



**OREGON DEPARTMENT  
of VETERANS' AFFAIRS**

Request for Grant Proposals (RFGP)  
2021-2023  
Veteran Services Grant

Date Issued: September 28, 2021  
Proposals due: Wednesday, November 17, 2021 11:59pm PST  
Performance Period: January 01, 2022 – June 30, 2023

Please submit an  
**INTENT TO APPLY**

This will also allow ODVA to send you information regarding this RFGP.

## Note to Grant Applicants

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*Please read this RFGP requirements  
and evaluating Rubric 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 | Veteran Services Grant.

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***Application Due Date: November 17, 2021  
11:59 pm Pacific Standard time  
Use the link at **ODVA Active Grants** to apply***

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**OREGON DEPARTMENT  
of VETERANS' AFFAIRS**

**STATEWIDE VETERAN  
SERVICES**

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# 1 Overview of the Grant Program

## 1.1 INTRODUCTION & BACKGROUND

### Overview

In 2017 and 2019, the Oregon State Legislature approved funding for the Veteran Services Grant in Oregon. The 2021 Legislature approved \$938,118 to fund eligible proposals that provide direct services to veterans that help improve outcomes in areas such as health or behavioral health care, housing security and homelessness, employment opportunities or stability, education and training opportunities, transportation accessibility and availability, or other critical services within a community. This Grant Program is funded with Lottery dollars established under Ballot Measure 96, which provides lottery funds specifically for services for Oregon veterans.

ORS 406.142 requires ODVA to develop and implement the grant program and award multiple one-time grants on a competitive basis. Applicants may not apply for grant amounts below the minimum of \$25,000 or above the maximum of \$250,000 allowed for this grant program. Each organization may submit only one grant proposal; however, a grant proposal may include more than one project, which may be located at multiple sites. Each project shall have individually identified goals, objectives, outcome measures and a requested award amount. ODVA has developed specific eligibility requirements, that must be met to apply for grant funding.

### Oregon Department of Veterans' Affairs

- 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.

ODVA is committed to providing equitable access to services and supports for all veterans. We encourage proposals that serve all veterans, including historically and continuously underrepresented racial and ethnic groups, women, individuals with disabilities, 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.

## 1.2 ELIGIBILITY & OTHER REQUIREMENTS

The following are eligible organizations and entities:

1. Tribal, regional or local governments; or other state agencies programs established under state or federal law;
2. Oregon quasi-public agencies;
3. Oregon intergovernmental agencies formed under ORS 190;
4. Private nonprofit organizations designated as a 501(c)(3) tax exempt organization; and
5. Private Veterans organizations designated as a 501(c)(19) or 501(c)(23) tax exempt organization;

As well as:

6. Demonstrate proof of current (active) business registration with Oregon Secretary of State Corporation Division;
7. Demonstrate proof of registration with the Charitable Activities Section of the Oregon Department of Justice, if the organization is a 501(c)(3), 501(c)(19) or 501(c)(23) and the most recent Oregon Form CT-12 report filed with the Department of Justice; and
8. Demonstrate proof of at least a one-year operational history.

### 1.3 DEFINITIONS

As provided in [OAR Chapter 274, Division 38](#), the following definitions apply:

1. “Agreement” means a legally binding grant agreement between the Department and the applicant that contains the terms and conditions under which the Department is providing grant funds from the Request for Grant Proposals (RFGP).
2. “Applicant” means an organization that has submitted a proposal to the Department.
3. “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.
4. “Authorized Representative” means a person authorized by the applicant to make all representations, attestations, and certifications required in the grant proposal and to submit a proposal on behalf of the applicant.
- 5 “Capital Assets” means tangible and intangible property that have initial estimated useful life beyond a single year and have an initial cost of at least \$5,000 and does not include items below \$5,000.
6. “Capital Improvement” means an action that increases the useful life of a capital asset or adapts a capital asset to a new use.
7. “Department” or “ODVA” means the Oregon Department of Veterans' Affairs.
8. “Evaluation Committee” means a committee selected by the Department to evaluate and score eligible grant proposals and make recommendations to the Department director for approval.
9. “Grant Program” means the Veteran Service Grant Program.
10. “Policy” means specific guidelines used by the Department in the decision-making process.
11. “Proposal” means a grant proposal submitted to the Department in response to the Request for Grant Proposal (RFGP.)
12. “Quasi-Public Agency” means a publicly chartered body that provides a public service and is controlled by a government appointed board.
13. “Recipient” means an applicant that was selected as a recipient of grant funds by the Department and that enters into a written agreement with the Department to receive funds from the grant program.
14. “Supplant funds” means to use grant funds to replace funds that were previously appropriated by another entity for the same purpose.
15. “Veteran” has the meaning given in Oregon Revised Statute (ORS) 408.225

*1.4 POINT OF CONTACT (POC) AT OREGON DEPARTMENT OF VETERANS' AFFAIRS*

Jacqueline Kemp, Grants Coordinator Statewide Veteran Services  
700 Summer St NE | Salem, OR 97301-1285  
Cell (503) 580-9049 | [Jacqueline.Kemp@ODVA.Oregon.gov](mailto:Jacqueline.Kemp@ODVA.Oregon.gov)

All communications and/or questions concerning this RFGP should be directed to the Point of Contact named above. Any oral communications will be considered unofficial and non-binding. Any additional information received in writing from the POC is considered official.

*1.5 CLOSING DATE FOR SUBMITTING PROPOSALS*

**All Proposals must be complete and submitted by  
Wednesday, November 17, 2021 at 11:59 pm PST.**

**ODVA will only accept Proposals via a secured link on the ODVA website.  
The Proposal Narrative, Budget and all attachments must be uploaded at the same time.**

*1.6 TIMELINE AND OTHER KEY DATES*

**September 2021**

28<sup>th</sup>: **Release RFGP** - post on ODVA website

Send Invitation to organizations that submitted an Intent to Apply form

**October 2021**

19<sup>th</sup>: Grant Guidance Webinar (Please join Jacqueline for this informative session on this RFGP, followed by time for Q & A)

Reach out to potential evaluators

**November 2021**

Proposals due date 11:59 pm on Wednesday, November 17, 2021.

Via Electronic link on ODVA grant page, (7-weeks to complete proposal)

ODVA Staff review of Proposals for format and completeness

Grant Proposal Evaluation Committee conduct independent review proposals

**December 2021**

Evaluation Committee recommendations

Recommendations submitted to ODVA Director for approval to fund

**January 2022**

Award letters sent to Awardees

Grant Agreements to be prepared and executed

**January 2022 – August 2023**

**Performance Period:** January 1, 2022 – June 30, 2023 (18-months)

**June 30, 2023** – Performance period ends. Final date for recipients to incur costs

**July 31, 2023** – Final date for recipients to submit reimbursement requests

**August 30, 2023** – Final reports with all data due, ODVA will provide the form for this report

## **2 Allowable uses, Limitations & other requirements**

*\* Services provided using Grant Funds must be provided at no cost to veterans. \**

### *2.1 PURPOSES OF THE VETERAN SERVICES GRANT*

Grant Funds must be used to provide services to Oregon veterans by expanding outreach and services, or to promote:

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

### *2.2 LIMITATIONS ON USE OF FUNDS*

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

Grant Funds may not be used for the following purposes:

1. To supplant other current funding.
2. Capital Improvement or capital campaigns.
3. Deficit financing and debt retirement.
4. Memorials or tributes.
5. Grants or direct payments of monies to veterans or other individuals.
6. Grants to other entities or organizations.
7. Endowments.
8. Fundraising.

### *2.3 MEASURABLE OUTCOMES, DATA & SMART GOALS*

*\*One of the measurements must be the number of veterans served by the grant\**

An important component of a Grant Proposal is the identification of measurable outcomes, and how they will be documented, 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.
- State the method to be used to measure and document the outcomes, and the timeline for measuring outcomes (*at least* quarterly). Describe what this data will be, and how it will be collected.

- Include an outline of the data log sheet with the proposal.
- Identify how the Applicant will reach out to those that are traditionally underserved in the community.

How this work will help to close the opportunity and accessibility gaps for those individuals who are historically and continuously underrepresented. (e.g. BIPOC, LGBTQ, individuals with disabilities, women veterans, aging veterans, etc.) Include how the project will attempt to reach these veterans.

2.4 Required Data: ODVA wants specific data to show how the grant is helping the Veterans in your community.

- One piece of data must be the number of veterans served by the program.
  - Keep track of how many veterans use the service or program including the number of traditionally underserved (e.g. BIPOC, LGBTQ, individuals with disabilities, women veterans, aging veterans, etc.)
- Depending on the programs in your organization, here are some *possible* data points that could be included:
- What do they contact the grantee for: peer mentoring, help with forms, job search, food insecurity, transportation, etc.?
  - How many veterans attend events sponsored by the grantee?
  - What type of events are offered? Social? Job fairs? Community Service Projects? Outreach?
  - How many veterans contacted your organization that you were *also* able to refer to another organization to further meet their needs, or to work in partnership with your services.

ODVA recommends using the SMART Goal System shown here. When writing the proposal, use SMART to guide your narrative.

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

### **3. Award Amounts & Funding Period**

The total funding amount available for the 2022-2023 ODVA Veteran Service Grant is \$938,118. ODVA will award one-time grants to successful Applicants Grants will be awarded up to \$250,000 per recipient, regardless of the number of offices/locations the Applicant operates. An Applicant may have multiple projects, but may only submit one proposal. The proposal must individually identify each project’s goal(s), objectives, measurable outcomes and a specific funding amount needed.



ODVA shall award grant funds to a successful Applicant in an amount equal to the least of:

- The amount supported by the Applicant’s proposal; or
- Any other amount determined by the Department to further the purpose of the Veteran Services Grant.

### 3.1 REIMBURSEMENT GRANT

The Veteran Services Grant is a reimbursement grant. ODVA will provide a template to be used for submission of reimbursement (claim) requests.

- All expenses must be detailed on the ODVA Claim form with proper supporting documentation.
- ODVA will review each claim for allowable expenses, then submit 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 month.
- Reimbursement claims will be paid on a monthly basis.

### 3.2 RECORDS RETENTION & DISPOSAL OF ASSETS

1. Records Retention: Recipients are to maintain a complete file of all records for this grant for five (5) years after the grant period closes.
2. Disposal of Assets:
  - Any *asset* purchased under this grant shall remain an asset in service of the Organization for at least three (3) years.
  - Any *capital asset* purchased under this grant shall remain an asset in service of the Organization for at least five (5) years.
  - If the Recipient should discontinue providing services to veterans prior to the above retention schedule, then the recipient must notify the Oregon Department of Veterans’ Affairs in writing at least 30 days in advance. ODVA will determine the disposition of assets, purchased with grant funds, in consultation with the recipient.

### 3.3 REPORTING REQUIREMENTS

*\*Templates for all reports will be provided by the Department\**

Quarterly Reports: Recipients will be required to submit quarterly reports on a template provided by ODVA. Reports shall include data on number of veterans served, 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.

Quarter End Dates:

March 31

September 30

June 30

December 31

Final Report: Recipients will be required to submit a final report on a template provided by ODVA. Reports shall include a summary on outcomes, data as identified in *Section 2.3* above and a budget

reconciliation on expenditures of grant funds, as laid out in the Grant Proposal. A detailed log of all assets purchased with grant funds to include description, serial number and dollar amount of item.

#### **4. *Modification, Withdrawal, Cancellation of RFGP or Reserve funds***

Modifications: An Applicant may modify its Proposal prior to the RFGP closing. An Applicant must first email the PPC to notify and request an *UPDATE* link. The Applicant must mark its email subject line “Proposal Modification - VSGrant.” Any modification to a Proposal must be submitted to ODVA via the specific link. Any modification must also include the Applicant’s written statement that the modification amends and supersedes its prior Proposal.

Withdrawals: An Applicant may withdraw its Proposal by a written notice submitted signed statement by an authorized representative and emailed to the PPC. The Applicant must mark its email subject line “Proposal Withdrawal - VSGrant.”

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 availability of funds.

Reserve Funds: The Department may require recipients to not spend a percentage of their grant award to be held in reserve for a period of time during the grant period, based on the Department’s availability of funding, or other budgetary factors.

#### **5. *Proposal Requirements & Format***

Grant Proposals shall include the items listed here in Section 5 and must address all required elements and the required document formatting. ODVA will review the overall Proposal for the document formatting. Only Proposals, that meet these requirements, will be moved to the Evaluation Phase. The Department may return the proposal to the organization, to make the necessary changes to meet the formatting requirements in advance of the deadline submission date. Submission must be made via the link provided on the ODVA website.

*\*\*\*Please contact the ODVA Grants Coordinator for clarification of the requirements\*\*\**

##### **5.1 REQUIRED DOCUMENT FORMAT (25-page maximum, not including attachments)**

- All pages must be standard letter size (8.5” x 11”)
- Use a 12-point Times New Roman or Calibri font, double line spacing, and 1-inch margins. Tables may be in 11-point font.

- The Narrative and Budget Narrative must be in one document. List in sequence each section listed below. 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

#### 5.2 REQUIRED FILE NAME FORMAT

The following format must be used when naming the files for submission. All files must be uploaded via the submission link, at the same time.

OrganizationName\_Narrative\_VSgrant (Example: YMCA)

Name\_Narrative\_VSgrant

- YMCA\_Narrative\_VSgrant
- YMCA\_ApplicantCertification\_VSgrant
- YMCA\_Budget\_VSgrant

For attachments and exhibits use the following (Example: business registration with Secretary of State)

- YMCA\_business\_registration

#### 5.3 REQUIRED ELEMENTS – NARRATIVE CONTENT

**Part 1: Cover page** Applicant Certification Form provided by ODVA

The certification form must be signed by an **authorized signer** for the organization.

**Part 2: Project Narrative Sequence** (25-PAGE MAXIMUM, NOT INCLUDING ATTACHMENTS)

A. Executive Summary. (1-page limit)

Use the Executive Summary to give a high-level overview of the current support for veterans, if any, and then how the grant will help to make positive changes to meet the needs of veterans. Note these ideas should be expanded upon throughout the Proposal.

- a. Briefly identify and describe the need for the services to veterans in your community.
- b. Describe what the project is going to accomplish and how the Applicant will achieve these goals through the implementation plan.
- c. Describe how the project will directly impact and meet the needs of veterans.

B. Project Narrative: What is the need for Veteran Services in your community?

Here is where the narrative must give details on the need for the services and/or supplies. State this in terms of the benefits to veterans.

Grant funds are intended to expand and enhance veteran programs in Oregon. The Grant Proposal may have one or more distinct projects; however, each project's purpose should be separately described, identifying the goals, objectives, outcomes and amount of funds requested. The narrative of the work plan must be specific on how the Applicant is going to accomplish the project(s) identified in the proposal. Describe how the organization has identified or will identify the veteran population and then how the organization will reach these veterans. The Grant Proposal must include details on the scope of work, the timeline, the plan and the process.

- a. The narrative must clearly describe how the Applicant will meet the needs of veterans in *at least one* of the following target areas:
  1. Mental health care or physical health care;
  2. Housing security;
  3. Employment opportunities and employment stability;
  4. Education and training opportunities;
  5. Transportation accessibility and availability;
  6. Promoting veterans' organizations that provide critical services for veterans within a community, region or on a statewide basis; or
  7. Supporting existing programs identified by the ODVA Advisory Committee.
  
- b. The proposal's plan should also clearly answer the following questions:
  1. How will the project(s) meet the needs, directly impact and benefit veterans?
  2. How will the organization improve upon or include a focus on Equity, Diversity and Inclusion? (e.g. BIPOC, LGBTQ, individuals with disabilities, women veterans, aging veterans, etc.)
  3. What is the expected number of veterans that will be served by the program?
  4. What is the implementation timeline?
    - a. If the plan includes a NEW staff position, a job description and timeline for hiring must be included with the proposal.
  
- c. Applicant's organizational capacity and fund administration is a key component to the success of the grant. In this portion of the narrative, **all** of the following components should be addressed:
  1. The Applicant's Mission and Vision Statements.
  2. A brief history of the organization's current efforts in providing services and how the organization will support the veterans.
  3. Identify any partnerships which your organization has that enhanced the capacity of your organization to serve veterans.
  4. A statement about the Applicant's business structure to support the proposed work, and use of grant funds awarded in compliance this RFGP and all applicable federal and state laws. As well as providing the following information:
    - a. How long the organization has been serving the community; and
    - b. The type of organization or entity as listed in Section 1.2 *Eligibility; and*

- c. A list of the Board members (or organizational leadership) and their capacity to oversee the grant's implementation; and
  - d. A list of the key person(s), in the organization, that will have a significant role in overseeing operations for the project or administering the grant; and
  - e. Financial ability to pay for grant related expenses, prior to reimbursement.
- C. Measurable Outcomes: In this part of the narrative, 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. In *Section 2.4* Measurable outcomes and required data were introduced. Reminder to use the SMART system to guide your writing and include the following:
- a. Description of measurable outcomes based on goals and objectives; and
  - b. Describe how Applicant will track and collect the data required for quarterly reporting, including the number of veterans and their families serviced; and
  - c. Include a sample form or log, etc., that may be used to track the data.
  - d. If the proposal includes a new position for the organization, you must include a Job Description and a timeline for the hiring of that position.

### Part 3: Budget Narrative & Financial Information

*\*Administrative costs are limited to 10% of the total Grant Funds awarded\**

In the Budget Narrative, the Applicant will specifically identify the cost of the project(s) to be funded from the grant. Give specifics aligning expenses to projects, services, large purchases, etc.

The ODVA Budget *templated must be used for this purpose*. You may want to also include a statement about any other fund sources, that will be used to match the grant funding. *Limit: 1-page*. The *Grant Funds* budget template includes a line item detail for (*at a minimum*), personnel salary, benefits, administrative costs, travel, outreach, education, electronic equipment, services and supplies.

### Part 4: Additional Required Documentation

Each of the following documents must be attached/uploaded with the proposal submission.

When naming the documents, use the File name format as indicated in Section 4.2 above.

- A. Licensing - Nonprofits organized under 501(c)(3), 501(c)(23) or 501(c)(19) must attach:
  - a. Proof of current (active) business registration with Oregon Secretary of State Corporation Division; and
  - b. Proof of registration with the Charitable Activities Section of the Oregon Department and the most recent Oregon Form CT-12 report (*entire report*) filed with the Department of Justice.
- B. Federal Employer Identification Number (EIN) IRS W-9 form, *Request for Taxpayer Identification Number and Certification*.
- C. Financials
  - a. Current annual operating budget; and
  - b. Previous 2-years of filed federal tax return (e.g.: IRS 990, S-Corp)

- D. Letters of Support/Recommendation – Attach no more than three letters of support, each letter must be no more than one page in length.

## 6. Proposal Evaluation

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

ODVA will review the Proposals received to verify whether or not each Proposal meets the Proposal Requirements and Format in Section 5, and determine whether the Proposal is responsive. Those Proposals meeting the requirements will be moved forward to the Evaluation Phase. Those Proposals that do not meet the formatting requirements, may be returned to the applicant to be reformatted prior to being moved into the evaluation phase.

### 6.1 POINTS STRUCTURE

The Evaluation Committee will score each proposal using a 72-point maximum scoring rubric. *The full Evaluation Rubric is available on the ODVA Grants webpage.*

	Description	Points
1	Executive Summary	3
2	Purpose(s) of the Grant	8
3	Work Plan: data, outreach, equity in filling the gap	8
4	History, Organization Capacity & Business Structure	16
5	Measurable Objectives, Outcomes & Data	9
6	Budget Proposal	11
7	Meeting the needs of Veterans	8
8	Financials & Recommendations	9
<b>Total Points Possible</b>		<b>72</b>

### 6.2 EVALUATION & 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 make funding recommendations to ODVA’s Director.
- The Director has final approval of the funding recommendations.

When determining which grant proposals to fund, ODVA shall make funds available statewide and may give priority to:

- To those proposals that the Department determines are best designed to help veterans in their 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.

### 6.3 AWARD NOTICE

ODVA will send a written Notice of Award, to all grant Recipients for the Veteran Services RFGP. The notice will indicate the award amount, the performance period, and any next steps. In addition, the organization names will be published on the Oregon Department of Veterans' Affairs website.

## 7. Grant Agreements

The Grant Agreement is a contract between ODVA and the 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 organization. The Grant Proposal, Budget and other required documents submitted may be exhibit(s) to the Agreement.

No funds will be disbursed until a fully executed Grant Agreement is in place. All project costs shall be incurred during the Performance Period, or as identified in the Grant Agreement.

### Funding Notes

*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.*

*Disbursement of funds are subject to the availability of sufficient moneys in and from the Funding Source, Agency will disburse Grant Funds to Grantee for the allowable Project activities undertaken during the Performance Period.*