

# STATE OF COLORADO

---

## DEPARTMENT OF MILITARY AND VETERANS' AFFAIRS

6848 South Revere Parkway

Centennial, Colorado 80112

Phone (720) 628-1480

June 10, 2025

Douglas County

PO BOX 1390

CASTLE ROCK, CO 80109

Subject: Grant Award and Letter of Instruction

Dear Grantee:

The Colorado Department of Military 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 Emergency Financial Assistance, Housing, Transportation (incl. vehicle repairs), Food/Gas Cards, Mental Health, Health & Wellness, Employment Assistance. Please carefully read the information below:

### **REQUIREMENTS**

In accordance with the Department's policy, monies can only be used for Colorado Veterans with another 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. It is mandatory that everyone working with the grant read the handbook in its entirety. There will also be the required webinar training provided to all grantees; 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 or VTF funds if receiving reimbursement through the VA. Grant funds cannot be used for capital improvements or rental deposits. Any request over \$5,000 must be pre-approved by the Grant Manager.

### **REIMBURSEMENTS**

Reimbursement of funds must be completed by June 30, 2026. A full and final accounting for all funds must be provided to the Department of Military and Veterans Affairs not later than **June 30, 2026**. All requests for reimbursement or advances must be submitted via the email address: [Grant.reimbursement@dmva.state.co.us](mailto: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, 2025**. 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 expenditure. 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 on your intake and or application form. 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, 2025, and a final report due July 15, 2026, 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 your reports. **Please note: 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: VAG26-19

**MANDATORY GRANTEE TRAINING**

You must attend one of the following trainings:

- July 17, 2025 1:00 PM VIRTUAL
- July 24, 2025 11:00 AM VIRTUAL

You will receive an email from Christina Tozzie with further instructions on how 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 [Lisa.Stamm@dmva.state.co.us](mailto:Lisa.Stamm@dmva.state.co.us).

Sincerely,

*Dana Stansbury*

Dana Stansbury

Contract Manager

Dana.Stansbury@dmva.state.co.us