



December 2, 2019

**WDVA Bulletin No. 1073**

**TO: County Veterans Service Offices**

**SUBJECT: 2020 County Veterans 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 2020 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, 2020:**

1. File a grant application (WDVA 0055B) with WDVA for the current fiscal year (7/1/19 – 6/30/20).
2. File an application cover letter that includes a statement which addresses the county's goals and objectives for calendar year 2020.
3. File a Grant Agreement (WDVA 0055C) with the WDVA for the calendar year 2020. 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 2020, 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, appointed under civil service procedures consistent with Wis. Stat. § 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 2019.

The application packet for the **2020** County Veterans' Service Grants, WDVA 0055, is now available online at: [https://dva.wi.gov/Documents/newsMediaDocuments/WDVA%20Toolkit/Forms/WDVA\\_0055\\_CVSO\\_Grant\\_Packet.doc](https://dva.wi.gov/Documents/newsMediaDocuments/WDVA%20Toolkit/Forms/WDVA_0055_CVSO_Grant_Packet.doc).

Completed application materials referenced above must be mailed to the address below or faxed to (608) 267-0403 no later than **Friday, January 31, 2020**. Indicate in transmittal envelope or cover sheet that it is the **2020** CVSO Grant. Applications may also be scanned and emailed to *VetsBenefitsGrants@dva.wisconsin.gov*. Please use "**2020 CVSO Grant**" in the subject line.

For questions regarding the **2020** 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*.