



FY2024 CVSO GRANT AGREEMENT PROCESSING INSTRUCTIONS

Before the FY2024 Grant Agreement may be executed, please send (electronically) each of the following documents *in one email* to: Abby Brown – MDVA Grants Specialist at abby.brown@state.mn.us.

Note: FY2024 CVSO forms and spreadsheets are available on the MDVA SharePoint site or Website – Grant Page

CVSO FY2024 Advanced Payment Grant Expenditure Report Form
County Budget for CVSO Program
Work Plan & Budget Expenditure Report
Note: The Work Plan/Summary Statement is completed in Section Two of the spreadsheet.
Conflict of Interest Disclosure Form – Report (Download from MDVA SharePoint site or MDVA Website – Grant Page) CVSO signs & submits <u>1st page only</u> of the Conflict of Interest Form.
Include in the email a list of CVSO Grant Agreement Cosigners - 2 max (e.g. CVSO & County Board of Director’s Chairperson). One additional person may be added to receive a copy of the executed Grant Agreement only. Must Include: Full Name, Title, email address (indicate those who must sign vs. only receive a copy)
**NOTE - Beginning this year (FY2024), a County Board Resolution is NO LONGER required by MDVA.

Grant Agreement e-Signature Process

Once the above required documents have been submitted and approved by the MDVA Grants Unit, the FY2024 CVSO County Grant Agreement will be initiated electronically (no paper copies) using DocuSign. CVSO Cosigners will receive an email which will contain the County’s Grant Agreement and instructions for electronic signature.

After the Grant Agreement is signed by the CVSO Cosigners, the Grant Agreement will automatically be forwarded by DocuSign to the MDVA Commissioner for final electronic signature.

After the Grant Agreement is electronically signed by all parties, the CVSO Cosigners (& CVSO if not among the Cosigners) will receive a final email containing the executed original. DOWNLOAD & PRINT THIS COPY FOR YOUR RECORDS!

The Grant Agreement is “live” (i.e. grant expenditures may be incurred) 60-days prior to the last signature on the Grant Agreement signature page up until 7/1/2023.