

FY20 CVSF Grant Agreement Addendum – Work Project CVSF Extension

Livingston County has been authorized to participate in a FY20 County Veteran Service Fund (CVSF) Grant - Work Project.

Work Project (GG)#: 20*1912/21*0492

Terms:

- Unspent FY20 CVSF Grant funds will be made available through the April 30, 2021 for FY20 Work Project prior approved initiatives.
- Funds not expended by April 30, 2021 will be forfeited.
- Repayment will be on a reimbursement basis and subject to all terms and conditions included in the FY20 CVSF Grant Agreement dated 10/01/2019 and fully executed on 04/20/2020.
- Under terms of this Work Project, Livingston county accepts that Project and/or Budget Amendments will NOT be allowed for the approved Work Project.
- Reporting and all required supportive documentation is outlined in the original FY20 CVSF Grant Agreement and will be due no later 5:00 p.m. EST on May 7, 2021.
- Reports must be sent to MVAAGrants@michigan.gov. Reporting templates will be supplied.
- Livingston County is approved to utilize the Work Project funds in support of following initiative(s) as written and budgeted in the FY20 CVSF Grant Agreement:
 - Livingston County Would be eligible for the following: \$104,215.00 for office infrastructure
 - See attached narratives for scope of allowed expenditures

If you have any questions, concerns, or comments regarding your currently approved project, please refer to your FY20 approved grant narrative. If you still require additional guidance or support, please do not hesitate to reach out to us for clarification.

Reporting Schedule for the Work Project

Reporting Period	Due Date
Date of Execution – April 30, 2021	May 7, 2021

Signature of the authorized official is required below acknowledging receipt and agreement of the terms of this addendum:

Signature

Date

Printed Name

PROJECT DETAIL

Project Title	County Veterans Service Fund
Grant Focus Area	Office Relocation and Expansion

PROJECT NARRATIVE

Detailed project narrative must be provided below.

B. Office Build Out of Additional Spaces (1,924 sq/ft x \$50 sq/ft)-

MVAA Grant Alignment Goal #1:
Enhance or increase veteran service provision over past service provisions.

Livingston County Strategic Plan 2015-2020 Visionary Planning Strategic Goal:
Change Negative Perceptions to positive perceptions through collaboration, increased communication and publicly celebrating successes.

Livingston County Strategic Plan 2015-2020 Public Safety:
Use a data driven approach to providing safety.

OFFICE BREAKDOWN

SPACE DESCRIPTION	CURRENT	PROPOSED
Director's office	10 x 9.5	10x15-15x15
VSO offices	8.5 x 11.5 (3)	10x12 (4)
Reception area	15.5 x 10	15 x 25
Administrative space with office supply storage	15.5 x 10	8 x 8
Break Room	8.5 x 11.75	15 x 15
Veteran computer space (2)	None	6 x 10
Child play area	None	6 x 10
Multipurpose room/Conference room/donation storage	15 x 25	20 x 25
File Storage cabinets (2)	4x4	4 x 4
Bathrooms	None	3 x 4 (2)

Value added

Total: \$96,700

- Moving the office and being able to design from scratch will allow us to have a more secure office. Past "active shooter" training proved that there is no way out of the current VSO rooms if a shooter were to come in. The new office would have higher security access points. There will be a keyed entry to the back offices and a back employee exit to allow for proper egress.
- Larger Director's office allows for more maneuverability and the addition of a small table and four chairs. More intimate meeting spot for small meetings. Ability to speak to veterans with a VSO or other relatives/children at the table. Less formal than speaking from behind a desk. Current office is smaller than a "standard office space".
- Larger VSO rooms will provide more maneuverability and comfort for veterans who are claustrophobic. Will provide more room if veteran has children. Currently there is no room beyond veteran +1. Children are playing on the floor.
- The extra VSO or "flex room" will be used for collaboration with community partners. It will help to better connect veterans to more resources. The extra space can help facilitate visiting VSO's, HUD VASH social workers, SSVF social workers, MI WORKS veteran counselor, finance classes, estate planning specialists, etc. Agreements have been made and are waiting on additional space to start.
- Current reception is smaller than the standard "small reception" area. Minimal maneuverability and quickly over-crowded. Larger, more inclusive reception area to include:
 - Veteran computer area: Two computers on non-secured network allows veterans to print documents, apply for assistance or ability to work on online classes. Currently veterans are not allowed to log onto our computers to print documents or use USB drives. We have to send them to the library to print off then come back to office.
 - Child play area: Currently have none. Proven need for small child area, especially if we are going to attract the younger veteran population.
 - Small coffee station with seating: Encourage veterans to meet and socialize. Help relax before and after appointments.
 - General seating: More user friendly and aesthetically pleasing seating. Current chairs are 20+ years old. They are worn and do not match office décor.
- Administrative space with office supply storage: Currently using our break room as storage. It is inconvenient as it is across the office for the Administrative Specialist and it makes it difficult for break room use. Combining both would increase Administrative Specialist efficiency and create better morale for office staff.
- Break Room: Moving supplies will free up space for a proper break room, encouraging healthy eating from home instead of fast food.
- Multi-purpose room/Conference room/Donations: We currently do not have any of these items in our office. Being able to have a "storefront" in the multi-purpose room would allow veterans to "shop" at designated times. We currently have wheel chairs, walkers, new clothing, shoes, etc. that have been donated, but they are all stored in an area in the far back of the building that veterans are prohibited from going. This inconvenience limits the accessibility to veterans and staff members forget to offer it because it is often forgotten. We can also expand on the store in the future, meeting whatever needs may come up.

The multi-purpose room would also offer a space for veteran seminars/classes such as basic "how to" classes like smartphone use, signing up for ebenefits, signing up for myhealthevet or even finance seminars like GreenPath. It can also be used as a meeting room for local veteran groups.

- Bathrooms: We currently share bathrooms with the rest of the East Complex building. They are often sub-par. Clean bathrooms would be much appreciated by staff and Veterans.

Measurements of Success

Success will be measured in an increase in office appointments made and an increase in new clients. 5%-7% increase would be optimal. We will also be surveying the veterans for opinions about the value of expanded collaboration rooms and multipurpose rooms.

BUDGET NARRATIVE/JUSTIFICATION

Budget Narrative/Justification must be provided below. In addition, an **itemized list** of all expenditures, including salary if applicable, must be provided in the Excel budget templates provided. Add Excel spreadsheets as an attachment for each initiative, titled 'Attachment A'.

Build out estimate for the space is \$50 sq/ft for traditional dry wall or \$357 a linear foot for modular. I am currently getting more exact quotes on both. The drywall is a more economical solution, but the modular walls would allow more light throughout the space. The modular walls can also be taken down and moved to a new location. One move would cover the cost difference. I am currently asking for assistance with the minimum \$50 sq/ft for the square footage above and beyond what we currently have. Veterans Services would cover all additional build out costs, moving costs, furniture and the remaining 5 years of the lease.

Current Funding

- Budget is \$1,010,692.47 with history of not coming close to budget max.
 - o 2017 unspent budget \$430,792
 - o 2018 unspent budget \$719,103
 - o 2019 unspent budget \$680,707
- Current cash and assets are at \$1,481,000, not including 2020 revenue to come.
- 2020 MVAA grant for \$108,015.

Estimated 2021 and Beyond Revenue

- If maximum millage of .1345 levied, \$1,308,731 in 2021
- Yearly MVAA Grant
- Anticipated renewal of millage.
- Account savings and investments.

PROJECT DETAIL

Project Title	County Veterans Service Fund
Grant Focus Area	Office Signs

PROJECT NARRATIVE

Detailed project narrative must be provided below.

A. Signage-

Total: \$11,315

MVAA Grant Alignment Goal #1:

Enhance or increase veteran service provision over past service provisions.

MVAA Grant Alignment Goal #2:

Connect eligible veterans, service members, dependents or survivors to benefits by an accredited service officer to obtain USDVA to health, financial or memorial benefits.

Livingston County Strategic Plan 2015-2020 Visionary Planning Strategic Goal:

Change Negative Perceptions to positive perceptions through collaboration, increased communication and publicly celebrating successes.

Value Added:

Livingston County Veterans' Services is currently planning to move locations. Current location is difficult to find with no roadside signage and very minimal building signage. Proposed location is within one mile of the 96/Latson interchange. It is a stand-alone building with high roadside visibility. It is located in the main hub of Howell, MI with adjacent businesses being Wal-Mart, Meijer, Lowes and a host of restaurants and other local interests.

Proper signage will provide Veterans Services with an easily identifiable space and generate a large amount of foot and drive-by traffic.

Please see attached for current building signs and proposed signs.

Measurements of Success

Success will be measured in an increase in-office appointments made and an increase in new clients. Optimal success would be a 5-7% growth in appointments made.

BUDGET NARRATIVE/JUSTIFICATION

Budget Narrative/Justification must be provided below. In addition, an **itemized list** of all expenditures, including salary if applicable, must be provided in the Excel budget templates provided. Add Excel spreadsheets as an attachment for each initiative, titled 'Attachment A'.

Roadside Pylon Sign 8x10:	\$2,000 for converting florescent to LED and new sign faces.
Front Building Face Signage:	\$7,000 for design and installation of lit sign with logo and lettering.
Side Office Signage:	\$1,500 for design and installation of "Veterans Services" lettering forside of building.
Reception Signage:	\$815 Logo and signage for reception area.

Primary complaint of new clients is that they didn't know we existed/couldn't find us. Proposed building has existing pylon sign in place but will need to be re-purposed. None of the current building signage is salvageable and will need to be designed and built from scratch. Quotes were received from W4 signs and image360 with the latter having the lower estimate.

The signs will be ordered as soon as the lease has been signed and proofs have been approved.