Stand Down Grant Application and Post-Event Report Submission Checklist for DVETs and Grantees

VPL 01-23
Attachment #2

United State Department of Labor
Veterans' Employment and Training Service

Contents

**STAND DOWN GRANT APPLICATION and POST-EVENT REPORTING
SUBMISSION CHECKLIST for DVETs and GRANTEES**

*[This checklist is a suggested tool for internal use by applicants/grantees and DVETs. It is not
necessary to include with any SD applications or post-event reports.]*

Stand Down Application General Information

Director, Veterans' Employment and Training (DVET) and State:	Name/Date/Amount/Comments
Applicant Name:	
Date Stand Down (SD) Submitted to DVET:	
Date(s) of Event:	
Timely submission? (No later than 90 days from the event start date):	
Amount Requested: **NOTE:** Up to $7,000 for a single-day event and up to $10,000 for a multi-day event. Greater amounts, not to exceed $50,000, are possible depending upon disaster/emergency declaration scenarios/areas according to the Stafford Act.	

APPLICATION PROCESS:

Required Documents/Actions (Applicant submitting to the DVET)

Included with Stand Down application?	Yes/No/Comments
Grantee Transmittal Memorandum (TM)	
Program Narrative (PN)	
SF-424 – Application for Federal Assistance	
SF-424A – Budget Information for Non-Construction Programs	
Budget Narrative (BN)	
Current System for Award Management SAM/Unique Entity ID (UEI) Applicants not registered for their SAM/UEI will need to complete this process through SAM.gov	
Letter(s) of support from local American Job Center (AJC) or other supporting agencies (highly encouraged but not required)	

Grantee Transmittal Memorandum

Does the Letter of Memorandum (LOM) contain, at a minimum:	Yes/No/Comments
• A statement by the Authorized Representative (**individual that signed the SF-424**) stating they are authorized to enter into an agreement with the U.S. Department of Labor (DOL) • Amount requested for the SD • Date(s) of the SD • Any other information deemed relevant to the application process and SD event (Validated e-signature or handwritten signature acceptable)	

Program Narrative Contents

Does the PN contain the following?	Yes/No/Comments
Description of the following five required services: • Health screenings/examinations • Housing/shelter referral • Mental health services • DOL employment and job training assistance • Veterans' benefits counseling, ideally provided by the U.S. Department of Veterans Affairs	
Description of suggested services: • Social and community services • Legal advice and services • Personal care/hygiene items or kits • Clothing (cold weather, underwear, or boots) • Food (lunch/dinner/snacks/drinks) Other	
Does the PN describe: • The need for the SD event? • The geographic area to be served? • Data for the number of homeless veterans in the area? • Expected number of homeless male and female veterans to be served?	

Does the PN contain the following?	Yes/No/Comments
• Expected number of other individuals to be served?	
Does the PN relay: • A description of services to be provided to veterans experiencing homelessness, in addition to the AJC services, to take place at the SD event? See Veterans' Program Letter (VPL) 01-23 section V.A.2. • A listing of activities that will take place during the SD event?	
Does the PN describe plans for accountability, such as: • Description of how the grantee will perform participant registration, homeless verification, control access to goods and services provided, food consumed, and cost distribution of allowable items? • Description of how the SD event will enhance employment and training opportunities or promote the self-sufficiency of homeless veterans?	

SF-424, Application for Federal Assistance

SF-424, Application for Federal Assistance	Yes/No/Comments
Is the SF-424 current (check expiration date)?	
Item 1: Is "Application" checked?	
Item 2: Is "New" checked?	
Item 3: The date the application was **received by the DVET** (entered by DVET, applicant leaves blank)	

Item 8: Are the items below filled out correctly?
  a) Legal name
  b) Employer/Taxpayer Identification Number (EIN/TIN)
  c) System for Award Management (SAM) **Unique Entity ID (UEI)**
  d) Address
  e) Organizational unit (if applicable)
  f) Name and contact information of person to be contacted on matters involving this application	

SF-424, Application for Federal Assistance	Yes/No/Comments
Item 9: Type of application – this will, most often, be code "M" for nonprofits with 501C3 IRS status. **Note:** Refer to the form's instructions for additional options.	
Item 10: Is "DOL/VETS" entered?	
Item 11: Is CFDA number "17.805" entered? Is CFDA Title "Homeless Veterans' Reintegration Program" entered?	
Item 12: Is Funding Opportunity Number "VPL 01-23" entered? Is "SD Application and After-Action Report Submission Guidance" entered?	
Item 14: Areas affected – list here or attachment can be included with the SF-424 outlining the service delivery area	
Item 15: Is a descriptive title of applicant's project entered?	

Item 16: Congressional Districts entered for:
  a) Applicant?
  b) Program/Project?	

Item 17: Proposed project [dates]
  a) Start date
  b) End date
 	
Note: Needs to match the dates in the PN.	

Item 18: Estimated Funding a) Federal **Note:** Do not include matching funds TOTAL will automatically calculate.	
Item 19: Is the appropriate selection made with items a, b, or c? Most often applicants will select "c". **Note:** Refer to the form's instructions for additional options.	
Item 20: If the applicant selects "Yes" they will need to provide an explanation as an additional attachment or within their PN	

SF-424, Application for Federal Assistance	Yes/No/Comments
Item 21: Is the entire section filled out by the Authorized Representative and is "I AGREE" marked? **Note:** The Authorized Representative must sign the SF-424 and sign the TM (validated e-signatures or handwritten signatures are acceptable)	

SF-424A, Budget Information

Does the SF-424A contain:	Yes/No/Comments
Do the totals in the SF-424A match the total in the SF-424 and BN?	
Section A, Page 1 – Budget Summary: • Row 1(a): Is "SD" entered? • Row 1(b): Is "17.805" entered? • Row 1(c), (d), and (f): Are these left blank? • Row 1(e): Is the total federal award requested entered? • Note: Row 1(g) and Row 5(g) will auto-calculate and should match the total federal award requested on the SF-424 block 18 (a) and (g).	
Section B, Page 2 – Budget Categories: • Do the Object Class Categories Item 6, Row 1 (a) – (h) match the BN? • Are any indirect charges listed in Item 6, Row 1 (j)? **Note:** Item 6, Row (i) will auto-calculate Rows (a) – (h). Item 6, Row (k) will auto-calculate Rows (i) and (j).	
Section C, Page 3 – Non-Federal Resources: Do not utilize this section on the SF-424A	
Section D, Page 3 – Forecasted Cash Needs: • Item 13: Are the total federal funds requested entered in the federal fiscal quarter during which the event will be held? • Item 14: Leave blank. **Note:** For multiple-day events, this could be more than one quarter.	

Does the SF-424A contain:	Yes/No/Comments
Note: Totals for 1st Year, Row 13(a) and Row 15(a) and (b) will auto-calculate.	
Section E – Budget Estimates of Federal Funds Needed for Balance of the Project: • Item 16(a): Is SD entered? • Item 16(b) First: Is the federal funds request entered? • Item 20(b)First: Is the total amount of federal funds requested entered? This should match the total federal award requested on the SF-424 block 18 (a) and (g)	
Section F- Other Budget Information • Item 21: Is the total for direct charges entered? • Item 22: If there are Indirect Charges, list amount here. **Note:** Totals for Items 21 and 22 should match the total in line 20 and the total federal award requested on the SF-424 block 18 (a) and (g).	

Budget Narrative Contents

Does the BN address the following?	Yes/No/Comments
Are costs proportional to the percentage of beneficiaries who are homeless veterans?	
Are advertising costs capped at 20 percent? **Note:** If advertising costs are greater than 20 percent the applicant will be asked to reevaluate and reallocate those funds.	
Does the methodology behind cost estimates calculate correctly and match the SF-424 and line items of the SF-424A?	
Does the narrative reflect whether items will be purchased or rented?	
Does the narrative reflect whether items will be used by veterans experiencing homelessness versus event volunteers?	
Are anticipated costs allowable? **Note:** SD funding is provided to support the planned event only. Durable goods such as	

Does the BN address the following?	Yes/No/Comments
generators, tents, canopies, tables, chairs or other items that might be reused by the grantee may be rented but not purchased.	
Are there any questionable costs the DVET should verify?	
Is there a request approval for pre-award costs under 2 C.F.R. § 200.458?	
The BN should clearly outline any fair share calculations. Refer to Attachment 1, Section V, Budget Narrative.	
If potential unallowable costs are identified – the applicant must provide added justification for consideration or remove the planned expenditure from the narrative.	

STAND DOWN AFTER-ACTION REPORT (SDAAR) VETS-703 SUBMISSION:

Grantees must submit a SDAAR (VETS-703) to the GOTR no later than 30 days after the end of the quarter during which the SD was held. Due dates are listed in the table below.

SD was held during the months of:	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep
Report due to DVET NLT	Jan 31	Apr 30	July 31	Oct 31

Note: If the due date falls on a weekend or holiday, the report is due on the last workday prior.

SDAAR Activities	Yes/No/Comments
Complete the SDAAR – VETS-703 and send to the DVET by the due date.	
If any anticipated services/activities were not provided as relayed in the SD application – was an explanation provided on the SDAAR VETS-703 outlining what prohibited those services/activities from being provided?	
Grantee certifies financial expenditures using the SF-425, Federal Financial Report (FFR), within the PMS system and notifies the DVET the certified report is ready to review and accept.	
Email SDAAR VETS-703 to the DVET and inform them the certified FFR is ready for their review in PMS.	

Final FFR and Grant Closeout

Grantees must use the Payment Management System (PMS) for financial reporting.

The final Standard Form (SF) 425 financial report is due no later than 120 days after the Period of Performance (PoP) ends and must be submitted in the PMS system. DOL will contact the authorized representative and the point of contact identified on the applicant's SF-424 within 15 days prior to the end of the PoP with instructions for submitting the remainder of the closeout package.

Additional closeout information is referenced in Attachment 1 in section XV.

CLOSE-OUT:	Comments
Grantee completes final FFR in PMS and verifies that the totals in 10a, 10b, and 10g match PMS, and ensures 10c and 10f reflect $0.00?	
Grantee certifies close-out FFR in PMS and notifies the DVET the FFR is ready for their review.	
DVET accepts certified closeout report.	
Grantee receives and completes close-out documents and follows the instructions from the Office of Grants Management (OGM) **Note:** Ensure grant numbers within the documents and monetary totals are correct and that signatures are present where required.	
Upon completion of the closeout documents and concurrence with the DVET, grantee responds to OGM, via email, with relevant closeout documents and Cc's the DVET.	
If a grantee must return funds, refer to U.S. Department of Health and Human Services (HHS-PMS) Program Support Center website on returning funds for instructions.	