

STATE OF COLORADO

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

WESTERN REGION ONE SOURCE
482 28 Road
Grand Junction, CO 81501
Phone (970) 257-3760

Joanne Iglesias
Director



Jared Polis
Governor

Major General
Michael A. Loh
The Adjutant General

August 15, 2018

RE: Western Region One Source Center Funding and Sustainability Plan

House Bill 18-1337 authorizes the Division to operate a veterans one-stop center in Grand Junction, Colorado, for veterans, service members, and their family members in the western portion of the State, on and after November 1, 2018. The Center will partner with other service providers in the western region of the State to offer services that may include, but are not limited to, assistance for veterans in securing federal benefits, counseling services, employment support, education, life skills, and wellness support.

A National Guard Armory originally constructed in 1958, at 482 28 Road, Grand Junction, Colorado is currently in the process of being renovated and renamed as the Western Region One Source. Construction efforts are underway with a projected completion of January, 2019.

The Western Region One Source will be operated by the Colorado Division of Veterans Affairs-West and has already received capital funding in the amount of \$3.5 million from the state which fully funds project construction costs. State funding is also being provided for the staffing of a Facility Manager, Veteran Services Officer, and Administrative Assistant whom will operate the Western Region One Source. The Division may seek, accept, and expend gifts, grants and donations of any kind from public or private sources for the purpose of establishing and increasing financial resources available to fund the operation of the Center.

Upon completion this 12,570 SF facility, as outlined in Appendix A, will offer a variety of leased spaces for service providers, non-profits, and other organizations having an interest in serving veterans, military members, and their families. The facility will offer a lounge area and outdoor courtyard; 1,597 SF of open office space comprised of 15 cubicles; one large and two small conference rooms; two huddle rooms; ten standard office spaces ranging in size from 151-165 SF; two large office spaces ranging from 231-236 SF; a twelve-person computer room; and, a 30-person classroom/multi-purpose room.

Monthly operating expenses are estimated to be \$10,235 (See Appendix B). Fully occupied, the facility will generate \$11,811 per month in lease income. However, soft capital assistance, in the amount of \$335,982 is needed by January 2019 for a one-time purchase of furniture to fully furnish the facility per schedule outlined in Appendix C.

Further information, to include sponsorship agreement, can be found at www.colorado.gov/dmva/wros or by contacting me at joanne.iglesias@state.co.us or (970) 257-3761.

Sincerely,

Joanne Iglesias
Division of Veterans Affairs-West Director

SPONSORSHIP AGREEMENT

*Western Region One Source Center
Division of Veterans Affairs, Department of Military and Veterans Affairs*

THIS SPONSORSHIP AGREEMENT (the "Agreement") is entered into this _____ day of _____, 20__ (the "Effective Date"), by and between the STATE OF COLORADO (the "State"), acting by and through the Division of Veterans Affairs (the "Division"), Department of Military and Veterans Affairs, and _____ ("Sponsor").

Explanatory Statement

A. House Bill 18-1337 authorizes the Division to operate a veterans one-stop center in Grand Junction, Colorado, for veterans, service members, and their family members in the western portion of the State, on and after November 1, 2018.

B. In accordance with its legislative mandate, the Division will establish the Western Region One Source center (the "Center") in Grand Junction Colorado. The Center will serve as a central and accessible location, which provides access to assistance and resources for veterans, service members and their families in the Colorado counties of Archuleta, Chaffee, Delta, Dolores, Eagle, Garfield, Grand, Gunnison, Hinsdale, Jackson, Lake, La Plata, Mesa, Mineral, Moffat, Montezuma, Montrose, Ouray, Pitkin, Rio Blanco, Routt, San Juan, San Miguel and Summit.

C. The Center will partner with other service providers in the western portion of the State to offer services that may include, but are not limited to, assistance for veterans in securing federal benefits, counseling services, employment support, education, life skills, and wellness support.

D. The Center will be funded in part by funds appropriated by the Colorado General Assembly. In addition, the Division may seek, accept, and expend gifts, grants and donations of any kind from public or private sources for the purpose of establishing and increasing financial resources available to fund the operation of the Center.

Terms of Agreement

In consideration of the mutual promises set forth below, Sponsor and the Division agree as follows:

1. *Sponsor Contribution.* Sponsor agrees to make a contribution for the benefit of the Center, in cash or in kind, in an amount equal to \$_____ (the "Contribution"). If in cash, Sponsor shall make the Contribution by check, payable to DMVA, or by wire transfer, to an account designated in writing by the Division. If in-kind, Sponsor's Contribution shall be identified in and provided to the Division in the manner set forth in Exhibit B to this Agreement. Upon receipt of the Contribution by the Division, Sponsor shall become a sponsor of the Center at the _____ level and shall be entitled to the benefits for such level set forth in Exhibit A to this Agreement.

2. *Programs and Activities.* The Division, in its discretion, shall use the Contribution solely for purposes that support and directly relate to the establishment of the Center and the operation of its programs and activities, consistent with the mission, goals and objectives of the Center, as set forth in House Bill 18-1337.

3. *Cash Contribution.* Upon receipt of a cash Contribution, the Division shall deposit the Contribution into a separate cash fund (the "Fund") created in the State Treasury. The State Treasurer will invest the money in the Fund in accordance with applicable law. All interest and income derived from the deposit and investment of moneys in the Fund will be credited to the Fund. The Division shall use the moneys in the Fund to pay the costs of operating the Center, which costs may include, but are not limited to, repair and replacement at the Center and salaries involved in the operation, maintenance, repair, and development of the Center. The Division shall make disbursements from the Fund as the Division, in its sole discretion, determines to be necessary or desirable to carry out its obligations under this Agreement and HB 18-1337. The Division shall provide written acknowledgment of receipt of the Contribution, as may be requested by Sponsor.

4. *In-Kind Contribution.* In the case of an in-kind Contribution set forth in Exhibit B, Sponsor shall provide the Contribution to the Division in the manner set forth in Exhibit B. Exhibit B shall set forth the value of the in-kind Contribution and the basis for calculating its value. The Division shall use the in-kind Contribution solely for the purposes contemplated by this Agreement and HB 18-1337. The Division shall provide a written acknowledgment of receipt of the Contribution, as may be requested by Sponsor.

5. *Accounting.* The Division shall account for the receipt and use of all contributions to the Center in the state financial system on a daily basis. The Division shall make the annual financial reports available for review by all contributors through the DMVA web page.

6. *Representations and Warranties of the Division.* The Division represents and warrants to Sponsor as follows: the Division has all necessary power and authority to enter into this Agreement and to perform its obligations hereunder; the individual executing this Agreement on behalf of the Division has the full power and authority to do so; and this Agreement is the legal, valid, and binding obligation of the Division, enforceable against the Division in accordance with its terms.

8. *Amendment; Further Assurances.* No provision of this Agreement may be amended, waived, or otherwise modified without the prior written consent of both Sponsor and the Division. Sponsor and the Department each agree to execute and deliver such further assurances, instruments, and documents, and to take such further actions, as the other may reasonably request in order to carry out the intent of this Agreement.

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, Sponsor and the Division have executed this Agreement to be effective as of the Effective Date, notwithstanding the actual date of execution.

SPONSOR

Date:

Signature

Printed Name

THE STATE OF COLORADO
DEPARTMENT OF MILITARY AND
VETERANS AFFAIRS, DIVISION OF
VETERANS AFFAIRS

Date: _____

By: _____

Title

Printed Name

SPONSORSHIP LEVELS

Founder's Club. A contribution of \$25,000 qualifies a sponsor for plaque recognition for one of the high volume shared spaces.

Platinum Level. A contribution of \$10,000 qualifies a sponsor for plaque recognition for one of the twelve offices.

Gold Level. A contribution of \$5,000 qualifies a sponsor for plaque recognition for one of the flag poles.

Silver Level. A contribution of \$2,500 qualifies a sponsor for plaque recognition for one of the small conference or huddle rooms.

Bronze Level. A contribution of \$1,000 qualifies a sponsor for recognition in the reception/waiting area.

Exhibit B

IN-KIND CONTRIBUTION

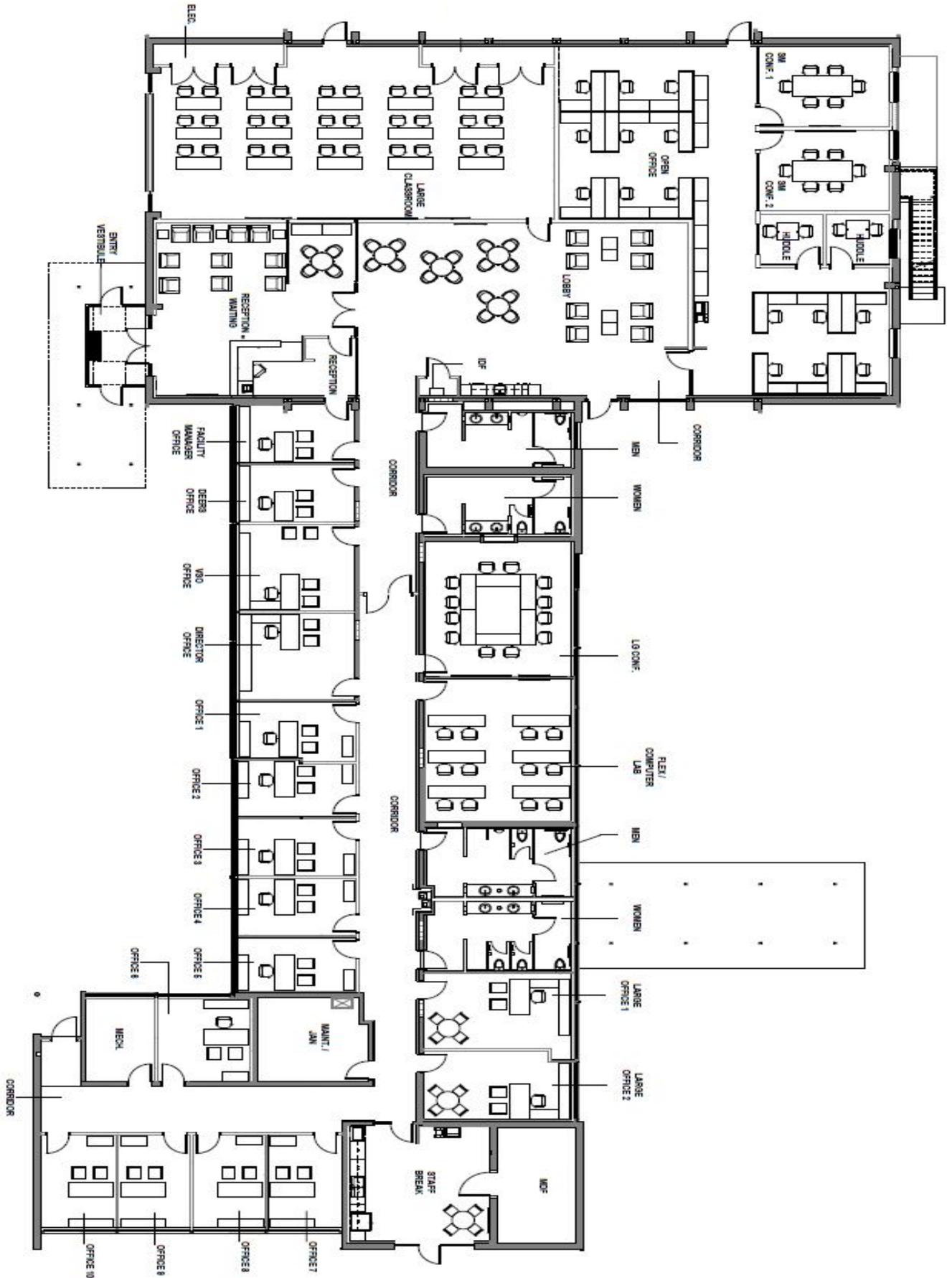
Contribution:

Value:

Method of Calculating Value:

Delivery:

Appendix A



APPENDIX B

WESTERN REGION ONE SOURCE	
ITEM	MONTHLY COSTS
Utilities	\$4,400
Trash	\$150
Pest Control	\$90
Fire Inspection	\$45
Fire Alarm Monitoring	\$30
HVAC Filters	\$80
Light Bulbs	\$225
Water Backflow Inspection	\$15
Custodial Supply	\$1,800
Outside Maintenance	\$350
Communications/Data	\$2,300
Copy Machine Lease	\$500
Misc.	\$250
TOTAL MONTHLY	\$10,235
TOTAL MONTHLY PER SQUARE FOOT	\$1.85

AMENITIES/SERVICES INCLUDED

Internet, Wi-Fi, Telephones with direct lines, maintenance and custodial services, utilities, secure building, shared conference/huddle rooms, shared classrooms, shared flex/computer facility, shared staff break room, use of copier machine (with terms).

12,570 Total Building Square Feet

LEASED SPACES

- 1,478 Large Classroom
- 624 4 Huddle Rooms
- 1,414 Open Office Space
- 467 2 Large Offices
- 1,542 10 regular offices

5,525 TOTAL LEASED SPACE

SHARED SPACES

- 614 Electrical, Storage, Mechanical, Maintenance, JC
- 1,854 Corridors
- 845 Restrooms
- 374 Staff Break Room
- 1,632 Lobby/Reception
- 923 Large Conference Room and Flex/Computer Lab

6,242 TOTAL SHARED SPACE

DMVA SPACES

- 163 Facility Manager
- 152 DEERS
- 231 VSO
- 231 Western Region VA Director

777 TOTAL DMVA SPACE

TOTAL PRICE PER SQUARE FOOT FOR LEASED SPACES = \$33.60/SQUARE FOOT

DMVA Furniture Schedule- Updated per Cci Furniture Offerings 04.06.2018

Furniture	Location	Quantity	Price	Extended Price
Lounge Chair	Reception & Lobby	12	\$790.00	\$9,480.00
End Table	Reception & Lobby	9	\$200.00	\$1,800.00
Café Table	Reception & Lobby	5	\$611.00	\$3,055.00
Café Table Chair	Reception & Lobby	20	\$380.00	\$7,600.00
Storage Display Racks	Reception & Lobby	6	\$166.00	\$1,000.00
Task Chair	Reception	1	\$353.00	\$353.00
Bench	Entry vestibule	1	\$1,000.00	\$1,000.00
Chair	Large Classroom	24	\$353.00	\$8,472.00
Table	Large Classroom	14	\$435.00	\$6,090.00
Task Chair	Open Office	14	\$353.00	\$4,942.00
Systems Workstation	Open Office	14	\$6,123.00	\$85,731.00
Lateral File Storage	Open Office	11	\$644.00	\$7,084.00
Table	Huddle Rooms	2	\$878.00	\$1,765.00
Chair	Huddle Rooms	12	\$353.00	\$4,236.00
Table	Flex / Computer Lab	6	\$435.00	\$2,610.00
Chair	Flex / Computer Lab	12	\$353.00	\$4,236.00
Large Conference Room Table	Large Conference Room	6	\$406.00	\$2,436.00
Large Conference Room Chair	Large Conference Room	12	\$320.00	\$3,840.00
Small Conference Room Table	Small Conference Room	1	\$878.00	\$878.00
Small Conference Room Chair	Small Conference Room	6	\$320.00	\$1,920.00
Staff Break Table	Staff Break	2	\$611.00	\$1,222.00
Staff Break Chair	Staff Break	8	\$67.00	\$536.00
Task Chair	Private Office (Standard)	10	\$353.00	\$3,530.00
Desks	Private Office (Standard)	10	\$1,500.00	\$15,000.00
Guest Chair	Private Office (Standard)	20	\$380.00	\$7,600.00
Credenza	Private Office (Standard)	20	\$441.00	\$8,820.00
Lateral File Storage	Private Office (Standard)	20	\$480.00	\$9,600.00
Task Chair	Private Office (Large)	2	\$353.00	\$706.00
Desk	Private Office (Large)	2	\$1,500.00	\$3,000.00
Guest Chair	Private Office (Large)	12	\$380.00	\$4,560.00
Meeting Table	Private Office (Large)	2	\$611.00	\$1,222.00
Credenza	Private Office (Large)	2	\$441.00	\$882.00
Lateral File Storage	Private Office (Large)	4	\$644.00	\$2,576.00
Task Chair	Facility Manager Office	1	\$353.00	\$353.00
Desk	Facility Manager Office	1	\$1,500.00	\$1,500.00
Guest Chair	Facility Manager Office	2	\$380.00	\$760.00
Credenza	Facility Manager Office	2	\$441.00	\$882.00
Lateral File Storage	Facility Manager Office	1	\$644.00	\$644.00
Task Chair	DEERS & VSO Offices	2	\$380.00	\$760.00
Desk	DEERS & VSO Offices	2	\$1,500.00	\$3,000.00
Guest Chair	DEERS & VSO Offices	10	\$380.00	\$3,800.00
Credenza	DEERS & VSO Offices	4	\$441.00	\$1,764.00
Lateral File Storage	DEERS & VSO OFFICES	4	\$644.00	\$2,576.00

Appendix C

04/06/2018

Meeting Table	VSO Office	1	\$611.00	\$611.00
Benches	Front Entry Area & Courtyard	6	\$1,491.00	\$8,946.00
Tables	Courtyard	2	\$865.00	\$1,730.00
Chairs	Courtyard	8	\$442.00	\$3,536.00
Waste Receptacle	Front Entry & Courtyard	6	\$879.00	\$5,274.00
Waste Receptacle	All Interior Spaces	37	\$45.00	\$1,665.00
Subtotal				\$255,583.00
Delivery & Installation 8%				\$20,447.00
Furniture Design Fee				\$5,000.00
Design Contingency 15%				\$38,338.00
Freight 4%				\$10,224.00
Inflation (1 Year) 2.5%				\$6,390.00
Tax 8% (Tax Exempt Required Otherwise)				\$0.00
Furniture Budget Total				\$335,982.00