



Stand Down Dates and Timelines

All DOL-VETS Stand Down funding applications must include a comprehensive timeline within the Program Narrative. The following dates and timelines will help applicants for DOL-VETS Stand Down funding ensure they are in compliance with the Stand Down Federal Register Notice (FRN) and associated guidelines for using Stand Down funds.

Applying for Funds: Responding to the FRN

- Before submitting an application, applicants must register with the System for Award Management (SAM). Step by step instructions on how to do so are available at the following link: http://www.grants.gov/applicants/org_step2.jsp.
- 90 days: All applications must be submitted at least 90 days prior to the event. Although Stand Down funding is non-competitive, applicants should not assume they will receive funding because they submitted an application. Plan to apply as early as you are able in order to have a better chance of securing funds.
- July 1: Stand Down funding is contingent upon appropriation or a continuing resolution for each federal fiscal year, but this does not mean you cannot apply for funding for future fiscal years. Applications submitted after July 1 for events to be held after Sept. 30 may be held for consideration contingent upon federal funding availability during the upcoming fiscal year.
- Federal Fiscal Year: The federal Fiscal Year begins on Oct. 1 of the previous calendar year and ends on Sept. 30 of the year with which it is numbered. Stand Down funding is available for the fiscal year Oct. 1 - Sept. 30. For example, FY 2014 runs from Oct. 1, 2013 through Sept. 30, 2014.

Using Awarded Funds: “Drawing Down”

- 90 days: Funds awarded should be drawn down within 90 calendar days of the Stand Down event. For example, if a Stand Down is held on July 12, 2014, all funds should be drawn down within the 90 days or by Oct. 10, 2014. (July 12 to Oct. 10 is 90 calendar days.)
- Three days: Grantees can do advance draw downs on approved expenses to be paid within three days of the draw down. Funds drawn down will appear in the grantee’s direct deposit account within 24 hours.
- Nov. 30: Funds awarded during a fiscal year must be drawn down no later than Nov. 30 of the following fiscal year. Remember, however, that funds should be drawn down within 90 days of the event.
- Dec. 31: Events must be held before Dec. 31 of the following fiscal year. For example, events awarded funding in FY 2014 must occur prior to Dec. 31, 2014. (FY 2014 runs from Oct. 1, 2013 to Sept. 30, 2014.)

Reporting: Submitting Reports to DOL-VETS

- 30 days: A post-event report is due to the DVET no later than 30 calendar days after the end of the federal fiscal quarter in which the Stand Down is held. For example, an event held on March 12, 2014 (during the second quarter) must submit a post-event report to the DVET no later than 30 days after the end of the second quarter ending March 31. The post-event report would be due by April 30. Contact information for your DVET can be found at the following link: <http://www.dol.gov/vets/aboutvets/contacts/map.htm>.
- 30 days: A Federal Financial Report (SF 425) must be completed no later than 30 days after the end of each federal fiscal quarter in which funds were drawn down. Due dates for FFR reports are: Oct. 30, Jan. 30, April 30, or July 30.
- 30 days: A final Federal Financial Report (SF 425) is due no later than 30 days after the end of the Federal fiscal quarter in which all funds have been drawn down. For example, if a Stand Down is held on July 27 and the final drawdown of all expended funds occurs on Sept. 15, the final FFR is due on Oct. 30.

For more Stand Down resources and to register your Stand Down event, visit http://nchv.org/index.php/service/service/stand_down/