

Scott Walker, Governor

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**STATE OF WISCONSIN  
DEPARTMENT OF VETERANS AFFAIRS**

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July 15, 2016

**WDVA Bulletin No. 1049**

**TO: County Veterans Service Offices**

**SUBJECT: 2017 County Veterans' Service Grants**

In accordance with Wis. Stats. s. 45.82, counties that meet statutory standards and employ a full or part-time County Veterans Service Officer (CVSO) are eligible for a grant from the Wisconsin Department of Veterans Affairs (WDVA) for the improvement of services, on a reimbursable basis. The WDVA shall twice yearly reimburse grant recipients for documented expenses, subject to the statutory annual reimbursement limits.

**To apply for a grant, pending the promulgation of Administrative Rules, the County shall do the following by September 15, 2016:**

1. File a grant application (WDVA 0055B) with WDVA for the current fiscal year (7/1/16 – 6/30/17).
2. File a federal benefits service delivery report (WDVA 0055D) with WDVA for the preceding fiscal year (7/1/15 – 6/30/16), **not “calendar” year as requested in previous years.**
3. A letter is required from your county's county executive, administrator, or administrative coordinator to certify that it employs a CVSO, appointed under civil service procedures in accordance with Wis. Stats. s. 45.82(2) and/or Act 150 (i.e., s. 230.15) to qualify for this grant. This letter shall state the specific date on which the current CVSO was appointed. This letter is **not** required however, under the following conditions:
  - a. The CVSO was hired prior to or on April 15, 2015.
  - b. This letter was provided to the WDVA during FY 2016 (7/1/15 – 6/30/16).

If the County employs a CVSO appointed on or after July 1, 2016, compliance with the terms of hire for the civil service Act 150 (i.e., s. 230.15, Stats), will constitute compliance with 45.82(2).

The application packet for the **2017** County Veterans' Service Grants is attached and will soon be available online at <http://dva.state.wi.us/Pages/newsMedia/WDVAToolKit.aspx>.

Completed application materials referenced above must be mailed or faxed to the address/fax no. listed above, no later than **Thursday, September 15, 2016**. Indicate in transmittal envelope or cover sheet that it is the **2017** CVSO Grant. Applications may also be scanned and emailed to [VetsBenefitsGrants@dva.wisconsin.gov](mailto:VetsBenefitsGrants@dva.wisconsin.gov). Please use "**2017 CVSO Grant**" in the subject line.

With the passage of 2015 Wisconsin Act 55, as referenced above, the WDVA shall provide CVS grants on a reimbursable basis. Only the following expense [categories] later to be defined in rule, are eligible for reimbursement this application period:

1. Information technology;
2. Transportation for veterans and service to veterans with barriers;
3. Special outreach to veterans;
4. Training and services provided by the department and the federal department of veterans affairs;
5. Salary and fringe benefit expenses incurred in 2017, except that total reimbursement for such expenses shall not exceed 25 percent of the applicable maximum grant.

To request reimbursement for documented expenses (subject to change by rule) incurred and paid for during fiscal year 2017, a County must use the attached template and submit to WDVA as follows:

**1<sup>st</sup> Reimbursement Grant Period:** Must be provided to WDVA by January 15, 2017 for documented expenses incurred July 1, 2016 – December 31, 2016.

**2<sup>nd</sup> Reimbursement Grant Period:** Must be provided to WDVA by June 15, 2017 for documented expenses incurred January 1, 2017 – June 15, 2017.

A letter announcing the availability of the CVS Grant is also being sent to the County Administrators/Executives of each of the 72 counties.

For questions regarding the **2017** CVS Grant, please call 1-800-WIS-VETS (947-8387) and ask to speak with Chad McCafferty, or submit an email to *VetsBenefitsGrants@dva.wisconsin.gov*

**CERTIFICATION OF REIMBURSABLE GRANT EXPENDITURES  
PURSUANT TO WIS. STAT. § 45.82**

TO: Department of Veteran Affairs  
State of Wisconsin

The undersigned, a duly authorized representative of [NAME] County/Tribe hereby certifies that [NAME] County/Tribe has expended the sum of \$\_\_\_\_\_ in one or more of the following categories for the improvement of services for former military personnel of the County:

- (a) Information technology;
- (b) Transportation for veterans and service to veterans with barriers;
- (c) Special outreach to veterans;
- (d) Training and services provided by the department and the federal department of veterans affairs; and/or
- (e) Salary and fringe benefit expenses incurred in 2015; salary and fringe benefit expenses incurred in 2016, except that total reimbursement for such expenses shall not exceed 50 percent of the applicable maximum grant under sub. (2) or (4); and salary and fringe benefit expenses incurred in 2017, except that total reimbursement for such expenses shall not exceed 25 percent of the applicable maximum grant under sub. (2) or (4).

By virtue of this Certification, [NAME] County/Tribe respectfully requests that the Department of Veteran Affairs of the State of Wisconsin reimburse [NAME] County/Tribe the amounts indicated above in compliance with and pursuant to Wis. Stat. § 45.82.

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_