

VETERANS EMPLOYMENT AND TRANSITION SUPPORT GRANT PROGRAM (FY-22) APPLICATION INSTRUCTIONS

During this grant period, the Wisconsin Department of Veterans Affairs (WDVA) may award up to \$150,000 annually. Except in the first fiscal year, a grant award to a nonprofit organization may not exceed \$30,000 during any fiscal year. In the initial fiscal year, a nonprofit organization may apply for a one-time grant up to \$50,000 to assist in launching the program. Eligible applicants are organizations that provide assistance to transitioning servicemembers and their families seeking to access federal and state veterans' services and state community resources, and to improve employment outcomes.

To be eligible, a nonprofit organization must meet all of the following:

- Is current on all federal and state tax obligations.
- Is a financially viable Wisconsin nonprofit organization.
- Is registered and in good standing with the Wisconsin Department of Financial Institutions (WDFI).
- Has a signed memorandum of agreement between the Veterans Health Administration (VHA), and the Veterans Administration (VA) Great Lakes Healthcare System.
- Is certified as a Community Integration Coordinator (CIC).
- Is listed on the VHA Healthcare Advancement Partnerships and in the Veterans Sponsor Partnership Network (VSPN) or the VSPN's successor.
- It has been in existence for a minimum of 5 consecutive years preceding the application and currently serves veterans of their families, or both.

The following attachments are required and must be submitted with the grant application:

- Grant request cover letter that includes a synopsis of the grant proposal and amount of grant requested.
- IRS determination letter certifying 501(c)(3) or 501(c)(6) status.
- WDFI certificate of status certifying applicant is registered as a nonprofit organization that has been in existence for a minimum of 5 consecutive years and in good standing.
- A signed memorandum of agreement (MOA) between VHA and VA Great Lakes Healthcare System.
- Letter of Certification as a CIC.
- Disclosure of any previously received Veterans Employment and Transition Support grant.
- Program Summary and /or Proposal.
- Completed Application Checklist.

IMPORTANT NOTICE: To be considered for a Veterans Employment and Transition Support grant, the complete application, including all supporting documentation, must be received by the date and time indicated in the Public Notice Announcement and submitted at one time in packet form. Applications that do not contain all of the requested materials, as detailed above, will be considered incomplete and will not be evaluated. If an incomplete application is received, WDVA will attempt to notify the Applicant that the application is incomplete. Previously submitted applications shall not be used to make a resubmission whole.

Complete applications, including all required supporting documentation, may be sent via email or postal mail to:

**Wisconsin Department of Veterans Affairs
Division of Veterans Benefits – Grants Unit
P.O. Box 7843
Madison, WI 53707-7843
Email: vetsbenefitsgrants@dva.wisconsin.gov
Phone: 1-800-947-8387**

(Grants sent via postal mail must be postmarked by the date indicated in the Public Notice Announcement).

VETERANS EMPLOYMENT AND TRANSITION SUPPORT GRANT PROGRAM (FY-22)

GRANT APPLICATION

Organization Information

Name of Organization	
Legal Name, if Different	
Physical Street Address	
Mailing Address (Include P.O. Box, if applicable)	
Date of IRS 501(c)(3) or 501 (c)(6) Determination Letter	
Number of years in Existence	
Federal Tax ID Number	
WDFI Status in Good Standing as of:	
Additional Locations	
Executive Director	
Contact Name	
Contact Email	
Contact Telephone	
Website Address	
Fax Number	

Application Checklist

- Cover Letter
- IRS Determination Letter
- WDFI Certificate of Status
- VHA/VA Great Lakes Healthcare System Moa
- Signed letter of support from the VHA regional office
- CIC Certification Letter
- Program Summary/Proposal
- Most recent annual report or other literature summarizing the organization's programs including the following:
 - List of board members and executive officers including titles and affiliations.
 - Income statement and balance sheet for the most recent fiscal year, as well as a budget and income projection for the grant period.
 - Capability statement outlining how the nonprofit organization will support the program.
 - Disclosure of any other grant funds received from any other state agency for the same or similar purpose.
 - Information that demonstrates that the Applicant has achieved all of the following required program goals during the previous year:
 - a) Developed or possess a peer-to-peer network focused on establishing sponsor relationships between VA-trained volunteers and transitioning servicemembers.
 - b) Connected transitioning servicemembers with relevant employment opportunities proportionate to the transitioning servicemember's level of skill, training, education, and experience attained through military service and personal development.
 - c) Collaborated with other agencies to strengthen the delivery of programs, resources, and services to transitioning servicemembers.
 - d) Conducted outreach to underserved geographic areas of the state and underserved transitioning servicemember populations.

Terms and Conditions: It is understood and agreed by the undersigned that:

1. By submitting this application, I certify to the best of my knowledge and belief, the information submitted is true and correct. The Applicant understands that if funds are awarded, the funds awarded may be recouped, reduced, suspended, or terminated at any time if it is later determined that any information submitted as part of this application was inaccurate or false.
2. I understand that all application materials must be submitted at the same time as the application. An application that does not have all requested materials, in order, as outlined in the instruction sheet will be considered an incomplete application and will not be evaluated.
3. If an incomplete application is received, WDVA will attempt to notify the Applicant that the application is incomplete, and the Applicant must resubmit a complete application. Previously submitted application materials will not be used to make a resubmission whole.

4. By submitting this application, I certify that the Applicant is registered and in good standing with the Wisconsin Department of Financial Institutions (WDFI) as a 501(c)(3) or 501(c)(6) nonprofit organization and the grant funds will be used solely to benefit eligible veterans and their dependents located in the State of Wisconsin.
5. Funds granted as a result of this grant application are to be expended for the purposes set forth herein from the effective date of this agreement through June 30, 2022, and in accordance with all State applicable laws, regulations, policies, and procedures. Funds granted may not be used to supplant existing employee wages and compensation and may not be used to purchase capital equipment unless specified in the grant award. No more than 50 percent of awarded funds may be used for the purposes of employee wages, compensation, and related expenses assignable to the approved purposes of the grant for new staff hired or supporting the Grantee's program. Grant funds shall only be used for the payment or reimbursement of reasonable and appropriate expenses to the approved purpose of this grant. Any other use of grant funds is prohibited. No extensions will be granted this grant period.
6. As a condition of being awarded a grant, the Grantee may not financially profit from the funds awarded, may not reassign grant funds, and shall comply with any other restrictions as determined by WDVA.
7. Grant funds shall be maintained in a separate account subject to audit by the WDVA. If awarded a grant, the Applicant agrees to cooperate in any review and audit of grant expenditures. Pursuant to s.45.47, Stats., WDVA may, in addition to any other legal remedies, reduce, suspend, or terminate a grant if the Grantee does not comply with the audit.
8. Any grant funds awarded shall be paid via ACH payment or printed check.
9. As a condition of receiving the grant funds, the Grantee will be required to sign a Veterans Employment and Transition Support Program grant agreement. Grant funds awarded may be recouped, reduced, suspended, or terminated at any time for violations of any terms and requirements of this grant application or the subsequently entered into Grant Agreement.
10. Services may only be provided by the Grantee to participants who meet the eligibility criteria set forth in s.VA 2.08(3)(mm) or verified by WDVA as eligible on approved forms.
11. Any proposed changes in this grant application as approved shall be submitted in writing by the Applicant, and upon notification of approval by WDVA, shall be deemed incorporated into and become part of this grant application.
12. By submitting this application, I certify that the Applicant has disclosed and will continue to disclose any occurrences or events that could have an adverse material impact on the project. Adverse material impact includes, but is not limited to, lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory interventions, or inadequate funding for the purposes listed in this grant application.
13. This application, any subsequently entered into Grant Agreement, and other materials submitted to WDVA, may constitute public records subject to disclosure under Wisconsin Public Records Law, §19.31, Stats.
14. The Applicant agrees to comply with all state and federal civil rights laws, including the Civil Rights Act of 1964.

15. By submitting this application, I certify that the Applicant is compliant with applicable state and federal laws, rules, and regulations, including tax laws and requirements of the grant award.
16. The Applicant agrees that no grant appropriated funds will be paid to any person for influencing or attempting to influence an officer or employee of any agency, any member of the Wisconsin Legislature, or an employee of a member of the Legislature in connection with the awarding of any state contract, the making of any state grant, the making of any state loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state contract, grant, loan, or cooperative agreement. The Applicant further agrees that no grant appropriated funds will be used to contact, or urge the public to contact, members or employees of any legislative body for the purpose of proposing, supporting, or opposing legislation, or to advocate the adoption or rejection of legislation.
17. By submitting this application, I certify that the designated signatory official has the authority to sign on behalf of the Applicant and has the authority to accept funds on behalf of the Applicant and agrees to the above Terms and Conditions.

I, the Undersigned, certify that I am authorized to complete this application.

Signature

Date

Print Name and Title