

**Office of the Secretary of  
Veterans & Defense Affairs  
Policy and Procedures for Encroachment Grant  
Guidance for Applicants**

September 2015

**Overview:**

Purpose: In accordance with the requirements in Item 458 of The Budget Bill, the Secretary of Veterans and Defense Affairs is responsible for developing an application to address funding to mitigate encroachment at Virginia's military air bases. Subject to amendment and update at any time, these guidelines are to be used for preparing and submitting grant applications during Calendar Year 2015. Applications will be reviewed on a quarterly basis, unless otherwise directed by the Governor.

Authority: Title 2.2, Chapter 3.1, Code of Virginia Item 458, the General Assembly Appropriated from non-general funds an amount to be used to address encroachment at military airfields in Virginia.

Eligible Applicants: Applications will be accepted from any governmental entity. Examples of eligible applicants 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.

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 any supporting materials no later than 5:00 P.M. of each calendar quarter for consideration the following quarter (i.e. March 31, deadline for June 30, review). Each request should be a discrete unit that can be evaluated on its own merit, independently of any other proposals and include amount requested. All requests will require a 100 percent match. The request should clearly indicate the source of these matching funds and how they will be executed under this grant. Please direct all grant applications and questions regarding grant applications to: Mike Coleman, Office of the Secretary of Veterans & Defense Affairs, Commonwealth of Virginia, P.O. Box 1475, Richmond, VA 23218, telephone: (804) 225-4521 or email:

[Mike.Coleman@governor.virginia.gov](mailto:Mike.Coleman@governor.virginia.gov).

**Criteria for Consideration:**

The following are general guidelines that must be followed for Encroachment Grant applications to be considered:

**ITEM I. General Information**

Location: All Applicant Organizations must be located in Virginia.

Purpose: An eligible fund grant application must be for a purpose to address encroachment in the vicinity of a military airfield in the Commonwealth of Virginia.

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

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**ITEM II. Required Analysis and Justification for Grant:**

Within each application, the Applicant Organization will need to address the following Items:

- A. Describe in detail all prior and current efforts to find, apply for and request alternative funding solutions to address the negative impact in which you are applying for this grant. Specifically, list and explain all grants, loans, or other financial assistance applications awarded, pending or denied. If the Applicant Organization has applied for or submitted an application for alternative funding that is pending, please include the expected date of determination by the third party public or private source.
- B. Provide a quantitative analysis justifying the application dollar amount to include the methodology used to calculate the costs of the requested encroachment grant. The analysis should identify the negative impacts on the Applicant Organization if the funds are not received.
- C. Provide a specific plan as to how the funds will be spent.

**ITEM III. Matching Funds:**

- A. All encroachment 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 Secretary of Finance prior to the grant funds being released.
- B. The match may be cash, securities, or in-kind services. If in-kind services are used, those services must be identified and explained as part of the application. Only in-kind services that are directly related to addressing encroachment by the Applicant Organizations will be approved.
- C. The match must be from local or private sources. "Local" means funds from local governments, other local entities and federal funds. The match excludes any direct or indirect state funds, including those from an agency, authority, political subdivision or other state-related entity. For example, an Applicant Organization could not claim funds from the Virginia Tobacco Indemnification and Community Revitalization (TICR) Commission as matching funds for purpose 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 IV. Pass-Through:** The grant application should be for the Applicant Organization submitting the application. Pass-through from an Applicant Organization to another entity will not be allowed.

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

- Applicant Organizations should maintain an individual case file for each application made.
- The case file should 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 should be kept for three years from the date of award.
- Applicant Organizations are required to provide a quarterly status report to the Secretary of Veterans & Defense Affairs. Quarterly status reports are due to the Secretary not later than 30 days after the end of the quarter (March 31, June 30, September 30, and December 31). The initial report may be for a period less than 90 days depending on when the grant is approved.
- Upon request by the Commonwealth (i.e., state audits) the Applicant Organizations must provide or make reasonably available all grant records.
- Applicant Organization shall deliver a Final Report to the Governor within ninety (90) days of grant expiration. The Final Report shall include how the grant funds were expended and the impact on the local community.
- 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 by the Governor.