

Late Addition #1

EXECUTIVE DOCUMENT SUMMARY

Department: <u>Administration</u>	Submittal Dates
Contact Person: <u>Deborah Allen</u>	<input checked="" type="checkbox"/> Select Meeting Type: <u>Regular Session</u>
Telephone Number: <u>231-256-8100</u>	Date of Meeting: <u>06/20/2023</u>
Financial/Source Selection Method	Vendor: <u>Michigan Veterans Affairs Agency</u>
<input checked="" type="checkbox"/> Select One: <u>Grant</u>	Address/ Phone:
<input type="checkbox"/> Other: _____	_____
<input type="checkbox"/> Account No.: _____	Description: <u>Grant Application</u>
<input type="checkbox"/> CIP Project?	
<input type="checkbox"/> If Grant, Match Account No.: _____	
Budgeted Amount: _____	Contracted Amount: _____

Document Description	
<input type="checkbox"/> Request to Waive Board Policy on Bid Requirements	<input type="checkbox"/> Department Head/Elected Official Authorization
Leelanau County contracts with Grand Traverse County for its Veterans services.	
VA Director Michael Roof contacted Administration on June 15, and is seeking approval to apply for three separate CVSF (County Veteran Service Fund) Grants to assist in engaging the County's Veterans (see attached).	
The grants are for the following - Advertising, Meals, and an addition to the County Veteran's Memorial (addition of flagpole and Space Force Branch of Service flag).	
Suggested Recommendation:	
I move that the County Board of Commissioners approve the FY2024 County Veteran Service Fund Grant applications to the Michigan Veteran Affairs Agency, as presented.	

Department Approval:  Date: 06/20/2023



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FY24 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	Leelanau		
Total Grant Amount	\$ 63,125		
SIGMA Vendor Code	CV0053862	SIGMA Address Code	001

Project Director	Michael Roof		
Mailing Address	2650 Lafranier Rd, Traverse City, MI 49686		
Phone	231-995-6069		
E-mail Address	mroof@gtcountymi.gov		

Financial Officer	Sean Cowan		
Mailing Address	8527 E. Government Center Dr., Ste 101, Suttons Bay, MI 49682		
Phone	231-256-8106		
E-mail Address	scowan@leelanau.gov		

Authorized Official	Deborah Allen		
Mailing Address	8527 E. Government Center Dr., Ste 101, Suttons Bay, MI 49682		
Phone	231-256-8100		
E-mail Address	dallen@leelanau.gov		

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.

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PROJECT DETAIL

Project Title	Advertising
Grant Focus Area) Enhance / Increase Services

PROJECT NARRATIVE

Detailed project narrative must be provided below:

Overview

Leelanau County Veterans Services is staffed through the Grand Traverse County Department of Veterans Affairs. There is a VA-accredited County Veteran Service Officer (CVSO) at the Administrator's Office every Tuesday to assist Veterans with any questions or services.

Advertising Campaign

The Goal of the Advertising Campaign is to increase awareness of the benefits and resources available to Veterans and their dependents in Leelanau County. The Advertising Campaign will direct them to Leelanau County Veterans Services so that our VA-accredited CVSO can advise, assist and advocate for them to receive the veterans benefits to which they are entitled.

We will use various forms of advertising to reach our goal of increasing visits to our office.

Areas of advertising will include:

Newspaper Ads
Billboards

Total Cost \$ 11,820.00

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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.

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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 the grant agreement must be signed by the Authorized Official before grant funds can be expended.	
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 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, 2023.	

Signature: _____
Authorized Official

Date: _____

Late Addition #1

One initiative per page. Make additional sheets for each initiative.			
Applicant County	Grant Number	SIGMA Vendor Code	
Leelanau	FOR MVAA USE ONLY		
I. Project / Initiative Name			
Advertising Campaign			
II. Project Total (Amount requested for this initiative)			
			\$5,887
III. Expenditure Details			
Item / Service Description	Quantity	Cost Per Unit	Cost
Billboard Advertising	6	\$950.00	\$5,700.00
			\$0.00
Newspaper Advertising	12	\$510.00	\$6,120.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
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			\$0.00
			\$0.00
			\$0.00
			\$0.00
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			\$0.00
		Total	\$11,820.00



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CONTACT INFORMATION

Applicant County	Leelanau		
Total Grant Amount	\$ 63,125		
SIGMA Vendor Code	CV0053862	SIGMA Address Code	001

Project Director	Michael Roof		
Mailing Address	2650 Lafranier Rd, Traverse City, MI 49686		
Phone	231-995-6069		
E-mail Address	mroof@gtcountymi.gov		

Financial Officer	Sean Cowan		
Mailing Address	8527 E. Government Center Dr., Ste 101, Suttons Bay, MI 49682		
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PROJECT DETAIL

Project Title	Outreach Meal Presentations
Grant Focus Area) Enhance / Increase services

PROJECT NARRATIVE

Detailed project narrative must be provided below:

Overview

Leelanau County Veterans Services is staffed through the Grand Traverse County Department of Veterans Affairs. There is a VA-accredited County Veteran Service Officer (CVSO) at the Administrator's Office every Tuesday to assist Veterans with any questions or services.

Outreach Meal Presentations

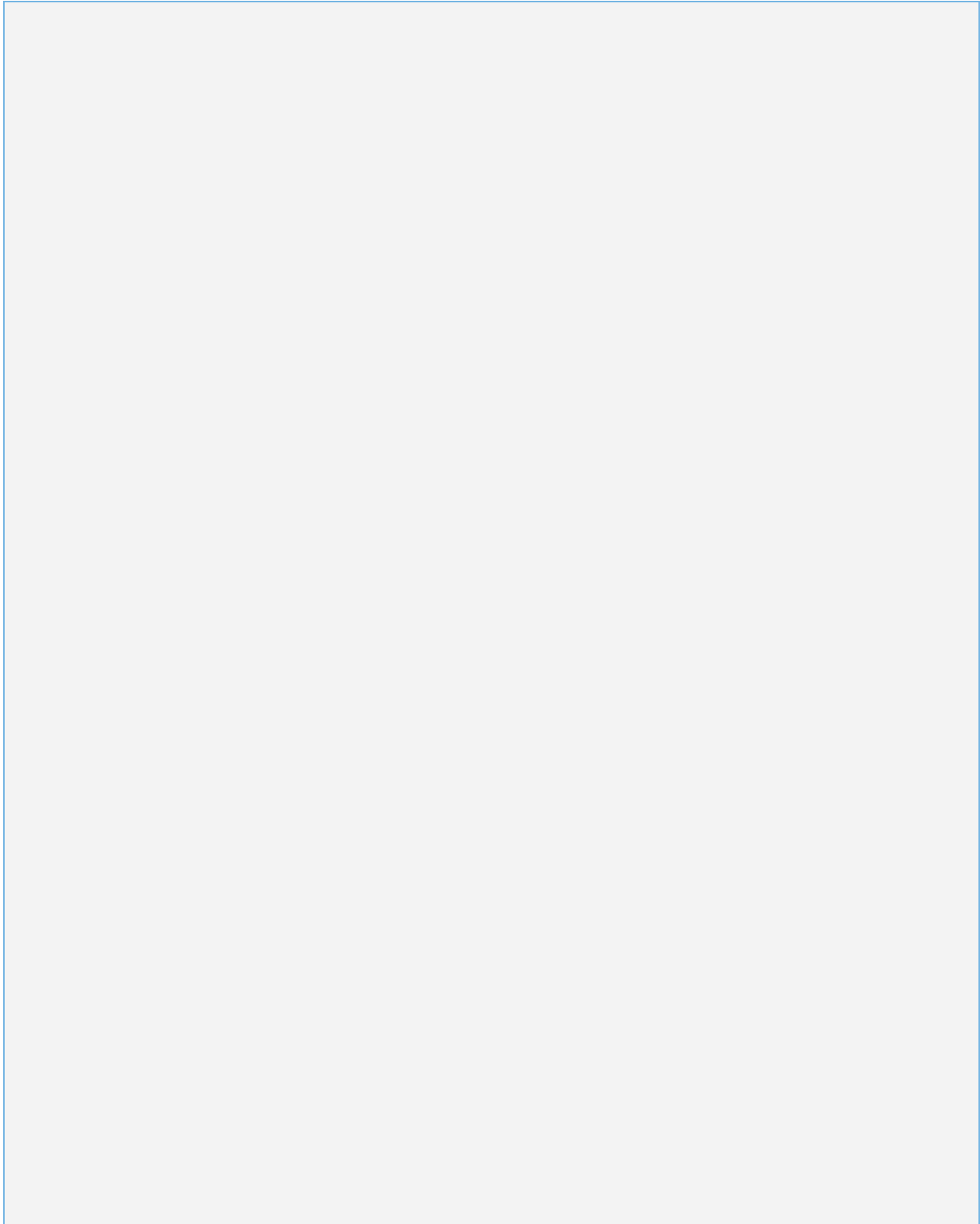
The goal of the Outreach Meal Presentations is to increase awareness of the benefits and resources available to Veterans and their dependents in Leelanau County. During the breakfast, lunch or dinner meal, the office will provide a presentation regarding Veterans benefits. Each time there is a meal event, the topic will be of a different nature. These events will direct them to the Leelanau County Veterans Services so that our VA CVSO can advise, assist and advocate on their behalf to receive the Veterans benefits to which they are entitled.

Total Cost \$ 8,000

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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 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, 2023.	

Signature: _____
Authorized Official

Date: _____

One initiative per page. Make additional sheets for each initiative.			
Applicant County	Grant Number	SIGMA Vendor Code	
Leelanau	FOR MVAA USE ONLY		
I. Project / Initiative Name			
Outreach meals			
II. Project Total (Amount requested for this initiative)			
			\$6,000.00
III. Expenditure Details			
Item / Service Description	Quantity	Cost Per Unit	Cost
Veterans' Meals (4 Breakfasts, Lunch or Dinners)	4	\$2,000.00	8000.00
			0.00
			0.00
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			0.00
			0.00
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		Total	\$8,000.00



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PROJECT DETAIL

Project Title	Veterans Memorial
Grant Focus Area) Enhance / Increase services

PROJECT NARRATIVE

Detailed project narrative must be provided below:

Overview

Leelanau County Veterans Services is staffed through the Grand Traverse County Department of Veterans Affairs. There is a VA-accredited County Veteran Service Officer (CVSO) at the Administrator's Office every Tuesday to assist Veterans with any questions or services.

Veterans Memorial

The focus of this project is to update the Veterans Memorial in Leelanau County. The memorial was constructed before the creation of the Space Force branch of service. Many members of the public would like to see this addition to the memorial site.

Total Cost \$ 12,370.00

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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.	
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Signature: _____
Authorized Official

Date: _____

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Applicant County	Grant Number	SIGMA Vendor Code	
Leelanau	FOR MVAA USE ONLY		
I. Project / Initiative Name			
Veterans Memorial Project			
II. Project Total (Amount requested for this initiative)			
			\$6,000.00
III. Expenditure Details			
Item / Service Description	Quantity	Cost Per Unit	Cost
20' Aluminum Outdoor Flagpole	2	\$3,675.00	7350.00
Labor	1	\$2,500.00	2500.00
Estimated Fried	1	\$1,875.00	1875.00
Slabwork	1	\$600.00	600.00
milage for contractor	1	\$45.00	45.00
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		Total	\$12,370.00