

1 Department of Veterans Affairs

2

3 Adopted Permanent Rules Relating to the County Veterans Service

4 Officer Operational Improvement Grant Program

5

6 Rules as Adopted

7 9055.0500 AUTHORITY, PURPOSE.

8 Subpart 1. Authority. The terms in parts 9055.0500 to  
9 9055.0610 implementing the county veterans service officer grant  
10 program, are adopted by the department pursuant to authority  
11 granted by Minnesota Statutes, sections 196.04, subdivisions 1  
12 and 2, and 197.608, subdivision 2.

13 Subp. 2. Purpose. Parts 9055.0500 to 9055.0610 provide  
14 the procedures for awarding county veterans service officer  
15 operational improvement grants.

16 9055.0510 NOTICE.

17 The department shall annually provide notice of the time  
18 period during which applications will be accepted. The  
19 application period may not be less than 30 days, nor more than  
20 60 days. Notices must be sent to all Minnesota county veterans  
21 service officers and others who request notification.

22 9055.0520 ELIGIBILITY.

23 Subpart 1. Eligible applicants. A certified county  
24 veterans service officer or county veterans service officer who  
25 is serving an initial probationary period is eligible to apply  
26 for a grant under parts 9055.0500 to 9055.0610.

27 Subp. 2. Eligible projects. A project designed to improve  
28 management, efficiency, or capacity or otherwise to improve the  
29 delivery of benefits and services to Minnesota's veterans and  
30 their dependents is eligible for funding.

31 Subp. 3. Ineligible projects. The following activities or  
32 expenditures are not eligible for funding:

33 A. projects which do not directly support or improve  
34 the operation of the county veterans service office, including

1 acquisition of capital equipment;

2 B. projects or programs that would be used to  
3 supplement the salary of a county veterans service officer or  
4 employees of the county veterans service office;

5 C. projects or programs which would be used to  
6 supplement or supplant the normal operating budget of the county  
7 veterans service office; and

8 D. projects or programs that would be used to  
9 supplement or supplant existing federal, state, or county  
10 programs.

11 Subp. 4. **Deadline.** Applications, on forms supplied by the  
12 department, must be received by the department before 4:30 p.m.  
13 on the last day of the application period, as stated in the  
14 notice. Applications must be submitted by certified mail.  
15 Applications submitted by other means are not acceptable and  
16 must be returned.

17 Subp. 5. **Categories.** Pursuant to Minnesota Statutes,  
18 section 197.608, grant applications will be categorized based  
19 upon the veteran population of the applicant county. These  
20 categories are county veterans populations of: less than 1,000  
21 veterans; 1,000 or more veterans but less than 3,000 veterans;  
22 3,000 or more veterans but less than 10,000 veterans; and 10,000  
23 or more veterans.

24 9055.0530 APPLICATION.

25 Subpart 1. **Required elements.** An application must be  
26 submitted to the department for purposes of determining  
27 eligibility and priority of funding within the time frames  
28 provided in the notice. The application must be in a form and  
29 manner prescribed by the department and contain all information  
30 required by parts 9055.0500 to 9055.0610 and governing statutes,  
31 including the following:

32 A. name of applicant county;

33 B. statement of intended purpose of the grant; and

34 C. signature of the county veterans service officer.

35 Subp. 2. **Format of applications.** The application must

1 contain the following:

2           A. a statement that explains the need for the grant,  
3 the purpose of the grant, and the means the applicant shall  
4 undertake to meet the needs of the grant;

5           B. a description of the activities that the grant  
6 will accomplish, identifying the intended results of the grant  
7 and including expected completion dates;

8           C. designation of an individual who will be  
9 responsible for implementation of the grant;

10           D. a detailed description of any capital equipment,  
11 including computer equipment or other hardware, or goods or  
12 services to be purchased by the grant recipient;

13           E. a statement that any capital equipment purchased  
14 by the grant recipient will be retained by the grant recipient  
15 for the exclusive use of the county veterans service office and  
16 used only to support the activities of the county veterans  
17 service officer operations; and

18           F. a schedule of implementation of the activities  
19 listed in the final grant application.

20 9055.0540 APPLICATIONS; REVIEW, APPROVAL, REJECTION.

21           Subpart 1. **Review.** The department shall have 30 days  
22 after receipt of the application to review the application.  
23 Applications shall be reviewed for completeness and compliance  
24 with the rules of this grant program. The department shall  
25 either approve and accept or reject all applications within this  
26 30-day time period.

27           Subp. 2. **Approve and accept.** Applications which are  
28 approved and accepted by the department shall be retained by the  
29 department and shall continue as final applications for funding  
30 consideration. Applicant counties shall be notified by the  
31 department that their application has been approved and accepted  
32 for further consideration.

33           Subp. 3. **Rejection.** Ineligible applications will be  
34 rejected and returned to the applicant with a written statement  
35 of reasons for rejection. A rejected application may be

1 resubmitted to the department within 30 days of the date that  
2 the application was rejected and returned to the county.  
3 Applicants may appeal the commissioner's decision to reject an  
4 application as provided in part 9055.0080.

5       **Subp. 4. Resubmitted applications.** Resubmitted  
6 applications shall be reviewed using the same criteria required  
7 for initial applications. If approved, resubmitted applications  
8 shall be ranked in priority with other accepted applications, by  
9 date of receipt and shall be awarded a grant if funds are  
10 available.

11       **Subp. 5. Priority counties.** Consistent with priorities  
12 established in Minnesota Statutes, section 197.608, priority  
13 shall be given to counties which have not previously received  
14 funding for the improvement of their county veterans service  
15 office operations.

16 9055.0550 GRANT AWARDS.

17       Grants must be awarded on a first-come, first-served basis  
18 to counties submitting applications which meet all the criteria  
19 established in parts 9055.0500 to 9055.0610.

20 9055.0560 GRANT CONTRACT.

21       **Subpart 1. Final step.** The final step in the awarding of  
22 a county veterans service officer operational improvement grant  
23 is the execution of a grant contract between the applicant and  
24 the department.

25       **Subp. 2. Contract contents.** The grant contract must  
26 specify the amount of the grant to the county for the  
27 improvement of the operation of the county veterans service  
28 office, the manner and process of making payments to the county  
29 and the requirements for accounting, auditing, reporting  
30 required of the county by the department, and the time frame  
31 within which the intended purposes will be accomplished.

32       **Subp. 3. Amendments.** Amendments must be mutually agreed  
33 to by both parties, must be in writing and must be signed by  
34 both parties.

35       **Subp. 4. Resolution of support.** An application may be

1 accepted by the department only if accompanied by a resolution  
2 of support for the grant passed at an official meeting of the  
3 county board and signed by the county board chair.

4 9055.0570 TIMELY EXPENDITURE REQUIRED.

5 Recipients of a grant under parts 9055.0500 to 9055.0610  
6 must spend all grant money, according to the terms of the grant  
7 contract, within 180 days of the date that the funds are  
8 transferred to the recipient. Money not spent within this time  
9 must be returned to the department and shall be reallocated to  
10 eligible applicants.

11 9055.0580 REPORT REQUIRED.

12 Within 180 days of the effective date of a grant award,  
13 each grantee shall submit to the department a written report  
14 containing:

- 15 A. a description of the grant project, to include  
16 actual costs incurred and expenses paid;  
17 B. participants in the project;  
18 C. results of the project;  
19 D. plans for continuation of the grant project, if  
20 any;  
21 E. source and amount of funds, if any, used in  
22 addition to the grant received from the department; and  
23 F. receipts for all expenditures made under the grant  
24 contract.

25 9055.0590 RECORDS.

26 The grantee shall maintain, for a period of not less than  
27 three years from the effective date of the grant, all records  
28 relating to the receipt and expenditure of grant money.

29 9055.0600 MONITORING GRANT RESULTS.

30 As a condition of accepting a grant, a grantee shall submit  
31 a report to the department, within one year of the effective  
32 date of the grant, detailing the effects of the grant upon the  
33 operation of the county veterans service office operation.

1 9055.0610 TERMINATION; RECAPTURE.

2       If the department finds that there has been a failure to  
3 comply with the provisions of the grant agreement, that  
4 reasonable progress has not been made in implementing the  
5 provisions of the grant, or that the purposes for which the  
6 funds were granted have not been or will not be fulfilled, the  
7 department must take action to protect the interests of the  
8 state of Minnesota. This action will require the return of part  
9 or all of the funds already disbursed and informing the  
10 legislative auditor of the recovery action.