



# Oregon

Kate Brown, Governor

## Department of Veterans' Affairs

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Salem, OR 97301

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[www.oregon.gov/odva](http://www.oregon.gov/odva)

DATE: March 13, 2018

TO: All Organizations that Submitted Proposals for the ODVA Veteran Services Grant Program

FROM: Laurie Skillman, Senior Policy Advisor (503) 373-2016 [laurie.skillman@state.or.us](mailto:laurie.skillman@state.or.us)

RE: Update of Grant Proposal Process and Timelines

Thank you all for the time and effort your organization put into writing and submitting a proposal for the ODVA Veterans Services Grant Program. The proposals are all very interesting and demonstrate a significant effort in Oregon by so many organizations that provide quality services to our veterans.

### Update

I wanted to update you on the progress and the processes for the Grant Program. The good news is that we received an overwhelming response to the Request for Grant Proposals. However, because we received such an overwhelming response to the request, it has taken us much longer than we anticipated working through all of the proposals and preparing them for evaluation by the committee. Good news again: all grant proposals were moved to the next step, which is evaluation by the Grant Committee.

The timeline in the Request for Grant Proposals states that the grants would be evaluated and awards made on February 28, which was only 19 business days from February 1, the date proposals were due. Since we have an eight-member evaluation committee that reads and scores all proposals, the February 28<sup>th</sup> date was simply unrealistic.

### Revised Timeline

Members of the Grant Evaluation Committee are currently scoring proposals. They will meet April 11 and determine awards. During the week of April 16-20, Oregon Department of Veterans' Affairs will contact successful proposers and send them Grant Agreement that must be signed and returned to ODVA. (*Sample Grant Agreement is attached—please review carefully*). As soon as a Proposer submits the signed Grant Agreement, Oregon Department of Veterans' Affairs will send grant funds.

Date	Event
March to April 10	Evaluation Committee members review and score proposals
April 11	Evaluation committee meets and determines awards
Week of April 16-20	Grants Agreement emailed to successful proposers
After Grant Agreement signed	Grants funds awarded. ODVA will notify all organizations that submitted proposals about the awards that were made.
Quarterly Reporting	Grantees must submit quarterly reports (see Grant Agreement)

Best of luck to all proposers! ***Please understand that the dollar amount of requests for grants significantly exceeds the \$550,000 in available grant funds.***

# OREGON DEPARTMENT OF VETERANS' AFFAIRS

## 2017-2019 ODVA Veteran Services Grant Program

### GRANT AGREEMENT

This Grant Agreement ("Agreement") is entered into by and between the State of Oregon, acting by and through its Department of Veterans' Affairs ("ODVA"), \_\_\_\_\_, ("Recipient").

#### RECITALS

WHEREAS, ODVA issued a Request for Grant Proposals for veteran services in December 2017. In response to the request, Recipient submitted a Grant Proposal ("Grant Proposal") attached as Exhibit A and hereby incorporated into and made part of this Agreement.

WHEREAS, ODVA and its Grant Evaluation Committee approved Recipient's application for a grant to provide veteran services.

NOW, THEREFORE, in consideration of the foregoing premises and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows.

#### AGREEMENT

##### **1. Effective Date and Duration.**

This Agreement shall become effective on the date this Agreement has been fully executed by all parties and shall expire on September 30, 2019.

##### **2. Agreement Documents**

This Agreement consists of the Agreement and the Recipients' Grant Proposal (Exhibit A), except as modified with exceptions to the Grant Proposal stated in Section 4 of this Agreement.

##### **3. Grant Amount and Disbursement**

Subject to the terms and conditions as specified in this Agreement, ODVA shall disburse the Grant moneys to Recipient in the amount of \$\_\_\_\_\_ in a single payment.

##### **4. Exceptions to Recipient's Grant Proposal (if any)**

Recipients' Grant Proposal is modified as follows. The grant funds requested and the grant activities funded by these amounts are hereby excepted from Recipient's Grant Proposal.

*[state any exceptions]*

Recipient requested a total of \$\_\_\_\_\_; however, Oregon Department of Veterans' Affairs is awarding Recipient \$\_\_\_\_\_, based on these exceptions.

## **5. Use of Grant Funds**

All Grant Funds must be used only for the specific purposes stated in the Grant Proposal and the grant budget described in the proposal. Recipient shall not use Grant Funds for any other purpose and shall not use Grant funds to supplant existing funds and resources.

## **6. Matching Funds**

Recipient shall expend matching funds as described in the Grant Proposal.

## **7. Reporting Requirements**

Recipient will submit quarterly reports in a format required by ODVA. Reports must include data on measurable outcomes and provide details on expenditures of grant funds.

Quarterly reports for quarters ending on June 30, September 30 and December 31 will be due on:

- July 31, 2018
- October 31, 2018
- January 31, 2019
- April 30, 2019
- July 31, 2019

## **8. ODVA Authorized to Monitor Recipient**

Agency may monitor the activities of Recipient as necessary to ensure Recipient complies with the terms of this Agreement, that Grant funds are used for authorized purposes, and that performance goals are achieved as specified in the Grant Proposal. Recipient shall fully and timely cooperate with Agency in the performance of any and all monitoring activities.

## **9. Notices**

Except as otherwise expressly provided in this Agreement, any communications between the parties or notices to be given shall be given in writing by personal delivery, facsimile or email, or mailing the same, postage prepaid, to Recipient or ODVA at the address or number set forth in this Agreement.

## SIGNATURES

The undersigned certifies that he/she is an authorized representative of Recipient and is authorized to make all representations, attestations, and certifications contained in this Agreement and to execute this Agreement on behalf of Recipient.

**Recipient's Legal Name** \_\_\_\_\_

**Authorized Representative:**

(Print) Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Authorized Signature*

**Contact Person**

(Print) Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail address \_\_\_\_\_

STATE OF OREGON  
OREGON DEPARTMENT OF VETERANS' AFFAIRS

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Authorized Signature*

*[Authorized Signer and Title]*  
Oregon Department of Veterans' Affairs  
700 Summer Street NE, Salem OR 97301

**Contact Person**

*[Contact]*

Oregon Department of Veterans' Affairs  
700 Summer Street NE, Salem OR 97301

**Attachment: EXHIBIT A: GRANT PROPOSAL**