicant.

Applicant: _____

Signed: _____

Name and Title: _____

Date: _____

From: [Bentley, Terry](#)
Subject: Rural Veterans Coordination Pilot (RVCP) Grant Program
Date: Tuesday, August 27, 2013 10:23:02 AM
Attachments: [image001.png](#)
[RVTAP_Summary.docx](#)
[Federal_Register.pdf](#)
[oppVA-RVCP-2013-cfda64_038-instructions_\(2\).docx](#)
[506_SF_424_Addendum_\(2\).docx](#)

Dear Friends and Colleagues of OTGR,
Please help us disseminate this message to tribal governments.

Please see below and attached for information on the newly implemented Rural Veterans Coordination Pilot (RVCP) Grant Program. VA will award 5 grants of up to \$2 million, for a two year period, to community based organizations or state, local, and **tribal governments.** The deadline for submissions to Grants.gov is **19 September 2013**. This grant program has the potential to be highly competitive with only 5 grantees and broad eligibility. Please let me know if you have questions that are not addressed in documents and links here.

Mrs. Terry R. Bentley

Tribal Government Relations Specialist | Western Region (OR,WA,ID,NV,CA,AK)
Office of Tribal Government Relations (OTGR) | U.S. Department of Veterans Affairs
810 Vermont Avenue, NW | Washington, DC 20420
Phone: 541-440-1271 | Blackberry: 541-537-0213 | Email: terry.bentley@va.gov
Website: <http://www.va.gov/TRIBALGOVERNMENT/>



SUMMARY

Authorization (040): Public Law 111-163, the Caregivers and Veterans Omnibus Health Services Act of 2010, section 506 signed into law on May 5, 2010 authorizes this grant program. This program provides funds for a two-year pilot program with an objective of using grants to assess the feasibility of using community-based organizations and local, State, and Tribal government entities to provide outreach, to increase the coordination and availability of health care and benefits, to increase the availability of high quality medical and mental health services, and to provide assistance to Veterans and their families as they transition from the military to civilian life.

The grantees are expected to provide the following services to Veterans who are eligible for this program to include:

- Outreach services that include making personal contact with each returning Veteran and accompanying family in the grantees defined service area.
- Comprehensive assessment to transitioning Veterans and their accompanying family who choose to accept care and benefits coordination services.
- Provision of care and benefits coordination to all Veterans and their accompanying family members. This includes the provision of follow-up contacts to assess the effectiveness of the services provided and to provide coordination of any additional benefits needed. The goal of all care and benefits coordination is to enable the Veteran leaving military service and their accompanying family to successfully transition to civilian life.
- Coordination among the organizations providing care and benefits services to transitioning Veterans and their accompanying family.
- Increase the availability and access of care and benefits provision to Veterans and their accompanying families in rural communities, especially health and mental health services, by utilization of local community based providers to coordinate the care and benefits and to work collaboratively with the local community to address gaps in services, and plan for addressing those gaps in services.
- *(A full summary and the final regulation are attached.)*

If they would like to apply,

Below are the four websites for VA Rural Health for RVCP, Federal Register – Final Rule, Federal Register – NOFA and Grants.gov. websites.

Also, attached is the VA Application and the Addendum for the 506 Grant. There are a series of 424 forms that must be filled out which are accessed through Grants.gov. To apply all applications and paperwork must be submitted through **Grants.gov**.

<http://www.ruralhealth.va.gov/coordination-pilot/index.asp>

<https://www.federalregister.gov/articles/2013/02/25/2013-04277/grants-for-the-rural-veterans-coordination-pilot-rvcp>

<https://www.federalregister.gov/articles/2013/06/04/2013-13163/notice-of-funds-availability-inviting-applications-for-the-rural-veterans-coordination-pilot>

<http://www.grants.gov/search/search.do;jsessionid=K6L2R5nM807TTTTVptzyJFN5CzjyrCqT6JrjbxzpKTLPgzybTL02BI-1329833229?oppld=236274&mode=VIEW>

Please make sure you have the latest edition of Adobe on your computer: <http://softclipse.com/adobe-reader>

Here is a link to HHS that has statistics on underserved areas: <http://muafind.hrsa.gov/>

Thank you.

Jacquelyn Bean

Management Analyst

VHA Interagency Health Affairs (10P5)

Department of Veterans Affairs

202-461-4178 - Office

Rural Veterans Coordination Pilot RVCP Grant Program **VHA Office of Interagency Health Affairs (10P5)**

SUMMARY

Authorization (040): Public Law 111-163, the Caregivers and Veterans Omnibus Health Services Act of 2010, section 506 signed into law on May 5, 2010 authorizes this grant program. This program provides funds for a two-year pilot program with an objective of using grants to assess the feasibility of using community-based organizations and local, State, and Tribal government entities to provide outreach, to increase the coordination and availability of health care and benefits, to increase the availability of high quality medical and mental health services, and to provide assistance to Veterans and their families as they transition from the military to civilian life.

The grantees are expected to provide the following services to Veterans who are eligible for this program to include:

- Outreach services that include making personal contact with each returning Veteran and accompanying family in the grantees defined service area.
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- Provision of care and benefits coordination to all Veterans and their accompanying family members. This includes the provision of follow-up contacts to assess the effectiveness of the services provided and to provide coordination of any additional benefits needed. The goal of all care and benefits coordination is to enable the Veteran leaving military service and their accompanying family to successfully transition to civilian life.
- Coordination among the organizations providing care and benefits services to transitioning Veterans and their accompanying family.
- Increase the availability and access of care and benefits provision to Veterans and their accompanying families in rural communities, especially health and mental health services, by utilization of local community based providers to coordinate the care and benefits and to work collaboratively with the local community to address gaps in services, and plan for addressing those gaps in services.

The pilot requires that the program be carried out in five locations and the grants are for a two year period. The locations that must be considered shall be rural areas with high proportions of minorities in the population with limited access to health care and not in close proximity to an active duty military installation.

Eligible entities who apply for the grant must meet the following requirements:

- Community based organizations, i.e. a group that represents a community or a significant segment of a community and is engaged in meeting the community needs; local and state governments, Tribal and non-profit organizations.

Beneficiary eligibility is limited to veterans and their accompanying families who are transitioning from the military to rural areas. An eligible veteran participant is defined as a veteran who is eligible for VA benefits and who has transitioned from active duty military benefits within the last two years. An eligible family member is defined as those individuals who reside in the Veteran's home and are part of the established household the Veteran.

To apply for a grant, an applicant must submit to VA a complete RVCP grant application package, as described in the NOFA. A complete grant application package must include at a minimum:

- A description of the coordination and outreach to be provided by the applicant.
- Identification of the area(s) the applicant intends to serve and the need for RVCP in the area(s).
- A description of the characteristics of veterans and their families in the areas served by the applicant, if known;
- An estimate of the number of participants who will be provided services under RVCP in the applicant's area, including an estimate of the total number of veterans and their families transitioning from the military.
- Documentation describing the experience the applicant (and any identified subcontractors, referred to collectively as 'applicant') has in providing services similar to those in RVCP;
- A plan to continuously seek new sources of assistance to ensure the long-term provision of health care and benefits; and
- A statement of compliance with the requirements of this part throughout the term of the grant.
- Other information that VA may request.

Grantees will be notified of their selection by formal letter from the Secretary of Veterans Affairs. The notification will contain an RVCP grant agreement which must be signed by the applicant and returned to the RVCP program office within fifteen days. No dispersal of grant funds will occur until the grant application has been signed and returned.