



OREGON DEPARTMENT  
*of* VETERANS' AFFAIRS

**2025-2027**

# **Campus Veteran Resource Center Grant**

Request for Grant Proposal Application Guidance | August 1, 2025



PRESENTED BY  
Brenna Bandstra, Grants Coordinator



# 80 Years of Service

SERVING AND HONORING VETERANS IN OREGON SINCE 1945



## MISSION

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



## VISION

All veterans and their families thrive in Oregon.



## VALUES

Stewardship  
Excellence  
Respect  
Vision  
Inclusivity  
Commitment  
Equity



# What we will cover today

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





# Overview of the Grant

The 2025 Oregon State Legislature allotted \$800,000 for the Campus Veteran Resource Center Grant. As with earlier iterations of the grant, the purpose of the funding is to expand and enhance existing Campus Veteran Resource Center programs on the campuses of Oregon community colleges and public universities.

## Goals of the Grant

Help veterans successfully transition from military service to college life.

Succeed in college and complete their educational goals.

Transition from college to the workforce and the community.



## Overview of the Grant

- SB 35 requires the Oregon Department of Veterans' Affairs (ODVA) to develop and implement the grant and award multiple one-time grants on a competitive basis.
- Each CC or PU may only submit one application, regardless of the number of campuses or Veteran Resource Centers.
  - A grant proposal may include more than one project, which may be located on multiple campuses.



## Maximum Award Amount

- The maximum amount of a grant award is \$100,000. ORS 406.530 states 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.

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



# Eligibility

- Only Oregon community colleges (CC) and public universities (PU) are eligible for these grant funds.
- ORS 406.530 (4) established strict eligibility requirements for applicants. At the time of application, the community college or public university shall have:
  - A Campus Veteran Resource Center; or
  - A Campus Veteran Resource Coordinator (or intends to hire a coordinator prior to the distribution of grant funds); or
  - Both a Campus Veteran Resource Center and a Coordinator.



# Use of Funding- Think Diversity!

We encourage proposals that serve all veterans, including historically and continuously underrepresented racial and ethnic groups, women, individuals with disabilities, rural, linguistically diverse, aging, and LGBTQ+ veterans. The strength of ODVA lies in the diversity of our partners and their work, as we work together to serve the veteran community throughout Oregon.







# Capital Improvement

- Capital Improvement- is an allowable use for grant funds.
  - Funds may not exceed 25% of the total grant award. It is best practice to disclose any other matching funds for proposed capital improvement work in the budget.
  - Capital Improvement grant funded work must be completed by the end of the grant cycle.
  - Capital Improvement should have a direct connection to the proposed work and how it will better meet the needs of student veterans.

The Evaluation Committee will review the proposed work to ensure that funds are being used to expand and enhance services provided by the CVRC.





# 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 Veteran Service Officers appointed under ORS 408.415, 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. ORS 406.530 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% (\$17,500) of grant funds for that purpose.



# Reimbursement Grant

- The Campus Veteran Resource Center grant is a reimbursement grant.
- All expenses must be detailed on the ODVA Claim form with supporting documentation.
- ODVA will review each claim for allowable expenses, then submit the claim to accounting for payment.
- Claims received by the 15<sup>th</sup> of each month will be reviewed for payment by the end of that same month.
- Final Claim reimbursement opportunity: July 15, 2027



## Retention and 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 three (3) years.
- Any capital asset purchased under this grant shall remain an asset in service of the Campus Veteran Resource Center for at least five (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.



# Reporting Requirements

- **Quarterly Reports**: Reports shall include data on outcomes and provide details on expenditures of grant funds as laid out in the Grant Proposal. Reports are due 30-days after the end of each calendar quarter (March 31, June 30, September 30, December 31).
  - **Report Deadlines**: April 30, July 30, October 30, January 30.
- **Final Report**: Recipients will be required to submit a final report
  - Reports shall include a summary on the measurable outcomes and provide budget reconciliation on expenditures of grant funds, as laid out in the Grant Proposal.
- Reports are due 60-days after close of the performance period on August 30, 2027.
- **Site Visit**: ODVA may schedule a site visit to review the progress of the grant work, as well as review asset logs, for items purchase with grant funds, files for grant documents and claim back-up documentation.



# RFGP & Grant Timeline & Key Dates

- **July 28, 2025**  
Release RFGP - send to potential Applicants & post on ODVA website.
- **August 1, 2025**  
Campus Grant Guidance Webinar (Please join Brenna for this informative session on this RFGP, followed by time for Q & A).
- **September 22, 2025**  
Proposal due date 11:59 pm on Monday September 22, 2025. Via Electronic link on ODVA grant page (8-weeks to complete proposal).  
ODVA staff to review Proposals for completeness.
- **September – November 2025**  
Grant Proposal Evaluation Committee independent review of proposals.  
Evaluator recommendations submitted to ODVA Director for review and approval.
- **December 2025**  
Decision letters will be sent to all applicants.  
Grant Agreements to be prepared and executed
- **January 1, 2026– August 30, 2027**  
January 1, 2026- Performance Period starts.  
June 30, 2027 – Performance period ends. Final date for recipients to incur expenses.  
July 15, 2027 – Final date for recipients to submit reimbursement requests. ODVA will provide reimbursement form.  
August 30, 2027– Final reports with all data due. ODVA will provide the form for this report.



# Proposal: File Name Formatting

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

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## Example: Chemeketa Community College

|  |                                   |
|--|-----------------------------------|
| ChemCC_Applicant Certification_CVRCG<br>2025 | ChemCC_IRS W9_CVRCG 2025          |
| ChemCC_Project Narrative_CVRCG 2025          | ChemCC_Budget Proposal_CVRCG 2025 |



# Proposal Checklist

☐ Applicant Certification Form

☐ Project Narrative (*Word Document Template*)

☐ Includes the Budget Narrative

☐ Budget (*Excel Budget Sheet*)

☐ Signed Institution W-9 Form

## Grant Status: Open

- **Date Issued:** Monday, July 28, 2025
- **Proposals deadline:** Monday, September 22, 2025; 11:59 pm PST
- **Intent to apply submission link:** <https://app.smartsheet.com/b/form/42c38d5c345b438c826b297ddb3d180f>
- **Grant document Smartsheet's submission link:** <https://app.smartsheet.com/b/form/d997cccf254e44be9796308ec8c561b8>

## Grant Application Documents

- [Campus Veteran Resource Center Grant Applicant Certification 2025-2027](#)
- [Campus Veteran Resource Center Grant Application Template 2025-2027](#)
- [Campus Veteran Resource Center Request for Grant Proposal 2025-2027](#)
- [CVRC Budget Proposal Worksheet 2025-2027](#)





# Section 6.1 Applicant Certification Form



OREGON DEPARTMENT  
of VETERANS' AFFAIRS

## CAMPUS VETERAN RESOURCE CENTER GRANT APPLICANT CERTIFICATION

### Important Submission Instructions

Complete form and have signed by an authorized signer, then include the completed APPLICANT CERTIFICATION with all other required grant proposal materials. All grant materials must be included in the same submission. The CVRC SUBMIT NOW button on the ODVA grant page must be used to send all proposal materials to the Oregon Department of Veterans' Affairs.

Applicant (Institution) Name

Primary Contact Name

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

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, certifications contained in this Proposal, and (c) to submit this Proposal on behalf of the Applicant.

1. Applicant certifies that all contents of the Proposal (including any other forms or documentation, if required under this Request for Grant Proposal) and this Applicant Certification, 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 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 Proposal, 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 \*\*\***

Activate V  
Go to Setting



## Section 6.2 Project Narrative



OREGON DEPARTMENT  
of VETERANS' AFFAIRS

Request for Grant Proposals (RFGP)  
2025-2027  
Campus Veteran Resource Center  
Grant

Project Narrative and Budget Narrative Template

**Date Issued:** July 28, 2025

**Proposals due:** Monday September 22, 2025; 11:59pm PST

**Performance Period:** January 1, 2026 – June 30, 2027

*Submit all required elements listed in Section 6 of the Request for Grant Proposals Solicitation using the submission link found on [ODVA's webpage](#).*

### Section 5: Format & Submission

#### 5.1 Required File Name Format: Institution Acronym\_Document Name\_CVRCG\_2025

#### 5.2 Required Documents Format & Submission Requirements

- Utilize the application template. Do not add pages and do not delete section instructions.
- All pages must be standard letter size (8.5" x 11")
- Project Narrative: Use a 12-point Times New Roman or Calibri font, double line spacing, and 1-inch margins.
  - Tables may be in 11-point font single line spacing. Bulleted list recommended for tables.
- Do not add a Table of Contents or divider pages.
- Do not add any graphics and photos.

### Section 6: Required Elements

#### 6.2: Project Narrative:

**6.2 a.: Goals:** The Grant Proposal must work towards at least one of the following goals. Select (check) which of the following is a goal(s) for the project: **The use of the grant funds will help veterans to:**

- ☐ 1. Successfully transition from the military into an Oregon community college (CC) or public university (PU).
- ☐ 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.

**6.2 b.: Objectives:** The Grant Proposal must work towards at least one of the following objectives. Select (check) which of the following is an objective(s) for the project:

- ☐ A. Expand and enhance the existing Campus Veteran Resource Center 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 the CC/PU.
- ☐ D. Provide assistance, guidance, and support to veterans in completing educational goals and objectives.
- ☐ E. Provide resources to college administrators, faculty, and staff to facilitate an understanding and appreciation of the strengths, unique challenges and needs of student veterans, military connected, and their families.
- ☐ F. Refer campus veterans to the local County or Tribal Veteran Service Officers appointed under Oregon Revised Statute (ORS) 408.410 who assist veterans in obtaining federal and state veteran benefits.
- ☐ G. Assist campus veterans in successfully transitioning to the workforce and community by connecting veterans with workforce and employment resources.



## Section 6.2 a. Goals

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

### **Section 6: Required Elements**

#### **6.2: Project Narrative:**

**6.2 a.: Goals:** The Grant Proposal must work towards at least one of the following goals. Select (check) which of the following is a goal(s) for the project: The use of the grant funds will help veterans to:

- ☐ 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.



## Section 6.2 b. Measurable Objectives

**6.2 b.: Objectives:** The Grant Proposal must work towards at least one of the following objectives. Select (check) which of the following is an objective(s) for the project:

- ☐ A. Expand and enhance the existing Campus Veteran Resource Center 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 the CC/PU.
- ☐ D. Provide some 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 or Tribal 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.



## Section 6.2 c. Work Plan

### Request for Grant Proposal screenshot:

**6.2 c. Work Plan:** A work plan must expand and enhance a campus veterans' program. A work plan may have one or more distinct projects. If the work plan has more than one project, applicants should outline which Goal(s) and Objective(s) each project intends to fulfill. All projects should address:

- What is the identified need for the services to support veterans at your school?
  - Include how has the Applicant determined what the needs of the student veterans are? (e.g. historical data, survey results, focus group feedback etc.).
- Describe how the project's identified action/intervention (e.g. a new position, upgraded services, and/or supplies) will address the identified needs of student veterans.
- Describe how the Applicant intends to reach out to, and engage, student veterans including student veterans that may not be currently engaging with the CVRC.
- Describe how this work will help to close educational opportunity and accessibility gaps for those students who are historically and continuously underrepresented. (e.g. racial and ethnic groups, women, individuals with disabilities, rural, aging, linguistically diverse, and LGBTQ+ veterans).
  - Include if underserved veteran populations play a role in the design, decision making, and evaluation of the proposed project(s).

### Project Narrative template screenshot:

**6.2 c.: Work Plan:** (4-page maximum) A work plan must expand and enhance a campus veterans' program. A work plan may have one or more distinct projects. Utilize the Request for Proposals Section 6.2 c. to describe your work plan below:



## Section 6.2 d. Timeline *(project narrative template screenshot)*

**6.2 d.: Timeline:** (2-page maximum). Provide a bulleted timeline to implement grant funded activities and achieve grant outcomes, objective(s) and goal(s). Utilize the Request for Proposals Section 6.2. d. to describe your timeline below:

| Quarter                                       | Timeline |
|---|----------|
| <u>Q1: Jan 1-<br/>March 31,<br/>2026</u>      |          |
| <u>Q2: April<br/>1-June 30,<br/>2026</u>      |          |
| <u>Q3: July 1-<br/>September<br/>30, 2026</u> |          |

|   |  |
|---|--|
| <u>Q4:<br/>October 1-<br/>December<br/>31, 2026</u> |  |
| <u>Q5: Jan 1-<br/>March 31,<br/>2027</u>            |  |
| <u>Q6: April<br/>1-June 30,<br/>2027</u>            |  |



# Section 6.2 e. Measurable Outcomes

## Request for Grant Proposal screenshot:

**6.2 e. Measurable Outcomes:** Measurable outcomes must be included in the Proposal. Measurable outcomes must clearly demonstrate that the result of the grant funded project(s) successfully achieves the selected goal(s) and objective(s).

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*Campus Veteran Resource Center Grant 2025-27*

- An outcome is a statement of a specific measurable change (result) that the Applicant aspires to achieve with a grant funded project.
- Measurable outcome(s) must provide specific data and other evidence that demonstrates if the program's objective(s) goal(s) were achieved.

### One outcome must be:

- The number of unique (unduplicated) student veterans served through the project.

### Outcomes should include:

- The number of engagements (i.e. interactions or encounters) with student veterans expected from a grant funded project (as applicable) or position.
- How the project will provide a positive and direct impact for student veterans.

## Project Narrative template screenshot:

**6.2 e.: Measurable Outcomes:** (2-page maximum). Provide a list below that states the measurable outcome(s) the Applicant wants to achieve. The outcome(s) should demonstrate how the CVRC will prove that a grant funded activity, or position, achieves the selected goal(s) and objective(s). One outcome must be the number of unique (unduplicated) veterans served through the grant funded project(s). Utilize RFP Section 6.2 e. to describe your outcomes below:



## Section 6.2 f. Campus Capacity *(project narrative template screenshot)*

- Provide a statement about the Campus's capacity to implement and complete the grant funded project within the grant cycle, in compliance with this RFGP and all applicable federal and state laws.
- List all key staff indicating their responsibility for implementing and overseeing specific work of the proposal.
- Describe the capacity of the CVRC Coordinator to oversee the Proposal's projects.
- Describe the capacity of the CVRC's support staff from the college to manage the grant funds and expenditures.

**6.2 f.: Campus Capacity** *(1-page maximum)*. Utilize RFP Section 6.2 f. to describe your Campus Capacity narrative.





## Section 6.2 g. Budget Narrative

- The maximum amount of a grant award is \$100,000- the limit applies to a single campus or network of campuses under one institution.
- ORS 406.530 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% (\$17,500) of grant funds for that purpose.
- Capital Improvement funds may not exceed 25% of the total grant award. It is best practice to disclose any other matching funds for proposed capital improvement work in the budget.



## Section 6.2 g Budget Narrative *(project narrative template screenshot)*

- Budget Narrative: Describe the proposed budget for the use of grant funds (maximum \$100,000)
  - Provide specific information of what will be purchased to successfully implement a project.
  - I.e. Salaries & employee benefits, student worker wages, purchased services, supplies, travel, registration and entrance, events, outreach, non-capital and capital assets, capital improvements etc.

**6.2 g.: Budget Narrative** (2-page maximum). Provide specific details of what will be purchased to implement the project. Expenses should clearly align with proposed grant activity and the budget sheet. Maximum Request: \$100,000. Utilize RFP Section 6.2 g. to develop your Budget narrative below:



## Section 6.3 Budget Sheet

Applicants must provide the following:

- **A Budget-** line-item detail: personnel salary & benefits, purchased services, travel, outreach, training, non-capital equipment, supplies, capital improvement etc.
  - **Matching funds** (for CVRC Coordinator) should be included on the budget and budget narrative.
  - **Matching funds** for Capital Improvement work (if any) should be included on the budget and budget narrative. (Optional).
  - **Procurement budget list** for furnishings and equipment that are proposed to be purchased with grant funds.



## Section 6.3 Budget Sheet

2025-2027 ODVA Campus Veteran Resource Center Grant

Budget Summary

Name of School:

County Name:

Select Budget Type:

Revision Number:

Date:

RFP Proposed Budget

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This is the summary page for the individual Campus Grant Budget pages.

If you have more than ONE CVRC, list each campuses with a CVRC following the name of the school.

|                    | 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                                    |

Name of person completing this report or is the point of contact for budget questions

Name:

Phone No.:

E-mail:

Name of person authorized to approve the budget for the institution

Name:

Phone No.:

E-mail:

This Budget Workbook is to be submitted with the CVRC Application Narrative

Questions Please contact

Brenna Bandstra: 971-388-8204

[Brenna.BANDSTRA@odva.oregon.gov](mailto:Brenna.BANDSTRA@odva.oregon.gov)

| Spend Down Target | Percentage |
|-------------------|------------|
| 3/31/2024         | 18%        |
| 6/30/2024         | 36%        |
| 9/31/2024         | 54%        |
| 12/31/2024        | 72%        |
| 3/31/2025         | 90%        |
| 6/30/2025         | 100%       |

Instructions for use:

There are 3 tabs in this workbook.

~The summary tab will automatically populate the data in the yellow cells.

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

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

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

Do NOT change any of the formulas in this

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Summary Page

Campus Grant Budget

Equipment Detail Sheet

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# Section 6.3 Budget Sheet

| ODVA Campus Veteran Resource Center Grant |   |   |             |  |             |  |             |          |
|---|---|---|-------------|--|-------------|--|-------------|----------|
| BUDGET DETAIL                             |   |   |             |  |             |  |             |          |
| Campus Name: <input type="text"/>         |   |   |             |  |             |  |             |          |
| 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. |             |          |
|   |   | \$  | Description | \$   | Description | \$   | Description | Total(s) |
| 1   | Salaries & Benefits: Coordinator                        |   |             |  |             |  |             | \$ -     |
| 2   | Salaries & Benefits: <b>Non-Student Worker Position</b> |   |             |  |             |  |             | \$ -     |
| 3   | Salaries & Benefits: <b>Student Worker Position</b>     |   |             |  |             |  |             | \$ -     |
| 4   | Purchased Services                                      |   |             |  |             |  |             | \$ -     |
| 5   | Supplies  |   |             |  |             |  |             | \$ -     |
| 6   | Travel, Registration & Entrance                         |   |             |  |             |  |             | \$ -     |
| 7   | Other: specify  |   |             |  |             |  |             | \$ -     |
| 8   | Software/ Technology: specify                           |   |             |  |             |  |             | \$ -     |
| 9   | Events  |   |             |  |             |  |             | \$ -     |
| 10  | Outreach  |   |             |  |             |  |             | \$ -     |
| 11  | CVRC Furniture and Furnishings                          |   |             |  |             |  |             | \$ -     |
| 12  | Capital Improvement: Plans & permits                    |   |             |  |             |  |             | \$ -     |
| 13  | Capital Improvement: Contractor                         |   |             |  |             |  |             | \$ -     |
| 14  | Capital Improvement: Labor                              |   |             |  |             |  |             | \$ -     |
| 15  | Capital Improvement: Materials                          |   |             |  |             |  |             | \$ -     |
| 16  | Capital Improvement: Other (describe)                   |   |             |  |             |  |             | \$ -     |
| 17  | Capitalized Equipment                                   |   |             |  |             |  |             | \$ -     |
| 18  | Non-Capitalized Equipment                               |   |             |  |             |  |             | \$ -     |
| CVRC Budget                               |   | \$ -  |             | \$ -   |             | \$ -   |             | \$ -     |
| <b>Matching Funds</b>                     |   |   |             |  |             |  |             |          |
| 19  | Salaries  |   |             |  |             |  |             | \$ -     |
| 20  | Capital Improvement                                     |   |             |  |             |  |             | \$ -     |
| Total Matching Funds                      |   | \$ -  |             | \$ -   |             | \$ -   |             | \$ -     |

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Summary Page

Campus Grant Budget

Equipment Detail Sheet

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# Section 6.4 Signed Institution IRS W-9

| <b>Form W-9</b><br>(Rev. October 2018)<br>Department of the Treasury<br>Internal Revenue Service  |  | <b>Request for Taxpayer<br/>Identification Number and Certification</b><br>► Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information. |   | <b>Give Form to the<br/>requester. Do not<br/>send to the IRS.</b>   |
|---|--|--|---|--|
| <b>Print or type.</b><br>See Specific Instructions on page 3.   | <b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.   |  |   |  |
|   | <b>2</b> Business name/disregarded entity name, if different from above  |  |   |  |
|   | <b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. |  |   | <b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):               |
|   | <input type="checkbox"/> Individual/sole proprietor or single-member LLC   |  |   | Exempt payee code (if any) _____   |
|   | <input type="checkbox"/> C Corporation   |  |   | Exemption from FATCA reporting code (if any) _____<br><small>(Applies to accounts maintained outside the U.S.)</small> |
|   | <input type="checkbox"/> S Corporation   |  |   |  |
|   | <input type="checkbox"/> Partnership   |  |   |  |
| <input type="checkbox"/> Trust/estate   |  |  |   |  |
| <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____  |  |  |   |  |
| <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. |  |  |   |  |
| <input type="checkbox"/> Other (see instructions) ► _____   |  |  |   |  |
| <b>5</b> Address (number, street, and apt. or suite no.) See instructions.  |  |  | Requester's name and address (optional) |  |
| <b>6</b> City, state, and ZIP code  |  |  |   |  |
| <b>7</b> List account number(s) here (optional)   |  |  |   |  |
| <b>Part I Taxpayer Identification Number (TIN)</b>  |  |  |   |  |
| Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.                                    |  |  |   |  |
| <b>Note:</b> If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.  |  |  |   |  |
| <b>Part II Certification</b>  |  |  |   |  |
| Under penalties of perjury, I certify that:   |  |  |   |  |



# Submission Process



OREGON DEPARTMENT  
of VETERANS' AFFAIRS

## Campus Veteran Resource Center 2025 Grant Application

Campus Veteran Resource Center Proposals are due by September 22, 2025  
11:59 pm Pacific Standard Time.

Community College/ University \*

Point of Contact (POC) Name & Title \*

POC Email \*

POC Phone Number \*

Authorized Signer \*

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

Authorized Signer Email \*

Funds requested \*

Enter the total amount of funds being requested with this proposal.

Form Type \*

Check the forms that you are attaching to this submission. Please upload all required forms into one submission.

- ☐ Applicant Certification Form ☐ Project Narrative (RFGP Section 6.2 a.- g.)  
☐ Budget (maximum \$100,000) ☐ IRS W-9

File Upload \*

**Attachments** - Use the file name format provided in the RFGP Section 5.1. Attachments must include:

1. Applicant Certification form;
2. Project Narrative Word document;
3. Budget;
4. Signed IRS W-9 form.

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

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

☐ Send me a copy of my responses

Submit





# Modify/ Withdrawal Application –

## Modifications

- Email the Grants Coordinator to request an update to the application.
- Mark the email subject line “Proposal Modification 2025 CVRC Grant Proposal” and Institute name.
- Must include a written statement that the modification amends and supersedes its prior proposal
- Must be submitted prior to September 22, 2025, at 11:59 PM.

## Withdrawals

- Must send a written notice.
- Must include a signed statement by an authorized representative.
- Email to the Grants Coordinator.
- Mark Email subject line “Proposal Withdrawal to 2025 CVRC Grant Proposal” and Institute name.



## Cancellation of RFGP Rejection of Proposal No Damages

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



## Evaluation & Review Process

| Description                     | RFGP Section   | Points |
|---------------------------------|----------------|--------|
| Workplan                        | 6.2 a.-c.      | 15     |
| Timeline                        | 6.2 d.         | 5      |
| Outcomes                        | 6.2 e.         | 5      |
| Campus Capacity                 | 6.2 f.         | 3      |
| Budget Narrative & Budget       | 6.2 g. and 6.3 | 5      |
| Meeting Student Veterans' Needs | Overall        | 5      |
| Totals                          |                | 38     |

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

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



## Evaluation & Review Process

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



## Award Process

Evaluation Committee may rank proposals based on which proposals:

1. Are best designed to help veterans 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.

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



## Award Announcement

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



# The Grant Agreement

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







# Questions?

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

**Brenna Bandstra, ODVA Grants Coordinator**  
Strategic Partnerships  
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