



Board of County Commissioners Agenda Request

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Agenda Item #

Requested Meeting Date: August 13, 2024**Title of Item:** County VSO Operational Enhancement Grant Program

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Penny Harms		Department: Veteran Services Office
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Aitkin County Veteran Services is eligible to receive a CVSO Operational Enhancement Grant for FY24 in the amount of \$10,000 from the MN Department of Veterans Affairs. The purpose of this grant is to enhance the operations of the Aitkin County Veterans Service Office. The grant can be used for outreach, marketing, enhancement of services to veterans, transportation and office equipment.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Accept the grant funds for the CVSO grant.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.



FY2025 CVSO GRANT AGREEMENT PROCESSING INSTRUCTIONS

Before the FY2025 Grant Agreement may be executed, please send (electronically) each of the following documents *in one email* to: Abby Brown – MDVA Grants Specialist at abby.brown@state.mn.us.

Note: FY2025 CVSO forms and spreadsheets are available on the MDVA SharePoint site.

<input type="checkbox"/>	CVSO FY2025 Budget Spreadsheet Document in Excel format please
<input checked="" type="checkbox"/>	Conflict of Interest Disclosure Form – Report (Download from MDVA SharePoint site) CVSO signs & submits <u>1st page only</u> of the Conflict of Interest Form.
<input type="checkbox"/>	Include in the email a list of CVSO Grant Agreement 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)
NOTE <ul style="list-style-type: none">• Unlike previous years - an Advanced Payment Grant Expenditure Report Form (Appendix D) is not required at time of submission as it will be included in the documents to sign through DocuSign.• Beginning last year (FY2024), a County Board Resolution is NO LONGER required by MDVA.• Completing the CVSO FY2025 Budget Spreadsheet Document will satisfy the requirement for the Work Plan and Budget Expenditure Report.	

Grant Agreement e-Signature Process

Once the above required documents have been submitted and approved by the MDVA Grants Unit, the FY2025 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 7/1/2024.