

VETERANS EMPLOYMENT AND TRANSITION SUPPORT GRANT PROGRAM (FY-24) APPLICATION INSTRUCTIONS

The Wisconsin Department of Veterans Affairs is pleased to award grant funds to Wisconsin nonprofit organizations under the Veterans Employment and Transition Support Grant Program. An eligible applicant may request grant funds up to \$20,000 during any fiscal year. Eligible applicants are nonprofit organizations that develop and maintain a peer network of mentors to connect transitioning servicemembers with employment opportunities.

To be eligible, a nonprofit organization shall meet all of the following criteria in accordance with [s. VA 2.08\(6\)\(c\)](#) of the Wisconsin Administrative Code:

- 1) Has a signed memorandum of agreement with the regional Veterans Integrated Services Network for the purpose of assisting Servicemembers throughout the transition process from military through civilian life.
- 2) Is organized as a Wisconsin nonprofit organization that currently serves veterans.
- 3) Is current on all federal and state tax obligations.
- 4) Operates as a financially viable nonprofit organization.
- 5) Is registered and in good standing with the Wisconsin Department of Financial Institutions (WDFI).
- 6) Has been in existence for a minimum of 5 consecutive years preceding the application.
- 7) Is current on any reporting requirements for previously received grants awarded by the department.

The following attachments are required under [s. VA 2.08\(6\)\(d\)](#) and must be submitted with this grant application:

- 1) A cover letter with the amount of grant requested.
- 2) This completed application (WDVA 2216), which is signed by a representative of the nonprofit organization with the authority to submit the application on behalf of the nonprofit organization.
- 3) An IRS determination letter certifying the organization's 501(c)(3) or 501(c)(6) status.
- 4) A WDFI certificate of status certifying the applicant is registered and in good standing as a nonprofit organization.
- 5) A copy of the signed agreement between the nonprofit organization and the regional Veterans Integrated Services Network for the purpose of assisting servicemembers throughout the transition process from the military to civilian life. <https://www.va.gov/HEALTH/visns.asp>
- 6) A current W-9 Form.
- 7) Additional information pursuant to [s. VA 2.08\(6\)\(d\)7. a. to d.](#) (See page 5 of this application.)
- 8) An income statement and balance sheet from the most recent fiscal year.
- 9) A detailed budget that describes how the nonprofit organization will use the grant funds.

IMPORTANT NOTICE: To be considered for a Veterans Employment and Transition Support grant, all material shall be submitted via email to vetsbenefitsgrants@dva.wisconsin.gov and with "VETS Grant Program Application" in the subject line."

The email must be received by **4:00 p.m. CST on March 29, 2024**, and include attachments 1-9, as referenced above, in PDF format and clearly labeled.

APPLICATION CHECKLIST

- Cover Letter with the amount of grant funds requested.
- This completed application.
- Current IRS Determination Letter.
- Current WDFI Certificate of Status.
- Nonprofit's agreement with regional Veterans Integrated Services Network.
- W-9 Form.
- Must include each of the five (5) program description information. (See page 6 of this application.)
- Income statement and balance sheet for the most recent calendar year.
- A detailed budget that describes specifically how the nonprofit organization will use grant funds.

NOTE: Applications that do not contain all of the requested materials, as detailed above, are considered incomplete and will not be evaluated. All required information must be submitted at one time in packet form as PDF attachments to the email. Previously submitted applications shall not be used to make a resubmission whole.

Providing additional information will have no impact on your application.

**VETERANS EMPLOYMENT AND TRANSITION SUPPORT GRANT PROGRAM (FY-24)
GRANT APPLICATION**

ORGANIZATION INFORMATION

Legal Name of Organization as listed at WDFI	
Legal Name submitted to IRS, 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	

BOARD MEMBER/ EXECUTIVE OFFICER INFORMATION

(Attach additional sheets if necessary)

Board Member Name:		Title:
Affiliation/Occupation:	Phone Number:	Email:

Board Member Name:		Title:
Affiliation/Occupation:	Phone Number:	Email:

Board Member Name:		Title:
Affiliation/Occupation:	Phone Number:	Email:

Board Member Name:		Title:
Affiliation/Occupation:	Phone Number:	Email:

Executive Officer Name:		Title:
Years at Position	Phone Number:	Email:

Executive Officer Name:		Title:
Years at Position	Phone Number:	Email:

Executive Officer Name:		Title:
Years at Position	Phone Number:	Email:

Executive Officer Name:		Title:
Years at Position	Phone Number:	Email:

Executive Officer Name:		Title:
Years at Position	Phone Number:	Email:

Executive Officer Name:		Title:
Years at Position	Phone Number:	Email:

REQUIRED ADDITIONAL INFORMATION

The information provided for the five (5) items listed below must be submitted with the application and in the order listed, and should be limited to no more than one page for each item. For each page, please use double-spacing, 12-point Times New Roman font, and leave 1-inch margins on top, bottom, and each side.

1. Program Summary and /or Proposal.
2. A summary of the services provided to servicemembers and veterans.
3. A statement that demonstrates the applicant's experience with or how it proposes to recruit and maintain a network of trained and certified veteran peer mentors.
4. A statement that demonstrates the nonprofit organization's experience with or how it proposes to connect veterans with relevant employment opportunities proportionate to the transitioning servicemember's level of skill, training, education, and experience attained through military service and personal development.
5. Disclosure of any other grant funds received from the department or any other state agency for the same or similar purpose as the grant funds would be used if the nonprofit is awarded a grant. If no such grant funds have been provided to the nonprofit organization, include a statement that the nonprofit has not received grant funds from the department or any other state agency for the same or similar purpose as the grant funds would be used if the nonprofit is awarded a grant.

APPLICATION SUMMARY

1. All application materials, including the specified attachments 1-5, must be submitted at the same time as the application. Failure to comply with these affirmative application responsibilities shall result in a determination of ineligibility.
2. By submitting this application, Applicant certifies all of the following material representations:
 - a) The information submitted is true and correct.
 - b) The applicant has been in existence for a minimum of 5 consecutive years.
 - c) The applicant is compliant with applicable state and federal laws, rules, and regulations, including tax laws and the requirements of the grant award.
 - d) 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 Application Terms and Conditions. If awarded, this application will transition into a binding contract incorporating the terms and conditions within **Schedule A**.

Signature

Date

Print Name and Title

**SCHEDULE A
VETERANS EMPLOYMENT AND TRANSITION SUPPORT GRANT**

GRANT AGREEMENT - TERMS AND CONDITIONS

Grantee agrees that its acceptance of the grant funds creates a contractual obligation that binds it to the following Terms and Conditions:

- A. **Conflicts of Interest and Ethics.** Private and nonprofit corporations are bound by Wis. Stat. §§ 180.0831, 180.1911(1), and 181.225, regarding conflicts of interest by directors in the conduct of business related to expenditures of grant proceeds. Any violation of the conflict of interest laws or disbursements, and any action by the Grantee which inappropriately benefits a private party, shall constitute a breach of this agreement, resulting in an immediate determination of misappropriation, with reimbursement due in full to the department. Grantee shall immediately disclose an actual or prospective conflict of interest to the department pursuant to **Section T** of this Schedule.
- B. **Independent Contractor.** Grantee shall perform its services hereunder as an independent contractor, and nothing contained in this Agreement shall be construed so as to create an employer/employee relationship between the parties. Grantee shall maintain exclusive control over personnel and salary policies relative to its employees. All salaries, health insurance, retirement benefits, car expenses, worker's compensation, or disability benefits relative to such personnel shall be paid by the Contractor. The disposition of any grant-related service dispute shall be arrived at only with the consent of the authorized agent of the Grantee whose name appears on this Agreement.
- C. **Maintenance of Fund in Separate Account.** The Grantee shall maintain grant funds in a separate account subject to audit by the Department. The Grantee agrees to maintain records as required by the Department concerning the Grantee's expenditure of grant funds and agrees to cooperate fully in any review and audit of grant expenditures and grant program activities. In addition to any other legal remedies available to the Department, the Department may recoup any grant funds awarded or terminate the grant agreement if the Grantee does not comply with the audit.
- D. **Limitation on Use of Funds.**
- 1) Grants are limited to uses designed to serve an individual who is separating or has separated from the U.S. armed forces to return to civilian life and who is a current Wisconsin resident.
 - 2) Examples include the payment or reimbursement of reasonable and appropriate expenses

associated with program-related services as outlined in the Grantee's grant application for a participant who satisfies the requirements of number 1 immediately above.

- 3) Examples of unauthorized expenditures include payments made to make loans, repay loans or debts, pay rent, or reassigned for a different purpose that is inconsistent with the Grantee's approved grant proposal.
 - 4) Funds granted may not be used to purchase capital equipment unless the Applicant requests that it be able to use grant funds to purchase capital equipment as part of its application, the Department approves the application, and the Department specifies in the grant award that the Applicant may use the grant funds for this purpose. No more than 50 percent of awarded funds may be used for the purposes of employee wages, compensation, and travel expenses assignable to the approved purposes of the grant.
- E. **Period of Performance.** The Period of Performance expires at the end of the current, state fiscal year in which this agreement is executed. Unless approved by the Department, the Grantee may not expend funds either before or after the effective date of the award. **GRANTEE MAY REQUEST AN EXTENSION OF THE PERIOD OF PERFORMANCE IF PROVIDED TO THE DEPARTMENT IN WRITING PURSUANT TO THE NOTICE PROVISION IN "LETTER P: OF SCHEDULE A, AND SO LONG AS THE REQUEST FOR AN EXTENSION IS PROVIDED AT LEAST SEVEN (7) BUSINESS DAYS PRIOR TO THE END OF THE STATE FISCAL YEAR.**
- F. **Records.** Parties acknowledge that all records created under this agreement, including this agreement, are subject to the Wisconsin Open Records laws (See Wis. Stat. §§ 19.31-19.39). Grantee agrees to retain original bills, receipts, check stubs, etc., for transactions concerned with this Agreement for a period of **six (6)** years after the rendering of such services, unless an audit is in progress, wherein the records shall be kept until the successful completion of the audit. Grantee further agrees that the Department or its designated agent will have access during reasonable business hours to, and the right to examine, audit, transcribe, and copy on Grantee's premises any directly pertinent records and computing media of Grantee involving transactions relating to this Agreement. If the materials are on computing media, the Grantee shall provide copies of the media of such computer printouts as may be required by the Department. Any charges for copies provided by the Grantee of books, documents, papers, records, computing media or computer printouts, or

travel within the state guidelines of out-of-state auditors representing the Grantee shall not exceed the actual cost thereof to the Grantee and shall be reimbursed to the Grantee by the Department.

G. Reporting Requirements. The Grantee shall assist the Department in making any reports regarding the use of the Grant that the Legislature or other interested parties may require. The Grantee shall provide any reports, documents, or information requested by the Department. After completion of all work required pursuant to this Grant and expenditure of all funds authorized to complete that work, Grantee shall provide to the Department a final service delivery report, also known as a "grant narrative report." The final grant narrative report shall be completed within thirty (30) days after the expiration of the state fiscal year. The Department reserves the right to suspend payment of funds or recoup paid funds if required reports are not provided to the Department on a timely basis, if there are deficiencies in those reports, or if the performance of contracted activities is not evidenced.

H. Material Adverse Conditions. The Grantee has disclosed and will continue to disclose any occurrences or events that could have an adverse material impact on the Grantee's Veterans Employment and Transition Support Program. 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 the Grant Application.

I. Non-Discrimination. The Grantee agrees that it will not discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, as defined in Wis. Stat. § 51.01(5), sexual orientation, or national origin in connection with any work performed under this Grant. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Additionally, the Grantee agrees to comply with all state and federal civil rights laws of the Civil Rights Act of 1964.

1) The Grantee agrees that, in accordance with Wis. Stat. § 16.765, the Grantee shall follow all state and federal anti-discrimination laws and equal employment opportunity practices in the administration and delivery of program services to Wisconsin veterans who participate in the Grantee's Veterans Employment and Transition Support Program.

2) The Grantee agrees to abide by Section 504 of the Rehabilitation Act of 1973, as amended (Public Law 93-112, 29 U.S.C. § 794, as amended) and implement Federal regulations. The Grantee assures that any benefits, services, or employment available through the Grantee to the public by way of this Grant's funds shall not be denied to persons with handicaps who are otherwise qualified or eligible for the benefits, services, or employment available because of this Grant.

J. Cancellation. The Department reserves the right to cancel the Grant in whole or in part without penalty due to non-appropriation of funds or for failure of the Grantee to comply with terms, conditions, and specifications of the terms of the Grant Application and this Schedule. If the Department cancels this Agreement, the Grantee shall reimburse the Department for any disbursed funds the Department determines have been misused or misappropriated. Any reimbursement of funds required by the Department shall be due upon the Department's written demand to the Grantee.

K. No Assignment or Delegation. No right or duty performed because of the Grant may be assigned or delegated to a third party without the prior written approval of the Department.

L. Publicity. Reference to or use of the State of Wisconsin, any of its departments, agencies, or other subunits, or any state official or employee for Grantee's promotion is prohibited. News releases pertaining to this procurement shall not be made without prior approval of the State of Wisconsin. Release of broadcast e-mails pertaining to this grant and agreement shall not be made without prior written authorization of the department.

M. Indemnify and Hold Harmless. The Grantee shall indemnify and hold harmless the Department and all of its officers, agents, and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the Grantee, or anyone hired by the Grantee, in prosecuting work under the Grant.

N. Disputes, Venue, and Choice of Law.

1) Disputes by either party relating to this Veterans Employment and Transition Support Grant Program and the Grantee's work performed pursuant to it should first be addressed to the individual listed in the Notice and Demand Clause (Letter P). A good faith dispute creates an exemption to prompt payment.

2) After attempting to resolve the dispute, the Grantee hereby agrees that any action, proceeding, or claim arising out of or relating in any way to this Veterans Employment and Transition Support Grant Program shall be brought and enforced in the courts of the State of Wisconsin and irrevocably submits to such jurisdiction, which jurisdiction shall be exclusive and all disputes the venue shall be in Dane County Circuit Court. Prior to instituting a legal action in Dane County Circuit Court both parties agree to make a good faith effort to informally resolve the dispute. The Grantee hereby waives any objection to such exclusive jurisdiction and that such courts represent an inconvenient forum.

3) Any such process or summons to be served upon either Party may be served by transmitting a copy thereof by registered or certified mail, return receipt requested, postage prepaid, addressed to the other Party at the address set forth in the addresses listed in the Notice and Demand Clause (**Section O** of this Schedule). Such mailing shall be deemed personal service and shall be legal and binding upon either Party in any action, proceeding, or claim.

4) This agreement shall be governed by the laws of the State of Wisconsin and the laws of the United States. The Grantee shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the Period of Performance of this Agreement and which in any manner affect the work or its conduct. The Department may take enforcement action, including but not limited to, recouping past payments, suspending, or canceling the Agreement, if the Grantee violates any applicable federal and state law, local law, ordinance, regulation, or requirement, or does not follow applicable guidance from the Department in its use of the Grant Funds.

O. Notice and Demand Clause. Notices and demands required or permitted to be given hereunder must be (i) given in writing and (ii) personally delivered or mailed, by prepaid, certified mail or overnight courier, addressed to:

1) **Wisconsin Department of Veterans Affairs:**

Amy Millard
Printed Name

PO Box 7843
Street Address

Madison, WI 53707
City, State, Zip Code

2) **Grantee:** To the individual and at the address that the Grantee provided upon submitting the Grant Application.

Any such notice or communication shall be deemed to have been given on (i) the day such notice or communication is personally delivered, (ii) three (3) days after such notice or communication is mailed by prepaid certified or registered mail, or (iii) one (1) working day after such notice or communication is sent by overnight courier. Either party may change his, her, or its address or the person to whom a Notice or other communication is sent to, by giving advance written notice of such change to the other party.

P. Counterparts and Electronic Signature Authorization. A signed copy of the Grant Application transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Grant Application. The Grant Application may be conducted by electronic means, and the Grant Applicant authorizes that their electronic signatures act as their legal signatures of the Agreement if the Grant Applicant is awarded a Grant. The Grant Application will be considered signed by the Grant Applicant when that Grant Applicant's electronic signature is transmitted. Such signature shall be treated as having the same effect as an original handwritten signature.

Q. Entire Agreement. The Grant Application, along with Schedule A, constitutes the entire agreement between the Department and the Grantee and supersedes all proposals or prior agreements, oral or written, and all other communications between the parties relating to the subject matter of this Grant.

Anytime that this Schedule A uses the term Agreement, it fully incorporates the Grant Application. If there is a conflict between this Schedule A or the Grant Application (along with supporting documentation submitted by the Grantee to the Department), the controlling document in the following order shall be:

- 1) Schedule A.
- 2) The Grant Application, along with the supporting documentation submitted by the Grantee to the Department.