

3 May 2022

MEMORANDUM FOR FINANCE WAYS AND MEANS COMMITTEE

FROM VETERANS AFFAIRS OFFICE

On 18 March 2022, the Michigan Veterans Affairs Agency (MVAA) notified us of the County Veterans Service Fund (CVSF) Grant application deadline of 20 May 2022. The Veterans Board will meet on 9 May 2022 and is expected to approve the submission of the CVSF Grant application in the amount of \$34,460 to the Finance Ways and Means Committee. On 3 May 2022, the application was submitted to the Grant Committee for review/approval and is currently pending the Chairman's signature.

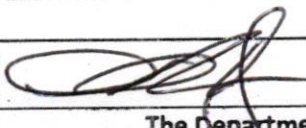
There is no County match for this grant.

We are requesting approval from the Finance Ways and Means Committee to submit the application in the amount of \$34,460 to the Board of Commissioners for final approval before submitting to the MVAA. A copy of the grant package is attached.

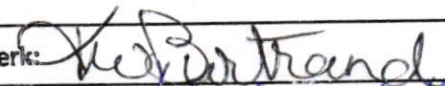
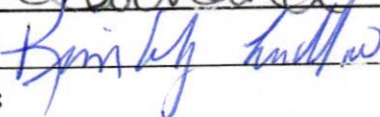
Contract / Leases / Agreements / Grants Form

This is	New		Renewal	<input checked="" type="checkbox"/>	Filling this out on a computer? Please type an X into the appropriate box.
This is a Grant	Yes	<input checked="" type="checkbox"/>	No		If you marked YES this needs to go through Grant Review.
This is an	Agreement ___ Contract ___ Lease ___ Other <input checked="" type="checkbox"/> (Grant Application)				
Name of Entity who Contract / Lease / Agreement / Grant is with	Michigan Veterans Affairs Agency				
Project Name	County Veterans Service Fund Grant (CVSF)				
Attorney Review	All Contracts / Leases / Agreements / Grants must have Attorney Review and approval through the Commissioner's Office.				
Insurance Review	All Contracts / Leases / Agreements / Grants must have appropriate insurance coverage per the attached list. It is the Department Heads responsibility to make sure that all requirements are met and listed on the insurance certificate.				
Total Amount	\$ 34,460				
Organization Match	\$ 0				
County Match	\$ 0				
Future Budget Commitment	\$ 0 This should include ongoing maintenance fees/subscriptions, etc.				

I have reviewed and approved this Contract / Lease / Agreement / Grant and attached appropriate insurance:

 Dan Perge The Department Head Requesting	5-3-22 Date Signed
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GRANT REVIEW COMMITTEE APPROVAL:

County Clerk: 	Date Signed: 5-3-22	I am requesting a meeting
County Treasurer: 	Date Signed: 5-3-22	I am requesting a meeting
Finance Chairman:	Date Signed:	I am requesting a meeting

Please do NOT mark below this line

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INTEROFFICE USE ONLY

Date Received:	Date Sent for Attorney Review:
Attorney Approval Received:	Insurance Received:



FY2023 COUNTY VETERAN SERVICE FUND GRANT

GRANT APPLICATION TEMPLATE

This is the only approved template for use in submitting the County Veteran Service Fund (CVSF) grant request.

Definitions to determine the proper individual to list as a contact can be found in the Grant Guidance. Your Authorizing Official is the person able to accept funds and enter the County into agreements and contracts. This is usually the Chairperson of the Board of Commissioners.

CONTACT INFORMATION

Applicant County	ALPENA COUNTY		
Total Grant Amount	\$34,460		
SIGMA Vendor Code	CV0047952	SIGMA Address Code	045

Project Director	DAN PERGE		
Mailing Address	150B NORTH STATE ST, ALPENA, MI 49707		
Phone	989-354-9673		
E-mail Address	perged@alpenacounty.org		

Financial Officer	KIMBERLY LUDLOW		
Mailing Address	720 W. CHISHOLM ST, ALPENA, MI 49707		
Phone	989-354-9500		
E-mail Address	ludlowk@alpenacounty.org		

Authorized Official	ROBERT ADRIAN		
Mailing Address	720 W. CHISHOLM ST, ALPENA, MI 49707		
Phone	989-354-9500		
E-mail Address	robertadrian@alpenacounty.org		

All assistance, programming, and service initiatives need to be submitted with separate project narrative, budget narrative, and Excel request forms. Please duplicate the Project Detail, Budget Narrative, and Excel request sheets as needed for each initiative/program/salaries your county is seeking funding. Attach pages as needed.

Grant amount requested above is the TOTAL of ALL initiatives/programs/salaries.

PROJECT DETAIL

Project Title	Marketing
Grant Focus Area	Enhance/Increase Service and Connect to Benefits

PROJECT NARRATIVE

Detailed project narrative must be provided below:

Our goal is to increase awareness of the services provided by our office and to help more county veterans and dependents connect to available benefits. We hope by implementing these marketing steps more veterans/dependents will be guided toward one of our accredited VSOs who can advise, assist and advocate that they receive their earned benefits.

Increased number of veterans/dependents will be measured by the monthly count of veteran/next of kin/dependent contacts and referral of services. Our goal is a 10% increase in overall services provided

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.

Marketing Campaign Total: \$34,160

Professionally Produced Video: \$ No Charge with commercial run

This will be used in advertising services on local television. A professionally produced video will guarantee that the delivered message is received with a positive impression/view.

30 Second Television Spots: \$18,000

This would run our professionally produced video on our local ABC, CBS and Fox station enabling our video to reach veterans across the county numerous times per day. Ads would run numerous times per week (during morning news, evenings) for a total of 1,493 spots.

Fishing Trips for Veterans: \$3000 (5 trips)

These trips will be raffled off at one of our planned veterans benefits presentation sessions. The trips will be booked with local fishing guides for 2 people (veteran and a guest). These trips are aimed at boosting veterans' mental health and relaxation.

Rounds of Golf: \$750 (10 rounds with cart)

These outings will be raffled off at one of our planned veterans benefits presentation sessions. The outings will be for 18 holes of golf with a cart at a golf course(s) in Alpena County. These trips are aimed at boosting veterans' mental health and relaxation.

Shipwreck Tour Tickets: \$4500

These trips will be provided to veterans/eligible family members on a first come first served basis. Each veteran/eligible family member will be provided 2 tickets (eligible person and a guest). These trips are aimed at boosting veterans' mental health and relaxation. Each veteran/eligible family member will have a benefits check/information provided at that time tickets are issued.

Newspaper Ads: \$960

These will advertise our office, events and the services available to veterans. Advertisements will be updated and run in the Alpena News to ensure maximum visibility by our veterans and their family members. The content/message of the advertisements can also be changed with each run.

Billboard Creation and Rotation: \$5,000

These billboards will advertise our office and the services available to veterans. Billboards will be updated and relocated on a monthly basis throughout the county to ensure maximum visibility by our veterans and their family members. The content/message of the billboards can also be changed monthly.

(Continued)

SUBMISSION OF APPLICATION

Type an "X" in the box for confirmation of the following statements.

I understand that my County must become registered to do business with the State of Michigan prior to receiving any grant funding. Registration is available at the following website: www.michigan.gov/SIGMAVSS .	
I understand that the grant agreement must be signed by the Authorizing Official before grant funds can be expended.	
I have included Itemized budget attachments for each initiative/program/salary request.	
I have included FY17 and current year County budgets for the organization structure that provides assistance to veterans and/or family members.	
I understand that I should receive an email confirmation of submission of my application within 24 business hours, and if I do not receive an email confirmation, I should contact the agency for confirmation.	
I understand that remote access to the United States Department of Veterans Affairs computing systems to obtain PIV cards for county veteran services officers must be established no later than September 24, 2022.	

Signature: _____

Date: _____

PROJECT DETAIL

Project Title	Marketing
Grant Focus Area	Enhance/Increase Service and Connect to Benefits

PROJECT NARRATIVE

Detailed project narrative must be provided below:

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Increased number of veterans/dependents will be measured by the monthly count of veteran/next of kin/dependent contacts and referral of services. Our goal is a 10% increase in overall services provided

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.

CONTINUED (PAGE 2)

Neck Lanyards (300): \$800

Can Coolies (500): \$700

These promotional items will be given to veterans and family members and will contain the contact information of the Alpena County Veterans Affairs Office. The items will be made available to veterans/family members in our office, in the local community and at community/veteran outreach events.

Venue Rental: \$250

Refreshments: \$200

Advertisement: Included in Newspaper Ad Request

Veterans Benefits Presentation/Question and Answer Sessions

These presentations will be aimed at explaining available VA benefits and eligibility to veterans/family members. Additionally we will be answering any questions that they may have regarding benefits and eligibility. Raffles for fishing trips and golf will be conducted and refreshments provided.

PROJECT DETAIL

Project Title	OFFICE EQUIPMENT
Grant Focus Area	Enhance/Increase Service and Connection to Benefits

PROJECT NARRATIVE

Detailed project narrative must be provided below:

Office Equipment: \$300.00

We would like to purchase a water cooler for the office that is capable of dispensing both hot and cold water for veterans and/or their families. At the present time we do not have the capability of providing water to veterans and/or family members. This will provide a more comfortable and pleasant experience for those seeking veterans benefits.

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.

The purchase of a water cooler for the office that is capable of dispensing both hot and cold water for veterans and/or their families will provide a more comfortable and pleasant experience for those seeking veterans benefits.. At the present time we do not have the capability of providing water to veterans and/or family members while visiting the office.

Bottom Loading Water Cooler/Dispenser: \$300.00

GL NUMBER	DESCRIPTION	2017 ACTIVITY
Dept 683		
ESTIMATED REVENUES		
Function: HEALTH AND WELFARE		
267-683-403.000	CURRENT TAXES-EXTRA SPECIAL VO	109,530
267-683-409.000	CURRENT CFT'S & IFT'S COLLECTI	219
267-683-420.000	DELINQUENT PERSONALS/DNR	835
267-683-441.000	LOCAL COMMUNITY STABILIZATION	9,250
267-683-665.000	INTEREST	380
Total - Function HEALTH AND WELFARE		120,214
TOTAL ESTIMATED REVENUES		120,214
APPROPRIATIONS		
Function: HEALTH AND WELFARE		
267-683-702.000	DIRECTOR'S SALARY	40,927
267-683-703.000	ASSISTANT DIRECTOR	4,374
267-683-725.000	LONGEVITY	500
267-683-725.001	SOCIAL SECURITY/MEDICARE	3,865
267-683-725.002	RETIREMENT	313
267-683-725.004	IN LIEU OF HOSPITALIZATION	5,200
267-683-725.005	SICK & ACCIDENT	474
267-683-725.008	LIFE INSURANCE	77
267-683-725.009	WORKER'S COMPENSATION	287
267-683-728.000	POSTAGE	156
267-683-729.000	ADVERTISING-PRINTING	778
267-683-732.000	EDUCATION & TRAINING	409
267-683-801.000	JANITORIAL SERVICES	3,487
267-683-805.000	CENTRAL SERVICES (COST ALLOCAT	16,253
267-683-807.000	DUES AND SUBSCRIPTIONS	170
267-683-833.000	VETERAN BURIALS	7,875
267-683-834.000	GRAVE MARKERS	1,625
267-683-850.000	TELEPHONE	3,771
267-683-860.000	TRAVEL	283
267-683-931.000	EQUIPMENT MAINTENANCE	3,230
267-683-940.000	VETERANS RELIEF	100
267-683-949.000	BUILDING RENTAL	8,710
267-683-962.000	COUNTY SETTLEMENTS	226
267-683-977.000	EQUIPMENT	500
Total - Function HEALTH AND WELFARE		103,590
TOTAL APPROPRIATIONS		103,590
NET OF REVENUES/APPROPRIATIONS - 683 -		16,624
ESTIMATED REVENUES - FUND 267		120,214
APPROPRIATIONS - FUND 267		103,590
NET OF REVENUES/APPROPRIATIONS - FUND 267		16,624

PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 04/30/2022	ACTIVITY FOR MONTH 04/30/2022	AVAILABLE BALANCE	% BDGT USED
Fund 293 - VETERANS AFFAIRS						
Revenues						
Dept 682 - VETERANS' COUNSELOR						
293-682-403.000	CURRENT TAXES-EXTRA SPECIAL VOTED	207,571.00	203,699.86	0.00	3,871.14	98.14
293-682-411.000	DELINQUENT REAL (SETTLEMENTS)	25.00	3.27	0.00	21.73	13.08
293-682-412.000	DELINQUENT PERSONALS/DNR	1,234.00	1,233.39	0.00	0.61	99.95
293-682-437.000	CURRENT CFT'S & IFT'S COLLECTIONS	33.00	0.00	0.00	33.00	0.00
293-682-528.000	CORONA REL FED GRANT(CRLGG)	0.00	0.00	0.00	0.00	0.00
293-682-553.000	STATE GRANT	0.00	0.00	0.00	0.00	0.00
293-682-573.000	LOCAL COMM STABILIZATION SHARE TAX	9,615.00	6,610.54	0.00	3,004.46	68.75
293-682-665.000	INTEREST	250.00	39.62	1.39	210.38	15.85
293-682-674.000	PRIVATE DONATION	0.00	0.00	0.00	0.00	0.00
293-682-677.000	REIMBURSEMENTS/REFUNDS	0.00	0.00	0.00	0.00	0.00
293-682-684.000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
293-682-699.010	TRANSFER ARPA STIPEND PAYROLL	0.00	0.00	0.00	0.00	0.00
Total Dept 682 - VETERANS' COUNSELOR		218,728.00	211,586.68	1.39	7,141.32	96.74
TOTAL REVENUES		218,728.00	211,586.68	1.39	7,141.32	96.74
Expenditures						
Dept 682 - VETERANS' COUNSELOR						
293-682-702.000	ASSISTANT DIRECTOR	36,983.00	10,815.49	2,844.80	26,167.51	29.24
293-682-703.000	DIRECTOR'S SALARY	44,408.00	13,337.60	3,416.00	31,070.40	30.03
293-682-708.000	OVERTIME	1,000.00	0.00	0.00	1,000.00	0.00
293-682-709.000	SOCIAL SECURITY	5,124.00	1,700.29	437.77	3,423.71	33.18
293-682-711.000	MEDICARE	1,181.00	397.65	102.38	783.35	33.67
293-682-712.000	IN LIEU OF HOSPITALIZATION (TAXABLE)	9,600.00	3,200.00	800.00	6,400.00	33.33
293-682-714.000	LONGEVITY	0.00	0.00	0.00	0.00	0.00
293-682-716.000	MERS DEFINED CONTRIBTUION	5,693.00	841.50	187.82	4,856.50	14.77
293-682-717.000	MERS DEFINED BENEFIT	0.00	0.00	0.00	0.00	0.00
293-682-718.000	HOSPITALIZATION	0.00	0.00	0.00	0.00	0.00
293-682-724.007	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00
293-682-724.009	WORKER'S COMPENSATION	400.00	156.07	43.33	243.93	39.02
293-682-724.010	INCENTIVE PAYMENT	0.00	0.00	0.00	0.00	0.00
293-682-724.014	SICK & ACCIDENT	853.00	295.16	82.07	557.84	34.60
293-682-724.017	DENTAL/OPTICAL (NON-TAXABLE)	0.00	0.00	0.00	0.00	0.00
293-682-725.000	PER DIEMS	750.00	60.00	0.00	690.00	8.00
293-682-727.000	OFFICE SUPPLIES	500.00	131.02	62.96	368.98	26.20
293-682-727.001	OFFICE EQUIP/SUPPLIES GRANT	1,000.00	699.00	0.00	301.00	69.90
293-682-728.000	POSTAGE	200.00	0.00	0.00	200.00	0.00
293-682-746.000	CLOTHING -UNIFORMS	0.00	0.00	0.00	0.00	0.00
293-682-801.000	JANITORIAL SERVICES	3,550.00	1,169.92	292.48	2,380.08	32.96
293-682-801.001	PROFESSIONAL SERVICES - TEMP	0.00	0.00	0.00	0.00	0.00
293-682-801.002	ALARM MONITORING-YRLY	425.00	0.00	0.00	425.00	0.00
293-682-805.000	CENTRAL SERVICES (COST ALLOCATION)	32,852.00	16,426.00	8,213.00	16,426.00	50.00
293-682-833.000	VETERAN BURIALS	8,000.00	1,500.00	0.00	6,500.00	18.75
293-682-833.001	GRAVE MARKERS	4,100.00	1,550.00	620.00	2,550.00	37.80
293-682-850.000	TELEPHONE	4,200.00	1,287.49	320.79	2,912.51	30.65
293-682-860.000	TRAVEL	2,000.00	0.00	0.00	2,000.00	0.00
293-682-861.001	MILEAGE REIMBURSEMENT	200.00	10.90	0.00	189.10	5.45
293-682-903.000	ADVERTISING-PRINTING	500.00	0.00	0.00	500.00	0.00
293-682-903.001	GRANT MARKETING	27,398.00	15,189.75	5,399.00	12,208.25	55.44
293-682-931.000	EQUIPMENT MAINTENANCE	1,000.00	17.20	3.62	982.80	1.72
293-682-940.000	BUILDING RENTAL	9,200.00	3,046.68	761.67	6,153.32	33.12
293-682-955.000	CONTINGENCY FUND	0.00	0.00	0.00	0.00	0.00

User: perged

DB: Alpena County

PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 04/30/2022	ACTIVITY FOR MONTH 04/30/2022	AVAILABLE BALANCE	% BDGT USED
Fund 293 - VETERANS AFFAIRS						
Expenditures						
293-682-955.001	EDUCATION & TRAINING	3,250.00	700.00	0.00	2,550.00	21.54
293-682-955.002	DUES AND SUBSCRIPTIONS	500.00	0.00	0.00	500.00	0.00
293-682-955.003	CONFERENCE FEES	0.00	0.00	0.00	0.00	0.00
293-682-955.004	VETERANS RELIEF	10,000.00	656.64	0.00	9,343.36	6.57
293-682-962.000	COUNTY SETTLEMENTS	0.00	2.94	0.00	(2.94)	100.00
293-682-977.000	EQUIPMENT	0.00	0.00	0.00	0.00	0.00
293-682-977.001	OFFICE FURNITURE	500.00	0.00	0.00	500.00	0.00
293-682-977.002	OFFICE COMPUTERS	1,000.00	52.99	0.00	947.01	5.30
Total Dept 682 - VETERANS' COUNSELOR		216,372.00	73,244.29	23,587.69	143,127.71	33.85
TOTAL EXPENDITURES		216,372.00	73,244.29	23,587.69	143,127.71	33.85
Fund 293 - VETERANS AFFAIRS:						
TOTAL REVENUES		218,728.00	211,586.68	1.39	7,141.32	96.74
TOTAL EXPENDITURES		216,372.00	73,244.29	23,587.69	143,127.71	33.85
NET OF REVENUES & EXPENDITURES		2,356.00	138,342.39	(23,586.30)	(135,986.39)	5,871.92