



STATE OF MINNESOTA DEPARTMENT OF VETERANS AFFAIRS



20 West 12th Street, 2nd Floor • St. Paul, MN 55155 • Phone: 651-296-2562 • Fax: 651-296-3954
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October 12, 2019

Senator Mary Kiffmeyer, Chair
State Government Finance
and Policy and Elections
3101 Minnesota Senate Building
St. Paul, MN 55155

Senator Jim Carlson, DFL Lead
State Government Finance
and Policy and Elections
2207 Senate Office Building
St. Paul, MN 55155

Senator Bruce Anderson, Chair
Veterans and Military Affairs Finance and Policy
3209 Minnesota Senate Building
St. Paul, MN 55155

Senator Jerry Newton, DFL Lead
Veterans and Military Affairs Finance and Policy
2411 Minnesota Senate Building
St. Paul, MN 55155

Representative Michael Nelson, Chair
State Government Finance Division
585 State Office Building
St. Paul, MN 55155

Representative Tony Albright, GOP Lead
State Government Finance Division
259 State Office Building
St. Paul, MN 55155

Representative Rob Ecklund, Chair
Veterans and Military Affairs
Finance and Policy Division
409 State Office Building
St. Paul, MN 55155

Representative Bob Dettmer, GOP Lead
Veterans and Military Affairs
Finance and Policy Division
289 State Office Building
St. Paul, MN 55155

Dear Chairs and Ranking Members:

Pursuant to 1st Special Session Laws of 2017, Chapter 4, Article 2, Section 16, I am submitting the attached report on the Minnesota Department of Veterans Affairs' interagency agreements, service-level agreements, and appropriation transfers as outlined in the language below:

(a) By October 15, 2018, and annually thereafter, the head of each agency must provide reports to the chairs and ranking minority members of the legislative committees with jurisdiction over the department or agency's budget on:

(1) interagency agreements or service-level agreements and any renewals or extensions of existing interagency or service-level agreements with another agency if the cumulative value of those agreements is more than \$100,000 in the previous fiscal year; and

(2) transfers of appropriations between accounts within or between agencies, if the cumulative

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value of the transfers is more than \$100,000 in the previous fiscal year. The report must include the statutory citation authorizing the agreement, transfer or dollar amount, purpose, and effective date of the agreement, the duration of the agreement, and a copy of the agreement.

(b) As used in this section, "agency" includes the departments of the state listed in section 15.01, a multimember state agency in the executive branch described in section 15.012, paragraph (a), the Office of MN.IT Services, and the Office of Higher Education.

If you have questions, please contact Benjamin Johnson at ben.johnson@state.mn.us or (651) 201-8226.

Sincerely,



Larry Herke, Commissioner
Minnesota Department of Veterans Affairs

cc: Paul Carlson, Committee Administrator, Senate State Government Finance and Policy and Elections Committee
Jim Gelbmann, Committee Administrator, House State Government Finance Division
Owen Wirth, Committee Administrator, House Veterans and Military Affairs Finance and Policy Division

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Veterans Affairs

FY 2019 Transfers

October 7, 2019

TRANSFER FROM					TRANSFER TO					Purpose of Transfer	Legal Authority for Transfer
Transfer Out Agency	Transfer Out Fund Name	Transfer Out AppropID	Transfer Out AppropID Name	Transfer Out Amt	Transfer In Agency	Transfer In Fund Name	Transfer In AppropID	Transfer In AppropID Name	Transfer In Amount		
MDVA	General Fund	H752A01	Veterans Homes Direct Ap	(58,173,000)	MDVA	Other Misc Spec Revenue	H752A30	Homes Central Services	58,173,000	Transfer General Funds to Vet Healthcare Program	17 004 01 038 003
MDVA	General Fund	H751ADM	Veterans Services Admin	(4,338)	MMB	Other Misc Spec Revenue	G100102	Recruiter	4,338	Veterans Services portion of Recruiter at MMB	M.S. 16A.055 & 471.59
MDVA	Other Misc Spec Revenue	H752B10	Veterans Healthcare Admin	(4,339)	MMB	Other Misc Spec Revenue	G100102	Recruiter	4,339	Healthcare portion of Recruiter at MMB	M.S. 16A.055 & 471.59
MDVA	General Fund	H751ADM	Veterans Services Admin	(13,950)	Governors Office	Other Misc Spec Revenue	G391300	State Agency Support	13,950	Veterans Services portion of Governors Policy Office	MS 471.59
MDVA	Other Misc Spec Revenue	H752B10	Veterans Healthcare Admin	(13,950)	Governors Office	Other Misc Spec Revenue	G391300	State Agency Support	13,950	Healthcare portion of Governors Policy Office	MS 471.59
MDVA	General Fund	H751ADM	Veterans Services Admin	(11,200)	ADMIN	Other Misc Spec Revenue	G027203	Enterprise Sustainability	11,200	Veterans Services portion of Admins Sustainability Office	M.S. 16B.04 & 471.59
MDVA	Other Misc Spec Revenue	H752B11	Veterans Healthcare Admin	(11,200)	ADMIN	Other Misc Spec Revenue	G027203	Enterprise Sustainability	11,200	Healthcare portion of Admins Sustainability Office	M.S. 16B.04 & 471.59
MDVA	General Fund	H751GIB	GI Bill Edu Administration	(100,000)	Higher Education	General Fund	E601476	MN GI Bill Admin	100,000	OHE provides administrative services for MN GI Bill grants	M.S. 197.791, Subd 3(b) And 17 004 01 038 002
HigherEducation	General Fund	E601476	GI Bill Edu Administration	(8,225)	MDVA	General Fund	H751GIB	MN GI Bill Admin	8,225	Unused funds for OHE administrative services for MN GI Bill grants	M.S. 197.791, Subd 3(b) And 17 004 01 038 002
MDVA	General Fund	H751GIP	GI Bill Edu Grants	(2,300,000)	Higher Education	General Fund	E601475	MN GI Bill Grants	2,300,000	Funds used to pay MN GI Bill Grants to Veterans	M.S. 197.791, Subd 6
HigherEducation	General Fund	E601475	GI Bill Edu Grants	(9,154)	MDVA	General Fund	H751GIP	MN GI Bill Grants	9,154	Unused funds returned for MN GI Bill Grants to Veterans	M.S. 197.791, Subd 6
MDVA	General Fund	H751SAP	State Solders Assistance	(750,000)	MNIT	Other Misc Spec Revenue	G466134	ITA Infomration Technology Account	750,000	To fund VATS Program for Veteran Claims	M.S. 16E.21
Public Safety	Gift	P077066	WWII License Plate Donations	(24,733)	MDVA	Gift	H751WW2	WW2 Mem Donation Match Acct	24,733	Funds Appropriated to MDVA from "Proud to be a Veteran" license plate receipts	M.S. 196.052, Subd 7
Public Safety	Restricted Misc Special Revenue	P077132	SOT License Plate Donations	(569,223)	MDVA	Restricted Misc Special Revenue	H751SOT	Support our Troops	569,223	Funds Appropriated to MDVA from "Support Out Troops" license plate receipts	M.S. 190.19 , Subd 2a
MDVA	Restricted Misc Special Revenue	H751LF2	Little Falls Cem Dev & Maint	(50,000)	MDVA	Restricted Misc Special Revenue	H751PN2	Preston Cem Develop & Maint	50,000	Transfer of Little Falls Maint & Develop receipts to support Preston Cemetery maintenance	M.S. 197.236 , Subd 6
TOTAL				(62,043,312)					62,043,312		

Veterans Affairs

FY 2019 Interagency Agreements and Service Level Agreements
 October 7, 2019

	Agency	Amount	Legal Authority	Purpose	Effective Date	Duration
1	MN.IT Services*	\$ 5,453,892	M.S. 16E.016	MN.IT provides enterprise IT services to MDVA	7/1/2019	FY 2019
2	MN.IT	\$ 750,000	M.S. 16E.21	Information & Technology Account - For Veterans VATS Project Development	7/1/2019	FY 2023
3	MMB	\$ 46,801	M.S. 16A.055 & 471.39	MMB provides Enterprise Training and Development services to MDVA	7/1/2019	FY 2019
4	MMB	\$ 8,677	M.S. 16A.055 & 471.59	MMB provides State-wide Executive Recruiter services to MDVA	7/1/2019	FY 2019
5	Governors Office	\$ 27,900	M.S. 471.59	Governors Office provides Policy Advisors and other services	7/1/2019	FY 2019
6	Department of Administration	\$ 22,400	M.S. 16B.04 & 471.59	Admins Office of Enterprise Sustainability support	7/1/2019	FY 2019
7	Office of Higher Education	\$ 100,000	M.S. 197.791, Subd 3(b) And 17 004 01 038 002	OHE provides administrative services for MN GI Bill grants	7/1/2019	FY 2019
8	Office of Higher Education	\$ 2,300,000	M.S. 197.791, Subd 6	Funds used to pay MN GI Bill Grants to Veterans	7/1/2019	FY 2019
9	DEED	\$ 12,500	M.S. 190.19 Subd 2a	MDVA share of 12th Annual Veterans Career Fair event	6/17/2019	8/30/2019
11	Military Affairs	\$ (4,500)	M.S. 471.59	Shared Cost for Printing & Mailing of SOT Brochures by Public Safety	12/7/2018	1/30/2019
25	Total	\$ 8,717,670				

*Note: The service level agreement between MNIT and MDVA is not included in this MDVA report. Please refer to MNIT's Interagency/Service Level Agreement report.

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

This Interagency Agreement is between the Office of MN.IT Services (“MNIT”) and the Minnesota Department of Veterans Affairs (“AGENCY”).

Recitals

The Legislative Advisory Commission has approved the use of the funds transferred by this agreement for work specified in the underlying Information Technology project described below.

1 Term of Agreement

1.1 Effective date: July 1, 2019, or the date the State obtains all required signatures to execute the interagency agreement authorizing the transfer of funds under Minnesota Statutes § 16C.05, subdivision 2, whichever is later. Use of transferred funds is contingent upon MNIT Enterprise Project Management Office approval of the Project Summary.

1.2 Expiration date: June 30, 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Scope of Work

This project will implement a modern consolidated electronic Claims system for the AGENCY. The Programs and Services Department of the AGENCY has a long-standing need to automate, standardize, and consolidate the fulfillment process for veterans claims processes to a common data source and technology. The claims function at the AGENCY currently utilizes multiple systems for claims case management. The main system is 10 plus years old and in need of repair. Current electronic and paper processes are not compatible with a new federal reporting system as well.

3 Consideration and Payment

The AGENCY agrees to contribute \$750,000.00 to the Information and Telecommunications Account (ITA) for this project.

4 Conditions of Payment

4.1 MNIT Financial Management shall provide the AGENCY Chief Financial Officer with the Statewide Integrated Financial Tools (“SWIFT”) system appropriation transfer instructions. As required by Minn. Stat. § 16E.0466, the AGENCY shall submit an appropriation transfer in SWIFT for the amount specified in Section 3 of this agreement.

4.2 MNIT shall serve as the fiscal manager for this agreement. Funds will be deposited in the ITA as authorized in Minn. Stat. § 16E.21 and will be budgeted for the project described in Section 2 above for the term of the agreement.

4.3 The AGENCY shall not begin project activity until the MNIT Enterprise Project Management Office approves the required project planning documentation including: 1) Project Summary, 2) Resource Plan, 3) Project Requirements, and 4) Project Quality Plan.

4.4 The AGENCY agrees that allowable direct and indirect costs associated with managing and supporting the implementation of the scope of work in Section 2 will be charged to the ITA

contribution specified in section 3 above.

5 Authorized Representatives

The AGENCY’S Authorized Representative is John Powers, Chief Financial Officer, by phone at 651-757-1543, or by email John.Powers@state.mn.us, or their successor.

MNIT’s Authorized Representative is Tu Tong, Chief Financial Officer, by phone at 651-556-8028, or by email at tu.tong@state.mn.us, or their successor.

6 Amendments

Any amendment to this agreement must be in writing and will be effective upon approval and execution by the parties.

7 Liability


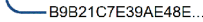
Each party is responsible for its own acts and behavior and the results thereof.

8 Termination

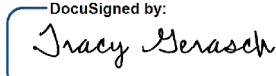
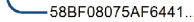
Either party may terminate this agreement at any time, with or without cause, upon 30 days’ written notice to the other party.

Signatures:

1. Minnesota Department of Veterans Affairs
(With delegated authority)

By: 
Title: 
MDVA CFO
Date: 6/26/2019

2. Office of MN.IT Services
(With delegated authority)

By: 
Title: 
Procurement Director
Date: 6/26/2019

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

Pursuant to Minnesota Statutes, Sections 43A.21 and 471.59, this is an agreement between Minnesota Management and Budget and Department of Veterans Affairs.

1. Services to be Performed:

MMB will design and implement training and development programs for executive branch employees to promote individual, group, and agency efficiency and effectiveness. The programs will include but are not limited to mandatory training and development requirements.

Authorized Agents:

The following persons will be the primary contacts and authorized agents for all matters concerning this agreement. MMB: Dennis Munkwitz, Chief Financial Officer, or his successor, 400 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, (651) 201-8004. For Veterans Affairs: Brad Lindsay, Deputy Commissioner, or his successor, Veterans Service Building, 20 12th Street West, St. Paul, MN 55155.

2. Consideration and Terms of Payment:

In consideration for the services provided, the Requesting Agency agrees to contribute to this effort as follows:

TOTAL COST for FY 19= \$46,801

You will receive a quarterly invoice from MMB for 25% of this amount, beginning August 2018. Each quarterly invoice shall be paid within 30 days of receipt.

3. Term of Agreement:

This agreement is effective July 20, 2018, and shall remain in effect until June 30, 2019.

4. Amendments:

Any amendments to this agreement will be in writing and will be executed by the same parties who executed the original agreement, or their successors in office.

Approved:

1. Agency Signature	2. Minnesota Management & Budget
By: <i>Bradley T. Lindsay</i> Title: Deputy Commissioner, MDVA Date: <i>7/24/18</i>	By: <i>Dennis Munkwitz</i> Title: <i>CFO</i> Date: <i>7-24-18</i>

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

Pursuant to Minnesota Statutes, Sections 43A.09 and 471.59, this is an agreement between Minnesota Management & Budget and the Department of Veterans Affairs.

1. Services to be Performed:

The statewide recruiting unit will provide expertise and guidance to cabinet-level agencies in the filling of higher-level positions within the executive branch.

Authorized Agents:

The following persons will be the primary contacts and authorized agents for all matters concerning this agreement. MMB: Dennis Munkwitz, Chief Financial Officer, or his successor, 400 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, (651) 201-8004. For Veterans Affairs: Brad Lindsay, Deputy Commissioner, or his successor, Veterans Service Building, 20 12th Street West, St. Paul, MN 55155.

2. Consideration and Terms of Payment:

In consideration for executive recruiting services provided, the Requesting Agency agrees to contribute to this effort as follows:

TOTAL COST: \$8,677 *50% 4339 Homes Journal ID# 0004247834*
50% 4338 HS " " 0004247832

Enter a FY19 appropriation transfer in SWIFT to accounting string:
 Fund – 2001, FinDeptID – G1010000, ApprID – G100102

3. Term of Agreement:

This agreement is effective July 1, 2018, and shall remain in effect until June 30, 2019.

4. Amendments:

Any amendments to this agreement will be in writing and will be executed by the same parties who executed the original agreement, or their successors in office.

Approved:

1. Agency Signature	2. Minnesota Management & Budget
By: <i>Brad Lindsay</i> Title: Deputy Commissioner, MDVA Date: <i>7/23/18</i>	By: <i>[Signature]</i> Title: <i>CFO</i> Date: <i>7-23-18</i>



STATE OF MINNESOTA INTERAGENCY AGREEMENT

This agreement is by and between the OFFICE OF THE GOVERNOR and the DEPARTMENT OF VETERANS AFFAIRS (agency).

Services

The OFFICE OF THE GOVERNOR agrees to provide:

- Policy advisors, communications specialists, diversity and inclusion specialists, constituent services caseworkers, and legal staff to work closely with each agency head and/or designees to support the work of both the agency and the Governor's Office related to each issue area as well as Federal affairs work to represent the funding and policy interests of the various state agencies in the nation's capital.

The Governor's Office will provide administrative and personnel oversight, with agencies having access to the staff as needed to achieve its goals.

Term of Agreement

Effective date: July 01, 2018

Expiration date: June 30, 2019

Consideration and Payment

Cabinet agencies will contribute funds to be used for salaries, fringe benefits, and operating expenses to help support work related to federal affairs, legislative and cabinet affairs staff, communications, constituent services, and legal staff.

The total obligation for the agency is \$27,900.00 for the fiscal year ending June 30, 2019. Fiscal year payment should be processed by July 15, 2018. Contributions were based on a number of factors including size of agency, time spent on agency-related issues, federal dollars received, and previous contributions.

Conditions of Payment

All services provided by the Office of the Governor under this agreement must be performed to the satisfaction of the agency's Commissioner.

Authorized Representative

The Office of the Governor's Authorized Representative is Amanda Simpson, Director of Operations. The agency's Authorized Representative is the Commissioner.

Amendments

Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

Liability

Each party will be responsible for its own acts and behavior and the results thereof.

Termination

Either party may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

AUTHORIZED SIGNATURES

Agency Signature

By: *Paul W. Jellito*

Title: *Commissioner*

Date: *6/13/18*

Office of the Governor Signature

By: *Alex*

Title: *Deputy Operations*

Date: *6/13/18*

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

Pursuant to Minnesota Statutes, Sections 16B.04 and 471.59, this is an agreement between the Department of Administration (Admin) and the Department of Veterans Affairs (MDVA).

1. Services to be Performed:

Admin's Office of Enterprise Sustainability (OES) will support state agencies by helping them to make choices that will improve sustainability outcomes through the implementation of best practices in their agency, provide agencies the assistance needed to reduce greenhouse gas emissions and water usage, increase energy efficiency and recycling, and to better coordinate sustainability efforts across state government. In order to provide transparency, OES is working to develop a State Government Sustainability Reporting Tool that will help agencies track and report their sustainability data.

2. Authorized Agents:

The following persons will be the primary contacts and authorized agent for all matters concerning this agreement:

Admin: Erin Campbell, Assistant Commissioner, or her successor, Room 200, 50 Sherburne Ave., St. Paul, MN 55155, (651) 201-2561

MDVA: Mike McElhiney, Chief of Staff, 20 West 12th St., St. Paul, MN 55155 (651) 757-1530

3. Consideration and terms of Payment

In consideration for sustainability services provided, MDVA agrees to contribute as follows:

- Enter an appropriation transfer in SWIFT using the following accounting codes:
Fund 2001, FinDeptID G021ADMN, Approp ID G027203
- If assistance is needed, please contact Rachel Douglas (Rachel.Douglas@state.mn.us or 651.201.2531).
- Please transfer the following amounts no later than August 1st of each fiscal year:
FY 2018: \$27,100 FY2019: \$22,400 Total for the biennium: \$49,500

4. Terms of Agreement

This agreement is effective July 1, 2017 and shall remain in effect until June 30, 2019.

5. Amendments

Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

Approved:

Department of Administration

Department of Veterans Affairs

<p>By: <u>Erin M Campbell</u></p> <p>Title: <u>Assistant Commissioner</u></p> <p>Date: <u>7-25-17</u></p>	<p>By: <u>[Signature]</u></p> <p>Title: <u>CHIEF OF STAFF</u></p> <p>Date: <u>7-25-17</u></p>
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**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

This agreement is between the Minnesota Departments of Veterans Affairs (MDVA) and the Minnesota Office of Higher Education (OHE). The purpose of this agreement is to provide delegation authority to OHE from MDVA to assist in administering the Minnesota GI Bill program as provided under Minnesota Statutes, §197.791, Subd 3(b).

Agreement

1 Term of Agreement

- 1.1 *Effective date:* July 1, 2018, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 *Expiration date:* June 30, 2019, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Scope of Work

- 2.1 The OHE shall award and administer grants to eligible veterans or the eligible spouses and children of veterans as provided under Minnesota Statutes, section 197.791 Minnesota GI Bill Program.
- 2.2 MDVA and OHE shall comply with the requirements specified in Exhibit A, Data Sharing Agreement Addendum, which is attached and incorporated into this Agreement.

3 Consideration and Payment

- 3.1 The OHE shall submit an invoice by July 11, 2018 and the MDVA shall issue a lump sum transfer of appropriation in the amount of \$2,400,000 on or before July 25, 2018. The allocation is as follows:
 - 3.1.1 Of this appropriation, no more than \$100,000 may be used for the administrative costs of operating this program. Accounting String E6010000 E601476 Fund 1000
 - 3.1.2 Of this appropriation, \$2,300,000 shall be available to eligible veterans or the eligible spouses and children of veterans as provided under Minnesota Statute, section 197.791 Minnesota GI Bill Program. Accounting String E6010000 E601475 Fund 1000
- 3.2 If the appropriation is insufficient, the OHE shall provide supporting data to the MDVA for a formal request to increase the fiscal year 2018 open appropriation.

4 Conditions of Payment

All services provided by OHE under this agreement must be performed to MDVA's satisfaction, as determined at the sole discretion of MDVA's Authorized Representative.

5 Authorized Representative

- 5.1 MDVA's Authorized Representative is David Bellefeuille, Director - Education and Employment, 20 West 12th Street, 2nd Floor, St Paul, MN 55155, (651)757-1564, or his successor.
- 5.2 OHE's Authorized Representative is Tim Geraghty, 1450 Energy Park Dr. Suite 350, St Paul, MN

**STATE OF MINNESOTA
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- 1.2 *Expiration date:* June 30, 2019, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Scope of Work

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- 2.2 MDVA and OHE shall comply with the requirements specified in Exhibit A, Data Sharing Agreement Addendum, which is attached and incorporated into this Agreement.

3 Consideration and Payment

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 - 3.1.1 Of this appropriation, no more than \$100,000 may be used for the administrative costs of operating this program. Accounting String E6010000 E601476 Fund 1000
 - 3.1.2 Of this appropriation, \$2,300,000 shall be available to eligible veterans or the eligible spouses and children of veterans as provided under Minnesota Statute, section 197.791 Minnesota GI Bill Program. Accounting String E6010000 E601475 Fund 1000
- 3.2 If the appropriation is insufficient, the OHE shall provide supporting data to the MDVA for a formal request to increase the fiscal year 2018 open appropriation.

4 Conditions of Payment

All services provided by OHE under this agreement must be performed to MDVA's satisfaction, as determined at the sole discretion of MDVA's Authorized Representative.

5 Authorized Representative

- 5.1 MDVA's Authorized Representative is David Bellefeuille, Director - Education and Employment, 20 West 12th Street, 2nd Floor, St Paul, MN 55155, (651)757-1564, or his successor.
- 5.2 OHE's Authorized Representative is Tim Geraghty, 1450 Energy Park Dr. Suite 350, St Paul, MN

55108, (651)259-3950, or his successor.

6 Amendments and Assignments

6.1 Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

6.2 OHE or MDVA may not assign its obligations or interest under this agreement to another agency.

7 Liability

OHE and MDVA agree that they are responsible for their own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party to this addendum or preceding Interagency Agreement and the results thereof. The liability of a state agency is governed by the provisions of the Minnesota Torts Claims Act, Minn. Stat. § 3.732 and 3.736, *et. seq.*, and other applicable law.

8 Termination

Either party may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

APPROVED:

1. STATE ENCUMBRANCE VERIFICATION
Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: [Signature]
Date: 5/23/18

3. Office of Higher Education
By: [Signature]
(with delegated authority)

Title: CFO
Date: 5/24/2018

2. Minnesota Department of Veterans Affairs

By: [Signature]
(With delegated authority)
Title: Deputy Commissioner, MDVA
Date: 5/23/18

EXHIBIT A

STATE OF MINNESOTA DATA SHARING AGREEMENT ADDENDUM BETWEEN THE MINNESOTA OFFICE OF HIGHER EDUCATION AND MINNESOTA DEPARTMENT OF VETERANS AFFAIRS

This Data Sharing Agreement Addendum ("Addendum") is attached to and made part of the preceding Interagency Agreement between the Minnesota Office of Higher Education (OHE) and Minnesota Department of Veterans Affairs (MDVA). The purpose of this addendum is to share data between two state agencies, OHE and MDVA, in a manner consistent with applicable federal and state laws. The data will be used by staff at OHE and MDVA to aid in the application and maintenance of the Minnesota GI Bill for current and future Minnesota Veterans and their families.

1. MDVA is designated as the administrative agency of the Minnesota GI Bill in accordance with and Minn. Stat. §197.791. MDVA has delegated their authority to OHE to assist in administering the Minnesota GI Bill by executing the preceding Interagency Agreement with OHE as permitted and required in section Minn. Stat. §197.791, Sub. 3(b).
2. OHE is designated as the administrative agency for carrying out the purposes and terms of sections Minn. Stat. §136A.15 to Minn. Stat. §136A.1702. OHE has accepted the delegation of authority granted by MDVA to assist in administering the Minnesota GI Bill by executing the preceding Interagency Agreement with MDVA as permitted and required in section Minn. Stat. §197.791, Sub. 3(b).
3. The purpose of the MN GI Bill program is to provide postsecondary financial assistance for eligible Minnesota Veterans and to the children and spouses of deceased and severely disabled Minnesota Veterans. MDVA and OHE has state and/or federal legal authority to conduct these functions.
4. OHE is a state educational authority under 34 C.F.R. § 99.31(a)(3)(iv). OHE, in accordance with Minn. Stat. §136A.05 must cooperate with and supply information in order to carry out and perform its duties which have been delegated by MDVA under Minn. Stat. §197.791.
5. Data to be shared by OHE to MDVA under this agreement is limited to :
 - a. Individual applicant demographic information to include: name, date of birth, social security number, and address/contact information;
 - b. Amount of GI Bill payment made to each individual receiving such payment (not to include any other financial aid payment information); and
 - c. Name of the institution receiving GI Bill payment made to each individual receiving such payment;
 - d. A summary report containing the number of applications received and number of applicants awarded by type of eligible student;
 - e. A summary report containing the aggregate GI Bill payment amount paid to each institution by institution name.

The data and reports shared by OHE must be provided weekly to the MDVA authorized representative/designee.

6. All data shared pursuant to this agreement will only be transmitted by a secured method that is agreed to by OHE and MDVA.
7. OHE and MDVA will retain the data shared pursuant to this addendum and preceding Interagency Agreement in a secure manner consistent with the provisions of this addendum.

8. OHE and MDVA agrees to comply with all applicable federal and state laws, statutes, and rules with respect to the protection of privacy, security and dissemination of the shared data. Nothing in this addendum or preceding Interagency Agreement may be construed to allow either party to maintain, use, disclose or share information in a manner not allowed by federal or state laws. OHE and MDVA understands that personally identifiable information maintained by either party to the addendum or preceding Interagency Agreement is subject to the privacy and confidentiality provisions of federal and state statutes, rules and regulations, including, but not limited to, the Family Education Rights and Privacy Act (20 U.S.C 1232g); related federal regulations (34 C.F.R. Part 99); the Minnesota Government Data Practices Act, Minnesota Statutes 13.01 *et seq*; and federal laws and regulations regarding students with disabilities (20 U.S.C. §1417 (c); 34 C.F.R. 300.32, 34 C.F.R. §§ 300.610-300.627)).
9. OHE and MDVA certifies that all persons having access to any data shared or created under this addendum or preceding Interagency Agreement will be informed of the sensitive nature of the information and will be trained in the proper data handling and safeguard procedures.
10. All employees, contractors and agents of OHE or MDVA will comply with all applicable federal and state laws with respect to the data shared under this addendum or preceding Interagency Agreement. Nothing in this paragraph authorizes sharing data provided under this addendum or preceding Interagency Agreement with any other entity that is not a party to this addendum or preceding Interagency Agreement.
11. OHE and MDVA will only disclose data in a manner and form for reporting purposes as described under the preceding Interagency Agreement. MDVA and OHE may not disclose this data in any form to other parties other than one identified in this addendum or the preceding Interagency Agreement.
12. Each party is responsible for the destruction of data shared pursuant to this addendum that is in their possession in accordance with that party's approved records retention schedule and all applicable federal and state laws, statutes, and rules.
13. OHE or MDVA may not assign its obligations or interest under this addendum or preceding Interagency Agreement to another agency.
14. OHE and MDVA represent that they are authorized to bind to the terms of this addendum, including confidentiality and destruction or return of student data, all related or associated institutions, individuals, employees or contractors who may have access to the data or may own, lease or control equipment or facilities of any kind where the data is stored, maintained or used in any way.

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

This agreement is between the Minnesota Department of Veterans Affairs (MDVA) and the Department of Employment and Economic Development (DEED).

Agreement

1 Term of Agreement

- 1.1 *Effective date:* June 17, 2019, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 *Expiration date:* August 30, 2019, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Scope of Work

Veterans Services within the CareerForce division of DEED will host the 13th Annual Veterans Career Fair on Wednesday, July 24, 2019 at the Earle Brown Heritage Center in Brooklyn Center, MN. This career fair will host 110 companies and service providers to an estimated 750 + veterans and their family members seeking employment. MDVA Employment Services will contribute payment of \$12,500 to help cover the cost of the space to host this event as well as for marketing and advertising.

A copy of the estimated career fair budget is attached in Exhibit A.

3 Consideration and Payment

As the lead Agency, DEED will manage the logistics, expend funds for the costs of the career fair, and will invoice the partnering agency for reimbursement of their agreed-upon portion of \$12,500 for the career fair.

Total obligation for the 13th Annual Veterans Career Fair is an estimated \$52,957.51.

DEED will invoice the MDVA no more than **\$12,500.00** for actual costs incurred.

The payment is to be made to DEED using the applicable vendor number:

B2200000000 Location: **001**

The total obligation of MDVA for all reimbursements to DEED under this agreement will not exceed **\$12,500.00**.

4 Conditions of Payment

All services provided by DEED under this agreement must be performed to MDVA's commissioner's satisfaction, as determined at the sole discretion of said commissioner.

5 Authorized Representative

DEED's Authorized Representative is Hamsa Warfa, Deputy Commissioner, 332 Minnesota Street, Suite E200, St. Paul, MN 55101, or his successor.

MDVA's Authorized Representative is Dave Bellefeuille, Director—Education and Employment, 20 West 12th Street, 2nd Floor, St. Paul, MN 55155, 651-757-1564, or his successor.

6 Amendments

Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

7 Liability

Each party will be responsible for its own acts and behavior and the results thereof.

8 Termination

Either party may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: [Signature]
Date: 6/11/19 K-159170

2. Minnesota Department of Veterans Affairs

By: [Signature]
(With delegated authority)
Title: MDVA Commissioner
Date: 6-11-19

3. Minnesota Department of Employment & Economic Development

By: [Signature]
(with delegated authority)
Title: Deputy Commissioner
Date: 6/12/19

**STATE OF MINNESOTA
INTERAGENCY AGREEMENT**

This agreement is between the Minnesota Departments of **Veterans Affairs** ("MDVA") and the Minnesota Department of **Military Affairs** ("MNDMA"). The purpose of this agreement is to assist both agencies in promoting the sale of Support Our Troops (SOT) plates. Additional sales of SOT plates will provide further funding to programs that assist military families and veterans.

Agreement

1 Term of Agreement

- 1.1 **Effective date:** December 7, 2018, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration date:** January 30, 2019, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Scope of Work

2.1 MDVA will:

- 2.1.1 Coordinate with Minnesota Department of Public Safety (DPS) to secure the process of soliciting the sale of SOT plates through the DPS Minnesota Motor Vehicle Title Renewal Program. The solicitation will occur in the month of February of 2019.
- 2.1.2 Create a purchase order in the correct amount to Sourcelink, LLC, selected vendor of DPS, to process the printing and mailing of 367,500 SOT brochures. SOT brochures will be inserted into one month of DPS' auto renewal mailing.
- 2.1.3 Provide MNDMA an invoice for half of the cost of the printing and mailing of 367,500 brochure inserts. Create and enter an invoice into SWIFT for the amount owed by MNDMA.

2.2 MNDMA will provide payment to MDVA for half of the cost of the printing and mailing of 367,500 brochure inserts.

3 Consideration and Payment

- 3.1 MDVA will invoice MNDMA for half of the cost to print and mail 367,500 brochure inserts.
- 3.2 MNDMA will make payment to the order of the commissioner of MDVA. Remit payment to the address below:

MDVA
Attn: Jen Brau, Accounting Supervisor
20 West 12th Street
St. Paul, MN 55155

3.3 The total obligation all compensation and reimbursements to this under this agreement will not exceed \$4,500.00.

4 Authorized Representative

MDVA's Authorized Representative is **Liz Kelly**, Grant Specialist, 20 West 12th Street St. Paul, MN 55155, 651-201-8225, or her successor.

MNDMA's Authorized Representative is [NAME, TITLE, ADDRESS, TELEPHONE NUMBER], or
CW3 Ben Labelle, CFO, 600 Cedar St, St Paul, MN 55155
651 282 4198

his/her successor.

5 Amendments

Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof.

7 Termination

Either party may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: Michelle Johnson
Date: 3000029005- 11/30/18

3. Minnesota Department of Veterans Affairs

By: [Signature]
(with delegated authority)
Title: Chief of Staff, MDVA
Date: 12-4-18

2. Minnesota Department of Military Affairs

By: KERR.DONALD.JOHN.1138993198
(With delegated authority)

Digitally signed by KERR.DONALD.JOHN.1138993198
Date: 2018.12.03 11:11:04 -06'00'

Title: Executive Director

Date: 03 December 2018