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IOWA DEPARTMENT OF VETERANS AFFAIRS
EXECUTIVE DIRECTOR, PATRICK J. PALMERSHEIM

October 1, 2009

Michael E. Marshall
Secretary of the Senate
Iowa Senate
State Capitol
Des Moines, Iowa 50319

Mark W. Brandsgard
Chief Clerk of the House
Iowa House of Representatives
State Capitol
Des Moines, Iowa 50319

Dear Mr. Marshall and Mr. Brandsgard:

Pursuant to 2008 Iowa Acts, chapter 1187, section 4, subsection 3, I am pleased to submit the attached status report on the Fiscal Year 2009 County Grant Program for Veterans. This report includes information regarding the implementation of the program as well as the benefits received by Iowa Veterans.

Eighty-two of Iowa's ninety-nine counties participated in the third and final year of the grant program. This compilation is based on information provided by each county in reports due to the Department on August 15th.

The administration and enforcement of the County Grant Program has been a major undertaking for all involved. However, I believe this report shows that many veterans were positively impacted by this program.

Sincerely,

Patrick J. Palmersheim
Executive Director

IOWA DEPARTMENT OF VETERANS AFFAIRS



County Grant Program For Veterans

Status Report on the Implementation of
2008 Iowa Acts, Chapter 1187, section 4, subsection 3

October 1, 2009

TABLE OF CONTENTS

- I. Overview of Iowa 2008 Acts, Chapter 1187, section 4, subsection 3
- II. History of the Program
- III. Report Findings

Attachments

- “A” – Administrative Rules
- “B” – Application & Instructions
- “C” – List of approved uses
- “D” – Report of Activities
- “E” – Spreadsheet

I. OVERVIEW OF THE COUNTY GRANT PROGRAM FOR VETERANS

The 2008 Iowa Acts, Chapter 1187, section 4, subsection 3, continued the county grant program for veterans. The General Assembly appropriated \$600,000 to the Iowa Department of Veterans Affairs (IDVA) to fund this program. The purpose and legislative intent of this initiative is to provide grant dollars to County Commissions of Veterans Affairs to improve the delivery of services for the veterans in their respective counties.

The department was charged with establishing and continuing an application process along with adopting rules for the administration of the grant program. The application process required that each county submit a plan for the utilization of the grant funds and demonstrate how those funds would improve services to veterans. The maximum matching grant amount was \$10,000 for each county. Originally, in order to receive funds, counties had to match the grant dollar-for-dollar. However, this requirement has been changed so the grant dollars are provided without a match.

Iowa code requires each participating county to submit a detailed report to IDVA at the end of the fiscal year in which the grant was received. This report is used by IDVA to identify how each county increased services to veterans with the grant monies. The department is then required to submit a report by October 1st of each year to the General Assembly summarizing the impact of the grant program on increasing services to veterans at the county level.

II. HISTORY OF THE PROGRAM

For the initial FY07 grant program, there was a delay in implementation due to confusion between the department and the Iowa Veterans Commission. It was unclear what entity was responsible for writing the administrative rules. This confusion was eliminated with the passage of HF817 during the 2007 legislative session, which clarified that the department would create the administrative rules. The rules were developed and emergency filed on January 29, 2007, updated on October 12, 2007, and again on June 10, 2008 (Attachment "A").

FY08 grant funds were available to counties in October 2007 once the new administration rules were effective. Due to the delay in implementing the FY07 grant program, some counties did not apply for the FY08 grant money because they were allowed to carry forward FY07 grant funds. Counties that carried forward FY 07 grant awards were required to report in the FY08 activity report, how they spent their FY07 grant funds. The deadline for FY08 grants applications was established as May 15, 2008.

A state audit was performed in June of 2008 on the FY07 Country Grant Program for Veterans. This report indicated a concern that only one of the ten counties tested

provided documentation that the grant amount was actually matched with county funds. Furthermore, the auditors were concerned that there was little information stating whether the grant did not offset the county's budget.

In order to rectify these concerns, changes were made for the FY 09 program. Legislation was enacted in 2008 that removed the matching funds requirement and the administrative rules for FY 09 include a "maintenance of effort requirement." The maintenance of effort requirement ensures that counties receiving FY09 grant funds spent from the county budget the same amount in FY09 as they did in FY08.

An updated FY09 standardized application was presented to all county commissioners of Veterans Affairs at the 2008 Fall County School of Instruction. Each application included a copy of the administrative rules (Attachment A) and a list of approved uses of funds (Attachment C).

The FY09 grant program went much smoother and was more successful than the prior two years. This was due in part to the updated rules that made the process more simple and the fact that the applying counties had become more acquainted with the process. The department was also able to provide grant funds to counties at the beginning of the fiscal year. This allowed a full 12 months for the counties to utilize the funds.

The state appropriation of \$600,000 for the FY09 grant was enhanced by the \$360,088.81 carry forward funds from the FY 08 grant program. In October 2008, a statewide 1.5% across the board cut was implemented in order to deal with declining revenue estimates. This reduced the grant program's appropriation by \$14,401. Another reduction in the program occurred when it was determined that the grant program should fund a state obligation to the Dubuque Memorial Plaza fund that was included in the bonding bill from 2008. These bonds were never sold and therefore the county grant program provided the \$100,000 state obligation.

A total of \$783,561.96 was issued to the 82 counties that participated in the FY 09 County Grant Program for Veterans. Below is a list of each participating county and the amounts distributed (Table 1).

Table 1: Participating Counties FY09

NUMBER	COUNTY	GRANT AMOUNT	NUMBER	COUNTY	GRANT AMOUNT
1	Adair	\$10,000.00	42	Jefferson	\$10,000.00
2	Allamakee	\$10,000.00	43	Johnson	\$10,000.00
3	Appanoose	\$10,000.00	44	Jones	\$10,000.00
4	Black Hawk	\$10,000.00	45	Keokuk	\$10,000.00
5	Benton	\$10,000.00	46	Kossuth	\$10,000.00
6	Boone	\$9,591.67	47	Linn	\$9,150.00
7	Bremer	\$10,000.00	48	Louisa	\$10,000.00
8	Buchanan	\$10,000.00	49	Lucas	\$10,000.00
9	Buena Vista	\$10,000.00	50	Lyon	\$10,000.00
10	Butler	\$10,000.00	51	Mahaska	\$10,000.00
11	Calhoun	\$10,000.00	52	Marion	\$10,000.00
12	Carroll	\$10,000.00	53	Marshall	\$9,600.00
13	Cass	\$10,000.00	54	Mills	\$10,000.00
14	Cedar	\$10,000.00	55	Mitchell	\$10,000.00
15	Cherokee	\$10,000.00	56	Monroe	\$10,000.00
16	Clarke	\$10,000.00	57	Montgomery	\$10,000.00
17	Clayton	\$10,000.00	58	Muscatine	\$10,000.00
18	Clinton	\$10,000.00	59	O'Brien	\$2,500.00
19	Crawford	\$10,000.00	60	Osceola	\$10,000.00
20	Dallas	\$6,850.00	61	Page	\$10,000.00
21	Davis	\$7,370.29	62	Pocahontas	\$10,000.00
22	Decatur	\$10,000.00	63	Pottawattamie	\$10,000.00
23	Delaware	\$10,000.00	64	Poweshiek	\$10,000.00
24	Des Moines	\$10,000.00	65	Ringold	\$10,000.00
25	Dubuque	\$10,000.00	66	Sac	\$10,000.00
26	Emmet	\$10,000.00	67	Scott	\$10,000.00
27	Fayette	\$10,000.00	68	Sioux	\$10,000.00
28	Floyd	\$10,000.00	69	Story	\$10,000.00
29	Fremont	\$5,000.00	70	Tama	\$10,000.00
30	Grundy	\$10,000.00	71	Taylor	\$10,000.00
31	Guthrie	\$10,000.00	72	Union	\$7,500.00
32	Hamilton	\$10,000.00	73	Van Buren	\$10,000.00
33	Hancock	\$10,000.00	74	Wapello	\$10,000.00
34	Hardin	\$10,000.00	75	Warren	\$10,000.00
35	Harrison	\$6,000.00	76	Washington	\$10,000.00
36	Henry	\$10,000.00	77	Webster	\$10,000.00
37	Howard	\$10,000.00	78	Winnebago	\$10,000.00
38	Humboldt	\$10,000.00	79	Winneshiek	\$10,000.00
39	Iowa	\$10,000.00	80	Worth	\$10,000.00
40	Jackson	\$10,000.00	81	Wright	\$10,000.00
41	Jasper	\$10,000.00		Total	\$783,561.96

A total of \$399,911.03 was issued to the 49 counties that participated in the FY 08 County Grant Program for Veterans. This fiscal year's program appears to be underutilized due to the fact, that the FY07 program allowed counties to carry forward funds from that grant. Therefore, many counties didn't apply for FY08 grant monies. Below is a list of each participating county and the amounts distributed (Table 2).

Table 2: Participating Counties FY08

<u>NUMBER</u>	<u>COUNTY</u>	<u>GRANT AMOUNT</u>	<u>NUMBER</u>	<u>COUNTY</u>	<u>GRANT AMOUNT</u>
1	Adams	\$3,070.00	26	Iowa	\$8,119.56
2	Appanoose	\$10,000.00	27	Jackson	\$7,800.00
3	Black Hawk	\$10,000.00	28	Johnson	\$10,000.00
4	Boone	\$1,570.00	29	Jones	\$9,026.12
5	Bremer	\$10,000.00	30	Kossuth	\$10,000.00
6	Butler	\$10,000.00	31	Linn	\$10,000.00
7	Cass	\$4,800.00	32	Mahaska	\$10,000.00
8	Cedar	\$10,000.00	33	Marshall	\$10,000.00
9	Cherokee	\$5,000.00	34	Mills	\$9,975.00
10	Clarke	\$10,000.00	35	Monroe	\$10,000.00
11	Clayton	\$10,000.00	36	Montgomery	\$1,315.00
12	Clinton	\$10,000.00	37	Pottawattamie	\$10,000.00
13	Crawford	\$4,285.00	38	Ringold	\$10,000.00
14	Decatur	\$3,680.00	39	Sac	\$4,580.00
15	Delaware	\$10,000.00	40	Scott	\$10,000.00
16	Des Moines	\$10,000.00	41	Tama	\$10,000.00
17	Dubuque	\$10,000.00	42	Taylor	\$1,817.35
18	Fayette	\$10,000.00	43	Union	\$5,000.00
19	Floyd	\$10,000.00	44	Van Buren	\$10,000.00
20	Franklin	\$2,900.00	45	Wapello	\$10,000.00
21	Grundy	\$4,173.00	46	Warren	\$10,000.00
22	Hamilton	\$2,800.00	47	Winnebago	\$10,000.00
23	Hancock	\$10,000.00	48	Winneshiek	\$10,000.00
24	Hardin	\$10,000.00	49	Wright	\$10,000.00
25	Howard	\$10,000.00		Total	\$399,911.03

A total of \$578,096.33 was issued to 67 counties that participated in the County Grant Program for Veterans in Fiscal Year 2007. Below is a list of each participating county and the amounts distributed (Table 3).

Table 3: Participating Counties FY07

<u>NUMBER</u>	<u>COUNTY</u>	<u>GRANT AMOUNT</u>	<u>NUMBER</u>	<u>COUNTY</u>	<u>GRANT AMOUNT</u>
1	Allamakee	\$10,000.00	34	Iowa	\$10,000.00
2	Appanoose	\$10,000.00	35	Jackson	\$5,243.74
3	Black Hawk	\$10,000.00	36	Jefferson	\$7,615.80
4	Bremer	\$4,913.51	37	Johnson	\$10,000.00
5	Buchanan	\$10,000.00	38	Kossuth	\$10,000.00
6	Buena Vista	\$6,708.06	39	Lee	\$10,000.00
7	Calhoun	\$6,847.24	40	Linn	\$10,000.00
8	Cass	\$10,000.00	41	Lucas	\$5,793.76
9	Cedar	\$6,244.00	42	Lyon	\$7,479.44
10	Cherokee	\$10,000.00	43	Mahaska	\$10,000.00
11	Clarke	\$10,000.00	44	Marion	\$10,000.00
12	Clay	\$10,000.00	45	Marshall	\$10,000.00
13	Clayton	\$3,926.23	46	Mills	\$10,000.00
14	Clinton	\$10,000.00	47	Monroe	\$10,000.00
15	Crawford	\$10,000.00	48	Montgomery	\$6,004.27
16	Dallas	\$10,000.00	49	O'Brien	\$10,000.00
17	Decatur	\$7,518.40	50	Osceola	\$3,750.00
18	Delaware	\$10,000.00	51	Plymouth	\$6,965.61
19	Des Moines	\$10,000.00	52	Pocahontas	\$8,867.86
20	Dickinson	\$10,000.00	53	Pottawattamie	\$10,000.00
21	Dubuque	\$10,000.00	54	Poweshiek	\$7,723.76
22	Emmet	\$8,635.53	55	Sac	\$6,649.09
23	Fayette	\$10,000.00	56	Scott	\$9,274.65
24	Floyd	\$10,000.00	57	Sioux	\$10,000.00
25	Franklin	\$10,000.00	58	Tama	\$10,000.00
26	Fremont	\$4,529.13	59	Union	\$10,000.00
27	Greene	\$7,362.48	60	Van Buren	\$10,000.00
28	Guthrie	\$2,718.10	61	Wapello	\$10,000.00
29	Hancock	\$10,000.00	62	Warren	\$10,000.00
30	Hardin	\$10,000.00	63	Washington	\$10,000.00
31	Howard	\$3,146.35	64	Wayne	\$6,416.59
32	Humboldt	\$10,000.00	65	Webster	\$10,000.00
33	Ida	\$3,762.73	66	Winnebago	\$10,000.00
			67	Winneshiek	\$10,000.00
				TOTAL	\$578,096.33

III. REPORT FINDINGS

Iowa Department of Veterans Affairs end of fiscal year report indicates that \$783,561.96 of those funds issued has been awarded. The following chart is an accounting of the FY09 income and expenditures.

FY09 County Grant Summary:	
\$600,000.00	Appropriated
\$360,088.81	Carry forward from FY08
(\$14,401.00)	1.5% reduction
(\$100,000.00)	Dubuque Memorial
\$845,687.81	Total
\$783,561.96	Awarded to counties
(\$6,284.18)	Unspent FY08 money returned
\$777,277.78	Overall award amounts
\$68,410.03	Remaining FY09 funds reverted to the Trust fund.

Some of the most popular uses reported:

- New Offices
- Office furniture – desks, file cabinets, table and chairs.
- Increased office hours or personnel
- Computer - including laptops
- VIMS software
- Copier
- Printer
- Office supplies
- Office rent
- Phone
- Outreach
- Training
- Veteran assistance – dental, medical, vision, transportation, rent & utilities

These uses of grant monies all indicate an increase of services to veterans. New offices were one of the most popular uses. Several county directors were proactive in using the grant to open leased office space to comply with legislation that went into effect July 1, 2009 and will provide additional federal benefits to their county. The new office space also gave county offices more exposure to veterans.

Computers and office equipment have enabled better communication among the Iowa Department of Veterans Affairs office and the county offices. It has improved performance by enabling county offices to process claims quicker, access information more easily, develop records, and in many cases be more mobile and accessible to veterans and their families.

Veteran's assistance programs were a tremendous help this past year. These services have an immediate impact on veterans. For example: dental, medical, vision assistance, and rent and utilities assistance to keep the veterans from being homeless, were funded by many county offices. Services of this nature help veterans and their families during an emergency or during a difficult time.

Another important use of funds is training at the national level. At this training, county directors are able to receive information on new programs and available benefits. It also provides them the opportunity to speak and network ideas with other directors. The expanded training provides the veteran with a trained and knowledgeable individual at the county level to assist them in accessing benefits.

Advertisements, pamphlets and articles were provided with some of the reports and are a good example of how the county grant can expand public awareness of their offices and services. Marketing is an important tool for providing all veterans the benefits and services they rightfully deserve. Without getting information to the veterans, it is unlikely they will attempt to access their federal benefits. Sometimes the only way to identify unserved veterans is to advertise.

ATTACHMENT “A”

CHAPTER 12
COUNTY GRANT PROGRAM FOR VETERANS

801—12.1(82GA,SF2425) Purpose. 2008 Iowa Acts, Senate File 2425, section 4, subsection 3, enacts the county grant program for veterans. The purpose and legislative intent of this grant program is to improve delivery of services by the various county commissions of veteran affairs to veterans in their respective counties. Grants will be awarded annually to counties pursuant to an appropriation by the general assembly to the Iowa department of veterans affairs to fund this program.

801—12.2(82GA,SF2425) Grant amounts. The Iowa department of veterans affairs shall award grants in amounts up to a maximum of \$10,000 to each county submitting an application that is approved by the department. In order to qualify for a grant, a county must agree to expend the amount of the approved grant on providing services to living veterans and must agree to maintain its current level of spending.

801—12.3(82GA,SF2425) Application procedure. Counties that wish to apply for a grant shall submit an application provided by the department to the Iowa Department of Veterans Affairs, Camp Dodge, Building A6A, 7105 NW 70th Avenue, Johnston, Iowa 50131. Applications will be accepted up to May 15 of each year for a June 1 approval. Applications received after May 15 will be approved strictly on an emergency basis in cases in which the applying county has an identified need and distributed funds will be expended before the end of the fiscal year. Once the grant funding appropriated by the general assembly has been expended, the department will compile a list of grant applications, based on the date of receipt, for future approval if supplemental funding is provided. The application shall contain the following:

12.3(1) Application summary. The application summary shall consist of a brief description of the proposed project and the signatures of a member of the board of supervisors and a member of the county veteran affairs commission.

12.3(2) Narrative. The narrative shall explain the proposed project for which the funds will be used. The narrative must address the assessment factors listed in rule 801—12.4(82GA,SF2425). The assessment factors may be addressed in any sequence that is logical for the proposed project, but all factors should be identified and addressed. Any factors that are not addressed in the application may result in a reduced opportunity for funding of the project.

12.3(3) Proposed budget. The budget for the project shall be developed for the fiscal year in which the grant will be received. Beginning with the fiscal year 2008 grant program, recipients must expend grant funds during the fiscal year in which the grant was received. Funding for subsequent years shall be dependent upon future legislative appropriations. Beginning with the fiscal year 2009 grant program, grants may be awarded to supplement county spending on veterans affairs, but shall not supplant the previous year's expenditures. County maintenance of effort will be required, and the application should include the county commission of veteran affairs' budget and actual spending for the previous fiscal year, along with the proposed budget for the fiscal year in which the grant application is being made. Grant funding received from the Iowa department of veterans affairs shall not be included in the county's previous fiscal year expenditures for maintenance of effort purposes. For example, a county with a commission of veteran affairs budget of \$20,000 and actual expenditures of \$17,000 in fiscal year 2008 will be required to spend \$17,000 in fiscal year 2009 in order to meet the maintenance of effort requirement.

12.3(4) Letters of intent. If the proposed project involves additional funding from other sources, letters of intent to support the project are required from those additional sources.

801—12.4(82GA,SF2425) Assessment of applications. The Iowa department of veterans affairs will make decisions on applications based upon the following factors:

12.4(1) Need. The needs of the local veteran population that currently are not being addressed or

that are not being addressed adequately are clearly identified.

12.4(2) Goals. The goals of the project are clearly outlined, and the sources of the services to be provided are clearly identified.

12.4(3) Results. A tentative time line for the delivery of the proposed services is included along with clearly identified quantitative measurements that will be used to determine the success of the grant in addressing the identified needs.

12.4(4) Innovation. The project addresses the implementation of new practices and methods for addressing the needs of the veteran community and improvement of delivery of services.

12.4(5) Accountability and project monitoring. The application demonstrates financial accountability and provides mechanisms to ensure proper evaluation of the project.

801—12.5(82GA,SF2425) Application decision. The director of the Iowa department of veterans affairs shall notify each county that submits an application of the department's decision regarding the county's application. An explanation of the reasons for the rejection of a project application and suggestions for improvement shall accompany application denials.

801—12.6(82GA,SF2425) Grant agreement. Each county that is awarded a grant will be required to enter into an agreement with the Iowa department of veterans affairs that specifies the reporting requirements. A written report shall be submitted to the department and shall be due 30 days following the end of the fiscal year in which the grant was received. The report shall provide an assessment of the project, including measurable outcomes such as increased opportunities to publicize veterans' benefits, the number of outreach visits conducted to allow veterans to apply for benefits, the number of applications for benefits filed as a direct result of the project, and increased opportunities for veteran involvement in local veterans' organizations. The report should also contain a final report on county spending for the fiscal year in which the grant was awarded.

801—12.7(82GA,SF2425) Appeals. Applicants that are dissatisfied with the decision of the Iowa department of veterans affairs may file an appeal with the Iowa commission of veterans affairs. The written appeal must be received within 15 working days of the date of the notice of decision; must be based on a contention that the process was conducted outside of statutory authority, violated state or federal law, policy or rules, did not provide adequate public notice, was altered without adequate public notice, or involved conflicts of interest by staff; and must include a request that the commission review the decision and the reasons for the appeal.

The Iowa commission of veterans affairs shall review the appeal at its next regularly scheduled meeting and shall issue a final decision.

801—12.8(82GA,SF2425) Recovery of funds. The treasurer of the state of Iowa shall be the entity charged with the recovery of grant funding from counties in the following circumstances:

12.8(1) Unspent funds. Counties not expending the entire amount of the grant by the end of the fiscal year in which the grant was received will be required to return the unspent portion to the state of Iowa.

12.8(2) Unauthorized use. Counties expending a portion of the grant on items that do not provide services to living veterans, or the immediate family of a veteran, will be required to return the unauthorized funds to the state of Iowa.

12.8(3) Maintenance of effort. Counties not maintaining their previous fiscal year's spending levels will have been seen as supplanting county funding with state grant funds. Counties not complying with their maintenance of effort will be required to return the supplanted portion to the state of Iowa.

These rules are intended to implement 2008 Iowa Acts, Senate File 2425, section 4, subsection 3.

[Filed emergency 1/29/07—published 2/28/07, effective 1/29/07]

[Filed emergency 10/12/07—published 11/7/07, effective 10/12/07]

[Filed emergency 6/10/08—published 7/2/08, effective 6/10/08]

ATTACHMENT “B”



IOWA DEPARTMENT OF VETERANS AFFAIRS



Camp Dodge, Building A6A
7105 NW 70th Avenue
Johnston, Iowa 50131-1824
Telephone: 515-242-0027 or 1-800-838-4692
Fax: 515-242-5659
miller.missy@iowa.gov

COUNTY GRANT PROGRAM FOR VETERANS APPLICATION FY09

2008 Iowa Acts, SF 2425, section 4, subdivision 3, enacts the county grant program for veterans. Grants are awarded annually pursuant to an appropriation by the Iowa General Assembly to the Iowa Department of Veterans Affairs to fund this program. **The purpose and legislative intent of this program is to improve the delivery of services to veterans by the various county commissions of veteran affairs in their respective counties.**

Also included:
Detailed application instructions
County grant program rules
List of approved uses

Contact Information:

1. COUNTY VA DIRECTOR

County Service Office: _____
Contact Person/email: _____
Street: _____
City/Zip Code: _____
Telephone: _____
Facsimile: _____

2. COUNTY AUDITOR

County Name: _____
 Tax Identification Number (TIN): _____
 Contact Person: _____
 Street: _____
 City/Zip Code: _____
 Telephone: _____
 Facsimile: _____
 Email Address: _____

3. PROPOSED BUDGET:

801—12.2 (82GA, SF 2425) Grant amounts. The Iowa Department of Veterans Affairs shall award grants in amounts up to a maximum of \$10,000 to each county submitting an application that is approved by the department. **In order to qualify for a grant, a county must agree to expend the entire amount of the approved grant on providing services to living veterans and maintain the amount of spending as the previous fiscal year. Counties must spend grant money by 06/30/09. If not spent, the remaining funds must be returned to the State of Iowa.**

- a. **Total Amount Requesting: \$_____**
 (The maximum available for each county is \$10,000)
- b. **Attach a copy of the Commission's FY08 expenditure report**
 (This may be obtained from the County Auditor and will be used to establish the county's maintenance of effort)
- c. **Attach a copy of any letters of intent for funding from other sources.**

4. BRIEF SUMMARY OF THE USE OF NEW FY09 GRANT FUNDS:

Amount (\$)	Use (ex: brochures)	Estimated impact on veteran services (ex: Able to pass out 50 brochures during fair and helped six more veterans)

5. NARRATIVE:

- a. **Needs (Local veteran needs not currently being met): _____**

- b. **Goals** (Projected goals of the project which includes sources of services to be provided): _____
- c. **Results** (Expected results of additional services):
- d. **Innovations** (New practices and methods of addressing Veteran needs):

- e. **Accountability and monitoring** (Financial accountability and mechanisms in place to ensure proper evaluation of the project): _____

6. **ADDITIONAL DETAILS OR COMMENTS:** _____

7. COUNTY CERTIFICATION:

The below undersigned certify that the grant money will be used for the stated purposes in the grant application and that the county will ensure the maintenance of effort in veterans affairs spending for the fiscal year in which the grant is awarded. Furthermore, the undersigned agrees to submit a written report due within 30 days after the end of the fiscal year in which this grant was received. (No later than July 31)

County Board of Supervisors (Member) County Veteran Affairs Commission (Member)

Date: _____

8. COUNTY CERTIFICATION:

The below undersigned certify that the grant money will be used for the stated purposes in the grant application and that the county will provide increased funding (or has already made an expenditure) to match the line item amount of the approved grant. Furthermore, the undersigned agrees to submit a written report due within 30 days after the end of the fiscal year in which this grant was received. (No later than July 31)

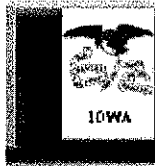
County Board of Supervisors (Member) County Veteran Affairs Commission (Member)

Date: _____

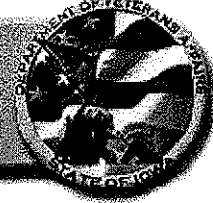
FOR INTERNAL ACTION ONLY

Executive Director, IDVA

- Approved. I certify that the grant application meets all legislative program requirements.
- Disapproved. (Reasoning detailed in letter to applicant.)
- Decision deferred pending receipt of more information from applicant.



IOWA DEPARTMENT OF VETERANS AFFAIRS



Camp Dodge, Building A6A
7105 NW 70th Avenue
Johnston, Iowa 50131-1824
Telephone: 515-242-0027 or 1-800-838-4692
Fax: 515-242-5659
missy.miller@iowa.gov

FY09 GRANT APPLICATION FORM INSTRUCTIONS

Below are instructions for each item on this application. This is a grant available to counties for providing services to living veterans. Funding is intended for approved uses and counties are required to maintain their previous year's veteran affairs spending in order to qualify for the grant (maintenance of effort). Therefore, you must include a copy of the county's Fiscal Year 2008 budget and expenditure report.

(Maintenance of Effort example: If your county's FY08 veterans' affairs budget was \$20,000 and the county office actually expended \$17,000, IDVA will require the county requesting the grant to expend \$17,000 in FY09 and the amount of the grant awarded.)

The grant dollars must be used to provide services to living veterans (see SF 2425) and comply with program rules (attached). Please provide as much detail as possible regarding the purpose and use of funds.

FY09 funds are not allowed to roll into FY10. Unspent money will have to be returned to the State of Iowa. There are three instances where county grant funding is required to be returned to the State of Iowa:

1. The county does not expend the entire amount of the grant by June 30, 2009 (unspent portion will be returned);
2. The county's FY09 expenditures are less than the previous fiscal year's (difference between FY 08 expenditures and FY 09 expenditures will be returned); or
3. Grant funding was not spent on veterans affairs or on unapproved uses (amount spent inappropriately will be returned).

Instructions

- 1.) **County VA director contact information**
- 2.) **County auditor contact information**
- 3.) **Proposed Budget**
 - a. **Total amount requesting** – How much is the county requesting (the maximum for each county is \$10,000)
 - b. **Attach a copy of the Commission's FY08 expenditure report** (This may be obtained from the County Auditor and will be used to establish the county's maintenance of effort)
 - c. **Attach a copy of any letters of intent for funding from other sources** (This applies if other organizations will be providing funding for the dollar match)
- 4.) **Brief summary of the use of new grant funds**
 - a. **Amount** – provide dollar amount of expense
 - b. **Use** – enter use of funds
 - c. **Estimated impact on veterans** – how many veterans will this service help

Examples:

\$400, veteran rental assistance, assist 10 more veterans

\$2000, computer, process 5 more applications in a day when previously could only process 5 in 2 days

\$100, advertising in local paper, 10 more veterans visit office this month that saw the advertisement

- 5.) **Narrative (Summary):**
 - a. **Needs** – Provide detail on the needs of local veterans that are not currently being met

Example:

Office has a list of 40 veterans who need dental care

County is facing a high percentage (about 40 %) of veterans w/ PTSD

- b. **Goals** – Projected goals include sources of services to be provided

Example:

Assisting 20 more veterans w/ dental care at local VA Hospital.

Set up 10 more appointments a week w/ local counselor or assist 10 more veterans by contacting local counselor

c. Results – Expected results or outcome of additional services

Example:

Helped 10 more veterans w/ dental care or helped 50 veterans, 10 more from last year

10 more veterans received PTSD diagnosis, now receiving treatments and benefits

d. Innovations – Provide information on new practices and methods that were used for addressing veterans needs. Uses that were never handled or addressed by the office before

Example:

This county has never used advertising in the local paper to promote this office. Run a full page advertisement in the local paper once a quarter. Anticipate office receiving 20 additional calls this year from those who saw the advertisement

6.) Additional details or comments. Please add any additional information or comments here

7.) County Certification. Each application must be signed by a member of the county board of supervisors and a member of the county veteran affairs commission. These individuals agree the funds will be used for their stated purpose. These individuals are also responsible for timely submission of the report due 30 days after fiscal year end in which the grant was received (a template will be provided by IDVA)

For further questions please contact: Missy Miller, IDVA at 515-242-0027 or 800-645-4591. Email: miller.missy@iowa.gov

ATTACHMENT “C”

County Grant Approved Uses – FY09

Examples of APPROVED Uses of Funds

- Increased office hours
- Addition of Veterans Affairs staff
- New office space
- National training
- State Training
- TRIP Training
- VIMS Program
- Computer or laptop
- Printer
- Copier
- Scanner
- Video projector
- Cell phone for purpose of Veterans Affairs
- Stamps, postage
- Office supplies
- Van transportation to VA hospitals
- Counseling
- Veteran assistance – rental, utilities, food, transportation, medical, dental, vision, etc.
- Office telephone
- Medical fees, medical supplies and medical equipment
- Homeless stand downs
- Advertising, marketing for Veterans Affairs
- Car maintenance –if exclusively used for Veteran Services
- Automobile purchase or rental - if used for veteran medical transportation

THIS LIST IS NOT ALL INCLUSIVE

County Grant UNAPPROVED Uses – FY09

Examples of Unapproved Uses of Funds

- All non-living veteran uses
(Funds must be used for living veterans)
- Burial assistance
- Grave markers
- Care of graves
- Salary increases
- Employee health benefits
- Flags or state flags (or storage of flags)
- Conference room furniture
- No donations to third party accounts
- Car maintenance (if not exclusively used for veteran affairs or owned by the county)
- Uses that do not increase services to veterans

Please note:

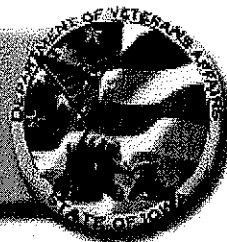
- Must be used for veterans
- Funds must **increase** services to veterans - **must be measurable**
- Must provide **specific** use of funds
- **Contact Missy Miller at IDVA with any questions.**

THIS LIST IS NOT ALL INCLUSIVE

ATTACHMENT “D”



IOWA DEPARTMENT OF VETERANS AFFAIRS



Camp Dodge, Building A6A
7105 NW 70th Avenue
Johnston, Iowa 50131-1824
Telephone: 515-242-0027 or 1-800-838-4692
Fax: 515-242-5659

RECEIVED

SEP 15 2009

HOUSE OF REPRESENTATIVES

Report of Activities County Grant Program for Veterans (FY09) Report to be returned to IDVA by July 31, 2009 Instructions on last page

Date:

COUNTY CONTACT INFORMATION:

County:

Contact Name and Title:

Telephone Number:

Email Address:

Mailing Address: , City , IA Zip

Number of Commission Members:

Full Time Staff (40 hours/ week):

Director;

Assistant(s) (number)

Part Time Staff (less than 40 hours/ week):

Director (hours/week)

Assistant(s) (hours/week)

Other County Employees Performing Function:

Title/ other duties

Hours Spent Weekly on Commission Business:

AUDITOR CONTACT INFORMATION:

Contact Person:

Telephone Number:

Email Address:

Mailing Address: , City , IA Zip

PART I: COMMISSION BUDGET – FY09

Commission's FY09 Budget:

Staff Salaries: Budgeted ; **Expended**

Commission's anticipated (or actual) budget revision to county:

PART II: COMMISSION EXPEDITURE REPORT – FY09

Commission's FY09 Expenditure report (please include):

PART III: GRANT INFORMATION

FY09 funds

1. Amount of Grant requested FY09:
2. Amount of Grant awarded FY09:
3. Amount of Grant spent in FY09 (FY09 funds only):
4. Amount of unspent grant remaining end of FY09:

PART IV: BRIEF SUMMARY OF USES FOR FY09 GRANT FUNDS:

Amount (\$)	Use (ex: brochures)	Impact on veteran services (ex: Able to pass out 50 brochures during fair and helped six more veterans)

PART VI: NARRATIVE

PART VII: VETERAN STORIES

PART VIII: OTHER COMMENTS

****All unspent grant funds must be sent back to the State of Iowa****



IOWA DEPARTMENT OF VETERANS AFFAIRS



Camp Dodge, Building A6A
7105 NW 70th Avenue
Johnston, Iowa 50131-1824
Telephone: 515-242-0027 or 1-800-838-4692
Fax: 515-242-5659

FY09 REPORT OF ACTIVITIES INSTRUCTIONS

Contact information:

- Enter contact information here

Part I: Commission Budget – FY09 (See County Auditor for assistance as needed)

1. Enter the amount of the Commission's budget for FY09
2. Enter the amount budgeted for salaries; amount expended for salaries
3. Enter the amount of anticipated budget revision to county

Part II: Commission Budget – FY09

- Enter the amount of Commissions budget for FY09

Part III: Grant Information

1. Enter the amount of grant requested for FY09
2. Enter the amount of grant received for FY09
3. Enter the amount of grant spent FY09
4. Enter amount of any unspent FY09 grant money. Is there any leftover funds at the end of FY09

Part IV: Brief Summary of uses for FY09 grant funds

1. **Amount** – provide dollar amount of expense
2. **Use** – enter use of funds
3. **Impact on veterans** – how many veterans has this service helped

Examples:

\$400, veteran rental assistance, assist 10 more veterans

\$2000, computer, process 5 more applications in a day when previously could only process 5 in 2 days

\$100, advertising in local paper, 10 more veterans visit office this month that saw ad

Part V: Narrative

Results – Provide an assessment of the project. Include the measurable outcomes that were a direct result of the grant funding

Example:

Helped 10 more veterans w/ dental care (or) Helped 50 veterans, 10 more from last year

Held 10 more outreach meetings allowing 25 more veterans to be contacted for services Assisted 5 of these veterans in receiving additional benefits

Part VI: Veteran stories

Provide positive stories of Veterans.

Example:

A veteran was so happy to have received dental work. It enabled him to get back to work and increased his self confidence

Part VII: Other Comments

Provide additional feedback or comments

ATTACHMENT “E”

County	Report received by	Requested amount	Awarded amount	Spent by 6-30-09	Unspent from FY09	Uses - current funds
Adair	7/24/2009	\$10,000.00	\$10,000.00	\$10,000.00		Lap top computer, printer, copier, fax machine, cell phone, office supplies, advertising, vet transportation & State certification training.
Allamakee	7/24/2009	\$10,000.00	\$10,000.00	\$10,000.00		County counselor, van lease, brochures, van drivers. Copier repair and office supplies.
Appanoose	8/6/2009	\$10,000.00	\$10,000.00	\$10,000.00		Food, provisions, rent, utilities and transportation to veterans.
Benton	7/21/2009	\$10,000.00	\$10,000.00	\$10,000.00		VIMS software, laptop computer and software, printer, scanner, fax, toner, cables and projector. New office space, cell phone, stamps and label maker.
Black Hawk	7/30/2009	\$10,000.00	\$10,000.00	\$10,000.00		Brochures, training, computer software and office supplies.
Boone	6/19/2009	\$9,591.70	\$9,581.70	\$9,591.70		National training, veterans outreach program, office supplies & utility assistance.
Bremer	7/30/2009	\$10,000.00	\$10,000.00	\$10,000.00		Office furniture, utilities, VIMS, laptop, wireless plan, increased office hours, outreach, transportation and office supplies.
Buchanan	7/24/2009	\$10,000.00	\$10,000.00	\$10,000.00		Transportation, education, advertisement, outreach, copy machine.
Buena Vista	7/27/2009	\$10,000.00	\$10,000.00	\$10,000.00		National training, cell phone for drivers, postage, wait line, advertising, computer software and licensing. VA Van and rent assistance.
Butler	8/18/2009	\$10,000.00	\$10,000.00	\$8,573.73	1426.27 - Returned	National training, Spring and Fall school; increased office hours, transportation and cell phone usage.
Calhoun	7/24/2009	\$10,000.00	\$10,000.00	\$10,000.00		Brochures, national training and dues, office supplies, advertising, vets assistance; Utilities, rent, etc. and Van transportation.
Carroll	7/28/2009	\$10,000.00	\$10,000.00	\$10,000.00		Transportation / new van.

County	Report received by	Requested amount	Awarded amount	Spent by 6-30-09	Unspent from FY09	Uses - current funds
Cass	8/7/2009	\$10,000.00	\$10,000.00	\$10,000.00		Training, VSO cell phone, copier lease, outreach and assisting vets with food, utilities, appliance and car repairs medical and dental bills.
Cedar	7/9/2009	\$10,000.00	\$10,000.00	\$10,000.00		National training, advertising, vision care, transportation, office equipment.
Cherokee	7/9/2009	\$10,000.00	\$10,000.00	\$10,000.00		Pamphlets, postage, office rent, telephone, internet, national and state training. Assistance to vets; food, rent and utilities.
Clarke	7/15/2009	\$10,000.00	\$10,000.00	\$10,000.00		National training, advertising, services to vets, supplies & equipment.
Clayton	8/17/2009	\$10,000.00	\$10,000.00	\$10,000.00		Additional hours, National & State training, Projector, cell phone, rent and utilities. Assistance to vets; transportation.
Clinton	7/17/2009	\$10,000.00	\$10,000.00	\$10,000.00		Van lease; Education training, Office/computer supplies, outreach, phone cards, postage and vet assistance.
Crawford	7/27/2009	\$10,000.00	\$10,000.00	\$10,000.00		VA Van, NACVSO training, jackets 7 Shirts, office supplies, VIMS software and promotional items.
Dallas	7/31/2009	\$6,850.00	\$6,850.00	\$3,481.55	\$3,368.45	CEU training, advertisements, transportation, vocational training.
Davis	7/21/2009	\$7,370.29	\$7,370.29	\$7,370.29		Printer/Scanner, laptop, VIMS software, business cards, advertising, postage and internet service.
Decatur	7/28/2009	\$10,000.00	\$10,000.00	\$10,000.00		Services to veterans & additional hours.
Delaware	7/22/2009	\$10,000.00	\$10,000.00	\$10,000.00		Training expenses, outreach, additional hours in office, NACVSO and VIMS software updates. Services to vets; utilities, rent, transportation, medical & dental.
Des Moines	7/2/2009	\$10,000.00	\$10,000.00	\$10,000.00		Training, assistance to vets; medical, house payments, food, rent and clothing.

County	Report received by	Requested amount	Awarded amount	Spent by 6-30-09	Unspent from FY09	Uses - current funds
Dubuque	7/21/2009	\$10,000.00	\$10,000.00	\$10,000.00		Update phones, laptop, portable printer and software, projector, digital camera outreach and counseling for vets.
Emmett	8/4/2009	\$10,000.00	\$10,000.00	\$10,000.00		Training, office equipment, laptop, VIMS software, mileage, outreach and rent and utilities for vets.
Fayette	7/1/2009	\$10,000.00	\$10,000.00	\$8,100.72	\$1,899.28	Advertising, state and national training, cell phone and copier. Assistance to vets; dental, utilities, transportation and rent.
Floyd	7/31/2009	\$10,000.00	\$10,000.00	\$10,000.00		Outreach, Additional staffing, education and telephone.
Fremont	7/27/2009	\$5,000.00	\$5,000.00	\$5,000.00		Increased hours, training, transportation, advertising, mileage and office supplies.
Grundy	8/12/2009	\$10,000.00	\$10,000.00	\$10,000.00		Temporarily office, fax machine, dell cartridges, VA office sign, promotional flags, video projector, ceremonial bugles and new office set up.
Guthrie	7/27/2009	\$10,000.00	\$10,000.00	\$10,000.00		Medical equipment, digital copier/printer.
Hamilton	7/8/2009	\$10,000.00	\$10,000.00	\$10,000.00		Additional office hours.
Hancock	7/22/2009	\$10,000.00	\$10,000.00	\$10,000.00		Lap top, assistance to vets; utilities, food rent and gas cards for medical appointments.
Hardin	7/23/2009	\$10,000.00	\$10,000.00	\$10,000.00		Additional office hours, outreach and rent.
Harrison	7/27/2009	\$6,000.00	\$6,000.00	\$3,744.13	\$2,255.87 - Returned	Additional hours, veteran assistance with utilities, handicapp accesibility to office & rent. Training and office scanner.
Henry	8/19/2009	\$10,000.00	\$10,000.00	\$9,306.01	\$693.99	Additional office hours, National and State training, desk top computer, printer, office supplies and postage.
Howard	8/27/2009	\$10,000.00	\$10,000.00	\$10,000.00		Additional part-time hours, advertising, mileage and training. Assistance to veterans; rent and utilities. DAV van for transporting vets.

County	Report received by	Requested amount	Awarded amount	Spent by 6-30-09	Unspent from FY09	Uses - current funds
Humboldt	8/26/2009	\$10,000.00	\$10,000.00	\$10,000.00		Dental and medical care for vets. Office furniture, supplies, computer/printer/copier/fax and office rent.
Iowa	7/22/2009	\$10,000.00	\$10,000.00	\$10,000.00		New office and office equipment, VIMS software, national & state training, outreach travel.
Jackson	7/27/2009	\$10,000.00	\$10,000.00	\$10,000.00		Additional hours; Utility assistance program, cell phone, advertising VIMS and training.
Jasper	8/17/2009	\$10,000.00	\$10,000.00	\$9,072.82	\$927.18 - Returned	Additional labor, utility assistance, cell phone, advertising, training, VIMS software and a new printer. Assistance to vets; medical and utilities.
Jefferson	8/4/2009	\$10,000.00	\$10,000.00	\$10,000.00		Mileage, advertising, new computer, VIMS software, printer, copier, fax. Office furniture, additional hours and utilities for vets.
Johnson	7/17/2009	\$10,000.00	\$10,000.00	\$10,000.00		Housing assistance.
Keokuk	7/20/2009	\$10,000.00	\$10,000.00	\$3,138.68	\$6,861.32 - Returned	Training, assistance to vets; medical and transportation.
Kossuth	7/17/2009	\$10,000.00	\$10,000.00	\$10,000.00		New transportation vehicle
Linn	7/20/2009	\$9,150.00	\$9,150.00	\$8,933.81	\$216.19	National training, eyeglasses and exams.
Louisa	7/27/2009	\$10,000.00	\$10,000.00	\$10,000.00		Computer software & equipment, public relations, training, cell phones mileage, additional hours & internet.
Lucas	7/14/2009	\$10,000.00	\$10,000.00	\$10,000.00		increased hours, Veterans sign, postage and new computer.
Lyon	7/8/2009	\$10,000.00	\$10,000.00	\$9,724.73	\$275.27	Color copier, advertising, National training, supplies, office equipment and membership dues.
Mahaska	7/6/2009	\$10,000.00	\$10,000.00	\$10,000.00		State training, printer stand, telephone, stamps & office supplies. Servicing veterans with; rent, utilities, medical, food transportation and a water heater.
Marion	6/23/2009	\$10,000.00	\$10,000.00	\$10,000.00		Copy Machine, advertising & assistance to vets.

County	Report received by	Requested amount	Awarded amount	Spent by 6-30-09	Unspent from FY09	Uses - current funds
Marshall	8/10/2009	\$10,000.00	\$10,000.00	\$10,000.00		Training, scholarships, books, table, cabinet, driver recruitment, computer software, projector and screen. Medical and dental for veterans.
Mills	7/22/2009	\$9,600.00	\$9,600.00	\$9,600.00		NACVSO training, VIMS software, postage, office supplies, transportation, rent, utilities, food & provisions. Assistance to vets; WW II honor flight rent, heat and health care.
Mitchell	7/22/2009	\$10,000.00	\$10,000.00	\$10,000.00		Additional hours, schooling, mileage-meals, office equipment, brochures and medication for vets.
Monroe	7/22/2009	\$10,000.00	\$10,000.00	\$10,000.00		National and state training, advertising, marketing, office supplies. Veteran assistance; dental, medical, and vision.
Montgomery	7/13/2009	\$10,000.00	\$10,000.00	\$10,000.00		Advertising; Shirts/Jackets w/logo. National training, Spring and Fall schools and increased office hours.
Muscatine	7/31/2009	\$10,000.00	\$10,000.00	\$10,000.00		Advertising, rent/utility assistance to veterans, transportation, state training and increased office hours.
O'Brien	7/22/2009	\$10,000.00	\$10,000.00	\$10,000.00		Guardian 911, dental assistance, laptop, projector, seminars, NACVSO training, filecabinet and brochures.
Osceola	7/16/2009	\$2,500.00	\$2,500.00	\$2,134.66	\$365.34 - Returned	Utilities, rent, food and medical for vets.
Page	7/13/2009	\$10,000.00	\$10,000.00	\$10,000.00		Print advertising, NACVSO training, increased hours and new building for office.
Pocahontas	7/31/2009	\$10,000.00	\$10,000.00	\$10,000.00		Veterans assistance; rent, utilities, transportation, medical, dental and food. General office supplies, telephone, office operating expenses and national training.
Pottawattamie	7/21/2009	\$10,000.00	\$10,000.00	\$10,000.00		WWII Honor Flight, mileage, transportation, telephone and internet. Scanner, scanning project, office staff education and direct services to veterans with utilities.

County	Report received by	Requested amount	Awarded amount	Spent by 6-30-09	Unspent from FY09	Uses - current funds
Poweshiek	8/31/2009	\$10,000.00	\$10,000.00	\$10,000.00		Office phone, internet, VIMS software, office supplies & national training.
Ringold	7/17/2009	\$10,000.00	\$10,000.00	\$10,000.00		Advertising, brochures, new color printer and scanner. Assistance to vets; electric, food, transportation.
Sac	7/29/2009	\$10,000.00	\$10,000.00	\$5,856.81	\$4143.19 - Returned	Outreach/newsletters & postage; Misc expenses for van drivers, subscriptions, additional hours. Assistance to vets; medical treatment & transportation.
Scott	7/30/2009	\$10,000.00	\$10,000.00	\$10,000.00		Rent, travel-school, gas & electric, medical supplies for vets.
Sioux	7/30/2009	\$10,000.00	\$10,000.00	\$10,000.00		Additional staff hours, outreach, outreach training, 4 wheel chairs for veterans.
Story	8/7/2009	\$10,000.00	\$10,000.00	\$10,000.00		Dental, vision and rent for vets. Outreach, advertising & office equipment.
Tama	7/31/2009	\$10,000.00	\$10,000.00	\$10,000.00		Training, mileage, lodging, meals, cell phone & transportation.
Taylor	7/23/2009	\$10,000.00	\$10,000.00	\$10,000.00		New office and office equipment, outreach & advertising. Additional staffing hours.
Union	7/20/2009	\$7,500.00	\$7,500.00	\$7,500.00		Office supplies, medical transportation, medical prescriptions, food, utilities and bus trip to VA cemetery for vets.
Van Buren	7/11/2009	\$10,000.00	\$10,000.00	\$10,000.00		Expansion of office hours.
Wapello	9/16/2009	\$10,000.00	\$10,000.00	\$10,000.00		Van lease, updated office equipment, advertising. Outreach, utility assistance to vets and lodging for Fall school.
Warren	7/8/2009	\$10,000.00	\$10,000.00	\$10,000.00		NACVSO training, advertising, mileage expense, rent assistance, Utilities, medical / dental and additional hours in office.
Washington	7/15/2009	\$10,000.00	\$10,000.00	\$10,000.00		Education, Veterans assistance, cellphone and outreach.

<i>County</i>	<i>Report received by</i>	<i>Requested amount</i>	<i>Awarded amount</i>	<i>Spent by 6-30-09</i>	<i>Unspent from FY09</i>	<i>Uses - current funds</i>
Webster	8/3/2009	\$10,000.00	\$10,000.00	\$7,411.51	\$2,588.49	Additional hours, laptop/accessories, brochures, marketing and training.
Winnebago	8/6/2009	\$10,000.00	\$10,000.00	\$10,000.00		Dental work for veterans.
Winneshiek	7/31/2009	\$10,000.00	\$10,000.00	\$10,000.00		Rent and mortgage payments for veterans.
Worth	8/20/2009	\$10,000.00	\$10,000.00	\$10,000.00		Office furniture, data processing, office supplies, publications, postage, training, dues and transportation.
Wright	7/23/2009	10,000.00	10,000.00	10,000.00		National and state training, brochures, advertising, cell phone. Assistance to vets; dental care, heating and rent.
Totals		\$773,561.99	\$773,561.99	\$748,541.15	\$25,020.84	