

Question

Answer

Salary Questions- ORS 406.530 (3) (c)

I have a question about the grant funds and what they can be used for. A lot of emphasis was put on not hiring someone for certifying official purposes, and there was a limit placed on hiring coordinators of 35,000 if the college matched those funds. What if we wanted to hire outside of certifying officials and coordinators? For instance, what if I wanted to hire for an advising, or an outreach position. Does that same limitation hold of the college having to support 50% of those funds and the limit of 35,000?

Yes, if the positions are for direct work with the student veterans, the grant can support these. Some things to think about, what percentage of the grant will go to this expense? Will the school fund the position for the following year? The proposal should clearly identify what the work of the position will be for and how the outcomes will be measured. ODVA recommends no more than 25% of total funding request be for this purpose.

We are thinking some that a Part Time, non-benefited Student/Peer Mentor could add value in terms of some outreach and peer/participant support with regards to the overall effort-(in the event the associated costs were 100% reimbursable). Grant reporting and accountability functions would remain with the Director and the institutional Grants Staff. Is this type of position an allowable expense?

Yes, Since your school already has a CVRC Coordinator/Director, the CC has met the requirement to have a coordinator in place, prior to any disbursement of funds. Grant funds may be used to pay for a student work/study position, at the campus center. A best practice would be to have the position filled by a student veteran, if possible.

My job is half VCO and half Coordinator. We are a smaller college on the coast and have about 50-70 vets a term attending. Most using their GI Bill benefits and some are not. The question is the last grant allowed 25% of my salary to be paid since half my position is the Coordinators position. Will this be allowed with the new grant?

Yes, under these circumstances you may allow for 25% of your salary to be funded by the grant, in this situation.

I/we are writing seeking some clarity around the "matching funds" component of this RFP. Referencing Section Part III (Budget Proposal Requirements), Section B (Matching Funds and Resources), I wonder if you can give us some additional guidance around expectations.

SB 35 states that the CC/PU may use up to \$35,000 of grant funds to pay a Campus Veteran Resource Center Coordinator's salary, provided the CC/PU matches at least 50% of grant funds used for that purpose." In other words, if \$35,000 is used for salary and benefits the school must contribute at least 50% (\$17,500) in funds. All expenditures must be within the grant period.

Is KCC (the institution) expected to provide a 100% ("dollar for dollar") Match to the full \$100,000 potential amount, or is there a lesser value of commitment (i.e. 25%) we can strive for and still, be in compliance?The matching funds are required only for funds allocated for a CVRC Coordinator. It is crystal clear the grant cannot be used to pay the salary of the School Certifying Official (SCO). We understand, and the SCO is fully funded through the school.

Yes, this is an appropriate use of funds. Best practice would be to include a percentage of estimated time that may be spend on the SCO work, in the proposal and in the job description.

However, I intend to request grant salary support for our new Veteran Services Director (similar to the "coordinator" but with a different title) position that is being worked through our HR team right now. I intended for the Director to serve as an "alternate SCO" such that when our current SCO is sick, on vacation, or attending training that veteran benefits are still worked. Serving as a back-up SCO seems to be a common part of Position Descriptions I have researched, and I think it would be helpful. I'm just trying to ensure we're not crossing any lines inadvertently.

You are exactly on the right track, with respect to allocating the funding across the grant projects. The salary and benefits are best split evenly, this makes it easy, on you and ODVA.

We believe the new Director of Veteran Services position will positively impact all 3 project goals. Since the new position will impact all 3 goals, I assume we should spread the salary out across the columns in "Salaries & Employee benefits" since the \$35,000 salary would not be applied to only one project goal. For example: \$12,000 in Project Goal 1; \$12,000 in Project Goal 2; and \$11,000 in Project Goal 3.

Is the match by category or just by total (meaning could we cover the college commitment in being able to demonstrate staff and benefits already paid from our general ledger, or do we need to cover a portion of what we'd propose in books, then tuition offsets, etc)?

While there are no other requirements for matching funds, IF the school is proposing capital improvement work on the center, ODVA would like to see any matching funds/resources provided by the school (or other sources) shown on the budget. Other resources may be in the form of donation of space, furniture, technology equipment, paying electricity bill, etc. Matching funds would be those committed to the capital improvement of the space.

Could the salary match include the benefits for the position, or even other costs associated with the campus veteran resource center?

A grant recipient may use up to \$35,000 of grant funds awarded under this section to pay a campus veteran resource coordinator's salary & benefits, if the grant recipient commits to matching at least 50% of grant funds used for that purpose.

Can funding be used for a part time position for a non-Coordinator role. This individual would be in charge of outreach and supporting the CVRC.

If the position's scope of work is used to directly work with the student veterans within the CVRC, or to implement work conducted by the CVRCG, this position would fall within the scope of a CVRCG Coordinator. A grant recipient may use up to \$35,000 of grant funds awarded under this section to pay a campus veteran resource coordinator's salary & benefits, if the grant recipient commits to matching at least 50% (\$17,500) of grant funds used for that purpose. ODVA recommends no more than 25% of total funding request be for this purpose.

If we ask for funding for a Graduate Assistant, would we need a match funds from the college? Must the institutional match be for the same person(s) as grant funds are requested? I.e., if grant funds are used for some, but not all, of an institution's coordinators could match be from institutional expenses for other (not-grant-funded) coordinators?

No, matching funds are only required for the Coordinator position. No, All expenditures must be within the grant period. This is from SB 35 2019 Section 1 (3)(a)(c) A grant recipient may use up to [\$25,000] \$35,000 of grant funds awarded under this section to pay a campus veteran resource coordinator's salary if the grant recipient commits to matching at least 50 percent of grant funds used for that purpose. Yes, Your understanding is correct.

Just to clarify to make sure we are documenting our match properly: is the requirement to provide 50% of coordinator salary request in overall matching funds, i.e. if the full \$35,000 is requested, at least \$17,500 needs to be provided as match, is that correct?

Formatting: Section 4 RFGP

I was looking everything over do we have to submit two separate narratives one for budget and one for the programs.

Only one document. Both the program narrative and budget narrative are to be in one document.

I have completed the official ODVA grant Budget Form that was provided with items and corresponding costs.

The Project Narrative and the Budget Narrative are to be submitted as one complete document. In other works do not submit two separate documents, one for the project narrative and one for the budget narrative. The EXCEL book is a stand alone attachment.

For clarity, however, is this is the SAME form in which you want us (CC) to provide the Budget Narrative elements?

I had prepared a separate document in Word for better readability, but am happy to transfer content according to your agency expectations.

I have attached a sample budget narrative (see page 2).

In all fairness to the other institutions, I cannot give guidance on the actual narratives. I can only answer specific technical questions.

Please let me know if this is what you are looking for me to add to my project narrative of less than 20 pages?

Use of Funds: Section 2 RFGP

Are multiple proposals allowable? In other words, if I have several ideas on ways to effectively best serve veterans at the university and including all of them would put me over budget, should the onus be on me to make the decision as to which is the best path to aid veterans, or should I submit alternative proposals to allow the onus to shift to the committee to determine which projects are best compatible with ODVA's mission of helping veterans?

Choose what you believe to be the best ones and include these in the proposal to a maximum of \$100,000. The proposal must show clear goals and objectives and how they support the success of student veterans on your campus.

We have multiple campuses under our umbrella, can we submit a proposal for each separate campus?

NO, only one proposal is allowed for a network of campuses, under one institution.

Can a CC/PU with multiple campuses submit a proposal for more than \$100,000? If a CC/PU has multiple campuses, can responses to the Proposal Requirements be institutional or must it provide specific information on each campus? E.g., could data provided be institutional (aggregated) or would it need to be provided for each campus location separately. Who may sign the "Proposer Certification Sheet"?

NO, the maximum is \$100,000 for each institution. Each goal must have it's own budget. If there is a network of campuses, there must be separate lines for each campus, in the one Proposal budget. This way each campus' progress can be measured independently.

The requirement of the grant pages, the grant outlines section page limits. Do these pages include all of the expense quotes needed for all of the projects?

Someone authorized to bind the CC/PU to the grant contract. Often a financial person—CFO, etc.

In regards to capital improvements, specifically building/renovation quotes, it has been my experience that those can be wildly inaccurate based on unforeseen circumstances. With that being said, it could be detrimental to the VRC to have to suspend a project mid way through. So, if I have capital improvements approved in grant funding and it does wind up over budget, will there be a failsafe in place to assist with that or maneuver/reallocate money from other approved activities?

Do not include the actual quotes for work/expenses in the proposal. The budget only requires the estimated cost of each project.

NO, ODVA will not provide any additional funds, for this work. It is a best practice to have other funding sources available for this instance.

Would the ODVA provide funding for food to the Vet Center food bank? What about funding for meal plans at our campus dining services? Are there any restrictions?

What you are asking is not prohibited, with that, throughout the proposal keep the three goals in mind.

1. Successfully transition from military service into community college or public university. 2. Succeed in an Oregon community college or public university and complete their educational goals. 3. Successfully transition from college to the workforce and community.

Include the work that you believe will support the student veterans, at your college, and how the work will support them, in achieving their educational goals. The evaluators will be looking at all proposals with the intention of meeting the three goals, as stated in the SB 35.

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NO, ODVA will not provide any additional funds, for this work. It is a best practice to have other funding sources available for this instance.

Are we allowed to use a portion of the funds to remodel a space for the purpose of developing a Veteran's Center? If so, is there a minimum or maximum amount of funds that can be used for the remodeling of the space? AND Is construction cost (including demolition, construction, furniture, and appliances) an eligible expense?

Yes, with limitations. Some capital improvement work is allowable, to make a space accessible, to add or remove a wall/partition, to add needed electrical or wiring for technology. The total amount of needed funds from the grant cannot exceed 25% of the total grant award. It is also a best practice to indicate any matching funds for capital improvement in the budget.

Could grant funds pay registration & travel costs to train additional, new certifying officials?

Grant funds cannot be used to pay for certifying officials. School Certifying Officials (SCO) are not campus veteran coordinators. You can apply for funds to hire a coordinator if you match the funds (50%). You can also use the funds for student veterans to keep the center open.

Could funds be used for the cost of snacks and meals for events for Veterans? Also, for marketing, supplies, awards, rental services and city permits for these events?

Yes, this is allowable.

Could funds be used for an event open to all participants but heavily focused and marketed to Veterans?

Yes, this is allowable.

Is a textbook lending library for student veterans allowable?

Yes, this is allowable.

Are we able to set up endowment funds for specific purposes? EG: Emergency Relief, Work-Study program

No, this is a one-time grant program. The Legislature only funded for the current biennium. With that in mind, endowment funds are not an allowable expense.

In the budget item Work Study for ODVA Grant do you mean federal work study as defined by financial aid for Vet. specific work study because that varies term to term

No, we are not using the Federal work study definition. It simply means a job for a student while enrolled in school.

In the RFPG it outlines that assets purchased under this grant shall remain an asset in the service of the Campus Veteran Resource Center for at least X amount of years. What happens if an asset breaks?

If an asset is un-repairable it is understood that it might not be in service for the terms outlined in "Retention and Disposal of Assets". It is requested that if an asset is useable, and can still provide services, that is used by the CVRC to the fullest extent outlined under this section and/or that if an asset can still provide service (but is no longer needed/used by the CVRC) that it is transferred to another organization that provides services to veterans.

Supplant Funds Section 2.2

What does it mean that the Grant Funds cannot supplant funds.

When an institution's budget includes funding from other government sources, the grant funds cannot be used "instead of" these funds.

Namely regarding the "Supplant Funds" limitation. Can grant funds be used to support personnel (such as a coordinator position) previously supported by institutional (non-grant) funding? In response to the pandemic, our institution has instituted a freeze that impacts continued employment of individuals previously placed on a "temporary" basis and all new hiring to fill those positions. This impacts some of our VRC personnel.

The Coordinator's salary and benefits is the one exception to the Supplant Clause.

Budget & Budget Narrative Section 4 Part III

How should we calculate the costs of items for the budget and the budget narrative when the cost could change between when the proposal is written and when the grant cycle actually starts?

When determining the costs of grant expenses, it is recommended to base your forecasted expenses on the actual costs of the items you are requesting at the point the proposal is written. On the budget and narrative, it is okay to provide a conservative ball park figure based on these quotes or estimates with a little wiggle room knowing that the price might change when the grant activity is actually implemented.

Webinar Q & A

Can we use funds for emergency needs/wraparound support (i.e. car repairs, 1 months rent, childcare)?

Part of the purpose of this grant is to help student veterans succeed in an Oregon community college or public university and complete their educational goals. It is understood that factors like housing, transportation, childcare, and food insecurities all have the potential to cause barriers for student veterans as they work to complete their academic goals. There is nothing in statute that limits the use of grant funding in this manner. However, there will be an expectation that the Campus will develop a methodology and criteria to evaluate student veteran "emergency needs" and how funds will be distributed. It is also recommended that a project like this does not make up 100% of your proposed program activity and budget.

Can you also repeat what you said earlier about schools that have previously received this grant?

If you were a grant holder in previous grant interactions, your previous grant funded projects does not play a role into this grant opportunity. The Evaluation Committee will only review material from the 2023-2025 application that you submit.

September 4th [the application deadline] is the Holiday, right? So we need to submit the grant in on 9/1?

The deadline to submit the CVRC grant is September 4, 2023 @ 11:59 PM. September 4th is Labor Day, so please plan your submission timeline accordingly.

What should we add to the Coordinator Capacity if there is no Coordinator? For part 2?

In this section, please provide a statement about whatever individual/role who will be responsible for implementing the awarded grant fund activity and managing the awarded funds, in compliance with this RFGP and all applicable federal and state laws. Please include any other key staff, indicating their responsibility for implementing and overseeing specific work of the proposal. Describe the capacity of the individual/role 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.

You have mentioned a couple page limits for various sections in the application... are those limits listed in the forms, or only here in the presentation?

Yes, page limits are listed within the grant proposal Section 4, Part 2 & 3.

The CVRCG RFP Orientation mentioned the required submission of "the most recent 1-year CVRC budget"/"Current Budget for CVRC" (Slides 18 & 28); however, the RFGP does not mention such a requirement. Must the most recent 1-year CVRC budget be submitted? If so, should it be attached with the W-9 or as its own .pdf file?

The 1- year budget is an optional attachment (some applicants do not have a most recent 1-year budget for the program because it might be the first year they have a CVRC). If you have a most recent budget, it is optional to attached it with the W-9 attachment. However, no evaluation points will be assigned to the most recent 1-year budget so not having one will not impact the program. I apologize if I did not specify in the orientation that the most recent 1-year budget is an optional additional document.

The RFGP (Section 4.1, Required File Name Format) includes "Participant Log Example" and "Participant Outcome Tracking" files. Are one or both of those required for the CVRCG 2023 submission? If so, where can I find more information on the required content?

Please note, the RFGP requests a proposed budget for the proposed project. This is different from the "most recent one year budget" and should be a separate attachment from the W-9. The template to use for the proposed budget can be found on the ODVA CVRCG webpage next to the request for grant proposal.

My understanding is that this is asking for the work plan, objectives, outcomes and goals in that order. Is it acceptable for me to write this section by the goal addressed? For example: [Can we write] Goal 1 is "Successfully transition from the military into an Oregon community college or public university." to further this goal we will... listing out the goals, objectives and outcomes. I feel it would be much easier for someone to read and digest if broken down by the goal we are trying to achieve rather than one very large discourse of each topic.

Section 4.3 Part I, II, and III outline required documents that need to be submitted to develop a "complete application". The example in section 4.1 which included "participant logs" or "outcome tracking" were just examples of the names for documents that can possibly be included in the application if you have them for the proposed projects (as part of your methodology for tracking grant objectives and outcomes).

The only formatting requirements in the RFGP are specifically for the files. When it comes to the required elements (Section 4.3) part II b. there is not a formatting requirement for this section other than the page limit. In other words, you are welcome to format the workplan, objectives, outcomes, and goals in whatever manner works best for you as long as it provides the information requested in the RFGP and stays within the page limits for that section.

Something we are hoping to be able to do is allocate a one-time stipend for our graduating military-affiliated students with the intention they use these funds for clothes in preparation for their first work role after graduation. Do you know if this would be an allowable type of expense?

There doesn't appear to be anything statute or within the RFGP "Limitation on Use of Funds" list that would prevent the use of funds from being used in this manner. However, there will be an expectation that the Campus will develop a methodology, criteria, and how funds will be distributed. It is also recommended that a project like this does not make up 100% of your proposed program activity and budget.
