**Indiana Department of Veterans Affairs**

**Governor’s Challenge Non-Profit Grant**

**Solicitation**

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**Indiana Department of Veterans Affairs Governor’s Challenge Solicitation**

**Solicitation Release Date: March 27, 2024**

**Application Deadline: April 17, 2024, at 5:00 pm EST**

**Grant Period of Performance: May 1, 2024 – June 30, 2025**

The Indiana Department of Veterans Affairs (IDVA) is seeking applications for the Indiana Governor’s Challenge Non-profit Grant Program.

The Substance Abuse and Mental Health Services Administration and the U.S. Department of Veterans Affairs support a public health approach for preventing suicide among service members, veterans, and their families through its Governor’s and Mayor’s Challenges. These efforts encourage state participation and help develop the capacity to implement interagency military/civilian action plans grounded in evidence-based suicide prevention practices.

IDVA is participating in the Governor’s Challenge to Prevent Suicide Among Service Members, Veterans, their Families, and Caregivers (SMVF-CG). The Indiana Governor’s Challenge (IGC) is implementing a state-wide suicide prevention program for SMVF-CG based on best practices while using a public health approach.

The IGC program will focus on community integration with programming support from Indiana non-profit agencies. This IGC Nonprofit Grant Program solicitation, and funds, focus on providing programming, support, and services to the Indiana SMVF-CG community that support the three priority groups of the IGC.

The IGC consists of three priority groups:

1. Identifying SMVF and Screening for Suicide Risk
2. Promoting Connectedness and Improving Care Transitions
3. Increasing Lethal Means Storage, Safety, Planning, and Training

The grant amounts will be between $10,000 and $100,000, depending on each applicant’s need for funds, the availability of funding, and the volume of eligible applicants.

All applications, procedures, and documentation should follow the Indiana Code, Indiana Administrative Code, and IDVA policies.

**Grant applications must be submitted online.**

**Contact Information**

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# **Important Dates\***

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| **Steps in Process** | **Date** | **Time** |
| Grant Solicitation Announcement | 03/27/2024 |  |
| Grant Q&A Session | 04/05/2024 | 10:00 am EST |
| Grant Applications Received Via Online Submission | 04/17/2024 | 5:00 pm EST |
| Award Notices Sent | 04/23/2024 |  |
| Revised Budgets and Project Narratives Due | 04/29/2024 | 5:00 pm EST |
| Grant Period of Performance Starts | 05/01/2024 |  |

**\*Dates may be subject to change at the Indiana Department of Veterans Affairs’ discretion.**

# **Eligibility**

An eligible applicant is an organization that meets the following criteria:

* The organization must be exempt from taxation under Section 501 of the Internal Revenue Code;
* The organization must be a nonprofit organization;
* With these grant funds, the organization must provide services to SMVF-CG within the three IGC priority areas;
* The organization must be financially able to provide the services proposed in its application and must be able to utilize or obligate the grant funds during the grant period of performance;
* The organization must follow all state and federal laws and be free of tax liabilities; and
* The organization must be registered with the Indiana Secretary of State.

IGC Non-profit Grant awards may be used to provide services to SMVF-CG who meet all the following criteria:

* The SMVF-CG receiving services must reside in the state of Indiana;
* A veteran receiving services must satisfy all the criteria set forth in 914 IAC 1-3-2 as evidenced by the veteran's Department of Defense Form 214 (DD-214), National Guard Bureau (NGB) Form 22 as issued by the United States Department of Defense, or other official discharge papers; and
* A family member or caregiver receiving services must be the family member or caregiver of an eligible veteran.

# **Priority Groups & Data Collection**

The IGC Non-profit Grants Program funds shall be utilized to provide programming, support, and services to the Indiana SMVF-CG community that needs services encompassed in the three priority groups of the IGC, and developing, or enhancing community-based crisis intervention and suicide postvention programs.

The three priority groups are:

1. Identifying SMVF and Screening for Suicide Risk;
2. Promoting Connectedness and Improving Care Transitions; and
3. Increasing Lethal Means Storage, Safety, Planning, and Training.

All recipients of IGC Nonprofit grant awards shall provide IDVA with programmatic data including, but not limited to,

* Number of SMVF-CG served per category,
* Contact information for all SMVF-CG participants receiving grant-funded services,
* Information concerning all programmatic achievements.

# **Application Process**

Applicants must submit:

* A completed Application for the IGC Nonprofit Grants;
* A detailed explanation of the organization's mission, activities, and membership;
* A detailed description of all the services provided to SMVF-CG by the organization and a detailed explanation of how those services align with the three priorities of the IGC;
* A detailed statement, describing the organization's need for a grant, a description of the services that the organization will provide to SMVF-CG with the IGC Nonprofit Grant, and evidence that the organization can address the need it intends to address with the award of a grant;
* A set of performance indicators that the organization will use to measure the effectiveness of the services it will provide using the grant and a detailed description of how those performance indicators will be measured, the data that will be used, and the benchmarks for success;
* Copies of the organization’s articles of incorporation and bylaws;
* A letter from the Internal Revenue Service affirming the organization's tax-exempt status under Section 501 of the Internal Revenue Code;
* Audited financial statements of the organization from an independent auditor for the last three (3) years or the life of the organization, whichever is shorter;
* Organization’s federal and state tax returns for the last three (3) years or the life of the organization, whichever is shorter;
* A detailed work plan, including the scope of the services offered, and the target population. This shall serve as your Project Narrative which will be attached to the grant agreement as Exhibit A and should not exceed ten (10) pages; and
* A detailed line-item budget proposal describing how any grant funds will be used.

# **Requirements**

This grant funding can be used to serve veterans, service members, family members, and caregivers. However, applicants are required to distinguish their budgetary needs concerning veterans separate from their budgetary needs concerning service members, family members, and caregivers. Additionally, grantees who serve veterans with these funds must ensure compliance with 914 IAC 1-3-2.

## **Requirements for Serving Veterans**

* Organizations will provide a detailed line-item budget proposal detailing the amount of grant funds that will be used to serve veterans,
* Veteran status must be verified and meet the eligibility requirements as outlined above and defined in 914 IAC 1-3-2, and
* Organizations will be required to provide veteran status documentation to IDVA.

## **Requirements for Serving Service Members, Family Members, and Caregivers**

* Organizations will provide a detailed line-item budget proposal detailing the amount of grant funds that will be used to serve family members and caregivers of veterans;
* Family members and caregivers will be eligible for services if the veteran meets the eligibility requirements outlined above and defined in 914 IAC 1-3-2;
* Veteran status must be verified and meet the eligibility requirements as outlined above and defined in 914 IAC 1-3-2;
  + Veteran status can be verified via DD-214, NGB-22, or other official documentation.
* Active service members’ status must be verified via a Leave and Earnings Statement, their CAC card, or other official documentation; and
* Family members and caregivers will be eligible for services if the veteran meets the eligibility requirements outlined above and defined in 914 IAC 1-3-2.

# **Grant Award**

An organization awarded a grant shall not receive funding until all requisite state agencies fully execute a grant agreement.

# **Allowable & Unallowable Costs**

Allowable costs are costs necessary and reasonable to perform the program. All costs associated with the proposed program shall be included in the organization’s grant proposal budget as Exhibit B. Allowable costs include but are not limited to:

* Personnel costs (including wages, salary, and benefits)
* Travel costs
* Supplies
* Operating expenses
* Direct service to veterans
* Equipment
* Virtual engagement materials.

Unallowable costs are costs that do not further the program’s purpose or contribute to the successful operation of the program. Any unallowable costs will be denied. Unallowable costs include, but are not limited to:

* Capital improvements
* The purchasing or acquisition of real estate
* Gifts or donations to other organizations
* Alcohol
* Fundraising
* Lobbying activities.

If a grantee needs a budget modification during the grant period, the grantee must submit that request in writing. The IDVA must approve the budget modification before the grantee implements the modification.

Any SMVF-CG who receives an award for direct assistance to veterans must coordinate with the IDVA’s Military Family Relief Fund before providing the direct assistance. This partnership will ensure non-duplication of efforts and allow a greater scope of resources.

# **Reporting**

All grantees are required to do the following:

* Account for all grant funds received under this program using generally accepted accounting principles. A grantee shall track all assets, expenses, cost of goods, and use of funds.
* Any purchase of supplies or equipment for $1,000 or more, with monies from the grant, must be given an asset tag. Assets must be marked as Property of the State of Indiana, Indiana Department of Veterans Affairs. IDVA must be notified if the grantee, at any time, wishes to sell, dispose of, or donate said asset. Approval from the IDVA is required before asset disposition. The IDVA will provide asset tags subject to audit verification.
* Submit **monthly or** **quarterly** financial reports to the IDVA detailing all grant-related expenditures. A grantee shall also submit a comprehensive financial report of the grant at the end of the grant period.
* Submit **monthly or** **quarterly** programmatic reports to the IDVA detailing all grant-related programmatic successes. Submit a detailed performance report at the end of the grant period of performance detailing the outcomes achieved by the organization awarded the grant. The report must include the performance data and metrics identified in the original grant application. The report must also include a detailed analysis comparing the outcomes achieved to the benchmarks for success identified in the grant application.

IDVA hosts quarterly meetings for all its grantees. At least one organization representative must attend either virtually or in person. The grant administrator and/or general counsel will conduct the grantees' quarterly training.

As it deems necessary, the IDVA may audit or inspect all books, accounting records, or other documents related to the grant at any time. The Indiana Department of Veterans Affairs may require a grantee, at the grantee's expense, to obtain an independent audit from an auditor approved by the IDVA.

## **Noncompliance**

The IDVA determines that a grantee is not in compliance with the terms of the grant agreement or has failed to maintain compliance with the eligibility requirements of the Indiana Code, the Indiana Administrative Code, or IDVA policies. In that case, the IDVA shall terminate the grant agreement and notify the grantee in writing. A grantee whose grant has been terminated for noncompliance is not eligible to reapply for any grants awarded by the IDVA for twelve (12) months from the agreement’s termination date.

If it is determined that any funds paid to the grantee were inappropriate and/or due to the grantee’s non-compliance, those funds shall be returned to the IDVA.

## **Unobligated Funds**

Any funds not obligated within the performance period will be unavailable to the grantee.