



OREGON DEPARTMENT
of **VETERANS' AFFAIRS**

Request for Grant Proposal

2020-2021

Campus Veteran Resource Center

Grant

Date Issued: April 29, 2020

Proposals due: Wednesday, June 17, 2020 11:59 pm PST

Grant Period: July 2020 until December 31, 2021



OREGON DEPARTMENT | **STATEWIDE VETERAN**
of **VETERANS' AFFAIRS** | **SERVICES**

Note to Grant Applicants

*Please read the grant program guide
and all requirements carefully.*

This Request for Grant Proposals includes statutory requirements, procedures, instructions, and grant criteria to assist grant Applicants who are applying for a grant under the Oregon Department of Veterans' Affairs Campus Veteran Resource Center Grant Program.

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

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Section 1: Overview of the Grant Program

1.1 Introduction and Background

Overview

The 2019 Oregon State Legislature passed [Senate Bill 35](#), establishing a 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 purpose of the Campus Veteran Resource Center 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 are eligible to apply for grant. Each community college or university may submit only one grant proposal; however, a grant proposal may include more than one project, which may be located on multiple campuses. Each project shall have individually identified goals, objectives, outcome measures and a requested award amount.

Senate Bill 35 set the maximum grant award at \$100,000 per application. ODVA will award grants to Oregon community colleges and public universities which successfully demonstrate its capacity to administer any funds awarded under the Proposal by the end of the biennium, in which the Agreement was executed. If a Grant Proposal includes more than one project, grants may be awarded to some, all or none of the individual projects.

Senate Bill 35 requires that all successful applicants shall submit quarterly reports that demonstrate measurable outcomes and accounting for the funds spent.

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.

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 Centers

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

Oregon Student Veterans

Federal Educational Benefits Received by Oregon Veterans

Based on information provided by the U.S. Department of Veteran’s Affairs (USDVA), Veteran Data <https://www.va.gov/vetdata/Expenditures.asp> for FY 18 the CC/PUs and the Oregon Higher Education Coordinating Commission (HECC), ODVA estimates that a total of 9,259 veterans attended Oregon community colleges and public universities during the Fall Quarter 2018.

In order to receive USDVA educational benefits, each CC/PU shall 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.

In 2018, \$160.2 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 2018 were more than \$5.7 billion.

1.2 Eligibility

Only Oregon community colleges (CC) and public universities (PU) may apply for these grant funds. There are 17 community colleges and 7 public universities in Oregon (excluding OHSU). Each CC or PU may only submit one application, regardless of the number of campuses or veteran resource enters. 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.

1.3 Definitions

Definitions as used in OAR Chapter 274, Division 37, unless the context of the rule requires otherwise, the following definitions apply:

- “Applicant” means an Oregon Community College (ORS 341.005) or Public University (ORS 352.002) that has submitted a proposal to the Department.
- “Asset” means non-capital assets tangible or intangible property used in organization operations having a useful life beyond a single year and an initial cost (inclusive of ancillary charges) of less than \$5,000 as defined in the State of Oregon Accounting Manual (OAM) 65.00.00 Glossary. Public stewardship, risk, and internal control concerns should govern the agency’s decision on how these assets are managed and tracked. [OAM 10.50.00](#). PR.102
- “Award Letter” means an initial notification of award to a successful applicant, indicating the award amount, grant period and that a Grant Agreement will be prepared with all details as indicated in ORS 406.530 (7)(b).
- “Capital Assets” means tangible and intangible property as defined as “capital assets” in the OAM, Number 10.50.00, as amended, that have initial estimated useful lives beyond a single year and have an initial cost of at least \$5,000 and does not include items below \$5,000. Examples of capital assets include land, land improvements, buildings and building improvements, motor vehicles, equipment and machinery, works of art and historical treasures, and infrastructure items such as state highways and airports.
- “Capital Improvement” means an action that increases the useful life of a capital asset or adapts a capital asset to a new use.
- “Department” or “ODVA” means the Oregon Department of Veterans' Affairs.
- “Evaluation Committee” means a committee selected by the Department to evaluate and score eligible Grant Proposals.
- “Grant Agreement” means a legally binding agreement between the Department and the Recipient that contains the terms and conditions under which the Department is providing Grant Funds under ORS 406.530 (7)(b) and the Request for Grant Proposals (RFGP).
- “Grant Program” means the Campus Veteran Resource Center (CVRC) Grant Program.
- “Policy” means specific guidelines designated in the RFGP guidance, which are used by the Department in the decision-making process.
- “Proposal” means a grant application submitted to the Department in response to the Request for Grant Proposal (RFGP).
- “Recipient” means an Applicant that was selected as a recipient of grant funds by the Department and that enters into a Grant Agreement with the Department to receive funds from the Grant Program.

- “Supplant Funds” means to use Grant Funds to replace funds that were previously appropriated by a community college or public university for campus veteran resource centers or campus veteran coordinators.
- “Veteran” has the meaning given in ORS 408.225.

Section 2: Use of Funds and the Work Plan

2.1 Grant Use of Funds, Award Amounts

Use of Funds

Senate Bill 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 that were not previously available and meeting other identified needs for the successful and continued operation of the existing centers and coordinators.”*

Capital Improvements

The community college or university may apply for funds for capital improvements. The total amount of needed funds from the grant cannot 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. Be sure to identify how the capital improvements will meet the needs of the student veterans.

Award Amounts

The total amount available for the 2020-21 ODVA Campus Veteran Resource Center Grant Program awards is up to \$1-million. ODVA will award one-time grants to successful applicants for the current biennium. The maximum amount of a grant award is \$100,000, regardless of the number of campuses or Campus Veteran Resource Centers. SB 35 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.

2.2 Limitations on Use of Funds

- 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 Veteran 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 Campus Veteran Resource Center Coordinator's salary and benefit. SB 35 states that the CC/PU may use up to \$35,000 of grant funds to pay a Campus Veteran Resource Center Coordinator's salary, provided the CC/PU matches at least 50% of grant funds for that purpose.

2.3 Reimbursement Grant

The Campus Veteran Resource Center grant is a reimbursement grant. ODVA will provide a template to be used for submission of reimbursement requests.

- All expenses must be detailed on the ODVA Claim form with supporting documentation.
- ODVA will review each claim for allowable expenses, then submit to accounting for payment.
- Claims received by the 15th of each month will be reviewed for payment by the end of that month.

2.4 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 Veteran 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.

2.5 Measurable Outcomes (SMART Goals)

An important component of a Grant Proposal is the measurable outcomes, documentation of measurable outcomes must be included in the Grant Proposal.

An outcome is a statement of a specific result the Applicant intends to achieve with the Grant funding. State a specific objective(s) (rather than the process for achieving the objective), as the intended result that can be measured.

ODVA highly recommends using the SMART Goals shown here.

S Specific	What EXACT goal(s) do you wish to accomplish?
M Measurable	How will you measure progress or know you have reached your 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?

2.6 Grant Proposal Goals and Objectives

Senate Bill 35 designated grant funds to be used to expand and enhance a campus veterans' program(s). A Grant Proposal shall meet one or more of the three fundamental goals for the program, and meet one or more of the following objectives of the grant program. If a Grant Proposal has more than one distinct project, Applicants must separately describe each project, including its goals, objectives, outcomes and amount of funds requested.

Goals: The grant funds shall be used to meet at least one of the three fundamental goals for a campus veterans' program are to help veterans:

1. Successfully transition from military service into 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 shall be used for at least one of the following broad objectives:

- Expand and enhance an existing campus resource center on campus premises.
- Recruit and employ Campus Veteran Resource Center 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 (CVSO) 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.

2.7 Reporting Requirements

Quarterly Reports: Recipients will be required to submit quarterly reports in a format required by ODVA. 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.

Quarterly Report Due Dates:

October 31, 2020
January 31, 2021

April 30, 2021
July 31, 2021

October 31, 2021

Final Report: Recipients will be required to submit a final report in a format required by ODVA. 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. A detailed log of all non-capital assets and capital assets with a description, and dollar amount of items purchased with grant funds. Desirable items such as computers, phones, printers etc., must also include the serial number, on the log. Reports are due 60-days after close of the grant period on March 1, 2022.

Site Visit: ODVA may schedule a site visit to review the progress of the grant work, as well as to review the asset logs, for items purchase with grant funds.

Templates for all reports will be provided by the Department.

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

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

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

Section 3: Point of Contact & Timeline

3.1 Primary Point of Contact (PPC) at Oregon Department of Veterans' Affairs is
Jacqueline Kemp, Grants Coordinator Statewide Veteran Services
Oregon Department of Veterans' Affairs | 700 Summer St NE | Salem, OR 97301-1285
(503) 373-2290 | Cell (03) 580-9049 | kempj@odva.state.or.us

All communications concerning this RFGP must be directed the Primary Point of Contact named above. Any oral communications will be considered unofficial and non-binding. Any additional information received in writing from the PPC is considered official.

3.2 Questions for this RFGP

All questions are to be directed to Jacqueline Kemp via email at kempj@odva.state.or.us

3.3 Closing Date for Submitting Proposals

**All proposals must be submitted by Wednesday, June 17, 2020 at 11:59 pm PST
ODVA will only accept Proposals via a secured link on the ODVA website.**

3.4 Timeline and Key Dates

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

July 2020

July 7–15: Grant Proposal Evaluation Committee final review and approval

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).

August 2020

August 3–7 Grant Agreements signed by ODVA and grant recipients

Final Dates for Grant Spending

October – December 2021

October 31 – Final Date for Campuses to incur costs

November 30– Deadline for Campuses to submit reimbursement requests

December 31– Deadline for any ODVA issued payments

March 2022

March 1 – Final reports with all data due

Section 4: Proposal Requirements & Format

Grant Proposals shall include the items listed here in Section 4. Proposals must address all required elements and use the required document formatting. Submission is to be made through the link provided on the ODVA website.

ODVA will review the Proposal for required elements and document formatting, and will only provide Proposals that meet these requirements to the Evaluation committee.

4.1 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 *Section 4.4* in Part II. 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

4.2 Required File Name Format: SchoolName_Narrative_CVRCgrant2020

Example: *Oregon State University*
OSU_Narrative_CVRCgrant2020
OSU_ApplicantCertification_CVRCgrant2020
OSU_Budget_CVRCgrant2020

4.3 Submission via ODVA [Grants Web Page](#) only.

- All materials must be prepared and uploaded to the provided link on the webpage.

4.4 Required Elements – Narrative Content

Part I: Cover page: **Applicant Certification Form provided by ODVA**

Part II: Project Narrative Sequence (20-page maximum)

A. Executive Summary. (1-page limit.)

Use the Executive Summary to give a high-level **overview** of the current support for veterans at the campus, and 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.
- Briefly describe
 - how the Applicant will determine or has already determined what the needs of the student veterans are.
 - the plans the Applicant intends on using to reach out and engage student veterans.
 - how the project will directly impact student veterans.

B. Goals and Objectives

Grant funds are designed to expand and enhance a campus veterans' program. A Grant Proposal may have one or more distinct project; however, applicants should separately describe each project's goal(s), objectives, outcomes and amount of funds requested. Include details on the work plan, the timeline, and the process to document the outcomes. The description must give details on the need for the services and/or supplies and state all this in terms of the benefits to student veterans.

- Describe how the Applicant will achieve the goals, with the implementation plan, within the timeline and the measurable milestones.
- Describe how the project will provide a positive and direct impact for student veterans.

For the project, the applicant shall provide the following information:

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

C. Coordinator's Capacity: Provide a statement about the Coordinator's capacity to administer the awarded funds, in compliance this RFGP and all applicable federal and

state laws. Include any other key staff indicating their responsibility for implementing and overseeing the proposal.

- Describe the capacity of the CVRC Coordinator to oversee the Proposal's projects.
- Describe the innovative and 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.

D. Measurable Outcomes: Describe the measurable outcome(s) the Applicant wants to achieve and explain if the project expands current work or if this is a new initiative. Be sure goals are SMART! Include the following:

- Description of measurable outcomes based on goals and objectives.
- How and when the outcomes will be measured.
- Describe how Applicant will track and collect the data required for quarterly reporting.

Part III: Budget Proposal Requirements

Budget Form is provided by ODVA on the grant's webpage or use this link. [BUDGET FORM](#)

A. Narrative: The proposed budget for the use of grant funds (maximum \$100,000) must include a line-item budget and narrative.

- The budget proposal must include separate line items for personnel salary and benefits, work-study, travel, outreach, education, equipment, services and supplies, capital improvements, etc.
- The ODVA Campus Veteran Coordinator may provide training for campus coordinators (but not associated expenses). Therefore, the proposal may include expenses to attend training in the budget or in matching funds.

B. Matching Funds and Resources

Matching funds must be included in the budget and budget narrative for the Campus Veteran Resource Center Coordinator. If there are matching funds for capital improvement expenses, these should also be disclosed in the budget.

Examples. The following list is provided solely to illustrate the possible examples of "matching resources" and is not meant to limit possibilities:

- Provides or increases space on the campus premises for the campus veteran resource center.
- Provides computers or furniture.

- Provides and pays the expenses of a work-study student.
- Pays the entire salary for the coordinator or an assistant.
- Provides space and staffing for events, including meals.

Section 5: Modification, Withdrawal or Cancellation of RFGP

5.1 Modifications:

An Applicant may modify its Proposal in writing prior to the RFGP closing. An Applicant must prepare and submit any modification to its Proposal to ODVA in accordance with Section 4.3, above. 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 Veteran Resource Center Grant Proposal," and address its submission to the attention of the SPC.

5.2 Withdrawals:

An Applicant may withdraw its Proposal by a written notice submitted signed by an authorized representative of the Applicant and emailed to the PPC Jacqueline Kemp. The Applicant must mark its written request to withdraw "Proposal Withdrawal to 2020 CVRC Grant Proposal" in the subject line of the email.

5.3 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.

Section 6: Proposal Evaluation

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

ODVA will conduct a comprehensive and impartial review of the Proposals received to verify whether or not each Proposal meets the Proposal Requirements and Format in Section 4, 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 reviewed by an Evaluation Committee selected by ODVA. The Evaluation Committee will evaluate and score each Proposal according to the criteria described below.

6.1 Points Structure

The Evaluation Committee will score each proposal using a 65-point maximum scoring rubric.

NOTE: The proposal is scored on identifying, defining and measuring at least one goal and at least one objective. If an institution has more than one of either, a goal or objective, it will not increase the score. However, each goal and objective must be clearly outlined as to how it will meet the needs of the student veterans. If it is unclear how goals/objectives are to meet the needs of student veterans, it may be reflected in a lower score.

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

6.2 Evaluation and Award Amounts

Evaluation:

- ODVA will verify whether or not each Proposal meets the General Proposal Requirements. Those Proposals meeting these requirements will be presented to an 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.
- ODVA will make funds available statewide and may:
 - 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
 - Concentrate funds and resources in those areas of the state with the greatest need for veteran assistance programs, as determined by the department.

Award Amounts: Once the evaluation process is completed, Grant awards will be made to the highest ranked Proposals. In addition to scored results of all Proposals, the Evaluation Committee will also consider the total amount of available grant funds and the total dollar amount requested, in all grant proposals.

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

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.

6.3 Award Notice

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

Section 7: 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 Grant Agreement.

Potential Grant Projects

SB 35 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 host a job fair to help student veterans find employment while attending college, including work-study.

Goal: Student veterans succeed in college 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:
 - Events to develop and establish social support structures
 - Events to giving student veterans a voice on campus
 - Events to bring together non-veterans and veterans through informational speakers

- Events that coordinate with current County Veteran 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 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:
 - Campus Veteran Coordinator
 - Assistant for Campus Veteran Coordinator
 - Student workers
- 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.
- Host networking events for student veterans with potential employers. This project could include coordinating with other public universities and community colleges.