

SPECIAL GRANT PROVISIONS
STAND DOWN EVENTS

I. SCOPE

A. General

The grantee shall conduct a Stand Down Event as described in its Application for Federal Assistance in accordance with all terms and conditions of this grant agreement.

B. Program Requirements

Funding must be used to enhance employment and training opportunities or to promote self-sustainment for homeless veterans.

A Stand Down is an event held in a local community where a variety of social services are provided to homeless veterans. Stand Down organizers partner with local businesses and social service providers such as the State Workforce Agency including the Disabled Veterans' Outreach Program (DVOP) specialist and Local Veterans' Employment Representative (LVER) staff, Department of Veterans Affairs, Department of Health and Human Services, Department of Housing and Urban Development, Federal Emergency Management Agency (emergency food and shelter grants), Veteran Service Organizations, and local non-profit organizations including faith-based and community based organizations.

Appropriate uses of Stand Down Event funding include, as a general guideline:

1. The purchase of food items, bottled water, clothing (cold weather type, shoes, boots, underwear, socks, coats), sleeping bags and hygiene care kits
2. Preparation of meals
3. Rental of facilities and/or tents

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4. Payment for special one-time electricity costs, equipment rentals, advertising, event posters, portable rest facilities (Porta Johns), janitorial/kitchen supplies, and communications/internet access (dedicated phone lines)
5. The hiring of security personnel
6. Transportation for homeless veterans to and from Stand Down Events
7. Other items and services as deemed appropriate and necessary.

Stand Down Event funding may not be used to purchase the following types of items:

1. Special monogrammed tee shirts
2. Pen sets
3. Specialty hats (unless for cold weather use)
4. Military and veteran type patches
5. Memento gifts for staff members/visitors/volunteers
6. Computer Equipment (laptops/desktops)

II. PAYMENTS UNDER THE GRANT

Reimbursements will be drawn down by the grantee through the U.S. Department of Health and Human Services Payment Management System (HHS PMS) via personal computer with SMARTLINK capability. When approved, requests for funds will be transferred electronically to the grantee's financial institution as arranged with HHS. A revised direct deposit form must be submitted whenever there are changes in financial institutions and /or approved signatures.

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- A. Advance payments are authorized only as provided in 29 CFR Part 97.21 (b) and (c) for state, local and Indian tribal governments and 29 CFR Part 95 for all others, as specified in the provisions of this grant.
- B. Any advance requested will be based on actual and immediate cash needs in order to minimize federal cash on hand in accordance with policies established in Treasury Department Circular 1075 (31 CFR Part 205).
- C. The timing and amount of any advance will be as close as administratively feasible to actual disbursements by the grantee for all direct Stand Down Event costs.
- D. The Grant Officer may, after providing due notice to the grantee, discontinue the advance payment method and allow payments only by reimbursement, when a grantee receiving advance payments demonstrates unwillingness or inability to establish procedures to minimize the time elapsing between the receipt of the cash advance and its disbursement.
- E. In no case shall the total amount advanced exceed the currently approved funding level of the Stand Down Event.

III. REPORTING REQUIREMENTS

A. Financial

- 1. The grantee shall use Standard Form (SF) 269A, Financial Status Report (short form), to report outlays, program income, and other financial information. The SF 269A shall be submitted not later than 45 calendar days after the Stand Down Event. This SF 269A will represent the Final Financial Status Report.

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2. The grantee will also submit an HHS-PMS 272 in lieu of a Standard Form (SF) 272, Federal Cash Transactions Report, to the DVET no later than 15 days after receipt.

C. Invoice/List of Expenditures

1. The grantee shall submit original sales receipts (verified by comparing to invoice or list and maintained at the DVET/GOTR level). Do not send individual sales receipts to the Grant Officer.
2. The grantee shall submit an invoice or list of all VETS funded Stand Down expenditures verified by comparing to original sales receipts (original invoice or list signed and dated in blue ink by the authorized representative.) Do not submit items for reimbursement that other entities have already paid for (i.e. double payment of same items).

B. After Action

1. The recipient shall submit a Stand Down After Action Report (sample included) and a Narrative Report not later than 45 calendar days after the Stand Down Event. This After Action Report must contain the following information, at a minimum:
 - a. City and State of the Stand Down Event
 - b. Identify whether this is the first, second, third, etc. Stand Down Event for the organization
 - c. Date of the Stand Down Event
 - d. Number of days of this Stand Down Event (if the Event is more than one day, specify whether sleeping arrangements were provided

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- e. Specify whether the Event was held inside, outside or both

- f. Specify 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/Shelter referral
 - Mental Health Services
 - Substance Abuse Services
 - Social and Community Services
 - Employment/Job Training assistance
 - Legal Services
 - Veterans Benefit counseling by the
Veterans Administration (if
provided by other than the VA
please state the entity)
 - Women Veterans specific information
 - Veterans Spouses/Companions specific
Information
 - Veterans Children information
 - Personal Care Kits
 - Clothing (cold weather, underwear, or
boots)
 - Food (lunch, dinner, snacks, drinks)
 - Other (specify)

- g. Number of persons who attended the Event
 - Number Male homeless veterans
 - Number Female homeless veterans

- h. Whether Transportation Services were provided to or from the Event

- i. Total Event cash budget (not including in-kind contributions)

- j. Whether the Department of Veterans Affairs

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provided any amount to the total event
cash budget reported

- k. Total monetary valuation you equate to the in-kind contribution of goods and services
 - l. Number of volunteers who participated
 - m. Name, contact information and signature of individual providing the report(s)
2. The List of Expenditures, Original Sales Receipts, Narrative Report and Stand Down After Action Report shall be submitted concurrently with the SF 269A, Financial Status Report (short form).
3. The grantee recipient shall immediately inform the DVET/GOTR of any significant developments affecting the recipient's ability to accomplish the Event. DVETs/GOTRs will provide grantees with necessary technical assistance, when and where appropriate as problems arise.

C. Mailing

1. **All reports must cite the assigned grant number. All hard copy reports are to be submitted as follows:**
- a. The original Financial Status Report, SF 269A (short form), the List of Expenditures, the Narrative Report and the Stand Down After Action Report are to be submitted to:

U.S. Department of Labor
Procurement Services Center
Room S-4307
200 Constitution Avenue, N.W.
Washington, D.C. 20210

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- b. The original sales receipts along with two (2) copies of all Financial Status Reports, SF 269A (short form), the List of Expenditures, the Narrative Report and the Stand Down After Action Report are to be submitted, and a copy of the HHS-PMS 272 draw down information to:

(State Appropriate) Director
U.S. Department of Labor
Veterans' Employment and Training Service
(State appropriate address)

2. **Change of Address**

When a grantee experiences a change of address, the grantee is responsible for notifying the DVET/GOTR in writing (on letter head with original signature of the authorizing representative) of the new address including the effective date. Grantees will have two (2) weeks or fourteen calendar days after the effective date of the change of address to notify the DVET/GOTR. The DVET/GOTR will forward the grantee change of address notification to the Regional, National Office Competitive Grants Lead, and the Grant Officer.

IV. **GRANT ADMINISTRATION**

- A. The Director for Veterans' Employment and Training (DVET) shall serve as the Grant Officer's Technical Representative (GOTR) and will monitor the Stand Down Event grantee. The GOTR is authorized to approve the following;
 1. Technical matters not involving a change in the scope, cost, or conditions of the grant award agreement.

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2. The Original Sales Receipts and the Invoice (list of all VETS funded Stand Down expenditures).
 3. The Narrative Report and the Stand Down After Action Report.
 4. Requests for payment.
- B. Requests for actions requiring Grant Officer approval, such as a modification to the original grant agreement shall be submitted by the grantee to the DVET/GOTR. The DVET/GOTR shall include their recommendation with the grantee's request and forward both to the Grant Officer thru their Regional and National Offices.
- D. The DVET/GOTR is not authorized to direct any action that results in a change in scope, cost, terms, or conditions of this grant, unless specifically outlined in these special grant provisions.

V. PRINTING AND DUPLICATING

The grantee shall comply with all duplicating and printing regulations issued by the Joint Committee on Printing under the authority of Sections 103, 501, and 502, Title 44, United States Code. The term "duplicating" as used herein means material produced on single unit duplicating equipment not larger than 11 by 17 inches and which have a maximum image of 10 3/4 x 14 1/4 inches using direct image plates not requiring the use of negatives. The term "printing" as used herein shall be construed to include and apply to the processes of composition, plate making, presswork, binding, and microform.

Under this grant agreement, the grantee may duplicate up to a maximum of 5,000 copies of one page or 25,000 copies in the aggregate of multiple pages.

The grantee shall not use funds under this grant to provide duplicating in excess of the quantities stated above nor provide printing without the written authorization of the

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Joint Committee on Printing. Such authorization shall be obtained from the Grant Officer through the Departmental Printing Officer. Nothing in this clause shall preclude the procurement of writing, editing, preparation of manuscript copy, preparation of related illustrative material.

The grantee that receives prior approval from the Grant Officer to use USDOL funds to support printing activities may not display for promotional purposes, the U.S. Department of Labor logo or seal on the item or items produced. However, an acknowledgment of such funding may be conveyed through language such as: "Preparation of this item was funded by the Department of Labor." Any reference to the Department used to promote the Federal agency is unallowable.

VI. SUB-AWARDS

Stand Down Event funding is not authorized for sub-awards.

VII. SALARY PAYMENTS

Stand Down Event funding is not authorized for salary payments.

VIII. ADMINISTRATIVE COSTS

Stand Down Event funding is not authorized for administrative costs.