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## **21.01.08 – Rules Governing Veterans Recognition Fund Grant Program**

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**IDAPA 21  
TITLE 01  
CHAPTER 08**

**21.01.08 – RULES GOVERNING VETERANS RECOGNITION FUND GRANT PROGRAM**

**000. LEGAL AUTHORITY.**

Section 65-204, Idaho Code, authorizes the Administrator of the Division of Veterans Services to promulgate rules with respect to all matters of administration under Title 65, Chapter 2, Idaho Code, including the disbursement of funds held under Section 65-704, Idaho Code. (3-20-14)

**001. TITLE AND SCOPE.**

**01. Title.** These rules shall be cited as IDAPA 21.01.08, “Rules Governing Veterans Recognition Fund Grant Program.” (3-20-14)

**02. Scope.** These rules establish a grant application and award process, set forth the programs and projects eligible for grants, and provide for the disbursement of funds. (3-20-14)

**002. WRITTEN INTERPRETATIONS.**

There are no written interpretations for this chapter. (3-20-14)

**003. ADMINISTRATIVE APPEALS.**

The award of funding under the Program is a discretionary action to be performed by the Idaho Governor and Legislature with recommendations from the Idaho Veterans Recognition Committee. There is no provision for administrative appeal under these rules. (3-20-14)

**004. INCORPORATION BY REFERENCE.**

No documents have been incorporated by reference into these rules. (3-20-14)

**005. OFFICE – OFFICE HOURS – MAILING ADDRESS AND STREET ADDRESS – TELEPHONE AND FACSIMILE NUMBERS – WEBSITE ADDRESS.**

The principal place of business of the Office of the Idaho Division of Veterans Services is in Boise, Idaho. The office is located at 351 Collins Road, Boise, Idaho and is open from 8 a.m. to 5 p.m., except Saturday, Sunday, and legal holidays. The mailing address is 351 Collins Road, Boise, Idaho 83702. The telephone number of the office is (208) 780-1300. The facsimile number of the office is (208) 780-1301. The Division’s website address is <http://veterans.idaho.gov/>. (3-20-14)

**006. PUBLIC RECORDS ACT COMPLIANCE.**

The records associated with this chapter are subject to the provisions of the Idaho Public Records Act, Title 74, Chapter 1, Idaho Code. (3-20-14)

**007. -- 009. (RESERVED)**

**010. DEFINITIONS.**

**01. Administrator.** The Administrator and chief officer of the Division of Veterans Services in the Department of Self Governing Agencies, or his designee. (3-20-14)

**02. Applicant.** An individual or organization who has submitted a written request for grant funds. (3-20-14)

**03. Committee.** The Idaho Veterans Recognition Committee, established by Section 65-705, Idaho Code. (3-20-14)

**04. Division.** The Division of Veterans Services in the Department of Self Governing Agencies. (3-20-14)

**05. Program.** The Veterans Recognition Fund Grant Program established by Title 65, Chapter 7, Idaho Code, and these rules. (3-20-14)

**011. -- 099. (RESERVED)**

**100. POLICY AND OBJECTIVE.**

The objective of the Program is to fund programs to support Idaho veterans of the armed forces of the United States. The policy of the Division is to fund programs operated both within and outside state and local government. The Division will refer applicants for grants to support the needs of individuals to the Veterans Services Emergency Relief Program. (3-20-14)

**101. ELIGIBLE APPLICANTS.**

Individuals, organizations, and governmental entities, including bureaus of the Division, may submit applications for funding from the Program. (3-20-14)

**102. GRANT PURPOSES AND PRIORITIES.**

**01. Eligible Activities and Costs.** Any purpose meeting the objective of supporting veterans of the armed forces of the United States and not excluded in Subsection 102.02 of these rules is eligible to receive a grant under the Program. Eligible activities and costs include: (3-20-14)

**a.** Programs to inform veterans and the public of services and programs for veterans, including programs offered by the Division; (3-20-14)

**b.** Programs providing career training to veterans, including programs providing educational scholarships; (3-20-14)

**c.** Programs providing training to individuals and organizations supporting veterans, including employees of public and private organizations assisting veterans with healthcare, education, and assistance in obtaining public benefits; (3-20-14)

**d.** The acquisition of equipment for programs supporting the health, rehabilitation, or recreational activities of veterans; and (3-20-14)

**e.** Programs providing social, health, rehabilitation, or recreational activities or care to veterans. (3-20-14)

**02. Ineligible Activities and Costs.** Grant funds shall not be used for political, lobbying, religious, or illegal activities. Ineligible lobbying activities do not include: (3-20-14)

**a.** Advocacy on behalf of individual Applicants for public benefits; and (3-20-14)

**b.** The provision of educational information to public officials concerning the needs of veterans that does not advocate for or support specific legislative proposals. (3-20-14)

**03. Funding Priorities.** The Committee will give priority to: (3-20-14)

**a.** Applicants with grant proposals that will serve the greatest number of veterans; (3-20-14)

**b.** Applicants with grant proposals for which there is no other source of funding; and (3-20-14)

**c.** Applicants with grant proposals for start-up funds for programs that will become self-sustaining. (3-20-14)

**103. -- 199. (RESERVED)**

**200. APPLICATION, REVIEW, AND AWARD.**

**01. Application.** Applicants shall submit grant proposals in the format required by the Administrator and approved by the Committee. Copies of the application format requirements and the list of supporting information will be made available on the Division website or may be obtained by contacting the Administrator at the address set forth in Section 005 of these rules. (3-20-14)

**02. Review of Grant Proposals.** The Administrator or his designee shall review proposals for completeness and compliance with these rules and will make recommendations for awards to the Committee. (3-20-14)

**03. Grant Awards.** The Committee will evaluate grant proposals annually during a meeting to be held in conjunction with the April meeting of the Idaho Veterans Affairs Commission. The Committee shall provide its proposed award of funds to the Administrator, who shall include them in the annual Division budget request to the Governor. Funding approved during the budget process shall be paid to grant applicants by the Division after the beginning of the fiscal year for which it was budgeted. (3-20-14)

**04. Grant Conditions and Requirements.** The Committee may establish conditions or requirements for the expenditure of grant funds in a written agreement between the Committee, the Division, and the grant recipient. Conditions and requirements may include, but are not necessarily limited to: (3-20-14)

- a. The provision of matching funds from the grant recipient; (3-20-14)
- b. The repayment of all or a portion of the grant funds upon specified events; (3-20-14)
- c. The issuance of grant funds on a cost reimbursement basis; (3-20-14)
- d. The submission of status and final reports; (3-20-14)
- e. A completion date for the project or program; (3-20-14)
- f. Bidding requirements for the expenditure of grant funds; (3-20-14)
- g. Acknowledgement of a Veterans Recognition Fund grant in public information campaigns or press releases; and (3-20-14)
- h. A written accounting of the use of grant funds and copies of all receipts associated with the expenditure of grant funds. (3-20-14)

**201. COMPLIANCE WITH LAW AND CONFLICT OF INTEREST.**

All grant recipients shall comply with applicable law in the conduct of programs supported by a Program grant. Public entities and employees receiving or administering grant funds shall comply with all ethics, personnel, bidding, and accounting requirements generally applicable to the entity or individual. Unless specifically provided in the grant, no official or officer of a grant recipient, individual grant recipient, or family member of an official or officer of a grant recipient or family member of an individual grant recipient shall personally profit financially from a Program grant. (3-20-14)

**202. TERMINATION OF FUNDING.**

Grant funding may be terminated by the Committee at any time for use of grant funds or conduct in violation of these rules, the terms of the grant, or violation of any applicable law. Upon receipt of a written notice of termination, the grantee will immediately cease all expenditures of grant funds and return all unspent grant funds. The Committee may require a written accounting of the use of grant funds upon the termination of funding and may deny payment for costs claimed by the grant recipient and not substantiated by written documentation. (3-20-14)

**203. -- 999. (RESERVED)**

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