



GRANT GUIDELINES

The Defense POW/MIA Accounting Agency Grant Assistance Program

NOTICE

This guidance document is advisory in nature but is binding on the Nebraska Department of Veterans' Affairs (NDVA) until amended. A guidance document does not include internal procedural documents that only affect the internal operations of NDVA and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

OVERVIEW & CONTACT INFORMATION

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The funding for this grant is described in Neb. Rev. Stat. § 80-401, as set forth in Nebraska Legislative Bill 771(2024).

APPLICATION INFORMATION

The Nebraska Legislature has provided funding to develop a pilot program to provide a grant to any qualifying postsecondary institution to assist the United States Defense POW/MIA Accounting Agency (DPAA) with accounting for United States servicemembers and civilians missing from designated past conflicts. These grants are to be used by qualifying postsecondary institution(s) to provide assistance to DPAA.

The grant will be awarded to a qualifying postsecondary Nebraska institution and will be for an amount up to \$170,653. The grant will be administered by NDVA. Additional information on how to apply for the NDVA grant, and other resources, are available on the [NDVA website](#).



ELIGIBLE APPLICANTS

To be eligible to apply for grant funding, the applicant must satisfy the following conditions:

- (1) Be a Nebraska based postsecondary institution;
- (2) Have a partnership or service agreement with DPAA to establish or expand undergraduate and graduate student internships to provide such assistance; and
- (3) Have been designated a Veteran and Active Duty Supportive institution as specified under Nebr. Rev. Stat. § 85-2703.

Applications from Nebraska postsecondary institutions who have submitted an application for Veteran and Active Duty Supportive designation prior to the grant application deadline will also be considered. More information about receiving a Veteran and Active Duty Supportive designation can be found [here](#).

AWARD AMOUNT

NDVA will award up to \$170,653 through this grant. Due to finite funding, NDVA reserves the right to approve funding in an amount lesser than that requested by the Applicant. The Applicant has the option to decline the funding offer.

IMPORTANT DEADLINES

Applications for grant funding through this Grant Fund will be available starting on May 1, 2024 at 9:00 a.m. CST. While there is no application deadline, NDVA will begin reviewing applications on May 20, 2024, and will award funds on a rolling basis from that date forward. NDVA will accept applications in an open cycle until such time as all of the funding appropriated by the Nebraska Legislature is exhausted or fully committed. An application will not be considered complete until all of the required forms and attachments have been submitted to NDVA.

Please monitor the [NDVA site](#) for additional information.

Grant Schedule

Application Open Date:	May 1, 2024, at 9:00 a.m. CST
Application Review Start on:	May 20, 2024
Anticipated Award Date:	July 2024



SECTION A: GRANT PURPOSE AND GENERAL INFORMATION

The DPAA Grant Assistance Program is funded through NDVA. This is a competitive grant, and NDVA shall have the sole discretion of awarding these grants, in furtherance of the best interests of the State of Nebraska.

The application and guidelines can be found at veterans.nebraska.gov/dpaagrant or by contacting the Grant Manager.

1. Allowable use of the grant funding:

The awarded grant funds are allowed to be used to provide assistance to DPAA with accounting for United States servicemembers and civilians missing from designated past conflicts as such conflicts are determined by such federal agency. As addressed further herein, the grantee is required to document that the grant funds were used for qualified expenses.

Eligible Expenses: Qualified expenses are those that are associated with providing assistance to the DPAA, and may include the following:

- Creation of system infrastructures to support the DPAA partnership.
- Hourly wage or stipends to support the student(s) participating in an internship with the DPAA.
- The cost of transportation to participate in an internship with the DPAA.
- The cost of attires or uniforms necessary to participate in an internship with the DPAA.
- Program supplies and materials (i.e. computers, books, tools, consumable items) used to support the DPAA partnership.
- Travel costs for interns, when associated with travel for missions to locate and identify remains of missing United States servicemembers and civilians for the DPAA.
- Purchasing required materials or supplies to support student participation in an internship with the DPAA.
- Purchasing or funding of technology used to support the DPAA partnership.

Ineligible expenses: The following are examples of items that the grantee cannot purchase with the awarded grant funds. This is not intended to be a complete list and is only provided as reference for typical projects:

- Alcohol and tobacco.
- Cell phone reimbursements.
- Payments to adult oriented businesses.



- Payments for entertainment, including but not limited to, parties, event tickets, movies, hotel mini-bar items, meals (except when associated with eligible travel), and personal gifts.
- Costs or fees associated with advertising or marketing.
- Payments for penalties or fines.
- Fundraising expenses.

Questions about eligible expenses should be addressed to the Grant Manager.

Unused Funds: Grantees are expected to comply with standard grant administration requirements, including the tracking and reporting of the use of all grant funds. Award monies not expended by the end of the period of performance must be returned to NDVA.

SECTION B: APPLICATION REVIEW AND APPROVAL PROCESS

1. Application Submission Instructions

Applications are submitted directly to the Grant Manager. Applicants should follow the Application Directions on the NDVA webpage.

Instructions for completing and submitting the application must be carefully followed to ensure accuracy and avoid unnecessary correction post-award.

Questions regarding the application process should be sent to:

Jessica Forch, Attorney III
Grant Manager
jessica.forch@nebraska.gov
(402) 853-4023

Application: [NDVA Grant Application](#)

Individuals who are hearing and/or speech impaired and have a TTY, may contact NDVA through the Statewide Relay System by calling 711 In-State or by calling (800) 833-7352 (TTY) or (800) 8330920 (voice). The relay operator should be asked to call NDVA at (402) 310-7796. Additional information can be found at the Nebraska Relay website <http://www.nebraskarelay.com/>.

Nebraska Relay offers Spanish relay service for our Spanish-speaking customers. Spanish-to-Spanish 711 or 1-888-272-5528/ Spanish-to-English 711 or 1-877-564-3503. Nebraska le ofrece el servicio de relevo a nuestros clients en español. Los consumidores de TTY pueden escribir por máquina en español y las conversaciones serán retransmitidas en español y inglés.



2. Required Documentation

The following documentation is required to be submitted electronically with the grant application:

- A completed application form.
- A description of how the applicant intends to use the grant funds.
- An itemized estimated budget for use of the grant funds.
- A copy of the partnership or service agreement with DPAA
- Proof that applicant has applied for the Veteran and Active Duty Supportive designation under Neb. Rev. Stat. section 85-2703, if the applicant has not previously been awarded such designation.

3. Application Review Criteria

Applications must meet all program eligibility requirements and all required documentation must be received for an application to be reviewed. Submission of an application does not guarantee a grant will be awarded. Grants will be awarded based on the following general criteria:

Characteristic
Grant application's alignment with the goals of Neb. Rev. Stat. § 80-401
Budget and estimated expenditures
Applicant's goals for use of the grant funds, including measurement of success outcomes
Applicant's capacity to comply with quarterly reporting requirements

A copy of the scoring rubric that will be used for evaluation [can be found here](#).

SECTION C. AWARD PROCESS

1. Awarded Grant Overview

NDVA will issue a written Notice of Approval (NOA) to the grant award Recipient(s). The NOA will be sent to the Recipient at the email address provided in the Application. The NOA will outline the approved estimate of qualified expenditures and provide the anticipated grant amount.



The NOA will be followed by issuance of an NDVA Grant Agreement, typically within 10 business days of the NOA. The Successful Applicant (Recipient) must review, sign, and submit the NDVA Grant Agreement and meet any required special condition items before disbursement of any funds.

Recipient will receive additional instructions related to the management of the grant, including the various steps of grant implementation (e.g., sign agreement, submission of completed ACH form, submission of reporting, etc.). Recipient will be required to identify a Grant Manager who will receive, via email, additional information and notifications on required actions related to the implementation of the grant. The Recipient Grant Manager is the primary point of contact for all grant-related matters and all communication from NDVA related to the grant will be directed to the Grant Manager.

2. Agreement Requirements

Following the NOA, NDVA will issue an electronic copy of the NDVA Grant Agreement. The NDVA Grant Agreement is entered into between NDVA and the postsecondary institution (i.e. Recipient).

The Grant Agreement will set forth the reporting requirement timeline and the payment schedules. NDVA will require quarterly reports from the grantee which may require submitting information such as the following (depending on the specified planned use for funding):

- Statistical information, for example:
 - The number of student interns employed by the grantee and the number of hours they worked.
 - The number of locations visited for recovery missions.
 - Results and activities from using the grant funds.
- Description of any research projects conducted using the grant funds.
- Reporting of any "Accounted For" DoD personnel which were identified during the grant period.
- Description of any infrastructure, technology, etc. systems implemented using the grant funds.
- Timelines of any projects in process using the grant funds.
- Questionnaires completed by student interns rating their experience and work with the DPAA.
- Any other information documenting the impact of the use of the grant funds.

The quarterly report will also require documentation of all expenditures of grant funding, as described below in the "Budget Reporting Requirements."



Recipient must review, sign, date, and submit the agreement to receive the NDVA Grant funds. NDVA signs the agreement after it is signed by the Recipient.

3. Budget Reporting Requirements

Throughout the project, Recipient is to maintain accounting and financial records related to the project expenses. In general, throughout and at the completion of the project, it should be possible to compare estimated/budgeted project costs as identified at the time of application with the actual project costs. Recipient Reporting will be required quarterly, in a format provided by NDVA, and will be submitted directly to the NDVA Grant Manager.

If the Recipient Reporting is incomplete or requires clarification, NDVA will request missing items and/or request clarification from Recipient. To avoid delays, be sure to submit complete documentation, which may include, but may not be limited to, paid invoices and check images (or other proof of money transfer).

Upon Recipient's submission of sufficient Reporting, NDVA will process the next quarterly payment of grant funds, as set forth herein.

In order to understand the impact of the awarded grant, and to provide an update to the Government, Military and Veterans Affairs Committee of the Nebraska Legislature, NDVA asks grant recipients to submit a post-grant report that includes a narrative description of the project outcomes. This post-grant report and the final Budget Reporting document shall be submitted no later than September 1, 2025.

4. Payments schedule

Payments will be made on a quarterly basis, with the second, third, and fourth payments being conditional on meeting the Budget Reporting obligations as set forth in the agreement with the NDVA and described herein.

The first payment is expected to be made within 45 days of execution of the signing of the grant agreement. Approximately 90 days later, the first quarterly Budget Reporting will be due to NDVA. NDVA will review the reporting information and determine that the reporting requirements have been sufficiently complied with within 15 business days of receipt of the documentation. If additional information is needed or clarification is required, NDVA's deadline for completing this review will be suspended until all requested information has been provided. After the applicant has satisfied the reporting requirements, NDVA will process the next payment request, which can take up to 30 days to process. All subsequent quarterly grant payments will continue with this same process.



SECTION D: CONFIDENTIALITY

1. Public Records Requests

Applicants should be aware that NDVA is subject to public records requests under the Nebraska Public Records Statutes. Neb. Rev. Stat. § 84-712.01 et seq. Certain information exchanged with NDVA, including application materials, communications, agreements, and funds received pursuant to the NDVA Grant, may be subject to public records requests. To the degree such information is deemed responsive to a public records request, NDVA will respond with documents including, but not limited to the following information:

- a. Institution applicant's name and address;
- b. Application materials;
- c. Documentation provided in the quarterly reporting;
- d. Budget documents related to the use of grant funding.

Neb. Rev. Stat. §84-712.05 exempts certain information, including trade secrets and other proprietary or commercial information which if released would give advantage to business competitors and serve no public purpose. Neb. Rev. Stat. §84-712.05(3). Applicants may request that certain information shared with NDVA be exempted from public disclosure pursuant to Neb. Rev. Stat. §84-712.05(3), or any other applicable basis under the statute. Such a request must be made in writing to NDVA, it must specify the information to be withheld and state the reasons for the requested exemption. NDVA reserves the right to determine whether information submitted by the Applicant will be withheld from disclosure. Applicants may submit a request for non-disclosure of information with their application via the [Request for Non-Disclosure Exemption](#) form.