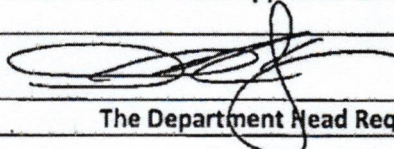


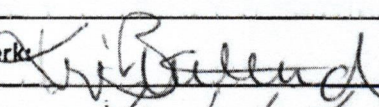
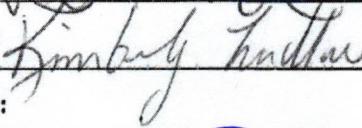
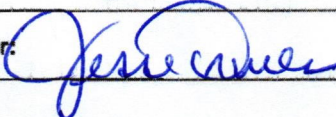
Contract / Leases / Agreements / Grants Form

This is	New	<input checked="" type="checkbox"/>	Renewal	<input 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	<input type="checkbox"/>	If you marked YES this needs to go through Grant Review.
This is an	Agreement <input checked="" type="checkbox"/> Contract <input type="checkbox"/> Lease <input type="checkbox"/> Other _____:				
Name of Entity who Contract / Lease / Agreement / Grant is with	MICHIGAN VETERANS AFFAIRS AGENCY				
Project Name	FY25 COUNTY VETERANS SERVICE FUND GRANT				
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	\$23,855.00				
Organization Match	\$0				
County Match	\$0				

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

	22 MAY 2024
The Department Head Requesting	Date Signed

GRANT REVIEW COMMITTEE APPROVAL:

County Clerk: 	Date Signed: 5-23-24	I am requesting a meeting	
County Treasurer: 	Date Signed: 5-23-24	I am requesting a meeting	
Finance Chairman:	Date Signed:	I am requesting a meeting	
County Administrator: 	Date Signed: 5/23/24	I am requesting a meeting	

Please do NOT mark below this line

INTEROFFICE USE ONLY

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

22 May 2024

MEMORANDUM FOR BOARD OF COMMISSIONERS

FROM VETERANS AFFAIRS OFFICE

On 14 May 2024, the Michigan Veterans Affairs Agency (MVAA) notified us of the County Veterans Service Fund (CVSF) Grant application deadline of 18 June 2024. The application, in the amount of \$23,855.00 is currently pending approval of the Veterans Board and will be presented to the Board of Commissioners for final approval on 28 May 2024. On 22 May 2024, the application was submitted to the Grant Committee for review/approval and is currently pending signatures.

There is no County match for this grant.

We are requesting approval of the application in the amount \$23,855 from the Board of Commissioners before submitting it to the MVAA. A copy of the grant package is attached.



FY25 COUNTY VETERAN SERVICE FUND 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. The Financial Officer and Authorized Official must be different.

CONTACT INFORMATION

Applicant County	Alpena County		
Total Grant Amount	\$23,855.00		
SIGMA Vendor Code	CV0047952	SIGMA Address Code	045

Project Director	Dan Perge		
Mailing Address	150B North State St, Alpena, MI 49707		
Phone	989-354-9671		
E-mail Address	perged@alpenacounty.org		

Financial Officer	Kim Ludlow		
Mailing Address	720 W. Chisholm, Alpena, MI 49707		
Phone	989-354-9534		
E-mail Address	ludlowk@alpenacounty.org		

Authorized Official	John Kozlowski		
Mailing Address	720 W. Chisholm St, Alpena, MI 49707		
Phone	989-354-9500		
E-mail Address	johnkozlowski@alpenacounty.org		

All assistance, programming, and service initiatives need to be submitted with separate project narrative, budget narrative, and budget 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: \$21,355.00

Professionally Produced Radio Commercial: \$ No Charge with commercial run

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

30 Second Radio Spots: \$10,240

This would run our advertisement on three local radio stations enabling our ad to reach veterans across the county numerous times per month. For each purchased spot, there is an ad run at no charge. Ads would run numerous times per week for a total of 120 spots per month.

Local Movie Theatre Gift Cards: \$3,750.00

These cards will be provided to veterans/eligible family members on a first come first served basis. Each veteran/eligible family member will be provided cards based on the number of dependents. These gift cards are aimed at boosting veterans' mental health and relaxation. Each veteran/eligible family member will have a benefits check/information provided at that time gift cards are issued.

Newspaper Ads: \$1,000

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.

Apparel for VSOs: \$1,160.00

This will allow our veterans service officers to be more visible and identifiable in the office, while in public and doing presentations in the community.

(Continued)

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)

Coasters: \$675

Information Dog Tags: \$950

Baseball Caps: \$1,565.00

Beanie Hats: \$2,015.00

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

**County Veteran Service Fund Grant
Budget Request**

One initiative per page. Make additional sheets for each initiative.			
Applicant County	Grant Number	SIGMA Vendor Code	
Alpena	FOR MVAA USE ONLY	CV0047952	
I. Project / Initiative Name			
Marketing			
II. Project Total (Amount requested for this Initiative)			
			21,355.00
III. Expenditure Details			
Item / Service Description	Quantity	Cost Per Unit	Cost
Radio Advertising	8	\$1,280.00	\$10,240.00
Movie Theatre Gift Cards	150	\$25.00	\$3,750.00
Newspaper Advertising	10	\$100.00	\$1,000.00
Coats	2	\$125.00	\$250.00
Hooded Sweatshirts	6	\$80.00	\$480.00
Setup Fee	1	\$35.00	\$35.00
Polo Shirt	6	\$50.00	\$300.00
Setup Fee	1	\$35.00	\$35.00
Baseball Cap	200	\$7.50	\$1,500.00
Setup Fee	1	\$35.00	\$35.00
Beanie Hat	300	\$6.50	\$1,950.00
Setup Fee	1	\$35.00	\$35.00
Promotional Dog Tags	500	\$1.82	\$910.00
Shipping Dog Tags	1	\$40.00	\$40.00
Promotional Coasters	500	\$1.25	\$625.00
Shipping Coasters	1	\$50.00	\$50.00
Shipping Sweatshirts, Polos, Baseball Caps, Beanie Hats	4	\$30.00	\$120.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
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			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
		Total	\$21,355.00

PROJECT DETAIL

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

PROJECT NARRATIVE

Detailed project narrative must be provided below:

Office Equipment: \$2,500.00

We would like to purchase a commercial grade printer/scanner/copier to allow for more efficient printing/scanning/copying of veteran applications and supporting documents when applying for USDVA health, financial, or memorial benefits. This would ensure that documents containing personal and medical information for all veterans and family members are copied and/or transferred securely and more efficiently. This would enable staff to more efficiently produce documents for review, signature and/or transfer and greatly reduce downtime for maintenance of aging equipment and streamline processes by allowing staff to use one device, as opposed to using numerous devices.

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.

Commercial Grade Printer/Scanner/Copier: \$2,500.00

The purchase of a commercial grade printer/scanner/copier would allow for more efficient printing/scanning/copying of veteran applications and supporting documents when applying for USDVA health, financial, or memorial benefits. This would ensure that documents containing personal and medical information for all veterans and family members are copied and/or transferred securely and more efficiently. This would enable staff to more efficiently produce documents for review, signature and/or transfer and greatly reduce downtime for maintenance of aging equipment and streamline processes by allowing staff to use one device, as opposed to using numerous devices.

Fiscal Year 2025

County Veteran Service Fund Grant

Budget Request

One initiative per page. Make additional sheets for each initiative.			
Applicant County	Grant Number	SIGMA Vendor Code	
Alpena	FOR MVAA USE ONLY	GV0047952	
I. Project / Initiative Name			
Office Equipment			
II. Project Total (Amount requested for this initiative).			
			2,500.00
III. Expenditure Details			
Item / Service Description	Quantity	Cost Per Unit	Cost
Commercial Grade Printer, Scanner, Copier	1	\$2,500.00	\$2,500.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
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			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
		Total	\$2,500.00

PROGRAMMING/INITIATIVE JUSTIFICATION

Programming/initiative justification must be provided below. Describe how the requested programming 1) enhances or increases veteran service provision **over past service provisions**, and 2) connects eligible veterans, servicemembers, dependents or survivors to benefits by an accredited service officer to obtain USDVA health, financial, or memorial benefits.

The requested funds are aimed at enhancing/increasing services to veterans by making some changes in how we are reaching out to veterans to relay our services and availability. The past several years we have relied on the use of billboards and a local television commercial to get our message out. We believe that by changing our focus to local radio, we will be able to reach a broader audience through the message being broadcast on stations of different genres (oldies, country and rock). Additionally, our hope is to connect more eligible veterans, service members, dependents and survivors to benefits by marketing our message to as many eligible claimants as possible through the radio, our presence in the community and distribution of various promotional items.

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 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, 2025.	
I understand that my County must submit Michigan Veterans Trust Fund applications for emergency assistance prior to utilizing the County Veteran Service Fund when applicable.	
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 the grant agreement must be signed by the <u>Authorized Official</u> before grant funds can be expended.	

Signature: _____
Authorized Official

Date: _____

08/25/2020 04:08 PM
User: cebulac
DB: Alpena County

BUDGET REPORT FOR ALPENA COUNTY
Fund: 267 VETERAN AFFAIRS

Page: 1/1

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

User: perged

DB: Alpena County

PERIOD ENDING 05/31/2024

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 05/31/2024	ACTIVITY FOR MONTH 05/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 293 - VETERANS AFFAIRS						
Revenues						
Dept 682 - VETERANS' COUNSELOR						
293-682-403.000	CURRENT TAXES-EXTRA SPECIAL VOTED	235,602.00	229,755.56	0.00	5,846.44	97.52
293-682-411.000	DELINQUENT REAL (SETTLEMENTS)	25.00	30.52	0.00	(5.52)	122.08
293-682-412.000	DELINQUENT PERSONALS/DNR	1,500.00	1,315.36	0.00	184.64	87.69
293-682-437.000	CURRENT CFT'S & IFT'S COLLECTIONS	0.00	0.00	0.00	0.00	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	31,950.00	0.00	0.00	31,950.00	0.00
293-682-573.000	LOCAL COMM STABILIZATION SHARE TAX	15,500.00	5,383.50	0.00	10,116.50	34.73
293-682-665.000	INTEREST	3,000.00	2,409.21	0.00	590.79	80.31
293-682-674.000	PRIVATE DONATION	0.00	50.00	50.00	(50.00)	100.00
293-682-674.001	AAACU 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		287,577.00	238,944.15	50.00	48,632.85	83.09
TOTAL REVENUES		287,577.00	238,944.15	50.00	48,632.85	83.09
Expenditures						
Dept 682 - VETERANS' COUNSELOR						
293-682-702.000	ASSISTANT DIRECTOR	41,124.00	17,375.55	3,224.18	23,748.45	42.25
293-682-703.000	DIRECTOR'S SALARY	49,694.00	18,186.12	3,822.59	31,507.88	36.60
293-682-708.000	OVERTIME	0.00	0.00	0.00	0.00	0.00
293-682-709.000	SOCIAL SECURITY	6,432.00	2,514.45	491.80	3,917.55	39.09
293-682-711.000	MEDICARE	1,505.00	588.06	115.01	916.94	39.07
293-682-712.000	IN LIEU OF HOSPITALIZATION(TAXABLE)	9,600.00	4,800.00	800.00	4,800.00	50.00
293-682-714.000	LONGEVITY	800.00	0.00	0.00	800.00	0.00
293-682-716.000	MERS DEFINED CONTRIBUION	6,414.00	2,519.80	477.12	3,894.20	39.29
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	497.52	104.43	(97.52)	124.38
293-682-724.010	INCENTIVE PAYMENT	0.00	0.00	0.00	0.00	0.00
293-682-724.014	SICK & ACCIDENT	976.00	481.91	90.78	494.09	49.38
293-682-724.017	DENTAL/OPTICAL (NON-TAXABLE)	0.00	0.00	0.00	0.00	0.00
293-682-725.000	PER DIEMS	2,160.00	270.00	90.00	1,890.00	12.50
293-682-727.000	OFFICE SUPPLIES	700.00	191.62	191.62	508.38	27.37
293-682-727.001	OFFICE EQUIP/SUPPLIES GRANT	0.00	0.00	0.00	0.00	0.00
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	4,100.00	1,650.40	339.48	2,449.60	40.25
293-682-801.001	PROFESSIONAL SERVICES - TEMP	0.00	0.00	0.00	0.00	0.00
293-682-801.002	ALARM MONITORING-YRLY	500.00	0.00	0.00	500.00	0.00
293-682-805.000	CENTRAL SERVICES (COST ALLOCATION)	36,026.00	18,013.00	0.00	18,013.00	50.00
293-682-833.000	VETERAN BURIALS	4,500.00	1,500.00	0.00	3,000.00	33.33
293-682-833.001	GRAVE MARKERS	4,500.00	805.00	0.00	3,695.00	17.89
293-682-850.000	TELEPHONE	3,000.00	799.88	199.97	2,200.12	26.66
293-682-860.000	TRAVEL	2,000.00	545.70	353.60	1,454.30	27.29
293-682-861.001	MILEAGE REIMBURSEMENT	360.00	75.94	29.48	284.06	21.09
293-682-903.000	ADVERTISING-PRINTING	500.00	110.42	0.00	389.58	22.08
293-682-903.001	GRANT MARKETING	31,950.00	10,645.00	1,850.00	21,305.00	33.32
293-682-931.000	EQUIPMENT MAINTENANCE	1,000.00	35.70	7.96	964.30	3.57
293-682-940.000	BUILDING RENTAL	9,750.00	4,058.35	811.67	5,691.65	41.62

05/22/2024 11:49 AM

User: perged

DB: Alpena County

REVENUE AND EXPENDITURE REPORT FOR ALPENA COUNTY

Page: 2/2

PERIOD ENDING 05/31/2024

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 05/31/2024	ACTIVITY FOR MONTH 05/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 293 - VETERANS AFFAIRS						
Expenditures						
293-682-955.000	CONTINGENCY FUND	0.00	0.00	0.00	0.00	0.00
293-682-955.001	EDUCATION & TRAINING	550.00	400.00	0.00	150.00	72.73
293-682-955.002	DUES AND SUBSCRIPTIONS	500.00	300.00	0.00	200.00	60.00
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	0.00	0.00	10,000.00	0.00
293-682-955.005	AAACU DONATION EXPENDITURE	500.00	0.00	0.00	500.00	0.00
293-682-955.006	PRIVATE DONATION EXPENDITURE	200.00	0.00	0.00	200.00	0.00
293-682-962.000	COUNTY SETTLEMENTS	2,000.00	18.77	0.00	1,981.23	0.94
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	0.00	0.00	1,000.00	0.00
Total Dept 682 - VETERANS' COUNSELOR		233,441.00	86,383.19	12,999.69	147,057.81	37.00
TOTAL EXPENDITURES		233,441.00	86,383.19	12,999.69	147,057.81	37.00
Fund 293 - VETERANS AFFAIRS:						
TOTAL REVENUES		287,577.00	238,944.15	50.00	48,632.85	83.09
TOTAL EXPENDITURES		233,441.00	86,383.19	12,999.69	147,057.81	37.00
NET OF REVENUES & EXPENDITURES		54,136.00	152,560.96	(12,949.69)	(98,424.96)	281.81
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		287,577.00	238,944.15	50.00	48,632.85	83.09
TOTAL EXPENDITURES - ALL FUNDS		233,441.00	86,383.19	12,999.69	147,057.81	37.00
NET OF REVENUES & EXPENDITURES		54,136.00	152,560.96	(12,949.69)	(98,424.96)	281.81