

## **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:

- 1: Aids in or prepares the VAG grant request. This includes all financial, organizational, and/or any information that is required.
- 2: 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. If an aggregate amount for one individual is over \$1,000, the board must be informed of the expenditure and the expenditure must be approved by the board. The maximum expenditure for any one veteran is \$4000 except in case of extreme circumstances. The circumstances will be presented to the board and the expenditure must be approved by the board. Approval by the board is defined as being a majority of the board members.
- 3: Maintains all 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](mailto: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** 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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