

**CHAPTER 9055**  
**DEPARTMENT OF VETERANS AFFAIRS**  
**ADMINISTRATION AND OPERATION**

9055 0500	AUTHORITY, PURPOSE	9055 0560	GRANT CONTRACT
9055 0510	NOTICE	9055 0570	TIMELY EXPENDITURE REQUIRED
9055 0520	ELIGIBILITY	9055 0580	REPORT REQUIRED
9055 0530	APPLICATION	9055 0590	RECORDS
9055 0540	APPLICATIONS, REVIEW, APPROVAL, REJECTION	9055 0600	MONITORING GRANT RESULTS
9055 0550	GRANT AWARDS	9055 0610	TERMINATION, RECAPTURE

**9055.0500 AUTHORITY, PURPOSE.**

Subpart 1 **Authority.** The terms in parts 9055 0500 to 9055 0610 implementing the county veterans service officer grant program, are adopted by the department pursuant to authority granted by Minnesota Statutes, sections 196 04, subdivisions 1 and 2, and 197 608, subdivision 2

Subp 2 **Purpose.** Parts 9055 0500 to 9055 0610 provide the procedures for awarding county veterans service officer operational improvement grants

**Statutory Authority:** *MS s 197 608*

**History:** *18 SR 1849*

**9055.0510 NOTICE.**

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

**Statutory Authority:** *MS s 197.608*

**History:** *18 SR 1849*

**9055.0520 ELIGIBILITY.**

Subpart 1 **Eligible applicants.** A certified county veterans service officer or county veterans service officer who is serving an initial probationary period is eligible to apply for a grant under parts 9055 0500 to 9055 0610

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

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

A projects which do not directly support or improve the operation of the county veterans service office, including acquisition of capital equipment;

B projects or programs that would be used to supplement the salary of a county veterans service officer or employees of the county veterans service office,

C projects or programs which would be used to supplement or supplant the normal operating budget of the county veterans service office, and

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

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

Subp 5 **Categories.** Pursuant to Minnesota Statutes, section 197 608, grant applications will be categorized based upon the veteran population of the applicant county. These categories are county veterans populations of less than 1,000 veterans, 1,000 or more veter-

# MINNESOTA RULES 1994

67

ADMINISTRATION AND OPERATION 9055.0540

ans but less than 3,000 veterans, 3,000 or more veterans but less than 10,000 veterans; and 10,000 or more veterans

**Statutory Authority:** *MS s 197 608*

**History:** *18 SR 1849*

## 9055.0530 APPLICATION.

Subpart 1 **Required elements.** An application must be submitted to the department for purposes of determining eligibility and priority of funding within the time frames provided in the notice. The application must be in a form and manner prescribed by the department and contain all information required by parts 9055 0500 to 9055 0610 and governing statutes, including the following

- A name of applicant county,
- B statement of intended purpose of the grant, and
- C signature of the county veterans service officer

Subp 2 **Format of applications.** The application must contain the following

- A a statement that explains the need for the grant, the purpose of the grant, and the means the applicant shall undertake to meet the needs of the grant,
- B a description of the activities that the grant will accomplish, identifying the intended results of the grant and including expected completion dates,
- C designation of an individual who will be responsible for implementation of the grant,
- D a detailed description of any capital equipment, including computer equipment or other hardware, or goods or services to be purchased by the grant recipient,
- E a statement that any capital equipment purchased by the grant recipient will be retained by the grant recipient for the exclusive use of the county veterans service office and used only to support the activities of the county veterans service officer operations, and
- F a schedule of implementation of the activities listed in the final grant application

**Statutory Authority:** *MS s 197 608*

**History:** *18 SR 1849*

## 9055.0540 APPLICATIONS; REVIEW, APPROVAL, REJECTION.

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

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

Subp 3 **Rejection.** Ineligible applications will be rejected and returned to the applicant with a written statement of reasons for rejection. A rejected application may be resubmitted to the department within 30 days of the date that the application was rejected and returned to the county. Applicants may appeal the commissioner's decision to reject an application as provided in part 9055 0080

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

Subp 5 **Priority counties.** Consistent with priorities established in Minnesota Statutes, section 197 608, priority shall be given to counties which have not previously received funding for the improvement of their county veterans service office operations

**Statutory Authority:** *MS s 197 608*

**History:** *18 SR 1849*

**9055.0550 GRANT AWARDS.**

Grants must be awarded on a first-come, first-served basis to counties submitting applications which meet all the criteria established in parts 9055 0500 to 9055 0610

**Statutory Authority:** *MS s 197 608*

**History:** *18 SR 1849*

**9055.0560 GRANT CONTRACT.**

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

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

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

Subp 4. **Resolution of support.** An application may be accepted by the department only if accompanied by a resolution of support for the grant passed at an official meeting of the county board and signed by the county board chair

**Statutory Authority:** *MS s 197 608*

**History:** *18 SR 1849*

**9055.0570 TIMELY EXPENDITURE REQUIRED.**

Recipients of a grant under parts 9055 0500 to 9055 0610 must spend all grant money, according to the terms of the grant contract, within 180 days of the date that the funds are transferred to the recipient. Money not spent within this time must be returned to the department and shall be reallocated to eligible applicants

**Statutory Authority:** *MS s 197 608*

**History:** *18 SR 1849*

**9055.0580 REPORT REQUIRED.**

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

A a description of the grant project, to include actual costs incurred and expenses paid,

B participants in the project,

C results of the project,

D. plans for continuation of the grant project, if any,

E. source and amount of funds, if any, used in addition to the grant received from the department, and

F. receipts for all expenditures made under the grant contract.

**Statutory Authority:** *MS s 197 608*

**History:** *18 SR 1849*

**9055.0590 RECORDS.**

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

**Statutory Authority:** *MS s 197.608*

**History:** *18 SR 1849*

**9055.0600 MONITORING GRANT RESULTS.**

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

**Statutory Authority:** *MS s 197 608*

**History:** *18 SR 1849*

# MINNESOTA RULES 1994

69

ADMINISTRATION AND OPERATION 9055.0610

## **9055.0610 TERMINATION; RECAPTURE.**

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

**Statutory Authority:** *MS s 197 608*

**History:** *18 SR 1849*