



2012/2013 Stand Down Memorandum of Understanding



1. National Veterans Homeless Support, Inc. (NVHS) has been authorized by the Florida Department of Children and Families (DCF) to distribute 20, \$5000 Reimbursement Grants, to organizations throughout the State of Florida intending to conduct a Homeless Veteran Stand Down Event in their local community between August 1, 2012 and June 30, 2013. Effective 12/25/2012 multi-day events qualify for \$5000 per day, not to exceed \$15,000. The anticipated goal is 4,000 homeless veterans will be assisted through this grant offering. Stand Down funding is a non-competitive grant awarded on a first-come, first-served basis, until available funding is exhausted. Special Priority will be given to areas with a significant homeless veteran population and, is not currently served by a Stand Down.

2. Stand Downs are typically one to three day events providing services to homeless Veterans such as food, shelter, clothing, health screenings, VA and Social Security benefits counseling, and referrals to a variety of other necessary services, such as housing, employment and substance abuse treatment. Stand Downs are collaborative events, coordinated between local VAs, other government agencies, and community agencies who serve the homeless.

2. Applications for Stand Down funds will be accepted from State Workforce Agencies, State and local Workforce Investment Boards, Veterans Service Organizations (VSOs), local public agencies, and non-profit organizations including community and faith-based organizations.

3. Interested organizations need to complete the application located at www.nvhs.us/grants, and provide all supporting documentation requested on the application, within 45 days of the event (may be waived) on a case by case basis). Grants will be issued based on two priorities:

1. Priority One: An event located in an area that is not currently serviced by an existing Stand Down Event and has a significant (greater than 200) homeless Veteran population (emergency/transitional sheltered or unsheltered)

2. Priority 2: An event that is already established and on-going

4. All grantees will be required to display both the NVHS logo and the Department of Children and Families logo (provided) on all event flyers, brochures, banners or any other means of advertisement for the event where typically sponsors or other supporters would go.

5. For the purpose of a Stand Down grant award, applicants must describe a plan that clearly demonstrates that grant funding will be used to purchase or rent goods and services for homeless Veterans and their dependents. While both Veteran and non-veteran participants may attend Stand Down events, grant funding can only be used to purchase goods and services, to include food and meals, for the Veterans that participate.



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The following minimum services should be provided to those participants:

- a. Department of Veterans Affairs (VA) medical and mental health services;
 - b. Department of Labor--State Workforce Agency employment and training services to include Disabled Veterans' Outreach Program (DVOP) specialist and Local Veterans' Employment Representative (LVER) participation where available;
 - c. An assortment of hot and/or cold foods;
 - d. An assortment of clothing appropriate for the local climate;
 - e. And Referral services to secure emergency housing on-the-spot.
6. Stand Down grant funds must be used to enhance employment and training opportunities or to promote the self-sufficiency of homeless Veterans through paid work. The homeless do not always have access to basic hygiene supplies necessary to maintain their health and confidence. Lack of shelter limits their ability to prepare for and present themselves at job interviews or be contacted for follow-up. Basic services such as showers, haircuts, attention to health concerns and other collaborative services provided at Stand Down can give the homeless participants a greater sense of self, improving their chances of securing and maintaining employment.

Therefore, grant funds may be used to support Stand Down activities such as:

- a. The purchase of food, bottled water, clothing, sleeping bags, one-person tents, backpacks filled with non-perishable foods, hygiene care kits, and non-prescription reading glasses for Veteran participants;
- b. The purchase of gift cards for food, minor time-limited legal services, consumer credit services, and gasoline gift cards for Veteran participants;
- c. The purchase of job search media such as employment guides or literature in hard copy or on portable storage media, etc);
- d. Special one-time costs for the duration of the Stand Down event such as rental of facilities and/or tents, electricity, equipment, portable toilets and communications or internet access;
- e. The purchase of janitorial supplies, kitchen supplies, and advertising materials such as event posters;
- f. The hiring of security personnel;
- g. The rental of transportation equipment (bus, van, car, taxi, etc.) and/or purchase of gasoline to provide transportation of homeless Veterans to and from the Stand Down event;
- h. The purchase or rental of other pertinent items and services for homeless Veteran participants and their families as deemed appropriate by NVHS, requested in writing ahead of the event by applicant



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7. Stand Down grant funds may not be used to pay for administrative costs and administrative and/or programmatic staff. Stand Down grant funds may not be used to purchase t-shirts, hats, or other clothing items for volunteers, pen sets, military and veteran type patches/medals, memento gifts for staff members, visitors, or volunteers, or any other supplementary/replacement item(s) that has not been approved by NVHS. Applicants must provide details for every planned expenditure in the budget narrative. Any planned expenses listed only as "other" or "miscellaneous" must be clarified prior to processing the grant application.

Stand Down grant funding cannot be used to pay for health care related expenses. All medical examinations, to include dental and optometry examinations, should be provided by the VA or other community provider. Purchase of prescription eye wear and dental work is considered a medical care expense and is not allowable. Non-prescription reading glasses are considered an allowable expense. Applicants should explore all opportunities to secure health related services through the local VA Medical Center or VA Outpatient Clinic.

NVHS reserves the right to disapprove any proposed cost not consistent with the funding restrictions in this announcement.

8. Within 30 days of completion of the event, the grantee must submit the following for reimbursement of costs:

- a. After Action Report that describes the number of homeless veterans and non-veterans that attended and received services at the event, description of services actually provided, addresses differences between the number of anticipated homeless veterans served and the actual number served, and highlights any relevant success stories from the day of the event;
- b. A budget vs. actual line item narrative that lists drivers that led to any significant variances between budgeted and actual expenses;
- c. Original receipts for all allowable expenses requested for reimbursement;
- d. Copy of event flyer, brochure, or other like advertisement used for promotion of the event;

8. Questions and concerns regarding anything from grant application assistance, qualified reimbursable expenses, after action reporting, etc... should be emailed to grants@nvhs.us.