



December 1, 2022

WDVA Bulletin No. 1097

TO: County Veterans Service Offices

SUBJECT: 2023 County Veteran Service Grant

In accordance with Wis. Stat. § 45.82 and Wis. Admin. Code ch. VA 8, the Wisconsin Department of Veterans Affairs (WDVA) announces the 2023 County Veterans Service Office Grant. Wisconsin 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 amount of the grant shall be **\$9,350** for a county with a population of less than 20,000, **\$11,000** for a county with a population of 20,000 to 45,499, **\$12,650** for a county with a population of 45,500 to 74,999, and **\$14,300** for a county with a population of 75,000 or more. Counties with a part-time CVSO shall be eligible for an annual grant not exceeding **\$550**.

*****A separate program will be initiated for the Governor's Veterans Investment Initiative which will include supplemental funds for CVSOs/TVSOs.**

To apply for a grant, the County shall do the following by January 31, 2023:

1. File a grant application (WDVA 0055B) with WDVA for the current fiscal year **(7/1/22 – 6/30/23)**.
2. File an application cover letter that includes a statement which addresses the county veterans service office's goals and objectives for calendar year **2023**.
3. File a Grant Agreement (WDVA 0055C) with the WDVA for the calendar year **2023**. The grant agreement must have the county name inserted in the four appropriate places and be signed by a County Government official, who possesses legal authority to authorize the County to apply for the grant, 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 **2023**, signed by the CVSO or his/her designee or the 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. In accordance with Wis. Stat. § 45.82(2), file a letter from the county executive, administrator, or administrative coordinator certifying the county employs a CVSO, who is chosen from a list of candidates who have taken a civil service examination for the position of CVSO developed and administered by the bureau of merit recruitment and selection in the department of administration, or is appointed under a civil service competitive examination procedure under s. [59.52 \(8\)](#) or ch. [63](#). . 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 **2023**.

The application packet for the **2023** County Veterans' Service Grants, WDVA 0055, is now available online at:

http://dva.state.wi.us/Documents/newsMedia/Documents/WDVA%20Toolkit/Forms/WDVA_0055_CVSO_Grant_Packet.pdf.

Please submit completed application materials referenced above via email VetsBenefitsGrants@dva.wisconsin.gov no later than **Monday, January 31, 2023**, and use "**2023** CVSO Grant" in the subject line. Grant application materials may also be mailed to the address below or faxed to (608) 267- 0403.

For questions regarding the **2023** CVSO Grant, please call 1-800-WIS-VETS (947-8387) and ask to speak with Chad McCafferty or Leslie Ann Busby-Amegashie or submit an email to VetsBenefitsGrants@dva.wisconsin.gov