

## Office of the Secretary of Veterans & Defense Affairs

### Policy and Procedures Agreement for the Virginia Military Community Infrastructure Grant Program (VMCIGP)

November 2022

#### **Overview:**

Purpose: In accordance with the requirements in Item 468 D. of Chapter 2, 2022 Special Session I, Virginia Acts of Assembly. Specifically, the budget provides \$5,000,000 in the first year (FY 2023) from the general fund to provide grants under the Virginia Military Community Infrastructure Grant Program (VMCIGP) to serve as a local match for military communities to pursue Department of Defense (DoD) grants to support infrastructure resilience projects in communities with military installations and to enhance military readiness.

Responsibilities: The Secretary of Veterans and Defense Affairs is responsible for administration of the grant program.

Authority: Title 2.2, Chapter 2.2-233.1 Code of Virginia Item 468 D. of Chapter 2, 2022 Special Session I, Virginia Acts of Assembly.

Eligible Applicants: Applications will be accepted from localities in communities with military installations seeking a DoD grant with the purpose of mutually beneficial initiatives that preserve, protect, and enhance military installations; support the state's position in research and development related to or arising out of military missions and contracting; and improve the military-friendly environment for service members, military dependents, military retirees, and businesses that bring military-related and base-related jobs to the Commonwealth. Any such project (s) shall be clearly defined, shall include a measurable outcome in support of protecting military installations in the Commonwealth, and shall typically be completed within two years of contracting.

Examples of eligible users include the following:

- Governing bodies of any county, city, or town.
- Planning District Commissions and other political subdivisions of the Commonwealth.
- Authorities established by the Code of Virginia, 1950, as amended.
- In partnership with a military installation(s)
- Seeking DoD grant that aids the planning and design, construction, or completion of infrastructure projects that enhance military readiness, installation resiliency, or quality of life for military communities.

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#### Application Process:

*Application Submission:* Applicant Organizations must submit a letter of request electronically to the Office of the Secretary of Veterans & Defense Affairs, along with supporting materials, for a desired DoD federal grant application. All requests will require a 100 percent match. Supporting materials shall include:

- A full copy of the federal grant proposal
- Source statement of matching funds
- Expected duration of term of grant
- Supporting documents how the project enhances military readiness and quality of life for military communities, and supports infrastructure resilience.

Please direct all grant applications and questions regarding grant applications to: Tom Crabbs, Military Liaison, Office of the Secretary of Veterans & Defense Affairs, Commonwealth of Virginia, P.O. Box 1475, Richmond, VA 23218, telephone: (804) 370 0694 or email:

[Thomas.Crabbs@governor.virginia.gov](mailto:Thomas.Crabbs@governor.virginia.gov).

#### **Criteria for Consideration:**

The following is required for applications to be considered:

#### **ITEM I. General Information**

Location: All Applicant Organizations must be located in Virginia.

Purpose: An eligible grant application must support the non-federal share of a DoD grant.

Term of Grant: Each Applicant Organization shall describe the expected duration of the term of grant.

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#### **ITEM II. Matching Funds:**

- A. All VMCIGP grants require the Applicant Organization to provide a 100% match for the state funds received. For example, if the applicant applies for \$100,000, the applicant must provide verification for a minimum of \$100,000 in matching funds. The required match must be certified by the Applicant Organization's fiduciary agent prior to grant funds being released.
- B. The match must be cash.
- C. The match must be from local or private sources. "Local" means funds from local governments and other local entities. The match excludes any direct or indirect state or federal funds, including those from an agency, authority, political subdivision, or other state/federal-related entity. For example, an Applicant Organization could not claim funds from the Virginia Tobacco Indemnification and Community Revitalization Commission, or funds from a federal source, as matching funds for purposes of this grant.
- D. The match must be available from the date the grant application is approved until the end of the grant period. The match must be verified by the Applicant Organization's fiduciary agent. If the match is not available by the end of the quarter following the date the grant is approved, the Commonwealth reserves the right to cancel the grant.

**ITEM III. Pass-Through prohibited:** The grant application shall be for the Applicant Organization submitting the application. Pass-through from an Applicant Organization to another entity is not allowed.

#### **ITEM IV. Post-award Responsibilities and Reporting Requirements of Applicant Organizations Receiving Grant Awards:**

- Applicant Organizations shall maintain an individual case file for each application made.
- Provide a 50 percent cash match from non-state funds; and
- Report expenditures each quarter.
- Applicant Organizations shall copy the Secretary of Veterans and Defense Affairs on DoD required reports, deliverables, and amendments.

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- Upon audit or other request by the Commonwealth, the Applicant Organizations must provide or make reasonably available all grant records.
- Any grant funds not expended by the expiration of the grant term shall be returned to the Commonwealth within thirty (30) days after the grant expires, unless otherwise approved.
- A case file shall be maintained and contain documentation concerning the proper expenditure of the grant award made. This shall include all invoices, bills, receipts, cancelled checks, proof of payment, and similar documentation to substantiate expenditures of grant funding.
- Case files shall be kept for three years from the date of award.

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Applicant Signature and date

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Representing