



FY22 COUNTY VETERAN SERVICE FUND – GRANT GUIDANCE

COUNTY VETERAN SERVICE FUND

June 2021

SUMMARY AND BACKGROUND

The Michigan Veterans Affairs Agency (MVAA) is accepting applications for Fiscal Year (FY) 2022 County Veteran Service Fund grants. Public Act 210 of 2018 amends PA 192 of 1953, entitled “An act to create a county department of veterans’ affairs in certain counties, and to provide for contributions to and expenditures from that fund; and to transfer the powers and duties of the soldiers’ relief commission in such counties,” By amending the title and by adding Section 3a this Act creates the County Veteran Service Fund (CVSF)

AWARD INFORMATION

Funding Mechanism: Grant

Total Available Funding: \$4,150,000.00

Anticipated Number of Awards: 83

Purpose: Grant dollars are intended to enhance and improve county veteran service operations in an effort to connect veterans to their federal benefits and provide consistent access to services throughout the state.

Length of Project: Up to 1 fiscal year, depending on fund availability

Cost Sharing/Match Required: No

Continuation Funds: Contingent upon appropriation funding

AVAILABLE FUNDING

The total disbursement for each grant shall be determined by combining the following amounts:

- (a) A base amount of \$50,000
- (b) A per capita amount according to the number of veterans residing in each county. The amount in this subdivision shall be determined by dividing the amount remaining in the CVSF after accounting for all disbursements under subdivision (a) by the total number of veterans residing in this state and multiplying the resulting dollar amount by the number of veterans residing in the county receiving the grant. Population figures for veterans residing in this state and in each county of this state shall be obtained from the most recent (2019) Geographic Distribution of Veterans Affairs Expenditures (GDX) Report published by the United States Department of Veterans Affairs (USDVA).

- (c) If the amount remaining in the fund after accounting for all disbursements under subsection (a) is less than the amount obtained by multiplying \$1,000.00 by the number of counties receiving grants, the MVAA shall not perform a calculation under subsection (b) and shall not disburse the portion of grant funds described under that subsection.

There is no cost sharing or match required.

TIMELINE

A completed and signed application (including all attachments) must be received by the MVAA via e-mail to MVAAGrants@michigan.gov no later than 5 p.m. EST on July 16, 2021. The Subject Line should identify the individual county and FY22 CVSF Grant Application. The time of receipt by the MVAA is determined by the time stamp provided by the State of Michigan e-mail system. Applicants are strongly encouraged to submit their application in advance of the due date to avoid any delays in electronic mail delivery. There will be no extensions of this deadline. Applications received by the MVAA beginning at 5:01 p.m. EST on September 1, 2020, and thereafter may not be considered for funding. **It is recommended you do not wait until the last minute to submit your grant application. This is a State of Michigan e-mail address and you run the risk of a server overload.**

See page 4 for FY22 Timeline



FY22 County Veteran Service Fund Grant

Timeline for Intended Applicants

June 14, 2021	Funding Announcement, Request for Letter of Intent, Grant Guidance, and Timeline sent to counties
June 21, 2021	Training – 1:30 p.m. EST general overview of Letter of Intent and Fund goals Join Microsoft Teams Meeting +1 248-509-0316,,77465022# United States, Pontiac Conference ID: 774 650 22# Find a local number Reset PIN
June 25, 2021	Deadline – Letter of Intent to apply for grant funding MUST be received at MVAAGrants@Michigan.gov no later than 5:00 p.m. EST <i>If you do not receive an email within 24 hours confirming receipt; please contact Karen Rowlader at 517-243-7675</i>
July 1, 2021	Grant Application period is open; grant guidance and application will be emailed to counties that submitted a Letter of Intent
July 7, 2021	Training – General Overview of Grant Application/Budget requirements 10:30 a.m. to Noon EST
July 12, 2021	Training – General Overview of Grant Application/Budget requirement 1:00 p.m. to 2:30 p.m. EST

Microsoft Teams Training Invites will be sent to all counties that submitted Letter of Intent

July 16, 2021	Deadline – Grant Application MUST be received at MVAAGrants@Michigan.gov , no later than 5:00 p.m. EST
August 16, 2021	Notification of approval/denial/resubmission requests
TBD	Individual conferences with counties to review denials and resubmission requests
August 16, 2021	Award letters and Grant Agreement packet sent for approved applications*
August 27, 2021	Deadline – Resubmissions MUST be received no later than 12:00 p.m. EST
September 3, 2021	Award letters and Grant Agreement packet sent for resubmission applicants*

*MVAA must receive county signed copy of CVSF Grant Agreement within 60 days of receipt of the Grant Award packet. Grant Agreements received after the 60 days may be forfeited.

Grant Agreements will be processed as received. Fully executed Grant Agreements will be returned to the County and base payment request will be submitted.

Please note: All documents should be sent to: MVAAGrants@michigan.gov. The time/date of receipt by the MVAA is determined by the time/date stamp provided by the State of Michigan email system.

CONTACT INFORMATION

The same person shall not serve as the Project Director, the Authorized Official, and the Financial Officer.

Project Director* – The person from the applicant’s County Department of Veterans Affairs (CDVA) with overall responsibility for project management and ensuring that all grant guidelines and requirements are met.

* The county must ask for permission and be granted an exception by the MVAA for someone other than Director of the CDVA to be the Project Director.

Financial Officer – The person from the applicant’s organization responsible for the financial accounting of project-related expenditures (must be different than the Authorized Official).

Authorized Official – The person from the applicant’s organization authorized to enter into an agreement with the MVAA in order to accept grant funds (must be different than the Financial Officer).

ELIGIBILITY

Eligibility is limited to Michigan counties that meet the eligibility criteria.

ELIGIBILITY CRITERIA

To be eligible to receive a grant, a county must satisfy the following:

- (a) Maintain a minimum level of county funding for veteran service operations equal to the level of county funding for veteran service operations for the FY preceding September 24, 2018, i.e., FY2017.
- (b) Establish remote access to the USDVA computing systems and require County Veteran Service Officers to obtain a Personal Identity Verification (PIV) card.
- (c) Submit quarterly reports to the MVAA in accordance with the reporting requirements detailed in this document.
- (d) Provide no less than 20 hours per week toward veteran service operations.
- (e) Submit financial reports, in the requested format, to the MVAA on a quarterly basis demonstrating that the County Department of Veterans’ Affairs expended the grant funds received directly and solely on veteran service operations during the period of the report.

EXPECTATIONS

It is the expectation of the MVAA that these services will be initiated/implemented as soon as possible after the award is fully executed. At the latest, grant recipients are expected to provide services no later than the third month post grant being awarded.

Priority will be given to applications that seek to establish a County Department of Veterans Affairs or enhance existing current veteran service operations. Other requests may be considered acceptable unless they deviate too far from veteran service operations as defined. You will be notified if your application falls in this category and will be afforded the opportunity to reapply.

All submissions must support NEW initiatives, continuation of existing initiatives established with prior year(s) grant funding, or an increase in existing veteran service operations. Project personnel hired with prior year CVSF grant funds may continue to be funded with FY22 grant funds.

Supplanting is not allowed.

DEFINITIONS

For this funding opportunity, below is a list of commonly used terms as defined by Public Act 210 of 2018:

1. Accredited Veteran Service Officer: an individual who has met the qualifications for accreditation under 38 USC 5904 and 38 CFR 14.629.
2. County Veteran Service Fund or Fund: the county veteran service fund created within the state treasury.
3. PIV card: a Personal Identity Verification card issued by the USDVA.
4. Veteran Service Operations: assistance and programming to meet the needs of veterans in this state. Veteran Service Operations include, but are not limited to, providing advice, advocacy, and assistance to veterans, servicemembers, dependents, or survivors by an Accredited Veteran Service Officer to obtain USDVA health, financial, or memorial benefits for which they are eligible.

PROJECT NARRATIVE

Grant applications must be submitted on the supplied forms and in the required format to be accepted. Applications submitted that do not follow the guidelines may be rejected. Each proposed program/initiative and expenditure must be described in detail and include how each tie to one or both of the following goals:

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

Goal #2: Connect eligible veterans, servicemembers, dependents, or survivors to benefits by an Accredited Veteran Service Officer to obtain USDVA health, financial, or memorial benefits. This includes applying for emergency grants from the Michigan Veterans Trust Fund to address a short-term unforeseen financial crisis.

EXPENDITURES

Consistent with the best practices of the USDVA and the MVAA, all proposed expenditures must facilitate, enhance, and improve county Veteran Service Operations to connect veterans to their federal benefits. Failure to obtain prior written approval from the MVAA may result in an expense not being authorized or reimbursed.

SUGGESTED EXPENDITURES

Please refer to the FAQ handout or contact the MVAA for further guidance.

DISALLOWABLE EXPENDITURES

Funds expended without prior MVAA approval will not be reimbursed. Please refer to the FAQ handout or contact MVAA for further guidance.

BUDGET NARRATIVE/JUSTIFICATION

All applications must have a detailed Program Narrative and Budget Narrative/Justification that supports the requested funding. The Budget Narrative/Justification clarifies how the costs were calculated and must tie directly back to the Project Narrative.

The Project Narrative and Budget Narrative/Justification is the explanation of how and why a line item helps to meet the program deliverables. All costs must be utilized to support the provision of assistance and programming to meet the needs of veterans residing in the county. The proposed costs must be reasonable, allowable, allocable, and necessary for the supported activity.

All budget calculations must follow a prescribed format. An Item and Service Budget Request Form and Salary and Fringe Budget Request Form are provided for county use. Please refer to the FAQ handout or contact the MVAA for guidance.

If operational/programmatic changes are needed during the grant award period, you will need to complete a Project Amendment Form and submit to the MVAAGrants@michigan.gov for PRIOR approval. If the change is for a new initiative not detailed in the original grant agreement, the county will be required to submit a Project Narrative and Budget Narrative/Justification along with an Item and Service Budget Request and/or Salary and Fringe Budget form and submit with the Project Amendment Form. All reporting forms and the amendment template will accompany the grant award agreement.

If you are not sure if a cost is allowable, you will need prior approval from the MVAA. If a cost is deemed disallowable after it has been expended and there was not a PRIOR authorization, the grant WILL NOT reimburse the county.

Supplanting and administrative (indirect) costs are not permitted.

Charges to the project for items such as salaries must conform to the written policies and established practices of the applicant organization.

POST AWARD

All grantees must be registered to do business with the State of Michigan. Registration is available at the following website: www.michigan.gov/SIGMAVSS.

The State of Michigan will not accept Signature Pages without the entire Grant Agreement. A complete signed copy of the Grant Agreement must be returned to MVAAGrants@michigan.gov no later than 60 days after the award letter is received.

When communicating with the MVAA regarding your grant award, the Grant Award Number must be included in the subject line of the e-mail. E-mails received without the Grant Award Number in the subject line may be returned.

Virtual trainings are scheduled for Project Directors and Financial Officers to learn correct reporting formats. It is strongly encouraged that one or both attends. Incorrect and/or incomplete reporting may result in delayed payment and/or the grant award being rescinded. Dates and locations will be provided with the grant award letter.

REPORTING REQUIREMENTS

Funding is provided on a reimbursement basis. Grant recipients will submit a Progress Report, a County Activity report, and all applicable reimbursement request forms, verification documentation, and proof of county payments, no later than the 10th day of the month following the end of the quarter. Quarterly Progress and Activity Reports identify tasks completed during the reporting period, any issues or difficulties during the quarter, project milestones, and performance metrics.

Submitting reimbursement requests starts with an approved budget. Reimbursements will be made on a quarterly basis. All reimbursable expenses must be incurred during the grant award cycle.

Requests for reimbursement for activities/services prior to the award, or after the close of the award period, WILL NOT be reimbursed.

Reimbursement for salaries/fringes will need to be supported by submitting certified timesheets signed by both the employee and the employee's supervisor.

Quarterly Reports demonstrating the expenditures and division of grant funds and county funds must be signed by the County Project Director or County Authorized Official.

Reporting templates will be provided to grant recipients with the Notice of Award.

REPORTING SCHEDULE

Reporting Period	October 1 - December 31, 2021	January 1 – March 31, 2022	April 1 – June 30, 2022	July 1 – September 30, 2022
Report Due	January 10, 2022	April 10, 2022	July 10, 2022	October 5, 2022

MONITORING

All grant recipients will be subject to grant monitoring of performance, including data collection. Standardized templates will be provided with the Grant Award Letter. Expense, progress, and activity reports will be required quarterly. Grant and performance monitoring will be conducted by the MVAA. If the MVAA determines, by audit or otherwise, that a County Department of Veterans' Affairs expended the grant funds received for purposes other than Veteran Service Operations, the MVAA shall reduce the grant disbursement provided to the County Department of Veterans' Affairs in the succeeding FY by an amount equal to the total of all amounts improperly expended.

CONTACT INFORMATION

For questions regarding this funding opportunity, please e-mail MVAAGrants@michigan.gov.

RESOURCES

The following sites may be of assistance in researching and developing your grant application.

The most recently published (2019) GDX Report

https://www.va.gov/vetdata/docs/GDX/GDX_FY19.xlsx

Michigan Veterans Trust Fund

<https://www.michiganveterans.com/a/Michigan-Veterans-Trust-Fund>

<https://www.michiganveterans.com/p/Emergency-Assistance>

State of Michigan Travel Rates

https://www.michigan.gov/documents/dtmb/FY2021_Rates_Jan_2021_002_711825_7.pdf

LIVINGSTON COUNTY VETERANS' SERVICES COMMITTEE

SPECIAL MEETING MINUTES

July 14, 2021
6:00 p.m.

Members Present Joe Riker
 James Wallace
 Robert J. Bezotte
 Kevin Nagle
 Bruce Hundley

Staff Present Mary Durst

1. CALL TO ORDER

Vice Chair Bob Bezotte calls meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

Vice Chair leads meeting in Pledge of Allegiance

3. ROLL CALL

Roll Call by Vice Chair indicates a quorum. Chairman Joe Riker enters meeting at 6:05 p.m. and Vice Chair Bezotte yields control of the meeting to Chairman.

4. CONSENT AGENDA

Motion to approve the consent agenda as presented.

Moved By James Wallace

Seconded By B. Hundley

Yes (5): Joe Riker, Robert Bezotte, James Wallace, K. Nagle, and B. Hundley

Motion Carried (5 to 0)

5. CALL TO THE PUBLIC

None.

6. APPLICATIONS FOR RELIEF

None.

7. BUSINESS

7.1 2022 Grant

Motion to approve 2022 Grant as presented in the amount of \$141,402.

Moved By James Wallace

Seconded By Robert Bezotte

Yes (5): Joe Riker, Robert Bezotte, James Wallace, K. Nagle, and B. Hundley

Motion Carried (5 to 0)

8. DIRECTOR REPORTS

None.

9. COMMITTEE DISCUSSION

VetFest is on August 7th from 11 a.m. to 3 p.m.

10. ADJOURNMENT

Motion to adjourn at 6:38 p.m.

Moved By James Wallace

Seconded By K. Nagle

Yes (5): Joe Riker, Robert Bezotte, James Wallace, K. Nagle, and B. Hundley

Motion Carried (5 to 0)