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: September 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
700 Summer St NE | Salem, OR 97301-1285
The Veteran Service Grant Program is to help Oregon veterans by granting funds to veteran service 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.
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**

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
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:

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

- **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?
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.
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.
ODVA may be required to reduce the budgeted pass-through amount if directed by the Governor or Legislature.
Share how your organization plans to reach-out to and serve the traditionally underserved members of the community. Black, Indigenous and people of color (BIPOC), LGBTQ, Women, etc.

When possible, work this data into your metrics of measurement.
Need for Veteran Services

• 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.
• 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...
Executive Summary

Include the following when describing your organization...

- The need for the services to veterans in your community.
- 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.
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.
• 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
Capacity & Administration

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 applicants leadership/board to oversee the implementation of the project(s).
- A list of 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.
Proposal Budget:
Grant Award range is $25,000 - $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, work-study, travel, outreach, education, equipment, services, supplies, & capital improvement, 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 Detail

<table>
<thead>
<tr>
<th>Line</th>
<th>DESCRIPTION</th>
<th>Project Goal #1</th>
<th>Project Goal #2</th>
<th>Project Goal #3</th>
<th>Total(s)</th>
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<tbody>
<tr>
<td>1</td>
<td>Salaries</td>
<td>0</td>
<td></td>
<td></td>
<td>$ -</td>
</tr>
<tr>
<td>2</td>
<td>Employee Benefits</td>
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<td></td>
<td>$ -</td>
</tr>
<tr>
<td>3</td>
<td>Program Expenses</td>
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<td></td>
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<td>$ -</td>
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<tr>
<td>4</td>
<td>Administrative Expenses (not to exceed 10% of funding)</td>
<td></td>
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<td>$ -</td>
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<tr>
<td>5</td>
<td>Purchased Professional &amp; Technical Services</td>
<td></td>
<td></td>
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<td>$ -</td>
</tr>
<tr>
<td>6</td>
<td>Supplies</td>
<td></td>
<td></td>
<td></td>
<td>$ -</td>
</tr>
<tr>
<td>7</td>
<td>Technology</td>
<td></td>
<td></td>
<td></td>
<td>$ -</td>
</tr>
<tr>
<td>8</td>
<td>Electronic Equipment</td>
<td></td>
<td></td>
<td></td>
<td>$ -</td>
</tr>
<tr>
<td>9</td>
<td>Events/Outreach</td>
<td></td>
<td></td>
<td></td>
<td>$ -</td>
</tr>
<tr>
<td>10</td>
<td>Travel, Registration &amp; Entrance</td>
<td></td>
<td></td>
<td></td>
<td>$ -</td>
</tr>
<tr>
<td>11</td>
<td>Other: specify</td>
<td></td>
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<tr>
<td>12</td>
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<td>15</td>
<td>Grand Total Veteran Service Programs</td>
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<td>$ -</td>
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<td>$ -</td>
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<td>16</td>
<td>Matching funds for</td>
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<td>18</td>
<td>Matching Funds are optional</td>
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<td>0</td>
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<td>$ -</td>
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</tbody>
</table>
**Additional Documentation**

- **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_CVRCgrant2020

YMCA_Narrative_CVRCgrant2020
YMCA_ApplicantCertification_CVRCgrant2020
YMCA_Budget_CVRCgrant2020
YMCA_VeteranData_CVRCgrant2020
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

Reminder - use the SMART criteria throughout the Proposal
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

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

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

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

Reports will be due 30-days after the close of each calendar quarter.
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.
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: help with forms, use of computer?
- How many veterans attend events sponsored by the center?
- What type of events are offered? Social? Job fairs?
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.

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

ODVA periodically offers grants to veteran service providers, community organizations, non-profits, and others serving the veteran community.

Active Grants

There are no currently active grants at this time.

Past Grants and Recipients

- Campus Veteran RFGP
- Veteran Services Grant RFGP
### 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”
Submit your organization’s Intent to Apply to be put on our Email list for all updates.
Learn about veteran benefits at www.oregon.gov/odva or call 800-692-9666
Date Issued: August 20, 2020
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Primary Point of Contact
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