

**FREQUENTLY ASKED QUESTIONS RELATED TO
VA ADAPTIVE SPORTS GRANT PROGRAM**

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FREQUENTLY ASKED QUESTIONS RELATED TO VA ADAPTIVE SPORTS GRANT PROGRAM

ELIGIBLE ENTITIES

- Q: Are adaptive sports entities in the United States Commonwealths and Territories eligible for the VA Adaptive Sports Grants?
- A: Yes. As defined in 38 CFR Part 77.2, adaptive sports entities in American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the United States Virgin Islands are eligible to receive grants under the Adaptive Sports Grants Program.
- Q: Are state agencies able to apply for the Adaptive Sports Grants Program?
- A: Yes, state, regional and community-based governmental agencies that meet the overall eligibility requirements in 38 U.S.C. 521A and 38 CFR Part 77 are eligible to apply to receive an Adaptive Sports Grants Program grant. Eligible entities are defined in 38 U.S.C. 521A(a)(2) and 38 CFR Part 77.2 The basic eligibility criteria is defined as non-federal adaptive sports entities “with significant experience in managing a large-scale adaptive sport program.” Please refer to the regulation to fully understand how these terms are defined.
- Q: Are tribal governments eligible to apply for the Adaptive Sports Grants Program?
- A: For the Adaptive Sports Grants Program, eligibility factors applicable to state agencies presented above are also applicable to tribal governments. Therefore, a tribal government that meets the overall eligibility requirements in 38 U.S.C. 521A and 38 CFR Part 77 to receive an Adaptive Sports Grants Program grant would be an eligible entity.

AWARD PERIOD

- Q: Our organization has a 5-year plan for developing adaptive sports activities for disabled Veterans. Can it receive a multi-year grant?
- A: No. Adaptive Sports Grants Program grant is for the period stated in the Notice of Funding Opportunity, which is typically one year. An applicant may apply for an Adaptive Sports Grants Program grant with intent for long-term development of adaptive sports activities for Veterans and members of the Armed Forces with disabilities, but there is no guarantee of funding subsequent to an award period for an Adaptive Sports Grants Program grant received.
- Q: Our organization received an Adaptive Sports Grant from a past cycle of the Adaptive Sports Grants Program. Can we receive a renewal and use the same name?
- A: Renewals are not currently being accepted for the VA Adaptive Sports Grant Program.
- Q: What happens if our organization experiences delays in completing grant deliverables before the end of the grant cycle?
- A: Administrative expenses associated with closeout processing of the grant are the only authorized expenses that may occur for 60 days after the end of the period of performance. A no cost extension may be authorized if the VA feels the delay justifies the extension. Extensions may not be granted for the purpose of expending unobligated funds. All no cost extension requests must be submitted in writing 10 or more days prior to the end of the grant agreement. Any approval of an extensions must also be received in writing by the grantee from a designated VA Adaptive Sports Grant Program representative.

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GRANT CONTENT SUPPORT

Q: Can VA provide support and insight into what proposal ideas will score well and potentially get funded?

A: The most important predictor of what proposal idea will score well and have the best chance of getting funded is the plan that your organization is most prepared to successfully execute. In the Notice of Funding Opportunity each year, VA will identify current focus areas that represent gaps in the current funding and/or priorities of the program office. However, these are not the only areas that will be funded in that funding cycle, so again, it is recommended that the proposal include the plan that your organization is best prepared to successfully execute during the period of performance. The Merit Review team will score your application during the Merit Review process will be based on how well your application addresses the criteria laid out in 38 CFR 77.5 and the Notice of Funding Opportunity.

During the open competitive grant application period, VA can provide information to clarify items related to the Adaptive Sports Grants Program, the Notice of Funding Opportunity, and technical issues, but not discuss substantive items that may influence the results of the competitive grant process.

Q: What is the typical cost per participant ratio that is desired?

A: The cost per participant is understood to vary based on the activity being funded, and the location of the activity. The budget needs to accurately reflect the deliverables to be executed.

Q: What is the recommended total budget an award?

A: Award budgets should be based on what is reasonable and appropriate for the services proposed in the application. Applications recommended for funding for Opportunity Number VA-SPORTS-20 averaged \$125,700, and awards ranged from approximately \$8,000 to \$743,000.

APPLICATION SUBMISSION ASSISTANCE

Q: The grant application and submission process seems very complex. Can you provide training to help me understand how to apply?

A: Grants.gov [Grants Learning Center](#) provides a series of training modules which provide training on not only the stages of the grant application process. Training programs include video modules such as Applicant Registration for Grants.gov that walk you through the registration process for Dun & Bradstreet's Data Universal Numbering System (DUNS), System for Award Management (SAM), and Grants.gov. Access to these and other grant-related tools also is available through the Grants.gov [Systems and Tools Supporting Federal Awards](#).

Q: My organization has applied before so would we already have a person designated as EBIZ POC or can I establish myself as this?

A: The E-Business Point of Contact (EBIZ POC) is established by the submitting organizations as an official representative of that organization who can authorized individuals to various roles within Grants.gov. These roles include drafting and submitting applications on behalf of that organization. If you are unsure of who your organization's EBIZ POC is, and you would like to make modifications to your roles within the system, please contact Grants.gov so that they can connect you with this individual. Failure to have appropriate roles to allow for successful submission in Grants.gov prior to the application deadline is not an acceptable reason for an extension of the submission deadline.

EQUINE-ASSISTED ACTIVITIES FOR MENTAL HEALTH ISSUES

Q: Will funds be set aside specifically for Equine-Assisted Activities grant applications this year?

A: The Notice of Funding Opportunity will state if there is funding specifically for any specialty focus areas.

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- Q: What forms are required for applying in equine-assisted activities for mental health issues grants?
A: All documentation is the same for all applications. All required and optional forms and documents are stated in the Notice of Funding Opportunity.
- Q: Can the Adaptive Sports Grants for equine-assisted activities for mental health issues be used for research?
A: This is not a research grant program, so research activities are not allowable expenses.

FORMS AND FORMAT

- Q: Is a pre-application required for the Adaptive Sports Grants Program grant?
A: There currently is no requirement for a Pre-Application for Adaptive Sports Grants Program. An official announcement would be made if this process changes in a future grant cycle.
- Q: What forms are required to ensure a complete application is submitted?
A: The list of required forms will be detailed in the Notice of Funding Opportunity. Please refer to the submission section to ensure all required documents are included in your submission

SF-424 (Application for Federal Assistance)

- Q: How do you fill out Standard Form 424?
A: The SF-424 instructions are located on the [VA Adaptive Sports Program](#) website. Please review the instructions before filling out the SF-424.
- Q: What is the Adaptive Sports Grants Program Competition Identification Number (CEI) for filling out Block 13 on Form SF-424?
A: These fields are pre-populated by Grants.gov, so you do not need to enter this field.

SF-424A (Budget Information for Non-Construction Programs)

- Q: How do you fill out Standard Form 424A?
A: The SF-424 instructions are located on the [VA Adaptive Sports Program](#) website. Please review the instructions before filling out the SF-424A.
- Q: We're trying to navigate SF-424A using the online form-instructions/SF-424A. We're unclear if Section A, Budget Summary Lines 1-4 Columns (a) and (b) requires a breakout of our proposed functions or can be aggregated.
A: It is recommended the budget on the SF-424A is equivalent to the budget on the VA Form 10096. We understand the categories are different, and therefore may seem confusing, but match the budget proposed on VA Form 10096 as best as possible to the budget in Section A of SF-424A.
- Q: On the SF-424A, are we supposed to include info on non-federal (f) side of the budget? Our organization receives periodic donations from private sources, such as manufacturers of equipment, so we're not sure if that's to be included.
A: Because the Adaptive Sports Grants Program has no requirement for matching funds, there is no requirement to provide alternate funding sources in the application. However, if the proposal is for an adaptive sport program that will not be fully funded by the Adaptive Sports Grants program, the question of how the remaining balance will be funded exists. Therefore, inclusion of non-federal funding provides data to the review board that allows the reviewers to better understand the status of the applicant and resources related to the program.

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VA Form 10091 – FSC Vendor File Request Form

Q: Since it doesn't include adaptive sports information, why does VA need the VA Form 10091 for assessing Adaptive Sports Grants Programs?

A: There are multiple processes involved in receiving, vetting, reviewing, and processing Adaptive Sports Grants applications prior to award of an Adaptive Sports Grant and obligation of funds in support of the grant. These include vendorization of a non-federal organization for authorization to enter into contract, grants, and other financial agreements with VA. In addition, ancillary actions such as establishment of Integrated Funds, Distribution, Control Point Activity, Accounting and Procurement (IFCAP) codes for non-federal entities is required for VA to enter data. Financial Management System and other systems are necessary for Adaptive Sports Grants implementation and management, and the VA Form 10091 provides data for these processes, facilitating award and implementation.

Q: On the VA Form 10091, what is my NPI number?

A: A National Provider Identifier (NPI) is a health care provider identifier. The Adaptive Sports Grant Program is not providing clinical services, so this number is not necessary, even if your organization has been assigned one.

Q: How do I sign the VA Form 10091?

A: Based on VA Financial Services Center requirements, the 'signature of payee' block at the bottom of the right column must be signed in a **wet signature** format. Electronic signatures are not authorized for processing of the VA Form 10091 for vendorizing a grant applicant. Because of the wet signature requirement, the applicant will need to produce a hard copy of the document and reproduce the signed copy, such as by scanning.

OMB Approved No. 2900-0046
 Reporting Burden: 15 Minutes
 Expiration Date: 07-31-2019

Department of Veterans Affairs		VA-FSC VENDOR FILE REQUEST FORM	
<input type="checkbox"/> NEW		<input type="checkbox"/> UPDATE DATE	
VA FACILITY INFORMATION		PAYEE/VENDOR INFORMATION	
STATION NUMBER		<input type="checkbox"/> COMMERCIAL VENDOR REGISTERED IN SAM.GOV <i>(Required LAW FAR 4.1102)</i>	
STATION CONTACT		DUNS NUMBER	
STATION PHONE NUMBER STATION FAX NUMBER		DUNS+4	
STATION EMAIL ADDRESS		SSNTIN	
PAYEE/VENDOR TYPE <i>(Select one)</i>		NPI	
<input type="checkbox"/> C - COMMERCIAL <input type="checkbox"/> F - FEDERAL AGENCY <input type="checkbox"/> E - EMPLOYEE <input type="checkbox"/> O - FOREIGN FACTS ID <input type="checkbox"/> I - INDIVIDUAL/HONORARIUM <input type="checkbox"/> A - AGENT CASHIER <input type="checkbox"/> V - VETERAN <input type="checkbox"/> U - UTILITY		<input type="checkbox"/> SMALL BUSINESS - PAYEE/VENDOR MUST BE QUALIFIED AS SMALL BUSINESS IN SAM OR FURNISH SBA CONFIRMATION	
MISCELLANEOUS ACTIONS <i>(Select one)</i>		PAYEE/VENDOR NAME	
<input type="checkbox"/> WINRG <input type="checkbox"/> ASSIGNMENT <i>(All applicable documents)</i> <input type="checkbox"/> BILL OF COLLECTIONS <input type="checkbox"/> SETTLEMENT/TORTS <input type="checkbox"/> ALAC/LGY ACCOUNT #		DBA	
<div style="border: 1px solid black; padding: 5px; font-size: x-small;"> FOR QUESTIONS REGARDING THIS FORM: WAF CONTACT INFORMATION: VA-FSC CUSTOMER SERVICE HELP DESK: PHONE: 512-460-5380 EMAIL: VAFSCCHD@VA.GOV FOR ALL OTHER INQUIRIES: CUSTOMER CARE CENTER: 1-877-353-9791 STATION CARE CENTER: 1-866-372-1141 SUBMIT ALL DOCUMENTATION VIA: SECURE FAX: 512-460-5221 </div>		CONTACT	
		EMAIL ADDRESS	
		PHONE NUMBER	
		CURRENT ADDRESS <i>(Include Street, City, State and Zip Code)</i>	
		PREVIOUS ADDRESS <i>(Include Street, City, State and Zip Code)</i>	
		EFTIACH <i>(Required LAW 31 CFR Part 208)</i>	
		BANK NAME	
		BANK ADDRESS <i>(Include City, State and Zip Code)</i>	
		NINE-DIGIT BANK ROUTING NUMBER	
		ACCOUNT NUMBER	
ACCOUNT TYPE			
<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS		NAME AND TITLE OF PAYEE/VENDOR	
SIGNATURE OF PAYEE/VENDOR			

VA FORM 10091
SEP 2017

NORMAL PROCESSING TIME IS 3 - 5 BUSINESS DAYS. WE DO NOT ACCEPT INVOICES

Q: On the VA Form 10091, what do I put in the VA Facility Information blocks?

A: Applicants should only fill out the right-hand side of the form. The highlighted areas on the above blank VA Form 10091 indicate the areas to be completed by the applicant.

Q: Does my organization need to complete VA Form 10091 if it has been completed in the past?

A: The Notice of Funding Opportunity will specify what forms are required to make up a complete application. However, when this form is requested, it will allow the program office to ensure no changes have occurred within your organization, which will facilitate the award and implementation process if your organization is recommended for funding.

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VA Form 10096 – Adaptive Sports Grant Application

- Q: I'm working on the VA Form 10096 and inputting data. When I go to save it - only partially done - the windows are empty when I open the file again. Can you help please?
- A: First you should verify you have a current version of Adobe software and if not, update your Adobe software. Applicants who are running an outdated version of Adobe have experienced this problem. One technique is to save a blank document in/on whatever drive you are using and work from that lone copy.
- Q: My budget estimates for the deliverables in Exhibit A don't exactly add up to the totals in the overall budget in Exhibit B; is that a problem?
- A: Exhibit A budget estimates by deliverables should reflect the proposed budget in Exhibit B. Clarification should be provided if there is variance between these two sections.

GEOGRAPHICAL SCOPE

- Q: Will we be evaluated on where our program is headquartered, where we conduct the programming, or where the Veterans we recruit will be coming from?
- A: The Adaptive Sports Grants Program grant proposal will be evaluated on both the location of the programming offered and locations where eligible participants participating in these programs are coming from. This information should be clearly described in your application. Evidence of support and/or partnerships in each other state/region or that illustrate your ability to recruit will help define your reach for the review board.
- Q: Our organization is considering proposing adaptive sports activities at several sites. Do we have to submit a grant application for each site?
- A: No. The Adaptive Sports Grants Program grant application includes the applicant's plan of adaptive sports activities that may occur at one site or at multiples sites.
- Q: In the Notice of Funding Opportunity, it references geographic regions with limited sports opportunities, but I did not find a list of regions VA considers to be underserved. Can you provide more specific guidance?
- A: It's the lack of representation per population base that signifies an underserved area. Veteran density as well as other programs, or lack of programs, in a region are factors that are used to determine this element. Maps that illustrate Veteran density are searchable online. Underserved sports are sports that have been identified as high need or want in a region and/or sports that are minimally represented by applicants that receive at least the minimum score necessary for funding.

ALLOWABLE EXPENSES

Administrative Expenses

- Q: Our organization will be applying for a VA Adaptive Sports Grant. Are there limitations on indirect cost/Facilities and Administrative (F&A) rates or can we use our federally negotiated rates?
- A: As stated in 38 CFR 77.14 administrative costs are limited to 5.0%. Personnel costs that do not involve direct coaching and/or direct instruction and other non-operational costs, are all classified as administrative costs, and are capped at a maximum allowable rate of 5%.
- Q: Personnel time is required to identify Veterans with disabilities to attend our events and to arrange the logistics for the event. Are these activities considered operational because they are related to the event?

FREQUENTLY ASKED QUESTIONS RELATED TO VA ADAPTIVE SPORTS GRANT PROGRAM

A: Administrative expenses include costs associated with an employee other than reimbursement for time spent by such an employee directly providing coaching or training for participants. The activities referenced are not directly providing coaching or training for participants so the expense should be considered administrative.

Travel Expenses

- Q: Can Adaptive Sports Grant Program funding be requested to travel Veterans and members of the Armed Forces with disabilities to tournaments and/or events?
- A: Lodging and other travel expenses are allowable costs under travel costs and 2 CFR 200.474 Travel Costs includes an explanation of these expenses. In general, costs should be charged in a manner that results in charges consistent with those normally allowed in like circumstances in the non-Federal entity's non-federally-funded activities and in accordance with non-Federal entity's written travel reimbursement policies. In the absence of a written policy regarding travel costs, the rates and amounts established by the Administrator of General Services. The rates for all locations in the United States are available at: [Per Diem Rates](#).
- Q: Can Adaptive Sports Grant Program funding be used to travel non-Veterans participating in the event/tournament.
- A: These individuals are welcome to participate in the event/tournament, however Adaptive Sports Grant Program funding cannot be utilized to support their travel or participation expenses. This includes instances where a team is made up of both Veterans or members of the Armed Forces with disabilities and non-Veterans. Only the expenses related to the Veteran travel is acceptable use for Adaptive Sports Grant Program funding, but other organization funding can be used to support the costs for the other individuals.

Adaptive Sports Activities Expenses

- Q: Can the Adaptive Sports Grants Program fund research in adaptive sports?
- A: No. Research is not an authorized activity as defined in 38 U.S.C. 521A(d) and 38 CFR Part 77.2.
- Q: If my application includes acquiring specialized equipment that isn't made in the United States, am I allowed to buy it?
- A: [Executive Order 13788 on Buy American and Hire American](#) of April 18, 2017, supplemented the Buy American Laws "to ensure that, to the extent permitted by law, Federal financial assistance awards and Federal procurements maximize the use of materials produced in the United States, including manufactured products; components of manufactured projects; and materials such as steel, iron, aluminum, and cement." While the National Veterans Sports Program and Special Events Office encourages purchase of all products from American retailers, the Buy American regulation applies primarily to construction grants, and the Adaptive Sports Grant Program does not support construction grants.

KEY PERSONNEL

- Q: Where should we list key personnel who are developing and/or providing the grant activities?
- A: On VA Form 10096, data on key personnel and their qualifications is documented on the second page under Qualifications of Personnel. Additional information may be included with the other allowable submission documents, such as the Narrative, to ensure the review board has a clear understanding of the individuals involved and their roles in the proposed activities.
- Q: Are all key personnel required to be experts in their adaptive sport?
- A: No, key personnel need to be competent in the role they are performing relative to the adaptive sports

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activity that is proposed in the Adaptive Sports Grant application. For example, an adaptive sport coach should have qualifications in the adaptive sport and coaching skills; however, key personnel managing administrative and financial activities for the grant would be expected to have relevant qualifications for those activities.

Overall, the key personnel should include a combined skill set that reflects capability to implement the adaptive sports activities proposed to be provided under the grant.

OUTREACH PROGRAMS

Q: Is an outreach plan required?

A: The outreach plan is a mandatory field on VA Form 10096, and if left blank, the applicant may be deemed ineligible.

Q: What is the “outreach program” mentioned in the Notice of Funding Opportunity and on VA Form 10096?

A: As indicated in 38 CFR 77.11 “an eligible entity must agree to conduct a joint outreach campaign with VA to inform all eligible veterans and separating members of the Armed Forces with physical disabilities about the existence of the adaptive sports activities funded by the grant”.

PARTNERSHIP/LETTERS OF SUPPORT

Q: How many letters of support are required?

A: There is no specific number of partnership documents required. This number of documents provided should clearly illustrate the partnerships you have established to meet the goals and objectives of the proposed plan for adaptive sports activities.

Letters of support from VA Medical Centers, Department of Defense installations, Veteran Service Organizations or other Veteran or Service Member groups are recommended.

Q: Does my organization need to get letters of partnership support if we have a contract or memorandum of agreement already signed with a partner?

A: It depends on the agreement. If an organization has contracts, memorandums of agreement, and other formal documents that establish an official relationship with external organization(s) that will help provide support for implementing a grant deliverable, that formal document may be submitted to verify that a partnership relationship exists in lieu of a letter of support/partnership. However, if the details of the document do not identify that the partnership relationship in the agreement would apply to the Adaptive Sports Grants Program proposed, supplemental letter of support would be recommended.

NONCOMPETITIVE GRANTS

Q: What are the requirements to submit an Adaptive Sports Grant application for noncompetitive grant consideration?

A: Some adaptive sport entities may qualify for noncompetitive grant consideration. 38 CFR 77.13 provides the criteria for this consideration.

AUTHORIZATION AND APPROPRIATIONS

Q: How many grants or how much money will be awarded in grants this year?

A: The total funding provided through the Adaptive Sports Grants Program for that period of performance will be detailed in the Notice of Funding Opportunity. The Adaptive Sports Grants Program seeks to award the most effective combination of grants based on the results of the established application, assessment, and

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award processes. Therefore, the number of grants awarded will vary based on the applications received. Actual appropriations may not equal the authorized maximum level of funding.

Q: Will there be an Adaptive Sports Grants Program next year?

A: Congress has not established permanent authorization for the Adaptive Sports Grants Program. As an expiring authority, VA will only post a Notice of Funding Opportunity for funded grant cycles.

AMENDING A FUNDED GRANT

Q: If my application for an Adaptive Sports Grants Program grant is selected, can any aspects of the grant be changed, or must I implement exactly in accordance with the grant application?

A: As cited in 2 CFR 200.308, changes to grants are authorized and grant recipients are authorized to enact certain changes within the scope authorized. For requesting changes to a grant, VA requires a written grant change request detailing the changes requested and a justification on why the change is necessary to support the success of the overall award. This request will be reviewed, and written approval of the change must be obtained before the changes are initiated. Applicants should be aware there is no guarantee a change request will be approved, and grant applications should be based on implementing the program proposed deliverables.

ELIGIBLE PARTICIPANTS FOR ADAPTIVE SPORTS ACTIVITIES

Q: Is there a specific era of Veterans eligible for participation in the adaptive sports activities?

A: No. Programs funded through the VA Adaptive Sports Grant Program are open to eligible Veterans and members of the Armed Forces with a disability, regardless of age or era in which they served.

Q: Do Veterans have to either of served in combat and/or have their disability as a result of serving in combat to qualify as a participant?

A: No. All Veterans with disabilities that meet the eligibility criteria of the VA Adaptive Sports Grant Program are equally eligible to participate. Combat status and circumstances surrounding the cause of the disability is not a factor in eligibility.

Q: Do Veterans have to be registered with VA health care to qualify as a participant?

A: No. Veterans do not have to be registered for VA health care to qualify as a participant.

Q: Are there any Veterans barred from qualifying and how is this defined?

A: 38 CFR 77.14(e) restricts participation of certain Veterans and former Servicemembers. The grant agreement will prohibit grant funds from being used to support or provide services (including adaptive sports activities) to Veterans or former Servicemembers who are barred from receiving VA benefits based on their service (see 38 U.S.C. 5303-5303A [Minimum active-duty service requirement](#)) and to Veterans or former Servicemembers who, if otherwise eligible, would be barred from receiving VA pension, compensation or dependency and indemnity compensation based on the character of their discharge from military service (see [38 CFR 3.12 Character of discharge](#)).

Q: Is the Adaptive Sports Grants Program inclusive of mental health conditions or is the intent of this application for physical disabilities only?

A: 38 CFR Part 77 does not limit to programming to Veterans or members of the Armed Service with physical disabilities.

Q: Can individuals who are not disabled Veterans participate in Adaptive Sports Grants Program grant-funded

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adaptive sport activities?

A: Adaptive Sports Grant Program funds can only be used to support programming for Veterans and members of the Armed Forces with disabilities. Individuals who are not Veterans or members of the Armed Forces with disabilities may participate in programs that are funded in part by VA Adaptive Sports Grant Program funds, as long as Adaptive Sports Grants Program funds are not used for their participation. Using grant funds for individuals who are not eligible Veterans or members of the Armed Forces with disabilities is not an allowable cost.

PAYMENT OF FUNDS

Q: How will our organization receive the funds?

A: All recipients receive grant funds through establishment of a Payment Management System (PMS) account managed by the Department of Health and Human Services' (HHS) Division of Payment Management (<https://pms.psc.gov/>). If awarded funding, the National Veterans Sports Programs and Special Events office will work with you and PMS to ensure you have access to your account.