

SPECIAL GRANT PROVISIONS

STAND DOWN EVENTS

I. SCOPE

The grantee shall conduct a Stand Down event as described in its application, in accordance with FR Doc. 2014-00755

<http://www.dol.gov/vets/programs/stand%20down/> for Federal Assistance in accordance with all terms and conditions of this grant agreement.

II. 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 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.
 2. VETS funded Stand Down expenditures as documented by original sales receipts and invoice described in VIII below;
 3. The Stand Down After Action Report described in VIII below; and
 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 Office through the appropriate Regional Administrator for Veterans' Employment and Training (RAVET) and VETS National Office Competitive Grants Program Lead.
- C. 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.

III. GRANTEE RESPONSIBILITIES

- A. The grantee shall immediately inform the DVET/GOTR of any significant developments affecting the recipient's ability to accomplish the Stand Down. DVETs/GOTRs will provide grantees with necessary technical assistance, where and when appropriate, as problems arise.

- B. When a grantee experiences a change of address, the grantee is responsible for notifying the DVET/GOTR in writing (on letterhead with original signature) of the authorizing representative, with the new address including the effective date. Grantees will have two 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 Office, VETS National Office Competitive Grants Program Lead, and the Grant Officer.

IV. 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 no larger than 11 by 17 inches and which has a maximum image of 10 ³/₄ by 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 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, or preparation of related illustrative material.

The Grant Officer must issue prior approval for use of the USDOL logo by any grantee. Once approved for use, the USDOL logo may be applied to grant funded material prepared for distribution including: posters, videos, pamphlets, research documents, national survey results, impact evaluations, best practice reports, and other publications of global interest. The grantee(s) must consult with the GOTR on whether the logo may be used on any such items prior to final draft. The USDOL logo may not be placed on any item until we have given permission to use the logo on the item.

V. SUB-AWARDS

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

VI. SALARY PAYMENTS

Stand Down grant funding is not authorized for salary payments.

VII. 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. When approved, requests for funds will be transferred electronically to the grantee's financial institution as arranged with HHS PMS. A revised direct deposit form must be submitted whenever there are changes in financial institutions and/or approved signatories.

- A. Advance payments are authorized only as provided in 2 CFR 200.305(a) for states, and 2 CFR 200.305(b)(1) for all other non-Federal entities..
- 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 disbursements.
- E. In no case shall the total amount advanced exceed the currently approved funding level of the Stand Down grant.

VIII. REPORTING REQUIREMENTS

NLT 30 calendar days after the end of the quarter in which the Stand Down event was held, grantees must report actual event activities and expenditures to the appropriate DVET/GOTR.

A. Financial Report

- 1. The grantee shall use Standard Form (SF) 425, Federal Financial Report to report actual program income, outlays, and other financial information. Grantees will receive access to the U.S. Department of Labor's electronic financial reporting system, E-grants, with the grant award. Since grantees may draw funds down in more than one quarter, up to and after the date of the Stand Down event, they are required to complete a Federal Financial Report (SF 425) no later than forty-five (45) days after the end of each quarter in which all or part of their grant award is received (February 14th, May 15th, August 14th, and November 14th). Grantees will provide signed and dated hard copies of all SF 425, Federal Financial Reports that have been certified in E-grants to the DVET/GOTR.

2. The grantee shall submit original sales receipts for items purchased or rented with USDOL-VETS funding, verified by comparing to invoice or list.
3. The grantee shall submit an original invoice or list of all VETS funded Stand Down expenditures verified by comparing to original sales receipts. The original list or invoice must be signed and dated in blue ink by the authorized representative. Do not include items paid for by other entities.
4. The grantee shall submit a comparison of planned budget items as described in the Budget Narrative submitted with the grant application to actual expenditures.

B. After Action Report

1. The grantee shall submit a Stand Down After Action Report to the DVET/GOTR no later than 45 calendar days after the event. For your convenience, a tab and fill form that satisfies all After Action Report requirements can be found at: <http://www.dol.gov/vets/programs/Stand%20Down/main.htm>. At a minimum, the After Action Report must identify:
 - a. The city and state where the Stand Down was held;
 - b. Whether this was the first, second, third, etc. Stand Down event for the organization;
 - c. The date of the Stand Down;
 - d. The number of days of the Stand Down – if more than one day, specify whether or not sleeping arrangements were provided;
 - e. Whether the event was held inside, outside, or both;
 - f. 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)
- g. The number of persons who attended the Stand Down
- h. The number of homeless female and male veterans that attended the Stand Down;
- i. Whether transportation services to and from the event were provided;
- j. The total event cash budget, not including in-kind contributions;
- k. Whether the Department of Veterans Affairs provided any amount to the total event cash budget reported;
- l. The total monetary valuation equated to the in-kind contribution of goods and services; and
- m. The name, contact information, and signature of the person providing the report.