



# Board of County Commissioners Agenda Request

25  
Agenda Item #

**Requested Meeting Date:** September 12, 2017

**Title of Item:** CVSO Operation Enhancement Grant

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Penny Harms		<b>Department:</b> Veterans Services
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> Aitkin CVSO is again eligible for the MN DVA grant in the amount of \$10,000.  The purpose of this grant is to enhance the operations of the Aitkin County Veterans Service Office. The grant can be used for expenses for outreach, marketing, transportation and office equipment.  Please adopt the attached resolution.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt resolution		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED September 12, 2017

By Commissioner: xx

20170912-0xx

County VSO Operational Enhancement Grant Program

**BE IT RESOLVED** by **Aitkin County** that the County enter into the **Grant Contract** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following project: **County Veterans Service Office Operational Enhancement Grant Program**. The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in Minnesota Laws 2017, Chapter 4, Article 1, Section 38, Subdivision 2. This grant should not be used to supplant or replace other funding.

**BE IT FURTHER RESOLVED** by **Aitkin County** that the County Veterans Service Officer, **Penny Harms**, be authorized to execute the Grant Contract for the above-mentioned program on behalf of the County.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 12<sup>th</sup> day of September 2017, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12<sup>th</sup> day of September 2017

\_\_\_\_\_  
Jessica Seibert  
County Administrator

STATE OF MINNESOTA  
MINNESOTA DEPARTMENT OF VETERANS AFFAIRS

COUNTY VETERANS SERVICE OFFICE OPERATIONAL ENHANCEMENT GRANT PROGRAM

GRANT AGREEMENT

This Grant Agreement is between the State of Minnesota, acting through its Commissioner of the **MINNESOTA DEPARTMENT OF VETERANS AFFAIRS** ("State" or "MDVA") and **AITKIN COUNTY**, 217 2nd St. NW, Room 130, , Aitkin, MN, 56431 ("Grantee").

**Recitals**

1. Under Minnesota Statutes §197.608, as amended by Minnesota Laws 2017, Chapter 4, Article 1, Section 38, Subdivision 2, the State is empowered to enter into this grant.
2. The State is in need of enhancing the operation of the County Veterans Service Offices (CVSO). This grant must be used to enhance the operations of the Grantee's CVSO under Minnesota Statutes §197.608, Subdivision 4(a), and should not be used to supplant or replace other funding.
3. The Minnesota Legislature has funded grants to the counties through MDVA for many years. The established practice has been to provide advanced payments of the full grant amount to the Grantee. This has been done to ensure that the counties have sufficient funds available to conduct programming and complete the tasks required by the grants. These counties often have limited cash reserves and do not have the financial capabilities to make grant expenditures first and wait for reimbursements from the State. MDVA is confident that the Grantee will be able to account for the grant funds and abide by the terms of the Grant Agreement, based on their past performance.
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Agreement to the satisfaction of the State. Pursuant to Minnesota Statutes §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

**Grant Agreement**

**1. Term of Grant Agreement**

- 1.1 **Effective date:** July 1, 2017 or the date the State obtains all required signatures under Minn. Stat. §16B.98, Subd. 5, whichever is later. Per, Minn. Stat. § 16B.98 Subd. 7, no payments will be made to the Grantee until this grant agreement is fully executed. The Grantee must not begin work under this grant agreement until this agreement is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work except as permitted by Minnesota Statutes §16B.98, Subdivision 11.
- 1.2 **Expiration date:** June 30, 2018, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms:** The following clauses survive the expiration or cancellation of this Grant Agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

**2. Grantee's Duties**

The Grantee, who is not a state employee, will:

- 2.1 Comply with required grants management policies and procedures set forth through Minn. Stat. §16B.97, Subd. 4 (a) (1).

- 2.2 Conduct this grant only as authorized under Minnesota Statute 197.608, Subd.5. This grant must not be used to supplant any existing funding, or to duplicate any programs or services available to Veterans from other agencies or organizations.
- 2.3 Conduct the CVSO Operational Enhancement Grant Program (“Program”) by purchasing one, or more, of the allowable goods and services as specified in the CVSO Operational Enhancement Grant Items Approved/Disapproved for Fiscal Year 2018, identified as Attachment A, which is attached and incorporated into this Grant Agreement.
  - 2.3.1 If the Grantee wishes to purchase a good or service not listed on the approved items list of the CVSO Operational Enhancement Grant Items Approved/Disapproved, Attachment A, they must submit an email request to the MDVA State Authorized Representative listing the item, the estimated cost, and how the item will benefit county Veterans. The item may only be purchased with grant funds upon receipt of written approval from MDVA State Authorized Representative.
- 2.4 Comply with the requirements as specified in the MDVA Grants Manual (Rev. 3), Attachment B, which is incorporated into this grant agreement by reference and available on the MDVA Website – Grants Page: <http://mn.gov/mdva/resources/federalresources/grants/>.) In the event that any provision of the MDVA Grants Manual (Rev. 3), Attachment B is not consistent with any language of the grant agreement, then the terms of this grant agreement supersede the inconsistent provision.
- 2.5 Upon executing the grant agreement, the Grantee must:
  - 2.5.1 Submit to the State Authorized Representative for approval a proposed Work Plan and Budget Expenditure Spreadsheet, in Excel format, an example of which is shown in Attachment C. The Workplan (Section One) must be a brief narrative paragraph providing background and context for the *proposed* Budget Expenditure Spreadsheet (Section Two). The Grantee must submit Attachment C to the State Authorized Representative consistent with the requirements specified in the MDVA Grants Manual (Rev. 3), Attachment B.
  - 2.5.2 Submit to the State Authorized Representative the current annual County Budget for the County Veterans Service Office Operational Enhancement Program to MDVA along with the signed FY2017 Grant Agreement at the beginning of the grant period (Ref: Attachment E – CVSO County Budget Example.) This grant is to be used only as authorized under Minnesota Statute 197.608, Subd.5.
  - 2.5.3 Submit to the State Authorized Representative page 1 of the Conflict of Interest Disclosure Form incorporated in the MDVA Grants Manual (Rev. 3). If at any time during administering the grant, a personal or professional Conflict of Interest situation becomes apparent, the Grantee shall disclose that conflict immediately to the State Authorized Representative in writing as provided for in the MDVA Grants Manual (Rev. 3), Attachment B to determine if corrective action is necessary.

- 2.6 Upon the conclusion of this Project, the Grantee must submit to the State Authorized Representative a Final Report and Budget Expenditure Spreadsheet, Attachment D, in Excel format, a sample of which is attached and incorporated into this grant agreement. The Final Report (Section One) must be a brief narrative paragraph providing background and context for the *actual* budget expenditures listed on the Budget Expenditure Spreadsheet (Section Three). Section Two – CVSO Metrics must also be completed. The Grantee must submit the Final Report, CVSO Metrics and Budget Expenditure Spreadsheet to the State Authorized Representative consistent with the requirements specified in the MDVA Grants Manual (Rev. 3), Attachment B in sufficient detail and to the satisfaction of the State, in order to account for all grant funds expended.
- 2.7 In the event that any provision of the Grantee’s charter or mission, incorporated into this Grant Agreement by reference, is not consistent with any portion of the Grant Agreement, then the terms of this Grant Agreement supersede the inconsistent provision.
- 2.8 Allow the State, at any time, to conduct periodic site visits and inspections to ensure work progress as specified in the MDVA Grant Manual (Rev. 3), Attachment D including a final inspection upon grant completion.

### 3. Time

The Grantee must comply with all the time requirements described in this Grant Agreement. In the performance of this Grant Agreement, time is of the essence.

### 4. Consideration and Payment

4.1 **Consideration.** Consideration for all services performed by Grantee pursuant to this Grant Agreement shall be paid by the State as follows:

4.1.1 **Compensation.** The Grantee will be paid an Advanced Payment lump sum of **\$10,000.00** and must utilize funds for allowable goods and services as specified in the CVSO Operational Enhancement Grant Items Approved/Disapproved for Fiscal Year 2017, Attachment A.

4.1.2 **Travel Expenses.** Travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this Grant Agreement is an allowable expense. The total Travel Budget may comprise all or a portion of the Total Obligation referenced in Section 4.1.3 below. The Grantee will report all travel-related expense on the Travel Log, (as provided in the MDVA Grant Manual (Rev. 3), Attachment B in no greater amount than provided in the current "Commissioner’s Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB).

Travel and subsistence expenses incurred outside Minnesota in neighboring States is allowed, when necessary for the accomplishment of routine tasks (e.g. transporting Veterans to medical appointments, attending conferences etc.) related to the CVSO work.

4.1.3 **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this Grant Agreement will not exceed **\$10,000.00, (Ten Thousand Dollars and No Cents).**

## **4.2 Payment**

- 4.2.1 **Invoices.** The State will promptly pay the Grantee an Advance Payment lump sum payment as specified in Clause 4.1.3 upon execution of this Grant Agreement.
- 4.2.2 **Eligible Costs.** In order to be eligible for grant funds, costs must be reasonable, necessary, and allocated to the grant, permitted by appropriate State cost principles, approved by the State and determined to be eligible pursuant Minnesota Statutes §197.608, as amended by Minnesota Laws 2017, Chapter 4, Article 1, Section 38, Subdivision 2 and this Grant Agreement.
- 4.2.3 **Unexpended Funds.** If the work specified in the Grantee's Duties is not completed, or is completed without expending the budgeted total of MDVA grant funds, the Grantee shall apply MDVA grant funds towards the total cost properly expended on the Tasks specified in the Grantee's Duties, and shall promptly return to the MDVA any funds greater than \$25.00 not so expended. All advance payments on the grant must be reconciled within 12 months of issuance or within 60 days of the end of the grant period, whichever comes first.

## **4.3 Contracting and Bidding Requirements**

All Contracting and Bidding quotes must be documented in writing and submitted to the State Authorized Representative on the "Contracting and Bidding Log" as specified in the MDVA Grants Manual (Rev. 3). Attachment B.

- 4.3.1 Any services and/or materials that are expected to cost \$25,000 or more must undergo a formal notice and bidding process.
- 4.3.2 Any services and/or materials that are expected to cost between \$10,000 and \$24,999 must be scoped out in writing and offered to a minimum of three (3) bidders.
- 4.3.3 Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes.
- 4.3.4 Support documentation of the bidding process utilized to contract services must be included in the Grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- 4.3.5 For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §177.41 through 177.44 consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

## **5. Conditions of Payment**

All services provided by the Grantee under this Grant Agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment, or will return payment already received, for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law. The Grantee will be bound by the MDVA Grant Manual, (Rev. 3), Attachment B as provided by the State.

## 6. Authorized Representative

The State's Authorized Representative is **Liz Kelly**, Grants Specialist, Minnesota Department of Veterans Affairs, Veterans Service Building, 20 West 12<sup>th</sup> Street, St. Paul, Minnesota 55155, 651-201-8225, [liz.kelly@state.mn.us](mailto:liz.kelly@state.mn.us) or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this Grant Agreement.

The Grantee's Authorized Representative is **Penny Harms**, CVSO, Aitkin County, 217 2nd St. NW, Room 130, Aitkin, MN, 56431, (218) 927-7320, [penny.harms@co.aitkin.mn.us](mailto:penny.harms@co.aitkin.mn.us), or his/her successor. If the Grantee's Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the State.

## 7. Assignment, Amendments, Waiver, and Grant Agreement Complete

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this Grant Agreement without the prior written consent of the State, approved by the same parties who executed and approved this Grant Agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this Grant Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Agreement Complete.** This Grant Agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this Grant Agreement, whether written or oral, may be used to bind either party.

## 8. Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this Grant Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this Grant Agreement.

## 9. State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this Grant Agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Grant Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

## 10. Government Data Practices and Intellectual Property

- 10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this Grant Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give

the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

## 10.2 **Intellectual Property Rights**

10.2.1 **Intellectual Property Rights.** The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents *created and paid for under this Grant Agreement*. The "works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this Grant Agreement. "Works" includes documents. The "documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this Grant Agreement. The documents will be the exclusive property of the State and all such documents must be immediately returned to the State by the Grantee upon completion or cancellation of this Grant Agreement. To the extent possible, those works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the works and the documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the works and documents.

## 10.2.2 **Obligations**

10.2.2.1 **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this Grant Agreement, the Grantee will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the State's Authorized Representative with complete information and/or disclosure thereon.

10.2.2.2 **Representation.** The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The Grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs,

and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

## 11. Workers' Compensation

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

## 12. Publicity and Endorsement

12.1 **Publicity.** Any publicity regarding the subject matter of this Grant Agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Grants Specialist. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Grant Agreement.

All projects primarily funded by state grant appropriation must publicly credit the Minnesota Department of Veterans Affairs, and list MDVA as a Sponsor on the Grantee's website when practicable.

12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

## 13. Governing Law, Jurisdiction, and Venue

13.1 Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this Grant Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## 14. Termination

14.1 **Termination by the State.** The State may immediately terminate this Grant Agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 **Termination for Cause.** The State may immediately terminate this Grant Agreement if the State finds that there has been a failure to comply with the provisions of this Grant Agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed. If the Grantee does not commence the grant project within six (6) months of the effective date of this

Grant Agreement, as evidenced by the incurrence of documented expenses for eligible grant costs, then this Grant Agreement shall be reviewed by MDVA, and may be terminated and the funds returned to MDVA to be reallocated.

14.3 **Termination for Insufficient Funding.** The State may immediately terminate this Grant Contract if:

14.3.1 It does not obtain funding from the Minnesota Legislature;

14.3.2 Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

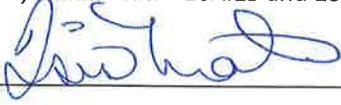
### 15. Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

**APPROVED:**

**1. STATE ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. " 16A.15 and 16C.05 Subd. 2 (a) (3).*

Signed: 

Date: 7/13/17 3-31206

**3. STATE AGENCY**

By: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

SWIFT Contract/PO No(s). \_\_\_\_\_

**2. GRANTEE – Aitkin County**

*The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: 

Title: CVSD

Date: 9-5-17

**Distribution:**

Agency

Grantee

State's Authorized Representative

## ATTACHMENT A CVSO Grant - Items Approved/Disapproved – FY2018

Minnesota Statute § 197.608, as amended, provides that this grant may be utilized for the following general purposes.

- To provide outreach to the county's veterans.
- To assist in the reintegration of combat veterans into society.
- To collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans.
- To reduce homelessness among veterans.
- To enhance the operations of the county veterans service office.

Only the items approved on this form are authorized for purchase using grant funds. The MDVA will seek recovery from your county for any items not on this list that have been purchased with grant funds.

*Expenses must be incurred before the end of the grant period (June 30, 2018)*

### EQUIPMENT & SUPPLIES

<b>Monitors and Dual monitor video cards</b>	<b>Teleconferencing equipment</b>
<b>Laptops/Tablet PC's/I-Pad (including accessories)</b>	<b>Paper shredders or shredding contracts</b>
<b>Personal computers - Desktop</b>	<b>TV /DVD combinations</b>
<b>Printers/Scanners</b>	<b>Mobile broadband data access device/Hotspot</b>
<b>Phone &amp; Internet Service/Cellular Phones/ Smart Phones</b>	<b>Fax machines and installation of initial phone line</b>
<b>Photo copiers (or 12 month lease) (Including user maintenance agreements.)</b>	<b>Digital Cameras</b>
<b>Digital Video Recorders</b>	<b>Digital Projectors – LCD/DLP</b>
<b>Office Furniture</b> that <i>is necessary</i> and is directly related to *new/increased staffing (desk, chair, cubicles, etc.).  * Locking filing cabinets OK anytime  Note: New staff expenses may also be applied to CVSO grant in subsequent years	<b>Office Furniture</b> that <i>is necessary</i> and is directly related to computerization and organization efforts (required furniture for newly purchased equipment such as computer desk, printer stand, scanner table, etc. or other items to increase organization like filing cabinets, etc.).  <b>Office Supplies</b> related to administering the CVSO grant (e.g. copy paper, toner cartridges, ink cartridges, etc.).
<b>Headsets – Phone ONLY</b>	<b>Label printers and supplies</b>

### SOFTWARE & COMPUTER TRAINING

<b>Webinars</b>	<b>Trainings</b> (Microsoft Office – WORD, Excel) etc.
<b>Veterans Information/Case Management Systems and Software</b> (Including user maintenance agreements.)	

### MARKETING

<b>*Marketing expenses</b> (Display boards, TV airtime and newspaper ads, radio airtime, billboards, CVSO shirts & jackets ( <i>every ad must reference LinkVet and include the logo, phone # or web address</i> ))	<b>Publicity Items</b> ( <i>Magnets, Brochures, Challenge Coins – must include reference to LinkVet inc. phone # or web address</i> ) up to a maximum of <b>15% of the annual CVSO grant amount.</b> (e.g. Total Grant Amount \$7,500 = \$1,125 publicity items.)
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**\*Maximum of \$500.00 for CVSO staff clothing and \$25.00 each maximum for giveaway items without prior approval.**

## VETERANS SERVICES

<p><b>Expenses related to the goal of reducing Veteran homelessness</b> <i>(Must be pre-approved)</i></p>	<p><b>Staff expenses for new/increased staff or to fund staff that were previously hired utilizing this grant</b> that provide direct services to veterans.</p>
<p><b>Training at local colleges</b> – Includes all staff in CVSO Office and must relate to the position of CVSO. <i>(Must be pre-approved)</i></p>	<p><b>Travel expenses</b> related to MACVSO / MDVA/ USDVA sponsored training events. <i>(Including transportation, lodging and registration fees)</i></p>
<p><b>Transportation expenses</b> related to the transport of Veterans needing to access their benefits <i>(Including van/vehicle purchases/lease for this primary purpose, maintenance, fuel, etc.)</i></p>	<p><b>Required NACVSO Accreditation/CEU/CVA Training</b> – Must provide a “Certificate of Completion” after training. <i>(Transportation, Lodging and Registration)</i></p>
<p><b>Medical Expenses</b> to pay for 2<sup>nd</sup> opinions on previously denied VA disability claims.</p>	<p><b>“Outreach” Expenses</b> such as benefits fairs, town halls and seminars <u>are</u> allowed however the primary purpose of the event must be to provide information about Veterans benefits. <i>Refreshments &amp; food over \$500.00 must be pre-approved)</i></p>
<p><b>Expenses related to the reintegration of returning service members</b> <i>(Including travel expenses to official reintegration events)</i></p>	<p><b>TRAINING</b>  <b>* NACVSO Accreditation/CEU/CVA Training</b> – Must provide a “Certificate of Completion” after training. <i>(Transportation, Lodging and Registration)</i>   <b>*Training at local colleges</b> – Includes all staff in CVSO Office and must relate to the position of CVSO/ACVSO. <i>(Must be pre-approved)</i>   <b>Admin Staff Training</b> MACVSO Assistant and Secretaries Conference   <i>* Allowed for CVSOs and ACVSOs who are qualified under <u>MS 197.601.</u></i></p>
<p><b><u>Veteran Medallion Samples (VA Marker)</u></b> (three sizes) to display in the office  <b><u>Veteran Cemetery Markers/Flag Holders</u></b> <i>(Replacement of damaged/stolen MDVA supplied)</i>  <b><u>Veteran Cemetery Markers/Flag Holders</u></b> <i>(New for Veterans not eligible for MDVA supplied)</i></p>	<p><b>Employee Meals related to official travel for required training are allowable</b> as specified in Chapter 15 – Expense Reimbursement per the State of Minnesota “Commissioner’s Plan” located at <a href="http://www.mn.gov/mmb">www.mn.gov/mmb</a> Website.</p>
<p><b>Expenses related to the collaboration with other social service agencies</b>, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans.</p>	
<p><i>Note: A detailed Account Activity Statement including 1) Veteran Name, 2) Total Dollars, 3) Payee info and 4) Description is required for the Final Closeout Report.</i></p>	

**Also Approved:**

- Reference materials (medical dictionaries, VA rules and regulations manuals, etc.).
- Up to one year of extended warranties/extended maintenance contracts on equipment and related software purchased during this grant cycle ONLY.
- Payments made to a third party on behalf of a veteran, their survivors or their dependents, such as mortgage, rent, auto loans, insurance, credit cards, etc. with prior State approval.

**\*NOTE: The maximum purchase price for certain items does NOT include tax or shipping charges.**

**Items Not Approved:**

- Direct cash assistance payments to Veterans, their survivors or dependents.
- Donations (includes contributions to organizations that “advertise” donors

## Attachment B

**MDVA Grant Manual Rev. 3** (available on the MDVA Website - Grants Page:  
<https://mn.gov/mdva/resources/federalresources/grants/>)

# Attachment C – Section One

A

B

C

D

1 **CVSO Workplan & *proposed* Budget Expenditures Spreadsheet**

2 **County Name:** \_\_\_\_\_

3 **CVSO Authorized**

**Representative Name:** \_\_\_\_\_

4 **Project Name:**

**County Veterans Service Office Operational Enhancement Grant Program**

5 **Legal Citation:**

6 **Period Covered by Request: FY2018 (July 1, 2017 - June 30, 2018)**

7 **SECTION ONE - Workplan**

8 Please provide describe how the grant, including background and context (e.g. gaps in County funding, changes in Veteran population etc.)

9

Sample

10 **SECTION TWO - *proposed* Budget Expenditures Spreadsheet**

11 Instructions:

12 Column B - Enter your proposed Budget Items

13 Column C - Enter your *estimated*

14 Column D - Subtotal by Budget

**Budget Definitions**

**Administration:** In general, administration is defined as: general expenses such as the director's office, accounting, personnel, information management, and all other types of expenditures not included under the categories below. Do not include staff costs for case management or supervision of case management staff, or space/facility costs, unless incurred for a non-program specific purpose.

**Operations:** Costs associated with the operation of the organization. Examples include rent, utilities, travel, marketing, etc. If this is a supportive services only project, operations/space costs are those incurred to pay for the space where supportive services are provided.

**Support Services:** Costs associated with staff who provide case management and other support services to program participants, or management staff when involved in direct supervision of support services staff. Support services costs also include direct aid to participants, including transportation or costs associated with assisting participants.

15

16 **Table I - Budget**

17 *The proposed Budget Expenditure Spreadsheet is pre-programmed to calculate totals.*

	Budget Category	Budget Item (e.g. Publicity, Travel)	Budget Amount	Sub-Total (by Budget Category)
18	<b>ADMINISTRATION</b>			
19				
20				
21				
22				\$ -
23	<b>OPERATIONS</b>			
24				
25				
26				
27				\$ -
28	<b>SUPPORT SERVICES</b>			\$ -
29				
30				
31	<b>Column Total</b>		<b>\$ -</b>	<b>\$ -</b>

## Attachment D – (Sections One & Two)

	A	B	C	D	E
1	<b>CVSO Final Report and Budget Expenditure Report</b>				
2	Grantee's Name: _____				
3	CVSO's Name: _____				
4	Project Name: <u>County Veterans Service Office Operational Enhancement Grant Program</u>				
5	Legal Citation: Period Covered				
6	by Request: <u>FY2018 (July 1, 2017 - June 30, 2018)</u>				
7					
8	<b>SECTION ONE - CVSO Progress Report/Summary Statement</b>				
	<b>Grant Expenditure Summary Statement</b>				
	In 1-2 paragraphs, please describe the background/context for this years' CVSO grant expenditures. For instance:				
	<ul style="list-style-type: none"> <li>• Do grant expenditures address a particular "gap" in services unique to your County?</li> <li>• Are grant expenditures related to new programming this year?</li> <li>• Has the County Veteran population changed?</li> </ul>				
9					
10					
11					
12	<b>SECTION TWO - CVSO Metrics</b>				
13	1. Total number of Full-time (% FTE) CVSO Staff (filled): _____				
14	2. Total number of Full-time ( % FTE) CVSO Staff (open): _____				
15	3. Total County CVSO Program Budget: _____				
16	4. Total Number Veteran/Family Office Visits: _____				
17	5. Total Number Veteran/Family Outreach Visits: _____				

## Attachment D – (Section Three)

Table I - Original Budget SAMPLE.			
Budget Category	Budget Item (e.g. Publicity, Travel etc.)	Budget Amount (Original)	Budget Category Sub-Total
ADMINISTRATION	NEW CVSO Salary Expense	\$ 2,500.00	\$ 3,060.00
	Photo Copier Lease	\$ 560.00	
OPERATIONS	Advertising	\$ 1,575.00	\$ 2,780.00
	Equipment	\$ 421.00	
	Conference	\$ 784.00	
SUPPORT SERVICES	Veteran Events	\$ 1,660.00	\$ 1,660.00
Column Total		\$ 7,500.00	\$ 7,500.00

Table II - Budget Expenditures Spreadsheet (FY2018) SAMPLE				
Budget Category	Budget Item	*Page #	Itemized Expenditures (e.g. Receipts)	TOTAL EXPENDITURES by Budget Item
		FY2018		Total
ADMINISTRATION	NEW CVSO Salary Expense	4 - 8	\$ 2,815.00	\$ 3,293.32
	Photo Copier Lease	9 - 12	\$ 478.32	
OPERATIONS	Advertising - Star Tribune	13-16	\$ 543.00	\$ 3,114.80
	Advertising - Pioneer Press	17 - 21	\$ 389.12	
	Equipment (iPhone)	22 - 24	\$ 689.25	
	Conference (Cmdr Task Force)	25	\$ 86.94	
	Conference (Computer training)	26 - 30	\$ 386.68	
	Conference (NACVSO Conf. Deposit)	31	\$ 146.52	
	Conference (NACVSO Conf.)	32 - 38	\$ 873.29	
SUPPORT SERVICES	Veteran Events (Aug 15 - refreshments)	39 - 41	\$ 350.00	\$ 851.26
	Veteran Events (Nov 4 - Conference Center)	42 - 46	\$ 501.26	
Column Total			\$ 7,259.38	\$ 7,259.38
Amount Owed to the State			\$ (240.62)	

# Attachment E

## County Budget EXAMPLE - County Veteran Service Office Program

Print: D:\BAME\1 - 4839-0 Rev 4/2/2015  
Run Date: 04/12/2015 11:41 AM

County of  
Revenue and Expense by Unit - Budget Vs Actual for FY 2018  
Thru Period: 3/2018

Page 1 of 3

Fund	Dept	Sub-Dept	Agency	Current Period		YTD to Date		Budget	Budget vs Actual	
				Encumbrances	Expended Available	Encumbrances	Total Obligations Available		Actual Available	Percent Available
<b>Fund 0100 - Human Services Dept</b>										
<b>Dept 001 - VETERANS SERVICES</b>										
<b>Unit 1992 - Veterans Services</b>										
0110	001	1992	Salaries & Benefits							
0111	001	1992	Public-Only Salaries							
0113	001	1992	Overtime Salaries							
0114	001	1992	On-Call							
0115	001	1992	Vacation							
0121	001	1992	Holiday							
0122	001	1992	Sick Leave							
0124	001	1992	Major Loss-Productive							
0125	001	1992	Employee Reassignment							
0126	001	1992	Salary Expense Subtotal							
0127	001	1992	Life Insurance							
0128	001	1992	Health Insurance							
0129	001	1992	Fire-Country Share							
0130	001	1992	Other Post-Ret. Benefits							
0131	001	1992	Service Retirement							
0132	001	1992	Dental Insurance							
0133	001	1992	LIT Disability Ins							
<b>Appr AA1 Total:</b>				\$0.00	\$23,062.00	\$23,062.00	\$23,062.00	\$23,062.00	100.00%	
<b>Expenses - Charges &amp; Services</b>				\$0.00	\$23,062.00	\$23,062.00	\$23,062.00	\$23,062.00	100.00%	
0206	001	1992	Mail Development							
0211	001	1992	Telephone & Communications							
0212	001	1992	Printing & Repro							
0213	001	1992	Public Safety & Security							
0214	001	1992	Information & Technology							
0215	001	1992	Utilities & Other							
0216	001	1992	Equipment Repair & Maintenance							
0217	001	1992	Insurance							
0218	001	1992	Office Supplies & Stationery							
0219	001	1992	Travel & Per Diem							
0220	001	1992	Gasoline, Diesel & Other Fuel							
0221	001	1992	Other Office Repairs & Maint							
<b>Appr AA2 Total:</b>				\$0.00	\$23,062.00	\$23,062.00	\$23,062.00	\$23,062.00	100.00%	
<b>Expenses - Comptrols, Equipment &amp; Furniture</b>				\$0.00	\$23,062.00	\$23,062.00	\$23,062.00	\$23,062.00	100.00%	
0300	001	1992	Furniture & Equipment							
0301	001	1992	Computer Equipment							
<b>Appr AA3 Total:</b>				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
<b>Fund 0100 - Human Services Dept</b>										
<b>Dept 001 - VETERANS SERVICES</b>										
0110	001	1992	Salaries & Benefits							
0111	001	1992	Public-Only Salaries							
0113	001	1992	Overtime Salaries							
0114	001	1992	On-Call							
0115	001	1992	Vacation							
0121	001	1992	Holiday							
0122	001	1992	Sick Leave							
0124	001	1992	Major Loss-Productive							
0125	001	1992	Employee Reassignment							
0126	001	1992	Salary Expense Subtotal							
0127	001	1992	Life Insurance							
0128	001	1992	Health Insurance							
0129	001	1992	Fire-Country Share							
0130	001	1992	Other Post-Ret. Benefits							
0131	001	1992	Service Retirement							
0132	001	1992	Dental Insurance							
0133	001	1992	LIT Disability Ins							
<b>Appr AA1 Total:</b>				\$0.00	\$23,062.00	\$23,062.00	\$23,062.00	\$23,062.00	100.00%	
<b>Expenses - Charges &amp; Services</b>				\$0.00	\$23,062.00	\$23,062.00	\$23,062.00	\$23,062.00	100.00%	
0206	001	1992	Mail Development							
0211	001	1992	Telephone & Communications							
0212	001	1992	Printing & Repro							
0213	001	1992	Public Safety & Security							
0214	001	1992	Information & Technology							
0215	001	1992	Utilities & Other							
0216	001	1992	Equipment Repair & Maintenance							
0217	001	1992	Insurance							
0218	001	1992	Office Supplies & Stationery							
0219	001	1992	Travel & Per Diem							
0220	001	1992	Gasoline, Diesel & Other Fuel							
0221	001	1992	Other Office Repairs & Maint							
<b>Appr AA2 Total:</b>				\$0.00	\$23,062.00	\$23,062.00	\$23,062.00	\$23,062.00	100.00%	
<b>Expenses - Comptrols, Equipment &amp; Furniture</b>				\$0.00	\$23,062.00	\$23,062.00	\$23,062.00	\$23,062.00	100.00%	
0300	001	1992	Furniture & Equipment							
0301	001	1992	Computer Equipment							
<b>Appr AA3 Total:</b>				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
<b>Fund 0100 - Human Services Dept</b>										
<b>Dept 001 - VETERANS SERVICES</b>										
0110	001	1992	Salaries & Benefits							
0111	001	1992	Public-Only Salaries							
0113	001	1992	Overtime Salaries							
0114	001	1992	On-Call							
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<b>Appr AA1 Total:</b>				\$0.00	\$23,062.00	\$23,062.00	\$23,062.00	\$23,062.00	100.00%	
<b>Expenses - Charges &amp; Services</b>				\$0.00	\$23,062.00	\$23,062.00	\$23,062.00	\$23,062.00	100.00%	
0206	001	1992	Mail Development							
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0218	001	1992	Office Supplies & Stationery							
0219	001	1992	Travel & Per Diem							
0220	001	1992	Gasoline, Diesel & Other Fuel							
0221	001	1992	Other Office Repairs & Maint							
<b>Appr AA2 Total:</b>				\$0.00	\$23,062.00	\$23,062.00	\$23,062.00	\$23,062.00	100.00%	
<b>Expenses - Comptrols, Equipment &amp; Furniture</b>				\$0.00	\$23,062.00	\$23,062.00	\$23,062.00	\$23,062.00	100.00%	
0300	001	1992	Furniture & Equipment							
0301	001	1992	Computer Equipment							
<b>Appr AA3 Total:</b>				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
<b>Fund 0100 - Human Services Dept</b>										
<b>Dept 001 - VETERANS SERVICES</b>										
0110	001	1992	Salaries & Benefits							
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0124	001	1992	Major Loss-Productive							
0125	001	1992	Employee Reassignment							
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<b>Appr AA1 Total:</b>				\$0.00	\$23,062.00	\$23,062.00	\$23,062.00	\$23,062.00	100.00%	
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0206	001	1992	Mail Development							
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0216	001	1992	Equipment Repair & Maintenance							
0217	001	1992	Insurance							
0218	001	1992	Office Supplies & Stationery							
0219	001	1992	Travel & Per Diem							