

Veterans for Veterans

PO Box 5331
Pagosa Springs, CO. 81147



The Veterans Assistance Grant (VAG) Administrator is responsible for overseeing the management and reporting of the VAG grant funds.

This should be maintained as a separate board position from the Treasurer if possible. If the Treasurer and the VAG Grant administrator are the same person then the following responsibilities will be performed by the Treasurer/VAG Grant Administrator.

The VAG Administrator duties include:

The VAG Administrator aids in or prepares the VAG grant request. This includes all financial, organizational, and/or any information that is required.

The VAG Administrator selects a bank, maintains a separate checking account for the VAG Grant, reconciles bank statements, and managing cash flow. The Treasurer and VAG Administrator manages who has access to the VAG Grant funds and any outstanding bills or debts owed. The Treasurer and VAG Administrator authorize check signing authority.

The VAG Administrator maintains all of the grant's financial reports. The requirements are specified by the VAG Grant Handbook. All documents must be completed and sent generally by email to the VAG Grant office:

Colorado Division of Veterans Affairs
Gail Hoagland, State Grant Administrator
6848 S. Revere Parkway
Centennial, CO 80112
gail.hoagland@dmva.state.co.us

The requirements for the 2017_2018 VAG Grant are:

Tracking Requirements for Grant Expenditures

Keep all supporting documentation for grant expenses on file. Include a file for each veteran served. This ensures that all grant documents remain available for potential review by the Grant Administrator or the State Auditor's Office. Details on what documentation to include when submitting a request for payment are in the Documentation section on page nine.

The veteran file should contain a copy of the veteran's DD214, the organization's paperwork determining the need for assistance, and any other important information pertaining to that individual.

Send all of the following when submitting a request for payment:

- ? Cover letter with the total amount requested
- ? Spreadsheet
- ? Copy of payment method (copy of check or debit/credit card statement)
- ? Bill or invoice if paying an expense
- ? Receipt for payment
- ? Lease, rent demand, or detailed receipt if paying for housing
- ? Mileage or transportation form

Veterans for Veterans of Archuleta also requires a privacy release statement that protects the organization from litigation.

In addition, we are required to issue to receiving veterans:

**Colorado Department of Military and Veterans Affairs
Grant Satisfaction Survey**

The feedback regarding the services the veteran received will help to improve the grant program.

All documentation must be maintained for 3 years.

Insurance is essential.

Liability Insurance

Your organization or post should have liability insurance, particularly if you sponsor a Stand Down or have a transportation program. Liability insurance protects your organization from the risk of being sued and held legally responsible for something that causes injury or harm.

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