

STATE OF COLORADO

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

6848 South Revere Parkway
Centennial, Colorado 80112
Phone (720) 628-1480



June 6, 2024

Douglas County
301 Wilcox St.
Castle Rock, CO 80104

Subject: Grant Award and Letter of Instruction

Dear Grantee:

The Colorado Department of Military and Veterans Affairs has reviewed your grant request for funds in support of your veteran program. I am pleased to inform you that the Colorado Board of Veterans Affairs and the Department approved your grant in the amount of **\$10,000.00** for the services defined in the grant application including financial assistance for Financial Assistance. Please carefully read the information below:

REQUIREMENTS

In accordance with the Department's policy, monies can only be used for Colorado Veterans with an other than dishonorable discharge and are accounted for upon receipt of acceptable proof of expenditure. All expenditures must have documentation supporting the expenditure and in accordance with the scope of work. No additional requirements such as organization membership may be imposed upon a veteran to receive assistance. Veteran surveys are required to comply with grant requirements. You will receive a Grantee Handbook with additional details of grant requirements. There will also be a **required** Webinar training provided please refer to the dates below.

Services provided may not duplicate services obtained through the VA, insurance or other funding source. Veteran related expenses cannot be reimbursed by VAG funds if receiving reimbursement through the VA.

REIMBURSEMENTS

Reimbursement of funds must be completed by June 30, 2025. A full and final accounting for all funds must be provided to the Department of Military and Veterans Affairs not later than **June 30, 2025**. All requests for reimbursement or advances must be submitted via the email address:

Grant.reimbursement@dmva.state.co.us

The grant agreement is unilateral, meaning that the full terms of the agreement are automatic upon receipt. You **do not** need to sign or return any copies of the agreement. No funds may be expended or disbursed until the start date of the agreement, which is **July 1, 2024**. Expenditures or expenses incurred prior to the agreement start date cannot be reimbursed. All requests for reimbursement should be submitted within 90 days of the expenditures. The Colorado Department of Military and Veterans Affairs will disburse the money through the State Controller's Office.

UNDERSERVED VETERAN REQUIREMENTS

VAG grantees will be required to prioritize underserved veterans with VAG funding. In addition, you will be required to conduct outreach and track underserved veterans. More information and reporting requirements will be discussed at the mandatory kick-off training in July.

REPORTING

Quarterly reports are due in accordance with the agreement, 15 days after the completion of the quarter with the first report due October 15, 2024 and a final report due July 15, 2025 at the end of the fiscal year. The final report must include a compilation of the information for the entire grant period. Reports are to be sent to the Grant Administrator. Survey results must be included in reports. **New this year, grantees will be required to track additional demographics in relation to underserved veterans.**

Please include your GRANT NUMBER on all correspondence, including reimbursement requests. Your GRANT NUMBER IS:

VAG25-09

MANDATORY GRANTEE TRAINING

You must attend one of the following trainings:

- July 11, 2024 1:00 PM **IN PERSON** AT 155 Van Gorden St.
- July 15, 2024 1:00 PM VIRTUAL
- July 18, 2024 11:00 AM VIRTUAL

Travel expenses to attend the in-person training can be reimbursed through your VAG grant.

PLEASE EMAIL Christina.Tozzie@dmva.state.co.us to register for the mandatory training.

Please note grantees will be required to attend additional trainings throughout the year, including office hours and training in relation to underserved veterans.

If you have any questions on the information provided in this letter, please contact me at Lisa.Stamm@dmva.state.co.us.

Sincerely,

[Dana Stansbury](#)

Dana Stansbury
Contract Manager

Dana.Stansbury@dmva.state.co.us