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TEMPORARY ADMINISTRATIVE ORDER
INCLUDING STATEMENT OF NEED & JUSTIFICATION

DVA 4-2017
CHAPTER 274
DEPARTMENT OF VETERANS' AFFAIRS

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FILING CAPTION: Veteran Services Grant Fund

EFFECTIVE DATE: 12/27/2017 THROUGH 06/24/2018

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NEED FOR THE RULE(S):

These rules are needed to inform the public about the requirements and processes for applying for grants in the new ODVA Veteran Services Grant fund created under HB 2891 (2017).

JUSTIFICATION OF TEMPORARY FILING:

The 2017 Legislature created the ODVA Veteran Services Grant Fund under HB 2891 (2017). The bill requires ODVA to adopt rules. The request for grant proposal is going to be issued December 27, 2017 and the rules need to be in place immediately.

DOCUMENTS RELIED UPON, AND WHERE THEY ARE AVAILABLE:

HB 2891 (2017), may be found on the Oregon Legislative website or at ODVA offices, 700 Summer Street, Salem, OR 97301.

RULES:

274-037-0200, 274-037-0210, 274-037-0220, 274-037-0230, 274-037-0240, 274-037-0250, 274-037-0260, 274-037-0270, 274-037-0280, 274-037-0290, 274-037-0300, 274-037-0310

ADOPT: 274-037-0200

RULE TITLE: Veteran Service Grants Background and Purpose

RULE SUMMARY: Provides background and purpose on the veteran services grant program

RULE TEXT:

(1) The 2017 Oregon State Legislature passed House Bill 2891 (Chapter 664, Oregon Laws 2017) that established Veteran Services Grant Fund with \$550,000 available in grants. The funding for the grant program uses State of Oregon Lottery Fund dollars established under Measure 96, which amended the Oregon Constitution to provide lottery funds specifically for services to Oregon veterans.

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

- (a) Mental health care or physical health care;
 - (b) Housing security;
 - (c) Employment opportunities and employment stability;
 - (d) Education and training opportunities;
 - (e) Transportation accessibility and availability;
 - (f) Promoting veterans' organizations that provide critical services for veterans within a community or region or on a statewide basis; or
 - (g) Supporting existing programs identified by the Veterans' Affairs Advisory Committee.
- (3) Grants will be awarded in amounts ranging from \$25,000 to \$250,000. A Proposer may only submit one Proposal. The total amount available for grants is \$550,000.
- (4) The grant period is from the grant award date to June 30, 2019. All funds must be used and all work completed by June 30, 2019.
- (5) All grants are "one-time" grants and grant recipients should not assume that grant funds will be available in subsequent years.
- (6) The purpose of these rules is to describe the Grant Program requirements and processes.

STATUTORY/OTHER AUTHORITY: HB 2891 (2017), Chapter 664, OR Laws 2017

STATUTES/OTHER IMPLEMENTED: HB 2891 (2017), Chapter 664, OR Laws 2017

ADOPT: 274-037-0210

RULE TITLE: Definitions

RULE SUMMARY: Definitions that apply to OAR 274-037-0200 to 274-037-0310

RULE TEXT:

These definitions apply to OAR 274-037-0200 to 274-037-0310

- (1) "Department" means the Oregon Department of Veterans' Affairs.
- (2) "Evaluation Committee" means a committee selected by the Department to evaluate and score eligible Grant Proposals.
- (3) "Grant Agreement" means an agreement entered into between the Department and a Proposer that is awarded a Grant as result of the Request for Grant Proposals.
- (4) "Grant Funds" means funds awarded to a Proposer for a particular purpose.
- (5) "Grant Program" means the Oregon Department of Veterans' Affairs Veteran Services Grant Program.
- (6) "Organization" means an organization or entity that is eligible to apply for a grant.
- (7) "ORPIN" means the Oregon Procurement Information Network, which is the State of Oregon Department of Administrative Services website, ORPIN <http://orpin.oregon.gov/>.
- (8) "Proposal" means a grant application submitted to the Department in response to the RFGP.
- (9) "Proposer" means the organization or entity that submits a Proposal.
- (10) "RFGP" means the Request for Grant Proposals.
- (11) "Supplant funds" means to use Grant Funds awarded to replace the Proposer's existing funds.
- (12) "Veterans Organization" means a congressionally chartered Veterans Service Organization that is recognized by the United States Department of Veterans Affairs Office of General Counsel for the purpose of preparation, presentation, and prosecution of claims under laws administered by the Department of Veterans Affairs.

STATUTORY/OTHER AUTHORITY: House Bill 2891 (Chapter 664, Oregon Laws 2017)

STATUTES/OTHER IMPLEMENTED: House Bill 2891 (Chapter 664, Oregon Laws 2017)

ADOPT: 274-037-0220

RULE TITLE: Grant Application Process

RULE SUMMARY: Grant application process for veteran services grant

RULE TEXT:

- (1) The Department will post a Request for Grant Proposal (RFGP) on the State of Oregon Department of Administrative Services website, ORPIN <http://orpin.oregon.gov/> (Oregon Procurement Information Network).
- (2) To access the RFGP and submit a grant application, a Proposer must use the ORPIN system. From the ORPIN website's Home Page, a Proposer must select "Browse," then select "Browse Opportunities," then select "By Organization," and choose "Issued by" and "Search" and then select "Oregon Department of Veterans' Affairs."
- (3) To submit an application, a Proposer must register under "Supplier Registration" on ORPIN.
- (4) The Department will also post information about the RFGP and the link to ORPIN on the Department's website, <http://www.oregon.gov/odva>. Select "Apply to Grant Programs," and then "Veteran Services Grant Program RFGP."
- (5) The RFGP will include the following information:
 - (a) Grant Program purpose and overview;
 - (b) Proposer eligibility requirements, award amounts and award limitations;
 - (c) Grant period;
 - (d) Allowable uses for grant funds and limitations on uses;
 - (e) Proposed scope of work, measurable goals and outcome requirements;
 - (f) Request for Grant Proposal process;
 - (g) Technical and cost Proposal requirements;
 - (h) Grant recipient reporting requirements;
 - (i) Proposal evaluation, scoring criteria and award; and
 - (j) Grant agreements.
- (2) Dates for the closing, evaluation and awards are stated in the RFGP.

STATUTORY/OTHER AUTHORITY: House Bill 2891 (Chapter 664, Oregon Laws 2017)

STATUTES/OTHER IMPLEMENTED: House Bill 2891 (Chapter 664, Oregon Laws 2017)

ADOPT: 274-037-0230

RULE TITLE: Organizations Eligible to Apply for a Grant

RULE SUMMARY: List of Organizations Eligible to Apply for a Grant

RULE TEXT:

(1) Only the following organizations and entities may apply for a grant:

(a) Nonprofit organizations that are incorporated under 501(c)(3);

(b) Veterans organizations that are incorporated as nonprofit organizations under 501(c)(19);

(c) Tribal, regional or local governments; or other state agencies under programs established under state or federal law;

(d) Oregon quasi-public agencies; and

(e) Oregon intergovernmental agencies.

(2) Organization must have at least a one-year operational history of providing services.

STATUTORY/OTHER AUTHORITY: House Bill 2891 (Chapter 664, Oregon Laws 2017)

STATUTES/OTHER IMPLEMENTED: House Bill 2891 (Chapter 664, Oregon Laws 2017)

ADOPT: 274-037-0240

RULE TITLE: Allowable Uses of Grant Funds

RULE SUMMARY: Allowable uses for grant funds

RULE TEXT:

(1) Grant Funds are designed provide services to veterans.

(2) Grant Funds awarded may only be used to support providing services to veterans as specified in OAR-274-037-0200(2).

(3) Grant funds may not be used to supplant Proposer's funds.

STATUTORY/OTHER AUTHORITY: House Bill 2891 (Chapter 664, Oregon Laws 2017)

STATUTES/OTHER IMPLEMENTED: House Bill 2891 (Chapter 664, Oregon Laws 2017)

ADOPT: 274-037-0250

RULE TITLE: Limitations of Use of Grant Funds

RULE SUMMARY: Limitations of Use of Grant Funds

RULE TEXT:

(1) Grant Funds may not be used for the following purposes:

(a) Grant Funds may not be used to supplant current funding of existing activities. Although Grant Funds may be used for administrative costs, administrative costs may not exceed 10% of the total grant request.

(b) Grant funds may not be used for any of the following:

(A) Capital costs or renovations or capital campaigns.

(B) Deficit financing and debt retirement.

(C) Memorials or tributes.

(D) Grants or direct payments of monies to veterans or other individuals.

(E) Grants to other entities or organizations.

(F) Endowments.

(G) Fundraising.

(2) Services provided using Grant Funds must be provided at no cost to veterans.

STATUTORY/OTHER AUTHORITY: House Bill 2891 (Chapter 664, Oregon Laws 2017)

STATUTES/OTHER IMPLEMENTED: House Bill 2891 (Chapter 664, Oregon Laws 2017)

ADOPT: 274-037-0260

RULE TITLE: Grant Application

RULE SUMMARY: Grant Application

RULE TEXT:

Proposers must submit a completed grant application and the required attachments. The grant application will include:

- (1) General proposal information
- (2) Technical proposal
- (3) Financial information and budget proposal
- (4) Proposer information and certification sheet
- (5) Required attachments

STATUTORY/OTHER AUTHORITY: House Bill 2891 (Chapter 664, Oregon Laws 2017)

STATUTES/OTHER IMPLEMENTED: House Bill 2891 (Chapter 664, Oregon Laws 2017)

ADOPT: 274-037-0270

RULE TITLE: Measurable Outcome Requirements

RULE SUMMARY: Measurable Outcome Requirements

RULE TEXT:

Proposals must describe the measurable outcomes the Proposer wants to achieve, including:

- (1) Describe the measurable outcome, based on goals and objectives. Important: One of the measurable outcomes must be the number of veterans served by the grant.
- (2) State the method used to measure the outcomes, and the timeline for measuring outcomes (at least quarterly).
- (3) Describe how Proposer will collect the data required for quarterly reporting.

STATUTORY/OTHER AUTHORITY: House Bill 2891 (Chapter 664, Oregon Laws 2017)

STATUTES/OTHER IMPLEMENTED: House Bill 2891 (Chapter 664, Oregon Laws 2017)

ADOPT: 274-037-0280

RULE TITLE: Evaluation Committee, Grant Review Process

RULE SUMMARY: Evaluation Committee, Grant Review Process

RULE TEXT:

Each member of the Evaluation Committee will review and score each Proposal based on the scoring criteria in OAR 274-037-0280. The Evaluation Committee will meet and review all Proposals and rank them based on scoring criteria.

STATUTORY/OTHER AUTHORITY: House Bill 2891 (Chapter 664, Oregon Laws 2017)

STATUTES/OTHER IMPLEMENTED: House Bill 2891 (Chapter 664, Oregon Laws 2017)

ADOPT: 274-037-0290

RULE TITLE: Grant Scoring Criteria and Awards

RULE SUMMARY: Grant Scoring Criteria and Awards

RULE TEXT:

(1) The Evaluation Committee will score each proposal using a 100-point maximum scoring system. Evaluators will assign a score for each evaluation criterion listed below up to the maximum points available. Scoring will be based on the following criteria:

(a) Goals and targeted subject area. Whether and to what extent the Proposal meets the intended goals and purposes of the Proposal and meets one of the targeted subject areas. 20 points

(b) Meeting the needs of veterans. Whether and to what extent the proposed veteran services will meet the needs of veterans. 15 points

(c) Number of veterans served. Whether and to what extent the proposed number of veterans served is appropriate for the scale and size of the Proposer to optimize impact and resources. 15 points

(d) Proposer capacity. Whether and to what extent the Proposer is capable of implementing the Proposal. Factors that will be considered include: depth and history of experience providing services; and financial resources available other than Grant Funds. 15 points

(e) Measurable outcomes. Whether and to what extent the outcomes are measurable and demonstrate the benefits to veterans. 10 points

(f) Fulfills gaps in services. Whether and to what extent the Proposal fills a gap in existing services provided to veterans, including specific objectives such as geographic diversity, demographic diversity, or serving an underserved veteran population. 10 points

(g) Budget proposal. Whether and to what extent the proposed budget aligns with the purposes and objectives of the Proposal. 10 points

(h) Letters of support. Whether and to what extent the letters of support submitted by Proposer support the capability of the Proposer to implement the project. 5 points

(2) Awards will be made to the highest ranked Proposals. In addition to scored results of all Proposals, the Evaluation Committee will consider the total amount of available grant funds (\$550,000) and the total dollar amount requested in all grant proposals when making a determination about distributing grant funds.

STATUTORY/OTHER AUTHORITY: House Bill 2891 (Chapter 664, Oregon Laws 2017)

STATUTES/OTHER IMPLEMENTED: House Bill 2891 (Chapter 664, Oregon Laws 2017)

ADOPT: 274-037-0300

RULE TITLE: Grant Recipient Reporting Requirements

RULE SUMMARY: Grant Recipient Reporting Requirements

RULE TEXT:

Grant recipients must submit a written quarterly report to the Department, on a form approved by the Department, no later than the last day of the month that follows the last month of a quarter (January 31, April 30, July 31, October 31). The reports must include data on measurable outcomes and expenditures.

STATUTORY/OTHER AUTHORITY: House Bill 2891 (Chapter 664, Oregon Laws 2017)

STATUTES/OTHER IMPLEMENTED: House Bill 2891 (Chapter 664, Oregon Laws 2017)

ADOPT: 274-037-0310

RULE TITLE: Notification of Grant Awards

RULE SUMMARY: Notification of Grant Awards

RULE TEXT:

After the Evaluation Committee determines which Proposals will receive Grant awards, the Department will send a notice to will notify all Proposers in writing that the Department intends to award a Grant to the selected Proposers.

STATUTORY/OTHER AUTHORITY: House Bill 2891 (Chapter 664, Oregon Laws 2017)

STATUTES/OTHER IMPLEMENTED: House Bill 2891 (Chapter 664, Oregon Laws 2017)