



Veteran Services Grant Program

RFGP Application Guidance
Released: August 20, 2020

Jacqueline Kemp, Grants Coordinator



Veteran Services Grant Program

Date Issued: August 20, 2020

Grant Period: October 2020 to December 31, 2021

Application Due Date: September 30, 2020

11:59 pm Pacific Standard time

Use this link [ODVA Active Grants](#) to apply.

Primary Point of Contact

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Oregon Department of Veterans' Affairs

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The Veteran Service Grant Program is to help Oregon veterans by granting funds to organizations that provide critical services for veterans within a community or region or on a statewide basis.





What we will cover today

- Overview Purpose of Grant & Timeline
- Eligible Applicants
- Purpose & Use of Funds
- Award Amounts & Limitations
- Goals & Measurable Outcomes
- Reimbursement & Reporting Requirements
- Proposal Requirements
- Budget, Financials & Additional Documentation
- Evaluation & Review Process
- Award Process
- Submission Process & Due Date
- Q & A



In 2017 Oregon State Legislature passed House Bill 2891 establishing the Oregon Department of Veterans' Affairs (ODVA) Veteran Services Grant Fund, and allocated \$550,000 in Grant funds for the first biennium.

Current allotment is \$570,900.

The bill requires ODVA to develop and implement the grant program and award multiple one-time grants on a competitive basis. The individual grant awards range from \$25,000 up to \$250,000.

COVID – 19 impact

Due to continuing uncertain economic times, ODVA may be required at any point to reduce the total grant funds available.



Oregon Department of Veterans' Affairs

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

Currently, there are approximately 290,000 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.



Timeline

August 20th - Release RFGP (close the September 30th 6-week application period)

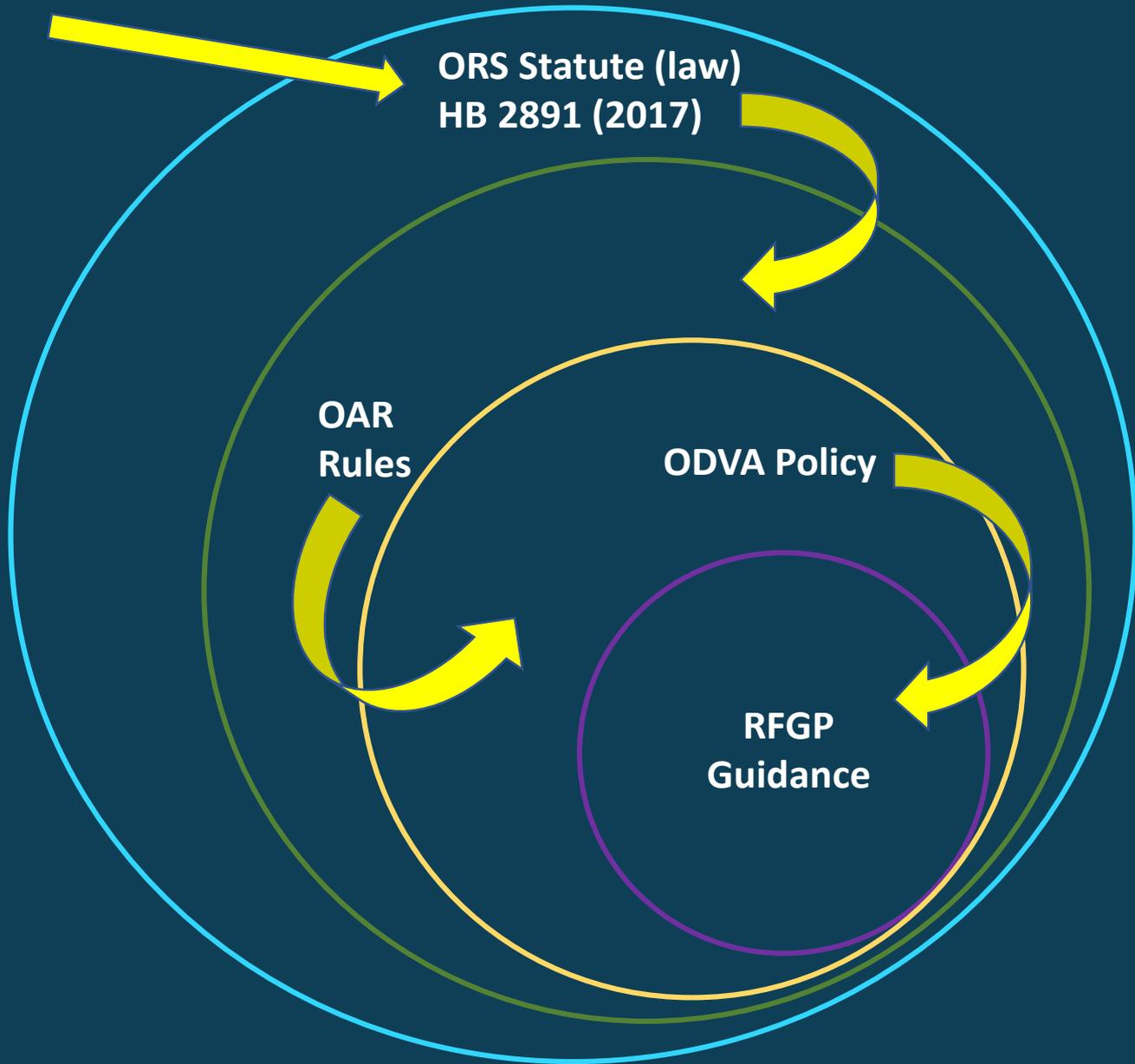
September -

09/03 VS Grant guidance webinar

09/30 **VS Grant Proposals due no later than 11:59pm PST**

October -

- Proposals sent to evaluators
- Virtual meetings with evaluator teams to rank & determine funding amounts
- Submit recommendations to ODVA Director for approval to award & fund
- Send award notices to VS Grant recipients
- Start Grant agreement preparation





Eligibility

1. Tribal, regional or local governments; or other state agencies under programs established under state or federal law;
2. Oregon quasi-public agencies;
3. Oregon intergovernmental entities formed under ORS 190; or
4. Private non-profit organizations designated as a 501(c)(3), 501(c)(19) or 501(c)(23) tax exempt organization that demonstrates in its Grant Proposal proof of:
 - current (active) business registration with Oregon Secretary of State Corporation Division;
 - registration with the Charitable Activities Section of the Oregon Department of Justice Oregon and the most recent Oregon Form CT-12 report filed with the Department of Justice; and
 - at least a one-year operational history.

Applicants must have at least a one-year operational history of providing services.



Purpose of House Bill 2891 states . . .

ODVA may award grants for the following purposes:

1. Mental health care or physical health care;
2. Housing security;
3. Employment opportunities & employment stability;
4. Education & training opportunities;
5. Education & training opportunities; Transportation accessibility & availability;
6. Critical services for veterans within a community or region or on a statewide basis provided by a veterans' organization; or
7. Supporting existing programs identified by the Veterans' Affairs Advisory Committee.



Grants will be awarded in amounts ranging from \$25,000 up to \$250,000. The total amount available for the 2020 - 2021 ODVA Veteran Service Grant Program awards is \$570,900. ODVA will award one-time grants to successful Applicants. Funds must be spent & reimbursed prior to December 31, 2021.



Grant Funds may **not** be used for the following purposes:

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

- To supplant current other state or federal funding.
- Capital costs, capital renovations or capital campaigns.
- Deficit financing & debt retirement.
- Memorials or tributes.
- Grants or direct payments of monies to veterans or other individuals.
- Grants to other entities or organizations.
- Endowments.
- Fundraising.

Limitations



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? |





What is an Outcome?



- **Outcomes are Specific!**
- **Outcome statements describe specific changes!**
- **The Specific change is the intended result that can be measured?**

Good **outcome** statements are **specific**, measurable, and realistic!

Steps for Writing Outcomes

Begin with an Action Verb. Begin with an action verb that denotes the level of service expected. ...

Follow with a Statement. Statement – The statement should describe the support and data to be demonstrated.



Reimbursement Grant

- The Veteran Services Grant is a **reimbursement grant**.
- Claims received by the 15th of each month will be reviewed for payment by the end of that month.
- Claims will be paid on a monthly basis .

Reporting Requirements

Quarterly Reports shall include data on outcomes & 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

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

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.



Veteran Services

Proposal Recommendation

Share how your organization plans to reach-out to and serve the traditionally underserved members of the community. Black, Indigenous and other people of color (BIPOC), LGBTQ, Women, etc.

When possible, work this data into your metrics of measurement.



Need for Veteran Services



Proposal Requirements

- Give details on the need for the services or supplies. *State this in terms of the benefits to veterans.*
- What is the project going to accomplish.
- Describe how these goals will be achieved with an implementation plan, timeline & measurable milestones (outcomes).
- **MOSTLY** how will the project directly benefit veterans & their families.



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- How will the work identified in this Proposal meet the needs of the veterans? ORS 406.030 & ORS 406.050
- Throughout the proposal identify specific & tangible (measurable) ways your organization will meet the needs of the veterans.
- Be descriptive in terms of how the funds will be spent on services, supplies, events, etc...

Reminder - use the SMART criteria throughout the Proposal



Executive Summary

Include the following when describing your organization...

- The need for the services to veterans in your community or those that you serve.
- What the project purpose is going to accomplish.
- How the Applicant will achieve these goals through the implementation plan.
- How the project will directly impact veterans.



Grant Purpose

To provide services to Oregon veterans by expanding outreach & services, or to promote:

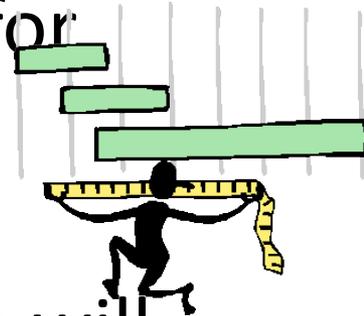
1. Mental health care *or* physical health care;
2. Housing security;
3. Employment opportunities & employment stability;
4. Education & training opportunities;
5. Transportation accessibility & availability;
6. Critical services for veterans within a community or region or on a statewide basis provided by a veterans' organization; or
7. Supporting existing programs identified by the Veterans' Affairs Advisory Committee.



Measurable Outcomes

Proposal Requirements

- Description of measurable outcomes based on goals & objectives.
- State how & when the outcomes will be measured.
- Describe how Applicant will track & collect the data required for quarterly reporting. Who will be the person responsible for tracking the data & measuring the outcome(s)?
- Include a sample log of how the data will be collected





Applicant's Operational Capacity & Fund Administration

Provide a statement about Applicant's business structure to support the proposed work, & use of grant funds awarded in compliance this RFGP & all applicable federal & state laws.

- Describe the capacity of the applicant's leadership/board to oversee the implementation of the project(s).
- Identify the key persons to manage the grant funds & expenditures.
- A statement on how the organization **might** sustain the grant funded services, once the grant period is over.



Narrative & Detail

Proposal Budget:
Grant Award range is
\$25,00 - \$250,000.

Reimbursement Grant

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

1. Expand & enhance an existing service to veterans
2. Recruit & employ workers who can serve veterans in advocacy.
3. Provide aide, guidance & support to veterans
4. Refer veterans to local County Veteran Service Officers appointed under ORS 408.410.
5. Assist veterans to connect with work & community life.
6. Purchase computers, printers, furniture for use by the veterans in the Recipient's program center.



Details

- A budget narrative of the proposal projects for the grant.
- A detailed of line items: personnel salary, benefits, travel, outreach, education, equipment, services, supplies, etc. . .
- A list of assets to be purchased with grant funds
- Current Budget for Applicant.
- A copy of the most recent one-year budget.



Budget Template

Proposal Requirements

ODVA Veteran Services Grant Program BUDGET DETAIL					
Line #	DESCRIPTION	Project Goal #1	Project Goal #2	Project Goal #3	\$ -
		0	-	-	Total(s)
VSG PROGRAM		Description/Narrative		Description/Narrative	Description/Narrative
1	Salaries				\$ -
2	Employee Benefits				\$ -
3	Program Expenses				\$ -
4	Administrative Expenses (not to exceed 10% of funding)				
5	Purchased Professional & Technical Services				\$ -
6	Supplies				\$ -
7	Technology				\$ -
8	Electronic Equipment				\$ -
9	Events/Outreach				\$ -
10	Travel, Registration & Entrance				\$ -
11	Other: specify				\$ -
12	Other: specify				\$ -
13	Other: specify				\$ -
14	Other: specify				\$ -
15	Grand Total Veteran Service Programs	\$ -	\$ -	\$ -	\$ -
16	Matching funds for				\$ -
17					\$ -
18	Matching Funds are optional	0	0	0	\$ -



Additional Documentation

Proposal Requirements

- Licensing:
 - Proof of current (active) business registration
 - Proof of registration with the Charitable Activities Section of the Oregon Department
- IRS W-9: Request for Taxpayer Identification Number
- Financials:
 - a. Current annual operating budget &
 - b. Previous year annual Income & Expense Statement &
 - c. Previous 2-years of IRS filings .
- Letters of Support: *Optional*
 - No more than 3 letters, no more than 1-page each

Scan & name each document as indicated in Section 4.2
For YMCA Eg: YMCA_W9 or YMCA_Annual_budget



Required Document Formatting

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

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



Required File Name Format

Applicant_Narrative_VSgrant2020

YMCA_Narrative_VSgrant2020

YMCA_ApplicantCertification_VSgrant2020

YMCA_Budget_VSgrant2020

YMCA_VeteranData_VSgrant2020



Required Proposal Elements

Part 1: Cover page Applicant Certification

Part 2: Project Narrative (25-page maximum)

- A. Executive Summary: *(not to exceed 1-pages)*
- B. Project Narrative
- C. Measurable Outcomes

Part 3: Budget Narrative & Financial Information

Part 4: Additional Documentation





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



Point Structure

Reminder - use the SMART criteria throughout the Proposal

Rubric Heading	Points
Executive Summary	5
Purpose(s) of the Grant & Meeting the Needs of Veterans	10
Work Plan: timeline, data, outreach, equity in filling the gap	15
History, Organization Capacity & Business Structure	20
Measurable Objectives, Outcomes & Data	15
Budget Proposal	15
Financials & Letters of Recommendation	
Letters of Support	3
Financials	6

A copy of the full rubric is available on the ODVA Grants page.



The Rubric Tool

1. Executive Summary: Project Overview (Maximum 5)						
Executive Summary	Executive Summary gives a high-level overview of current support for veterans, & how the grant funds will help to make positive changes, <u>to meet the needs of veterans.</u>					
	The Executive Summary is unclear on the following: needs of VETS, the what the project is going to accomplish & how it will impact VETS.	The Executive Summary is not clear on one or more of the following: needs of VETS, what the project is going to accomplish or how it will impact VETS.	The Executive Summary is not clear on one of the following: needs of VETS, described the what the project is going to accomplish & how it will impact VETS.	The Executive Summary has identified the needs of VETS, described the what the project is going to accomplish & how it will impact VETS.	The Executive Summary has clearly identified the needs of VETS, described the what the project is going to accomplish & how it will impact VETS.	
	1	2	3	4	5	
	Notes & Comments					

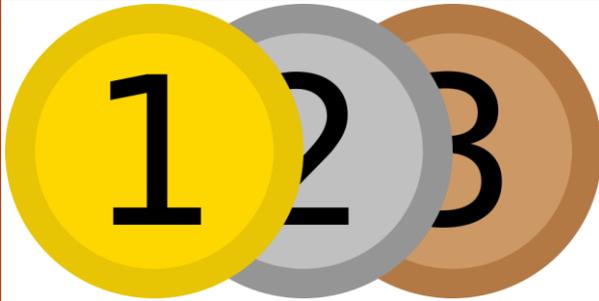
A copy of the full rubric is available on the ODVA Grants page.



Review Process

- Verify that each Proposal meets the Required elements & formatting.
- Select an impartial Evaluation committee.
- The committee will conduct a comprehensive & impartial evaluation of the Proposals, using the scoring Rubric.

A copy of the full rubric is available on the ODVA Grants page.



The Evaluation Committee may rank proposals based on which proposals:

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

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



The Contract

- Effective dates
- Project Activities
- Disbursement policy
- Funding amount
- Reporting Requirements
- Along with typical contractual responsibilities.





Quarterly Reports

Reports will be due 30-days after the close of each calendar quarter.

- Narrative on the accomplishments of the quarter's work,
- Update on number of veterans & families served,
- Budget update.





Final Report

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

- Narrative on the outcomes of the grant project,
- Required data on the number of veterans and families served,
- Budget reconciliation for all monies spent.
- A detailed log of all assets to include description, serial number & dollar amount of item.
- ODVA may hold up to five percent of the grant award until the final report is submitted



Required Data

ODVA wants specific Data to show how the grant is helping to increase the number of Veterans being served in the communities.

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

- Keep track of how many veterans use the services
- What do they come to for: this will likely be the service your organization is offering.
- If your organization has veteran volunteers to support the work, this is also a good metric.
- How many veterans (think percentage) “complete a program”, “no longer require services” etc...



**Due Date: September 30, 2020
11:59 pm Pacific Standard time**

SUBMISSION IS FAST & EASY VIA THE ODVA WEBSITE

READY - SET - GO

- Once on the ODVA Active Grants page.
- Once on the website use the Secure Upload button & follow the prompts.
- Have all files saved & in one place so that you can complete the upload in one session.

SUBMIT



Veteran Services Grant Overview

The purpose of the Veteran Services Grant Program is to help Oregon veterans by granting funds to veteran service organizations that provide critical services for veterans within a community, region, or statewide basis.

Grant Status: Open

This grant is currently open and accepting proposals. The deadline to submit is September 30, 2020, by 11:59 PM.

To apply for the Veteran Services Grant opportunity, please follow these steps:

1. Fill out and submit the online Intent to Apply form, which is available in the right-hand sidebar. This will allow ODVA to send you an invitation to a guidance webinar, Q&A and updates.
2. Go to ORPIN and register to view the opportunity.
3. Read through the RFGP, the Scoring Rubric, and the Budget document, which are available below and on ORPIN.
4. Apply using the link to the right or on ORPIN before Sept. 30, 2020.
5. For questions, contact Grants Coordinator Jacqueline Kemp at (503) 580-9049.

Grant Application Documents

- [VS Grant RFGP 8.17.20.pdf](#)

Grant Statutes

- [VS Grant OAR 274 Div 38.pdf](#)
- [HB 2891 2017 session.pdf](#)

Rubric and Guidance

- [VS Grant Proposal Guidance.pdf](#)
- [VS Grant Rubric.xlsx](#)
- [VS Grant Budget Worksheet.xlsx](#)

Contact Information

Grants Coordinator

Jacqueline Kemp
(503) 580-9049

INTENT TO APPLY

Fill out this form for your organization:

[Intent to Apply](#)

ORPIN

Sign up for ORPIN here:

[ORPIN website](#)

SUBMIT APPLICATION

Use this link to submit your proposal:

[Submit Now](#)



Modifications

1. Email the PPC to notify & request an UPDATE link.
2. Mark the email subject line “Proposal Modification - VSGrant.”
3. Must be submitted via the specific link.
4. Must include a written statement that the modification amends & supersedes its prior Proposal.

Withdrawals

1. Must send a written notice
2. Must include a signed statement by an authorized representative
3. Email to the PPC
4. Mark the email subject line “Proposal Withdrawal - VSGrant”

Intent to Apply

Submit your organization's
Intent to Apply to be put on our
Email list for all updates.



Proudly serving veterans since 1945

Learn about veteran benefits at www.oregon.gov/odva or call 800-692-9666

Jacqueline Kemp, Grants Coordinator

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OREGON DEPARTMENT
of VETERANS' AFFAIRS

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Thank You

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