

Department of Veterans' Affairs

700 Summer St NE Salem, OR 97301-1285 800-828-8801 | 503-373-2085 www.oregon.gov/odva

August 7, 2023

Dear Tillamook County Commission,

The mission or the Oregon Department of Veterans' Affairs (ODVA) is to serve and honor veterans through our leadership, advocacy and strong partnerships. County Veteran Service Officers are key to accomplishing this mission. It is their hard work that helps ensure that Oregon's veterans and their families receive the benefits and care to which they are so rightfully entitled.

Enclosed is an application for the county to receive ODVA pass-through funds for fiscal year 2024 (July 1, 2023 through June 30, 2024), to expand and enhance veteran services provided in your county. Funds are based on the 2023-25 ODVA Legislatively Adopted Budget, and adjusted for veteran's population in your county, as reported by the U.S. Department of Veterans Affairs for 2022.

Included in the application is information on unspent veteran services funds from fiscal year 2023. When identifying these carry forward amounts, ODVA is considering the statutory requirements around the appropriation of these dedicated funds and their uses.

The following documents should be submitted to ODVA via email: <u>ODVA\_CVSO-NSOFunding@odva.oregon.gov</u> no later than **August 30, 2023**. Please notify ODVA, if this return date is not sufficient time to return the following documents.

- Completed application for ODVA pass-through funds, signed by a County Commissioner or County Judge.
- A copy of the approved budget for the County Veteran Services Office for FY 2023 (July 1, 2023 June 30, 2024), including any unspent Veteran Services funds carried forward from FY 2022 (July 1, 2022 June 30, 2023).
- If changes have been made to the prior fiscal year since submitting the FY 2023 4th quarter report, provide actual revenue and expenditures. *This only needs to be included if significant changes have occurred since you submitted the fourth quarter report.*
- If the county contracts for the provision of veteran services, a signed copy of the contract (see section on contracting below).

ODVA pass-through fund distributions are made quarterly, upon receipt of expenditure and activity reports submitted no later than the last business day of the month following the end of the quarter. All forms must be signed by an individual authorized by the county. **Quarterly reports will be due**:



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- 1st Quarter (July 1- September 30): October 31, 2023
- 2<sup>nd</sup> Quarter (October 1- December 31): January 31, 2024
- 3<sup>rd</sup> Quarter (January 1- March 31): **April 30, 2024**
- 4<sup>th</sup> Quarter (April 1- June 30): **July 31, 2024**

<u>County Contracting for Veteran Services</u>. A county may contract for veteran services. The written contract must include specific deliverables that meet the criteria contained in ORS 406.450 and ORS 408.410. A county may only use ODVA pass-through funding for a purpose listed in the afore mentioned statutes. Any such contract must be sent to ODVA within 30 days of its execution.

If you have any questions or concerns, please feel free to contact me at 503.931.5780 or at <a href="mailto:sheronne.blasi@odva.oregon.gov">sheronne.blasi@odva.oregon.gov</a>.

We thank you for the invaluable services you provide to Oregon veterans and their families, and we look forward to our continued partnership.

Sincerely,

Sheronne Blasi

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Strategic Partnerships, Division Director

Enclosure: Application to Receive ODVA Funds



### COUNTY APPLICATION FOR ODVA FUNDS FY2024: JULY 1, 2023 TO JUNE 30, 2024

This is a fillable form. Save the form to your computer, complete the form, print, sign, scan and send electronically.

A county must complete and submit this form along with the required documents listed below to the Oregon Department of Veterans' Affairs no later than 8/31/2023 in order to receive state funds for the county's Veteran Services Office. Please submit the documents to: ODVA CVSO-NSOFunding@odva.oregon.gov.

**SUBMIT TO**: ODVA CVSO-NSOFunding@odva.oregon.gov

#### **CONTACT INFORMATION**

Oregon Department of Veterans' Affairs, Strategic Partnerships Division 700 Summer St NE Salem, OR 97301-1285

For questions, please call: (503) 373-2090

TIME PERIOD
July 1, 2023 to June 30, 2024
COUNTY
Tillamook County

Budgeted Revenue for July 1, 2023 to June 30, 2024							
ITEM	AMOUNT						
County Funds	\$ 395,463						
Carry forward of unspent budgeted funds from previous fiscal year (if applicable)*	\$ 197,121						
ODVA Funds for 2023-24	\$ 99,416						
Other Funds (Identify source)	\$ 0						
TOTAL REVENU	JE \$ 692,00						
Budgeted Expenditures for July 1, 2023 to June 30, 20	24						
TOTAL BUDGETED EXPENDITURE	S \$ 692,000						
(NOTE: Budgeted expenditures should match budgeted revenue)							
Required Documents							
x A copy of the approved budget for county Veteran Services Office for the fiscal year 2024.							
☐ A copy of the actual revenue and expenditures for the prior fiscal year, <b>if changed since submission with</b>							
fourth quarter report.							
x *A description of the planned use of the carry-forward funds from FY 2023, if applicable.*							
☐ If the county contracts for the provision of veteran services, attach a signed copy of the contract.							
CERTIFICATION							
By my signature below, I hereby certify the following: the county is applying for funds for the county Veteran Services							
Office from the Oregon Department of Veterans' Affairs; the county will use these funds only as provided in ORS							
406.310 and ORS 406.450 – 406.460; the county will comply with the Oregon Administrative Rules in Chapter 274,							

Division 030 that govern these funds; and the county will submit quarterly reports of activities and expenditures to the Oregon Department of Veterans' Affairs no later than the 30<sup>th</sup> day of the month following the end of each quarter.

Printed Name of County Commissioner/Judge (or designee)							
Signature of Authorized County Representative	named above	Date Signed					
Title of Signer	Email Address	Telephone Number					
ODVA APPROVED FOR FUNDING	Authorized Signature	Date					

## TILLAMOOK COUNTY FY2023-24 Annual Budget



Fund: 194 Department: 19400

Department:	19400			2021-2022	2022-2023	2023-2024 Requested	2023-2024 Proposed	2023-2024 Approved	2023-2024 Adopted
Veteran's Services	А	ccount No.	Actuals	Actuals	Budget	Budget	Budget	Budget	Budget
Departmental Revenue									
Beginning Balance		4000	219,942	188,972	170,500	210,000	210,000	210,000	210,000
Property Taxes - Current		4010	261,174	272,455	360,500	382,000	382,000	382,000	382,000
Property Taxes - Previous		4011	9,173	9,106	4,500	5,000	5,000	5,000	5,000
Federal Grants		4225	(101)	-	-	-	-	-	-
ODVA Aid to Counties		4250	83,427	4,000	-	-	-	-	-
Veterans Service Contract		4266	-	90,989	-	-	-	-	-
Enhancement and Expansion Funds		4274	-	-	84,260	95,000	95,000	95,000	95,000
Donations		4269	240	1,555	-	-	-	-	-
County Land Sales		4301	1,439	102	-	-	-	-	-
Refunds & Reimbursements	;	4401	564	134	-	-	-	-	-
Miscellaneous Revenue	<b>!</b>	4690	-	-	100	-	-	-	-
Interest	:	4699	1,440	751	500	-	-	-	-
Total Revenues			577,297	568,064	620,360	692,000	692,000	692,000	692,000
Departmental Expense Personal Services Salaries									
Management/Supervisory	,	5200	54,813	50,850	54,200	59,000	59,000	59,000	59,000
Administrative/Clerical		5400	104,386	119,133	134,500	143,100	143,100	143,100	143,100
AFSCME Incentive		5750	-	-	1,700	1,700	1,700	1,700	1,700
Leave Buy Out		5897	18,855	-	3,700	3,800	3,800	3,800	3,800
, Overtime		5899	, -	-	3,000	3,000	3,000	3,000	3,000
Total Salaries			178,054	169,983	197,100	210,600	210,600	210,600	210,600
Taxes & Benefits		5050	42.070	42.422	45.600	46 500	46 500	46.500	46 500
Employer's FICA		5950	13,070	12,423	15,600	16,500	16,500	16,500	16,500
OR Paid Family Medical Leave		5952	-	-	-	900	900	900	900
Worker Compensation		5955	1,347	794	1,300	1,400	1,400	1,400	1,400
Unemployment		5960	-	-	-	-	-	-	-
Health & Life Insurance		5965	65,987	68,717	84,500	78,200	78,200	78,200	78,200
Retirement		5970	57,483	62,456	66,500	70,000	70,000	70,000	70,000
VEBA		5980	6,740	5,520	5,700	5,700	5,700	5,700	5,700
Total Taxes & Benefits			144,627	149,910	173,600	172,700	172,700	172,700	172,700
Total Personal Services Total Full-Time Equivalent			322,681 4.00	319,893 4.00	370,700 3.80	383,300 3.80	383,300 3.80	383,300 3.80	383,300 3.80
·					0.00	0.00	0.00	0.00	0.00
Materials & Services Office Supplies	:	6001	309	68	500	500	500	500	500
Non-Capital Office Equipment		6001	395	-	-	-	-	500	-
Computer Software & Licensing		6009	1,340	- 2,981	2,300	3,000	3,000	3,000	3,000
Printing & Advertising		7001							
			3,402	1,699	5,000	5,000	5,000	5,000	5,000
Postage & Shipping		7005 7007	72	- 2 221	100	200	200	200	200
Telephone		7007	2,382	3,231	2,500	3,000	3,000	3,000	3,000
Memberships & Dues		7050	-	225	200	200	200	200	200
Travel/Training/Mileage		7080	80	33	3,000	3,000	3,000	3,000	3,000
Contracted Services		7105	10,007	9,181	15,000	30,000	30,000	30,000	30,000
R&M/Office Equipment		7601	527	177	1,000	1,000	1,000	1,000	1,000
Misc Materials & Services		7899	3,147	3,461	6,500	6,500	6,500	6,500	6,500
Indirect Cost Allocation		8001	41,810	52,320	52,390	44,050	44,050	44,050	44,050
Intercounty/Insurance	:	8002	2,175	2,145	3,300	4,150	4,150	4,150	4,150
Total Materials & Services			65,644	75,522	91,790	100,600	100,600	100,600	100,600

# TILLAMOOK COUNTY FY2023-24 Annual Budget



Veteran's Services	Account No.	2020-2021 Actuals	2021-2022 Actuals	2022-2023 Budget	2023-2024 Requested Budget	2023-2024 Proposed Budget	2023-2024 Approved Budget	2023-2024 Adopted Budget
Capital Outlay								
Computers/Office Equipment	9020		52	2,500	2,500	2,500	2,500	2,500
Total Capital Outlay		-	52	2,500	2,500	2,500	2,500	2,500
Operating Contingency								
Operating Contingency	9900		-	49,350	50,000	50,000	50,000	50,000
Total Contingency		-	-	49,350	50,000	50,000	50,000	50,000
Unapp Ending Fund Bal								
Unapp Ending Fund Bal	9995	188,972	172,598	106,020	155,600	155,600	155,600	155,600
Total Unapp Ending Fund Bal		188,972	172,598	106,020	155,600	155,600	155,600	155,600
Total Expenditures		577,297	568,064	620,360	692,000	692,000	692,000	692,000
Veteran's Services Revenues minus Expenditures		-	(0)	-	-	-	-	-
Tillamook County								
Statement of Budget								
Fiscal Year July 1, 2023 - June 30, 2024								
Total Personal Services		322,681	319,893	370,700	383,300	383,300	383,300	383,300
Total Materials & Services		65,644	75,522	91,790	100,600	100,600	100,600	100,600
Total Capital Outlay		-	52	2,500	2,500	2,500	2,500	2,500
Total Contingency		-	-	49,350	50,000	50,000	50,000	50,000
Total Unappropriated Ending Fund Balance		188,972	172,598	106,020	155,600	155,600	155,600	155,600
Veteran's Services Totals		577,297	568,064	620,360	692,000	692,000	692,000	692,000

5-year local option tax levy passed May 2022 - 0.07/1,000 Current OMB Uniform Guidance Indirect Cost Allocation - 44,050 Charged - 44,050

Plan For ODVA Grant Carry Over Funds 2023-2024						
Services, Contributions, & Expenses to Obligate	Amount	GL Number	Description			
		5400, 5899, 5897, 5750, 5950,	One VSC position is fully			
Veterans Services Coordinater	\$ 71,183.79	5955, 5965, 5970, 5980	funded by ODVA Funds			
Veterans Festival	\$ 20,000.00	7105	Venue reservations, food, etc.			
Food for Veterans Day Event @ Tillamook Air Museum	\$ 2,000.00	7105	Quote from Pacific Resteraunt			
Tai Chi For Veterans at the Tillamook YMCA	\$ 1,000.00	7105	VSO Staff will pitch services to Tai Chi Students			
Yoga For Veterans at the Tillamook YMCA	\$ 2,000.00	7105	VSO Staff will pitch services to Yoga Students			
Yoga For Veterans at the NCRD	\$ 2,000.00	7105	VSO Staff will pitch services to Yoga Students			
Advertising in Local Newspapers, Local Events, and Online	\$ 5,000.00	7001	Advertising budget is fully funded by ODVA			
ODVA Funds Rolled Over Into Fiscal Year 2024-2025	\$157,937.21	9995				
Total ODVA Carry Over Funds	\$197,121.00					