

APPLICATION FOR COUNTY VETERANS SERVICE GRANT

The information requested on this form is authorized for collection by Ch. 45, Wis. Stats. and s. VA 8.02, Wis. Admin. Code. The information collected is used to determine eligibility for programs administered by the department. Completion of this form is voluntary; however, failure to furnish the requested information may result in denial of eligibility for programs. Personally identifiable information collected on this form is not likely to be used for any other purpose. This department does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability, in employment or provision of services.

Pursuant to Wis. Stat. § 45.82(1), _____ **County** hereby applies for a County Veterans Service Grant for the calendar year beginning **January 1, 2024**, and ending **December 31, 2024**, for the purpose of extending and strengthening the service of veterans of this county.

Personnel now employed in fiscal year 2024 to operate this County Veterans Service office are:

Job Title

County Veterans Service Officer (CVSO)

(Choose one: Full-Time Part-Time)

Assistant County Veterans Service Officer (Insert county job title if different than an assistant CVSO):

(List any added positions, with salaries, proposed for the office for the coming calendar year.)

Unless this application is solely for the part-time grant of \$550, the application is hereby agreed to by the

_____ **County Board** to include all of the following conditions:

1. The County employs at least one full-time employee as a County Veteran Service Officer.
2. The County Veterans Service Office will be maintained, open, and staffed at a minimum during normal county office hours.
3. The County Veteran Service Officer will be authorized to attend County Veterans Service conferences, institutes, workshops, and training sessions conducted by the Wisconsin Department of Veterans Affairs (WDVA) or the U.S. Department of Veterans Affairs (USDVA) as a regular part of his or her duties and will be provided equitable allowance or reimbursement for all necessary travel required in veterans service at the same rate all other county employees are paid.
4. The County Veterans Service Office shall provide adequate service to the county's veterans.
5. This application and other materials submitted to the WDVA constitute public records subject to disclosure under Wisconsin Public Records Law, Wis. Stat. §§ 19.31-19.39. If the Applicant is awarded a grant, the Applicant agrees to fully cooperate with any request WDVA makes to the Applicant for

- records pertaining to its work under the grant should the Department receive an Open Records Request for any records that are held by the Grantee and pertain to the Grantee's work pursuant to this grant.
6. The applicant agrees that no grant-appropriated funds will be paid to any person for influencing or attempting to influence an officer or employee of any State of Wisconsin agency, any member of the Wisconsin Legislature, or an employee of a member of the Legislature in connection with the awarding of any state contract, the making of any state grant, the making of any state loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Wisconsin contract, grant, loan, or cooperative agreement. The applicant further agrees that no grant-appropriated funds will be used to contact or urge the public to contact members or employees of any legislative body to propose, support, or oppose legislation, or to advocate the adoption or rejection of legislation.
 7. To receive the grant funds, each County Veterans Service Office awarded the grant funds will be required to sign a Grant Agreement. Funds awarded may be reduced, suspended, or terminated at any time for violations of any terms and requirements of this Grant Application or the subsequent executed Grant Agreement.
 8. By submitting this Grant Application, I certify that the Applicant has disclosed and will continue to disclose any occurrences or events that could adversely impact the project. Adverse material impact includes, but is not limited to, lawsuits involving the County Veterans Service Office, criminal or civil actions against any staff of the County Veterans Service Office for work done or associated with their work for the County Veterans Service Office, failure to keep open, maintain its operations, and staff the County Veterans Service Office during normal office hours, or any event that may impact the reputation of the County Veterans Service Office.
 9. The contents of this Grant Application will become a contractual obligation if the Applicant is awarded a grant.
 10. The Applicant agrees that the Grant Application may not be modified, altered, amended, or otherwise changed except upon written consent by each of the parties hereto.
 11. By submitting this Grant Application, I certify that the designated signatory official has the authority to sign on behalf of the applicant. The person signing and submitting this Grant Application represents, warrants, and certifies that the execution and delivery of the Grant Application and the performance of such party's obligations hereunder have been duly authorized by the grant applicant and that the person signing and submitting this Grant Application has the authority to accept funds if funds are awarded and to the best knowledge and belief of the person signing and submitting this Application, the information submitted is true and correct.
 12. If awarded, grant proceeds shall not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities and shall solely be used consistent with the requirements of the Grant Agreement and any applicable law including Ch. 45, Wis. Stats., s. VA 8.02, Wis. Admin. Code, and any applicable administrative code provisions.
 13. Grant funds shall be maintained in a separate account subject to audit by the WDVA.
 14. If the Applicant is awarded a grant, grant funds shall not be allocated for use by another county department, nor may the county reduce funding to a County Veterans Service Office based upon receipt of a grant, pursuant to Wis. Stat. § 45.82(2).

The undersigned certifies they are authorized to complete this Grant Application.

County Veterans Service Officer (signature)

Chairperson, County Board, or other official
designated to sign for the county (signature)

Printed Name

Printed Name

Date

Date

The following documents must be submitted with this Grant Application (**WDVA 0055B**):

- Certified copy of the budget adopted by the county board for the County Veterans Service Office for the fiscal year for which the grant is claimed.
- Proposed use of the calendar year **2024** County Veterans Service grant (sample format attached).
- Grant Agreement (**WDVA 0055C**).
- Federal benefits Service Delivery Report (**WDVA 0055D**).
- Statement in the application cover letter that addresses success in meeting the previous year's goals and objectives (if applicable) and includes the goals and objectives for this grant period.
- Letter from the county executive, administrator, or administrative coordinator, to certify that it employs a County Veteran Service Officer, chosen after taking a civil service competitive examination consistent with the requirements provided under Wis. Stat. 45.82(2) or has been appointed under a civil service competitive examination procedure under s. 59.52(8) or ch. 63 of the Wisconsin Statutes.



**GRANT AGREEMENT BETWEEN THE STATE OF WISCONSIN,
DEPARTMENT OF VETERANS AFFAIRS AND THE COUNTY VETERANS SERVICE OFFICER**

This Grant Agreement is made and entered into effect this **1st day of January, 2024** between the Wisconsin Department of Veterans Affairs (hereinafter referred to as the “Department”), **the County of _____**, and the **_____ County Veterans Service Officer** (hereinafter referred to as the “CVSO”).

The CVSO shall file a Grant Application with the Department for the current fiscal year, which shall include a **certified** copy of the budget **adopted** by the county board for the operation of a County Veterans Service Office for the fiscal year for which the grant is claimed and include the proposed use of the calendar year **2024** County Veterans Service grant (sample format attached), Grant Agreement (WDVA 0055C), federal benefits Service Delivery Report (WDVA 0055D), a statement in the application cover letter that addresses success in meeting the previous year goals and objectives (if applicable) and includes the goals and objectives for this grant period, and a letter from the county executive, administrator or administrative coordinator, to certify that it employs a CVSO, appointed under civil service procedures in accordance with Wis. Stat. § 45.82(2) and/or Act 150 (i.e., Wis. Stat. § 230.15).

The attached statement of goals and objectives for **January 1, 2024** through **December 31, 2024** is a part of this Agreement. The CVSO agrees to provide the Department with relevant information pertaining to the achievement of those goals and objectives. Grant funds shall be maintained in a separate account subject to audit by the Department.

The provision of services to former military personnel, dependents, and survivors covered by this Agreement shall be from **January 1, 2024**, through **December 31, 2024**.

This Agreement may only be modified at any time by mutual written agreement.

Notices and demands required or permitted to be given here under shall be given by personal delivery or by registered or certified mail, postage prepaid, return receipt requested, addressed to:

Wisconsin Department of Veterans Affairs
Deputy Division Administrator
Division of Veterans Benefits
P.O. Box 7843
Madison, WI 53713-7843

County Veteran Service Officer (Signature)

Printed Name

Street Address

City, State, Zip Code

Telephone number/Email address

It is the intention of the State to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities.

The Parties recognize that this agreement is subject to the Wisconsin Public Records Law.

The County shall perform its services hereunder as an independent contractor, and nothing contained in this agreement shall be construed so as to create an employer/employee relationship between the parties. The County shall maintain exclusive control over personnel and salary policies relative to its employees. All salaries, health insurance, retirement benefits, car expenses, worker's compensation, or disability benefits relative to such personnel shall be paid by the County.

The County shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the Period of Performance of this agreement and which in any manner affect the work or its conduct.

No right or duty in whole or in part of the County under this agreement may be assigned or delegated without the prior written consent of the State of Wisconsin.

The County will indemnify and hold harmless the State of Wisconsin and all of its officers, agents, and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the County in prosecuting work under this agreement.

No waiver of default by the Department of any of the terms, covenants, and conditions hereof to be performed, kept, and observed by the County shall be construed or shall operate as a waiver of any subsequent default of any of the terms, covenants, or conditions herein contained to be performed, kept, and observed by the County.

Consistent with Wis. Stat. §45.82(1), if awarded a grant pursuant to this Agreement, a county may not allocate any portion of the grant for use by another county department nor may the county reduce funding to the county veterans service office based upon receipt of the grant.

The State of Wisconsin reserves the right to cancel this agreement in whole or in part without penalty due to the non-appropriation of funds or for the County's failure to comply with this agreement's terms, conditions, and specifications.

Except for the attached statement of goals and objectives for January 1, 2024 through December 31, 2024, which is part of and incorporated into this agreement, the written agreement constitutes the entire agreement between the Department and the County and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of this agreement.

Each person signing this agreement represents and warrants that he or she is duly authorized and has the legal capacity to execute and deliver this agreement. Each party represents and warrants to the other that the execution and delivery of the agreement and the performance of such party's obligations hereunder have been duly authorized and that the agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

In Witness Whereof, the parties hereto have hereunto subscribed their names and dates of said signatures.

STATE OF WISCONSIN
DEPARTMENT OF VETERAN AFFAIRS

BY: _____
Deputy Division Administrator (signature)
Division of Veterans Benefits

Witness to signature

Printed Name

Printed Name of Witness

Date

Date

COUNTY OF _____
STATE OF WISCONSIN

County Veterans Service Officer Signature

Witness to County signature

Printed Name

Printed Name of Witness

Date

Date

**COUNTY VETERANS SERVICE GRANT
FEDERAL BENEFITS SERVICE DELIVERY REPORT**

The information requested on this form is authorized for collection by Ch. 45, Wis. Stats. and VA 8.02, Wis. Admin. Code. Please only provide the aggregate number of forms/applications for each benefit listed and do not provide any personally identifiable information with respect to the veterans for whom these forms/applications were submitted.

REPORT FOR CALENDAR YEAR **2023**; FOR _____, CVSO
From **January 1, 2023**, to **December 31, 2023**.

FEDERAL BENEFITS

ACTIVITY	NUMBER	COMMENTS
Power of Attorney Indicate the number of new VA Form 21-22s submitted to WDVA/Other VSOs for representation.	/	
Disability Compensation Indicate the number of new VA Form 21-526s reconsiderations VA 21-526 or 21-527 or other communications submitted for compensation benefits to WDVA/VA or other VSO.		
Pension Indicate the number of VA Form 21-527s or other communications submitted for veterans pension benefits to WDVA/VA or other VSO.		
Medical Expenses for Pension Indicate the number of VA Form 21p-8416s submitted for Unreimbursed Medical Expenses for pension and death pension to WDVA/VA or other VSO.		
Loan Guaranty Indicate the number of Federal Home Loan applications submitted.		
Educational Indicate the number of Federal Educational benefit applications submitted.		
Vocational Rehabilitation Indicate the number of Federal VocRehab applications submitted.		
Medical Indicate the number of VA Form 1010EZ forms submitted for enrollment into VA Healthcare.		
USDVA Notice of Disagreement Indicate the number of Notice of Disagreements, VA Form 21-0958, DRO Request forms submitted to WDVA/VA or other VSO.		
USDVA Waiver Requests Indicate the number of requests for waivers of Federal benefits regulations submitted.		
BVA Appeals Indicate the number of VA Form 9s submitted to WDVA/VA or other VSO.		

Insurance Indicate the number of applications for VA Insurance programs submitted.		
Burial Allowances Indicate the number of applications for VA Burial Allowance submitted.		
Flag Applications Indicate the number of applications submitted for Burial Flags.		
Marker Applications Indicate the number of applications submitted for Burial Markers.		
DIC Indicate the number of applications for Dependency and Indemnity Compensation, VA Form 21-534, submitted to WDVA/VA or other VSO.		
Survivor's Pension Indicate the number of applications for VA Death Pension, VA Form 21-534, submitted to WDVA/VA or other VSO.		
Discharge Correction Indicate the number of applications for discharge upgrades submitted.		
Miscellaneous Indicate the number of applications for other federal benefits not listed submitted by your office. Include types in comments.		

**COUNTY VETERANS SERVICE OFFICE GRANT PROPOSED BUDGET
FORMAT**

[Grant Year] 2024 [County

Name] COUNTY

GRANT AMOUNT: \$13,000 [Example]

	<u>Proposed Budget</u>	<u>Time Frame</u>
Advertising of Veterans Programs and CVSO office (general)	\$680.00	Monthly
WDVA Targeted Initiative: Outreach		
Promotion of WDVA benefits, program and services	\$600.00	Jan-Mar
Veterans Benefits and Job Fairs	\$920.00	May or October
Homeless Veterans Initiative	\$400.00	Spring
Veterans Homes	<u>\$600.00</u>	March
	\$2,520.00	
Pre-Registration Programs:		
State Veterans Cemeteries (King, Northern, Southern)	\$1,000.00	Ongoing
Veterans Homes (Chippewa Falls, King, Union Grove)	<u>\$900.00</u>	Ongoing
	\$1,900.00	
WDVA or VA Conference and Training Cost	\$300.00	Spring, Fall
Develop relationships with community agencies offering benefits needed by veterans (employment, rehabilitation, counseling, emergency needs)	\$900.00	Ongoing
Office Expenses (Related to CVSO Grant Administration):		
Copier Lease	\$500.00	
Computer Support	\$700.00	
Postage for Outreach to Veterans	<u>\$500.00</u>	
	\$1,700.00	
Education and Training outreach for employed veterans at risk of losing their jobs	\$500.00	Jan-Jul
Publicity of Federal Compensation and Pension Benefits	\$500.00	Quarterly
Cost of Transportation for Veterans to VA Appointments	\$500.00	
Cost of Transportation of Personnel to WDVA/VA Training	\$500.00	
Supplemental Salary of CVSO Staff	<u>\$3,000.00</u>	Ongoing
	\$ 5,000.00	
 TOTAL	 \$13,000.00	

