Request for Grant Proposals

2017-2019 Campus Veteran Resource Center

Grant Program

Date Issued: October 10, 2017
Proposals due: November 21, 2017 by 3:00 pm PST
Award Notices Sent: December 19, 2017
Grant Funds distributed: January 2018
Grant Period: January 1, 2018 to June 30, 2019

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Note to Grant Proposers

Please read the grant program guide and requirements carefully. This Request for Grant Proposals includes statutory requirements, procedures, instructions, and grant criteria to assist grant proposers who are applying for a grant under the Oregon Department of Veterans' Affairs Campus Veteran Resource Center Grant Program.
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Section 1: Grant Program Purpose and Overview

1.1 Introduction and Background

Overview

The 2017 Oregon State Legislature passed Senate Bill 143 (Exhibit A), establishing a $1 million grant program to expand campus veteran resource centers on the campuses of Oregon community colleges and public universities.

The purpose of the Campus Veteran Resource Center Grant Program (“Grant Program”) is to augment existing campus programs that help veterans successfully transition from military service to college life, succeed in college and complete educational goals, and transition from college to the workforce in the community.

The bill requires the Oregon Department of Veterans’ Affairs (ODVA) to develop and implement the grant program and award multiple one-time grants on a competitive basis. Only Oregon community colleges and public universities (grant “Proposers”) may apply for a grant. Each community college or university may submit only one grant proposal. A grant proposal may include more than one project; however, the proposal must describe the goals, objectives, outcome measures and requested award amount for each project.

The maximum grant award is $100,000. Grants will be awarded for an 18-month term and funds must be used during the period January 2018 through June 2019. If a Grant Proposal includes more than one project, grants may be awarded to some, all or none of the individual projects. Successful applicants must submit quarterly reports that demonstrate measurable outcomes.

All Oregon community colleges and public universities submitting Proposals are referred to as Proposers. After the execution of a grant award, a Proposer will be designated as a Recipient.

Oregon Department of Veterans’ Affairs

ODVA is responsible for developing and implementing the Grant Program. The Legislature allocated funds to ODVA to hire a Statewide Campus Veteran Coordinator to oversee the program and provide training and technical assistance to campus veteran resource coordinators.

ODVA provides statewide veterans services, including training and certification of county veteran service officers, and managing appellate federal benefit claims; programs for aging veterans including two Veterans Homes; and a home loan program that provides low-interest loans for Oregon veterans. Currently, there are approximately 325,000 veterans in Oregon.

OUR VISION
Veterans and their families thrive in Oregon.

OUR MISSION
ODVA serves and honors veterans through our leadership, advocacy and strong partnerships.

OUR VALUES
Respect, Integrity, Stewardship and Excellence.
Purposes of Campus Veterans Resource Center Programs

The purposes of Campus Veterans Resource Center Programs are to help Oregon veterans successfully transition during three important stages:

- From military service to college life.
- During college and completion of a certificate or degree program.
- From college to the workforce and community.

The veteran resource centers provide a place for veterans to get assistance and support from campus resource coordinators, connect with other veterans, study, and network. A veteran resource center provides a veteran with a “home base” on campus. Campus veteran resource coordinators help veterans transition to campus life, support them while completing their education, and assist in the transition from the campus to the workforce. Campus veteran resource coordinators provide support and connect veterans with local state county and federal resources. Resource coordinators serve as a critical link to the county veteran service officers who provide advocacy for veterans obtaining federal benefits.

Number of Veterans on Oregon Campuses

During the Fall Quarter of 2016, 5,876 veterans attended Oregon community colleges and public universities (“CC/PU”) who were “certified” to receive educational benefits from the United States Department of Veterans Affairs (USDVA).

In order to receive USDVA educational benefits, each CC/PU must designate at least one school certifying official to carry out reporting requirements and to certify the enrollment of student veterans. It is difficult to estimate the number of student veterans who are attending Oregon community colleges and public universities who are not receiving Federal VA educational benefits because these students are not “certified” and, therefore, not tracked by the CC/PUs. However, it is estimated that there are at least an additional 1,759 or more non-certified veterans attending an Oregon CC/PU.

Based on information provided by the CC/PUs and the Oregon Higher Education Coordinating Commission (HECC), ODVA estimates that a total of 7,635 veterans attended Oregon community colleges and public universities during the Fall Quarter 2016:

- 5,876 “certified veterans”
- Approximately 1,759 non-certified veterans
- Total: approximately 7,635 student veterans

Current Status of Oregon Campus Veterans Programs

There are 17 community colleges and 7 public universities in Oregon (excluding OHSU). Exhibit B provides details on the status of campus veteran resource centers and resource coordinators at each community college and public university.
Federal Educational Benefits Received by Oregon Veterans

In 2016, $150.7 million in Federal VA education benefits was provided to Oregon veterans to attend community colleges, universities or certification and training programs. Federal VA benefits provided to Oregon veterans in 2016 were more than $2.7 billion.

1.2 Definitions

For purposes of this Request for Grant Proposals and the resulting Grant(s), terms shall have the following meanings:

CC/PU means an Oregon community college or public university.

Evaluation Committee means a committee selected by ODVA to evaluate and score eligible Grant Proposals.

Grant means funds awarded to a Proposer for a particular purpose as a result of this RFGP.

Grant Agreement means an agreement entered into between the ODVA and a Proposer that is awarded a Grant as result of this Request for Grant Proposals.

Grant Program means the Campus Veteran Resource Center Grant Program.

Key Personnel or Key Persons means the person or persons on Proposer’s staff to be assigned to perform the Work under the Grant, including those who administer the grant.

ODVA means the Oregon Department of Veterans' Affairs.

Proposal means a written response submitted to ODVA in response to this RFGP.

Proposer means the person or entity that submits a Proposal.

Recipient means the Proposer(s) selected through this Request for Grant Proposals to enter into a Grant with ODVA to perform the Work.

RFGP means this Request for Grant Proposals.

SB 143 means Senate Bill 143 (Chapter 731, Oregon Laws 2017).

Work means the required activities, tasks, deliverables, reporting, and invoicing, as described in this RFGP.

1.3 Statutory Authority

ODVA issues this RFGP under the authority of Chapter 731, Oregon Laws 2017, commonly known as Senate Bill 143 (2017).
Section 2: Eligible Proposers, Award Amounts and Limitations

2.1 Eligible Proposers

Only Oregon community colleges and public universities may apply for grant funds. Each community college or university may only submit one application, regardless of the number of campuses or veteran resource centers. In addition, SB 143 established strict eligibility requirements for applicants, including:

1. At the time of application, the CC/PU must have:
   • A campus veterans resource center; or
   • A campus veterans resource coordinator (or intends to hire a coordinator prior to the distribution of grant funds); or
   • Both a veteran resource center and a coordinator.

2. The CC/PU must provide resources to support the center and staff. Some CC/PUs currently provide these resources.

   Examples. The following list is provided solely to illustrate the possible examples of “resources” and is not meant to limit possibilities:
   • The CC/PU provides or increases space on the campus premises for the campus veteran resource center.
   • The CC/PU provides computers or furniture.
   • The CC/PU provides and pays the expenses of a work-study student.
   • The CC/PU pays the entire salary for the coordinator or an assistant.
   • The CC/PU provides space and staffing for meals or events.

3. If the Proposer asks for funds for salary for a coordinator, they must provide matching funds as shown below and describe these in the budget proposal (Section 5). Note that matching funds are only required for staffing for a coordinator.

   Example:
   • The CC/PU may use up to $25,000 of grant funds to pay a campus veteran resource coordinator’s salary, if the CC/PU “matches” at least 50% of the amount requested for that purpose. If the Proposer requests $25,000 for a resource coordinator, the Proposer must match with $12,500 in funds.

4. The CC/PU must demonstrate its capacity to administer any grant funds awarded and the ability to comply with all applicable federal and state laws.

2.2 Grant Award Amounts and Limitations on Use

The total amount available for the 2017-19 ODVA Campus Veteran Resource Center Grant Program awards is $1 million. ODVA will award one-time grants to successful applicants in a single payment for the period January 2018 through June 2019.
The maximum amount of a grant award is $100,000. SB 143 states that ODVA shall award grant funds to a successful applicant in an amount equal to the least of:

1. The amount supported by the applicant’s application;
2. $100,000; or
3. Any other amount determined by the department to further the purpose of the grant program.

Limitation. Grant funds may not be used to pay the salary of a Federal VA Certifying Official, but may be used to partially pay for a veteran resource coordinator’s salary.

Limitations on Grant Funds for Coordinator’s Salary. Grants are limited in the amount of funds allocated for a veteran resource coordinator’s salary. SB 143 states that the CC/PU may use up to $25,000 of grant funds to pay a campus veteran resource coordinator’s salary, but only if the CC/PU matches at least 50% of grant funds for that purpose. For example, if a CC/PU applies for a grant that includes $25,000 for a coordinator’s salary, the CC/PU must provide at least $12,500 in matching funds.

Note: ODVA may receive grant applications that exceed the amount of available funds and, therefore, may not be able to fund all applications that meet grant proposal requirements.

Section 3: Scope of Work

3.1 Grant Proposal Goals and Objectives

A CC/PU must use Grant funds awarded to support the following goals and objectives. If a Grant Proposal has more than one distinct project, Proposers must separately describe each project, including its goals, objectives, outcomes and amount of funds requested.

Grant funds are designed to expand and enhance a campus veterans program and a Grant Proposal must meet one or more of the three fundamental goals for the program and meet one or more of the objectives of the grant program.

Goals. The grant funds must be used to meet one or more of the three fundamental goals for a campus veterans program are to help veterans:

1. Successfully transition from the military into an Oregon community college or public university.
2. Succeed in an Oregon community college or public university and complete their educational goals.
3. Successfully transition from college to the workforce and community.
Objectives. In addition to meeting fundamental goals for the program, the grant funds must be used for one or more of the following broad objectives:

a) Expand and enhance an existing campus resource center on campus premises.
b) Recruit and employ campus veterans resource coordinators who can serve as liaisons to provide advocacy, understanding and resource connections for veterans.
c) Attract veterans to enroll in and attend educational programs at the CC/PU.
d) Provide assistance, guidance and support to veterans in completing educational goals and objectives.
e) Provide resources to college administrations, faculty and staff to facilitate an understanding and appreciation of the strengths, unique challenges and needs of veterans and their families.
f) Refer campus veterans to the local county veteran service officers appointed under ORS 408.410 who assist veterans in obtaining federal and state veteran benefits.
g) Assist veterans in successfully transitioning to work and community life by connecting veterans with workforce and employment resources.

Exhibit C, “Potential Grant Projects,” is a list of potential projects that may be eligible for grant funds. The examples provided are not suggestions or limitations on potential projects. Instead, they are provided to inspire.

3.2 Measureable Outcomes

An important component of a Grant Proposal is the measureable outcomes, and documentation of measureable outcomes must be included in the quarterly reports.

Grant proposals must include specific measureable outcomes. A measureable outcome is a statement of the intended specific objective (rather than the process for achieving the objective); it is a result that can be measured. The outcome is a statement of the specific result the Proposer intends to achieve.

Measurable outcome = a statement of the intended objective. It is the expected changes as a result of the project and measurable outputs (including the number of veterans served).

3.3 Reporting Requirements

Successful Proposers will be required to submit quarterly reports in a format required by ODVA. Reports must include data on outcomes and provide details on expenditures of grant funds. Quarterly reports for quarters ending on March 31, June 30, September 30 and December 31 will be due on:

- April 30, 2018
- July 31, 2018
- October 31, 2018
- January 31, 2019
- April 30, 2019
- July 31, 2019
Section 4: Request for Grant Proposal Process

4.1 Single Point of Contact

Laurie Skillman, Senior Policy Advisor
Oregon Department of Veterans' Affairs | 700 Summer St NE | Salem, OR 97301-1285
(503) 373-2016 | laurie.skillman@state.or.us

All communications concerning this RFGP must be directed only to the Single Point of Contact named above. Any unauthorized contact regarding this RFGP with other State employees or officials may result in Proposal rejection. Any oral communications will be considered unofficial and non-binding. Any additional information received in writing from the SPC is considered official.

4.2 Pre-Proposal Questions for this RFGP

Questions about this RFGP, including specifications, Grant terms and conditions, or the solicitation process must be submitted in writing and received by the SPC by November 8, 2017 at 3:00 pm PST. Questions may only be submitted in writing via email.

4.3 Timeline and Key Dates

September 2017
   Informational letter sent to CC/PU via email.

October 2017
   October 1-9: Administrative rules filed
   October 10: Applications sent to potential Proposers and posted on ODVA website

November 2017
   November 8: RFGP questions due to SPC by 3:00 pm PST.
   November 21: Closing date for submitting proposals. Proposals are due by 3:00 pm PST.

December 2017
   December 12: Grant Proposal Evaluation Committee Determines Awards
   December 19: Award letters sent to successful Proposers

January 2018
   Grant funds sent to Recipients

Quarterly Reports Due
   • April 30, 2018
   • July 31, 2018
   • October 31, 2018
   • January 31, 2019
   • April 30, 2019
   • July 31, 2019
4.4 Closing Date for Submitting Proposals

ODVA must receive Proposals by **November 21, 2017 at 3:00 pm PST**. Proposals received after the closing date and time are late and will not be considered. Postmarks will not be considered as evidence of receipt of Proposals. **Proposals submitted by facsimile or email will not be accepted.**

Hand delivery of Proposals is optional. Hand delivered Proposals must be received by the SPC no later than November 21, 2017 at 3:00 pm PST. ODVA will receive Proposals during its normal Monday through Friday business hours of 8:00 am to 5:00 pm (Pacific Time), except during State of Oregon holidays. Hand deliveries must be made to the Oregon Department of Veterans' Affairs, Suite 150, 700 Summer St. NE, Salem, Oregon 97301. ODVA will provide Proposers who hand deliver their Proposals a completed receipt of delivery at the time of delivery. Proposals must be submitted in a sealed package addressed to the SPC and must include, at a minimum, the **Proposer’s name**, the **name of the SPC** and “2017 Campus Veteran Resource Center Grant Proposal – do not break seal” visible on the outside of the package.

Section 5: Proposal Requirements

Grant Proposals must include the items listed in this Section 5. Proposals must address all Proposal and submission requirements and must describe how the proposal will be implemented.

ODVA will review the overall Proposal for basic submission requirements and only provide Proposals that meet these requirements to the Evaluation Committee.

5.1 General Proposal Requirements

Proposer shall submit its Proposal in a sealed package addressed to the SPC with the following visible on the outside of the package:

- Name and address of the Single Point of Contact
- Name and address of the Proposer
- “2017 Campus Veteran Resource Center Grant Proposal – do not break seal”

Proposer must submit:

1. **Proposal, one paper copy**
   Proposer must submit one copy of the original Proposal on white 8 ½” x 11” Recycled Paper, without extensive art work, unusual printing, or other materials not essential to the utility and clarity of the Proposal. The Grant Proposal must meet the technical requirements in Section 5.2 and the budget requirements in Section 5.3.

2. **Proposal, electronic copy on USB drive**
   Proposer must submit one complete electronic copy of its Proposal and all attachments in Microsoft Word (docx) on a USB (thumb) drive.
3. **Proposer Certification Sheet**  
Proposer must submit the Certification Sheet, as a cover page for the proposal, which includes the signature of an authorized representative of the Proposer. The authorized representative must sign the original Proposal; failure to sign may subject the Proposal to rejection. See Attachment 1.

5.2 **Technical Proposal Requirements**

The technical section of the Proposal must include the following items in the order listed below. Page limits are noted, when relevant. Unless otherwise specified, no particular form is required.

a. **Description of Current Campus Veteran Resource Center and Staffing.**

The Grant Proposal must describe the current status of the Proposer’s Campus Veteran Resource Center, including but not limited to: physical space and location, hours open, furniture and equipment, staffing (paid, work-study, and volunteer), activities, programs, resources, work with campus administration and academic staff, work with veterans, and any special and unique programs. Description must include current collaboration with country veteran service offices and local and state resources. **One page limit.**

b. **Describe how current program meets eligibility requirements.**

Describe how the community college or public university meets the following strict eligibility requirements for applicants:

At the time of application, the CC/PU must have:
- A campus veterans resource center; or
- A campus veterans resource coordinator (or intends to hire a coordinator prior to the distribution of grant funds); or
- Both a veteran resource center and a coordinator.

c. **Grant Proposal Goals, Objectives and Work Plan**

Grant funds are designed to expand and enhance a campus veterans program. A Grant Proposal may have one or more distinct projects. Proposers should separately describe each project, including its goals, objectives, outcomes and amount of funds requested. For each project, Proposer must provide the following information in the order stated:

a. **Purpose.** Short description of the purpose of the grant.

b. **Goal(s).** A Grant Proposal must meet one or more of the three fundamental goals. State which of the following is a goal (or goals) for the project. The use of the grant funds will help veterans:
   - Successfully transition from the military into an Oregon CC/PU.
   - Succeed in CC/PU and complete their educational goals.
   - Successfully transition from college to the workforce and community.
c. **Objectives.** A Grant Proposal must meet one or more of the following objectives. State which of the following is an objective for the project:

- Expand and enhance an existing campus resource center on campus premises.
- Recruit and employ campus veteran resource coordinators who can serve as liaisons to provide advocacy, understanding and resource connections for veterans.
- Attract veterans to enroll in and attend educational programs at the CC/PU.
- Provide assistance, guidance and support to veterans in completing educational goals and objectives.
- Provide resources to college administrations, faculty and staff to facilitate an understanding and appreciation of the strengths, unique challenges and needs of veterans and their families.
- Refer campus veterans to the local county veteran service officers appointed under ORS 408.410 who assist veterans in obtaining federal and state veteran benefits.
- Assist veterans in successfully transitioning to work and community life by connecting veterans with workforce and employment resources.

d. **Scope and Plan of Work.** The Grant Proposal must include a detailed narrative of the scope of work and the implementation plan.

- Detailed description of the need for the services or supplies. State this in terms of the benefits to veterans.
- Purpose of the grant. Describe what the Grant Proposal is going to accomplish.
- Describe how the Proposer will achieve these goals and describe timeline and milestones.
- Describe how the project will directly impact student veterans.
- Describe the implementation plan and timeline.
- Provide the names and titles of staff that will be working directly on this project.

e. **Measurable Outcomes.** Describe the measurable outcome(s) the Proposer wants to achieve and explain how the project expands current work or is a new initiative. Include the following:

- Description of measurable outcomes based on goals and objectives.
- State how and when the outcomes will be measured.
- State the person responsible for tracking the data measuring the outcome.
- **Important.** One of the measurable outcomes must be the number of veterans served by the grant.
- Describe how Proposer will track and collect the data required for quarterly reporting.

f. **Estimated Number of Veterans Served.** State the estimated number of veterans served by the grant. If the grant will service families in addition to the veteran, state the estimated number of family members impacted.

g. **Staff Responsible.** List the key staff and titles of individuals directly responsible for implementing the grant.

h. **Fund Administration.** Provide a statement about the Proposer’s capacity to administer funds awarded in compliance with this RFGP and all applicable federal and state laws.
5.3 **Budget Proposal Requirements**

Proposers must provide a detailed description of current budget and the budget proposal for the grant, as well as a budget narrative, including the following items:

5.3.1 **Current Budget** for Campus Veteran Resource Center (if applicable).

Provide the most recent one-year budget. Include separate line items for personnel salary, benefits, travel, outreach, education, equipment, services and supplies.

5.3.2 **Proposed Budget:** Maximum Grant = $100,000. **Matching Funds and Resources.**

1. **Proposed Budget and Narrative.** The proposed budget for the use of grant funds (maximum $100,000) must include a line item budget and short narrative. The budget proposal must include separate line items for personnel salary, benefits, travel, outreach, education, equipment, services and supplies. ODVA will provide training for campus coordinators (but not expenses) and expenses to attend training may be included in the proposed budget or in matching funds.

SB 143 states: Grant recipients may use funds . . . for the expansion and enhancement of existing campus veteran resource center programs, including training campus veteran coordinators, purchasing computer and other equipment and supplies, hiring additional staff, hosting veteran events, facilitating access to workforce and community resources that were not previously available and meeting other identified needs for the successful and continued operation of the existing centers and coordinators.

The limitations on the budget proposal include:

a. The budget may NOT include any indirect/administrative expenses.

b. Grant funds may NOT supplant existing funds and resources.

c. Salary limitations. The Proposer may use up to $25,000 of grant funds to pay a campus veteran resource coordinator’s salary, but only if the CC/PU matches at least 50% of grant funds for that purpose.

d. Grant funds may NOT be used for salaries of USDVA certifying officials.

e. Grant recipients may NOT use grant funds awarded under this section to duplicate services provided by county veterans’ service officers appointed under ORS 408.410, as described in ORS 406.450. However, grant recipients may use grant funds awarded under this section to provide additional information and aid that is not available through county veterans’ service officers.

2. **Matching Funds and Resources and Narrative.** The Proposer must include a listing of the matching funds and resources for the Campus Veteran Resource Center and any staffing. This may be the same or similar to the “Current Budget” submitted.
under 5.3.1. Note: If any of the grant funds are used for a campus veteran resource coordinator, they must have a match of at least 50% of the funds requested. (See above for limitations on grant funds for salary). These should be “new” funds and not funds already dedicated to the program.

5.4 Modification or Withdrawal

5.4.1 Modifications: A Proposer may modify its Proposal in writing prior to the RFGP closing. A Proposer must prepare and submit any modification to its Proposal to ODVA in accordance with Section 4.4, above. Any modification must include the Proposer’s statement that the modification amends and supersedes its prior Proposal. The Proposer must mark the submitted modification “Proposal Modification 2017 Campus Veteran Resource Center Grant Proposal,” and address its submission to the attention of the SPC.

5.4.2 Withdrawals: A Proposer may withdraw its Proposal by a written notice submitted signed by an authorized representative of the Proposer and delivered to the SPC in person or in the same manner as set forth in Section 4.4, above. The Proposer must mark its written request to withdraw “Proposal Withdrawal to 2017 Campus Veteran Resource Center Grant Proposal.”

Section 6: Proposal Evaluation

Proposals must be complete at the time of submission and include all required documents.

ODVA will conduct a comprehensive and impartial evaluation of the Proposals received to verify whether or not each Proposal meets the General Proposal Requirements in Section 5.1, and determine whether the Proposal is responsive. Those Proposals meeting these requirements will be forwarded to the Evaluation Committee for evaluation and scoring. Those Proposals that do not meet these requirements will be deemed non-responsive and will not be further evaluated.

Responsive Proposals will be evaluated by an Evaluation Committee selected by ODVA. The Evaluation Committee will evaluate the Proposals and score them according to the criteria described below.

6.1 Proposal Evaluation and Points

The Evaluation Committee will score each proposal using a 100-point maximum scoring system.

1. Goals. Maximum 15 points

How well does the Grant Proposal meet one or more of the following goals?

The use of the grant funds will help veterans:

- Successfully transition from the military into an Oregon public university or community college.
- Succeed in CC/PU and complete their educational goals.
- Successfully transition from college to the workforce and community.
2. **Meeting the Needs of Veterans.**  
   **Maximum 15 points**  
   How well does the Grant Proposal describe the need for the services or supplies in terms of the benefits to student veterans?  
   How many student veterans and their families will benefit? A few veterans or many?

3. **Objectives.**  
   **Maximum 20 points**  
   How well does the Grant Proposal meet one or more of the following objectives:  
   - Expand and enhance an existing campus resource center on campus premises.  
   - Recruit and employ campus veterans resource coordinators who can serve as liaisons to provide advocacy, understanding and resource connections for veterans.  
   - Attract veterans to enroll in and attend educational programs at the CC/PU.  
   - Provide assistance, guidance and support to veterans in completing educational goals and objectives.  
   - Provide resources to college administrations, faculty and staff to facilitate an understanding and appreciation of the strengths, unique challenges and needs of veterans and their families.  
   - Refer campus veterans to the local county veteran service officers appointed under ORS 408.410 who assist veterans in obtaining federal and state veteran benefits.  
   - Assist veterans in successfully transitioning to work and community life by connecting veterans with workforce and employment resources.

4. **Work Plan and Purpose**  
   **Maximum 15 points**  
   How well does the work plan meet the purpose described in the Grant Proposal?  
   How likely will the Proposer be able to achieve the purposes stated?  
   Are the timelines and milestones reasonable and achievable?  
   Does the Grant Proposal describe a solid implementation plan?

5. **Measurable Objectives and Outcomes**  
   **Maximum 15 points**  
   Will the stated measurable outcomes demonstrate the benefits of the proposal for student veterans?  
   Does the proposal describe a methodology for tracking and reporting outcomes?  
   Does one of the measurable outcomes include the number of veterans that will be impacted by the proposal?

6. **Innovation**  
   **Maximum 10 points**  
   To what degree is the Grant Proposal demonstrate innovation to the current practices for campus veteran resource centers?

7. **Budget Proposal**  
   **Maximum 10 points**  
   Does the proposed budget align with the goals, purposes and objectives of the Grant Proposal?  
   Does the budget narrative provide a clear description of the proposed budget items?  
   Are the proposed budget items appropriate and demonstrate effective spending practices?  
   Does the Proposer demonstrate a solid contribution to the campus veterans program with matching funds and resources?
6.2 Final Selection and Award

Awards will be made to the highest ranked Proposers. In addition to scored results of all Proposals, the Evaluation Committee will consider the total amount of available grant funds ($1,000,000) and the total dollar amount requested in all grant proposals when making a determination about distributing grant funds.

The Evaluation Committee may award Grant Funds for all or some of the dollar amounts requested in a Proposal.

6.3 Award Notice

A written Notice of Award, that includes all grants awarded under this RFGP, will be sent to all CC/PU that submitted Proposals. In addition, the Notice will be placed on the Oregon Department of Veterans' Affairs website.

Section 7: Grant Agreements

The Grant Agreement is a contract between ODVA and the Grant Recipient and describes the contractual relationship and responsibilities of the parties. The Agreement authorizes the project to begin on, or after the date signed by all parties including ODVA and either the authorized signer for CC/PU. The Grant Proposal submitted will be an exhibit to the Agreement.

No project may begin without a fully signed Agreement between the Grant recipient and ODVA. A Notice to Proceed will be sent with the fully signed Agreement and funds will be disbursed. All project costs must be incurred during the project period, as identified in the Agreement.
Exhibit A: Senate Bill 143

(1) As used in this section:
   (a) “Community college” has the meaning given that term in ORS 341.005.
   (b) “Public university” means a public university listed in ORS 352.002.
   (c) “Veteran” has the meaning given that term in ORS 408.225.

(2) The Department of Veterans’ Affairs shall develop and implement one or more conditional grant programs statewide to expand campus veteran resource centers on the campuses of Oregon community colleges and public universities. The purpose of the grant programs is to augment existing campus programs that help veterans successfully transition from military service to college life, succeed in college, complete educational goals and transition from college to the workforce and the community.

(3) (a) The department shall award multiple one-time grants under this section during the biennium beginning July 1, 2017, on a competitive basis to community colleges and public universities based on proposals submitted by the colleges and universities under subsection (5) of this section that:
   (A) Expand and enhance existing campus veteran resource centers on campus premises;
   (B) Recruit and employ campus veteran resource coordinators who can serve as liaisons to provide advocacy, understanding and resource connections for veterans;
   (C) Attract veterans to enroll in and attend educational programs at community colleges and public universities;
   (D) Provide assistance, guidance and support to veterans in completing educational goals and objectives;
   (E) Provide resources to college administrations, faculty and staff to facilitate an understanding and appreciation of the strengths, unique challenges and needs of veterans and their families;
   (F) Refer campus veterans to local county veterans’ service officers appointed under ORS 408.410 who assist veterans in obtaining federal and state veteran benefits;
   (G) Assist veterans in successfully transitioning to work and community life by connecting veterans with workforce and employment resources; and
   (H) Provide resources and matching funds in an amount to be determined by the department.
   (b) Grant recipients may use grant funds awarded under this section for the expansion and enhancement of existing campus veteran resource center programs, including training campus veteran coordinators, purchasing computer and other equipment and supplies, hiring additional staff, hosting veteran events, facilitating access to workforce and community resources that were not previously available and meeting other identified needs for the successful and continued operation of the existing centers and coordinators.
   (c) A grant recipient may use up to $25,000 of grant funds awarded under this section to pay a campus veteran resource coordinator’s salary if the grant recipient commits to matching at least 50 percent of grant funds used for that purpose.
   (d) Grant recipients may not use grant funds awarded under this section to duplicate services provided by county veterans’ service officers appointed under ORS 408.410, as described in ORS 406.450. However, grant recipients may use grant funds awarded under this section to provide additional information and aid that is not available through county veterans’ service officers.

(4) A community college or public university may submit a grant proposal under subsection (5) of this section if the community college or public university:
   (a) Is located in Oregon;
   (b) Has an existing campus veteran resource center or has, or intends to hire prior to the distribution of grant funds, a campus veteran resource coordinator;
   (c) Meets, or intends to meet prior to the distribution of grant funds, a majority of the criteria under subsection (3)(a) of this section; and
   (d) Demonstrates its capacity to administer any funds awarded under this section in compliance with the requirements of this section and all applicable federal and state laws.
(5) A community college or public university that meets the requirements of subsection (4) of this section may apply for grant funds under this section by submitting a grant proposal to the department in the form determined by the department.

(6) When determining which grant proposals to fund, the department shall make funds available statewide and may:
   (a) Give priority to those proposals that the department determines are best designed to help veterans successfully transition from military service to college life, succeed in college, complete educational goals and transition from college to the workforce and the community; or
   (b) Concentrate funds and resources in those areas of the state with the greatest need for veteran assistance programs, as determined by the department.

(7) (a) The department shall award grant funds to a successful applicant in an amount equal to the least of:
   (A) The amount supported by the applicant’s application;
   (B) $100,000; or
   (C) Any other amount determined by the department to further the purpose of the grant program.
   (b) The department shall issue a grant award letter to the applicant setting forth a grant recipient’s reporting requirements under subsection (8) of this section and describing the restrictions on the use of grant funds under subsection (3) of this section and as may be determined by the department.
   (c) The grant recipient may not use grant funds for purposes other than those designated by the department in the recipient’s award letter.

(8) Within 30 days after the end of each calendar quarter, each grant recipient shall provide a program report to the department. The quarterly report must include a narrative of the following:
   (a) Summary of program activities;
   (b) Description of program successes;
   (c) Discussion of challenges the grant recipient has encountered implementing the program;
   (d) Accounting of how grant funds have been used; and
   (e) Any other information the department requires.

(9) The department may collaborate with the Higher Education Coordinating Commission in developing and implementing the programs established under this section.

(10) The department may solicit and accept gifts, grants and donations from public and private sources to further the purposes of this section.

(11) The department shall adopt rules that prescribe:
   (a) The procedures for the grant application process, including grant review and approval;
   (b) Grant recipient reporting requirements;
   (c) Measurable goals and outcome requirements;
   (d) Allowable uses of grant funds;
   (e) Procedures for disbursement of grant funds;
   (f) Recordkeeping requirements; and
   (g) Any additional procedures the department determines necessary to implement the provisions of this section.

SECTION 2. Notwithstanding any other law limiting expenditures, the amount of $1,187,194 is established for the biennium beginning July 1, 2017, as the maximum limit for payment of expenses from lottery moneys allocated from the veterans’ services fund established under Article XV, section 4f, of the Oregon Constitution, to the Department of Veterans’ Affairs for the purpose of implementing and administering grant programs to expand campus veteran resource centers under section 1 of this 2017 Act.
SECTION 3. No later than August 31, 2018, the Department of Veterans’ Affairs shall report to the interim legislative committees relating to veterans on the implementation of the grant programs established under section 1 of this 2017 Act and on further steps required to expand the programs during the 2019-2021 biennium. The department shall report in the manner provided by ORS 192.245 and may include recommendations for legislation.

SECTION 4. No later than September 15, 2018, the Advisory Committee appointed under ORS 406.210 shall review and consider the grant programs established under section 1 of this 2017 Act, including the quarterly reports submitted by the grant recipients under section 1 (8) of this 2017 Act and the report prepared by the Department of Veterans’ Affairs under section 3 of this 2017 Act, and report to the interim legislative committees relating to veterans. The Advisory Committee shall evaluate the merits of the grant programs, how grants were awarded to community colleges and public universities and how grant funds were used by grant recipients. The report must address funding priorities for implementation of legislation that will accomplish one or more of the purposes and objectives of this 2017 Act and make recommendations for legislation.

SECTION 5. Sections 1 to 4 of this 2017 Act are repealed on January 2, 2020.

SECTION 6. This 2017 Act being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this 2017 Act takes effect on its passage.
### Exhibit B: Current Campus Veterans Programs

<table>
<thead>
<tr>
<th>Universities</th>
<th>Veteran Center</th>
<th>Veteran Coordinator</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Oregon State University</td>
<td>YES</td>
<td>YES</td>
<td>Enrolls over 1,000 veteran students/family members. Veterans lounge in the Memorial Union. Veterans resource Center in Snell Hall. Full time coordinator.</td>
</tr>
<tr>
<td>2 Portland State University</td>
<td>YES</td>
<td>YES</td>
<td>Full-time director and office manager and three VA federal work-study students who support the transition from “rucksack to backpack.”</td>
</tr>
<tr>
<td>3 University of Oregon</td>
<td>YES</td>
<td>YES</td>
<td>Center: 4 computers, free printing. Coordinator is a graduate employee at .49 FTE fall-spring plus Student workers. Peer Advisors For Veteran Education program pairs new veterans with returning veterans. Half-day New Student Veteran orientation throughout the year.</td>
</tr>
<tr>
<td>4 Oregon Institute of Technology</td>
<td>NO</td>
<td>NO</td>
<td>Veteran support services embedded into student services programs. Veterans lounge. OIT ranked #2 for Best West Colleges for Veterans by US News &amp; World Report.</td>
</tr>
<tr>
<td>5 Southern Oregon University</td>
<td>YES</td>
<td>YES</td>
<td>Center has 5 computers, 1 printer. Part-time coordinator is also certifying official. Employ six student veterans. Regular lunches for new veterans. Peer support and a free tutor. Resources for veterans and dependents.</td>
</tr>
<tr>
<td>6 Western Oregon University</td>
<td>YES</td>
<td>YES</td>
<td>Veterans Success Center. Free: veterans only parking, MacBook rental, printing, storage lockers, study rooms, lounge area, Internet access. Memorial Day Banquet, new student orientation, monthly newsletter, campus outreach. Onsite county and state resources.</td>
</tr>
<tr>
<td>7 Eastern Oregon University</td>
<td>YES</td>
<td>YES</td>
<td>Center is a student lounge; computer access. .5 FTE coordinator assists veterans face academic struggles. Free, intro Humanities class taught by a veteran for veterans: “When Two Worlds Collide.”</td>
</tr>
<tr>
<td>8 OHSU</td>
<td>NO</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>6</strong></td>
<td><strong>3 FT</strong></td>
<td><strong>3 PT</strong></td>
</tr>
<tr>
<td>Community Colleges</td>
<td>Veteran Center</td>
<td>Veteran Coordinator</td>
<td>Notes</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------</td>
<td>---------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Portland CC (4 campuses)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCC: Sylvania</td>
<td>YES</td>
<td>YES</td>
<td>Center has computer stations, printing, work/study opportunities, meetings, activities, social events and safe space to study/relax. Full-time veteran coordinator.</td>
</tr>
<tr>
<td>PCC: Rock Creek</td>
<td>YES</td>
<td>YES</td>
<td>Center has computer stations, printing, work/study opportunities, meetings, activities, social events and safe space to study/relax. Full-time veteran coordinator.</td>
</tr>
<tr>
<td>PCC: Cascade</td>
<td>YES</td>
<td>YES/Part-time</td>
<td>Center has computer stations, printing, work/study opportunities, meetings, activities, social events and safe space to study/relax. Part-time veteran coordinator.</td>
</tr>
<tr>
<td>PCC: Southeast</td>
<td>NO</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Central Oregon Community College</td>
<td>YES</td>
<td>NO</td>
<td>A place for veterans to relax, connect with other vets, discuss resources and to have a dedicated place. No coordinator.</td>
</tr>
<tr>
<td>Lane Community College</td>
<td>YES</td>
<td>NO</td>
<td>Center offers PC and Mac computer stations, Internet access Wi-Fi and printer. Lounge study area, notebook computer loan program, and coffee. No coordinator.</td>
</tr>
<tr>
<td>Rogue Community College</td>
<td></td>
<td></td>
<td>Three campuses; two have resource enters.</td>
</tr>
<tr>
<td>Riverside Campus – Medford</td>
<td>YES</td>
<td>YES</td>
<td>Also staff with VA – Work Study students. Equipped with computers, printers, social events. A safe place for student Veterans to hang out.</td>
</tr>
<tr>
<td>Redwood Campus - Grants Pass</td>
<td>YES</td>
<td>YES</td>
<td>Also staff with VA – Work Study students. Equipped with computers, printers, social events. A safe place for student Veterans to hang out.</td>
</tr>
<tr>
<td>Chemeketa Community College</td>
<td>NO</td>
<td>YES</td>
<td>Coordinator develops a number of events for veterans and assists with resources.</td>
</tr>
<tr>
<td></td>
<td>Mt Hood Community College</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>7</td>
<td>Clackamas Community College</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>9</td>
<td>Umpqua Community College</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>10</td>
<td>Treasure Valley CC</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>11</td>
<td>Klamath CC</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>12</td>
<td>Southwestern Oregon CC</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>13</td>
<td>Clatsop CC</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>14</td>
<td>Blue Mountain CC</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>15</td>
<td>Tillamook Bay CC</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>16</td>
<td>Columbia Gorge CC</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>17</td>
<td>Oregon Coast CC</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td></td>
<td>TOTALS</td>
<td>7 CC (10 total)</td>
<td>5 FT 3 PT</td>
</tr>
</tbody>
</table>
Exhibit C: Potential Grant Projects

The purpose of this exhibit is to list potential projects that may be eligible for grant funds. Projects are grouped by fundamental goal of the program.

SB 143 states: Grant recipients may use grant funds for the expansion and enhancement of existing campus veteran resource center programs, including training campus veteran coordinators, purchasing computer and other equipment and supplies, hiring additional staff, hosting veteran events, facilitating access to workforce and community resources that were not previously available and meeting other identified needs for the successful and continued operation of the existing centers and coordinators.

The examples in this section are not limitations on potential projects. Instead, they are provided to inspire.

Goal: Successfully transition from the military into a public university or community college.

- Develop and implement a veteran-specific orientation and welcome program.
  - The orientation may include family members.
  - Include how to use the G.I. Bill for tuition, for housing, and for books.
  - Explain and introduce campus advisors.
  - Describe available services on campus and off-campus.
  - Host an event for new and returning veterans to introduce veterans and their families to each other.
- Develop and implement a program to regularly train campus administration and staff on student veterans. Include how student veterans are different from traditional students, in terms of work experience, families and goals. Include specific needs for veterans.
- Develop and implement a program to train campus veteran coordinator and staff on federal VA related programs.
- Develop and implement a peer-to-peer buddy system or mentoring program for new veterans on campus.
- Develop and implement a job fair to help student veterans find employment during CC/PU, including work-study.

Goal: Student veterans succeed in CC/PU and complete their educational goals.

- Design, develop and create exclusive study areas for veterans. This may include purchasing desks, computers, printers, paper, and supplies.
- Design and implement a veterans’ peer-to-peer program. This may include training and recruiting volunteers for the program, employing individuals to run the program, and establishing events.
- Develop, plan, coordinate and implement events for student veterans and their families including:
  - Peer-to-peer events
  - Events to develop and establish social support structures
  - Events to giving student veterans a voice on campus
  - Events designed to provide information on resources
• Events to providing a place for networking
• Events to bring together non-veterans and veterans through informational speakers
• Events that coordinate with County Vet current Service Offices and local partners for advocacy and services

• Develop and implement a food bank within the campus veteran resource center or on campus.
• Develop a program to work with and train professors, administration, and staff individually on veterans issues and to help with individual veterans.
• Develop a program to work with and train professors, administration, and staff to educate them about student veterans culture and specific needs.
• Develop and implement a program for coordinating care for children of veterans.
• Recruit, hire and train staff for the campus veterans resource center, including:
  o Student veteran coordinator
  o Assistant for veteran coordinator
  o Student workers

• Design and establish an ongoing workgroup for student veterans that meets regularly including individuals from the academic staff, administrative staff, student affairs, and veterans.
• Develop a network with other public universities and community colleges on best practices for campus veteran resource centers. This networking could include training.

**Goal: Veterans successfully transition from college to the workforce and community.**

• Develop and implement job fairs for student veterans.
• Develop and implement training for staff on translating military experience into terms civilians understand.
• Develop and establish a job locator network. The network could include the federal VA, WorkSource Oregon, nonprofits, private include lawyers, campus placement services, resource banks. The project could also include job lists and referrals in the campus veterans resource center.
• Host networking events for student veterans with potential employers. This project could include coordinating with other public universities and community colleges.
ATTACHMENT 1 – Proposer Certification Sheet Campus Veteran Grant Program

Proposer Name: ________________________________________________________________

Primary Contact: ___________________________________ Title: _______________________

Address: ________________________________________________ City, State, Zip __________

Telephone: ______ Fax: _______________ E-mail Address: _______________________

Name and title of the person(s) authorized to represent the Proposer in any negotiations and sign any
Grant Agreement that may result:

Name: ____________________ Title: _______________ Telephone: __________

Email Address: ______________________________

By signing this sheet and submitting a Proposal, the undersigned (a) certifies that he/she is a duly
authorized representative of the Proposer, has been authorized by the Proposer to make all
representations, attestations, and certifications contained in this Proposal, and to submit this Proposal
on behalf of the Proposer.

1. Proposer certifies that all contents of the Proposal (including any other forms or
documentation, if required under this RFGP) and this Proposer Certification Sheet, are truthful
and accurate.
2. Proposer may not request funding for expenditures already funded by the Proposer.
3. The statements contained in this Proposal are true and complete to the best of the Proposer’s
knowledge and Proposer accepts as a condition of the Grant, the obligation to comply with the
applicable state and federal requirements, policies, standards, and regulations. The
undersigned recognizes that this is a public document and open to public inspection.
4. If the Proposer is awarded a Grant as a result of this RFGP, the Proposer will be required to
complete, and will be bound by, a Grant Agreement.

Printed Name: ______________________________

Signature: _________________________________ Date: ____________________

(Authorized to Bind Proposer)

*** THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE PROPOSAL ***