

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	<input type="checkbox"/>	<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	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	\$ 28,398.00					
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:

The Department Head Requesting	7-15-21 Date Signed
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GRANT REVIEW COMMITTEE APPROVAL:

County Clerk:	Date Signed: 7-15-21	I am requesting a meeting
County Treasurer:	Date Signed: 7-15-21	I am requesting a meeting
Finance Chairman:	Date Signed: 7-16-21	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:



FY2022 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 Requested	\$28,398		
SIGMA Vendor Code	CV0047952	SIGMA Address Code	045

Project Director	Dan Perge		
Mailing Address	150 B 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 Ste #3, 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: \$27,398.00

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: \$1,000.00

This would run our professionally produced advertisement on our local radio station enabling our ad to reach veterans across the county two times per week. Ads would run two times per week with the station match for a total of 104 spots.

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: \$18,000.00

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 300 spots.

Apparel for VSOs: \$600.00

This will allow our Veterans Service Officers (VSO) to be more visible and identifiable in the office/building, while in public and doing presentations in the community. Our VSOs routinely attend and/or participate in community events and are visible in the community. Higher visibility and recognition of our VSOs in the community will encourage county veterans and family members to approach them to inquire and learn more about their benefits.

Newspaper Ads: \$750.00

These ads will advertise our office and the services available to veterans. Advertisements will be updated and run on a monthly basis 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.

Outreach Materials (tri-fold pamphlets): \$500.00

These pamphlets will be used to advertise veterans services in our office, at local veteran visited businesses and community outreach events.

Billboard Creation and Rotation: \$5,000.00

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.

Banner: \$140.00

Promotional Mugs(252): \$1,408.00 with shipping

The promotional mugs will be given to veterans and family members and will contain the contact information for 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. The banner will be used to advertise our attendance at community/veteran outreach events and will contain the name and contact information for our office.

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 .	OKP
I understand that the grant agreement must be signed by the Authorizing Official before grant funds can be expended.	OKP
I have included Itemized budget attachments for each initiative/program/salary request.	OKP
I have included FY17 and current year County budgets for the organization structure that provides assistance to veterans and/or family members.	OKP
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.	OKP
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.	OKP

Signature: Next Board of Commissioners Meeting 7-27-21

Date: _____

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: \$1000

We would like to purchase a commercial grade paper shredder to ensure that documents containing personal and medical information for all veterans and family members are disposed of properly. This would enable staff to reduce the amount of PII and HIPAA documents in the office awaiting disposal and reduce time spent shredding documents in our current, home-office grade shredder which is very slow and has a very small capacity.

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, titled 'Attachment A.'

Commercial Grade Shredder: \$1000

The purchase of a commercial grade paper shredder will ensure that documents containing personal and medical information for all veterans and family members are disposed of properly. It will allow the staff to reduce the amount of PII and HIPAA documents in the office awaiting disposal and reduce time spent shredding documents in the current, home-office grade shredder, which is very slow and has a very small capacity.

2017
 ACTIVITY

GL NUMBER	DESCRIPTION	
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

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DB: Alpena County

PERIOD ENDING 06/30/2021

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 06/30/2021	ACTIVITY FOR MONTH 06/30/2021	AVAILABLE BALANCE	% BGD USED
Fund 293 - VETERANS AFFAIRS						
Revenues						
Dept 682 - VETERANS' COUNSELOR						
293-682-403.000	CURRENT TAXES-EXTRA SPECIAL VOTED	203,197.00	198,830.18	0.00	4,366.82	97.85
293-682-411.000	DELINQUENT REAL (SETTLEMENTS)	5.00	17.56	1.05	(12.56)	351.20
293-682-412.000	DELINQUENT PERSONALS/DNR	1,195.00	1,202.31	0.00	(7.31)	100.61
293-682-437.000	CURRENT CFT'S & IFT'S COLLECTIONS	83.00	0.00	0.00	83.00	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	30,900.00	0.00	0.00	30,900.00	0.00
293-682-573.000	LOCAL COMM STABILIZATION SHARE TAX	8,400.00	13,755.35	0.00	(5,355.35)	163.75
293-682-665.000	INTEREST	600.00	115.35	38.11	484.65	19.23
293-682-674.000	PRIVATE DONATION	0.00	0.00	0.00	0.00	0.00
293-682-677.000	REIMBURSEMENTS/REFUNDS	130.00	0.00	0.00	130.00	0.00
293-682-684.000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
Total Dept 682 - VETERANS' COUNSELOR		244,510.00	213,920.75	39.16	30,589.25	87.49
TOTAL REVENUES		244,510.00	213,920.75	39.16	30,589.25	87.49
Expenditures						
Dept 682 - VETERANS' COUNSELOR						
293-682-702.000	ASSISTANT DIRECTOR	36,198.00	11,045.76	2,593.60	25,152.24	30.51
293-682-703.000	DIRECTOR'S SALARY	46,202.00	24,719.16	3,211.20	21,482.84	53.50
293-682-708.000	OVERTIME	1,000.00	93.03	24.69	906.97	9.30
293-682-709.000	SOCIAL SECURITY	6,990.00	2,826.10	411.03	4,163.90	40.43
293-682-711.000	MEDICARE	194.00	193.37	96.12	0.63	99.68
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	900.00	66.67	0.00	833.33	7.41
293-682-716.000	MERS DEFINED CONTRIBUTION	10,831.00	2,514.67	408.05	8,316.33	23.22
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	380.00	115.10	14.83	264.90	30.29
293-682-724.010	INCENTIVE PAYMENT	0.00	0.00	0.00	0.00	0.00
293-682-724.014	SICK & ACCIDENT	864.00	367.73	65.68	496.27	42.56
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	300.00	0.00	450.00	40.00
293-682-727.000	OFFICE SUPPLIES	500.00	226.20	13.99	273.80	45.24
293-682-727.001	OFFICE EQUIP/SUPPLIES GRANT	200.00	169.98	0.00	30.02	84.99
293-682-728.000	POSTAGE	300.00	16.70	1.40	283.30	5.57
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	1,754.88	292.48	1,795.12	49.43
293-682-801.001	PROFESSIONAL SERVICES - TEMP	0.00	0.00	0.00	0.00	0.00
293-682-801.002	ALARM MONITORING-YRLY	400.00	0.00	0.00	400.00	0.00
293-682-805.000	CENTRAL SERVICES (COST ALLOCATION)	22,998.00	11,499.00	0.00	11,499.00	50.00
293-682-833.000	VETERAN BURIALS	8,000.00	3,300.00	300.00	4,700.00	41.25
293-682-833.001	GRAVE MARKERS	4,100.00	1,290.00	1,050.00	2,810.00	31.46
293-682-850.000	TELEPHONE	3,900.00	1,948.23	323.20	1,951.77	49.95
293-682-860.000	TRAVEL	2,000.00	0.00	0.00	2,000.00	0.00
293-682-861.001	MILEAGE REIMBURSEMENT	100.00	51.80	0.00	48.20	51.80
293-682-903.000	ADVERTISING-PRINTING	500.00	110.42	0.00	389.58	22.08
293-682-903.001	GRANT MARKETING	28,500.00	7,974.67	2,682.50	20,525.33	27.98
293-682-931.000	EQUIPMENT MAINTENANCE	1,500.00	32.10	4.68	1,467.90	2.14
293-682-940.000	BUILDING RENTAL	9,200.00	4,570.02	761.67	4,629.98	49.67
293-682-955.000	CONTINGENCY FUND	0.00	0.00	0.00	0.00	0.00
293-682-955.001	EDUCATION & TRAINING	3,250.00	950.00	0.00	2,300.00	29.23

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DB: Alpena County

PERIOD ENDING 06/30/2021

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 06/30/2021	ACTIVITY FOR MONTH 06/30/2021	AVAILABLE BALANCE	% BDGT USED
Fund 293 - VETERANS AFFAIRS						
Expenditures						
293-682-955.002	DUES AND SUBSCRIPTIONS	900.00	0.00	0.00	900.00	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	250.00	250.00	9,750.00	2.50
293-682-962.000	COUNTY SETTLEMENTS	2,000.00	32.65	0.00	1,967.35	1.63
293-682-977.000	EQUIPMENT	0.00	0.00	0.00	0.00	0.00
293-682-977.001	OFFICE FURNITURE	2,050.00	0.00	0.00	2,050.00	0.00
293-682-977.002	OFFICE COMPUTERS	1,150.00	633.92	0.00	516.08	55.12
Total Dept 682 - VETERANS' COUNSELOR		219,007.00	80,252.16	13,305.12	138,754.84	36.64
TOTAL EXPENDITURES		219,007.00	80,252.16	13,305.12	138,754.84	36.64
Fund 293 - VETERANS AFFAIRS:						
TOTAL REVENUES		244,510.00	213,920.75	39.16	30,589.25	87.49
TOTAL EXPENDITURES		219,007.00	80,252.16	13,305.12	138,754.84	36.64
NET OF REVENUES & EXPENDITURES		25,503.00	133,668.59	(13,265.96)	(108,165.59)	524.13