

VSF Inter-agency Policy	Inter-Agency Relations Between DVS, BVS, JLC and VSF	Effective: 9-17-2019
VSF Policy Number 1		Reviewed: 12.10.2020

**VIRGINIA VETERANS SERVICES FOUNDATION**  
**Inter-Agency Relations between the Veterans Services Foundation**  
**and the Department of Veterans Services including the**  
**Board of Veterans Services and the**  
**Joint Leadership Council of Veterans Service Organizations Policy**  
**Short Title – Inter-Agency Relations**

**F1.1 Purpose**

The purpose of this policy is to establish guidelines and policy for coordination between the Virginia Veterans Services Foundation (VSF) and the Virginia Department of Veterans Services (DVS) including the Board of Veterans Services (BVS) and the Joint Leadership Council of Veterans Service Organizations (JLC).

**F1.2 Application**

The Chair of the VSF Board of Trustees (the trustees) with advice from the VSF Executive Director, DVS Commissioner, and Chairmen of BVS and JLC or their designees shall be responsible for the application of this policy.

**F1.3 Interpretation**

The VSF Trustees Chair (Board Chair) or his/her designee, in consultation with the Secretary of Veterans and Defense Affairs shall be responsible for the interpretation of this policy.

**F1.4 References**

- A. Virginia Code (the Code) §2.2-230 states the agencies for which the Secretary of Veterans and Defense Affairs is responsible to the Governor. The Code §2.2-2000 et seq. establishes DVS and its divisions. The Code §2.2-2452 and §2.2-2681 establishes BVS and JLC respectively as a policy board and advisory council to DVS. The Code §2.2-2715 establishes VSF as an independent agency supporting the interests of veterans and their families and contributors through the Secretary of Veterans and Defense Affairs and the programs and services of DVS. A chart at Appendix A displays these government activities and their relationships. The Virginia War Memorial Foundation (VWMF) Board is in Appendix A, but is under the supervision of the DVS Commissioner and is included under exceptions to this policy in section F1.9.
- B. Virginia Code §2.2-2001.A authorizes DVS to establish, operate, administer and maintain offices and programs related to services for veterans of the armed forces of the United States and their Virginia-domiciled spouses, orphans and dependents. The DVS Commissioner heads DVS and is supported by, and supports, the BVS, the JLC, and the VSF.
- C. Virginia Code §2.2-2715.B. provides for VSF to (i) administer the Veterans Services Fund (the Fund), (ii) provide funding for veterans services and programs through the Fund, and (iii) raise revenue from all sources to support the Fund.
- D. The Memorandum of Understanding (MOU) between VSF and DVS (see Appendix B) sets forth the relationships between the two agencies and provides the basis for this policy. VSF and DVS are mutually supporting agencies.

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- E. Virginia Code §2.2-2715.C. specifies that the Secretary of Veterans and Defense Affairs and the Chairmen of BVS and JLC serve as ex officio voting trustees of the board of trustees of VSF.
- F. Virginia Code §2.2-2103 states that, “Upon request, all agencies and political subdivisions of the Commonwealth shall assist any authority, board, commission, council or other collegial body established in this title in carrying out the respective duties for which each was created.”

**F1.5 Overview of VSF and DVS**

- A. VSF is responsible for providing direct mutual support to DVS.
- B. Direct mutual support means VSF specifically supports DVS and is authorized to answer directly to DVS’ request for assistance. Additionally, DVS provides direct mutual support to VSF in support of both agencies’ common goal of providing services to veterans and their families, because of each agency’s: (1) assigned tasks; (2) position relative to each other; (3) common goals; and (4) inherent capabilities.
- C. Mutual support is a form of partnership to accomplish a common goal and means that each counterpart has a degree of authority over the other in actions that have mutual effects and that mutual costs and benefits are shared as equitably as possible. The mutual relationship exists between DVS and VSF because each agency was established to provide effective and efficient services. Each collects, uses, and preserves resources for current and future contingencies and maintains financial accountability and integrity through separate independent operations. The relationship is built on mutual respect for the different purpose or mission, authority, and responsibility of the two agencies and their common goal. The elements of that mutual support are contained in a DVS-VSF MOU and supporting Joint VSF-DVS Policies.
- D. In the context of the DVS and VSF relationship, the DVS Commissioner or VSF Executive Director, who receives assistance from each other’s agency or capabilities, is responsible for ensuring the supported agency understands the assistance required.

**F1.6 Overview of BVS and JLC**

- A. BVS is a policy board that advises the DVS Commissioner on veteran issues, delivery of services, plans, projects and policies and procedures. BVS also makes recommendations to DVS and VSF regarding gifts, grants and other resources from public and private entities in support of services to veterans.
- B. JLC is an advisory council that advises the General Assembly and the DVS Commissioner on support for veteran services and programs and addressing veteran issues (i.e., needs) not currently provided.

**F1.7 Policy**

- A. It is the policy of VSF and DVS to ensure cooperative and efficient inter-relationships between VSF, DVS, BVS, and JLC.
- B. VSF shall entertain only funding requests from BVS and JLC that have been reviewed and approved by DVS and the Secretary of Veterans and Defense Affairs.

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## **F1.8 Procedures**

- A. Detailed procedures for VSF and DVS are contained in VSF-DVS Joint Policies 11 through 14
- B. In most cases, the procedure for commencing interactions between DVS, BVS, JLC and VSF is for JLC to identify an unmet need. The need then would be passed to BVS for its insight and recommendations on best practices, management and performance requirements, non-profit operations and other considerations. BVS then would validate the requirement and pass its recommendation to DVS for consideration. DVS may consider internal resources or external resources, including VSF resources, to address the unmet need.
- C. When BVS identifies a need, it would be passed to JLC for validation. If validated, it then would be passed to DVS and the Secretary of Veterans and Defense Affairs for consideration, in consultation with BVS. DVS may consider internal resources or external resources, including VSF resources, to address the need.
- D. DVS needs typically should be passed to BVS for vetting and recommendations, and then passed to JLC, VSF, or another agency, as appropriate.

## **F1.9 Exceptions**

- A. Exceptions to this policy shall be determined by VSF in consultation with DVS and the Secretary of Veterans and Defense Affairs. BVS, JLC and other activity(ies) involved, if any, may be consulted by DVS.
- B. JLC under Code of Virginia §2.2-2682.C "...may apply for funds from VSF to enable it to better carry out its objectives. JLC shall not impose unreasonable burdens or costs in connection with requests of agencies." Applications shall be made through the DVS Commissioner and the Secretary of Veterans and Defense Affairs, without the necessary involvement of BVS as the Commissioner may determine.
- C. BVS under Code of Virginia §2.2-2454.9."Provide recommendations to the Department of Veterans Services and the Veterans Services Foundation ... regarding gift, grants, and other resources from public and private entities and organizations to support veteran services."
- D. The Virginia War Memorial is a Division of DVS (§2.2-2001.3). A not-for-profit 501 (c) (3) organization, the Virginia War Memorial Foundation, supports the Virginia War Memorial's financial needs beyond those provided by the General Assembly and the Governor. The Virginia War Memorial Foundation is under the supervision of the DVS Commissioner ((§2.2-2001.3.F). Neither the Virginia War Memorial nor the Virginia War Memorial Foundation are supported by VSF.
- E. Joint VSF and DVS relations with other entities, including the Virginia War Memorial Foundation Board of Trustees, shall be governed by the mutual interests of both parties.

## **F1.10 Adoption and Amendment**

This policy may be adopted and amended by a majority vote of the VSF Board of Trustees after consultation with the Secretary of Veterans and Defense Affairs and advice of the DVS Commissioner. Notice regarding such actions shall be given to all Trustees at least ten (10) days prior to the vote being taken. Biennial review of this policy is the responsibility of the VSF Procedures and Policy Committee.

On adoption, this policy supersedes DVS Administration Policy 34 and VSF-DVS Joint Policy 1.

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**F1.11 Policy Review Date**

The policy review date is the date the policy was reviewed without revisions made. Reviewed: TBD.

**F1.12 Policy Effective Date**

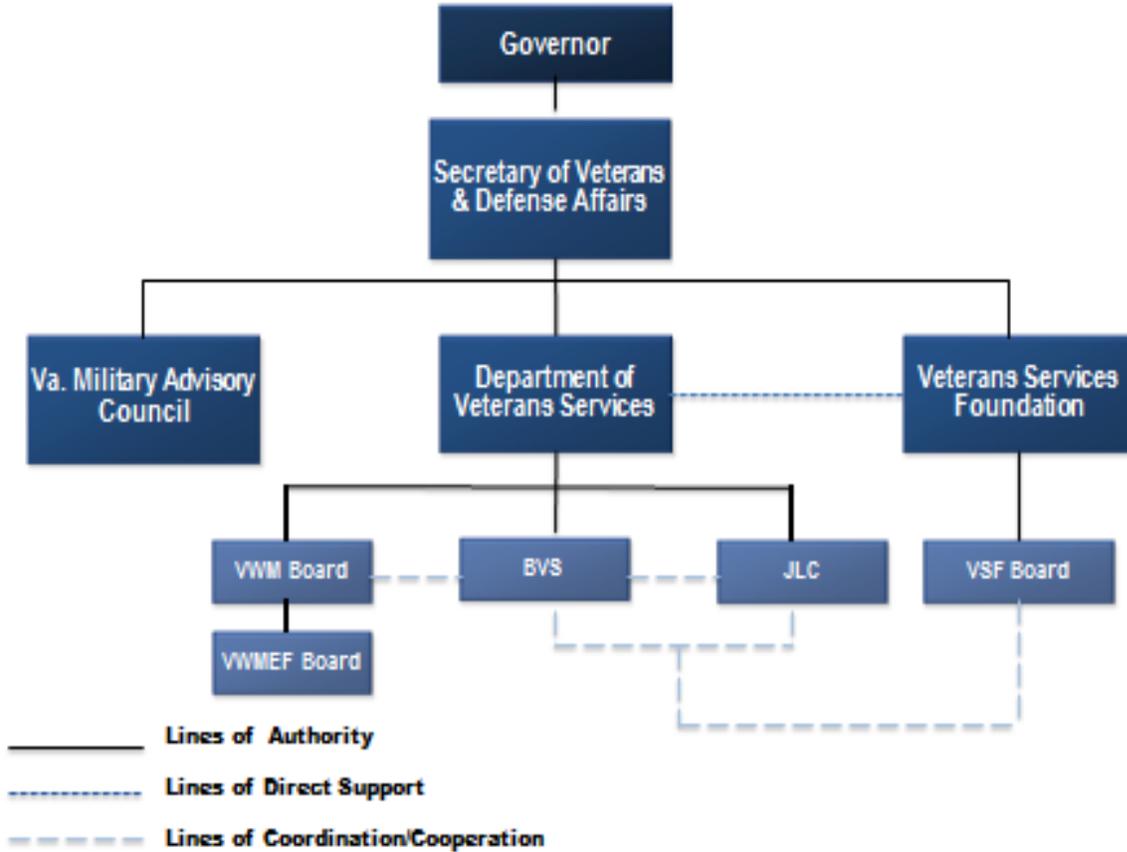
The effective date of the policy, or policy revision, shall be the date the VSF Trustees ratify the policy.

September 17, 2020

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**Appendix A**

**Virginia Veterans Affairs Organization**

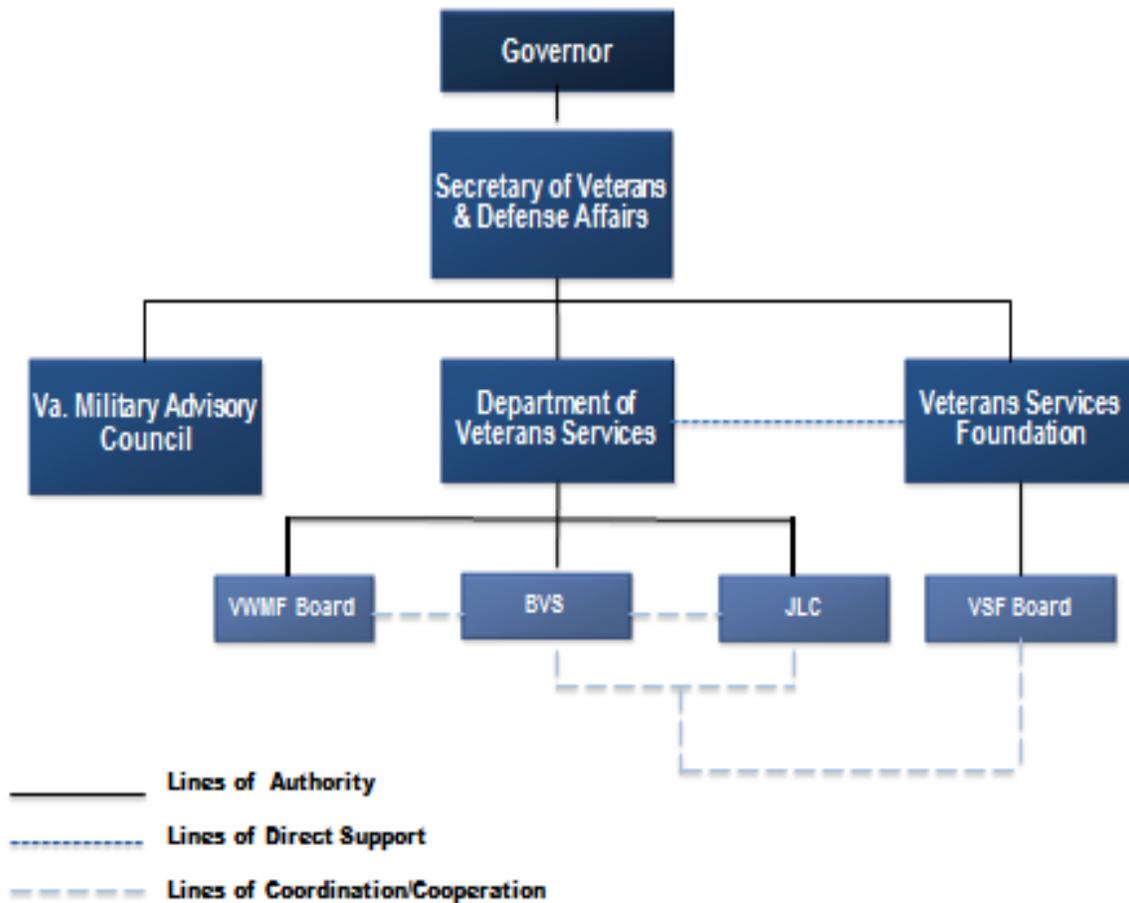


Effective until January 1, 2020

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## Appendix A

# Virginia Veterans Affairs Organization



Effective January 1, 2020

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## **Appendix B**

### ***Department of Veterans Services and Veterans Services Foundation Board of Trustees***

#### **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (MOU) is between the Department of Veterans Services (DVS or the Department) and the Veterans Services Foundation (VSF) that augments the provisions of the Code of Virginia §2.2-2000 et seq., 2.2-2715 et seq., and the Appropriation Act to provide for the mutual support on both agencies' common goal of furnishing services to Commonwealth veterans and their families. This MOU recognizes that:

1. DVS must have a clear understanding of VSF's support requirements in order to provide effective financial management and administrative support within available resources; and
2. VSF must have a clear understanding of the level of support that DVS can provide with available resources; and,
3. DVS and VSF will work together to achieve the purposes for which VSF was created. Therefore:
  - A. Within VSF capabilities and support from DVS appropriations, VSF agrees to provide continuing support to DVS as follows:
    - 1) As required, conduct fundraising planning and execution to seek, promote, and stimulate contributions to support DVS programs and services.
    - 2) Provide Fund administration oversight to ensure internal controls are effective.
    - 3) Participate with DVS in the internal operating budget development process in order to provide timely information for authorized Department requests and expenditures in accordance with joint VSF-DVS policies.
    - 4) Advise DVS, as necessary, during the state development process to help ensure that the Appropriations Act reflects the appropriation (spending authority) needed to support expenditure of donated funds in support of DVS programs and services.
    - 5) In conjunction with DVS, establish and maintain joint policies supporting administration of the Veterans Services Fund (the Fund), transfer of funding to DVS, VSF Funding Guidelines, fundraising, and other joint policies to facilitate the purposes of this MOU.

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- 6) Promote DVS programs and services in all VSF activities.
- 7) Reimburse DVS for the Auditor of Public Accounts annual audits (*Code of Virginia § 2.2-2717*).
- 8) Transfer funds to supplement funding for DVS programs and services in accordance with jointly agreed VSF Funding Guidelines, fund balances, and approved budgets.
- 9) Request technical and other assistance from DVS in a timely manner.

B. Within DVS capabilities under amount appropriated for VSF support, DVS agrees to provide continuing support to VSF as follows:

- 1) Provide a staff member to act as VSF's agent for administration and act as the liaison between DVS and VSF.
- 2) Assist with supporting VSF public relations, marketing, and fundraising programs.
- 3) Provide financial management and accounting necessary to ensure compliance with receipt, accounting, and disbursement requirements set forth by the State Department of Accounts and the State Auditor of Public Accounts, and joint VSF-DVS policies in a manner that segregates VSF from DVS activities.
- 4) Provide assistance with the development of budgetary documents.
- 5) Provide monthly financial and quarterly detailed statements to VSF for internal and external use, including the preparation of the VSF quarterly financial report (*Code of Virginia § 2.2-2715.A*).
- 6) Provide staff to assist with agendas, logistics, transcription of minutes, and other necessary activities to support VSF Board and Committee meetings (*Code of Virginia § 2.2-3700 et seq. — the Virginia Freedom of Information Act*).
- 7) Assist with the preparation of joint policies and procedures to support VSF Fund administration, Funding Guidelines, fundraising, and accountability.
- 8) Provide technical assistance regarding contracting initiatives and grants.
- 9) Provide space for VSF meetings and staff members.
- 10) Provide funding for and process trustees' claims for travel, other actual expenses, and incidental expenses of VSF Board and Committee meetings.

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C. Mutual DVS VSF activities shall:

- 1) Appoint staff members to monitor, coordinate, and expedite the terms and conditions of this MOU.
- 2) Keep each other informed of initiatives and activities, including those involving the executive and legislative branches of state government, and coordinate as appropriate.
- 3) Coordinate all support for fundraising activities with the other agency.
- 4) Maintain their websites in a manner that is mutually supporting.
- 5) Provide mutual DVS-VSF integrated controls in conjunction with the fiduciary responsibilities and purposes of VSF and DVS by exchanging a series of monthly reports in mutually agreeable formats by the 20<sup>th</sup> day of the following month, which will be reviewed and accepted by the receiving agency within seven business days of receipt.
  - a) The VSF Executive Director shall provide a listing of all donations received to the DVS Director of Finance.
  - b) The DVS Director of Finance shall provide a list of expenses that have been charged to VSF funds to the VSF Executive Director for approval. If expenses are disapproved, the expenses would be moved to an alternate source of DVS funding. The DVS Director of Finance shall notify the appropriate DVS Director that the expenditure has been disapproved by the VSF.
  - c) The VSF Executive Director shall provide to DVS a donation pipeline report, which DVS will review and provide additional information about potential donors or events.
- 6) Participate in a biennial review of this MOU and revise it as necessary.

This agreement amplifies requirements contained in the *Code of Virginia*, and as such, may be changed or eliminated as or when the *Code of Virginia* so directs.

\_\_\_\_\_  
 Commissioner  
 Department of Veterans Services

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Chairman  
 Veterans Services Foundation  
 Board of Trustees  
 as ratified by the Board on:

\_\_\_\_\_  
 Date