NOTICE OF FUNDING OPPORTUNITY

Veterans Well-Being Grant Program

Competitive Grant Program Supporting Alabama's Service Members, Veterans, and Their Families

Item	Information
Funding Agency	Alabama Department of Veterans Affairs (ADVA)
Funding Mechanism	Reimbursement-Based Grant
Maximum Individual Award	$500,000 initial obligated award; up to $500,000 additional non-binding funding option
Anticipated Number of Awards	Five (5)
Grant Award Period	Project performance period not to exceed 24 months; additional funding is not guaranteed.
Application Method	Online: Submittable
Application Deadline	December 14, 2026
Deadline for Written Questions	November 10, 2026
Notice of Intent to Award	January 15, 2027
Anticipated Agreement Start Date	February 1, 2027
Contact	Keambria Evans, Grant Administrator adva.grants@va.alabama.gov

** Dates after Deadline to Submit Applications are estimates and may be changed by ADVA without the issuance of an addendum.*

Table of Contents

OVERVIEW AND PURPOSE OF GRANT OPPORTUNITY 4

Grant Overview 4

Grant Purpose 4

DEFINITIONS 5

KEY ACTION DATES 6

GRANT FUNDING OVERVIEW 7

TARGET POPULATION 9

PRIORITY PROGRAM AREAS 10

APPLICANT ELIGIBILITY 10

ALLOWABLE AND UNALLOWABLE ACTIVITIES/COSTS 11

Allowable Costs 11

Unallowable Activities/Costs 11

APPLICATION REQUIREMENTS 11

EVALUATION CRITERIA 17

SELECTION AND AWARD PROCESS 19

PERFORMANCE AND REPORTING REQUIREMENTS 19

Performance Requirements 19

Required Performance Measures 19

Reporting Requirements 20

Program Monitoring and Annual Assessment 22

Compliance and Termination 22

SUBMITTABLE GRANT MANAGEMENT SYSTEM 23

Account Creation 23

Technical Support 23

APPLICATION SUBMISSION INSTRUCTIONS 23

Interactive Budget Grid Requirement 24

Budget Narrative Requirement 24

Required Documents 25
LATE SUBMISSIONS 26
WRITTEN QUESTIONS 27
CONTACT INFORMATION 27
APPENDIX A – APPLICATION CHECKLIST 28

OVERVIEW AND PURPOSE OF GRANT OPPORTUNITY

Grant Overview

The Alabama Department of Veterans Affairs (ADVA) is announcing competitive grants to provide well-being support and services for Alabama's Service Members, Veterans, and their Families (SVF). This initiative is known as the Veterans Well-Being Grant. Grantees will receive funding on a reimbursement basis. An initial award may support an approved project for a period not exceeding twenty-four (24) months. Additional funding, if any, is optional, non-binding, and subject to satisfactory performance, continued compliance with grant requirements, the availability of appropriated funds, and separate written authorization by ADVA, as described in this Notice of Funding Opportunity (NOFO).

The ADVA seeks applications from qualified organizations to develop, expand, or enhance programs that improve the overall well-being of Alabama's Service Members, Veterans, and their Families (SMVF). Recognizing that well-being extends beyond any single program or intervention, ADVA is committed to supporting initiatives that positively impact one or more domains of life, including physical and mental health, social connections and community engagement, employment and financial security, housing and environmental quality, lifelong learning and personal growth, and spiritual purpose and meaning.

Through an application process responsive to this NOFO, Applicants must provide clear and convincing evidence of organizational readiness, as demonstrated by sufficient personnel, facilities, and financial capacity to carry out their proposed project. Successful Applicants will describe how they meet the application requirements, including the breadth of their experience working with veterans and managing grants.

Applicants are encouraged to carefully read the entire NOFO. Verifying all documentation and responses before submitting an application cannot be overstated. Please note that no verbal information provided will be binding on the ADVA unless it is issued in writing as an official addendum. All questions must be submitted directly to ADVA via email at adva.grants@va.alabama.gov.

Grant Purpose

This funding opportunity aims to promote coordinated, evidence-informed, community-based solutions that strengthen protective factors, reduce barriers to success, and improve quality of life for veterans and their families. ADVA seeks projects that address the unique needs of Alabama's veteran population through innovative approaches, strategic partnerships, and measurable outcomes that foster resilience, independence, connection,

and long-term well-being.

Applicants are encouraged to demonstrate how their proposed activities contribute to one or more domains of veteran well-being and how their efforts will improve overall well-being, resulting in positive impact on the individual, family, community, or statewide level. Preference may be given to programs that leverage collaboration among public, private, nonprofit, faith-based, educational, healthcare, and veteran-serving organizations to maximize reach and effectiveness.

DEFINITIONS

The following terms are defined for the purpose of implementing the Veterans Well-Being Grant.

Administrative Costs – Indirect expenses necessary to manage and/or operate the funded project. The costs may include items, services, and personnel that are, by their nature, general purpose rather than project-specific. Administrative costs **will not** be reimbursed.

Agreement – (aka: "Contract") Executed contract with Grantee.

Allowable Activities/Costs – Project-related expense that is permissible under the terms of the Grant. These costs must be reasonable, necessary, and directly related to the funded project, not to exceed the amount awarded or as budgeted.

Applicant – A non-profit organization, or an Alabama public two-year or four-year institute of higher learning that meets minimum qualifications established in the Notification of Funding Opportunity "NOFO" and that submits an application for grant funding in response to the NOFO.

Application – The digital request form and required supporting documentation completed and submitted online by an Applicant by the established deadline seeking to become a Grantee.

Awardee – An Applicant selected and approved to receive grant funding, subject to the execution of a formal agreement.

Grant – Award of funds allocated for the purpose of participating in the Veterans Well-Being Grant subject to terms and conditions.

Grantee – An organization that has been awarded funding and has entered into a formal agreement establishing the terms, conditions, responsibilities, and performance requirements associated with the award.

NOFO – "Notice of Funding Opportunity" for the Veterans Well-Being Grant.

Reimbursable - An item, expense, or cost that qualifies for reimbursement; something you can be paid back for.

Supplanting – The practice of using grant funds to replace existing funds for a program or service instead of expanding or enhancing it. Supplanting is a **prohibited** activity.

Travel Costs – Transportation, lodging, sustenance, and related items incurred by employees who are in travel status on official business related to the Grant objectives. These costs must be reasonable, necessary, and otherwise allowable under an organization's written travel policy.

Unallowable Activities/Costs – Expenses that do not align with the purpose of the grant, such as entertainment, lobbying, or other prohibited items specified in the terms of the grant.

Underserved – Veteran populations who face barriers in accessing and using services. These barriers may stem from factors such as geographic location, discharge status, non-eligibility for Veteran Health Care (VHA), religion, sexual orientation, gender identity, race or ethnicity, or special needs (such as language barriers, disability, alienage status, or age). Populations are not limited to these examples.

Veteran – Anyone who is serving or has served in the Armed Forces, which includes the reserve components as defined by USC § 10101 (both Guard and Reserve Units). Qualifying service is not limited to certain roles or by length of service or discharge.

Veteran Family Member – An immediate family member, usually including parents, spouses, and children; sometimes including siblings and grandparents. Applicants may restrict the definition for the purpose of their program.

Veteran Well-being – The ability of veterans and their families to achieve optimal health, stability, connections, and quality of life.

KEY ACTION DATES

Key actions, including dates for this NOFO, are presented below.

Action	Action Date
Deadline to Submit Applications	December 14, 2026
Deadline for Written Questions	November 10, 2026
Notice of Intent to Award*	January 15, 2027
Anticipated Agreement Start Date*	February 1, 2027

** Dates after Deadline to Submit Applications are estimates and may be changed by ADVA without the issuance of an addendum.*

GRANT FUNDING OVERVIEW

The initial funding available under this Notice of Funding Opportunity (NOFO) is $2.5 million. The Veterans Well-Being Grant Program anticipates up to five (5) initial awards of up to $500,000 each. Each Grantee may be considered for up to an additional $500,000 through a non-binding funding option, subject to the conditions below. The maximum project performance period shall not exceed twenty-four (24) months.

Initial awards of up to $500,000 will be obligated for the approved current budget period only after satisfactory completion of the final pre-award risk assessment and execution of the Agreement. The executed Agreement shall specify the initial approved budget period, the amount of funding obligated for that period, and the approved project performance period. The project performance period may extend beyond the initial budget period but shall not exceed twenty-four (24) months. Approval of a project performance period exceeding the initial budget period does not constitute a commitment of additional funding. ADVA must separately authorize any additional funding in writing, and it remains subject to satisfactory performance, continued compliance, and the availability of appropriated funds.

Once obligated, the initial award is committed to the approved project, subject to the Agreement, applicable law, allowable costs, and reimbursement requirements. The initial obligation does not include any optional additional funding.

ADVA may, at its sole discretion, authorize up to an additional $500,000 for an approved project within the maximum twenty-four (24) month performance period. This is a non-binding funding option, not a guaranteed continuation award or present obligation of funds. The option does not require a new competitive application, but may be exercised only through written approval and an executed amendment or other required funding authorization. No Grantee may incur costs in reliance on the optional amount before that authorization is effective.

Any additional award is contingent upon: (1) satisfactory achievement of approved milestones, key performance indicators (KPIs), deliverables, and outcomes in the original proposal or Scope of Work; (2) continued compliance with all programmatic, financial, administrative, and reporting requirements, including timely financial and performance reports, applicable Uniform Guidance requirements where applicable, avoidance of unallowable costs, and maintenance of adequate internal controls; (3) operational capacity; and (4) the availability of appropriated funds and all required approvals. Satisfactory performance and compliance do not create an entitlement to additional funding. If

appropriations are reduced, unavailable, or insufficient, ADVA may decline to exercise the option without liability for the optional amount.

All awards will be administered on a **reimbursement basis** upon evidence of purchase and the completion of service, pursuant to Grant terms and conditions of the executed Agreement. Accordingly, Applicants must demonstrate sufficient financial capacity and cash flow to implement proposed activities, incur allowable project expenses, and sustain operations until reimbursement is received. Grant funds are not provided in advance; reimbursement will occur only after eligible expenditures are incurred, documented, and approved.

Payment to the Grantee shall be based on the satisfactory review and verification of Allowable Activities in accordance with the Grant requirements expressed in the NOFO and the terms and conditions in the Agreement at a frequency of no more than once a month. Grantees must register with STAARS Vendor Self-Service to receive reimbursement payments. Website: https://procurement.staars.alabama.gov/PRDVSS1X1/AltSelfService

Administrative costs are **not** eligible for reimbursement. Travel expenses shall not exceed 10% of the amount awarded unless programmatically necessary. Travel costs must be reasonable, necessary, and otherwise allowable under the Grantee's written travel policy. If the Grantee lacks an established written travel policy, the Grantee must follow the travel policy established under section 6-5f of the State of Alabama Fiscal Policy and Procedures Manual. Mileage must not exceed the current GSA-approved rates. No portion of a Grant may be used for unallowable activities. This includes but is not limited to expenses not directly related to the funded project, capital construction or improvements, lobbying, or debt repayment.

Funds awarded through the Well-Being Grant shall be used to **expand** existing well-being services and related resources for veterans and their families. **Funds awarded through this process will be used to supplement, not supplant, existing program resources in use by any Grantee receiving an award.**

ADVA may restrict or suspend funds from the Grantee if the Grantee:

- Fails to meet the reporting requirements.
- Fails to perform services and allowable activities.
- Fails to expend grant funds in a timely manner.
- Submits reporting information that is incomplete or inaccurate.
- Uses Grant funds for any purpose other than that which is explicitly stated in this NOFO and in the Agreement.
- Other significant violations of requirements expressed in this NOFO and terms and conditions in the Agreement.

TARGET POPULATION

ADVA intends to ensure access to well-being services for veterans residing in Alabama who served on Active Duty, in the National Guard, or Reserve components, and their immediate family members. This initiative places a strong emphasis on serving veteran populations who face heightened barriers to well-being and would benefit most from targeted, culturally informed support.

- Veterans at high risk for suicide remain a central concern, underscoring the urgent need for coordinated interventions, proactive outreach, and evidence-based support to reduce isolation and strengthen protective factors.
- Target populations include rural veterans, who often face limited access to health care, transportation barriers, and fewer community-based resources.
- Women veterans are a critical focus because they frequently encounter gaps in gender-specific services, increased risk of certain mental and physical health conditions, and unique challenges related to military service and reintegration.
- Minority veterans represent another target group because systemic inequities, historical disparities in access to care, and cultural or linguistic barriers can significantly affect their overall well-being.
- Recently transitioning service members and their families are prioritized because the transition from military to civilian life can be complex and often stressful. This period can involve significant changes in employment, housing, financial stability, identity, and social networks.

Programs serving these populations should demonstrate sensitivity to their distinct needs, incorporate strategies proven to reduce disparities, and offer accessible, community-based solutions that strengthen resilience and improve long-term outcomes.

PRIORITY PROGRAM AREAS

Funding priority will be given to programs that target high-impact areas of **(1)** facilitating successful transition from military to civilian life, **(2)** expanding access to coordinated and veteran-centered, military-informed care, and **(3)** strengthening peer support networks that foster trust, connection, and shared experience. Programs addressing these priorities should show how they reduce barriers to well-being, strengthen protective factors, and promote resilience among veterans and their families. Together, these efforts contribute to an environment where veterans can establish stability, build meaningful relationships, and pursue long-term personal and professional growth.

Although the preceding priorities have been established, consideration for funding will be given to programs that clearly demonstrate alignment with one or more domains of veteran well-being, including physical and mental health, social connections and community engagement, employment and financial security, housing and environmental quality, lifelong learning and personal growth, and spiritual purpose and meaning. These domains provide the foundation for a holistic approach to improving veterans' lives and ensuring they have the resources needed to thrive. Together, they form a comprehensive framework for addressing veterans' diverse, interconnected needs as they pursue stability, wellness, and long-term success.

APPLICANT ELIGIBILITY

Applicants must meet each of the following eligibility criteria:

- Be a nonprofit organization that is exempt from federal income tax as described in section 501(c)(3) or 501(c)(19) of the Internal Revenue Code or an Alabama public two-year or four-year institute of higher learning.
- Be registered and in good standing with the Alabama Secretary of State and all applicable regulatory agencies.
- Provide programs or services to veterans and their families residing in the State of Alabama.
- Demonstrate adequate personnel, facilities, organizational capacity, and relevant grant management experience to implement the proposed project.

ADVA will determine final eligibility based on the documentation submitted within the Application. Applicants should review all eligibility requirements carefully before applying.

ALLOWABLE AND UNALLOWABLE ACTIVITIES/COSTS

Allowable Costs

Grant funds may be used for reasonable, necessary, and directly related project expenses, including, as applicable:

- Personnel & Fringe Benefits
- Travel & Mileage
- Equipment
- Supplies & Materials
- Contractual Services
- Direct Program Expenses

Unallowable Activities/Costs

- Supplanting existing program resources.
- Entertainment and other expenses unrelated to the funded project.
- Lobbying
- Debt repayment.
- Capital construction or improvements.
- Expenses that are not reasonable, necessary, or directly related to the approved project.
- Any other activities or costs prohibited by the Agreement or applicable law.

APPLICATION REQUIREMENTS

Applicants will focus on expanding access to well-being services for veterans and their families. Applications should demonstrate how their proposed activities support measurable improvements across the well-being domains and contribute to sustainable, veteran-centered outcomes at the individual, family, community, or state-wide level. Applicants should articulate evidence-based strategies, define performance measures, and outline clear methods for evaluating effectiveness and impact. Applicants should also identify potential implementation challenges and describe contingency strategies for maintaining program continuity should anticipated activities not proceed as planned. We strongly encourage collaborations with community partners, leveraging existing resources, and demonstrating organizational capacity for sustainable implementation.

Funding decisions will be based on alignment with these requirements, feasibility, measurable impact, and the Applicant's ability to deliver high-quality, veteran-centered,

military-informed services. Preference may be given to programs that leverage collaboration among public, private, non-profit, faith-based, educational, healthcare, and veteran-serving organizations to maximize reach and effectiveness.

Applicants must define the projected annual number of veterans served, the cost per veteran, measurable outcomes, baseline conditions, data collection methods, and geographic coverage.

The information provided under each section heading explains the intent of the section and/or describes the required information to be provided.

Organization Profile

Applicants must provide information about their organization.

- Legal organization name
- Organizational structure (nonprofit corporation, LLC, etc.)
- Taxpayer Identification Number (TIN)
- Alabama Secretary of State Entity ID Number
- Organization Contacts
- Organization Address
- Mission and Vision Statement
- Year Established
- Year Organization Started Providing Services in Alabama
- Year your organization started providing the proposed program or service

Organizational Capacity

Applicants must show evidence of their organization's financial stability and demonstrate that they have sufficient capital to manage a reimbursable grant. Applicants must also include a narrative describing the organization's operational strength, its ability to deliver community programs or services effectively, and its ongoing commitment to supporting veterans and military families.

Financial Capacity

- Total annual operating budget (including average annual receipts)
- Annual operating revenue (including average annual receipts)
- Percentage of administrative expenses
- List of federal or state grants received in the past two years
- Total amount of grant funds received

Staffing Capacity

- Number of full-time employees
- Number of part-time employees
- Number of volunteers (if applicable)

Strategic Capacity

Applicants must provide distinct narratives addressing the following:

- Organizational history
- Current strategic priorities
- Primary services
- Experience serving veterans and military families

Proposed Program or Service

Applicants must provide a description of the program or service for which funding is requested. For existing programs, Applicants must also indicate the year in which the program was established.

Program or Service Information

- Program name
- Year program established
- Primary purpose of the program or service

Target Population

Applicants must describe the geographic area that will be impacted by the proposed program and clearly define the demographic characteristics of the veteran population and their family members expected to be served. Applicants should include any characteristics that are particularly significant within the target population or that align with the goals of the proposed program. Lastly, Applicants must provide an estimate of the expected number of individual veterans and family members to be impacted.

Community Need

Applicants must describe the unmet needs within the community that the proposed program will address. Identify existing service gaps and barriers that the program aims to overcome. Applicants are encouraged to include relevant local demographic data and any supporting statistics to illustrate these needs.

Program Design and Implementation

Program Operation

Applicants must describe how the program operates or is proposed to be implemented. Distinct narratives should address the following components:

- Program activities, including core functions and planned activities
- Services to be delivered to veterans and their families
- Participant recruitment methods, outlining how eligible individuals will be identified and engaged
- Eligibility criteria, specifying the requirements for participation
- Service delivery process, detailing sequence, structure, and mode of service provision
- Estimated cost per veteran, including relevant assumptions or calculations
- Key program staff and volunteers, including job descriptions, and how each position contributes to and supports the overall project

Program Goals and Objectives

Applicants must describe the program goals and objectives. A minimum of three (3) goals must be identified; each goal must have three (3) objectives. A maximum of five (5) goals will be accepted. Goals should follow the SMART Goal framework.

- SMART Goals and Objectives
    - **Specific** – Clearly state what will be accomplished.
    - **Measurable** – Include quantifiable indicators to assess progress and success.
    - **Achievable** – Be realistic given the proposed resources and timeframe.
    - **Relevant** – Align with the purpose of this funding opportunity and the identified needs of the target population.
    - **Time-Bound** – Specify when the objective will be accomplished.

Objectives should be directly linked to the proposed activities, performance measures, and expected outcomes, providing a clear basis for evaluating project effectiveness throughout the grant period.

Evidence-Based Practices

Applicants must identify each evidence-based practice used in their program and provide a summary and appropriate citations. For each practice, include a description, an explanation of why it is suitable for the target population, and a summary of peer-reviewed supporting research or published evidence. A maximum of five (5) evidence-based practices will be accepted.

Community Partnerships

Applicants should identify organizations with which they currently collaborate. Up to a maximum of five (5) partnerships will be accepted. Applicants should describe how each partnership improves services for veterans and their families. If applicable, Applicants should attach Letters of Collaboration/Support or Memoranda of Understanding (MOUs) demonstrating active collaboration with partner organizations.

For each partnership, describe:

- Organization name
- Date partnership began (MM/YYYY)
- Nature of the partnership and services provided through the partnership

Collaborative Impact

Coordination of Services

Applicants should describe how their organization collaborates with partner organizations to ensure coordinated, efficient, and effective service delivery. Applicants should provide examples of successful collaborative efforts whenever possible. Explain how these partnerships have strengthened their organization's ability to serve veterans and their families. This description should address how partnerships are used to:

- Avoid duplication of services
- Improve referrals
- Share resources
- Improve access to services
- Address gaps in care
- Improve outcomes for veterans and their families

Referral Process

Applicants should explain how their organization maintains a coordinated system that connects veterans and their family members with appropriate resources and services. This explanation should include:

- How veterans are referred into your program
- How participants are referred to other agencies
- Follow-up procedures with referral partners
- How referral outcomes are tracked

Community Engagement

Applicants should describe how their organization participates in community efforts that support veterans and military families.

Outcomes, Evaluation, & Data Management

Applicants must provide a comprehensive description of how project success and impact will be measured. Applicants must identify the specific tools, instruments, surveys, or validated measures that will be used to assess progress. For example, if the anticipated outcome is improved mental health, Applicants must specify the assessment tools that will determine whether participants experienced meaningful improvement. Applicants must also describe how data will be recorded, stored, and documented throughout the project. The following components must be addressed:

- **Outputs** – List measurable indicators that reflect the activities and services provided. Outputs should clearly demonstrate the scale and reach of the project and include quantities or targets. Examples include the number of participants served, sessions delivered, trainings held, or materials distributed.
- **Outcomes** – Describe how each outcome will be measured and what constitutes meaningful improvement or success. Outcomes must align with the goals of this funding opportunity and reflect meaningful changes for participants. These may include changes in skills, knowledge, behavior, conditions, or well-being.
- **Data Analysis Plan** – Outline how collected data will be analyzed to assess program effectiveness (e.g., tests, screening, software). The plan should identify analytic methods, comparison points, success thresholds, and how quantitative and qualitative data will be interpreted.
- **Evaluation Plan** – Describe how the project will be evaluated. This should include how evaluations will be conducted, when data will be collected, what measurement tools will be used, and how evaluation findings will guide program improvement and decision-making. The plan should identify potential implementation challenges and describe contingency strategies for maintaining program continuity should anticipated activities not proceed as planned.
- **Timeline** – Include a timeline that outlines major project activities, data collection periods, and evaluation milestones. The timeline should demonstrate that measurement and evaluation activities are feasible and aligned with project goals. The sequence of activities should show steady progress toward achieving outputs and outcomes, with adequate time for implementation, refinement, and follow-up.

Budget

Applicants must complete and submit a detailed budget, including a budget narrative. The budget narrative must explain why each proposed expense is necessary and how it supports the project.

Budget Categories should include:

- Personnel & Fringe Benefits
- Travel & Mileage
- Equipment
- Supplies & Materials
- Contractual Services
- Program Expenses

Funding Information

Applicants must provide:

- Total project cost
- Amount requested
- Amount of other confirmed funding
- Amount of pending funding requests

Matching funds or cost sharing are *not required* under this Notice of Funding Opportunity (NOFO). Applicants are not required to contribute financial resources as a condition of receiving an award.

Sustainability

Applicants must provide a sustainability plan addressing anticipated challenges to long-term program sustainability, including proposed solutions. The sustainability plan must address how the program will continue after grant funding ends and the strategies that will be used to preserve core program components, including the strategies the organization will use to secure future funding.

EVALUATION CRITERIA

An initial administrative review of Applications received will be performed to verify eligibility; review of completeness of Application; review of supporting documents received; and completion of all required certifications and signatures. Applications that do not provide adequate documentation verifying the Applicant's eligibility as a nonprofit organization operating in Alabama or an Alabama institution of higher learning will be

disqualified from consideration.

All eligible Applications will proceed to a formal evaluation by a designated review committee. After the evaluation is complete, a recommended slate of Awardees will be presented to ADVA for confirmation.

Application evaluations will be based on the Applicant's responsiveness to all items outlined in the **Application Requirements** section.

Evaluation Category	**Maximum Points**
Organizational Capacity	20
Community Need & Target Population	15
Program Design & Implementation	15
Collaboration & Community Partnerships	10
Evidence-Based Practices	10
Outcomes, Evaluation & Data Management	10
Budget & Cost Effectiveness	10
Sustainability	10
Total	**100**

- **Organization Capacity:** The Applicant demonstrates the organization's experience, leadership, and financial capacity necessary to successfully administer grant-funded programs.
- **Community Need & Target Population:** The Applicant clearly demonstrates the need for the proposed services and identifies the population to be served.
- **Program Design & Implementation:** The proposed program is well planned, achievable, and responsive to identified needs.
- **Collaboration & Community Partnerships:** The Applicant demonstrates meaningful collaboration with organizations that strengthen services for veterans and their families.
- **Evidence-Based Practices:** The proposed program utilizes interventions supported by research or recognized best practices.
- **Outcomes, Evaluations, and Data Management:** The Applicant presents a comprehensive plan for measuring program effectiveness.
- **Budget & Cost Effectiveness:** The proposed budget is reasonable, well supported, and aligned with project activities.
- **Sustainability:** The Applicant demonstrates a realistic plan for maintaining services after grant funding concludes.

SELECTION AND AWARD PROCESS

Applicants will be evaluated based on their responsiveness to the requirements outlined in this Notification of Funding Opportunity (NOFO) and the established Evaluation Criteria. Funding recommendations will be made for the highest-scoring Applicants. No more than five (5) Applicants will be selected for award consideration.

Award selection is based on the evaluation and recommendation of the review committee, as confirmed by ADVA. Applicants selected as Awardees will receive a Notice of Intent to Award. The Notice of Intent to Award will serve as an award offer. Award offers are to include Award Amount, Agreement Terms and Conditions with Reporting Schedules, and Scope of Work.

PERFORMANCE AND REPORTING REQUIREMENTS

Performance Requirements

Grantees will be required to implement approved activities and report progress against the performance measures identified in the approved application and Agreement. Performance requirements will include activities, milestones, key performance indicators, deadlines, outcome measures, and compliance expectations.

Required Performance Measures

Measure	**Requirement**
Veterans served	Projected annual number and actual number served
Family members served	Projected and actual number, when applicable
Cost per Veteran/Family Member	Grant expenditures relative to Veterans/Family members served
Geographic coverage	Counties and communities served
Baseline conditions	Starting conditions against which progress will be measured
Measurable outcomes	Specific, observable changes resulting from funded activities
Progress toward targets	Progress toward approved output and outcome targets

Reporting Requirements

Grantees will be required to submit monthly reimbursement requests and monthly program performance reports throughout the grant period. For months when no expense is incurred, a report will be provided indicating no expense incurred.

Report	Frequency	Required Content
Financial Reimbursement Request	Monthly	• Eligible expenditures • Reimbursement documentation
Program Performance Report	Monthly	Project status narrative, to include: • Relevant data • Activities performed • Project milestones and accomplishments • Progress towards meeting goals and objectives • Challenges and resolutions • Outputs, Key Performance Indicators (KPIs), and progress toward outcomes • Upcoming plans
Annual Outcome Summary	Annually	Progress toward approved outcome targets and supporting data
Final Impact Report	Upon completion of the approved grant performance period, not to exceed twenty-four (24) months.	Summarize cumulative accomplishments, outcomes, and overall program impact. Also, address the sustainability of the project beyond the grant period. Satisfies the final annual outcome

		reporting requirement, as applicable.

Reimbursement Requests: Grantees must submit monthly reimbursement requests for eligible expenditures incurred during the approved performance period. Each request must include supporting financial documentation sufficient to verify that expenditures are allowable, reasonable, and consistent with the approved project budget.

Program Performance Reports: Grantees must submit monthly performance reports documenting program activities, accomplishments, progress towards established objectives, challenges encountered, and other information necessary to evaluate grant performance. These reports must provide quantitative data that supports the evaluation of the grantee's effectiveness in carrying out the grant program and achieving planned outcomes. Grantees must define the projected annual number of veterans served, the cost per veteran, measurable outcomes, baseline conditions, data collection methods, and geographic coverage.

Reimbursement requests and performance reports must be submitted in accordance with deadlines, formats, and procedures established by ADVA. Monthly performance reports must be submitted even when a Grantee has no reimbursable expense during that month.

ADVA will review submitted documentation to assess financial compliance, program performance, and adherence to grant requirements before authorizing reimbursement.

Annual Outcome Summary Report: In addition to monthly program performance reports, Grantees will be required to report an Annual Outcome Summary following the completion of the first twelve (12) months of the grant period.

The Annual Outcome Summary shall provide a comprehensive assessment of program accomplishments, measurable outcomes, progress toward established objectives, challenges encountered, and overall program impact during the reporting year. The report should also identify lessons learned and anticipated priorities or adjustments for the remaining grant period.

ADVA will utilize the Annual Outcome Summary, in conjunction with monthly performance reports, reimbursement documentation, and ongoing monitoring activities, to conduct an annual performance assessment.

The annual assessment shall inform ADVA's determination whether to exercise any optional additional funding authorization. Completion of the assessment does not constitute approval, obligation, or guarantee of additional funds.

Final Impact Report: Upon completion of the twenty-four (24) month grant period, Grantees must submit a final impact report summarizing cumulative accomplishments, outcomes, and overall program impact across the full award period. The report should also summarize sustainability of the project beyond the grant period. The Final Impact Report shall satisfy the annual outcome reporting requirement for the second year.

All reports shall be submitted in accordance with the deadlines and procedures established by ADVA. Failure to meet reporting requirements may result in withholding of funds or other actions deemed appropriate by ADVA.

Program Monitoring and Annual Assessment

ADVA will conduct ongoing financial and programmatic monitoring throughout the twenty-four (24) month performance period.

Monitoring activities may include reviews of financial records, reimbursement documentation, performance reports, and other information relevant to the approved project. Additional monitoring activities, including site visits, may be conducted as necessary.

An annual performance assessment will be conducted following the first twelve (12) months of the grant period to evaluate project progress, financial performance, compliance with award requirements, and any outstanding corrective actions.

Compliance and Termination

The maximum project performance period shall not exceed twenty-four (24) months. Initial obligated awards and any subsequently authorized optional funding remain subject to the terms and conditions of the executed Agreement.

ADVA retains the authority to impose remedies for non-compliance in accordance with applicable statutes, regulations, and the terms and conditions of the Agreement. When a Grantee fails to adhere to programmatic, financial, or administrative requirements, ADVA may implement corrective actions deemed necessary to protect the integrity of the grant program and ensure responsible stewardship of public funds.

Approval of an initial award does not guarantee reimbursement of expenditures that fail to meet established grant requirements and does not obligate ADVA to provide optional additional funding. Any additional award remains subject to satisfactory performance, compliance, written authorization, and available appropriations.

ADVA reserves the authority to suspend and/or terminate a grant award if the Grantee fails to fulfill its responsibilities or maintain compliance with the terms and conditions of the Agreement.

SUBMITTABLE GRANT MANAGEMENT SYSTEM

It is the intent of ADVA to utilize Submittable for end-to-end grant management for the lifecycle of the grant. To ensure transparency, compliance, and fiscal accountability for the Well-Being Grant Program, Submittable will serve as the centralized repository for all programmatic and financial data related to this program. Submittable provides a grant portal to centralize all grant activities, from developing and announcing funding opportunities to managing the Application process and managing awards throughout the process from notification to closeout.

To be considered for funding, please apply through our application portal.

Account Creation

Applicants must create a Submittable organizational account or log in using an existing organizational profile to access and complete the Application form. Applicants will be required to complete an initial eligibility check. If eligibility criteria are not met, Applicants will not be permitted to proceed with the Application form.

It is strongly recommended that Applicants verify eligibility and set up their profile well in advance of the submission deadline to ensure smooth and timely submission.

Technical Support

For any platform-related technical issues (e.g., file upload errors, password resets, account lockout), please contact adva.grants@va.alabama.gov. ADVA is not responsible for technical delays caused by failing to seek support early.

APPLICATION SUBMISSION INSTRUCTIONS

All Applications must be submitted electronically through the Grant Management System, Submittable. Applicants are required to complete every section of the Application form and upload all required documents as specified. Applications must be fully completed and submitted by the deadline. Incomplete Applications or Applications submitted through any method other than the online platform will not be accepted.

Applicants are encouraged to preview the Application form before entering any information. Once ready to apply, Applicants should carefully review all entered data for accuracy prior to submission. After the Application deadline, the system will close automatically, and no modifications or new submissions will be allowed. Early submission is recommended to avoid potential technical issues or connectivity problems.

Interactive Budget Grid Requirement

Applicants must complete their itemized budget using the Submittable interactive budget grid built directly into the Application form. All proposed expenditures must be broken down by line item within this grid, ensuring costs match the narrative descriptions.

Applicants must list each requested expense for grant funds as its own line item. For each line item, complete only these fields:

- **Line Item:** a short name for the expense (e.g., "Program Coordinator Salary" or "Outreach Materials").
- **Description:** a brief explanation of the expense and how it supports the project.
- **Amount Requested:** the dollar amount requested from ADVA for this line item.

Leave the following fields blank:

- **Match Amount, Type of Match, and Match Description:** A match is not required for this grant program. Leave all match-related fields empty. This includes the "Match" total at the top of the budget.
- **Justification Requested:** Leave this blank. Use the Description field to explain each expense.
- **Line Item Code:** Leave this blank. ADVA does not use line item codes for this program.
- **Project Amount:** Do not enter anything in this field. The Project Amount field fills in automatically from the amounts entered.

Budget Narrative Requirement

Applicants must provide a detailed Budget Narrative that justifies every expense itemized in the **Interactive Budget Grid**. The budget narrative serves to demonstrate that all proposed costs are reasonable, necessary, and directly allocable to the performance of the scope of work.

Narratives must align with the categories and totals entered into the interactive grid. For each budget category, the Applicant must provide a detailed breakdown using the following guidelines:

1. **Personnel & Fringe Benefits**
    - **What to include:** Identify each position by title (and name, if known) dedicated to the project.
    - **Formula required:** State the base annual salary or hourly rate, multiplied by the percentage of time (FTE) or number of hours dedicated to this grant.

2. **Travel & Mileage**
    - **What to include:** Detail the purpose of travel, destinations, and the number of staff traveling.
    - **Formula required:** Itemized flights, lodging, per diem, or mileage reimbursement. Mileage must not exceed the current GSA-approved rates.
3. **Equipment:**
    - **What to include:** List any non-expendable tangible personal property having a useful life of more than one year and an acquisition cost that meets or exceeds $500 per unit.
    - **Justification:** Explain why renting is not preferred and how the specific item is vital to the project's execution.
4. **Supplies & Materials**
    - **What to include:** Itemized general office supplies, programmatic materials, and any equipment costing less than $500 unit cap.
    - **Formula required:** Group similar items and show the math (e.g., cost per unit x quantity).
5. **Contractual / Consultant Services**
    - **What to include:** Identify any product or service to be acquired through a vendor contract, or independent consultant.
    - **Justification:** Briefly outline the scope of work for the contractor and provide a flat rate or hourly calculation.
6. **Program Expenses**
    - **What to include:** Identify other direct program expenses not captured in the preceding categories
    - **Justification:** Explain how each expense is reasonable, necessary, and aligned with project activities.

Required Documents

Applications shall include all required and relevant supporting documentation. Applications that do not include all the listed items, with proper signatures when required, shall be deemed non-compliant. ***A non-compliant Application is one that does not meet the basic Application requirements and may be rejected.***

- Alabama Secretary of State Certificate of Formation
- IRS Determination Letter
- Most recent IRS Form 990
- Most recent financial audit (preferred)*
- Most recent management letter from external auditors (preferred)*
- Organizational chart

- Formal agreements with Community Partnerships (optional)
- Letters of Collaboration (optional)
- Certifications with signatures

Financial Audit and Management Letter *

Applicants shall provide their most recent financial audit and accompanying management letter from external auditors, if available.

Applicants who have not undergone an independent financial audit shall submit a written statement indicating that no audit has been conducted, along with their most recent financial statements, including a statement of financial position (balance sheet), a statement of activities (income and expenses), and a cash flow statement.

ADVA reserves the right to request additional financial documentation as necessary to assess the applicant's financial stability, internal controls, and ability to properly administer grant funds.

Grantees shall provide updated audit reports and management letters, if issued, as they become available during the grant performance period.

Applicants without an independent audit shall submit a brief description of their financial controls, including who authorizes expenditures, maintains financial records, and reconciles bank accounts.

Application Formatting

To ensure consistency and facilitate an equitable review process, Applicants must adhere to the following formatting and submission requirements.

Narrative responses should be concise, well-organized, and directly address each required section of the Application.

Tables, charts, figures, and timelines are encouraged where appropriate.

All attachments must be submitted electronically in *Adobe PDF (.pdf)* format unless otherwise specified.

Applications that fail to comply with the required formatting or omit required documentation may be deemed non-responsive and may not be considered for funding.

LATE SUBMISSIONS

All Application materials must be submitted through the designated online platform by the published deadline. Applicants who fail to submit an Application by the posted deadline

will not be considered for funding. Applications received after the deadline will be rejected without review. Incomplete Applications will be rejected without review. Applicants are strongly advised to submit well in advance of the deadline to avoid issues related to technical difficulties, incomplete forms, or upload delays. Exceptions for late submissions, regardless of the reason, will not be granted.

WRITTEN QUESTIONS

During the NOFO application process, questions about this NOFO must be directed to the point of contact listed in the Contact Information section below. Inquiries must be in writing and delivered via email to: adva.grants@va.alabama.gov by 5:00 p.m. Central Daylight Time on November 10, 2026. At its discretion, ADVA reserves the right to contact an Applicant to seek clarification of any inquiry received.

All questions will be answered in writing and posted on our website: Alabama Department of Veterans Affairs . No verbal information provided will be binding upon ADVA unless such information is confirmed in writing as an official addendum.

CONTACT INFORMATION

Contact	**Information**
Name	Keambria Evans, Grant Administrator
Agency	Alabama Department of Veterans Affairs
Address	PO Box 1509, Montgomery, AL 36102-1509
Email	adva.grants@va.alabama.gov

APPENDIX A – APPLICATION CHECKLIST

- Δ Completed Submittable Application
- Δ Eligibility documentation
- Δ Alabama Secretary of State Certificate of Formation
- Δ IRS Determination Letter
- Δ Most recent IRS Form 990
- Δ Most recent financial audit, if available; otherwise, alternative financial documentation as specified.
- Δ Most recent external auditor management letter, if issued; otherwise, documentation required under the Financial Audit and Management Letter section.
- Δ Organizational chart
- Δ Program narrative
- Δ Detailed budget
- Δ Budget narrative
- Δ Formal agreements with Community Partnerships, if applicable
- Δ Letters of collaboration/support, if applicable
- Δ Required certifications/signatures