

**VETERANS' PROGRAM LETTER NO. 01-23**

**TO:** ALL STAND DOWN APPLICANTS AND GRANTEES  
ALL VETERANS' EMPLOYMENT AND TRAINING SERVICE STAFF

**FROM:** JAMES D. RODRIGUEZ, MA  
Assistant Secretary

**SUBJECT:** Announcement of Stand Down Grants

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**I. Purpose:**

To provide guidance to applicants on the submission of Stand Down (SD) grant applications and to provide guidance to grantees on the post-event reporting process.

**II. References:**

- A. [38 United States Code \(U.S.C.\) Section 2021](#), Homeless Veterans Reintegration Programs
- B. [Title 2, Code of Federal Regulations \(2 C.F.R.\) Part 200](#), Uniform Administrative Requirements
- C. [2 C.F.R. Part 2900](#), Department of Labor (DOL)-Specific Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- D. [Public Law 111-22](#), Division B, Homelessness Reform – Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act
- E. [38 U.S.C. Section 101\(2\)](#): Definition of a Veteran
- F. [42 U.S.C. Section 11302\(a\) and \(b\)](#): General Definition of Homeless Individual
- G. [2 C.F.R. § 200.344](#), Closeout

**III. Rescission:**

Veterans' Program Letter (VPL) 02-18, Announcement of Stand Down Grants

**IV. Background:**

The Veterans' Employment and Training Service (VETS) supports local SD events that assist veterans experiencing homelessness by providing a wide variety of employment, social, and health services. Stand Down is a military term referring to an opportunity to achieve a brief respite from combat. Troops assemble in a base camp to receive new clothing, hot food, support services, and a relative degree of safety before returning to combat action. A U.S. Department of Labor's (DOL) VETS-funded SD event serves a similar purpose; however, it is intended for veterans experiencing or at-risk of homelessness.

SD grantees partner with federal, state, tribal, and local entities and businesses, along with veteran, community, social, and faith-based organizations to organize and hold SD events for veterans experiencing or at risk of homelessness. The critical services provided at SD events are often the catalyst that enables those individuals to reenter the workforce.

VETS awards SD grants up to \$7,000 for one-day events and up to \$10,000 for multi-day events. In the event of a federal disaster declaration, VETS will accept applications up to \$50,000 to conduct SD events in the impacted areas. The following entities may apply for SD grant funding:

- A. Nonprofit organizations with or without 501(c)(3) status with the IRS
- B. Small businesses, defined, for this purpose, as:
  - 1. U.S. Territory or Possession.
  - 2. Native American Tribally Designated Organization.
  - 3. Faith-Based Organizations.
  - 4. Other State and Local Government Agencies.
  - 5. State and Local Workforce Development Boards (SWDBs/LWDBs established under the Workforce Innovation and Opportunity Act (WIOA).
- C. For profit organizations other than small businesses.
- D. Federally recognized Native American tribal governments.
- E. Native American tribal organizations other than those federally recognized.
- F. Public housing authorities/Indian housing authorities.
- G. State, county, city, township, or special district governments.
- H. Private institutions of higher education.
- I. Public and State controlled institutions of higher education.

Organizations registered with the Internal Revenue Service as 501(c)(4) entities are ineligible to apply for this funding opportunity.

**V. Stand Down Application Content:**

The required content for SD application submissions is further defined in the attachments to this VPL. Applications must describe:

- A. How the applicant will conduct the SD grant and provide these **five required services** to veterans experiencing or at risk of homelessness on the day(s) of the event:
  - 1. Health screenings/examinations.
  - 2. Housing/shelter referral.

3. Mental health services.
  4. DOL employment and job training assistance.
    - a. Applicants must coordinate with their local [American Job Center](#) (AJC) for employment and training services.
    - b. Services can be provided by AJC employment specialist(s), ideally a Disabled Veteran Outreach Program (DVOP) specialist, when available, to actively participate and provide employment services at the SD event.
  5. Veterans' benefit counseling, ideally provided by the U.S. Department of Veterans Affairs.
- B. If the applicant will provide other suggested goods or services to veterans experiencing and at risk of homelessness on the day(s) of the event such as:
1. Social and community services.
  2. Legal advice and services.
  3. Personal care/hygiene services such as showers, haircuts, etc.
  4. Clothing (cold weather, underwear, boots, etc.).
  5. Outdoor gear for individual use (backpacks, tents, sleeping bags).
  6. Food (lunch/dinner/snacks/drinks).
  7. Other goods or services.
- C. The need for the event by outlining:
1. The importance of the event based on current local circumstances.
  2. A description of the geographic area to be served.
  3. The most recent data for sheltered and unsheltered veterans experiencing homelessness referenced from local, state, or national sources. Applications must cite data source and date referenced.
  4. The expected number of male and female veterans experiencing or at risk of homelessness to be served at the event.
  5. The expected number of non-veteran/or non-homeless participants the event anticipates serving, if any.
- D. The services and activities planned during the event.
- E. How the applicant will maintain accountability of SD funds, and goods and services, by outlining:
1. The participant registration process, homelessness verification, controlled access to goods and services provided, food consumed, and cost distribution of allowable items (if applicable).
  2. How the SD event will enhance employment and training opportunities, or promote the self-sufficiency, of veterans experiencing or at risk of homelessness.

**VI. Stand Down Post-Event Reporting:**

The timing and required content for SD post-event reports are further defined in the attachments to this VPL.

1. The VETS [Stand Down After-Action Report \(SDAAR\)](#) using the VETS-703 form. Any activities not provided must be addressed on the SDAAR.
2. The grantee's financial expenditures using the Federal Financial Report [SF-425](#), which is to be completed in the [Payment Management System](#).

**VII. Actions Required:**

Applications may be submitted at any time, but awards are contingent upon the availability of funds. All applications must be submitted to the appropriate State Director for Veterans' Employment and Training Service (DVET) no less than **90 days prior to the event**. The contact information for your state's DVET is located on the [VETS website](#).

Applicants and DVETs must follow the process outlined in Attachment 1, the Stand Down Application Review and Post-Event Reporting Submission Guide. Applicants are strongly encouraged to share their draft applications with the DVET in an editable format (i.e., Microsoft Word) prior to submitting a final application. This informal step will allow for DVETs to provide technical assistance and feedback which may expedite the approval process.

The use of Attachment 2, Stand Down Application Review and Post-Event Reporting Submission Checklist for DVETs and Grantees, is also strongly encouraged. It provides detailed information on required elements for each step of the application and post-event reporting process.

**VIII. Inquiries:**

Questions regarding this guidance should be referred to your state's DVET.

**IX. Effective Date:**

This guidance is effective as of the date of this publication.

**X. Expiration Date:**

This VPL will be reviewed for relevance on or before September 30, 2025. It shall remain in effect until rescinded or superseded.

**XI. Attachments:**

Attachment 1: Stand Down Application Review and Post-Event Reporting Submission Guide  
Attachment 2: Stand Down Application Review and Post-Event Reporting Submission Checklist for DVETs and Grantees