

# Veterans Resource Center Grant Program

(RFA #18-053)

## Frequently Asked Questions

(Updated 06-22-2018)

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**Instructions:** Click on the hyperlinked question below to view the answer.

1. [Will questions submitted via phone or email at a later time also be answered via FAQ?](#)
2. ["Response to Need", section 'b' states: "b. Describe the community college's readiness to implement needed activities and support services identified in the need statement, Section G, part 2." However, it does not appear that there is a 'section G' in the need statement section. Can you provide a clarification as to this reference?](#)
3. [On page 11 "Application Submission" Point a, it says four copies one place and three copies in another. Which is the official number?](#)
4. [Would you please again cite where we can find veteran student headcount numbers?](#)
5. [Should staffing charts be included within the narrative or as an appendix?](#)
6. [On the budget, do you want it broken down by year or for the entire 39 month span?](#)
7. [I attempted to download the .pdfs but the link didn't allow it...is there any way to send through email?](#)

8. Is the 600 headcount for the combined total of summer 2016, fall 2016, and spring 2017 or is it for each term?
9. We want to confirm the veterans' headcount figure provided by your office is accurate. Please let us know what it consists of.
10. Are there any restrictions on construction expenses for a new or existing VRC?
11. Is indirect cost allowed as part of this proposal?
12. Do we need to have four work plans for the four required objectives that need to be addressed?
13. If we meet the objectives in one of the area's do we still have to include it in the Grant application? Could we just put objectives met in that area?
14. Could this grant cover food, gas card, buses for travel to college campuses and visits to different job sites? Could it pay for incentives for Veterans to attend events? Can they be used to pay faculty and staff?
15. Please define veteran for the purposes of this grant?
16. Are dependents counted if they are receiving benefits?
17. Do we include only the Veterans that we serve who are receiving the GI bill or ANY veteran whom we have a DD214 on file and we provide services?
18. To clarify, the VRC Grant is intended to establish or expand on-campus VRCs, not to establish or expand services provided in or by the VRCs?
19. Can these onetime VRC funds be used for facilities/capital outlay needs that were exhibited in the college's VRC categorical funding application?

20. Based on statistics, our College would qualify for the \$100,000 award. This amount is the total that will be allocated over the entire grant period and is not an annual award amount, correct?
21. On Statement of Need, Response to the Need, and Workplan, can charts and excel tables be used, and if so, what size must they be? Such as font within? 12 point Arial or can they vary depending on chart, table, etc.
22. I noticed the language on page 4, "only one application per college will be accepted." What do you advise for multi-college districts? Is it allowable to submit a single applications for three colleges?
23. In regards to the VRC Grant, the RFA specifies that objectives are either "new" or "expanded". In terms of expanded, is it appropriate to enhance the element? I am asking in regards to elements such as the lounge area. If current furniture in the area needs to be replaced, is that appropriate or would additional furniture have to be purchased to be considered "expanded"?
24. Will letters of support be accepted as part of documentation?
25. Based on the instructions provided on page 6 area D-- "Objectives" --does it mean that all colleges will be identifying the same objectives? Or can we identify our own objectives as long as the four categories in area D are addressed?
26. Is an auxiliary Foundation eligible to submit (and potentially receive) a VRC grant application on behalf of the college?
27. Is there a cover page sample or format template that you recommend us following?

28. Section 7 in the Application Format and Instructions mentions that the overall feasibility of the project is for readers only. Do we need to include a blank page with heading for this section or anything else specifically addressing this topic?

29. Do we need to include the 4% indirect figure on the Budget Summary form?

30. With regard to the Budget Summary form, on the "Total Additional Funding" column, what types of funding should or should not be included?

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**1. Will questions submitted via phone or email (at a later time) also be answered via FAQ?**

The last day to submit questions related to the RFA is June 8, 2018.

**2. "Response to Need", section 'b' states: "b. Describe the community college's readiness to implement needed activities and support services identified in the need statement, Section G, part 2." However, it does not appear that there is a 'section G' in the need statement section. Can you provide a clarification as to this reference?**

Section G. of the application is entitled "Application Format and Instructions". Part 2 of that section is "Need (Statement of Problem)".

**3. On page 11 "Application Submission" Point a, it says four copies one place and three copies in another. Which is the official number?**

The official number is 4. The error has been corrected and the RFA reposted on the Vets webpage. Thank you for pointing out this issue.

**4. *Would you please again cite where we can find veteran student headcount numbers?***

A hyperlink to the report has been provided on page 8 of the RFA.

**5. *Should staffing charts be included within the narrative or as an appendix?***

Please submit the staffing chart as an appendix.

**6. *On the budget, do you want it broken down by year or for the entire 39 month span?***

When completing the budget detail and summary sheets please do so for the entire 39 month grant term.

**7. *I attempted to download the .pdfs but the link didn't allow it...is there any way to send though email?***

I'm not sure which PDF's you are referencing. The RFA distributed to the system and saved on the VETS webpage is in Word format.

**8. *Is the 600 headcount for the combined total of summer 2016, fall 2016, and spring 2017 or is it for each term?***

The headcount figure must be unduplicated, which means the veteran can only be counted once across all four terms.

**9. *We want to confirm the veterans' headcount figure provided by your office is accurate. Please let us know what it consists of?***

An unduplicated student veteran headcount for the Summer 2016, Fall 2016, Winter 2017 (if applicable) and Spring 2017 terms based on data provided by your college to the Chancellors Office MIS Dept.

**10. Are there any restrictions on construction expenses for a new or existing VRC?**

Expenditure guidelines will not be developed for this grant program. Applicants should follow locally established expenditure policies when developing project budgets and making expenditure decisions.

**11. Is indirect cost allowed as part of this proposal?**

Yes, indirect administrative costs (overhead) for the Veterans Resource Center Grant Program grant funding may be charged up to 4% of the total direct costs. Please see page 10 of the RFA for more information.

**12. Do we need to have four work plans for the four required objectives that need to be addressed?**

Applicants should submit a workplan form for each of the four (4) objectives listed in Section D of the RFA.

**13. If we meet the objectives in one of the area's do we still have to include it in the Grant application? Could we just put objectives met in that area?**

As stated in the objectives section, funds should be used to develop new or augment existing VRCs and services provided. You can also use the funds to expand on metrics already developed and existing sustainability plans. I would recommend addressing all four objectives in your application.

**14. Could this grant cover food, gas card, buses for travel to college campuses and visits to different job sites? Could it pay for incentives for Veterans to attend events? Can they be used to pay faculty and staff?**

Applicants should follow locally established expenditure policies when developing project budgets and making expenditure decisions.

**15. Please define veteran for the purposes of this grant?**

A former member of the US Armed Forces. Per the budget language for these grant funds, the “Armed Forces of the United States” means the Air Force, Army, Coast Guard, Marine Corps, Navy, and the reserve components of each of those forces, the National Guard of any state, the California State Military Reserve, and the California Naval Militia.

**16. Are dependents counted if they are receiving benefits?**

No, only student veterans may be included in the headcount figure.

**17. Do we include only the Veterans that we serve who are receiving the GI bill or ANY veteran whom we have a DD214 on file and we provide services?**

The student veteran headcount figure should include all veterans that attended the college without regard to GI Bill usage.

**18. To clarify, the VRC Grant is intended to establish or expand on-campus VRCs, not to establish or expand services provided in or by the VRCs?**

Funds can be used for both purposes.

**19. Can these onetime VRC funds be used for facilities/capital outlay needs that were exhibited in the college’s VRC categorical funding application?**

Applicants should follow locally established expenditure policies when developing project budgets and making expenditure decisions.

**20. Based on statistics, our College would qualify for the \$100,000 award. This amount is the total that will be allocated over the entire grant period and is not an annual award amount, correct?**

Correct, these are one time funds to be allocated over the entire 39 month grant period.

**21. On Statement of Need, Response to the Need, and Workplan, can charts and excel tables be used, and if so, what size must they be? Such as font within? 12 point Arial or can they vary depending on chart, table, etc.**

Tables can be included but will count toward page limits. Data provided in charts and tables should be in 12-point, Arial font.

**22. I noticed the language on page 4, “only one application per college will be accepted.” What do you advise for multi-college districts? Is it allowable to submit a single applications for three colleges?**

No, each college interested in applying for grant funding will need to submit an application. We will not accept a single application on behalf of multiple colleges within a district.

**23. In regards to the VRC Grant, the RFA specifies that objectives are either "new" or "augmented/expanded". In terms of augmented/expanded, is it appropriate to enhance the element? I am asking in regards to elements such as the lounge area. If current furniture in the area needs to be replaced, is that appropriate or would additional furniture have to be purchased to be considered "expanded"?**

Either scenario (replacement of existing or purchase of new furniture) would be acceptable and considered an augmentation.

**24. Will letters of support be accepted as part of documentation?**

No, please do not submit letters of support with your application.

**25. Based on the instructions provided on page 6 area D-- “Objectives” --does it mean that all colleges will be identifying the same objectives? Or can we**



**identify our own objectives as long as the four categories in area D are addressed?**

The four objectives listed in Section D of the RFA are the objectives for the VRC Grant. All applicants are required to address each of the four (4) objectives in the workplan.

**26. Is an auxiliary Foundation eligible to submit (and potentially receive) a VRC grant application on behalf of the college?**

No, as stated in Section B. (Eligibility) of the RFA only California Community Colleges may apply.

**27. Is there a cover page sample or format template that you recommend us following?**

No, sample or template is available.

**28. Section 7 in the Application Format and Instructions mentions that the overall feasibility of the project is for readers only. Do we need to include a blank page with heading for this section or anything else specifically addressing this topic?**

No blank page needed. Reviewers will make a judgment as to whether the project is realistically capable of attaining the required and proposed outcomes based on what is written in other sections of the application.

**29. Do we need to include the 4% indirect figure on the Budget Summary form?**

Yes, the 4% indirect figure must be listed on the Budget Summary form.

**30. With regard to the Budget Summary form, on the “Total Additional Funding” column, what types of funding should or should not be included?**

There are no match requirements so you are not required to include any additional funding on the form. However, if you are leveraging additional funding that will support your grant activities, and you want to provide that information, you are more than welcome to do so.