

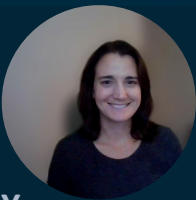


OREGON DEPARTMENT
of **VETERANS' AFFAIRS**

2023-2025

Veteran Services Grant

Request for Grant Proposal Application Guidance | September 22, 2023



PRESENTED BY
Brenna Bandstra, Grants Coordinator



THE MISSION CONTINUES

SERVING AND HONORING VETERANS IN OREGON SINCE 1945



MISSION

To honor and serve all Oregon veterans and their families by aligning and delivering earned benefits and services that enhance and improve their lives in recognition of their service to our nation.



VISION

All veterans and their families thrive in Oregon.



VALUES

Stewardship
Excellence
Respect
Vision
Inclusivity
Commitment
Equity





What we will cover today

- Overview of the Grant
 - Eligible Applicants
- Use of Funds & the Work Plan
 - Limitations
 - Reporting Requirements
- Timeline & Important Dates
- Format, Submission & Proposal Requirements
 - Work Plan,
 - Objectives
- Outcomes &
 - Goals
- Budget Narrative & Budget Template
- Evaluation & Review Process
- Award Process, Notice of Award & Grant Agreements
- Q & A





Overview of the Grant

- This Grant Program is funded with Lottery dollars established under Ballot Measure 96, which provides lottery funds specifically for services for Oregon veterans. The 2023 Legislature approved \$947,556 for the Veteran Services Grant.

Purpose of the Grant is to fund eligible proposals that provide direct services to veterans to help improve outcomes in target areas.

Health/Behavioral Healthcare	Housing Security & Houselessness	Employment Opportunities/Stability	Education and Training Opportunities	Transportation Accessibility & Availability
---------------------------------	-------------------------------------	---------------------------------------	--	---

And/Or: Other critical services within a community, or region or on a statewide basis provided by a veterans' organization; or

Supporting existing programs identified by the Veterans' Affairs Advisory Committee.





Overview of the grant

- ORS 406.142 requires ODVA to develop and implement the grant program and award multiple one-time grants on a competitive basis.
- Applicants may not apply for grant amounts below the minimum of \$25,000 or above the maximum of \$250,000 allowed for this grant program. *OAR 274 028 0500 (1)*
- Each organization may submit only one grant proposal; however, a grant proposal may include more than one project, which may be located at multiple sites.





Maximum Award Amount

The maximum amount of a grant award is \$250,000. OAR 274-038-0500 outlines that:

1. Applicants may not apply for grant amounts below the minimum of \$25,000 or above the maximum of \$250,000.
2. ODVA may award a grant amount in part or in full of the proposal budget.
3. Specific funding dates will be specified in the Request for Grant Proposal.
4. When determining which grant proposals to fund, the Department shall make funds available statewide.

ODVA may:

- a. Award funds to the highest ranked Proposals.
- b. Consider the total amount of available grant funds and the total dollar amount requested in all grant proposals, when making the determination about a grant award amount.

The \$250,000 limit applies to a single organization, regardless of the number of sites that an organization has.





Eligibility

The following are eligible organizations and entities:

- Tribal, regional or local governments; or other state agencies programs established under state or federal law;
- Oregon quasi-public agencies;
- Oregon intergovernmental agencies formed under ORS 190;
- Private nonprofit organizations designated as a 501(c)(3) tax exempt organization; and
- Private Veterans organizations designated as a 501(c)(19) or 501(c)(23) tax exempt organization.

Eligible non-profit organizations and entities must:

- Demonstrate proof of current (active) business registration with Oregon Secretary of State Corporation Division;
- Demonstrate proof of registration with the Charitable Activities Section of the Oregon Department of Justice;
- Provide the most recent Oregon Form CT-12 report filed with the Department of Justice; and
- Demonstrate proof of at least a one-year operational history.





Use of Funding: Meeting the need for Veteran Services

- As you think about what to include in your proposal, it is important to consider:
 - What are the current needs of your veteran population?
 - Is there a program or project available that can address these needs?
 - How does this work directly help veterans achieve their goals?
 - What is the program or project going to accomplish?
 - What implementation plan will the organization need to follow to accomplish the objectives, outcomes, and goals for the project?
 - Does the organization have the support of board members to implement the plan?
 - What organizational policies, practices, and norms will impact the implementation plan?
 - What is a realistic timeline for the implementation plan?
 - What will the organization need to measure and report on the success of the project?
- It is also important to consider the statutes that govern the use of these funds and outline the purpose of the grant:
 - [OAR 274-038-0100](#)
 - [ORS 406.142](#)





Use of Funding- Think Diversity!

We encourage proposals that serve all veterans, including historically and continuously racially, ethnically, and linguistically diverse, LGBTQ+, individuals with disabilities, women, student, aging, houseless, and justice involved veterans. The strength of ODVA lies in the diversity of our partners and their work, as we work together to serve the veteran community throughout Oregon.

13% VETERANS OF COLOR IN OREGON

1.2% Asian | 1.6% Black | 0.3% Hawaiian or Pacific Islander | 4.4% Hispanic Or Latino | 1% Native American | 4.6% Multiracial



NEARLY 10%
OF OREGON VETERANS
ARE WOMEN



MORE THAN HALF
OF OREGON VETERANS
ARE AGED 65 OR OLDER



AN ESTIMATED 2.5%
OF OREGON VETERANS
IDENTIFY AS LGBTQ+





Use of Funding

Purpose of the Grant is to fund eligible proposals that provide direct services to veterans to help improve outcomes in target areas.

Health/Behavioral Healthcare	Housing Security & Houselessness	Employment Opportunities/Stability	Education and Training Opportunities	Transportation Accessibility & Availability
---------------------------------	-------------------------------------	---------------------------------------	--	---

And/Or: Other critical services within a community, within a community or region or on a statewide basis provided by a veterans' organization; or

Supporting existing programs identified by the Veterans' Affairs Advisory Committee.





Limitations

- To supplant current other state or federal funding.
- Capital improvement, or capital campaigns.
 - “Capital Improvement” means an action that increases the useful life of a capital asset or adapts a capital asset to a new use.
- Deficit financing & debt retirement.
- Memorials or tributes.
- Grants or direct payments of monies to veterans or other individuals.
- Grants to other entities or organizations.
- Endowments.
- Fundraising.
- Administrative (Indirect costs) may not exceed 10% of the total grant award.





What are Administrative (Indirect costs)

- Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs.

Examples:

- Rent
- Utilities
- Accounting and HR department costs
- Administrative salaries
- Office supplies



Administrative (indirect costs) may not exceed 10% of the total grant award.



Reimbursement Grant

- The Veteran Services grant is a reimbursement grant.
- All expenses must be detailed on the ODVA Claim form with supporting documentation.
- ODVA will review each claim for allowable expenses, then submit the claim to accounting for payment.
- Claims received by the 15th of each month will be reviewed for payment by the end of that same month.
- Final claim for reimbursement will be collected July 15, 2025.





Retention and Disposal of Assets

- Any non-capital asset purchased under this grant shall remain an asset in service of the Organization for at least three (3) years.
- Any capital asset purchased under this grant shall remain an asset in service of the Organization for at least five (5) years.
- If the Recipient should discontinue providing services to veterans prior to the above retention schedule, then the recipient must notify the Oregon Department of Veterans' Affairs in writing at least 30 days in advance. ODVA will determine the disposition of assets, purchased with grant funds, in consultation with the recipient.





Required Data

ODVA wants specific data to show how the grant is helping the Veterans in your community. Programs must report on:

1. The number of veterans served by the program. This means that you should mention the number of veterans you currently serve and the number of veterans that would be served through a grant funded project.
2. The number of traditionally underserved veterans served through the program. (e.g., racially, ethnically, and linguistically diverse, LGBTQ+, individuals with disabilities, women, student, aging, and houseless, and justice involved, etc.)
3. The number of housing insecure veterans that use the service or program.





Reporting Requirements

- **Quarterly Reports**: Reports shall include data on outcomes and provide details on expenditures of grant funds as laid out in the Grant Proposal. Reports are due 30-days after the end of each calendar quarter. Quarters end on:
 - March 31, June 30, September 30, December 31.
- **Final Report**: Recipients will be required to submit a final report
 - Reports shall include a summary on the measurable outcomes and provide budget reconciliation on expenditures of grant funds, as laid out in the Grant Proposal.
- Reports are due 60-days after close of the performance period on August 30, 2025.
- **Site Visit**: ODVA may schedule a site visit to review the progress of the grant work, as well as review asset logs, for items purchase with grant funds, files for grant documents and claim back-up documentation.





RFGP & Grant Timeline & Key Dates

- September 2023
 - 9/18/2023: Release RFGP.
 - 9/22/2023: Veteran Services Grant Guidance Webinar.
 - Recruit Evaluation Committee.
- October 2023
 - **10/23/2023 at 11:59 PM PST: Application Deadline**
 - ODVA staff to review Proposals for completeness.
 - Grant Proposal Evaluation Committee begin independent review proposals.
- November & December 2023
 - Evaluator Recommendations submitted to ODVA Director for review and approval
 - Decision letters will be sent to all applicants.
 - Grant Agreements will be prepared and executed.
- January 2024 – August 2025
 - Performance Period: January 1, 2024 – June 30, 2025 (18-months).
- June 30, 2025
 - Performance period ends. Final date for recipients to incur expenses.
- July 15, 2025
 - Final date for recipients to submit reimbursement requests.
- August 30, 2025
 - Final reports with all data due. ODVA will provide the form for this report.





Proposal: Required Document Format

- All pages must be standard letter size (8.5" x 11")
- Use 12-point Times New Roman or Calibri font
 - double line spacing, & 1-inch margins.
 - tables may be in 11-point font.
- The Narrative must list in sequence each section listed in Part II.
- State each Part & Element number & Title in bold & all in one document.
- Number all pages
- Do not use a Table of Contents or divider pages
- Do not add any graphics & photos



If you need assistance with any of the formatting work, please let me know.



Proposal: Required Document Format

- The titles in the program narrative should clearly identify what section the narrative is aligning to within the RFGP.

AMEN_Narrative_CVRCgrant2020 - # 274-1017-20
Part 2: PROJECT NARRATIVE
2A. Executive Summary.

The American Military Encouragement Network (AMEN) has since 2005 provided a very essential but simple service to veterans and their families, we deliver food boxes and meal supplies monthly to veterans who need temporary support to alleviate food scarcity for their

Part 2B. Project Narrative:
Project purpose and funding request

AMEN provides a very essential but simple service to veterans and their families, or recently deployed National Guard or active duty soldiers, we deliver food boxes and meal supplies monthly to families as they adjust to the adverse impact of COVID-19, wildfires or temporary transition to new employment, school programs or

Part 3: Budget Narrative & Financial Information

AMEN is requesting \$25,000 to support on-going purchases of food and supplies. While AMEN also supports temporary food requests for families of Oregon National Guard and active duty military families, the full requested amount of grant funds will be used exclusively to provide meals and food boxes to veterans and their families. There are no salaries/benefits or purchases of technical/electronic assets to list.





Proposal: File Name Formatting

- Please title each of the proposal's documents with:
 - Organization's acronym
 - Name of the document
 - Acronym of the grant
 - Year

Name : Oregon Organization Example

OOE_Applicant Certification_VSG_2023

OOE_IRS W9_VSG_2023

OOE_Project Narrative_VSG_2023

OOE_Participant Log Example_VSG_2023

OOE_Budget Proposal_VSG_2023

OOE_Participant Outcome Tracking_VSG_2023





Proposal Checklist

- Part 1: Required Applicant Certification
 - Part 2: Project Narrative
 - Executive Summary (*1 page maximum*)
 - Project Narrative (*10 page maximum*)
 - Project Work Plan
 - Objectives
 - Outcomes
 - Goal(s) proposal will address
 - Applicant's organizational capacity and fund administration (*2 page maximum*)
 - Budget Narrative (*2 page maximum*)
 - Part 3: Budget
 - Budget- Template provided by ODVA
 - Signed IRS W-9
 - Current Operating Budget
- Non-Profits must also submit:
- Proof of current (active) business registration with Oregon Secretary of State Corporation Division; and
 - Registration with the Charitable Activities Section of the Oregon Department of Justice and the most recent Oregon Form CT-12 report filed with the Oregon Department of Justice; and
 - Previous 2-years of filed federal tax return (e.g.: IRS 990, S-Corp, etc.).
- Check that formatting and page requirements are followed!





Executive Summary

- 1-page limit
- Provides a brief description of the identified need for the services to support veterans.
- Include the following where appropriate
 - Provide a brief description of the identified need for the services to support veterans at your community.
 - Include how has the applicant determined the identified need of veterans?
 - Describe how the project will directly impact and address the identified needs of veterans.
 - Describe what the project is going to accomplish (outcomes) and how the Applicant will achieve goals through the work plan.





Work Plan, Objectives, Outcomes, Goals (10-page limit)

Work Plan

- Describes the student veteran need(s), the proposed project(s) to address that need(s), and the implementation timeline.



Objectives

- What Specific, Realistic, Achievable, Relevant, and Time-bound steps do we take to achieve the goal?
- Objectives are always active.
- Can be validated.



Outcomes

- What results do you hope to accomplish through your grant funded services?
- What change in condition or behavior are you attempting to impact in the veterans you serve?



Goals

- The narrative must clearly describe how the Applicant will meet the needs of veterans in at least one of the following target areas outlined in the purpose of the grant.
- A goal is a stated desire to meet an expressed unmet population need.



Work Plan

- Should include a problem statement.
- Describe veteran need(s), the proposed project(s) to address that need(s), and the implementation timeline.
 - a. What has the Applicant determined the needs of veterans are?
 - b. The number of veterans that would benefit from the proposed project(s).
 - c. Demographic data of veterans.
 - d. How the project's services and/or supplies will address veteran needs.
 - e. Explain if the project expands current work, or if this is a new initiative.
 - f. How the Applicant has historically engaged with veterans and/or intends to reach out and engage veterans.
 - g. The work plan and the process to achieve and document the outcomes.
 - h. The need for the project's services and/or supplies.
 - i. How will the organization improve upon or include a focus on Equity, Diversity, and Inclusion? (e.g., Serving veterans that are racially, ethnically, and linguistically diverse, LGBTQ+, individuals with disabilities, women, student, aging, and houseless, and justice involved, etc.
 - j. The timeline to achieve grant objectives, outcomes, and goals.
 - k. If the plan includes a NEW staff position, a job description and timeline for hiring must be included with the proposal.





Measurable Objectives

- Objectives should be SMART:

S Specific

Example Objective:

M Measurable

A Achievable

R Relevant

T Time Bound

The Organization will increase veterans' access to job recruiters by providing two additional grant-funded job fairs. The Veteran Coordinator will implement one in May and the other in September during the 18-month grant cycle. Veteran attendance will be recorded using sign in sheets at both events.

Helpful Hint:

Objectives measure an increase or improvement, or a decrease and reduction. So, you will be utilizing action words like:

To reduce

To increase

To decrease

To expand





Measurable Outcomes

- An **outcome** is a statement of a specific change (result) that the Applicant aspires to achieve with the Grant funding.
- One of the measurable outcomes must be the number of veterans served by the program, project, activity.
- The grant proposal's objectives should focus on the outcomes.
- The outcomes should work towards the goal or the organizational project/ Program and purpose of the Grant.

Outcomes Answer:

1. What results do you hope to accomplish through your grant funded services?
2. What is it that your organization is trying to achieve?
3. What change in condition or behavior are you attempting to impact in the veterans you serve?

Example Outcome:

By funding two additional job fairs during the grant cycle, the organization will be able to increase the number of veterans that attend a job fair and speak with a recruiter from 25 to 50.

An expected outcome is that 75% of the participating veterans will report (in a post-event survey) that they were able to give their resume to at least 3 recruiters in an industry they want to work in.





Goals

- A Grant Proposal may have one or more distinct projects; however, applicants should separately describe each project’s goal(s), objectives, outcomes and amount of funds requested.
- Proposals do not need to address all target areas. At a minimum, the proposal goals must address one of the grant’s target area.

Purpose of the Grant is to fund eligible proposals that provide direct services to veterans to help improve outcomes in target areas.

Health/Behavioral Healthcare	Housing Security & Houselessness	Employment Opportunities/Stability	Education and Training Opportunities	Transportation Accessibility & Availability
---------------------------------	--	---------------------------------------	--	---

And/Or: Other critical services within a community. within a community or region or on a statewide basis provided by a veterans’ organization; or



Supporting existing programs identified by the Veterans’ Affairs Advisory Committee.



Measuring Grant Funded Accomplishments

- Describe how Applicant will track & collect the data required for quarterly reporting.
- Who will be the person responsible for tracking the data & measuring the outcome(s)?
- What technology/training is needed to track and analyze this data?
- Include sample: participant logs, data logs surveys, questionnaires, sign in sheets, process for how quantitative and qualitative data will be collected.

We all have strong values when it comes to those we serve, so please protect their privacy.
Do not include any personal identification information on any sample log form.





Applicant's Operational Capacity & Fund Administration (2-page limit)

- The Applicant's Mission and Vision Statements.
 - A brief history of the organization's current efforts in providing services to the community and how the organization has/will benefit veterans.
 - Identify any partnerships which your organization has that enhanced the capacity of your organization to serve veterans.
 - A statement about the Applicant's business structure to support the proposed work.
 - A statement about the Applicant's ability to use grant funds awarded in compliance with this RFGP and all applicable federal and state laws.
 - This statement would describe any compliance measures that your organization is required by law to comply with in order to provide services to the public.
 - Organization's capacity to administer the grant, reach the goals, and spend grant funds appropriately within the Performance Period.
- Provide the following information:
 - How long the organization has been serving the community; and
 - The type of organization or entity as listed in Section 1.2 Eligibility; and
 - A list of the Board members (or organizational leadership) and their capacity to oversee the grant's implementation; and
 - A list of the key person(s), in the organization, including contact information, which will have a significant role in overseeing operations for the project or administering the grant; and
 - Financial ability to pay for grant related expenses, prior to reimbursement.





Budget Requirements & Templates

Applicants must provide the following:

- **Budget narrative**- Provides specifics that demonstrate a clear connection between project work and the funding requested for the work. **This section should be added to the project narrative (Part II).**
- **Budget**- line-item detail using the ODVA Excel Template: personnel salary & benefits, program expenses, Administrative expenses, purchased professional & Technical Services, supplies, Equipment, Events, Outreach, Printing Postage, etc.
- **Current annual operating budget.**
- **IRS-W-9 Form.**





Document Requirements: Non-Profits ONLY

Non-Profit organized under 501(c)(3), 501(c)(23) or 501(c)(19) must **ALSO** attach:

- a) Proof of current (active) business registration with Oregon Secretary of State Corporation Division; and
- b) Registration with the Charitable Activities Section of the Oregon Department of Justice and the most recent Oregon Form CT-12 report filed with the Oregon Department of Justice; and
- c) Previous 2-years of filed federal tax return (e.g.: IRS 990, S-Corp, etc.).





Budget Requirements & Templates

ODVA Veteran Services Grant Program Budget Summary



OREGON DEPARTMENT
of VETERANS' AFFAIRS

Name of Organization:

County:

Select Budget Type:

Revision Number:

Date:

**Do NOT
change any of
the formulas in**

Instructions for use:

There are 4 tabs in this workbook.

~The summary tab- Fill out white sections, yellow cells will automatically populate the data from Grant Budget Detail tab.

~Fill in the information for your Organization names and contact information.

~Next: use the Campus Grant Budget tab to enter the budget items for the grant proposal.

~IF your institution has more than one campus that will be using funds from this proposal, use the tabs with (2) & (3) on them.

~USE the Equipment tab to identify proposed assets to be purchased with funding (e.g. equipment/furniture, computer, printer, etc...). Put "NA" if not applicable to your proposal.

List the grant project goal titles below (fund amounts for each project will automatically tally below):

	Purpose #1	Purpose #2	Purpose #3	TOTAL (must be at least \$25,000 & no more than \$250,000)
Name of Goal	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Project Goal Total	\$ -	\$ -	\$ -	\$ -

Name of person completing this budget

Name:

Phone No.:

E-mail:

Name of person authorized to approve the budget for the organization

Name:

Phone No.:

E-mail:



Budget Requirements & Templates

ODVA Veteran Services Grant Program BUDGET DETAIL							
NAME of Organization: _____							
		Purpose #1	Purpose #2	Purpose #3	\$ -		
Line #	DESCRIPTION	-	-	-	Total(s)		
VSG PROGRAM							
		Description/Narrative	Description/Narrative	Description/Narrative			
1	Salaries & Employee Benefits	\$ -	\$ -	\$ -	\$ -		
2	Program Expenses	\$ -	\$ -	\$ -	\$ -		
3	Administrative Expenses (not to exceed 10% of funding)	\$ -	\$ -	\$ -	\$ -		
4	Purchased Professional & Technical Services	\$ -	\$ -	\$ -	\$ -		
5	Supplies	\$ -	\$ -	\$ -	\$ -		
6	Equipment	\$ -	\$ -	\$ -	\$ -		
7	Electronic Equipment	\$ -	\$ -	\$ -	\$ -		
8	Events	\$ -	\$ -	\$ -	\$ -		
9	Outreach	\$ -	\$ -	\$ -	\$ -		
10	Printing	\$ -	\$ -	\$ -	\$ -		
11	Postage	\$ -	\$ -	\$ -	\$ -		
12	Other: specify	\$ -	\$ -	\$ -	\$ -		
13	Other: specify	\$ -	\$ -	\$ -	\$ -		
14	Other: specify	\$ -	\$ -	\$ -	\$ -		
15	Grand Total Veteran Service Programs	\$ -	\$ -	\$ -	\$ -		
16	Matching funds for	\$ -	\$ -	\$ -	\$ -		
17		\$ -	\$ -	\$ -	\$ -		
18	Matching Funds are optional	\$ -	\$ -	\$ -	\$ -		

Description/Narrative:
use to indicate major expenditure categories and connect expense to grant activity.

Do NOT change any of the formulas in this workbook.

Yellow highlighted cells are formulas.





Submission Process

Aging Veteran Services

GRANTS

Veterans' Educational Bridge Grant

Campus Veteran Resource Center Grant

Veteran Services Grant

State Approving Agency (SAA)

Veteran Services Grant Overview

The purpose of the Veteran Services Grant Program is to fund eligible proposals that provide direct services to veterans that help improve outcomes in areas such as health or behavioral health care, housing security and homelessness, employment opportunities or stability, education and training opportunities, transportation accessibility and availability, or other critical services within a community, region, or statewide basis.

OAR 274-038-0100 establishes eligible organizations and entities as:

1. Tribal, regional, or local governments; or other state agencies programs established under state or federal law;
2. Oregon quasi-public agencies;
3. Oregon intergovernmental agencies formed under ORS 190;
4. Private nonprofit organizations designated as a 501(c)(3) tax exempt organization; and
5. Private Veterans organizations designated as a 501(c)(19) or 501(c)(23) tax exempt organization;

As well as:

- a. Demonstrate proof of current (active) business registration with Oregon Secretary of State Corporation Division;
- b. Demonstrate proof of registration with the Charitable Activities Section of the Oregon Department of Justice, if the organization is a 501(c)(3), 501(c)(19) or 501(c)(23) and the most recent Oregon Form CT-12 report filed with the Department of Justice; and
- c. Demonstrate proof of at least a one-year operational history.

Grant Application and Documents

Grant Status: Now accepting competitive grant applications

Date Issued: Monday, September 18, 2023

Proposals Due: Monday, October 23, 2023

A RFGP informational webinar will be hosted on Friday, September 22nd, 2023 at 10:00 am PST. The webinar will be recorded and posted to this webpage. To register for the webinar, and to state an intent to apply, please fill out this form:

<https://app.smartsheet.com/b/form/41c7d67808934b4c87869af0e6cb82a4>

Grant Application Documents

Click on each document to view/download

- Veteran Services Grant Applicant Certification Form
- Veteran Services Grant Request for Grant Proposal (RFGP) 2023_25
- Veteran Services Grant Budget Worksheet

[Submission Form Link](#)

**Proposals Due
October 23, 2023
by 11:59 PM (PST).**





Submission Form



Veteran Services Grant 2023 Grant Application

Veteran Services Grant Proposals are due by 11:59 pm PST. on Monday,
October 23, 2023.

Organization *

County/Counties served *

POC Contact Name & Title *

POC-Point of Contact

POC Email *

POC Number *

Authorized Signer *

Name & Title of the individual authorized to approve contracts/grant agreements for the organization.

Authorized Signer Email *

Organization Type *

Non-Profit Eligibility Requirements *

Non-Profits must be able to provide the following documents upon submission of the proposal. Select N/A if not a non-profit.

Purposes of the Veteran Services Grant *

Type of Services Provided *

Funds Requested *

Form Type *

Select the types of forms that you are going to attach.

File Upload *

Attachments - Use the file name format provided in the RFGP Section 4.2. Attachments must include all items from Section 5:

1. The Applicant Certification form,
2. The application packet,
3. The budget (template provided on ODVA website), and
4. An IRS W-9.

Nonprofits organized under 501(c)(3), 501(c)(23) or 501(c)(19) must attach:

1. Proof of current (active) business registration with Oregon Secretary of State Corporation Division; and
2. Registration with the Charitable Activities Section of the Oregon Department of Justice and the most recent Oregon Form CT-12 report filed with the Oregon Department of Justice; and
3. Previous 2-years of filed federal tax return (e.g.: IRS 990, S-Corp, etc.).
4. Current annual operating budget.

Additional OPTIONAL Attachments: Log(s) examples that will be used to track & report the data; position descriptions; etc.

Drag and drop files here or [browse files](#)

Send me a copy of my responses





Modify/ Withdrawal Application

Modifications

- Email the Grants Coordinator to request an update link.
- Mark the email subject line “VSG Proposal Modification” and Organization name.
- Must include a written statement that the modification amends and supersedes its prior proposal
- Must be submitted prior to October 23, 2023 at 11:59 PM.

Withdrawals

- Must send a written notice.
- Must include a signed statement by an authorized representative.
- Email to the Grants Coordinator.
- Mark Email subject line “VSG Proposal Withdrawal” and Organization name.



Cancellation of RFGP Rejection of Proposal No Damages



ODVA may reject any or all Proposals in-whole or in-part, or may cancel this RFGP at any time when the rejection or cancellation is in the best interest of the State or ODVA, as determined by ODVA. Neither the State nor ODVA is liable to any Applicant for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the RFGP, award, or rejection of any Proposal. All Grant awards are subject to available funds.






Evaluation & Review Process

**Incomplete applications
will not be considered.**



ODVA may receive a total requested funding amount, from grant applications, that exceeds the total amount of available funds.

Therefore, ODVA may not be able to fund all applications that meet the grant proposal requirements 



Evaluation & Review Process

Point Structure

	Description	RFGP Location	Points
1	Executive Summary	Section 5 Part 2 A.	3
2	Work Plan	Section 5 Part 2 B. (1)	14
3	Measurable Objectives & Outcomes	Section 5 Part 2 B (2-3)	9
4	Goal(s) of the Grant	Section 5 Part 2 B (4)	5
5	History, Organization Capacity & Business Structure	Section 5 Part 2 C.	16
6	Budget & Budget Narrative	Section 5 Part 3 A-B	8
7	Meeting the needs of Veterans	Overall	8
	Total Points Possible		63





Evaluation & Review Process

1. Verify that each proposal meets the required elements.
2. Select an impartial Evaluation Committee.
3. The committee will conduct a comprehensive and impartial evaluation of the proposals, using the scoring rubric.
4. Make recommendation for approval and funding.
5. ODVA's Director has the final approval for funding.





Award Process

Evaluation Committee may rank proposals based on which proposals:

1. Are best designed to help veterans in the community; or
2. Concentrate funds & resources in those areas of the state with the greatest need for veteran assistance programs.

State law sets a minimum application amount but not a minimum award amount. Oregon Administrative Rules state that ODVA may award a grant amount in part or in full of the proposal budget. Evaluators have the flexibility to recommend awards of less than \$25,000.

ODVA may award grant funds for all or some of the dollar amounts requested on the proposal.





Decision Announcements

ODVA will first make phone calls and/or send emails to notify all applicants with the outcome of the evaluation. The Department will then send a written Notice of Award to the funded applicants for this RFGP. The notice will indicate the award amount, the performance period, and any next steps. In addition, the names of applications that were successful, will be published on the Oregon Department of Veterans' Affairs website.





The Grant Agreement

- Effective Dates & Performance Period
- Project Activities
- Disbursement Policy
- Funding Amount
- Reporting Requirements
- Timeline
- Includes:
 - Exhibit A: Proposal Narrative
 - Exhibit B: Proposal Budget
 - Exhibit C: Additional Reporting Requirements (related to the proposal's objectives, goals, and outcomes, and monitoring).





Questions?

This presentation is for guidance only. The OARs, ORS, and RFGP are the governing documents. Any conflicts will revert to the OARs, ORS, and the RFGP

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