

## Instructions for Completion of Memorandum of Understanding (MOU) Regarding Use of ARPA State Recovery Funds

1. On page 1 - Enter Name of County on Blank Space on fifth line.
2. On page 1 – Re-Enter the Name of the County or Federally Recognized Tribe on the Blank Space on the eighth line just before the word “Recipient”.
3. On page 1 - Enter Principal Business Address of the CVSO or TVSO in Blank Space on tenth line.
4. On page 2 - Have **Authorized Signatory** fill in blank spaces under the Recipient section and have Authorized Signatory Sign the MOU to fully Execute the MOU.
5. On page 7 - Fill out blank spaces under the Recipient Section for Article 20 to provide name of individual for whom any Notices and Demands, if necessary, would be provided under the MOU.
6. **By January 16, 2023** submit to the Wisconsin Department of Veterans Affairs the Memorandum of Understanding Regarding Use of ARPA State Recovery Funds consistent with the instructions for doing this contained in WDVA Bulletin No. 1100 or WDVA Bulletin No. 1099.