**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 **«Company1»**, «Address», «City», «State» «ZIPPostal_Code» ("Grantee").

### Recitals

1. Under Minnesota Statutes §197.608, as amended by Minnesota Laws 2022, Regular Session, Chapter 54, Article 1, Section 3, Subdivision 2(e), 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 in accordance with Minnesota Statutes §197.608, Subdivision 4, 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 grant. The 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. Therefore, based on their past performance, MDVA is confident that the Grantee will be able to account for the grant funds and abide by the terms of the grant agreement.
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, 2022**, Per Minn. Stat.§16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn.Stat.§16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed.

1.2 ***Expiration date:*** **June 30, 2023**, 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: 9. Liability; 10. State Audits; 11. Government Data Practices and Intellectual Property; 12. Copyright; 14. Publicity and Endorsement; 15. Governing Law, Jurisdiction, and Venue; and 17. 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 as authorized under Minnesota Statute 197.608, Subd.4. Grant expenditures must meet one or more of the following conditions:

- 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.

2.3 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.

2.4 Comply with the requirements as specified in the MDVA Grants Manual (Rev. 8), Attachment A, 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. 8), Attachment A, 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 submit to the State for approval:

2.5.1 A proposed budget using the Work Plan and Budget Expenditure Report, Attachment D, in excel format, a sample of which is attached and incorporated into this grant agreement.
2.5.1.1 Budget items must meet the specifications outlined in 2.2 above.

2.5.2 A Conflict of Interest Disclosure Form (page 1 only) for Grantee staff members with fiscal and/or programmatic responsibilities for administering the grant as required in the MDVA Grants Manual (Rev. 8), Attachment A;

2.5.3 The current annual County Budget for the CVSO Program, a sample of which is attached and incorporated into this grant agreement as Attachment B; and

2.5.4 A County Board Resolution, a sample of which is attached and incorporated into this grant agreement as Attachment C. Grantee may request to use an alternative form to Attachment D if approved in writing by the State Authorized Representative.

2.6 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. 8), Attachment A, to determine if corrective action is necessary.

2.7 Upon the conclusion of this Project, the Grantee must close out the grant as specified in the MDVA Grants Manual (Rev. 8), Attachment A to the satisfaction of the State, in order to account for all grant funds expended. Grant close out documentation must include:

2.7.1 County CVSO Office Account Activity Statement (report generated by the county which itemizes the CVSO Office expenditures) with grant-related expenditures highlighted, a sample of which is attached and incorporated into this grant agreement as Attachment E and;

2.7.2 County Activity Statement Cross-Reference (an excel spreadsheet which cross-references the CVSO grant-related expenditures listed on the County CVSO Office Account Activity Statement according to one of the five eligible grant expense categories as referenced in 2.2 above, a example of which is attached and incorporated into this grant agreement as Attachment F and;

2.7.3 A Final Report (narrative summary of grant activities and outcomes) a sample of the format of which is available for download on the MDVA SharePoint site – Grant Page and the MDVA Website – Grants Page: http://mn.gov/mdva/resources/federalresources/grants/) and;

2.7.4 A Travel Log (lists all travel-related expenditures including mileage, airfare, lodging etc.) if applicable. The Travel Log is available for download on the MDVA SharePoint site – Grant Page and the MDVA Website – Grants Page: http://mn.gov/mdva/resources/federalresources/grants/)..

2.8 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.

2.9 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. 8), Attachment B, 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 **$ «FY2023_Total_»** and must utilize funds for allowable goods and services as specified in the CVSO Operational Enhancement Grant Items Approved/Disapproved, 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. The Grantee will report all travel-related expense on the Travel Log (as provided in the MDVA Grant Manual (Rev. 8), 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 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 **$ «FY2023_Total_» («FY2023_Total_Grant_Amount_spelled_out»).**

4.2 ***Payment***

4.2.1 ***Invoices***. The State will promptly pay the Grantee an Advance Payment lump sum payment 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 2021, 1st Special Session, Chapter 12, Article 1, Section 37, 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 20 business days of the end of the grant period, whichever comes first.

**5. Contracting and Bidding Requirements**

5.1 Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

5.1.1 For projects that include construction work of $25,000 or more, prevailing wage rules apply per Minn. Stat. §177.41 through 177.44. 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.

5.1.2 The grantee must not contract with vendors who are suspended or debarred in MN: http://www.mmd.admin.state.mn.us/debarredreport.asp

5.2 The Grantee is not required to record contract and bidding quotes within this Agreement and the referenced Contract and Bidding Log Sheet.

**6. 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. 8), Attachment B, as provided by the State.

**7. Authorized Representative**

The State's Authorized Representative is **Liz Kelly**, Grants Specialist, Minnesota Department of Veterans Affairs, Veterans Service Building, 20 West 12th Street, St. Paul, Minnesota 55155, 651-201-8225, 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 **«First_Name» «Last_Name»**, «Company1», «Address», «City», «State», «ZIPPostal_Code», «Phone», «Email_Address», 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.

**8. Assignment, Amendments, Waiver, and Grant Agreement Complete**

8.1 ***Assignment*.** The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State and a fully executed assignment agreement executed by the same parties who executed and approved this grant agreement, or their successors in office.

***8.2 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.

***8.3* 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.

***8.4 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.

**9. 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.

**10. 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.

**11. Government Data Practices and Intellectual Property**

11.1 ***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.

*11.2* ***Intellectual Property Rights***

***11.2.1 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 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.

***11.2.2 Obligations***

***11.2.2.1*** *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.

***11.2.2.2*** *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.

***11.2.2.3*** *Indemnification.* 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.

***11.2.2.4*** 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.

**12. Copyright.**

The Grantee shall save and hold harmless the State of Minnesota, its officers, agents, servants and employees, from liability of any kind or nature, arising from the use of any copyrighted or noncopyrighted compositions, secret process, patented or nonpatented invention, article or appliance furnished or used in the performance of the Grant Agreement.

**13. 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.

**14. Publicity and Endorsement**

**14.1** ***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 Authorized Representative. 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.

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

**15. Governing Law, Jurisdiction, and Venue**

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.

**16. Termination**

**16.1** ***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 may be required to return to the MDVA any funds provided to Grantee in advance, determined on a pro rata basis from the date of termination.

***16.2*** ***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.

***16.3*** ***Termination for Insufficient Funding***. The State may immediately terminate this grant agreement if:

16.3.1 It does not obtain funding from the Minnesota Legislature;

16.3.2 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 grant 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.

**17. 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.

Signed: _____

Date: _____

SWIFT Contract/PO No(s)._____

## 2. GRANTEE - «Company1»

*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: _____

Date: _____

## 3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

# Attachment A

**MDVA Grant Manual Rev. 8** (available on the MDVA Website - Grants Page)

# Attachment B

## County Budget EXAMPLE - County Veteran Service Office Program

*** _____ COUNTY ***

12/13/18 10:27AM

USER- SELECTED BUDGET REPORT

INTEGRATED FINANCIAL SYSTEMS

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01 FUND GENERAL REVENUE FUND

Report Basis: Cash

| Account Number | Account Description | | 2019 BUDGET | Spent Year To Date Mo. 01 - 12 |
|---|---|---|---|---|
| 121 DEPT Veterans Service Officer | | | | |
| 01-121-000-0000-6103 | Salaries- Full Time | | 68,126 | 0 |
| 01-121-000-0000-6150 | Life Insurance | | 48 | 0 |
| 01-121-000-0000-6153 | Health Insurance | | 10,200 | 0 |
| 01-121-000-0000-6163 | Pera - Employer | | 5,100 | 0 |
| 01-121-000-0000-6175 | Fica- Employer | | 5,100 | 0 |
| 01-121-000-0000-6201 | Telephone | | 800 | 0 |
| 01-121-000-0000-6202 | Postage | | 318 | 0 |
| 01-121-000-0000-6225 | Veterans Rides | | 22,500 | 0 |
| 01-121-000-0000-6240 | Advertising/Notices/Subscriptions | | 1,250 | 0 |
| 01-121-000-0000-6241 | Conf.Exp/Regs/Trng/Dues | | 665 | 0 |
| 01-121-000-0000-6262 | Data Proc. Serv. & Support | | 1,000 | 0 |
| 01-121-000-0000-6330 | Travel Expenses - Mileage | | 2,355 | 0 |
| 01-121-000-0000-6331 | Lodging & Parking | | 1,500 | 0 |
| 01-121-000-0000-6335 | Meals - Taxable | | 200 | 0 |
| 01-121-000-0000-6340 | Rentals & Service Agreements | | 52 | 0 |
| 01-121-000-0000-6401 | Office Supplies | | 250 | 0 |
| 01-121-558-0000-5302 | OUTREACH & OPERATIONS GRANT | | 7,500 - | 0 |
| 01-121-558-0000-6240 | Advert/Legal Notices/Subsc. | | 3,000 | 0 |
| 01-121-558-0000-6260 | Prof.&Tech.Services | | 4,500 | 0 |
| **DEPT 121** | Veterans Service Officer | **Revenue** | 7,500 - | 0 |
| | | **Expend.** | 126,964 | 0 |
| | | **Net** | 119,464 | 0 |
| **FUND 01** | GENERAL REVENUE FUND | **Revenue** | 7,500- | 0 |
| | | **Expend.** | 126,964 | 0 |
| | | **Net** | 119,464 | 0 |
| **Final Totals** | | **Revenue** | 7,500 - | 0 |
| | | **Expend.** | 126,964 | 0 |
| | | **Net** | 119,464 | 0 |

Copyright 2010- 2017 Integrated Financial Systems

# Attachment C

## County Board Resolution EXAMPLE

### RESOLUTION OF ABC County

BE IT RESOLVED by ABC County that the County enter into the attached **Grant Contract** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **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 Statutes 197.608 and Minnesota Laws 2021, 1st Special Session, Chapter12, Article 1, Section 37, Subdivision 2. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by the ABC County that John Smith the County Veteran Service Officer be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

WHEREUPON the above resolution was adopted at a monthly meeting of the County Board Chair this second day of August, 2022.

Board Chair Signature — August 2, 2022

*Authorized Signature and Title* — *Date*

STATE OF MINNESOTA

ABC County

I, Clerk Name, do hereby certify that I am the custodian of the minutes of all proceedings had and held by the County Board of said ABC County, that I have compared the above resolution with the original passed and adopted by the County Board of said ABC County at a monthly meeting thereof held on the first Thursday of August, 2022 at 7:30 pm that the above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto placed my hand and signature this first Thursday of August, 2022, and have hereunto affixed the seal of the County.

Clerk Signature *Authorized Signature and Title*

# Attachment D

## Work Plan & Budget Expenditure Report - Example

**CVSO Workplan & *proposed* Budget Expenditures Report**

**County Name:** _____

**CVSO Authorized Representative Name:** _____

**Project Name:** County Veterans Service Office Operational Enhancement Grant Program

**Legal Citation:** Minnesota Statutes §197.608, as amended by Minnesota Laws 2021, 1st Special Session, Chapter 12, Article 1, Section 37, Subdivision 2

**Period Covered by Request:** FY2023 (July 1, 2022 - June 30, 2023)

**SECTION ONE - Workplan**

In the space provided below, please write a brief, narrative description providing context and background for your budget as specified in the FY2021 CVSO Grant Agreement (Section 2 - Grantee Duties.) Do not relist the budget items.

*The FY2023 CVSO grant will be used primarily for advertising county-wide. In the past 3 years, the number of Veteran inquiries has increased by 50%. In my estimation, this is primarily due to my dedication of CVSO funds towards advertising. Additionally…*

**SECTION TWO - *proposed* Budget Expenditures Report**

**Table I - Budget**

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

| BUDGET CLASS | Budget Category (e.g. Publicity, Travel, Equipment etc.) | Dollar Amount (estimated) | FY2023 (Subtotal by Budget Category) |
|---|---|---|---|
| ADMINISTRATION | VetraSpec | $ 750.00 | $ 750.00 |
| | | | |
| OPERATIONS | Advertising | $ 5,000.00 | $ 8,250.00 |
| | Equipment/Software etc. | $ 1,250.00 | |
| | Travel (Ref. Travel Log) | $ 2,000.00 | |
| DIRECT VETERAN SUPPORT SERVICES | Volunteer Driver ($75 per day/per diem | $ 1,000.00 | $ 1,000.00 |
| | | | |
| **Budget Total** | | **$ 10,000.00** | **$ 10,000.00** |

Budget Expenditure Report | Example

# Attachment E
# County FY2022 Account Activity Statement EXAMPLE

NOMISSY **** COUNTY****

6/28/23 10:01AM

Fund 01 - General Revenue Fund

ACCOUNT ACTIVITY REPORT

From: 07/2022 Thru: 06/2023 Report Basis:

INTEGRATED FINANCIAL SYSTEMS

Page 2

| SC | Tran Type | Vendor | G/L Mont | Receipt/Warrant NUMBER | DATE | Seq | AMOUNT | Description / Service Dates | Invoice Number | Accr Cd | Basis | R1R2 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | **DEPT 120 - Veteran Service Officer** | | | | | | | | | | |
| | | **PROGRAM 000** | | | | | | | | | | |
| | | **01-120-000-7048-5301 - OE Grant Revenue** | | | | | | | | | | |
| RE | RE | STATE OF MINNESOTA | 08/2021 | 52627 | 08/27/2021 | 222 | 7,500.00- | FY '22 OPERATIONAL GRANT | | | 1 | |
| | | **01-120-000-7048-5301 - OE Grant Revenue** | | | | **Total** | 7,500.00- | | | | | |
| | | **01-120-000-7048-6903 - OE Grant Admin** | | | | | | | | | | |
| DI | DI | 1135-JONATHAN PUBLISHING | 09/2021 | 512954 | 09/08/2021 | 333 | 150.00 | Annual Subscription-CFR38 Upda | | | 1 | |
| DI | DI | 1510-TYLER TECHNOLOGIES, INC | 03/2022 | 514975 | 03/09/2022 | 333 | 449.00 | '22 VetraSpec Vet Data Renewal | VS-MIN-036 | | 1 | |
| | | **01-120-000-7048-6903 - OE Grant Admin** | | | | **Total** | 599.00 | | | | | |
| | | **01-120-000-7048-6904 - OE Grant Travel** | | | | | | | | | | |
| DI | DI | 485-ROSENBERGER/JOHN | 10/2021 | 513271 | 10/06/2021 | 333 | 175.84 | '21 Fall Conference Mileage | Sept 2021 | | 1 | |
| | | **01-120-000-7048-6904 - OE Grant Travel** | | | | **Total** | 175.84 | | | | | |
| | | **01-120-000-7048-6905 - OE Grant Advertising/Promotions** | | | | | | | | | | |
| DI | DI | 1741-HERITAGE PUBLICATIONS | 07/2021 | 512235 | 07/07/2021 | 333 | 329.00 | Veterans Linkage Ad | 2565 | | 1 | |
| DI | DI | 1611-HOV RECREATIONAL FOUNDATI | 09/2021 | 512950 | 09/08/2021 | 333 | 500.00 | LinkVet Golf Cart Advertising | | | 1 | |
| DI | DI | 1193-RED RIVER PROMOTER | 12/2021 | 513993 | 12/06/2021 | 333 | 300.00 | Veterans Linkage Line Ad | 27289 | | 1 | |
| DI | DI | 402-NORMAN COUNTY AGRICULTUR/ | 06/2022 | 516057 | 06/17/2022 | 333 | 75.00 | County Fair Booth - 10 Ft | | | 1 | |
| DI | DI | 1483-CENTEC CAST METAL PRODUCT | 06/2022 | 516100 | 06/24/2022 | 333 | 948.00 | Veteran's Bronze Star Maker/30 | 54185 | | 1 | |
| DI | DI | 1483-CENTEC CAST METAL PRODUCT | 06/2022 | 516100 | 06/24/2022 | 333 | 25.59 | Freight | 54185 | | 1 | |
| DI | DI | 1741-HERITAGE PUBLICATIONS | 06/2022 | 516113 | 06/24/2022 | 333 | 199.00 | Veteran's Linkage Line | 2677 | | 1 | |
| DI | DI | 549-OFFICE SUPPLIES PLUS | 06/2022 | 516137 | 06/24/2022 | 333 | 719.98 | Reception Guest Chair X 2 | 54198 | | 1 | |
| DI | DI | 549-OFFICE SUPPLIES PLUS | 06/2022 | 516137 | 06/24/2022 | 333 | 779.99 | Reception Guest Lounge | 54198 | | 1 | |
| DI | DI | 549-OFFICE SUPPLIES PLUS | 06/2022 | 516137 | 06/24/2022 | 333 | 105.99 | Occasional Guest Table | 54198 | | 1 | |
| | | **01-120-000-7048-6905 - OE Grant Advertising/Promotions** | | | | **Total** | 3,982.55 | | | | | |
| | | **01-120-000-7048-6906 - OE Grant Training/Seminar** | | | | | | | | | | |
| DI | DI | 485-ROSENBERGER/JOHN | 10/2021 | 513271 | 10/06/2021 | 333 | 760.23 | '21 Fall Conference Lodging | 67649769-1 | | 1 | |
| | | **01-120-000-7048-6906 - OE Grant Training/Seminar** | | | | **Total** | 760.23 | | | | | |
| | | | | | | **PROGRAM 000 Total** | 1,982.38- | | | | | |
| | | | | | | **DEPT 120 - Veteran Service Officer Total** | 1,982.38- | | | | | |
| | | | | | | **Fund 1 - General Revenue Fund Total** | 1,982.38- | | | | | |
| | | **15 Transactions** | **5 Accounts** | | | **Final Total** | 1,982.38- | | | | | |

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# Attachment F
# County Account Activity Statement Cross-reference - Example

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | | **Woodtick County FY2023 CVSO Grant Expenditures** | | | | |
| | | **County Account Activity Statement Cross-Reference** | | | | |
| 2 | **Instructions: Reorganizanize County Account Activity Statement CVSO grant expenditures according to the allowable categories shown in Minnesota Statute § 197.608 below.** | | | | | |
| 3 | **Date: _____ Submitted by: _____** | | | | | |
| 4 | **Minnesota Statute § 197.608, as amended, provides that this grant may be utilized for the following general purposes.** | | | | | |
| 5 | • **To provide outreach to the county's veterans.** | | | | | |
| 6 | • **To assist in the reintegration of combat veterans into society.** | | | | | |
| 7 | • **To collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to Veterans.** | | | | | |
| 8 | • **To reduce homelessness among veterans.** | | | | | |
| 9 | • **To enhance the operations of the county veterans service office.** | | | | | |
| 10 | **Vendor** | **Expenditure Category** | **Warrant Date** | **Dollars** | **Description** | **LinkVet (Y) or (N)** |
| 11 | • **To enhance the operations of the county veterans service office.** | | | | | |
| 12 | Jonathan Publishing | Reference Materials | 9/8/2021 | $150.00 | Annual Subscription | N |
| 13 | Tyler Technologies, Inc. | Veteran Tracking Software | 3/9/2022 | $449.00 | VetraSpec | n/a |
| 14 | Travel | Travel | 10/6/2021 | $175.84 | 2021 Fall Conference | n/a |
| 15 | Office Supplies | Outreach | 6/24/2022 | $719.98 | Reception Guest Chair - X2 | n/a |
| 16 | Office Supplies | Outreach | 6/24/2022 | $779.98 | Reception Guest Lounge | n/a |
| 17 | Office Supplies | Outreach | 6/24/2022 | $105.99 | Occassional Guest Table | n/a |
| 18 | Lodging | Training | 10/6/2021 | $760.23 | 2021 Fall Conference | n/a |
| 19 | • **To provide outreach to the county's veterans.** | | | | | |
| 20 | Heritage Publication | Advertising | 7/7/2021 | $329.00 | | Y |
| 21 | HOV Recreational | Advertising | 9/8/2021 | $500.00 | Golf Cart Display | Y |
| 22 | Red River Promotor | Advertising | 12/6/2021 | $300.00 | | Y |
| 23 | Norman County Fair | Outreach | 6/17/2022 | $75.00 | Booth | n/a |
| 24 | Centec Cast Metal | Outreach | 6/24/2022 | $948.00 | Cemetery Markers | n/a |
| 25 | Centec Cast Metal | Outreach | 6/24/2022 | $25.59 | Freight | n/a |
| 26 | Heritage Publication | Advertising | 6/24/2022 | $199.00 | | Y |
| 27 | **Total Dollars** | | | **$5,517.61** | | |
| 28 | **CVSO Grant Amount** | | | **$7,500.00** | | |
| 29 | **Amount Paid/Refunded by the County** | | | **$1,982.39** | **Refund** | |