



## Stand Down Grant Application Veterans' Employment and Training Service

*Instructions:*

This template solicits required information for the applicant's request for Stand Down funds. **If the applicant elects to use this form, this application must be submitted with all attachments outlined on page 4 of this form to satisfy the requirements for applying for Stand Down funds. Instead of completing this form, the applicant can elect to follow the procedures outlined in the Solicitation for Grant Application (SGA) at [www.grants.gov](http://www.grants.gov). Regardless of what format the applicant chooses to reply, the applicant must comply with the requirements in the SGA.**

**Eligible Organization/Applicant: ( Must Select One)**

- State and Local Workforce Investment Board
- Veterans Service Organization
- Local Public Agency
- Tribal Government
- Non-Profit Organization (Including Community and Faith-Based Organization)

**Note: Organizations registered with the Internal Revenue Service as 501(c)(4) organizations are not eligible for this funding opportunity.**

*Applicant Information:*

Legal Name:

Street Address:

City:

State:

Zip Code:

Federal Register Funding Opportunity Number: **17.805**

Applicant Dun and Bradstreet Number (DUNS):

*Event Information:*

*Start Date*

*End Date*

*Requested  
Grant Amount*

Geographical Area/Location of Stand Down:

Number of homeless veterans to be served:



**U.S. Department of Labor**

**OMB NO: 1225-0086**

**Expires: 01/31/2016**

Applicant should review and comply with all the requirements outlined on DOL-VETS website located at: <http://www.dol.gov/vets/programs/stand%20down/>

- 1). Federal Register, FY 2015 thru 2020 Stand Down Request ([www.federalregister.gov](http://www.federalregister.gov));
- 2). Technical Assistance Guide (TAG) for Stand Down Grant Funding;
- 3). Special Grant Provisions Stand Down Events; and
- 4). Stand Down Grant Application Review Checklist.

**A. Program Narrative: (Maximum 2 pages)**

1. Describe the need for the Stand Down.

**Note: DOL funds may only be used for homeless veterans.**



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2. *Explain the role of the DVOP specialist or other American Job Center (AJC) staff.*

**B. Budget Narrative: (Maximum 4 pages)**

1. *Provide a detailed description of each planned expenditure listed on the SF 424A, and describe the methodology used to estimate costs such as price per quantity, as outlined in the Federal Register Notice.*



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2. Describe whether items will be utilized by the homeless veteran participant, other homeless participants or to assist the volunteer(s) at an event as detailed in the Federal Register Notice.

*The following REQUIRED documents must be included with this submission.*

- Most current version of the Standard Form (SF) 424, Application for Federal Assistance, located at <http://www.dol.gov/vets/grants/2015/Appendix-A.pdf>, signed in blue ink.
- Standard Form (SF) 424A, Budget Information, Non-Construction Program.
- 501 (c)(3) IRS Letter. (Required *only* if application is for a non-profit organization.)
- Copy of SAM Registration form. SAM registration must be active through the end date of the event.
- Letters of support from the local AJC and/or DVOP specialist and other agencies, services or faith based organizations. At least one letter must state that the DVOP specialist will actively participate and provide employment services at the Stand Down event.
- Timeline with critical progress dates for planning, execution and follow-up, and, if applicable, a demonstration of the need to draw down awarded funding in advance of the event date with the purpose and date of the funding needed.

I am the individual who signed the SF 424 and is authorized to enter into agreement with USDOL.

*Authorized Signature:*

*Date:*

*(original signature in blue ink)*

Note: Please review and understand the Federal Register Notice (FRN) that pertains to the funding you are applying to receive. If you have additional questions or concerns please contact the Director, Veterans' Employment and Training (DVET) in your State. Once the application is



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complete, please submit it to your DVET for review and processing. Contact information for each DVET is located in the Veterans' Employment and Training Service (VETS) Staff Directory at the following Web page:

<http://www.dol.gov/vets/aboutvets/regionaloffices/map.htm>.

After receiving a grant award, the Federal Financial Report (SF 425) must be completed no later than 30 days after the end of each Federal Fiscal Quarter. Instructions for completing this requirement are provided in the HHS/PMS information packet and are available at:

[http://www.dpm.psc.gov/grant\\_recipient/ffr\\_info/ffr\\_info.aspx?explorer.event=true](http://www.dpm.psc.gov/grant_recipient/ffr_info/ffr_info.aspx?explorer.event=true).

Post-Event Reporting Requirements are located in the Technical Assistance Guide (TAG) for Stand Down Grant Funding on page 5 and in Section IX, page 4 of the Special Provisions Stand Down Events and in the SGA.

**Public Burden Statement:** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 20 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary, authority to support such events is in 38 U.S.C. section 2021, which provides that the "Secretary of Labor shall conduct, directly or through grant or contract, such programs as the Secretary determines appropriate to provide job training, counseling, and placement services (including job readiness and literacy and skills training) to expedite the reintegration of homeless veterans into the labor force." Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the attention of Michel Smyth, Departmental Clearance Office, 200 Constitution Avenue, NW, Room N1301, Washington, D.C. 20210 and reference the OMB Control Number 1225-0086. Note: Please do not return the completed stand down grant application to this address.