

Arizona Department of Veterans' Services

Veterans' Donations Fund A.R.S. § 41-608 Proposal for VDF Grant – \$4,999.99 or Less



VDF 2023-2024 Grant Year (FY24)

APPLICANTS ARE STRONGLY ENCOURAGED TO READ THE ENTIRE SOLICITATION

- Veterans' Donation Fund (VDF) Proposals must be submitted via email to vdf@azdvs.gov or fax to (602) 297-6687 to the attention of the VDF Program Manager.
- All Awards are subject to availability of VDF monies.
- Notification of the Department's decision will be made within 30 days upon receipt of the completed proposal.

**THIS DOCUMENT IS FOR
EXAMPLE PURPOSES ONLY**

VDF Grant Program Manager:

Natascha Orduno
602-402-1282
Email: vdf@azdvs.gov

<-- Contact
information for any
questions, and where
the applications
should be submitted.

Arizona Department of Veterans' Services
3839 North 3rd Street, Suite 209
Phoenix, AZ 85012

MEMORANDUM

The Arizona Department of Veterans' Services (ADVS) is issuing this memorandum to all potential applicants for Veterans Donation Fund (VDF) grants for the 2023-2024 fiscal year.

ADVS is focused on ensuring that applications address social determinants of health (SDOH) for Arizona Veterans. Applications must pertain to at least ONE of the categories of SDOH which includes: basic needs, employment, family and social support, finances and benefits, higher education, housing and homelessness, legal, mental health and substance abuse, physical health and spirituality. ADVS encourages all VDF applicants to submit grant applications that address upstream prevention so that Veterans and their families do not escalate into crisis.

Applications that propose to provide direct services for Veterans will be prioritized over applications that provide indirect services to Veterans. Direct services are defined as services being provided for and at the benefit of the individual Veteran. For example, assistance with paying past due rent and/or utilities. Indirect services are not intended to provide services for the direct benefit of the individual Veteran. For instance, requesting funding to conduct a study to understand Veteran homelessness is an indirect service. The study itself does not affect a Veteran experiencing homelessness, but could provide insight into direct services that could be provided that would affect a homeless Veterans housing outcome.

AZDVS intends to award \$200,000 in VDF small grants and \$1,000,000 in VDF large grant awards for FY 2023-2024, for a total of \$1,200,000.

EXAMPLE

Applicant's Responsibilities

- ☐ It is and shall remain the responsibility of the VDF Grant Proposal applicant and proposed grantee to check the ADVS website for any amendments to this solicitation: <https://dvs.az.gov/donation-fund>
 - ☐ Respond to all contractual solicitation requirements found on pages 5-8.
 - ☐ Attach and wholly incorporate additional sheets as necessary to complete Grantee's VDF-Request for Grant Proposal (RFGP).
 - ☐ Identify all attachments to the VDF Grant Proposal and identify each particular VDF-RFGP requirement responded to in attachments.
 - ☐ Complete and submit all of the following:
 - ✓ Attachment One – Certification and Authorization
 - ✓ Attachment Two – Organization Information
 - ✓ Attachment Three – Statement of Service – Event/Program/Project \$4,999.99 or Less
 - ✓ Attachment Four – Budget Worksheet (template available, as needed for use by Grantee)
1. Changes to, alterations of, or failure to complete this VDF-RFGP format, including Attachments One, Two and Three, when submitted as Grantee's VDF Grant Proposal in response to this solicitation may be grounds for the State to decline to accept the proposal or to decline to award any grant thereunder.
 2. Failure to submit a detailed budget of requested funding constitutes an incomplete VDF RFGP.

General Instructions to VDF Applicants

3. No proposal for \$5,000.00 or more shall be divided into separate proposals for less than \$4,999.99 to bypass solicitation requirements.
4. Proposal submission requirements are outlined on Pages 9-11.
5. Delivery of a VDF Grant Proposal alone does not mean completion, acceptance, or approval of the proposal.
6. A prior award for the same program/project/event does not guarantee an award for each subsequent application regardless of similarity. The department reserves the right to prioritize other grant opportunities and allocate funding in line with the department's objectives.
7. Failure to submit a completed VDF Grant Proposal will result in a returned application. The VDF Grant Manager may recommend completions, clarifications or corrections. Failure to make corrections to complete the application will result in disqualification from the application being reviewed for funding.
8. The Department may require:
 - A. Written and/or oral clarification of the VDF Grant Proposal submitted by or for the proposed grantee; and
 - B. Certifications or other information may be requested in addition to that submitted in or with Grantee's VDF Grant Proposal.
 - C. Certifications and/or licensing information is required for all applicants performing mental health counseling or therapy.

General Instructions to VDF Applicants, Continued

9. The name of each applicant shall be publicly available. All other information in the grant application is confidential during the process of evaluation. All applications shall be open for public inspection after grants are awarded. To the extent, the applicant designates and the state concurs, trade secrets and other proprietary information contained in the application shall remain confidential.
10. Persons with disabilities may request special accommodations such as interpreters, alternate formats, or assistance with physical accessibility. Requests for special accommodations must be made with 72 hours prior notice. Such requests are to be addressed to the VDF grant program manager identified herein.
11. For assistance with obtaining and downloading VDF Small Grant document from the ADVS website please call (602) 234-8413.

EXAMPLE

Definitions

For the purposes of this solicitation:

ADVS – Arizona Department of Veterans' Services

Applicant –the agency/organization who submits a proposal under this solicitation

Arizona competitive grant process – See A.R.S. § 41-2701 et seq

A.R.S – Arizona Revised Statutes

Department – ADVS

Director –the Director of ADVS

Event – Veteran service plan proposed in a submitted written VDF Grant Proposal, the performance of which is completed on the day or over a few days of performance (generally, 3 to 7 days) during the VDF Grant Year in which the VDF Grant is made by the Department.

Grant – furnishing of financial or other assistance, including state funds or federal grant funds, by any state governmental unit to any person for the purpose of supporting or stimulating educational, cultural, social or economic quality of life. A.R.S. § 41-2503(23) and 41-2701(1)

Grantee – any person who submits, or for whom is submitted, a written proposal which is accepted and, upon due review, consideration and determination of the VDF-RFGP by the Department, is subsequently awarded a VDF money grant by the Department based on the proposal

Grantor – ADVS

Line Item – each service or product that is to be paid for or purchased with the Grant monies and is identified and listed on a separate line

Person – any corporation, business, individual, committee, club or other organization or group of individuals. See A.R.S. § 41-2503(30) and §41-2701(2).

Program/Project – a Veteran service plan proposed in a submitted written VDF Grant Proposal, the performance of which is performed and completed during the VDF Grant Year in which the VDF Grant is made by the Department or beyond such VDF Grant Year.

RFGP – request for grant proposal

State – the State of Arizona

SOS – statement of service

VDF – Veterans' Donations Fund established under A.R.S. § 41-608

VDF Grant – grant of available VDF money only

VDF Grant Process – the Arizona competitive grant process applied to A.R.S. § 41-608

VDF Grant Proposal – Grantee's written proposal submitted in response to this solicitation that is accepted by the Department for the Department's consideration under the VDF-RFGP

VDF Grant Year- July 1st to June 30th the following year. Grant years may conclude early if all VDF allocated funds are expended.

Determination Letter- The official letter stating that the grant has been awarded or denied. This serves as official notification of the department's decision.

VDF Grant Authority

Authority: The Veterans' Donations Fund is established consisting of monies, gifts and contributions donated to the department and monies deposited pursuant to sections 28-2414, 28-2428, 28-2431, 28-2447, 28-2454, 28-2470.10, 28-2473, 28-2474, 28-2475, 28-2476 and 43-620. The department shall administer the fund. Monies in the fund are continuously appropriated. The monies in the fund are exempt from the provisions of section 35-190 relating to lapsing of appropriations. The department shall adopt rules or policies for grants of less than \$5,000 that encourage as much competition as practicable.

VDF monies, "may be used for the benefit of [Arizona Veterans]" under the Department's administration (A.R.S. § 41-608), subject to the Arizona competitive grant process (A.R.S. § 41-2701 *et seq.*). VDF Grant funding may "ONLY" be used for the direct benefit of Arizona Veterans.

Objective: Arizona Department of Veterans' Services intends to appropriate VDF monies through the grant process as laid out by the department. During each VDF grant year the agency will award VDF grant funding to eligible 501(c)(3), Government, and Tribal organizations, in support of Veteran service events, programs, and projects throughout the state of Arizona. Services, events, and projects must have a direct impact on or directly support Arizona Veterans. Furthermore, the VDF grant money supports the agency's objectives and mission set forth by the Director.

Policy: The Department seeks to engage the community and Veteran service organizations in the Department's efforts to inform Arizona's nearly 600,000 Veterans about Veterans' benefits and lawfully assist them in their claims for the benefits. VDF monies available during the given VDF grant year, (July 1st to June 30th, or until allocated VDF monies are expended), may be used for service events, veteran specific events, programs, and projects that the Department finds will directly benefit Arizona's Veterans, and which specifically support and are compatible with Department objectives determined by the Director. Applicants may only apply for one grant from the VDF per project/program/event per year. Applicants that have received multiple grant awards in one calendar year may not be considered for award based on the department and review committee's evaluation and determination.

Procedure: During the given VDF grant year, VDF-Grant Proposal applicants may propose, and the Department may grant, through the VDF Grant Process, appropriated VDF monies that are available for service events, programs, and projects that benefit Arizona's Veterans and which specifically support and are compatible with Department objectives determined by the Director. The Department will award VDF grants of less than 5,000.00, while promoting as much competition as practicable, while monies are available.

VDF Grants: Any grant of VDF monies for this VDF-RFGP will be awarded under Applicant's written VDF Grant Proposal, as and when such is accepted and awarded by the Department, which shall then become an enforceable VDF grant service contract by and between the State of Arizona and the Grantee. All VDF Grant Awards are subject to the availability of VDF money for the grant year.

41-2705. Violation; classification; liability; enforcement authority

- A. "A person who violates this chapter is personally liable for the recovery of all public monies paid plus twenty percent of the amount and legal interest from the date of payment and all costs and damages arising out of the violation."
- B. "A person who intentionally or knowingly participates in the award of a grant pursuant to a scheme or artifice to avoid the requirements of this chapter is guilty of a class 4 felony."
- C. "A person who serves as an evaluator of grant applications pursuant to this chapter shall sign a statement before reviewing applications that the person has no interest in any application other than that disclosed and shall not have contact with any representative of an applicant during the evaluation of applications, except those contacts specifically authorized by this chapter. The person shall disclose on the statement any contact unrelated to the review of the grant applications that the person may need to have with a representative of an applicant and any contact with a representative of an applicant during evaluation of applications except those specifically authorized by this chapter. A person who serves as an evaluator and who fails to disclose contact with a representative of an applicant or who fails to provide accurate information on the statement is subject to a civil penalty of at least one thousand dollars but no more than ten thousand dollars."
- D. "The attorney general on behalf of this state shall enforce the provisions of this chapter."

VDF Grant Instructions

1. Arizona Department of Veterans' Services

- (1) ADVS' mission is to enrich and honor Arizona's veterans and their families through education, advocacy and service, subject to A.R.S. § 41-603(B). One of many ways ADVS looks to accomplish our mission is in cooperation and coordination between ADVS, the Veteran community, and veteran service organizations through the VDF Grant Process.

2. Funding Source for VDF Grants

- A. A.R.S. § 41-608 establishes the Veterans' Donations Fund (VDF) and charges the Arizona Department of Veterans' Services with its administration. The VDF is limited to donations for Veterans and proceeds from the sale of certain Arizona license plates that are received by the Department. The standard within § 41-608 is that VDF money may be used for the benefit of Arizona Veterans.
- B. Once received, all VDF monies become State funds and thus subject to applicable Arizona law. The grant of any VDF money by the Department is subject to the § 41-608 use standard and the Arizona competitive grant process under A.R.S. § 41-2701 *et seq.*
- C. The Department receives, reviews, and duly considers written proposals for VDF money grants from many applicants who propose various veteran service events, programs, and projects. VDF money is limited in amount and use and the Department is charged to provide Veteran services, among which is VDF administration. As such, the Department is necessarily selective in its procedure to determine how VDF money may be granted and used to benefit Arizona Veterans.

3. Money Available for VDF Grants

- A. The total VDF money available for VDF money grants will not exceed the amount appropriated under A.R.S. § 41-608. The State of Arizona, ADVS and the Director, individually and jointly, are not expressly and impliedly authorized and obligated to disburse, expend or obligate other funds or monies for any VDF grant and any VDF grant purpose and use.
- B. The Director, or his or her designee expressly designated in writing signed and dated by the Director, determines:
 - (1) The term of any VDF grant year or other period;
 - (2) The total amount of appropriated VDF money available for grant during the given VDF grant year or other period; and
 - (3) The amount, if any, of available VDF grant money to be awarded to each VDF proposal duly reviewed and considered during the given VDF grant year or other period.
- C. The State of Arizona, ADVS and the Director, individually and jointly, are not expressly and impliedly obligated to award the VDF grant money so made available for the given VDF grant year or other period. VDF grant monies available for a given VDF grant year or other period that are not awarded during that time are not obligated for award in subsequent VDF grant years or other periods.
- D. Proposed competitive VDF grants of \$5,000.00 or more will be separately issued and reviewed and considered by ADVS for award one time during the given VDF Grant Year. Proposed VDF grants for \$4,999.99 or less may be awarded at any time during the VDF Grant Year. A.R.S. § 41-2706(B)(9) provides that the Arizona competitive grant process under A.R.S. § 41-2701 *et seq.* does not apply to VDF grants of less than five thousand dollars if the Department adopts rules or policies governing these grants that encourage as much competition as practicable.

4. Eligibility for VDF Grants

- A. Grantee must be a 501(c) charitable organization, Tribal organization or government entity. Preferable to ADVS, Grantee has a primary mission of providing benefits to Arizona's Veterans or the Applicant has a program, project or event, which supports Arizona Veterans and is compatible with ADVS' objectives determined by the Director.
- B. Applicants must be in good standing with the Internal Revenue Service as well as ADVS.
- C. If the applicant has any unexpended or unreported funds, or past due deliverables from prior VDF grants they will be considered ineligible for VDF funding until resolved.
- D. Although the organization does not have to be an Arizona based organization to meet eligibility, the benefit of VDF funding must only go to Arizona Veterans.

5. Review Process

- A. At least three evaluators who are peers or other qualified individuals shall evaluate applications. The review committee is an internal committee made up of volunteers from within ADVS.
- B. The evaluators may require an applicant to revise its application to reflect information provided in a written presentation. Any person who has information contained in the application of competing applications shall not disclose that information.
- C. The evaluators may allow applicants to make written presentations regarding the scope of work, terms and conditions of the grant, budget and other relevant matters set forth in the request for grant applications. Applicants shall be accorded fair treatment with respect to any opportunity for oral or written presentations.

VDF Grant Instructions, Continued

- D. The evaluators shall review each application based solely on the evaluation criteria or factors set forth in the request for grant applications.
 - E. Each evaluator shall sign an affidavit that clearly states they are free from conflict for each application.
 - F. At no time should an applicant discuss the program, project or event with any evaluators or other applicants until the review process has completed.
 - G. The evaluators shall make award recommendations to the ADVS Director, based on the evaluators' reviews of each application. The evaluators' recommendations may include the adjustment of the budgets of the applicants individually or collectively. Recommendations may also include specified reporting requirements or special payment releases, as set forth during the review process.
 - H. The evaluators shall maintain a written record of the assessment of each application, which shall include comments regarding compliance with each evaluation criteria or factor. The citation of a specific criteria or factor as the basis of each stated strength or weakness and a clear differentiation between comments based on facts presented in the application and comments based on professional judgment.
 - I. Evaluator assessments may be made available for public inspection no later than 30 days after the formal award is made.
 - J. The Director may affirm, modify or reject the evaluators' recommendations in whole or in part.
 - K. Modification of the evaluators' recommendations may include the adjustment of the budget on any proposed award individually or on all awards by an amount or percentage. If the Director does not affirm the recommendations, they shall document in writing the specific justifications for the action taken. The specific justifications shall be made available for public inspection no later than thirty days after the action is taken. (A.R.S. § 41-2702)
 - L. The Grants Manager will oversee each grant committee meeting and all decisions provided directly to the Grants Manager for development, notification and distribution. The Grants Manager does have the authority to return applications or declare them ineligible for review. However, the Grants Manager does not have authority to decide or grant an award or denial to an application.
 - M. If the review committee or the Grants Manager returns an application for corrections, and no actions are taken for two weeks or one grant committee meeting cycle, then the application is not actionable and will not be considered for review. The organization may resubmit with the corrected application at a later date.
 - N. The Grants Manager or Review committee may communicate with an applicant for corrections or additional information in regards to the grant application. These recommendations are for administrative purposes only and should not be considered a guarantee for award. The Grants Manager will make all efforts to review each application for completeness and accuracy. However, it is the sole responsibility of the applicant to submit a completed and accurate grant application. Corrections or additional information provided does not mean any award will be given.
 - O. If there is a delay in the review committee, notice will be sent to the applicants and all attempts will be made to reschedule for that business week. If unable to do so, all applications will be reviewed at the next scheduled meeting.
 - P. Completed applications must be submitted at least 48 hours before the review meeting is originally scheduled, if the application is not received within 48 hours, the application will roll over to the next scheduled review meeting regardless of completeness.
6. **Notice of Award or Notice of Declination of Award to VDF- RFGP Grantee**
- A. The Director, or designee, will notify the Applicant of the Department's decision to either award or decline all or part of Grantee's VDF proposal.
 - B. Notice of the Department's decision will be made by e-mail to the Grantee's primary contact e-mail as provided in the written proposal. A physical copy of the determination letter may be requested by the grantee. Notice will be as prescribed herein.
 - C. Should the Grantee disagree in whole or in part with the Department's decision in this matter, Grantee may submit a written request for reconsideration to the Director. Such writing must be submitted to and received by the Director not later than the Department's close of business on the fourteenth business day after the date of notice, and must provide reasons which support the request for reconsideration. Any appeal to the director regarding the Veterans Donation Fund, must be initiated in writing to the vdf@azdvs.gov, with at least 48 hours prior to the fourteenth business day after the date of the notice.
 - D. The Director shall have not less than 14 business days to reply to Grantee's request for reconsideration. Such reply shall constitute the Director's final decision in the matter.
 - E. The Grantee may appeal the Director's final decision under A.R.S. § 41-2704.
7. **VDF-RFGP Preparation and Submission Instructions and Requirements**
- A. **VDF-RFGP Proposal Submittal**
 - (1) Proposal Submission: Grantee's proposal shall be submitted via e-mail to vdf@azdvs.gov or faxed to (602) 297-6687.

VDF Grant Contract Terms and Conditions and Scope of Work

(2) Failure to include the requested information may have a negative impact on the evaluation of the proposal.

A. **Evaluation**

(1) The proposal has three (3) attachments to be completed and submitted by the Grantee for evaluation.

- Attachment One – Certification and Authorization
- Attachment Two – Organization Information
- Attachment Three – Statement of Service (SOS) of Event/Program/Project
 - This attachment identifies substantive and verifiable information about the proposed service event, program, or project. The SOS must provide a clear and concise description of Grantee's proposed service of event, program, or project including how performance and completion of the proposed service event, program or project, in compliance with the VDF Grant, would benefit Arizona Veterans, and how it would specifically support and be compatible with Department objectives determined by the Director. Grantee's SOS shall include, at a minimum, the information requested in Attachment Three. Please provide the information in the order presented in Attachment Three.
- Attachment Four – Budget Worksheet (template provided for use as needed by Grantee) this worksheet is being provided to Grantee for use. Spreadsheets of a similar format by Grantee will also be accepted. Budget worksheets submitted must show line-item breakdown of all revenue and expenses for which organization is applying for VDF grant.
 - VDF Grant request revenue over expenses should equal zero.
 - Administrative costs and salary compensation will be reviewed on a case by case basis.

(2) VDF proposals submitted and accepted accordingly will be reviewed and considered according to the VDF grant process and grant requirements under A.R.S. § 41-2702. Grantee's completed Attachment Three, as submitted and received, will be used as the basis to evaluate Grantee's proposal and determine: (i) whether or not the proposed event, program, or project meets the minimum requirements for grant award and (ii) award all, part, or none of the grant amount proposed.

B. **Multiple Awards**

- (1) In order that any ensuing VDF grant will allow ADVS to fulfill its objectives determined by the Director, ADVS reserves the right to award available VDF grant money to multiple grantees during any given VDF grant year.
- (2) Applicants may not apply for multiple grants for the same project, program or event, within the same calendar year.
- (3) Applicants reserve the right to apply for multiple grants in the same calendar year. However, the Agency shall determine eligibility or ineligibility based on the need for the proposal, availability of funding, and the number of proposals received.

C. **Costs of Grant Proposals**

(1) The State and ADVS as Grantor will not pay or reimburse for the costs of preparing and submitting any VDF grant proposal. Applicants are responsible for all such costs.

1. **Contract Terms and Conditions**

A. **Contract Amendments:** Any change in this VDF Grant (the Contract), including its Scope of Work, shall only be accomplished by a formal, written Contract Amendment, signed and dated by ADVS. Any such amendment shall be within the scope of the Contract and shall specify the change; any increase or decrease in Contract amount and the effective date of the change. The VDF Grantee expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts and oral communications by or from any person, shall be used or construed as an amendment to the Contract.

(1) The Department's decision is

B. **Term of Contract:** The term of the Contract shall commence upon signature of Award of Grant and shall continue for one (1) year, unless sooner terminated as provided below.

C. **Termination:** Notwithstanding anything contained in section B to the contrary, this Contract may be terminated as follows:

- (1) Mutual Contract. By mutual written agreement of the parties at any time.
- (2) Without Cause. By either party, upon not less than (30) days prior written notice to the other party.
- (3) Pursuant to subsection I, Availability of Funds for the Next State Fiscal Year or subsection J, Availability of Funds for the Current State Fiscal Year.

D. **Cancellation for Conflict of Interest.** Pursuant to A.R.S. § 38-511, ADVS may cancel the Contract within three (3) years after Contract execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of ADVS is or becomes at any time while the Contract or an extension of the Contract is in effect an employee of or a consultant to any other party to the Contract with respect to the subject matter of the Contract. The cancellation shall be effective when the Grantee receives

VDF Grant Contract Terms and Conditions and Scope of Work, Continued

written notice of the cancellation unless the notice specifies a later time.

- E. **Arbitration.** The parties to the Contract agree to resolve all disputes arising out of or relating to the Contract through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. § 12- 1518, except as may be required by other applicable statutes (A.R.S. Title 41).
- F. **Compliance with Applicable Laws.** The materials and services supplied under the Contract shall comply with all applicable Federal, state and local laws, and the Grantee shall maintain all applicable licenses and permit requirements.
- G. **Non-Discrimination.** The Grantee shall comply with State Executive Order No. 2009-09 and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act.
- H. **Suspension or Debarment Status.** An Applicant who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity shall be rejected. If any such preclusion from participation from any public procurement activity is currently pending, the Applicant shall fully explain the circumstances relating to the pending preclusion in the application. The Applicant shall include a letter with the application setting forth the name and address of the governmental unit considering the preclusion from procurement, the possible effective date and duration of the suspension or debarment, and the relevant circumstances relating to the pending suspension or debarment.
- I. **Availability of Funds for the Next State Fiscal Year.** Funds may not presently be available for performance under this Contract beyond the current state fiscal year. No legal liability on the part of ADVS for any payment may arise under this Contract beyond the current state fiscal year until funds are made available for performance of this Contract.
- J. **Availability of Funds for the Current State Fiscal Year.** Should the legislature enter back into session and reduce the appropriations or for any reason and these goods or services are not funded, ADVS may take any of the following actions:
 - (1) Accept a decrease in grant amount offered by the Grantee;
 - (2) Cancel the Contract; or
 - (3) Cancel the Contract and re-solicit the VDF-RFGP.
- K. **Audit.** Pursuant to A.R.S. § 35-214, all Grantee's books, accounts, reports, files and other records relating to performance and completion of the Contract shall be subject at all reasonable times to inspection and audit by the State and/or ADVS and, where applicable, the Federal Government, at any time during performance of the Contract and five (5) years after completion of the Contract. Grantee shall retain all such books, accounts, reports, files and other records for five (5) years after completion of the Contract. Should the Grantee not desire to retain the audit documentation in its entirety for a period of five (5) years from the date of the audit report, they shall be given to the Arizona Auditor General for safekeeping.
- L. **Accounting Requirements.** All Grantee's books, accounts, reports, files and other records relating to performance and completion of the Contract shall be prepared and maintained in accordance with Generally
- M. **Advertisement Restrictions.** Applicants will provide a copy of all printed or broadcast media or any other materials developed using funds awarded under this VDF Grant to ADVS for approval. Media and/or printed materials will adhere to the required wording as follows: *"Funded in part by the Arizona Department of Veterans' Services as made available through the Arizona Veterans' Donations Fund."* The ADVS logo should be included on printed materials.
- N. **Indemnification.** Grantee shall indemnify, defend, save and hold harmless ADVS, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Grantee or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Grantee to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Grantee from and against any and all claims. It is agreed that Grantee will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this Contract, the Grantee agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Grantee for the State of Arizona. *This indemnity shall not apply if the Grantee or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.*
- O. **Federal Immigration Laws, Compliance by State Grantees.** By entering into the Contract, the Grantee warrants

VDF Grant Contract Terms and Conditions and Scope of Work, Continued

compliance with Federal Immigration and Nationality Act (FINA) and all other federal immigration laws and regulations related to the immigration status of its employees. The Grantee shall obtain statements from its subcontractors certifying compliance and shall furnish statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Grantee and its subcontractors shall also maintain Employment Eligibility Verifications forms (I-9) as required by the U.S. Department of Labor's Immigration and Control Act, for all employees performing work under the Contract. I-9 forms are available for download from the U.S. Citizenship and Immigration Services Website.

- P. **Compliance.** ADVS may request verification of compliance with the VDF Grant in any form and by any manner from any Grantee or subcontractor performing work under the Contract. The Grantee or subcontractor so requested shall provide such requested verification or verifications of compliance to ADVS. Should ADVS suspect or find that the Grantee or any of its subcontractors are not in compliance, ADVS may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Grantee. All costs necessary to verify compliance are the responsibility of the Grantee.
- Q. **Bond.** ADVS as grantor may require Grantee to post a bond, satisfactory to ADVS, for performance and completion of the VDF Grant.
- R. **Disbursement of VDF Grant Money.** ADVS will disburse all available VDF grant money awarded under this Contract in the form of a check made payable to the Grantee named herein only.
- S. **Incremental Disbursements.** ADVS, at its discretion as Grantor, may at any time during the term of this Contract disburse available VDF grant money awarded in increments to be established by ADVS. ADVS may require from Grantee proof of performance and completion, satisfactory to ADVS, of increment requirements established by ADVS prior to disbursement or further disbursement of VDF grant money.

2. Scope of Work

- A. **Statement of Service.** Grantees must submit a written Statement of Service (SOS) (see Attachment Three). The SOS is a necessary and integral part of the Contract. Grantee's SOS must tell ADVS:
 - (1) How the proposed event, program, or project will benefit Arizona Veterans and specifically support and are compatible with ADVS' objectives determined by the Director; and
 - (2) What Grantee intends to do with the grant money
- B. **Budget.** The VDF Grant Proposal must include the organization's operating budget as well as the proposed budget for the VDF grant using the provided VDF Budget template. The budget must identify:
 - (1) Line Item: Amount expected to be expended for each Line Item;
 - (2) Expected date or dates of expenditures for each Line Item; and
 - (3) Expected completion date of each Line Item.
- C. **Deliverables.**
 - (1) Grantees shall deliver the following to the Department.
 - (2) Prior to starting the project/program/event, the names and phone numbers of Grantee's organization staff who will perform and complete the event or project.
 - (3) Results of the event, program, or project to include quantitative and other details on achievement of the event, program, or project purpose and digital photos, social media, broadcast or other electronic media examples of results.
 - Within 90 days of completion of the project/program/event, a written report of expenditures to include:
 - Cost statement, which must show and compare actual expenditures to expenditures projected in the budget submitted with Grantee's proposal using a form provided by ADVS; and
 - Explanation for differences between projected and actual Line Item expenditure amounts.
 - Grantees must provide to ADVS all original written receipts or other written and verifiable proofs of grant money expenditures that were approved budget items in the Grantees proposal.
 - Grantees must return to ADVS all VDF Grant money awarded that is not expended for the event, program, or project purpose.
 - Failure to return unexpended funds to the department will result in the initiation of collections process.
 - Failure to submit requested deliverables within six months of the 90 day deadline will result in ineligibility for future VDF grant funding under the provided EIN. Applicants may reapply for funding once the deliverables have been received or the awarded amount has been returned to ADVS.
- D. **Contract Completion.** Completion of the Contract shall be determined by the entirety of the Contract.

Attachment One- Certification and Authorization

Grantee hereby certifies, by signature in the Authorization section below: In accordance with A.R.S. § 35-393 *et seq.*, the Grantee hereby certifies that the Grantee is not currently engaged in and agrees for the duration of the contract to not engage in a boycott of Israel.

Grantee's Chief Executive Officer authorizes this VDF Proposal? Yes ☐ No ☐

An officer of Grantee's governing body (such as a board member) must sign this VDF Grant Proposal.

The undersigned, an authorized officer of the Grantee organization, does hereby certify that the information set forth in this VDF grant proposal is true and correct; that the federal tax exemption determination is valid and the present operation of the grantee organization and its current sources of support are not inconsistent with the Grantee organization's continuing tax exempt classification. Furthermore, monies provided under this VDF grant will be used only for the proposed purpose. Misuse of monies or failure to provide the required reporting documentation is, including but not limited to, cause for denial of any future grant request or proposal to ADVS.

Name (Print) Responsible party Title or Position Responsible party's Title

Signature Digital or hand written signature Date Date the application is signed

Acceptance of Proposal and VDF Grant Award (For ADVS Use Only)

1. By this notice, you, the applicant, are notified of the Department's decision to either grant or decline, in whole or in part, the funding as proposed by your written VDF proposal in response to **ADVS Request for VDF Grant Proposal \$4,999.99 or Less** as received, accepted, reviewed and considered by the Department.

The Department in whole accepts your proposal and grants money in the amount of \$ This is where the amount awarded will go, if the application is awarded for the Veterans' services specified in the VDF-RFGP.

OR

The Department in part accepts your proposal and grants money in the amount of \$ If partially awarded, the amount will go here. for the Veterans' services specified in the VDF-RFGP limited to the following Veterans' services:

OR

The Department declines to award your proposal request.

2. If your proposal is accepted as described above, you are now bound to perform as Grantee based upon the VDF Grant as granted above.

You are hereby cautioned not to commence any work or provide any material or service under this VDF Grant until you receive a VDF Grant release document, or written notice to proceed, if applicable from the VDF Program Manager.

This is the day of the award or decision, ---> notification will be the date on the organization's award or decision letter.

Awarded this _____ day of _____, 2023

signature confirming the award.

ADVS Director

Attachment Two- VDF Grantee's Organization

Submit organization's information as indicated below:

- Attach and wholly incorporate additional sheets as necessary to respond to this Attachment Two.
- Identify any such attachment as "Attachment to Attachment Two."
- Identify, by its number below, each requirement responded to in the attachments.

It is highly recommended that the applicants be as detailed as possible when responding to the below questions. If there is not enough room on the lines provided, additional sheets may be attached in the application. Take care to label each response appropriately.

1. Representative or Agent

☐

Applicant is the Proposed Grantee that proposes to perform and complete the described event, program, or project and Statement of Work for ADVS as Grantor.

Click the box that is most relevant to the situation, a representative example would be a grant writer.

OR

☐

Applicant is the representative or agent for the Proposed Grantee that proposes to perform and complete the described event, program, or project and Statement of Work for ADVS as Grantor.

If Applicant is a representative or agent of the Proposed Grantee, **attach a true and full copy of the power of attorney or other written instrument or instruments** by which the Applicant is duly appointed as representative or agent for the Proposed Grantee and which expressly states the authority and powers of the appointment.

2. Veterans Service Organization (VSO) Charter

Grantee is a VSO? Yes ☐ No ☐ If yes, chartered by: _____
Click the box that describes your organization. (Chartering state or national VSO)

3. Grantee's Form of Organization

Grantee's Business Name: _____ Formal organization name, include the chapter title/info if relevant.
Include: VSO post or chapter number and/or, if any, other organization designation, e.g.: Sole Proprietor / Co. / Inc. / LTD / LLC / Partnership, etc.

Street Address: _____ The physical street address of your organization's location or operations.
This is the address your check will be mailed to, it's not ADVS's responsibility to confirm this address

Mailing Address: _____ is correct, please take care to confirm the information provided is accurate and up to date.
If an award is made all payment will be sent to this mailing address, along with any physical correspondence.. Please double check the address before submission.

City: _____ **City** **State:** AZ **ZIP:** 12354

Phone: 555-555-0213 **Fax:** 555-555-0312

Email: email@organization.com **Website:** www. organization.com

State of Incorporation/Organization: State **Date Incorporated/Organized:** 12/8/2015

Grantee is in good standing with its state of incorporation or organization? Yes ☐ No ☐ <--Answer as appropriate

4. Grantee's Operations

Chief Staff Officer: First name Last Name **Title:** Title

Contact Person: contact person First Name Last Name **Title:** Title

Contact Person's Email: contactperson@email.com **Phone:** 555-555-6231

Grantee's fiscal year: Current yr From Mo/Day start date To Mo/Day end date

Total Operating Budget: The organization's operating budget **Past Year** The prior year **Current Year** The current year

Grantee's Staff: **Paid FT** 1 **Paid PT** 0 **Volunteers** 50 **Other** n/a **Total Employees** 51

Grantee's EIN*: This is the primary way we confirm eligibility and good standing with the department/IRS. **Federal Tax Exempt Status?** Yes ☐ No ☐

*Federal Employer Tax Identification Number

If no, explain why not on attachment.

Has Grantee's governing board approved a policy, which states that the organization does not discriminate as to age, race, religion, disability, sexual orientation, sex or national origin?

Yes ☐ No ☐ If Yes, when? Answer as appropriate

Attachment Three- Statement of Service- Event/Program/Project

The below information that is not written as an explanation of what is needed, is for example purposes only and **does not** in any way reflect what the department is looking for in the application but to represent the information for that section.

Complete the SOS below. Provide specific responses.

- Attach and wholly incorporate additional sheets as necessary to respond to this Part Three.
- Identify any such attachment as "Attachment to Part Three."
- Identify, by its number below, each requirement responded to in the attachments.

1. Veteran Service Event/Program/Project Proposed

Total VDF Grant amount proposed by Grantee for the Event/Program/Project: \$ \$4,579.00

Total Budget for the Event/Program/Project: \$ \$15,200.00

Event/Program/Project Title: Direct support to veterans

Description: This project is intended to provide direct financial support to veterans meeting the eligibility requirements or need.

Location: City, or surrounding area

Event/Program/Project Dates: From: 06/01/23 To: 09/01/23 Deliverables are required 90 days after this date. If the organization wishes to expand their project period they will need to submit a contract amendment form.

Date(s) Funds are required: The date your funds are required
The ideal request period is 2-3 months

2. Target Arizona Veteran Population

Target veteran population: Honorably discharged veterans expressing significant need in City/Surrounding area

Benefits to target veteran population from Event/Program/Project: This project will benefit the veterans by providing Financial reprieve from hardships.

3. Grantee's Plan for Event/Program/Project

Date Grantee began or will begin preparation for event/program/project: 05/01/23

How Grantee will involve target veteran population in planning of event/program/project:

By engaging with the local community, ADVS, and other VSO/non-profits to locate veterans in need.

How Grantee will involve the target veteran population in event/program/project: Word of mouth and outreach efforts

What Grantee will do at and during event/program/ project: This is where the organization will write what will be done

during the project period. This section serves as the statement of work and should be as detailed as possible.

Who else will perform and complete event/program/project: Name of other organization working with this organization
to complete the project.

Attachment Three – Statement of Service – Event/Program/Project, Continued

How Grantee will advertise event/program/project to target veteran population: Advertising methods/details

Date(s) when Grantee will advertise event/program/project: June 2023 to December 2023

4. Results

Describe how Grantee will show how the veteran population benefited from event/program/project proposed:

This is where the organization will describe how they plan to show how the project did. Deliverable requirements are provided on the webpage in in your award letter, but this section will allow us to establish if we need to alter those requirements to better fit the project's goals.

5. Mission and Qualification

Briefly describe Grantee's service and support mission to Veterans: To assist veterans in financial distress in an effort to improve quality of life and reduce hardships leading to other problems.

Briefly explain how grantee is qualified to perform and complete proposed event/ program/ project:

We have a staff of 51 employees that are trained in compassionate response to those experiencing hardship. Our training is provided to all employees and volunteers and the organization has been operating this project for 3 years successfully, assisting over 400 veterans during that time.

6. Event/Program/Project Funding Considerations

Total dollar amount Grantee needs for performance and completion of event/program/project: \$ 15,200.00

Total dollar amount Grantee will request from other funders for event/program/project: \$ 10,621.00

This will be the same as the total project budget above, and how much will be requested is minus the VDF request.

Please list other event/program/project funding sources here and dollar amount:

Name	Amount Requested
<u>This one store in town</u>	\$ <u>5,621.00</u>
<u>Fundraising efforts over the past year</u>	\$ <u>5,000.00</u>
<u></u>	\$ <u></u>
<u></u>	\$ <u></u>

7. VDF Funding Received within the last 5 years

Event/Program/Project	Amount Received
<u>2021- Veteran Direct Services</u>	\$ <u>3,000.00</u>
<u>2020-Emergency Assistance</u>	\$ <u>\$4,999.99</u>
<u>2019- Stand down event assistance</u>	\$ <u>2,000.00</u>
<u></u>	\$ <u></u>

Arizona Department of Veterans' Services Budget Worksheet - Template VDF Grant Year 2023-2024		
REVENUE	BUDGET	VDF GRANT REQUEST
Grants	This is only for grants already received by VDF or any other organization	\$ 4,579.00
Gifts		This is only for the
Donations		amount being requested
Membership Fees		from the VDF.
Fundraisers, events, sales	This is for the organization's Financial	
Miscellaneous	information for the current year. If Not	
Total	applicable please put n/a.	
In-kind		
Total Revenue	\$0.00	\$ 4,579.00
EXPENSES FOR PROJECT/PROGRAM/EVENT	BUDGET FOR PROJECT PROGRAM EVENT	VDF GRANT REQUEST SPENDDOWN
Please list your budget line items for the project/program/event	Please list the corresponding cost of your line item	Please breakdown the VDF request amount to the corresponding line item as applicable
Line Item 1	\$ 5,200.00	\$ 2,579.00
Line Item 2	\$ 5,000.00	
Line Item 3	\$ 5,000.00	\$ 2,000.00
	This section is for the entire project's budget	This is only for what the organization wants the VDF
		funds to pay for.
Total	\$ This should match the amount written in the application 15,200.00	\$ 4,579.00
Revenue over Expenses		

This should match the amount requested in the application

This should match above and the amount in the application

While this template (provided on the website) does not have to be used, any budget used template must show all the information requested in this template.

This may be sent as a separate excel document or attached like this one is here.

Please be sure to include any additional attachments as required to explain expenditures.

If awarded the expenditures written here are the only approved expenses. If the grantee needs to change any line item or amount it must be done through a contract amendment form (provided on the website). Anything expended inappropriately may be requested to be returned by ADVS.

Please see the deliverable requirements in the award letter as well as the reporting expectations document on the website for more details.