Annual Rider to DVS-VSF MOU

Dated

September 17, 2020

1. The Memorandum of Understanding (MOU) between the Department of Veterans Services (DVS) and the Veterans Services Foundation (VSF) augments the provisions of the Code of Virginia §2.2-2000 et seq., §2.2-2715 et seq. This Rider to the MOU section 2.C supplements the Appropriation Act allotment of $160,000.00 to VSF for services provided to the Foundation by DVS.

2. This Rider is based on the premise that the DVS – VSF team must strive to maximize return on the allotment to resource services for effective mutual support. Both agencies recognize that the $160,000.00 is a reasonable amount for current required services and that the allotment is a set amount and will not increase with personnel and other services costs appropriated to agencies to cover increased expenditures placed upon the agency. The VSF Executive Director and the DVS Chief Financial Officer will review this amount periodically and at least annually to ensure it remains a reasonable amount.

3. The allocation of funds for FY 2021is set forth in the attachment (VSF to DVS General Fund Allocation For FY2021) based on the following criteria:

1. The amounts allocated to personnel for their services are based on the hourly median salary for the position without fringe benefits, unless an individual is employed more than 72.5% of the time in VSF business.
2. The cost of equipment, supplies, and other support shall be based on a share of the charges incurred by DVS as assessed by other supporting state agencies (e.g., VITA, DGS, DOA) and state rates for travel and lodging.
3. The allocation of funds for mutual marketing, outreach, public relations, and fundraising is needed to raise awareness and VSF funds for DVS programs across the Commonwealth, while targeting those veterans programs that can benefit most from VSF support.

4. VSF shall reimburse DVS semiannually in July and January in the amount of $70,000.00 for each six month period and use the residual of $20,000.00 during May-June for reconciliation of costs.

5. This Rider and the attached Annual Allocation of Funds shall be reviewed annually during the May-June period for the next fiscal year and approved by both VSF and DVS at the VSF June quarterly meeting.

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John M. Maxwell, Commissioner Date

Department of Veterans Services

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John Lesinski, Chairman Date

Veterans Services Foundation

Board of Trustees,

as ratified by the Board