Stand Down: Program Planning and Financing

July 11, 2012

Baylee Crone, Director of Technical Assistance
National Coalition for Homeless Veterans
Agenda

- Matching Needs to Services
  - Background and philosophy
  - Unmet needs and services at Stand Down
  - Classification system

- Funding and Support
  - DOL-VETS grant funding
  - VA Homeless Programs Office support
  - Other sources of funding and donations

- Process and Planning
Matching Needs to Services: Background and Philosophy

- Rest and recovery for combat units
- Robert Van Keuren and Dr. Jon Nachison
- “Hand up, not a handout” philosophy
- 1-3 day events hosted locally
- Provides services to homeless veterans and their families at one location
### Matching Needs to Services: Unmet Needs of Homeless Veterans

#### Table 6. Top Ten Highest Unmet Needs Identified by Consumers, FY 2008 - 2010.

<table>
<thead>
<tr>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Legal assistance for child support issues</td>
<td>3. Legal assistance for child support issues</td>
<td>3. Legal assistance for child support issues</td>
</tr>
<tr>
<td>5. Family reconciliation assistance</td>
<td>5. Family reconciliation assistance</td>
<td>5. Family reconciliation assistance</td>
</tr>
<tr>
<td>7. SSI/SSD process</td>
<td>7. SSI/SSD process</td>
<td>7. SSI/SSD process</td>
</tr>
<tr>
<td>8. Legal assistance for outstanding warrants/fines</td>
<td>8. Legal assistance for outstanding warrants/fines</td>
<td>8. Legal assistance for outstanding warrants/fines</td>
</tr>
<tr>
<td>10. Re-entry services for incarcerated Veterans</td>
<td>10. Re-entry services for incarcerated Veterans</td>
<td>10. Re-entry services for incarcerated Veterans</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Long-term, permanent housing</td>
<td>2. Legal assistance for outstanding warrants/fines</td>
<td>2. Legal assistance for outstanding warrants/fines</td>
</tr>
<tr>
<td>3. Legal assistance for outstanding warrants/fines</td>
<td>3. Legal assistance for outstanding warrants/fines</td>
<td>3. Legal assistance for outstanding warrants/fines</td>
</tr>
<tr>
<td>5. Long-term, permanent housing</td>
<td>5. Long-term, permanent housing</td>
<td>5. Long-term, permanent housing</td>
</tr>
<tr>
<td>6. Dental care</td>
<td>6. Credit counseling</td>
<td>6. Credit counseling</td>
</tr>
<tr>
<td>8. Re-entry services for incarcerated Veterans</td>
<td>8. Re-entry services for incarcerated Veterans</td>
<td>8. Re-entry services for incarcerated Veterans</td>
</tr>
</tbody>
</table>
Matching Needs to Services: Services at and after Stand Down

- Secure housing (permanent, transitional, emergency)
- Nutritional meals
- Essential health care
- Essential sanitation
- Substance abuse aftercare and mental health counseling
- Personal development and empowerment
- Job assessment, training, and placement assistance
- Child care services
- Legal assistance
Matching Needs to Services: Classifying Stand Downs

- Stand Down
- Homeless Veterans Resource Fair (Modified Stand Down model)
- Homeless Veteran Health Fair
- Homeless Veteran Job Fair
Funding and Support

- DOL-VETS grant support
- VA Homeless Programs financial and service support
- Donations of goods and services
Funding and Support: Ten Steps for a Successful Event

- Step 1: Choose planning leadership
- Step 2: Assess need
- Step 3: Assess community support
- Step 4: Create an advisory body from major service providers and community leaders
- Step 5: Begin determining logistics
- Step 6: Designate a “lead agency”
- Step 7: Choose a site
- Step 8: Develop a budget
- Step 9: Design program with logistics
- Step 10: Raise awareness
DOL-VETS Funding: General Information

- Funding Opportunity Number: 17-805
- HVRP grantees awarded 1st year grant awards as of July 1, 2010 are eligible for a separate Stand Down grant
- Noncompetitive grant awarded on a first-come, first-served basis until available funding is exhausted.
- ONLY homeless veterans
- Total funding:
  - Up to $600,000 for 70 events
  - Calendar year: October 1 – September 30
- Event funding:
  - $10,000 per multi-day event
  - $7,000 for a one-day event
DOL-VETS Funding: Eligibility

- Eligible entities:
  - State Workforce Agencies,
  - State and local Workforce Investment Boards, Veterans Service Organizations (VSOs),
  - local public agencies, and non-profit organizations including community and faith-based organizations
  - Need a DUNS Number
  - Need to register with the Central Contractor Registration

- Not eligible:
  - Registered with the IRS as a 501 (c) (4) organization
DOL-VETS Funding: Minimum services

- Employment services
  - HVRP grantees
  - DVOPs/LVERs
- VA Medical Center services
- Food
- Clothing
- Housing referrals
DOL-VETS Funding:
Allowable expenses

- Goods and food for homeless veterans:
  - food, bottled water, backpacks filled with non-perishable foods
  - clothing
  - sleeping bags
  - one-person tents
  - hygiene care kits
  - nonprescription reading glasses

- Gift cards for:
  - food
  - minor time-limited legal services
  - consumer credit services
  - gasoline gift cards

- Security personnel

- Employment supports:
  - job search media

- Facilities support:
  - facilities and/or tents rental
  - electricity
  - equipment
  - portable toilets
  - communications or internet access
  - janitorial supplies
  - kitchen supplies
  - advertising materials

- Transportation:
  - bus, van, car, taxi, etc. rental
  - gasoline to provide transportation of homeless Veterans to and from the Stand Down event

- The purchase or rental of other pertinent items and services for homeless Veteran participants and their families as deemed appropriate by VETS
DOL-VETS Funding:

- **Administrative costs**
- **Programmatic staff**
- **Give aways:**
  - t-shirts, hats, or clothing items for volunteers,
  - pen sets,
  - patches/medals,
  - memento gifts for staff members, visitors, or volunteers
- **Health care related expenses**
  - prescription eye wear and dental work not allowed
- **Anything not specifically approved by the DVET**
  - “other” or “miscellaneous” categories require clarification
DOL-VETS Funding: Application Process

- DOL releases SGA
  - Be sure to contact your State Director for Veterans’ Employment and Training (DVET) with questions
- Applicant downloads instructions and application forms
- Applicant completes and sends in application to appropriate DVET
  - Must be 90 days before the event
  - DUNS and CCR registration
- Grant Officer notifies grantee of approval through a grant award letter
- Grantee completes a financial form for Office of Financial Management Operations to set-up an account in the Health and Human Services, Payment Management System (HHS/PMS)
  - Use FedEx, UPS, or other non-U.S. Postal Service provider
- Draw down funds (see slide 18)
- Report results (see slide 19)
DOL-VETS Funding: The Application

**Necessary components of the application:**

- Applicant Letter Requesting Funds
  - Signed in blue ink
- Program Narrative (see slide 16)
- SF 424
  - Use the most current version
  - Signed in blue ink
- SF 424A
- Budget Narrative (see slide 17)
- Assurances and Certifications Signature Page
- Survey on Ensuring Equal Opportunity for Applicants
- Central Contractor Registration confirmation #
  - Do NOT send in personalized password
- Letters of Support
- Approval of non-profit status from IRS (if applicable)
Program Narrative:
- Need for Stand Down
- Service area
- Homeless veteran demographics
  - Number to be served
  - Needs
  - Expected outcomes
- Role of One Stop staff
  - Disabled Veterans Outreach Program Specialists (DVOPs)
  - Local Veteran Employment Representatives (LVERs)
- Thorough timeline
  - Three phases: planning, execution, and follow-up
  - Date that report will be submitted to DVET
  - Explain the need to draw down funds in advance (if applicable)
DOL-VETS Funding: The Application (cont.)

- **Budget narrative**
  - Each item in budget
  - Methodology for cost determination
    - Per unit?
    - Purchased or rented?
    - For participant?
    - To assist volunteer?
  - **NO** “Other” or “Miscellaneous” categories
DOL-VETS Funding: Draw-downs and Important dates

- Event must be held before December 31st of the granted year
- Applications for events after the end of the program year are contingent upon Federal funding availability
- Drawing down funds:
  - Funds are for:
    - Reimbursement of approved expenses already incurred
    - Advance approved expenses that will be paid within three (3) days of the draw down
  - Deposited within 24 hours
  - You should draw down funds within 90 days of Stand Down event
  - Funds must be drawn down by no later than November 30th of the following fiscal year
  - If an expense is disapproved, instructions for returning funds will be provided
DOL-VETS Funding: Reporting

**Federal Financial Reports:**
- No later than forty-five (45) days after the end of each quarter in which all or part of their grant award was received
  - February 15th, May 15th, August 14th, or November 14th
- Look in HHS/PMS information packet for instructions
- Possible to submit more than one report
  - Save and print these reports
- Submit original sales receipts and invoices
  - Make sure it is signed and dated in blue ink
- Submit a comparison: planned versus actual expenditures

**Post Event After Action Report**
- Due no later than thirty (30) calendar days after the end of the Federal fiscal quarter in which the Stand Down is held
- Necessary contents of report in Special Grant Provisions
- Noncompliance can hurt future award potential
Components of the After Action Report (see your SGP)

- The city and state where the Stand Down was held;
- Whether this was the first, second, third, etc. Stand Down event for the organization;
- The date of the Stand Down;
- The number of days of the Stand Down – if more than one day, specify whether or not sleeping arrangements were provided;
- Whether the event was held inside, outside, or both; The number of persons who attended the Stand Down;
- The number of homeless female and male Veterans that attended the Stand Down;
- Whether transportation services to and from the event were provided;
- The total event cash budget, not including in-kind contributions;
- Whether the Department of Veterans Affairs provided any amount to the total event cash budget reported;
- The total monetary valuation equated to the in-kind contribution of goods and services; and
- The name, contact information, and signature of the person providing the report. Whether the following services were provided:
  - Health services
  - Social Security benefit counseling
  - Agent Orange information/counseling
  - Hepatitis C screening/testing
  - HIV/AIDS information/counseling
  - Housing and shelter referral
  - Mental health services
  - Substance abuse services
  - Social and community services
  - Employment and job training assistance
  - Legal services
  - Veterans benefit counseling by the VA or other entity
  - Female Veteran specific information
  - Veteran’s children information
  - Personal care kits
  - Clothing (cold weather, underwear, or boots)
  - Food (lunch, dinner, snacks, drinks)
  - Other (specify)
DOL-VETS Funding: Additional information

- Printed materials/Intellectual property
  - No duplication over 5,000 copies of one page or 25,000 copies in the aggregate of multiple pages
  - Must not provide printing without the written authorization of the Joint Committee on Printing
- Public reference to grant
  - See FRN
- When to notify your DVET/GOTR
  - General application or program questions
  - Need to request a grant modification
  - Significant change affecting ability to accomplish the Stand Down
  - Change of address (in writing)
- Process for submitting modification request
  - Modification submitted to DVET/GOTR
  - With DVET/GOTR recommendation, modification submitted to RAVET and VETS National Office Competitive Grants Lead
VA Medical Center Support

- Funding comes from Homeless Veterans Programs Office
- Contact VAMC to coordinate funding/support
- VA representation at Stand Down:
  - Medical staff
  - Homeless Veteran Program Staff
Resources

- DVOP/LVER Locator: http://dvoplverlocator.nvti.ucdenver.edu/
- HVRP grantee contacts: http://www.nchv.org/employment_assistance.cfm
- Stand Down 2012: http://www.nchv.org/standdownevents.cfm
- SF 424 instructions: http://www.grants.gov/agencies/forms_instruction_information.jsp
- Obtaining a DUNS Number: www.dnb.com or by phone at 1-866-705-5711.
- Registering at the Central Contractor Registration (CCR): www.ccr.gov or by phone at 1-888-227-2423