



OREGON DEPARTMENT
of VETERANS' AFFAIRS

STATEWIDE VETERAN
SERVICES

2020 - 2021

Campus Veteran Resource Center Grant Program

**Request For Grant Proposal
Application Guidance**

Issued: April 29, 2020



OREGON DEPARTMENT
of VETERANS' AFFAIRS



Campus Veteran Resource Center Grant
Date Issued: April 29, 2020
Grant Period: July 2020 to December 31, 2021

Application Due Date: June 17, 2020
11:59 pm Pacific Standard time
Use this link [ODVA Active Grants](#) to apply.

Primary Point of Contact
Jacqueline Kemp, Grants Coordinator
Cell (503) 580-9049 | kempj@odva.state.or.us
Oregon Department of Veterans' Affairs
700 Summer St NE | Salem, OR 97301-1285



AGENDA

What we will cover today

- The Timeline RFGP to Close of Grant Period
- Purpose of Grant - Overview
- Eligible Applicants
- Use of Funds, Award Amounts
- Limitations
- Work Plan, Outcomes & Narrative
- Budget Requirements & Templates
- Evaluation & Review Process
- Award Process, Notice of Award, Grant Agreements
- Reporting Requirements
- Required Elements, Project Format & Cover Page
- Submission Process, Time Line & Due Date
- Q & A



Timeline

RFGP Timeline

April & May 2020

- April 29: **Release RFGP** & send to potential Applicants & post on ODVA website
- May 1: Webinar Campus Grant Guidance

June 2020

- **June 17: Proposals are due by 11:59 pm on Wednesday, June 17th** . Electronic link on ODVA grant page, (7-weeks to complete proposal)
- June 18-23: ODVA Staff review of Proposals for format and completeness
- June 24-July 6: Grant Proposal Evaluation Committee independent review proposals



Timeline

RFGP Timeline

July 2020

- July 07 – 15: Grant Proposal Evaluation Committee final review and approval, including a final in-person meeting
- Mid-July: Phone calls to successful Applicants
- Mid-July: Award letters sent to successful Applicants(ODVA may allow for the schools to begin spending, however NO funds will be reimbursed until the grant agreement is fully executed).
- July 22 – July 31: Grant Agreements are finalized

August 2020

- August 3 – 7 Grant Agreements signed and returned to schools



Timeline

RFGP Timeline

Final Dates for Grant Spending

October – December 2021

- October 31 – Final Date for Campuses to incur costs (*this may include a Purchase Order as proof of expenditure*)
- November 30 – Deadline for Campuses to submit final reimbursement requests
- December 31 – Deadline for any ODVA to issue payment

March 1, 2022 – Final reports with all data due



Oregon Department of Veterans' Affairs

ODVA provides veteran services statewide, including such things as training and certification of County and Tribal Veteran Service Officers, managing appellate federal benefit claims, programs for aging veterans including two Veterans Homes, advocacy programs for traditionally underserved veterans, a home loan program that provides low-interest loans for Oregon veterans, as well as other grant programs.

Currently, there are approximately 325,000 veterans that call Oregon home.

Our vision **Veterans and their families thrive in Oregon.**

Our mission **ODVA serves and honors veterans through our leadership, advocacy and strong partnerships.**

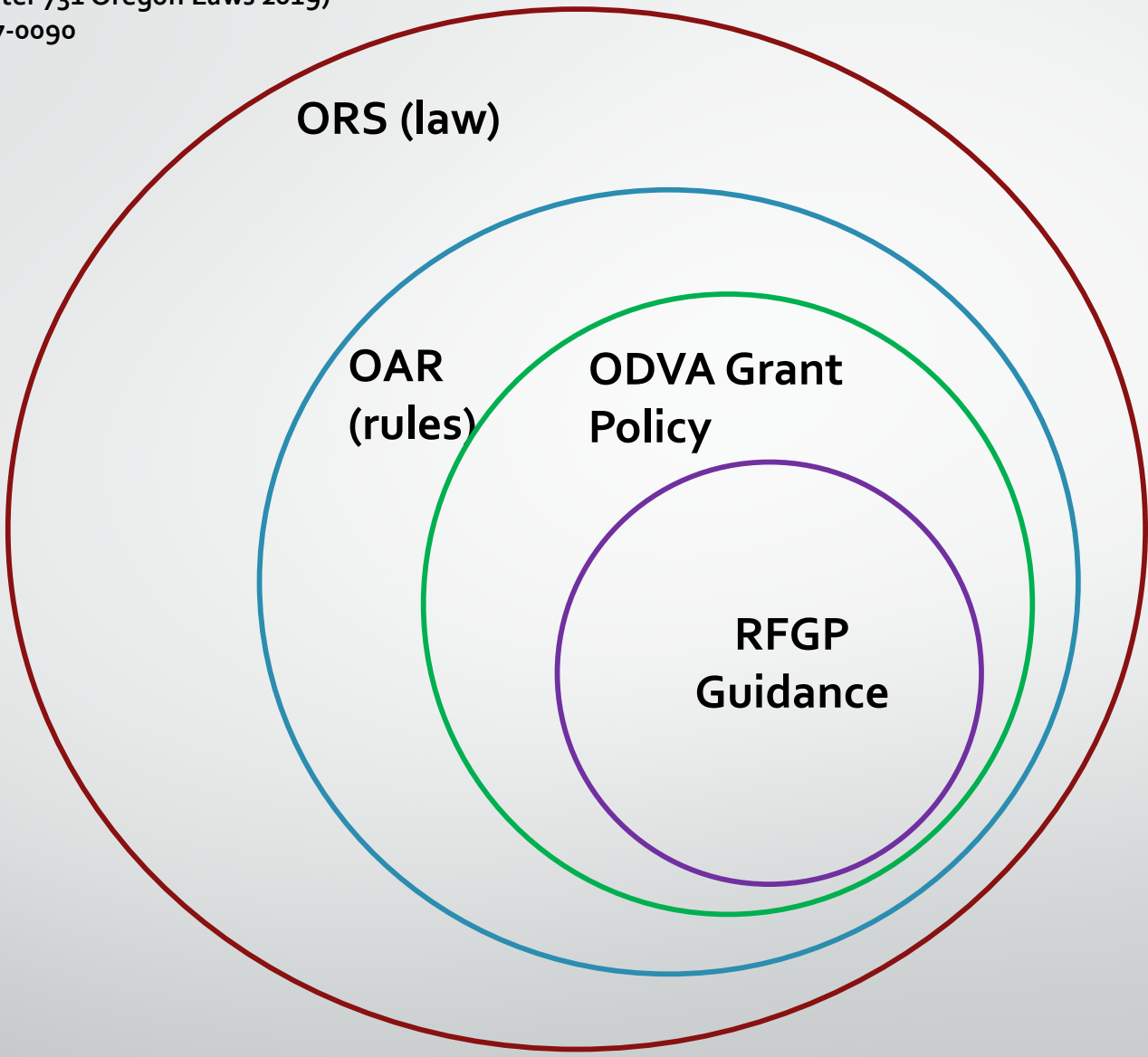
Our values **Respect, Integrity, Stewardship and Excellence.**



Overview

The 2019 Oregon State Legislature passed Senate Bill 35 establishing an up to \$1-million grant program to expand and enhance Campus Veteran Resource Centers on the campuses of Oregon community colleges and public universities. This is the second bill (SB 143, 2017) passed to support the existing Veteran Resource Centers on community college and public university campuses in Oregon. 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.

ORS 406.005 (4); SB 35 (chapter 731 Oregon Laws 2019)
OAR 274-037-0010 to 274-037-0090





Campus Veteran Resource Centers

The purpose of the CVRC Grant is to augment existing campus programs that help Oregon veterans successfully transition during three important life stages:

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



Who is Eligible?

Only Oregon community colleges (CC) and public universities (PU) may apply for grant funds. Each CC or PU may only submit one application, regardless of the number of campuses or veteran resource centers. Senate Bill 35 established strict eligibility requirements for Applicants, including:

At the time of application, the CC/PU shall 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.



Definitions & Statutory Authority

- For purposes of this Request for Grant Proposals (RFGP) and the resulting Grant(s), terms shall have the meanings as written in the OAR 274-037-0400. These rules are posted on the ODVA website.
- ODVA issues this RFGP under the authority of Chapter ORS 406.530 (731, Oregon Laws 2019), commonly known as Senate Bill 35 (2019).



Use of Funds SB 35 states . . .

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 and meeting other identified needs for the successful and continued operation of the existing centers and coordinators.



Some Possibilities

*The following is provided solely to illustrate examples of "programs" and is **NOT** meant to limit possibilities:*

Develop and implement :

- A veteran-specific orientation & welcome program.
- Training for the campus administration & staff on student veterans.
- Train campus veteran coordinator & staff on federal VA related programs.
- Peer-to-peer buddy system or mentoring program for new veterans on campus.
- Job fair to help student veterans find employment during CC/PU, including work-study.

- A food bank within the campus veteran resource center or on campus.
- Job fairs for student veterans.
- Training for staff on translating military experience into terms civilians understand.
- Workgroup for student veterans that meets regularly including individuals from the academic staff, administrative staff, student affairs, & veterans.
- Recruit, hire & train staff for the campus veterans resource center.



Capital Improvement

Capital Improvement is an allowable use for grant funds. The Evaluation Committee will review the proposed work to ensure that the funds are being used to expand and enhance the services provided by the Campus Veteran Resource Center. Be sure that there is a direct connection to the proposed work and how it will better meet the needs of the student veterans.

Capital improvement funds may not exceed 25% of the total grant award. It is a best practice to disclose any other matching funds for proposed capital improvement work, in the budget.



Maximum Award Amount

The maximum amount of a grant award is \$100,000. SB 35 states that ODVA shall award grant funds to successful Applicant(s) 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.

The \$100,000 limit applies to a single campus or a network of campuses under one institution.



Limitations

- Grant funds may NOT include any indirect/administrative expenses.
- Grant funds may NOT supplant existing funds and resources.
- Grant funds may NOT be used for salaries of USDVA certifying officials.
- Grant funds may NOT be used 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 funds may be used to provide additional information and aid that is not available through County Veteran Service Officers.*
- Grants are limited in the amount of funds allocated for a veteran resource coordinator's salary & benefits. *SB 35 states that the CC/PU may use up to \$35,000 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.*



Retention & Disposal of Assets

- Any non-capital asset purchased under this grant shall remain an asset in service of the Campus Veteran Resource Center for at least 3-years.
- Any capital asset purchased under this grant shall remain an asset in service of the Campus Veteran Resource Center for at least 5-years.
- If the Campus Resource Center should discontinue providing services to veterans prior to the above retention schedule, then the assets purchased with grant funds must be transferred to another organization that provides services to veterans.



Measurable Outcomes

SMART Goals

- | | |
|---------------------|---|
| S Specific | What EXACT goal(s) do you wish to accomplish? |
| M Measurable | How will you measure progress or know you have reached you goal(s)? |
| A Attainable | What skills or outside help will you need to reach your goal(s)? |
| R Relevant | Is the goal worthwhile? Is it the right time to accomplish it? |
| T Timely | When will you complete the goal(s)? When will you work on it? |



- ***Purpose***
- ***Goal***
- ***Objective***
- ***Outcome***

The **Purpose** is the overarching reason of the grant proposal.

Goals are an observable and measurable end result having one or more **objectives** to be achieved. **Goals** are typically broad in scope. **Outcomes** are the measurement and evaluation of an activity's results against their intended or projected results. **Outcomes** are what you hope to achieve when you accomplish the **goal**.



Executive Summary

- Use the Executive Summary to give a high-level **overview** of the current support for veterans, at the campus, and then how the grant will help to make positive changes to meet the needs of student veterans. *Note these ideas should be expanded upon throughout the Proposal.*
- Provide a brief description of the identified need for the services to support veterans at your school.

Then briefly describe

- the plans the Applicant intends on using to reach out and engage student veterans.
- how the Applicant will determine or has already determined what the needs of the student veterans are.
- how the project will directly impact student veterans.



Meeting the Needs of the Veterans

How will the work of this Proposal meet the needs of the student veterans? ORS 406.530 (6)(a) & (6)(b) states that ODVA may give priority ranking to proposals that are designed to help veterans successfully transition in to college life and then into the workplace and community. It also states that ODVA may concentrate funds where the greatest need is.

- Throughout the proposal identify specific and tangible ways the CVRC will meet the needs of the student veterans, be successful in college.
- Be clear and descriptive in terms of how the funds will be spent on reaching out, mentoring, supplies, events, etc ...

Reminder - use the
SMART criteria
throughout the
Proposal



Grant Proposal Fundamental Goal(s)

The grant funds shall be used to meet *at least one* of these three fundamental goals for a campus veterans' program. The goals 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.



Objective(s)

Reminder - use the SMART criteria throughout the Proposal

The grant funds shall be used to meet at least one of the following objectives for a campus veterans' program.

- 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 support, guidance and assistance to veterans in completing educational goals and objectives.
- Provide information and 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.



Scope of Work

The Grant Proposal, as a whole, must include details on the plan's scope of work, the timeline, and the process. Through out the narrative include detailed description on . . .

- The need for the services or supplies. *State this in terms of the benefits to student veterans.*
- How the Applicant will achieve the *goals* through the *objectives* of the plan, timeline and measurable milestones.
- How the project will directly impact student veterans.



Coordinator's Capacity & Innovation

Provide a statement about the Coordinator's capacity to administer funds awarded in compliance with this RFGP and all applicable federal and state laws. Include any other key staff indicating their responsible for implementing and overseeing the proposal.

- Describe the capacity of the CVRC Coordinator to oversee the Proposal's projects.
- Describe the innovative & creative ways the resource center will be improved from the grant funding.
- Describe the capacity of the CVRC's support staff from the college to manage the grant funds and expenditures.



Measurable Outcomes

Describe the measurable outcome(s) the Applicant wants to achieve and explain how the project expands current work or if the project is a new initiative. *Be sure the goals are **SMART!***

Include clear description on the following:

- Measurable outcomes based on goals & objectives.
- How & when the outcomes will be measured.
- How the Applicant will track & collect the data required for quarterly reporting. Who will be the person responsible for tracking the data & measuring the outcome(s)?

Reminder - use the SMART criteria throughout the Proposal



Budget

Narrative & Proposal

Maximum Grant
Proposal Budget:
\$100,000.

**The CVRC Grant is a
Reimbursement Grant.**

Grantees will be reimbursed for allowable, approved expenses with proof of expenditure.

Grant recipients may use grant funds awarded under this section for things such as:

- the expansion & enhancement of existing campus veteran resource center programs; or
- training campus veteran coordinators; or
- purchasing computer & other equipment & supplies; or
- hiring additional staff; or
- hosting veteran events; or
- facilitating access to workforce & community resources; or
- meeting other identified needs for the successful & continued operation of the existing centers & coordinators.



Budget Details

Grant Budget Applicants must provide the following:

- A budget narrative proposal for the grant project,
- A detail by line items: personnel salary, benefits, work-study, travel, outreach, education, equipment, services, supplies, and capital improvement, etc. . .
- Matching funds must be included in the budget and budget narrative for the Campus Veteran Resource Center coordinator.
- If there is Capital Improvement work, disclose the amount of matching funds (if any) in the budget.

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

- Provide the most recent one-year budget.

Budget Summary



ODVA Campus Veteran Resource Center Grant Program Budget Summary

Name of School:

County Name:

Select Report Type:

Revision Number:

Date:

This is the summary page for the individual Budget pages.
If you have more than ONE CVRC use a separate tab for each center.

No NOT change any of the formulas on this TAB.

	Project Goal #1	Project Goal #2	Project Goal #3	TOTAL (must equal no more than \$100,000)
Name of Goal	Successfully transition veteran from the military into an Oregon CC/PU	Veteran success in CC/PU and complete their educational goals.	Successfully transition veteran from college to the workforce and community.	
Project Goal Total	\$ -	\$ -	\$ -	\$0.00

Budget Details



ODVA Campus Veteran Resource Center Grant Program							
BUDGET DETAIL							
Campus Name _____							
Line#	DESCRIPTION	Project Goal #1		Project Goal #2		Project Goal #3	
		Successfully transition veteran from the military into an Oregon CC/PU	Veteran success in CC/PU and complete their educational goals.	Successfully transition veteran from college to the workforce and community.	Total(s)	\$	-
<u>CVRC PROGRAM</u>		Description/Narrative	Description/Narrative	Description/Narrative			
1	Salaries & Employee Benefits						\$ -
2	Work Study wages						\$ -
3	Purchased Services						\$ -
4	Supplies						\$ -
5	Travel, Registration & Entrance						\$ -
6	Other: specify						\$ -
7	Technology						\$ -
8	Events/Outreach						\$ -
9	Purchased Services						\$ -
10	Other Purchased Services						\$ -
11	Capitol Improvement: Plans & permits						\$ -
12	Capitol Improvement: Contractor						\$ -
13	Capitol Improvement: Labor						\$ -
14	Capitol Improvement: Materials						\$ -
15	Capitalized Equipment						\$ -
16	Non-Capitalized Equipment						\$ -
17	CVRC Budget	\$ -	\$ -	\$ -			\$ -
<u>Matching Funds</u>							
18	Salaries						\$ -
19	Capitol Improvement						\$ -
20	Total Matching Funds	\$ -	\$ -	\$ -			\$ -



Reminder - use the SMART criteria throughout the Proposal

Scoring Rubric Point Structure

1	Executive Summary	5
2	Goals & Objectives	15
3	Meeting the needs of Veterans	5
4	Work Plan & Purpose	10
5	Coordinator Capacity & Innovation	10
6	Measurable Outcomes	10
7	Budget Narrative & Proposal	10

A copy of the full rubric is included on the ODVA Grant Page



Review Process Evaluation

ODVA will verify that each Proposal meets the required elements and formatting. **Only** those Proposals meeting these requirements will be presented to the Evaluation Committee for evaluation and scoring.

ODVA will select an impartial Evaluation committee. The committee will conduct a comprehensive and impartial evaluation of the Proposals.

The Committee will use the scoring Rubric to evaluate and score the Proposals according to the criteria in the Rubric. The Committee will then be brought together to share their evaluations and recommendations to ODVA.



Award Process & Priority Ranking

Grant funds may be awarded to the highest ranked Proposals, in priority order until all funds are exhausted. The Evaluation Committee may give priority to those proposals based on which proposals:

- 1.** 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
- 2.** Concentrate funds and resources in those areas of the state with the greatest need for veteran assistance programs.

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



Award Notice

A written Notification of Award, that includes all grants awarded under this RFGP, will be sent to all Community Colleges and Public Universities that submitted Proposals. In addition, the Notice will be placed on the Oregon Department of Veterans' Affairs website.

The initial Notification of Award will also indicate the award amount, grant period, and when spending may start.



Grant Agreements

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

No funds will be reimbursed without a fully executed Grant Agreement. All project costs shall be incurred during the project period, or as identified in the Agreement.



Disbursement of Funds

1. Grant Funds will not be distributed until a Grant Agreement is fully executed.
2. Reimbursement of funds require a ODVA claim form and proper documentation.
3. The Department may authorize a **1-time** pre-expense disbursement for program expenses identified in the Proposal.
4. The Department may hold up to **5.0%** of the total award until all final project reports are submitted.



Reporting Requirements

Quarterly Reports are required in a format determined by ODVA. Reports shall include data on outcomes and provide details on expenditures of grant funds, as laid out in the Grant Proposal. Reports will be due 30-days after the close of each quarter.

Quarters end on:

- March 31
- June 30
- September 30
- December 31

Reports due on:

- April 30
- July 30
- October 30
- January 30



Final Report

Successful Applicants will be required to submit a **Final Report** narrative including a Narrative on the outcomes of the grant project, the required data on the number of veterans and families served, and a budget reconciliation for all monies spent. A detailed log of all assets (as defined in OAR 274-37-0400) purchased with grant funds to include description, serial number and dollar amount of item. Reports are due 60-days after the closing of the grant period. ODVA will provide a template for this purpose. ODVA may hold up to five percent (5.0%) of the grant award until the final report is submitted.

Reports will be due 60-days after the close of the grant period.



Required Data

ODVA wants specific Data to show how the grant is helping to increase the number of Student Veterans being served at the college campuses.

One of the measurable outcomes must include the number of veterans served by the program.

- Keep track of how many veterans use the center or attend a center sponsored event.
- What do they come to the center for: rest & relax, help with forms, quiet place to study, use of computer?
- What type of events are offered? Social? Job fairs? Meet and greet?



Required Proposal Elements

Part I: Cover page *Applicant Certification* with signatures

Form is provided by ODVA

Part II: Project Narrative (20-page maximum)

1. Executive Summary: *(not to exceed 1-pages)*
2. Grant Project Goal(s) & Objectives
3. Meeting the needs of Veterans
4. Goals, Objectives & Work Plan
5. Coordinator Capacity & Innovation
6. Measurable Outcomes
7. Budget Narrative & Proposal

Part III: Appendices

1. Budget Form provided by ODVA

Reminder -
use the
SMART
criteria
throughout
the 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, and 1-inch margins. Tables may be in 11-point font.
- The Narrative must list in sequence each section listed in Part II above. State each **Part & Element** number and **Title** in bold and *all in one document.*
- Number all pages
 - Do not use a Table of Contents or divider pages
 - Do not add any graphics and photos



Required
File Name
Format

Using Oregon State University as an example.

File Name format:

SchoolName_Narrative_CVRCgrant2020

OSU_ApplicantCertification_CVRCgrant2020

OSU_Narrative_CVRCgrant2020

OSU_Budget_CVRCgrant2020

SUBMISSION PROCESS

Applicant Certification Sheet

*To be used as the Cover Sheet
for the grant application*

Oregon Department of Veterans' Affairs | Statewide Veteran Services



Important Submission Instructions		
Please send the completed APPLICANT CERTIFICATION to Statewide Veteran Services.		
Applicant Name		
Primary Contact	Title	
Street Address		
City	State	Zip Code
Telephone (Include area code)	Fax (Include area code)	Email Address
Name and title of the person authorized to represent the Applicant in any negotiations and sign any Grant Agreement that may result:		
Name	Title	
Email Address	Telephone	
<p>By signing this sheet and submitting a Proposal, the undersigned (a) certifies that he/she is a duly authorized representative of the Applicant, (b) has been authorized by the Applicant to make all representations, attestations, and certifications contained in this Proposal, and (c) to submit this Proposal on behalf of the Applicant.</p> <ol style="list-style-type: none">1. Applicant certifies that all contents of the Proposal (including any other forms or documentation, if required under this RFGP) and this Applicant Certification Sheet, are truthful and accurate.2. Applicant may not request funding for expenditures already funded by the Applicant.3. The statements contained in this Proposal are true and complete to the best of the Applicant's knowledge and Applicant 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 Applicant is awarded a Grant as a result of this RFGP, the Applicant will be required to complete, and will be bound by, a Grant Agreement.		
Name (Please print)	Date	
Signature (Authorized to Bind Applicant)		
*** THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE PROPOSAL ***		

VS1030 Campus Veteran Resource Center Grant Program Applicant Certification (04-2020)



**Due Date: June 17, 2020
11:59 pm Pacific Standard time**

SUBMISSION IS FAST & EASY VIA THE ODVA WEBSITE

READY - SET - GO

- ODVA [Active Grants](#) page.
- Use the Secure Upload button and follow the prompts.
- Have all files saved and in one place so that you can complete the upload in one session.

ORS 406.005 (4); SB 35 (chapter 731 Oregon Laws 2019)
OAR 274-037-0010 to 274-037-0090

Campus Veteran Resource Center Grants Submission Form



Campus Veterans Resource Center Grant Submission Form

Thank you for taking the time to complete your proposal.

Institution Name *

Use the full name of your school, not the initials

Primary Contact Name *

Email *

Phone Number *

This should be a direct line or cell phone number.

Fund Amount *

What is the total amount requested in the grant proposal?

File Attachments *

Attach all documents for the Proposal here. All files must be uploaded at the same time.

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

Send me a copy of my responses



Modification or Withdrawal

- **Modifications:** To modify a Proposal - An Applicant must prepare and submit any modification to its Proposal to ODVA in accordance with all requirements in this guidance. Any modification must include the Applicant's statement that the modification amends and supersedes its prior Proposal. The Applicant must mark the submitted modification "Proposal Modification 2020 (*Campus Name*)," and resubmit via the ODVA website's secure link.
- **Withdrawals:** An Applicant may withdraw its Proposal by a written notice submitted signed by an authorized representative of the Applicant and submitted to the primary point of contact listed in this guidance. The Applicant must mark its written request to withdraw "Proposal Withdrawal 2020 (*Campus Name*)."



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.

Grant awards are subject to availability of funds.

Questions & Answers



Q - Are we allowed to use a portion of the funds to remodel a space for the purpose of developing a Veteran's Center? If so, is there a minimum or maximum amount of funds that can be used for the remodeling of the space? AND Is construction cost (including demolition, construction, furniture, and appliances) an eligible expense?

A – Yes, with limitations. Some capital improvement work is allowable, to make a space accessible, to add or remove a wall/partition, to add needed electrical or wiring for technology. The total amount of needed funds from the grant cannot exceed 25% of the total grant award. It is also a best practice to indicate any matching funds for capital improvement in the budget.



Q & A - Continued

Q – We have multiple campuses under our umbrella, can we submit a proposal for each separate campus?

A – NO, only one proposal is allowed for a network of campuses, under one institution.

Q – Can a CC/PU with multiple campuses submit a proposal for more than \$100,000?

A – NO, the maximum is \$100,000 for each institution.

Q - If a CC/PU has multiple campuses, can responses to the Proposal Requirements be institutional or must it provide specific information on each campus? E.g., could data provided be institutional (aggregated) or would it need to be provided for each campus location separately.

A – Each goal must have it's own budget. If there is a network of campuses, there must be separate lines for each campus, in the one Proposal budget. This way each campus' progress can be measured independently.



Q & A - Continued

Q - Could grant funds pay registration & travel costs to train additional, new *certifying* officials?

A – Grant funds **cannot** be used to pay for certifying officials. School Certifying Officials (SCO) are not campus veteran coordinators. You can apply for funds to hire a coordinator if you match the funds (50%). You can also use the funds for student veterans to keep the center open.

Q - Could funds be used for an event open to all participants but heavily focused and marketed to Veterans?

A – *Yes, this is allowable.*



Q & A - Continued

Q - Could the salary match include the benefits for the position, or even other costs associated with the campus veteran resource center?

A – A grant recipient may use up to \$35,000 of grant funds awarded under this section to pay a campus veteran resource coordinator’s salary & benefits, if the grant recipient commits to matching at least 50% of grant funds used for that purpose.

Q - Who may sign the “Proposer Certification Sheet?”

A – Someone authorized to bind the CC/PU to the grant contract. Often a financial person—CFO, etc.



Q & A - Continued

Q - Could funds be used for the cost of snacks and meals for events for Veterans? Also, for marketing, supplies, awards, rental services and city permits for these events?

A – *Yes, this is allowable.*

Q - Are we able to set up endowment funds for specific purposes? EG: Emergency Relief, Work-Study program

A – *No, this is a one-time grant program. The Legislature only funded for the current biennium. With that in mind, endowment funds are not an allowable expense.*

Q – What does it mean that the Grant Funds cannot supplant funds.

A – *When an institution's budget includes funding from other government sources, the grant funds cannot be used "instead of" these funds.*



OREGON DEPARTMENT
of **VETERANS' AFFAIRS**

STATEWIDE VETERAN
SERVICES

**Thank you for your time
and interest in the
ODVA
Campus Resource Center Grant**

Date Issued: April 29, 2020

Due Date: June 17, 2020 11:59pm PST