



CVSO OPERATIONAL ENHANCEMENT GRANT PROGRAM

FY2022 CVSO GRANT AGREEMENT PROCESSING INSTRUCTIONS

Before the FY2022 Grant Agreement may be executed, please send (electronically) each of the following documents in one email to: Liz Kelly – MDVA Grants Specialist at: liz.kelly@state.mn.us

County Board Resolution - Adopt a Resolution by the governing County Board (e.g. County Board of Commissioners) which accomplishes the following:

- Must reference the correct FY2021 MN Statute.
- Resolves that the Governing Board entered into this specific Grant Agreement for the specific project.
- Authorizes by NAME and TITLE that INDIVIDUAL (e.g. Chairperson, CVSO) is authorized to sign the Grant Agreement on behalf of the Governing Board.
- Indicates the TYPE OF MEETING (e.g. Regular Meeting, Special Meeting) and DATE of such action by the Governing Board.

The Certification of the Resolution should indicate that the person signing the certification is the custodian of Governing Board Proceedings, and certify to the meeting, date, and time at which the Resolution was adopted by the Governing Board.

Note: Examples of County Board Resolution and FY2022 CVSO Grant Agreement TEMPLATE are available on the MDVA SharePoint site or Website – Grant Page

County Budget for CVSO Program

Work Plan & Budget Expenditure Report

Download Budget Expenditure Report (excel) from MDVA SharePoint site or MDVA Website – Grant Page.

Note: The Work Plan/Summary Statement is completed in Section Two of the spreadsheet.

Conflict of Interest Disclosure Form – Report (Download from MDVA SharePoint site or MDVA Website – Grant Page)
CVSO signs & submits 1st page only of the Conflict of Interest Form

Include in the email a list of CVSO Grant Agreement County Cosigners - 2 max (e.g. CVSO & County Board of Director's Chairperson). One additional person may be added to receive a copy of the executed Grant Agreement only. Must Include: Full Name, Title, email address (indicate those who must sign vs. only receive a copy)

Grant Agreement e-Signature Process

Once the above required documents have been submitted and approved by the MDVA Grants Unit, the FY2022 CVSO County Grant Agreement will be initiated electronically (no paper copies) using DocuSign. CVSO Cosigners will receive an email which will contain the County's Grant Agreement and instructions for electronic signature.

After the Grant Agreement is signed by the CVSO Cosigners, the Grant Agreement will automatically be forwarded by DocuSign to the MDVA Commissioner for final electronic signature.

After the Grant Agreement is electronically signed by all parties, the CVSO Cosigners (& CVSO if not among the Cosigners) will receive a final email containing the executed original. DOWNLOAD & PRINT THIS COPY FOR YOUR RECORDS!

The Grant Agreement is "live" (i.e. grant expenditures may be incurred) 60-days prior to the last signature on the Grant Agreement signature page up until 7/1/2021.