



# STATE OF IOWA

CHET CULVER  
GOVERNOR  
PATTY JUDGE  
LT. GOVERNOR

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

October 1, 2008

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 2007 Iowa Acts, chapter 218, section 4, I am pleased to submit the attached status report on the County Grant Program for Veterans. This report includes information regarding the implementation of the program as well as the benefits received by Iowa Veterans.

Forty-nine of Iowa's ninety-nine counties participated in the second year of the grant program. This compilation is based on information provided by each county in reports due to the Department on August 15<sup>th</sup>.

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,

A handwritten signature in black ink that reads "Patrick J. Palmersheim".

Patrick J. Palmersheim  
Executive Director

PP: MM

**IOWA DEPARTMENT OF VETERANS AFFAIRS**



**County Grant Program For  
Veterans**

---

Status Report on the Implementation of  
2007 Iowa Acts, Chapter 218, section 4, subsection 4

October 1, 2008

---

## TABLE OF CONTENTS

---

- I. Overview of Iowa 2007 Acts, Chapter 218, section 4, subsection 4
- II. History of the Program
- III. Report Findings
- IV. FY07 Grant Audit Report

### Attachments

- “A” – Administrative Rules
- “B” – Application & Instructions
- “C” – List of approved uses
- “D” – Auditor information
- “E” – Template report of Activities
- “F” – Spreadsheet

---

## I. OVERVIEW OF HOUSEFILE 909

---

The 2007 Iowa Acts, House File 909, section 4, subsection 4, continued the county grant program for veterans. The General Assembly appropriated \$750,000 to the Iowa Department of Veterans Affairs (IDVA) to fund this program. The purpose and legislative intent of this initiative was to provide matching grant dollars to improve delivery of services by the various County Commissions of Veteran Affairs to veterans in their respective counties.

The department was charged with establishing and continuing an application process and 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. In order to receive funds, counties had to match the grant dollar-for-dollar.

Iowa code required each participating county 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 also required to submit a report by October 1, 2008 to the General Assembly summarizing the impact of the grant program on increasing services to veterans.

---

## II. HISTORY OF THE PROGRAM

---

For the initial FY2007 grant program, there was a delay in implementing the program 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 and updated for the FY08 program on October 12, 2007(Attachment "A").

An updated FY08 standardized application was presented to all county commissioners of Veterans Affairs at the 2007 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).

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 funds. Counties that carried forward FY 07 grant awards were required to report in this Fiscal Year how they spent their grant. The deadline for FY08 grants applications was established as May 15, 2008.

A total of \$399,911.03 was issued to the 49 counties that participated in the FY 08 County Grant Program for Veterans. Below is a list of each participating county and the amounts distributed (Table 1).

**Table 1: 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		<b>Total</b>	<b>\$399,911.03</b>

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 2).

**Table 2: 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	Winneshek	\$10,000.00
				<b>TOTAL</b>	<b>\$578,096.33</b>

---

### III. REPORT FINDINGS

---

The August 15, 2008 report indicates that \$399,911.03 of those funds issued have been awarded.

Some of the most popular uses reported were:

- New Offices
- Computer -- including laptops
- Software
- Copier
- Printer
- Veteran assistance -- lodging, transportation, rent, utilities, medical & dental
- Marketing and advertising
- Increased hours or personnel
- Office supplies
- Food pantry
- Office rent
- Training
- Projectors
- Phone

These uses of grant money all indicate an increase of services to veterans. Computers and office equipment have enabled better communication among the Veterans Affairs office and the county offices. It has also 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.

Another important use of funds was for veteran's assistance programs. These services have an immediate impact on veterans. For example: rent, utilities, medical, and transportation assistance were funded by many county offices. Services of this nature help veterans and their families during an emergency or during a difficult time.

Training is another important use of funds by helping to ensure that veterans receive accurate information. The directors are able to receive information on new programs and available benefits. It also provides them the opportunity to speak and compare ideas with other directors.

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.

---

#### **IV. FY07 GRANT AUDIT REPORT**

---

A state audit was performed in June of 2008 on the FY07 Country Grant Program for Veterans (Attachment "D"). 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 have been made for the FY 09 program. Legislation was enacted last year that removed the matching funds requirement and the administrative rules for FY 09 include a "maintenance of effort requirement." The maintenance of effort requirement will ensure that counties receiving FY09 grant funds will spend from the county budget the same amount in FY09 as they did in FY08.



# ATTACHMENT

“A”

CHAPTER 12  
COUNTY GRANT PROGRAM FOR VETERANS

**801—12.1(2007 Iowa Acts, House File 909) Purpose.** 2007 Iowa Acts, House File 909, section 4, subdivision 4, 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(2007 Iowa Acts, House File 909) 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 an amount of county funds equal to the amount of the approved grant. Beginning with the fiscal year 2009 grant program, grant funding will be awarded only for providing increased services to veterans over and above the services provided in the previous fiscal year.

**801—12.3 (2007 Iowa Acts, House File 909) 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 15th of each year for a June 1st approval. Applications received after May 15th will be approved strictly on an emergency basis where the applying county has an identified need and funds will be expended immediately. 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(2007 Iowa Acts, House File 909) 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 should be developed for the fiscal year in which the grant will be received. Funds carried forward from the fiscal year 2007 grant program shall be included in the fiscal year 2008 proposed budget. Beginning with the fiscal year 2008 grant program, recipients must expend grant funds during the fiscal year in which the grant was received. It is understood that funding for subsequent years is dependent upon future legislative appropriations.

**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(2007 Iowa Acts, House File 909) 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(2007 Iowa Acts, House File 909) 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 project denials.

**801—12.6(2007 Iowa Acts, House File 909) 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 specify the reporting requirements. A written report shall be due to the department 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.

**801—12.7(2007 Iowa Acts, House File 909) Appeals.** Applicants that are dissatisfied with the decision of the director 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.

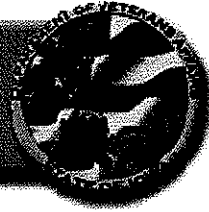
These rules are intended to implement 2007 Iowa Acts, House File 909, section 4, subdivision 4.

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

# ATTACHMENT “B”



## IOWA DEPARTMENT OF VETERANS AFFAIRS



Camp Dodge, Building A6A  
7105 NW 70<sup>th</sup> Avenue  
Johnston, Iowa 50131-1824  
Telephone: 515-242-0027 or 1-800-838-4692  
Fax: 515-242-5659  
[miller.missy@iowa.gov](mailto:miller.missy@iowa.gov)

### COUNTY GRANT PROGRAM FOR VETERANS APPLICATION FY08

2007 Iowa Acts, HF909, section 4, subdivision 4, enacts the county grant program for veterans. Grants are awarded annually pursuant to an appropriation by the general assembly to the Iowa Department of Veterans Affairs to fund this program. **The purpose and legislative intent of this program is to improve 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, HF909) 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 an amount of county funds equal to the amount of the approved grant.**

- a. **Total Amount Requesting:** \$ \_\_\_\_\_  
(The maximum available for each county is \$10,000)
  
- b. **FY07 grant dollars rolled into FY08:** \$ \_\_\_\_\_  
(This amount must be used and reported on.)
  
- c. **Attach a copy of the commission's most recent expenditure report.**  
(A copy may be obtained from the County Auditor.)
  
- d. **Attach a copy of any letters of intent for funding from other sources.**

**4. BRIEF SUMMARY OF THE USE OF NEW FY08 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. BRIEF SUMMARY OF THE USE OF FY07 GRANT FUNDS ROLLED OVER INTO FY08:**

Amount (\$)	Approved Use (ex: computer)	Estimated impact on veteran services (ex: now able to prepare applications on-line. Helped four more veterans within a week)

**7. 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): \_\_\_\_\_

**8. ADDITIONAL DETAILS OR COMMENTS: \_\_\_\_\_**

**9. 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 70<sup>th</sup> Avenue  
Johnston, Iowa 50131-1824  
Telephone: 515-242-0027 or 1-800-838-4692  
Fax: 515-242-5659  
[missy.miller@iowa.gov](mailto:missy.miller@iowa.gov)

### FY08 GRANT APPLICATION FORM INSTRUCTIONS

Below are instructions for each item on this application. This is a dollar-for-dollar matching grant on approved use expenditures already made (or 50-50 match on projected approved use expenditures) so therefore you must include a copy of the county expenditures. The grant dollars must be used to increase services to veterans (see HF 909) and program rules (attached). Please provide as much detail as possible regarding the purpose and use of funds.

- 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. **FY07 grant dollars rolled into FY08** - (only applies to counties that rolled over funds from FY07 – type N/A if does not apply)
  - c. **Attach a copy of the Commission's most recent expenditure report** (This may be obtained from the County Auditor)
  - d. **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.) Brief Summary of the use of PREVIOUS grant funds rolled over into FY08**

- 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 ad*

**7.) 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 Veteran 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. Ran a full page ad in the local paper once a quarter. Office received 20 additional calls this year from those who saw the article*

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

**9.) 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 800-838-4692.**

**Email: [missy.miller@iowa.gov](mailto:missy.miller@iowa.gov)**

**ATTACHMENT**  
**“C”**

## **County Grant Approved Uses – FY08**

### **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, etc.
- Office telephone
- Medical fees, medical supplies and medical equipment
- Haircuts for homeless veterans
- Dental and vision for homeless veterans
- Food pantry for veterans
- 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 – FY08

### 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
- This is a matching fund grant – county must match dollar-for-dollar
- 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”

**AGENCY** Veterans Affairs

**June 30, 2007**

**COMMENT WORKSHEET**

**COMMENT TITLE:** County Grant Program **CFDA No.**

Done by JRW Discussed with Pat Palmersheim W/P Ref: YY - 1

Repeat of prior year finding?  Yes  No

If yes, was it included in report?  Yes  No

Include in current year report?  Yes  No

If yes, identify appropriate section(s) of the

SWSA Schedule of Findings \_\_\_\_\_

Departmental Report/Letter \_\_\_\_\_

**BACKGROUND**

County Grant Program is designed improve the delivery of services to veterans by County Commissions of Veterans Affairs. Counties submit applications to the Department of Veterans Affairs.

**CONDITION NOTED**

- 1) Per review of the Report of Activities submitted by the Counties, only 1 of the 10 counties tested, included information documenting the county matched the grant award. The remaining 9 counties only included expenditures that related to the state portion of the County Grant Program. Auditor was unable to determine if those 9 counties matched the grant award. When adding the amount listed as spent by June 30, 2007 and the amount of the unspent grant carried forward into FY 2008, the total did not exceed the amount awarded to the County originally.
- 2) In addition, auditor was unable to determine, through review of the Report of Activities or the Application Form, whether the counties did not use the grant as an offset to the County Commission's budget.

**STANDARD USED (CRITERIA)**

Section 34 of House File 2797 and the FY 2007 County Grant Program Application

**CAUSE**

Agency oversight



---

EFFECT

Counties may not be matching the funds awarded from the State and may be using the grant as an offset to the County Commission's budget.

---

RECOMMENDATION

The Department of Veterans Affairs should ensure the counties are properly matching the funds awarded from the State for the County Grant Program and those funds are not being used to offset the County Commission's budget.

---

REMARKS

**We have strengthened our rules for the present years reports that are due in to us by Aug 15<sup>th</sup>. Some counties will be reporting for the last two years of grant proceeds. The legislature have asked us for a itemized report for each county that has received the grant and what it was used for and if the uses we approved uses and not just to offset the county funding. Next years' program has been changed with additional legislation so that it will no longer be required to be a dollar for dollar match. The members of the legislature are concerned as well that the grants are not being used for the purpose they were intended,**

---

**ATTACHMENT**  
**“E”**

## TEMPLATE: Report of Activities

### County Grant Program for Veterans (FY08)

The Report of Activities on the County Grant Program for Veterans is due to the Iowa Department of Veterans Affairs by July 31, 2008.

#### Part 1: Report Submission

Date Report of Activities Submitted:

#### Part 2: County Information

County:

Contact Person:

Telephone Number:

Email Address:

Mailing Address: Street ; 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 worked/week);

Assistant(s) (hours worked/week)

Other County Employees Performing Function:

Title/other duties

Hours Spent Weekly on Commission Business:

#### Part 3: Auditor Information

Contact Person:

Telephone Number:

Email Address:

Mailing Address: Street ; City , IA Zip

**Part 4: Commission FY08 Budget**

Commission's FY08 Budget:

Staff Salaries: Budgeted           ; Expended

Grave Markers: Budgeted           ; Expended

Grave Maintenance: Budgeted           ; Expended

Commission's anticipated (or actual) Budget Reversion to County:

**Part 5: Grant Information**

Amount of Grant Requested:

Amount of Grant Awarded:

Amount of Grant Spent by June 30, 2007:

Amount of Unspent Grant Carried Forward into FY08:

Amount of Grant Spent by Report Submission:

**Part 6: Grant Expenses**

Identify the amount of an expense and category of that expense (e.g., new staff, increased hours, equipment, brochures, outreach activities, etc.)

<b>Amount (\$)</b>	<b>Category</b>
\$1500	Computer, printer

**Part 7: Impact on Services**

Identify how the spending of the grant increased services to veterans within your county. Measurable outcomes must be reported (e.g., how many veterans will be served/benefited; how will they be benefited; if a previously identified service has been impacted, in what way and how is it measured, etc.). You need to articulate quantitative measures (numbers impacted or served).

<b>Category</b>	<b>Impact on Services</b>
Computer, printer	Able to process claims more quickly and provide copies to vet. 37 vets served since purchase—12% increase in service delivery compared to same period last fiscal year.

**Part 8: Projected Impact on Services**

Identify projected expenditures for the unspent portion of your grant that remained after the submission of your Report of Activities. How are you planning to spend the remainder of the grant and how will services be increased as a result of that spending. Apply the same measurable outcome analysis discussed in **Part 7**.

<b>Category</b>	<b>Projected Impact on Services</b>
Increase hours worked	Part time assistant will increase her hours from 15 to 20 hours/week. Estimate 40 more vets/month serviced.


**Part 9: Innovation**

Describe any innovative practices or methods developed for addressing veteran needs and how they improved the delivery of services.

**Part 10: "Feel Good" Stories**

Recount any "feel good" stories that you learned about or that were conveyed to you by a veteran as a result of the grant.

**Part 11: Other Comments**

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

# ATTACHMENT “F”

County	Date report received	Requested	Awarded	Spent by 6-30-08	Unspent from FY08 must be returned to State of Iowa	Uses - current funds	Uses - carry over funds FY07	Questions/ Concerns
Adams	7/29/2008	\$3,070.00	\$3,070.00	\$3,070.00		NAVSCO training, laptop and tech support, office equipment		
Allamakee				(FY07=\$6831.04) \$18,825.00		vet -rent, transportation, utilities, food provisions, increased hours, new office - handicap accessible	Food assistance, rent, transportation	
Appanoose	7/25/2008	\$10,000.00	\$10,000.00	(FY07=\$6,825.00) (FY08=\$10,000.00)				
Black Hawk	7/25/2008	\$10,000.00	\$10,000.00	\$10,064.06 (FY07=\$4.06) (FY08=\$10,000.00)		NASCVSO training & Mobile filing system	NASCVSO training	
Boone	7/17/2008	\$1,570.00	\$1,570.00	\$1,570.00		NASCVSO training, new printer & veterans benefits fair.		
Bremer	8/11/2008	\$10,000.00	\$10,000.00	\$10,000.00		Increased office hours; laptop, portable printer, brochures, Natl training, wireless internet, office supplies, NASCVSO and outreach		
Buchanan	7/28/2008			(FY07=\$2483.39)			NASCVSO training, travel/lodging for training, outreach & fair booth	
Buena Vista	5/21/2008			(FY07=\$6,708.06)				
Butler	8/14/2008	\$10,000.00	\$10,000.00	\$7,354.99 (FY07=\$7,092.94)		Van Lease, National training, Spring & fall School, increased office hours, lap top PC; portable printer, office supplies & brochures. Fax line & office equipment.	Laptop Computer, office equipment, Van lease, increased hours, school of instructions expenses and outreach program.	
Calhoun	7/31/2008						Computer, National training, copier/office supplies, marketing/outreach, medical equipment and utility deposit	
Cass	7/31/2008	\$4,800.00	\$4,800.00	\$4,689.40	\$110.60	NASCVSO training, Dell projector & presentation folders		
Cedar	7/11/2008	\$10,000.00	\$10,000.00	\$10,000.00		Advertising, dental assistance, National training school; Office phone expenses; cell phone w/2 year service; VMMS software & portable printer.		



County	Date report received	Requested	Awarded	Spent by 6-30-08	Unspent from to FY08	Uses - current funds	Uses - carry over funds FY07	Questions/ Concerns
Cherokee	7/16/2008	\$5,000.00	\$5,000.00	\$7,165.00 (FY07=\$2,165.00) (FY08=\$5,000.00)		Certification course/State training, office rent; telephone; postage; booth rental/outreach; brochures; office phone and supplies		
Clarke	7/10/2008	\$10,000.00	\$10,000.00	\$19,181.36 (FY07=\$9,181.36) (FY08=\$10,000.00)		Computer/printer, training, registration, mileage; file cabinet, garage door and opener, increased hours, summer school, supplies, postage and pens; services to veterans		
Clay	8/4/2008			(FY07=\$8,944.12) \$10,011.36 (FY07=\$11,36)		Extra hours for van riders; van lease; counselor; outreach; fuel; office supplies and brochures	Fall 07 training, Spring 08 IDVA training, summer school and national training; outreach and services to vets, laptop & printer	
Clayton	8/11/2008	\$10,000.00	\$10,000.00	(FY07=\$10,000.00)		VA Van network transportation, School/Education material & training; computer & office equipment expenses; Veteran Assistance; Stamps, postage; VA County brochures and business cards; telephone services		
Clinton	7/10/2008	\$10,000.00	\$10,000.00	\$10,000.00		Laptop, printer, installation of computer/printer, school, brochures, fair booth rental		
Crawford	7/24/2008	\$4,285.00	\$4,285.00	\$4,285.00			Computer, printer, laptop, advertisements, VIMS software, NACVSCO training, transportation, dental for vets	
Dallas	7/30/2008			\$7,741.92 (FY07=\$10,000.00)	\$2,258.08			
Decatur	7/14/2008	\$4,855.00	\$3,680.00	\$11,198.40 (FY07=\$7518.40) (FY08=\$3680.00)	\$7,518.40	Rent, utility, food and medical expenses for Vets. Office supplies, postage and IDVA schooling. Gas cards, outreach, dues and advertising.		
Delaware	7/23/2008	\$10,000.00	\$10,000.00	\$10,000.00 \$20,000.00 (FY07=\$10,000.00) (FY08=\$10,000.00)		VIMS Office software, Reant, Food vouchers, Utilities, staff training/education; Furnace/water heater; emergency dental and eye care		
Des Moines	8/11/2008	\$10,000.00	\$10,000.00			Food, utilities, medical, housing and dental for Vets. Rent and utilities, newspaper ads, food.		
Dickson	8/1/2008			(FY07=\$2,881.03) \$20,000.00 (FY07=\$10,000.00) (FY08=\$10,000.00)			Computer, printer, veterans utilities, Outreach, IDVA Fall School & VIMS software	
Dubuque	7/25/2008	\$10,000.00	\$10,000.00			Veterans Conference	Computer and scanner program, flood relief	

County	Date report received	Requested	Awarded	Spent by 6-30-08	Unspent from to FY08	Uses - current funds	Uses - carry over funds, FY07	Questions/ Concerns
Emmet	7/7/2008			(FY07=\$8,982.00)			Computer, printer, office supplies, telephone, VMIS, Rent, medical expenses, VA schools and lodging, postage, and mileage	
Fayette	7/21/2008	\$10,000.00	\$10,000.00	\$15,088.00 (FY07=\$5088.00) (FY08=\$10,000.00)	\$2,646.11	State & National training, Advertising, color printer, file cabinet, Emergency funds for Vets; Housing, clothing, medical, dental and transportation.		
Franklin	6/30/2008	\$2,900.00	\$2,900.00	\$7,638.72 (FY07=\$5,146.47) (FY08=\$2,240.26)	\$407.75 Returned	Homemaker services	Medication and medical mileage	
Fremont	7/24/2008			(FY07=\$3,500.00) (FY07=\$488.46)			Increased office hours, training, office supplies, food pantry, telephone and postage	
Grundy	7/31/2008	\$4,173.16	\$4,173.16	\$4,173.16		P.C., printer, fax, copier, VMIS software & Operating system, telephone	Office expense, veteran awareness, rent, transportation	
Guthrie	7/30/2008			(FY07=\$714.88)				
Hancock	7/31/2008	\$10,000.00	\$10,000.00	\$10,000.00		Postage, food & provisions; utilities; office supplies and transportation		
Hamilton	8/12/2008	\$2,800.00	\$2,800.00	\$2,800.00		Increased office hours to serve additional vets		
Hardin	7/24/2008	\$10,000.00	\$10,000.00	\$15,970.00 (FY07=\$5,970.00) (FY08=\$10,000.00)		Increased in hours; Veteran assistance; office supplies and rent for satellite office, brochures		
Howard	9/3/2008	\$10,000.00	\$10,000.00	(FY07=\$954.76)		Computer, printer, Increased hours, medical equipment to loan to vets, DAV van to VAMC, mileage to training, copier and toner, state training. Direct assistance: personal clothing, food, rent and utilities.		
Humboldt	9/2/2008	\$1,500.00	\$1,500.00	\$1,500.00		Lap top Computer, Printer, fax and copier; answering device, mouse and key board		
Iowa	7/14/2008	\$8,119.56	\$8,119.56	\$8,119.56		Increase in hours (308.6), state certification training, outreach travel, new office equipment; supplies; telephone & internet; indigent vet assistance - rent & utilities		
Jackson	7/30/2008	\$7,800.00	\$7,800.00	\$7,800.50 (FY07=\$100.50) (FY08=\$7,800.00)		Vet fair in Dubuque; State training; cell phone, DAV van, advertising, additional hours, office equipment and office supplies	Increased hours	
Jefferson	7/23/2008			FY07=\$612.32			Additional hours, rent & utilities	

County	Reports Received by	Requested	Awarded	Spent by 6-30-08	Unspent from FY08	Uses - current funds	Uses - carry over funds FY07	Questions/ Concerns
Johnson	7/17/2008	\$10,000.00	\$9,350.00	\$9,350.00		Veteran rental assistance		
Jones	7/24/2008	\$9,026.12	\$9,026.12	\$8,164.48	\$861.64	Laptop computer, projector & printer, portable printer, desk, chair, file cabinets, bookcase & locking cabinet for resource library, resource library, TV/DVD player, office supplies, shredder, calculator, desk lamp and postage. 2003 Dodge caravan, hands free headset for phone, Locking Hon File cabinets.		
Kossuth	7/10/2008	\$10,000.00	\$10,000.00	\$10,000.00				
Linn	7/30/2008	\$10,000.00	\$10,000.00	\$10,000.00		Computer, printer & dental		
Lyon	7/7/2008			(FY07=7,479.44)		Copy machine; office supplies; phone, fax, stamps, mileage, IACVA, clothes, rent, food, dues.	Education, Medical, Mileage, Postage, Utilities, rent, telephone, Equipment/Computer & Supplies	
Mahtaska	7/16/2008	\$10,000.00	\$10,000.00	\$10,000.00				
Marion	7/14/2008			(FY07=\$10,000.00) \$20,000.00		Computer, printer; dentures for vets; NAVSCO training; office supplies, dry easel for vet fairs, outreach.	Laptop & license fee; Desk top computer; rent & utility assistance; food and provision assistance; Fall & Spring school expenses	
Marshall	7/29/2008	\$10,000.00	\$10,000.00	(FY07=\$10,000.00) (FY08=\$10,000.00)				
Mills	7/17/2008	\$9,975.00	\$9,975.00	\$9,975.00		Postage: national training; VIMS; Copy costs; Wireless printer; laptop; scanner; tape recorder; telephone; internet; advertising. Assisting vets: mileage & food. Transportation and personal care.		
Monroe	7/31/2008	\$10,000.00	\$10,000.00	\$10,000.00 \$3,130.03		Computer, fax machine, copier, postage scale, adding machine, file cabinets, table w/4 chairs, fans, clock, electric pencil sharpener, notebooks, postage, annual subscriptions for veterans marketing, business cards, office brochures, and various office supplies, such as pens, paper, staples, paperclips, scissors, and fax supplies. Client medical bills.		
Montgomery	7/15/2008	\$1,315.00	\$1,315.00	(FY07=\$1,795.82) (FY08=\$1,315.00)		Client Assistance for utilities, folders, mileage for outreach, education & training, copier.		
Osceola	6/13/2008	\$7,500.00	\$7,500.00	\$12,965.00 (FY07=5465.00) (FY08=7500.00)		Brochures, postage, office supplies, mileage, utilities, web site development, dentist care and county library help for vet website	Computer, workshops	

County	Reports Received by	Requested	Awarded	Spent by 6-30-08	Unspent from FY08	Uses - current funds	Uses - carry over funds FY07	Questions/ Concerns
Plymouth	8/18/2008			(FY07=\$6,965.61)		Utilities, transportation, training, phone, postage		
Pocahontas	8/29/2008			(FY07=\$3,578.04) \$18,555.00			Obtaining state and federal benefits to vets. Education, training, supplies, software and outreach.	
Pottawattamie	7/17/2008	\$10,000.00	\$10,000.00	(FY07=\$8,555.00) (FY08=\$10,000.00)		Increased hours, training & education, outreach, scanning project, additional hours, office supplies		
Ringold	9/22/2008	\$10,000.00	\$10,000.00	\$10,000.00		Increased hours, brochures - outreach, transportation, rent expenses, food, provisions, utilities and laptop computer.		
Sec	8/22/2008	\$4,580.00	\$4,580.00	\$11,229.09 (FY07=\$6,649.09) (FY08=\$4,580.00)		DAV Van Lease & Computer Travel and National training schools, medical expenses for vets, reant and utilities.		
Scott	8/6/2008	\$10,000.00	\$10,000.00	\$10,000.00				
Sioux	8/4/2008			(FY07=\$10,000.00)			Additional hours, outreach, education, training, office supplies, phone, software, rent, utilities, medicine & groceries for vets.	

County	Reports Received by	Requested	Awarded	Spent by 6-30-08	Unspent from FY08	Uses - current funds	Uses - carry over funds FY07	Questions/ Concerns
Tama	7/29/2008	\$10,000.00	\$10,000.00	\$10,000.00		Computer, printer, brochures, van payment and drivers; mileage, meals, education and expenses; additional hours for part time staff.		
Taylor		\$1,817.35	\$1,817.35	\$15,000 (FY07=\$5,000.00) (FY08=\$10,000.00)		Laptop, printer, installation of printer, office supplies & emergency assistance		
Union	7/30/2008	\$5,000.00	\$5,000.00			Dental work, brochures and food for vets. Additional hours and utilities		
Van Buren	8/5/2008	\$10,000.00	\$10,000.00			Computer, printer; outreach, nursing services; office supplies; medical equipment.		
Wapello	9/5/2008	\$10,000.00	\$10,000.00	\$13,203.02 (FY07=\$3,203.02) (FY08=\$10,000.00)	\$6,796.98	Computer, Printer, extended hours, filing cabinets, 833 EN Homecoming Ceremony, brochures, trade show table, radio ads and Upgraded Computer systems.		
Warren	7/30/2008	\$10,000.00	\$10,000.00	\$13,416.00 (FY07=\$3,415.96) (FY08=\$10,000.00)		NACVSO training (2 people), additional staffing, internet, meals, advertising, rent, utilities; mileage; medical expenses.	Laptop & supplies for laptop, increased hours, education & expenses for education, office supplies, computer software, office equipment, utilities	
Washington	7/28/2008			(FY07=\$10,000.00)			Gasoline, rent, utilities, and general assistance	
Wayne	8/4/2008			(FY07=\$4,302.00)				
Winnebago	7/30/2008	\$10,000.00	\$10,000.00	\$10,000.00		Office supplies; vet assistance - prescription, rent & utilities, transport; telephone; dental care		
Winnebago	7/31/2008	\$10,000.00	\$10,000.00	\$10,000.00		Copier, transportation, postage, VIMS, Vets benefit program, charter bus		
Wright	7/25/2008	\$10,000.00	\$10,000.00	\$10,000.00		Computer, printer, Education, training, VIMS software, advertising, promotion, office supplies, & equipment		
Totals		\$440,086.19	\$408,261.19					