



**Department of
Veterans' Services**

**ROUND 2
REQUEST FOR GRANT APPLICATIONS (“Round 2 RGA”)**

**NEW YORK STATE DEPARTMENT OF VETERANS' SERVICES
VETERANS' NONPROFIT CAPITAL PROGRAM (VNCP)**

RGA Release Date: November 29, 2023

Viviana DeCohen
Commissioner
New York State Department
of Veterans' Services

Designated Contact(s):

Agency: Dormitory Authority of the State of New York (DASNY)
Title: VNCP Coordinator
Email: vncp@dasny.org

KEY DATES

Eligible Project Start & End Date Range	April 1, 2024 – April 1, 2027
Issuance of the Round 2 RGA	November 29, 2023
January Zoom Call Details (no earlier than)	December 15, 2023
Zoom Call/Presentation (VNCP Application and Review Process)	January 9, 2024
Deadline for Round 2 RGA Questions	February 16, 2024
Post Responses to Round 2 RGA Questions (no earlier than)	March 1, 2024
VNCP Applications Due By	April 19, 2024
Awards Expected (no earlier than)	May 17, 2024
Deadline for Reimbursement Submission & Processing	April 1, 2028

Inquiries:

In accordance with State Finance Law § 139-j and § 139-k, this Round 2 RGA includes and imposes certain restrictions on communications between DASNY, New York State Department of Veterans' Services (NYS DVS) or other State personnel and an Applicant, or any representative, agent, consultant or other third party representing the Applicant during the procurement process. All inquiries must therefore be directed as follows:

General Inquiries must be directed to:

Email: vncp@dasny.org
Subject line: VNCP Round 2

Technical Questions regarding Grants Management and the Document Vault Prequalification process must be directed to:

Email: grantsgateway@its.ny.gov

Other Resources:

- [The NYS Grants Management Website](#)
- [Document Vault Registration](#)
- [Document Vault Prequalify to Apply for New York State Grants](#)
- [Resources for Grant Applicants](#)
- [Preparing for Grant Opportunities](#)

Important Note: *Contacts made to any DASNY, NYS DVS or other State personnel regarding this procurement as noted in this Round 2 RGA between the date of release and the VNCP Application deadline may disqualify the Applicant and affect future procurements with governmental entities in the State of New York. Please refer to DASNY's website (www.dasny.org) for policy and procedures regarding this law, or the OGS website (<http://ogs.ny.gov/acpl/>) for more information about this law.*

Table of Contents

- SECTION 1. PROGRAM OVERVIEW..... 4**

- SECTION 2. ELIGIBLE ENTITIES AND PROJECTS 4**
 - Eligible use of Funds..... 6
 - Ineligible Uses of Funds 6

- SECTION 3. FUNDING A PROJECT 7**

- SECTION 4. OVERVIEW OF REVIEW PROCESS..... 8**

- SECTION 5. GRANT NOTIFICATION AND CONTRACT 9**

- SECTION 6. KEY EVENTS/DATES, GENERAL INQUIRES AND QUESTIONS 9**
 - Key Events/Dates..... 9
 - Applicant Zoom Call (VNCP Application and Review Process) 10
 - General Inquires and Questions..... 10

- SECTION 7. SUBMISSION OF A VNCP APPLICATION AND REQUIRED SUPPORTING DOCUMENTATION 10**

- EXHIBIT 1: VNCP APPLICATION***

- APPENDIX A: VNCP FREQUENTLY ASKED QUESTIONS (FAQS)***

- APPENDIX B: CORPORATE DOCUMENT STRUCTURE***

- APPENDIX C: EXAMPLES OF ELIGIBLE CAPITAL PROJECTS***

- APPENDIX D: ELIGIBILITY REVIEW PASS/FAIL QUESTIONS***

- APPENDIX E: VNCP APPLICATION SCORE SHEET***

Section 1. Program Overview

In order to effectively address the continuing need for quality veteran services, New York State made \$5 million available within the 2022-2023 NYS Budget and was reappropriated in the 2023-2024 NYS Budget. Grant funds through the Veterans' Nonprofit Capital Program (VNCP) will fund nonprofit veterans' organizations to make capital improvements to facilities that serve veterans.

The VNCP funding for Round 1 has been awarded and it is currently anticipated that the availability of **funding in Round 2 will be no less than \$2.4 million. The actual amount to be awarded in Round 2 will be determined prior to the VNCP Application due date of April 19, 2024.** Awards will range between \$25,000 and \$75,000 to ensure projects and organizations of varying sizes may be funded by VNCP.

VNCP will be administered by DASNY, on behalf of NYS DVS, and is expected to be highly competitive. Veterans' organizations eligible to apply are strongly encouraged to review the Frequently Asked Questions (FAQs, Appendix A updated from the prior Round) before submitting any questions during the question-and-answer period noted in Section 7 of this Round 2 RGA and applying for VNCP funding. The responses to the questions submitted during the question-and-answer period will be posted to the NYS DVS [website](#).

In addition, there will be a Zoom call in regard to the VNCP Application and Review Process scheduled for **January 9, 2024**, that will be recorded and posted on the NYS DVS [website](#) for veterans' organization to review while this opportunity remains open. Details about the Zoom call will be posted to the opportunity on the NYS Grants Management website and the NYS DVS [website](#) **no later than December 15, 2023.**

Section 2. Eligible Entities and Projects

NOTE: A Round 1 awardee will not be able to apply for Round 2 if they have an open VNCP grant. If an awardee withdraws a Round 1 award, or has a fully disbursed Round 1 grant, they would be eligible to apply in Round 2. An organization should weigh their options carefully if considering withdrawing from Round 1, as there is no guarantee that an organization reapplying in Round 2 will be awarded.

Veterans' organizations, for purposes of this Round 2 RGA, means any not-for-profit organization which is organized to do business within the State and whose membership must consist of dues paying members who are current or former members of the armed services or forces of the United States and whose main purpose is to benefit former or current members of the armed services or forces of the United States. Such organizations should be formally incorporated as a not-for-profit organization under the Internal Revenue Code 26 United States Code Section 501(c) which includes two subsections [§501(c)(19) and 501(c)(23)] which provide for tax-exemption under Section 501(a) for organizations that benefit veterans of the United States Armed Forces.

26 U.S.C. §501(c)(19)

"A post or organization of past or present members of the Armed Forces of the United States, or an auxiliary unit or society of, or a trust or foundation for, any such post or organization—

(A) organized in the United States or any of its possessions,

(B) at least 75 percent of the members of which are past or present members of the Armed

Forces of the United States and substantially all of the other members of which are individuals who are cadets or are spouses, widows, widowers, ancestors, or lineal descendants of past or present members of the Armed Forces of the United States or of cadets, and

(C) no part of the net earnings of which inures to the benefit of any private shareholder or individual.”

26 U.S.C. §501(c)(23)

“Any association organized before 1880 more than 75 percent of the members of which are present or past members of the Armed Forces and a principal purpose of which is to provide insurance and other benefits to veterans or their dependents.”

Veterans’ organizations that **are not** specifically incorporated under 26 U.S.C. [§501(c)(19) or (c)(23)] (details immediately above) can still be eligible so long as their dues paying membership contains the following individuals:

- at least 75 percent of the members must be past or present members of the Armed Forces of the United States and substantially all of the other members are individuals who are cadets or are spouses, widows, widowers, ancestors, or lineal descendants of past or present members of the Armed Forces of the United States and the sum of both of these groups must equal 97.5% of the total membership of the organization.
- **OR**, if the entity was organized before 1880 then 75 percent of the members must be present or past members of the Armed Forces and its principal purpose is to provide insurance and other benefits to veterans or their dependents.

	# 2023	# 2022	# 2021	# 2020	# 2019
New Dues Paying Members	3	10	15	20	25
Returning Dues Paying Members	85	80	95	75	50
Total Dues Paying Members	88	90	110	95	75

State the number of dues paying members who are Active or former Members of the Armed Forces of the United States?	68
State the number of dues paying members who are cadets in the Armed Forces of the United States?	1
State the number of dues paying members who are spouses, widows, widowers, ancestors or lineal descendants of past or present Members of the Armed Forces of the United States or of Cadets?	17
State the number of other dues paying members who do not qualify under another category.	2
Total (must equal the 2023 Total Dues Paying Members in “a” above)	88

Veterans' organizations must have been in existence in New York State for five years and are in good standing with the State; and will be the entity entering into the contracts and paying the vendors (legal name on estimates, contracts, invoices and checks); and cannot be a veterans' organization with an active VNCP award in process from the prior round.

Any veteran's organization applying for this opportunity must be registered with NYS Grants Management and have a Document Vault prequalified in the NYS Grants Management system under the applicant's legal name.

NOTE: The legal name must be uniform across the corporate documents as noted in Appendix B. Applicants are strongly encouraged to review their corporate structure and corporate documents prior to obtaining a prequalified NYS Grants Management Document Vault which should be an Applicant's first priority.

If an Applicant is unclear:

- ✓ if they qualify to apply for the opportunity; or
- ✓ if they have the proper documentation necessary to upload into a Grants Management Document Vault; or
- ✓ if they can meet the requirements outlined in the Round 2 RGA;

then the Applicant is advised to consult with their legal or financial team to make this determination.

Eligible use of Funds

VNCP funds may only be used for a capital project consisting of capital costs including but not limited to (also see Appendix C):

- Construction, reconstruction, rehabilitation or expansion of an Eligible Facility;
- Purchase of equipment for an Eligible Facility, provided the equipment has a useful life of 10 years or more;
- Certain construction soft costs including architectural, engineering & design.

There is no requirement that the project be shovel ready, with all plans and permits approved, by the VNCP Application due date of **April 19, 2024**; and this Round 2 RGA does not set forth a preference for particular project types.

Ineligible Uses of Funds

Ineligible uses of VNCP funds include, but are not limited to:

- General maintenance & repairs, including, but not limited to, routine painting, caulking, resurfacing a parking lot or extending the life of a roof by adding shingles to an already existing roof.
- Working capital, including funds required to operate a facility, such as staff, rent, utilities and supplies.
- Grant writing, administration, legal, insurance and other fees.

- Paying down long-term debt (greater than 1 year), including financing of machinery or equipment.
- Project management fees that are not clearly documented and tied to a specific task.
- Lease payments.

The project shall commence on or after **April 1, 2024**, and is expected to be completed by **April 1, 2027**. Any project started prior to **April 1, 2024**, including equipment purchases, will not be considered. Design, engineering and other preliminary planning activities may commence prior to **April 1, 2024**, however, costs incurred prior to this date may not be reimbursed.

Each eligible veterans' organization may apply for **one (1) VNCP** award for one project that may consist of multiple areas of their facility (i.e., kitchen, community room and HVAC). **If multiple VNCP Applications are submitted by a veterans' organization, only the first received will be considered, therefore, once a VNCP Application has been submitted, a VNCP Application will not be returned or replaced by future submissions by the Applicant. Therefore, please be sure to double check that everything being submitted (information and documentation) is correct prior to submission.**

NOTE: Once an award has been made, no major project modifications, grantee or location changes will be permitted.

Section 3. Funding a Project

It is anticipated that the remaining VNCP funds noted in Section 1 of this Round 2 RGA will be awarded during this VNCP Application cycle. Applicants must state the VNCP amount being requested in the VNCP Application ranging from \$25,000 to \$75,000. In no event will an award exceed \$75,000. The total number of awards will depend upon the number of VNCP Applications received, the amount available through this Round 2 RGA as well as the score awarded to each VNCP Application based upon responsiveness to the requirements and the criteria set forth in this Round 2 RGA.

NOTE: Any veterans' organization awarded VNCP funding must register with the New York State Attorney General's Charities Bureau (<https://www.charitiesnys.com/>).

An eligible veterans' organization must demonstrate the ability to provide the remainder of the funds necessary to complete the project if the total project budget exceeds the VNCP requested amount. This will be presented in the VNCP Application budget and be substantiated with any attachments to the VNCP Application when it is submitted. For example, if a veterans' organization is completing a roof replacement for \$100,000 and requesting a VNCP award of \$75,000, then Applicant must demonstrate how the remaining \$25,000 will be funded. In the example on the next page, a gift from XYZ Foundation is being given to the veterans' organization. If a gift, such as this is not available to an organization, then an Applicant can provide another source of funding such as their own bank account which would be substantiated by a letter from the fiscal officer or by a Board Resolution.

Tasks (Attach additional pages if necessary)	Total Amount Per Task	Sources of Funds Breakout			
		VNCP Grant	Applicant	*Committed Funding Sources	**Funding still to be arranged
<i>Roof Replacement</i>	<i>\$100,000</i>	<i>\$75,000</i>		<i>\$25,000 (gift from XYZ Foundation)</i>	

*Specify committed amount in this column and attach award letters to the VNCP Application.

** Provide the amount in this column and provide a description of what other funding sources are being pursued.

A financial analysis will be undertaken in connection with each VNCP Application and again prior to a contract being issued. The financial analysis will verify that sufficient funds have been secured to complete the project as described in the budget which is backed up by estimates and commitment documentation.

NOTE: If the Applicant is uncertain if they will have the additional funds above the VNCP funding to complete the project, the Applicant may want to submit a VNCP Application for a smaller award to fund a smaller project (i.e., Total Project Cost is \$25,000 then Applicant could request \$25,000). There is no match requirement for VNCP.

Section 4. Overview of Review Process

Each eligible veterans’ organization seeking VNCP funds in response to this Round 2 RGA **must submit a VNCP Round 2 Application and any attachments as required (in pdf format) to vncp@dasny.org by the April 19, 2024 due date.** If the VNCP Application and any backup documentation is too large to send in one email, then an Applicant may either send multiple emails; or through a zip file; or through an Applicant portal (be sure that access is provided to vncp@dasny.org if a portal is used). NYS DVS will not consider any VNCP Application that is late due to email delivery delays or technical difficulties on the part of the Applicant. Therefore, it is recommended that **Applicants submit the VNCP Application and backup documentation before the April 19, 2024 due date.**

After the April 19, 2024 due date, each VNCP Application will be downloaded and initially reviewed based on five eligibility Pass/Fail Questions (see Appendix D) and then subsequently the Applications will be sent for scoring. The eligibility Pass/Fail Questions is a quick assessment of the VNCP Application to determine if the VNCP Application may proceed to scoring. If a VNCP Application fails any of the Pass/Fail Questions, then the VNCP Application will not be reviewed any further by NYS DVS or DASNY staff.

Each VNCP Application submitted for scoring will receive a more substantive review by various staff members of DASNY and NYS DVS (the “Scorers”). The Scorers will be verifying the Applicant and the project complies with the criteria set forth in this Round 2 RGA and assign a score to each VNCP Application based on the three components (Completeness of the VNCP Application, Project Eligibility and Financial Review) outlined in the Score Sheet (see Appendix E). In order to receive an award, a VNCP Application must receive a minimum overall average score of 70.

Once the highest scoring VNCP Applications have been awarded, any residual funds remaining shall be awarded through another VNCP Request for Grant Applications opportunity or NYS DVS may make an

award to the next Applicant(s) receiving the next highest score(s).

NOTE: The NYS Grants Management Document Vault prequalified status will be verified prior to eligibility review, VNCP Application scoring, contract execution and submission of each payment requisition. Please see page 2 of this Round 2 RGA for helpful resources.

Section 5. Grant Notification and Contract

Once awards have been announced and posted on the NYS DVS [website](#), an award letter will be sent electronically from DASNY to the contact listed on the veterans' organization's VNCP Application. The award letter will outline what will be needed from the organization so that DASNY may conduct the necessary reviews before entering into a Grant Disbursement Agreement (GDA, or contract) with the Grantee. The GDA will outline the terms and conditions for the award and will expire on April 1, 2028.

In order to receive any State funding, prospective projects have to demonstrate their compliance with the New York's Environmental Quality Review Act (SEQRA). This may also require sign off by NYS Office of Parks Recreation and Historic Preservation. More information on the SEQRA review can be found in the FAQs (Appendix A) attached to this Round 2 RGA.

Upon receipt of the executed GDA from the veterans' organization in DocuSign, it will be reviewed for completeness and accuracy, including verification that the budget has not changed (or that a valid rationale is given for the change and the change does not materially affect the approved project, timeline, or budget), the exhibits are properly completed and no other issues have developed that would affect the status of the award. Once this review is complete the GDA will be executed by a DASNY authorized officer, on behalf of NYS DVS, and a copy returned to the Grantee.

Upon receipt of a fully executed GDA, the veterans' organization may begin to requisition funds through DASNY's Accounts Payable utilizing the exhibits within the GDA. Instructions for this process will be provided to the veterans' organization when the fully executed contract is returned to the signatory for the veterans' organization.

It is anticipated that a complete requisition in proper form will include but not be limited to: verification that proper documentation has been received with the requisition exhibits, verification that the named veterans' organization on the GDA is the same legal entity that paid the project costs and entered into the vendor contract(s), and confirmation that the costs to be paid from VNCP are consistent with the GDA.

Section 6. Key Events/Dates, General Inquires and Questions

Key Events/Dates

Provided below is a schedule of milestones for this Round 2 RGA. DASNY, on behalf of NYS DVS, reserves the right to change any or all of these dates as it deems necessary or convenient in its discretion.

In the event of any modification, a notice will be posted accordingly to the NYS Grants Management Opportunity portal and the NYS DVS [website](#).

Eligible Project Start & End Date Range

April 1, 2024 – April 1, 2027

Issuance of the Round 2 RGA	November 29, 2023
January Zoom Call Details (no earlier than)	December 15, 2023
Zoom Call/Presentation (VNCP Application and Review Process)	January 9, 2024
Deadline for Round 2 RGA Questions	February 16, 2024
Post Responses to Round 2 RGA Questions (no earlier than)	March 1, 2024
VNCP Application Due By	April 19, 2024
Awards Expected (no earlier than)	May 17, 2024
Deadline for Reimbursement Submission & Processing	April 1, 2028

Applicant Zoom Call (VNCP Application and Review Process)

A Zoom call presentation outlining the specific elements of the Round 2 RGA, the VNCP Application and Review process will be held on **January 9, 2024**. Details of the Zoom call will be provided to Applicants on the NYS DVS [website](#) **no later than December 15, 2023**. If an Applicant is unable to attend the Zoom call, the recorded Zoom call as well as the presentation will be uploaded to the NYS DVS [website](#) for Applicants to review. Applicants are strongly encouraged to attend the Zoom call, or at a minimum review the recording and/or presentation on the NYS DVS [website](#) prior to submitting a VNCP Application.

General Inquires and Questions

To maintain a fair and open process all **questions regarding this Round 2 RGA or the VNCP Application process must be submitted to vnep@dasny.org by 4:00 pm on February 16, 2024. Answers to questions of a substantive nature will be provided no earlier than March 1, 2024.**

REMINDER: *Contacts made to any DASNY, NYS DVS or other State personnel regarding this procurement as noted in this Round 2 RGA between the date of release and the VNCP Application deadline may disqualify the Applicant and affect future procurements with governmental entities in the State of New York. Please refer to DASNY's website (www.dasny.org) for policy and procedures regarding this law, or the OGS website (<http://ogs.ny.gov/acpl/>) for more information about this law.*

Section 7. Submission of a VNCP Application and Required Supporting Documentation

An eligible veterans' organization seeking VNCP funds must download the VNCP Application, complete, sign, and submit one complete VNCP Application (provided in Exhibit 1 attached to this Round 2 RGA or accessible as a fillable template on the NYS DVS website) including any backup documentation as requested (in pdf format) to vnep@dasny.org **on or before 4:00 p.m. on April 19, 2024.**

It is the responsibility of each Applicant to see that their VNCP Application along with any necessary attachments arrives by **4:00 pm on April 19, 2024**. A VNCP Application will not be considered due to delivery delays or the Applicant has technical difficulties submitting a VNCP Application or obtaining a prequalified Document Vault. DASNY, on behalf of NYS DVS, reserves the right to:

- Reject any or all VNCP Applications received in response to this Round 2 RGA.
- Award any remaining funds under another VNCP Request for Grant Applications at a future date or be given to the next veterans' organization on the score list as described in Section 4 of this Round 2 RGA.

Reminder, all Applicants must have a NYS Grants Management Document Vault status of Prequalified by April 19, 2024. Obtaining a prequalified Document Vault may take an extensive amount of time especially if the corporate legal name is not uniform across the corporate documents as noted in Appendix B. It is recommended that all potential VNCP Applicants start the Document Vault process or update their existing Document Vault first to ensure that the Document Vault is prequalified prior to the organization applying for the opportunity.

Each VNCP Application will be rated based on the following criteria including:

- Community Participation
 - a. Describe the Applicant's history of involvement with veterans and their families.
 - b. Describe the target population including whether this is a rural or urban community, the contributions to the local community as well as the area served including the economic status.
 - c. Veterans related events hosted or conducted within the previous two years.
- Prior Grant Awards
 - a. If the organization applied for and/or received capital funding grants from any source in the past five years:
 - i. Was the funding received?
 - ii. What was the purpose of the grant?
 - iii. Was the project completed? When?
- Project
 - a. Describe the capital project and share how the proposed project will benefit veterans and their families.
 - b. Does the Applicant already provide the benefits that will be provided if the project is completed? If the project is not completed will the Applicant be able to continue to provide the benefits.
 - c. Briefly describe the target population and the community it will serve.
 - d. Briefly describe the basis for selection of professionals, consultants, etc. (i.e., Request for Proposals or other methods).
 - e. Include the age and physical description of existing and/or proposed new space, and other site or building work to be undertaken.

➤ Project Viability

- a. The Applicant (the entity entering into the contracts and paying the vendors) must provide at least one estimate (addressed to the legal name of the veterans' organization) from a qualified professional for the work to be undertaken with grant funds. The Applicant is responsible for all costs in excess of the grant amount. No additional funds will be granted from the VNCP for cost overruns or additional project enhancements.

Applicants are strongly encouraged to provide robust narratives with their VNCP Application and submit as many additional pages and backup documentation as necessary that will assist the Applicant in fully and clearly describing the benefits of their proposed project.

In conclusion, once the eligibility review and the scoring of the VNCP Applications conclude, DASNY, on behalf of NYS DVS, will anticipate posting awards no earlier than **May 17, 2024**.

EXHIBIT 1: VNCP APPLICATION

DOWNLOAD, COMPLETE, SIGN AND RETURN THE FOLLOWING VNCP APPLICATION

APPENDIX A: VNCP FREQUENTLY ASKED QUESTIONS (FAQS)

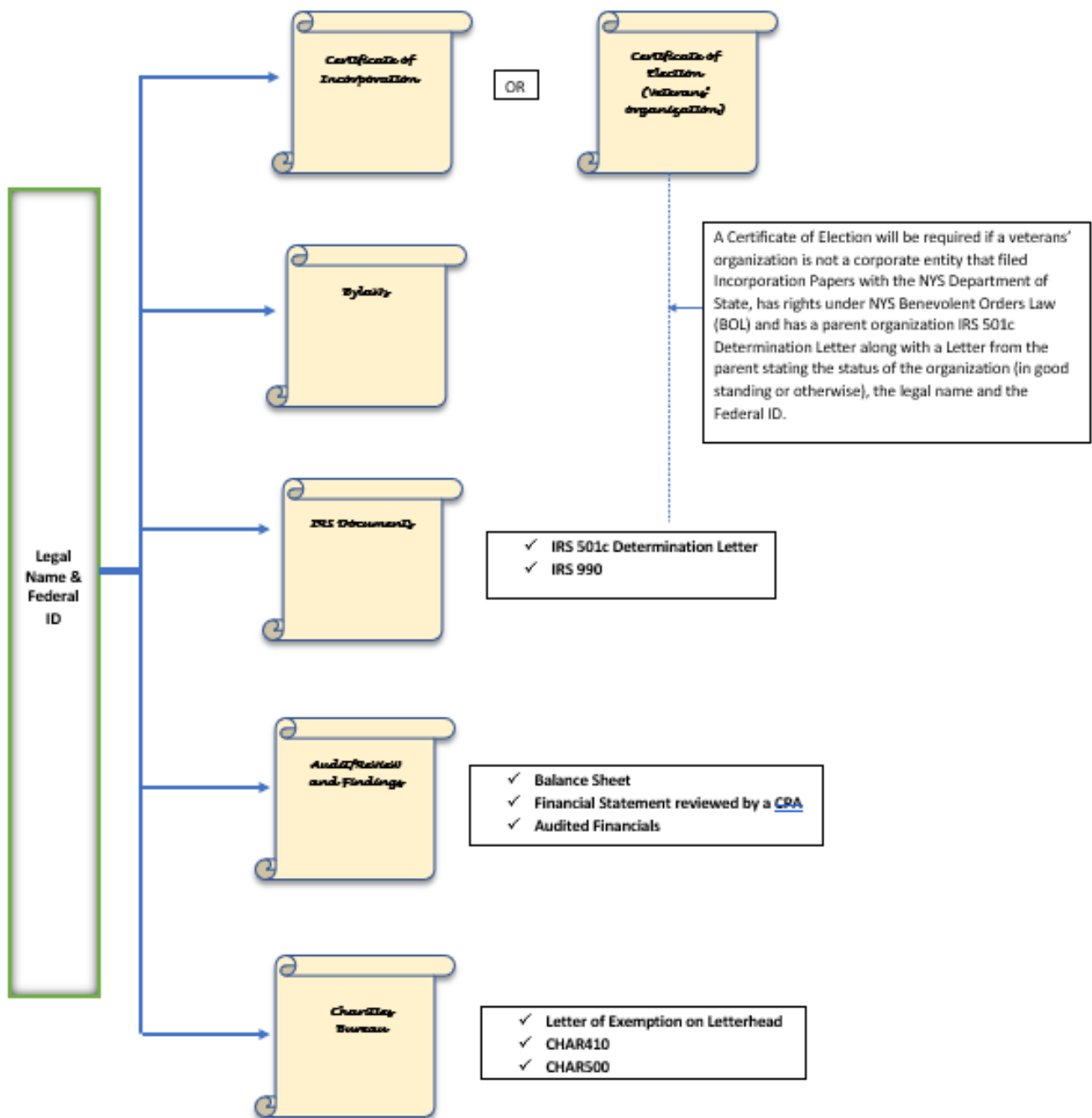
*PLEASE REVIEW ALL FAQS PRIOR TO SUBMITTING ANY QUESTIONS DURING
THE QUESTION-AND-ANSWER PERIOD*

AS WELL AS

PRIOR TO SUBMITTING A VNCP APPLICATION

APPENDIX B: CORPORATE DOCUMENT STRUCTURE

Also see the [“Preparing for Grant Opportunities”](#) Presentation Video



APPENDIX C: EXAMPLES OF ELIGIBLE CAPITAL PROJECTS

Eligible Capital Projects may include, but is not limited to:

- Modernization & Capital Rehabilitation
 - Roof
 - Kitchen
 - Restrooms
 - Entryways
 - Walk-in coolers
 - Meeting space
 - Purchase and installation of an emergency generator
 - Purchase and installation of equipment with a useful life of at least 10 years (i.e., appliances, ice machines, etc.)
 - ***Note that non-fixed equipment acquired with grant funds is subject to inventory controls and audits throughout its useful life.***
- Elimination of Health & Safety Hazards
 - Removal and Reinstallation of a parking lot/driveway
 - Installation of a larger door frame
 - Installation of accessibility ramps and railings
 - Installation of a ventilation system
- Exterior Features
 - Purchase and installation of a flagpole(s)
 - Construct a pavilion
 - Creation of useable outdoor space
 - Purchase and installation of fencing
- Installation of plumbing, electrical, HVAC
- Water & Wastewater Projects
 - New well or septic system
- Accessibility Renovations
 - ADA compliance modifications to interior and exterior
 - Rehabilitation of parking lot or entrance
 - Installation of accessibility ramps and railings
 - Purchase and installation of a chair lift
- Energy Conservation Renovations
 - Removal and Replacing Lighting
 - Replacement of Furnace/Air Conditioning
 - Replacement of Windows and Doors
 - Solar – so long as the panels are purchased and installed

APPENDIX D: ELIGIBILITY REVIEW PASS/FAIL QUESTIONS

- ✓ *Has the Applicant organization secured a prequalified Document Vault in the NYS Grants Management System?*
- ✓ *Has the Applicant organization been in existence for at least five (5) years (noted on the NYS Department of State Division of Corporations website)?*
- ✓ *Does the project to be undertaken with VNCP Grant Funds have an estimated useful life of 10 years or more?*
- ✓ *Is the Applicant organization incorporated under 26 U.S.C. §501(c)(19) or 501(c)(23) or a Not-For-Profit with members as defined in Section 2 of the RGA?*
- ✓ *Does the Applicant organization meet the membership requirements of 26 U.S.C. §501(c)(19)? Or the membership and other requirements of 501(c)(23) as defined in Section 2 of the RGA?*
- ✓ *Does the Applicant organization have at least 15 active Members noted on page 1 of the VNCP Application?*

APPENDIX E: VNCP APPLICATION SCORE SHEET

Veterans' Nonprofit Capital Program (VNCP)
APPLICATION SCORE SHEET

Applicant _____

Reviewer Initials _____ Date Reviewed _____

Scoring Component	Maximum Points Available (100)	Points
1. Completeness of the VNCP Application	10	
2. Project Eligibility	60	
3. Financial Review	30	

TOTAL OVERALL POINTS AWARDED TO THIS APPLICATION:

INSTRUCTIONS TO REVIEWERS

Review each VNCP Application based on the stated criteria. Assign a score based on how well the VNCP Application meets the criteria. The following guide relates point scores to corresponding qualitative ratings. Use this guide to ensure that the total score accurately reflects the rating you assign to the VNCP Application.

Total points available from is 100.

For scoring component 1 (10 Points) the criteria for review is as follows:

8-10 points	=	Meets or exceeds expectations for the component as described in the RGA.
4-7 points	=	Meets most expectations for the component as described in the RGA.
1-3 points	=	Meets some expectations for the component as described in the RGA.
0 points	=	Does not meet expectations of the component as described in the RGA.

For scoring component 2 (60 Points) the criteria for review is as follows:

46-60 points	=	Meets or exceeds expectations for the component as described in the RGA.
36-45 points	=	Meets most expectations for the component as described in the RGA.
21-35 points	=	Meets some expectations for the component as described in the RGA.
0-20 points	=	Does not meet expectations of the component as described in the RGA.

For scoring component 3 (30 Points) the criteria for review is as follows:

25-30 points	=	Meets or exceeds expectations for the component as described in the RGA.
19-24 points	=	Meets most expectations for the component as described in the RGA.
13-18 points	=	Meets some expectations for the component as described in the RGA.
0-12 points	=	Does not meet expectations of the component as described in the RGA.

1. COMPLETENESS OF THE VNCP APPLICATION (10 Points Maximum):

Veterans' nonprofit Capital Program (VNCP) Application:

- All sections of the VNCP Application have been reviewed and answered, even if response is not applicable, and requested attachments have been provided.
- The VNCP Application clearly and fully describes the VNCP Project to be undertaken with Grant funds and the goals that are expected to be achieved as a result of undertaking the VNCP Project.
- Provide an explanation of the reviews and approvals that are required in connection with the project to be undertaken with VNCP Grant funds including, but not limited to, environmental, historic and land use approvals.

TOTAL POINTS AVAILABLE: 10

REVIEWER SCORE: _____

REVIWER INITIALS: _____

COMMENTS (include additional paper, if needed). Identify any incomplete items.

2. PROJECT ELIGIBILITY (60 Points Maximum):

VNCP defines a VNCP Project as the design, construction, reconstruction, rehabilitation or equipping of a facility within the State to make capital improvements to their facility that serves veterans.

Ineligible uses of VNCP funds include, but are not limited to, working capital, rent, utilities, supplies, lease payments, maintenance agreements, training, the repayment of existing long-term debt, payment of legal fees and other non-capital costs.

A successful VNCP Application will provide a robust description of the prospective Project to be funded with the VNCP Grant and will include the following, as requested in the Round 2 RGA including Section 7:

- Community Participation
 - a. Describe the Applicant's history of involvement with veterans and their families.
 - b. Describe the target population including whether this is a rural or urban community, the contributions to the local community as well as the area served including the economic status.
 - c. Veterans related events hosted or conducted within the previous two years.
- Prior Grant Awards
 - a. If the organization applied for and/or received capital funding grants from any source in the past five years:
 - i. Was the funding received?
 - ii. What was the purpose of the grant?
 - iii. Was the project completed? When?
- Project
 - a. Describe the capital project and share how the proposed project will benefit veterans and their families.
 - b. Does the Applicant already provide the benefits that will be provided if the project is completed? If the project is not completed will the Applicant be able to continue to provide the benefits.
 - c. Briefly describe the target population and the community it will serve.
 - d. Briefly describe the basis for selection of professionals, consultants, etc. (i.e., Request for Proposals or other methods).
 - e. Include the age and physical description of existing and/or proposed new space, and other site or building work to be undertaken.
- Project Viability
 - a. The Applicant (the entity entering into the contracts and paying the vendors) must provide at least one estimate (addressed to the legal name of the veterans' organization) from a qualified professional for the for the work to be undertaken with grant funds. The Applicant is responsible for all costs in excess of the grant amount. No additional funds will be granted from the VNCP for cost overruns or additional project enhancements.

TOTAL POINTS AVAILABLE: 60

REVIEWER SCORE: _____

REVIWER INITIALS: _____

COMMENTS (include additional paper, if needed). Explain if Project is not eligible to receive VNCP funds.

3. FINANCIAL REVIEW - BUDGET REQUIREMENTS (30 Point Maximum):

- A completed Budget has been provided setting forth the sources and uses of funds, completion timeline and funds necessary at each stage of the project.
- A professional estimate dated on or after November 29, 2023, has been provided that documents the cost to complete the Project.
- Evidence of committed financial resources has been provided if the project costs are expected to exceed VNCP requested funding.
 - A detailed description of the type or types of additional funds to be utilized to complete the VNCP Project have been provided, including the source of such funds, and documentation of each committed funding source.
 - Pledges, award letters with unsatisfied contingencies, pending loan applications, and other non-final commitments are not considered to be secured funds but can be used at the time the VNCP Application is submitted to highlight fundraising efforts by the Applicant. Should the Project be awarded VNCP funding, all funds for the project must be verified as committed to the Applicant prior to Contract execution.
 - VNCP Applications demonstrating a higher level of committed funds, or the ability to leverage the VNCP Funds to obtain additional funding for the VNCP Project are preferred.
- The VNCP Application must state whether a recurring source of revenue shall be available to support facility operations and maintenance for the VNCP Project.

TOTAL POINTS AVAILABLE: 30

REVIEWER SCORE: _____

REVIEWER INITIALS: _____

COMMENTS (include additional paper, if needed) Explain if additional funding sources are needed and which ones, if any, are committed to the Applicant.