

Stand Down Funding:

Applying for Department of Labor-Veterans' Employment and Training Service Funding and Budget Planning

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[Call Agenda]

- Funding eligibility
- Allowable expenses
- Unallowable expenses
- Application process
- Changes in the SGA
- Cost sharing



Budget Planning

- Step 1: Choose planning leadership
- Step 2: Assess need (number and needs of homeless veterans; contact VA and CBOs; homeless outreach)
- Step 3: Assess community support (presentations; roundtables)
- Step 4: Create an advisory body from major service providers and community leaders
- Step 5: Begin determining logistics (set the date, number of days, number of volunteers needed)
- Step 6: Designate a “lead agency”
- Step 7: Choose a site
- Step 8: Develop a budget (fundraising, donated money, services and items)
- Step 9: Design program with logistics (Program Coordinator; Logistics Coordinator)
- Step 10: Raise awareness



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[Funding Eligibility]

- State and Local Workforce Investment Boards
- VSOs
- Public agencies
- Non-profit organizations



[NOT Eligible]

- Entities organized under Section 501(c)(4) of the Internal Revenue Code
- “Entities that are debarred or suspended shall be excluded from Federal financial assistance and are ineligible to receive a Stand Down grant”



[Funding Levels]

- One day: \$7,000
- Multi-day : \$10,000



[Allowable Costs]

- To be allowable, items must:
 - enhance employment/training opportunities
 - promote self sufficiency



[Allowable Costs]

- Categories of allowable costs:
 - Goods for homeless veterans;
 - Gift cards;
 - Job search media;
 - One time costs;
 - Janitorial/kitchen/advertising supplies;
 - Security;
 - Transportation equipment;
 - Purchase/rental of critical items.

[Unallowable Costs]

- Administrative costs
- Staff and volunteer give-aways
- “Other”/“Misc.”
- Health care related expenses



Application Process

- DOL releases SGA (be sure to contact your DVET with questions!)
- Applicant downloads instructions and application forms
- Applicant completes and sends in application to appropriate DVET
- Grant Officer notifies grantee of approval through an award letter
- Grantee completes form to set up account in HHS Payment Management System



Application Components

- Applicant Letter Requesting Funds
- Program Narrative (including a timeline)
- SF 424 (use the most current version)
- SF 424A
- Budget Narrative (no Other or Misc.)
- Assurances and Certifications Signature Page
- Survey on Ensuring Equal Opportunity for Applicants
- Central Contractor Registration confirmation #
- Letters of Support (especially DVOP/LVER, DVA, HUD, and Veterans Service Organizations)
- Approval of non-profit status from IRS (if applicable)



[Current SGA]

- \$600,000 = approximately 70 grants
- Submit application 90 days before event
- Timeline in Program Narrative
- Veteran and non-veteran participants



[Current SGA]

- Allowable expenses: Gift cards; job search media
- Unallowable expenses: “other/misc.” expenses; health care expenses
- Printed materials/Intellectual property
- Public reference to grant

Cost Sharing

V. Eligibility Information

- 1. Eligible Applicants** - The following organizations may apply for grants under this solicitation: State and local Workforce Boards, VSOs, local public agencies, and non-profit organizations including community and faith-based organizations. Organizations registered with the Internal Revenue Service as a 501 (c) (4) organizations are not eligible to apply for this funding opportunity.
- 2. Cost Sharing or Matching** - Cost sharing and matching funds are not required. However, VETS strongly encourages applicants to leverage other available resources to maximize the goods and services provided to homeless Veteran participants at Stand Down events.



[More Information]

- U.S. Department of Labor Stand Down website:
<http://www.dol.gov/vets/programs/stand%20down/main.htm>
- Stand Down guide:
http://www.nchv.org/docs/Stand%20Down%20Guide%20update%2008_Layout%201.pdf
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