



November 30, 2018

**WDVA Bulletin No. 1064**

**TO: County Veterans Service Offices**

**SUBJECT: 2019 County Veterans Service Grant**

In accordance with Wis. Stats. § 45.82, the Wisconsin Statutes and VA 8, Wisconsin Administrative Code, the Wisconsin Department of Veterans Affairs (WDVA) announces the 2019 County Veterans Service Office Grant. Counties that meet statutory standards and employ a full or part-time County Veterans Service Officer (CVSO) are eligible for a grant from the WDVA for the improvement of services to former military personnel of the county through the county veterans service office. The grant shall be \$8,500 for a county with a population of less than 20,000, \$10,000 for a county with a population of 20,000 to 45,499, \$11,500 for a county with a population of 45,500 to 74,999, and \$13,000 for a county with a population of 75,000 or more. Counties with a part-time CVSO shall be eligible for an annual grant of \$500.00.

**To apply for a grant the County shall do the following by January 31, 2019:**

1. File a grant application (WDVA 0055B) with WDVA for the current fiscal year (7/1/18– 6/30/19).
2. File an application cover letter that includes a statement which addresses the county's goals and objectives for calendar year 2019.
3. File a Grant Agreement (WDVA 0055C) with the WDVA for the calendar year 2019. The grant agreement must have the county name inserted in the four appropriate places and be signed by a County Government official and the County Veterans Service Officer.
4. File a federal benefits service delivery report (WDVA 0055D) with WDVA for the preceding calendar year.
5. File a certified copy of the budget adopted by the county board for county veterans service office operations for calendar year 2019, signed by the CVSO, his/her designee, county clerk/treasurer or other county official, certifying that the submitted budget is true and correct.
6. File a proposed budget for the use of the CVSO grant (sample WDVA 0055E).
7. File a letter from the county executive, administrator, or administrative coordinator certifying the county employs a CVSO, appointed under civil service procedures in accordance with Wis. Stats. § 45.82 (2) or § 230.15. 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 fiscal year 2018.

The application packet for the **2019** County Veterans' Service Grants, WDVA 0055, is now available online at:  
[https://dva.wi.gov/Documents/newsMediaDocuments/WDVA%20Toolkit/WDVA\\_0055\\_CVSO\\_Grant\\_Packet.docx](https://dva.wi.gov/Documents/newsMediaDocuments/WDVA%20Toolkit/WDVA_0055_CVSO_Grant_Packet.docx)

Completed application materials referenced above must be mailed to the address below or faxed to (608) 267-0403 no later than **Thursday, January 31, 2019**. Indicate in transmittal envelope or cover sheet that it is the **2019** CVSO Grant. Applications may also be scanned and emailed to [VetsBenefitsGrants@dva.wisconsin.gov](mailto:VetsBenefitsGrants@dva.wisconsin.gov). Please use "**2019 CVSO Grant**" in the subject line.

For questions regarding the **2019** CVSO 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](mailto:VetsBenefitsGrants@dva.wisconsin.gov).