

2021
Voluntary Services
Program Changes
& Updates

SUPPORTING VICTORIES FOR VETERANS





Voluntary Services Team



JOHN H. KLEINDIENST, NATIONAL VOLUNTARY SERVICES DIRECTOR

John is responsible for all aspects of the Voluntary Services Department and its programs, including the DAV Transportation Network, DAV VAVS Program, Local Veterans Assistance Program, Jesse Brown Memorial Youth Scholarship Program, George H. Seal Award, mentorship program and Celebrity Visit initiative, as well as our adaptive sports events, the National Disabled Veterans Winter Sports Clinic and The National Disabled Veterans Golf Clinic. John is currently chair of the Executive Committee of the National Advisory Committee, as well as the national representative for DAV on the NAC.

Contact John at ikleindienst@dav.org or 859-442-2056.



RON B. MINTER, ASSISTANT NATIONAL VOLUNTARY SERVICES DIRECTOR

Ron assists the national voluntary services director in all aspects of the Voluntary Services Department and its programs. Ron is national deputy representative for DAV on the National Advisory Committee.

Contact Ron at rminter@dav.org or 859-547-3395.



KATI DESHLER, VOLUNTARY SERVICES SUPERVISOR

Kati assists the national voluntary services director and assistant national voluntary services director with management of the day-to-day operations of the Voluntary Services Department and its programs.

Contact Kati at kdeshler@dav.org or 859-442-1012.



Voluntary Services Team



ELISE DONADLSON, ASSISTANT TO THE NATIONAL VOLUNTARY SERVICES DIRECTOR

Elise handles all the administrative functions for the director, assistant director and supervisor. She also oversees all aspects of our celebrity visit initiative at the VA hospitals across the country and processes the timely disbursement of payments under the Jesse Brown Memorial Youth Scholarship Program.

Contact Elise at ebrown@dav.org or 859-442-3433.



CONNIE KINNEY, VOLUNTARY SERVICES SPECIALIST

Connie is responsible for our Transportation Network vehicle program. She oversees the vehicle purchases from application, to decaling, to pickup by the facility that they will serve.

Contact Connie at VAVS@dav.org or 888-480-6786, option 1.



SHELBY BUCKLER, VOLUNTARY SERVICES SPECIALIST

Shelby is responsible for keeping our Local Veterans Assistance Program running smoothly. She takes care of all LVAP reporting and hours. She is also the primary point of contact for the Volunteer for Veterans website. She assists the assistant national voluntary services director with all aspects of corporate and group volunteerism.

Contact Shelby at VAVS@dav.org or 888-480-6786, option 3.



Voluntary Services Team



ODIE HALL, VOLUNTARY SERVICES SPECIALIST

Odie is responsible for the certification of all DAV VAVS state chairperson and representative positions as well as handling all VAVS reporting and hours. Odie also processes all Jesse Brown Memorial Youth Scholarship and George H. Seal Award nomination forms.

Contact Odie at VAVS@dav.org or 888-480-6786, option 2.



PAM HENNING, VOLUNTARY SERVICES SPECIALIST

Pam is responsible for keeping our DAV Transportation Network information up to date. She takes care of all DAV Transportation Network reporting and hours as well as updates to the monthly HSC Directory.

Contact Pam at VAVS@dav.org or 888-480-6786, option 1.



TINA WARNDORF, VOLUNTARY SERVICES SPECIALIST

Tina is responsible for assisting with the daily tasks of the Voluntary Services department. She assists with data entry for all of our volunteer programs.

Contact Tina at VAVS@dav.org or 888-480-6786, option 7.



REQUESTING VEHICLES THROUGH THE COLUMBIA TRUST GRANT PROGRAM

September/October

- The Columbia Trust Grant Memo is emailed out to the Officers to Receive Mail for each Department or Chapter
 - Chapters without ORM emails will need to contact their Department Adjutant. This years memo will include guidance for the online application.



National Headquarters 3725 Alexandria Pike Cold Spring, KY 41076 Phone 859-441-7300 Toll Free 877-426-2838 day.org National Service & Legislative Headquarters 807 Maine Avenue, SW Washington, D.C. 20024-2410 Phone 202-554-3501

MEMORANDUM

Departments and Chapters
 Hospital Service Coordinators

FROM: J. Marc Burgess, National Adjutant

SUBJECT: 2021 DAV Transportation Network & Columbia Trust Grant Application

DATE: November 2, 2020

Thank you for your service to our nation's veterans! We are pleased to announce the availability of vehicles in conjunction with the DAV Transportation Network. Attached is the DAV Transportation Network Vehicle Information Summary, which includes a description, total cost and minimum shared expense requirements for the following:

- . Ford Transit Connect 7-Passenger
- Ford Explorer 7-Passenger
- Ford Explorer 4x4 7-Passenger
- Ford Transit Wagon Van (T-150) 10-Passenger
- Ford Transit Wagon Van (T-150) AWD 10-Passenger
 Ford Transit Wagon Van (T-350) 12-Passenger
- Ford Transit Wagon Van (T-350) AWD 12-Passenger

The value of this program and the impact it can have on veterans' lives is amazing. However, with limited resources we must be very thoughtful in how we determine the best use of these resources when it comes to placing vehicles. As such, there are two very important questions that interested applicants must answer. First, do you have a current availability of drivers to operate a new, replacement or additional vehicle? Second, have you verified with complete confidence that your VA Medical Center director will accept a donated vehicle?

Also, as you review this document, please note that minimum shared expenses are determined annually based upon fleet pricing received from Ford Motor Company.

Departments and chapters are encouraged whenever possible to pay the full cost of the vehicle(s). However, when sufficient financial resources are not available, the National Service Foundation's Columbia Trust may assist with a grant.

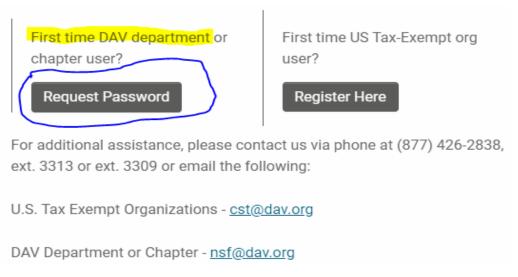
Included is The Columbia Trust application that is required for all departments and chapters who wish to receive a vehicle. The application deadline, even if the full cost is being paid by participating departments or chapters is Monday, November 30, 202. We understand that this is a tight timeframe for applications. If departments and chapters need to utilize virtual meeting options for approvals, please do so. Please use the instructions attached to the application to assist you in filling out the form.



DAV Transportation Network & Columbia Trust Grant Application https://dav.smartsimple.com/s_Login.jsp

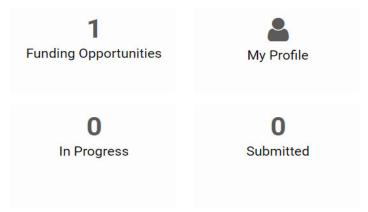
Welcome to the DAV Charitable Service Trust and DAV National Service Foundation Grant Application Site

To access the online grant system as a first time user, DAV department leaders (adjutants and commanders) must select "Request Password" to receive credentials and enter the email address used for your membership record.





Once you login, select Funding Opportunities. *If you begin working on an application and are not ready to submit at that time, the next time you login, select In Progress to pick up where you left off.



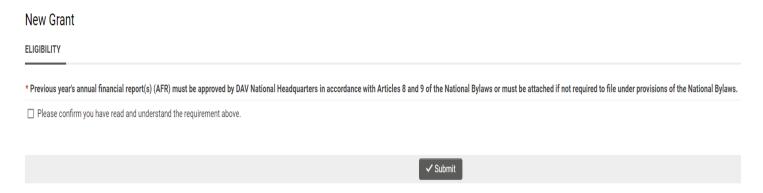
The Eligibility and Guidelines button provides the type of vehicles being offered, total cost and minimum share amounts included in the memo distributed by Voluntary Services. To begin the process, select Apply Now.

Funding Opportunities

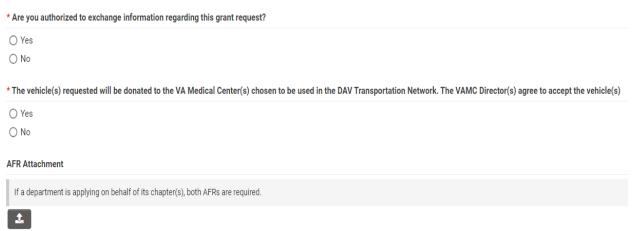




One eligibility question must be answered before gaining access to the application.

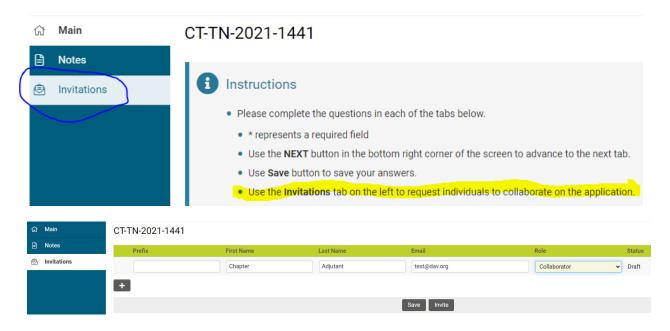


After confirming the AFR acknowledgement, navigate to the Contact Information page. Provide the following information:





Department leaders are required to apply on behalf of its chapter(s) but have the ability to request collaborators, specifically chapter leaders, to assist through the Invitations tab within the application.

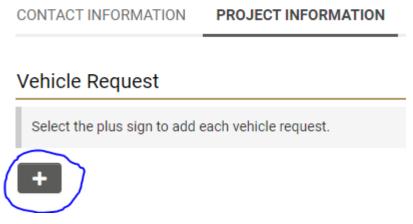


Populate the information for who you want to allow access to work on the application. There is an unlimited amount of collaborators you can invite, simply select the + button. Additionally, multiple collaborators can work on the same vehicle request, if needed.

Collaborators will receive an email with the link to register and login to access the application but will be unable to submit it. This process allows department leaders to control who can access the application while also not being responsible for filling out the vehicle requests for the chapter(s).



Begin selecting the vehicle requests.

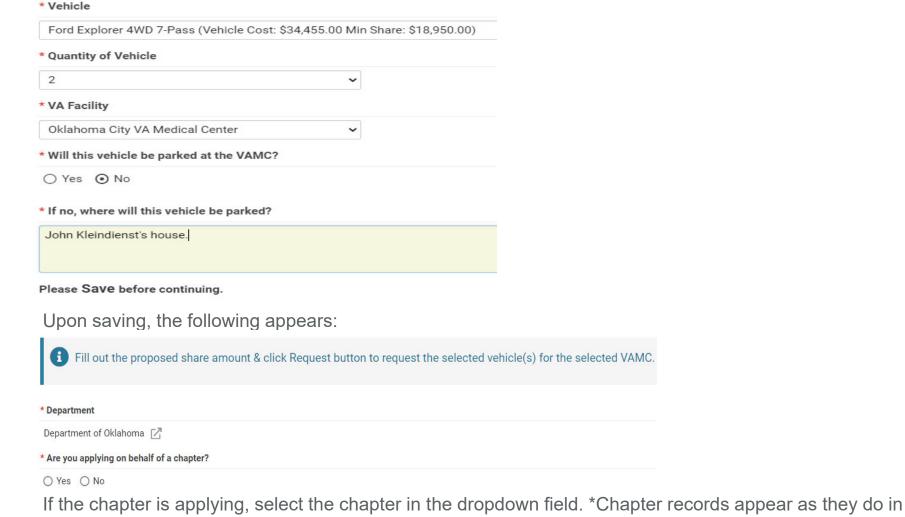


Separate entries must be completed based on the vehicle type and VAMC location.



- The Vehicle dropdown contains the list of all the vehicles available with the total cost and minimum share amounts.
- Enter the number of vehicles you are requesting.
- To select the VA Facility, you may begin typing the exact name of the facility or scroll until you find it.
- If the vehicle(s) will not be parked at the VAMC, provide the location.





membership. Only the chapters associated with the department will be an option in this dropdown.



* Department	
Department of Oklahoma	
* Are you applying on behalf of a chapter?	
* On Behalf of Chapter	
Department of Oklahoma - Shawnee Chapter #54	~

Select Enter Share Amount to provide the information.

Proposed Share Amount

Enter Share Amount

A reminder of the vehicle(s) you selected and cost are displayed.

Proposed Share Amount



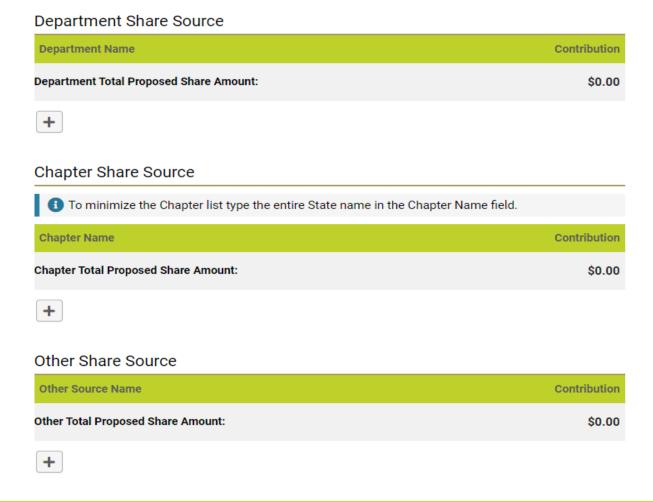
- Indicate the following amounts that are being contributed toward the purchase of the vehicle(s). These amounts should be the MAXIMUM that each source can contribute based upon financial availability.
- When filling out the Proposed Share Amount(s) see MINIMUM Share referenced in the Vehicle Description.

Vehicle Selected: Ford Explorer 4WD 7-Pass (Vehicle Cost: \$34,455.00 Min Share: \$18,950.00)

Vehicle Quantity Requested: 2

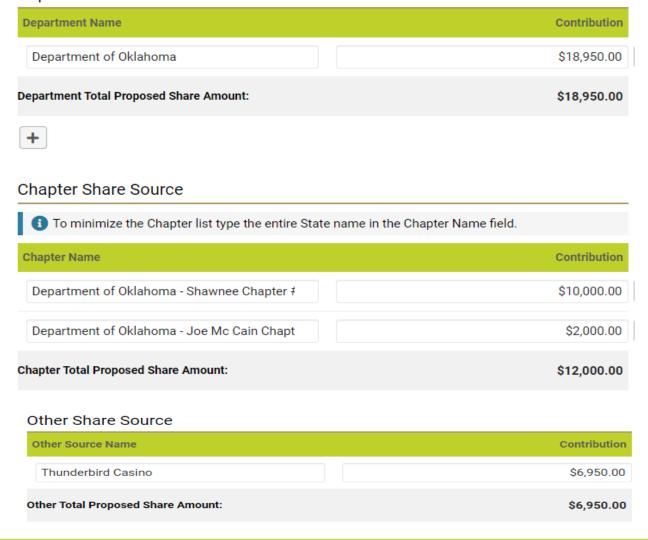


Fill out the share amounts accordingly by selecting the + button. *Note, the format/information requested mirrors the paper application.





Department Share Source





As you enter a contribution amount, the total calculates below.

Proposed Share Amount

Tropoded onare Amount	
	Total Contribution
Proposed Total Share Amount:	\$37,900.00
Propose Grant Requested	
	Grant Requested
Proposed Total Grant Amount:	\$31,010.00



Select Save then Close.

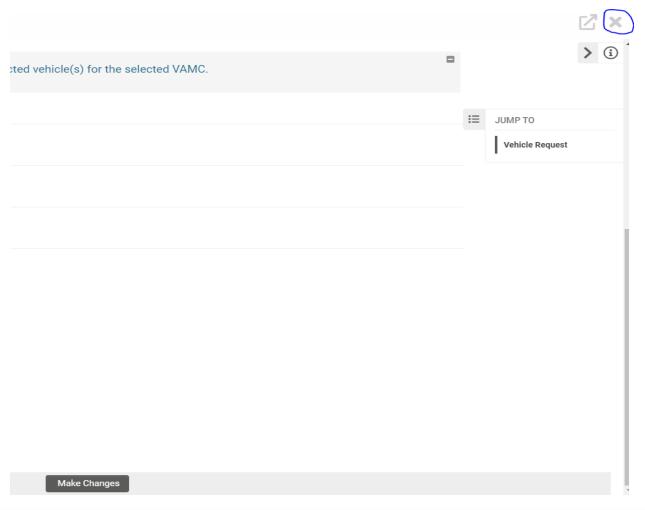


The share amounts and sources will then appear in the Vehicle Request form. Select Request to enter in the information.





Once you select Request, close the form by navigating to the right corner X. *Only select Make Changes if you have revisions.

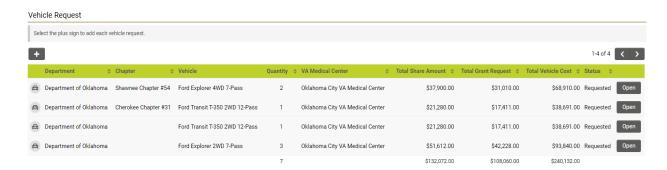




The main application page now includes the basic vehicle information requested.



Continue selecting + as needed for additional requests from chapters or on behalf of the department.

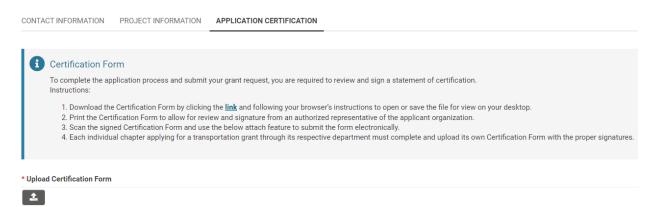




Once all requests have been made, answer the question:
* Do you confirm the funds will be available for the requested vehicles?
YesNo
If No is selected, the following message appears: * Do you confirm the funds will be available for the requested vehicles?
○ Yes ② No
If you are unable to have the funds available by the due date, you may forfeit your grant and not receive the vehicle.



Select the NEXT button to navigate to the Application Certification.



Follow the instructions as outlined above. The Certification Form can be downloaded and mailed/emailed to the appropriate parties for signature as would be the process with the paper application. Multiple Certification Forms can be uploaded to make it easier to receive department and chapter leaders' signatures. Additionally, multiple vehicle requests can and will be requested within this one application all under the department's record. Please do not submit the application until all vehicle requests on behalf of the department and associated chapters have been requested.

Once the application is complete, select Submit.

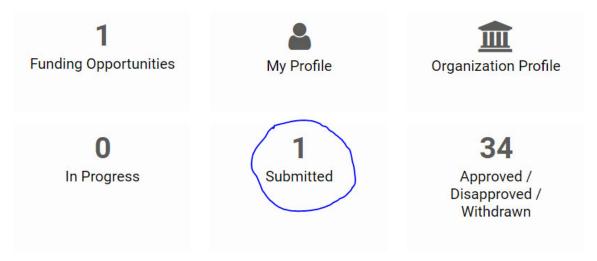




The Primary Contact will receive an email confirming the submission along with an attachment of the application. Please note, the Application Summary/Preview contain the information as requested and does not represent the final share amount(s). To reference the final share amount(s), including the amount to be paid by specific funding source(s), you must review the award notification letter distributed by Voluntary Services.

The application can be accessed on a read only basis by navigating to the Submitted field on the home

page.



Historical applications can be viewed in the Approved / Disapproved / Withdrawn field.



November/December Application Deadline

- □ All Applications are required to be received at National Headquarters by the deadline listed in the Memo.
- ☐ Checks should *not* be sent with the application you will be notified when to send payment. Any checks received with applications will be returned.

January/February

■ Applications are reviewed and final approvals are made

Late February

Grant approval letters are emailed to all Departments who have been approved to purchase vehicles. Chapters listed on the applications will also receive the grant approval letter email.





Date

Adjutant Department of (State) Address City, State Zip

Employer ID#: EIN

Dear Adjutant Last Name:

I am pleased to advise that the Department and/or its Chapters' application(s) for the following 2020 Ford whicle(s) has been approxed. Please see the following summary for vehicle type, vehicle share and assignment for use in the DAV Transportation Network.

 Vehicle Type
 Cost to Department/Chapter
 Stationed at VAMC (Outpost)

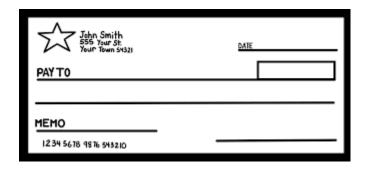
 Ford Transit 12 passenger
 \$20,521.00 (Chapt 98)
 Birmingham VAMC, (Oxford

All expenses related to pick up and delivery of the vehicles are the responsibility of the local VAMC. We will request that the VA Central Office provide instructions to the VAMC Director regarding pickup of the vehicle.

Grants for the 2020 Vehicle Grant Program are administrated by the DAV National Service Foundation through its Columbia Trust and are based upon financial need. Grant monies, if applicable National between the Columbia Trust to the DAV General Fund for full payment of the approved vehicles.



■ Payment should now be sent



■ Vehicles are ordered







Late Spring through Summer

- ☐ Vehicles arrive at DAV National Headquarters.
- ☐ Departments are emailed information on scheduling pickups.
 - >VAMCs, HSCs and Chapters are sent copies of letters

DATE Robert Guldner, Adjutant Department of New Hampshire PO Box 5184 Manchester, NH 03108 Employer ID#: 26018967 Dear Adjutant Guldner, This letter is in reference to your Department's approved request for a 12-passenger vehicle. The vehicle is now available. This vehicle will be donated to the Manchester VA Medical Center (VAMC) for use in the DAV It will be the joint responsibility of the Department and the VA medical center to arrange for pick-up and delivery of the vehicle from DAV National Headquarters in Cold Spring, Kentucky. All expenses incurred relating to pick-up and delivery of the vehicle are the responsibility of the VA medical center. Please contact your DAV Hospital Service Coordinator and VA Voluntary Service Program Manager to coordinate pick-up and delivery. It is also requested that you provide Ms. Connie Kinney, DAV Voluntary Services Correspondent, with the names, addresses, telephone numbers, flight information, and date of arrival of the volunteers who will drive the vehicle. Please provide this information to Ms. Kinney at least five days in advance of a pick-up. Ms. Kinney can be reached at (877) 426-2838 ext. 3231 or ckinney@dav.org. Volunteers must be authorized by the VA Voluntary Service Program Manager to pick-up the vehicle. Thank you for your participation in this vital program. Should you have any additional questions or concerns, please do not hesitate to contact me or Ms. Kinney. Hospital Service Coordinator Pressler

- □ VAMCs are responsible for the pickup and delivery of all vehicles.
 - > Vehicles will not be released without prior authorization from the receiving VAMC



Return of Vehicles Agreement

- Return of vehicles agreement should be completed each year vehicles are donated
 - Per VHA Handbook 1620.2. Even without an agreement a VAMC Director may return a donated van to the donor when the conditions of the vehicle is unacceptable for use or it is no longer needed for use.

September 9, 2014 VHA HANDBOOK 1620.02 APPENDIX E SAMPLE AGREEMENT BETWEEN THE DEPARTMENT OF VETERANS AFFAIRS AND THE DISABLED AMERICAN VETERANS, OR OTHER DONOR, ON THE DISPOSITION OF DONATED VANS IN THE VOLUNTEER TRANSPORTATION NETWORK ARTICLE I: INTRODUCTION 1-1. Purpose: This agreement provides for the donation of a van from the Disabled American Veterans (DAV) or other donor to the Department of Veterans Affairs (VA) for the Volunteer Transportation Network (VTN) and sets forth the conditions on VA's use, and possible return, of this vehicle. DAV and other donors have assisted VA in establishing and operating this VTN to benefit Veteran patients who do not have transportation from their homes to VA medical facilities. In addition, for many years, DAV has donated hundreds of vans to support the VTN's operation. 1-2. Authority: VA has authority to accept gifts, including gifts of vehicles, under Title 38 United States Code (U.S.C.) sections 8301 through 8305. The Director of this VA medical facility has been delegated the authority to accept gifts for the benefit of patients or the facility. ARTICLE II: AGREEMENT 2-1. Delivery and Transfer of Title: A copy of the Certificate of Origin must be provided when the van is picked up. The original Certificate of Origin is maintained by the Office of Acquisition, Logistics, and Construction in VA Central Office. 2-2. VA Use: VA will use the van for the transportation of Veterans at the [___ Name of facility, group of facilities, or Veterans Integrated Service Network (VISN) ___] in accordance with VA rules and regulations. VA will not transfer the van to another VA facility, group of facilities, or VISN for its use without the written consent of DAV or other donor unless it is needed to respond to a local or national emergency declared by the State Governor or President of the United States. VA is responsible for the van's repair and maintenance during its use in the VTN. However, VA is not required to repair a van prior to offering to return it to DAV or other donor. 2-3. Possible Return of the Van: VA agrees to offer to return the van to DAV or other donor when the Facility Director determines (1) that the condition of the van makes it unacceptable for use in the VTN, or (2) that it is no longer needed for use in the facility's VTN. DAV or other donor must notify VA within 90 days of receiving VA's offer to return the van if it does not want the van. If DAV, or other donor, has not assumed possession of the van after this 90 day period, VA may dispose of the van in accordance with established procedures. If DAV or other donor agrees to the return of the van(s), VA will transfer the van title to DAV or other donor upon transfer of physical possession of the van(s). NOTE: Generally, DAV, or other donor, takes physical possession of the van at the VA For the Disabled American Veterans or other For the Department of Veterans Affairs Director, VA Facility (Title of DAV Signer or Other Donor) Date:



Returning Vehicles From VAMC to DAV

- ☐ Per VHA Handbook 1620.02 pg. 6 section 6a
 - 6. RETURNING DONATED VANS TO DONORS:
 - a. This Handbook requires donated vans to donors. The written agreement provides for the donation of a van from the donor for use in the VTN and sets forth the conditions on VA's use and possible return of the van. It is VHA policy to return donated vans to DAV, or other donors, when the facility Director determines the condition of the van makes it unacceptable for use, or it is no longer needed in the facility VTN. NOTE: Even without an agreement, a VA medical facility Director may return a donated van to the donor when the condition of the vehicle is unacceptable for use or it is no longer needed for use in the facility's VTN.
- ☐ Vehicles *can only* be returned to a DAV Department or Chapter
- ☐ The DAV Department or Chapter will provide the VAMC with a letter requesting/accepting the return of the vehicle
- ☐ The VAMC will request from VA Central office a form SF-97 "Standard Certificate of Obtain Title"
- Once the VAMC receives the SF-97 it will be given to the DAV Department or Chapter
- ☐ The recipient of the SF-97 will take the form to the DMV/BMV to request a new title
- ☐ The Department or Chapter can keep/sell/donate the vehicle
 - Graphics should be removed prior to a vehicle being sold or donated

For assistance please contact Voluntary Services Specialist Connie Kinney at (859) 441-7300 ext. 3231 or VAVS@dav.org



Vehicle Graphics, Recalls, and Accidents

VEHICLE GRAPHICS

- □ Advertising Vehicles contact (855) 750-0937 specify you are with DAV.
 - New installs
 - > Replacement
 - a) There is a 2 year warranty on graphic material
 - Repairs

VEHICLE RECALLS

- ☐ Manufacturer vehicle recalls are sent to DAV National Headquarters
- □ National Headquarters sends each recall to the VAMC VS office which the vehicle is attached
- As the VAMC is responsible for maintenance of VTN vehicles they along with the facility HSC should schedule to have the recall service completed

VEHICLE ACCIDENTS

- ☐ Per VHA Handbook 1620.02 pg. 6 section 5d
 - d. Transportation Volunteer Driver. The Transportation Volunteer Driver is responsible for:
 - (5) Reporting to the HSC, or Volunteer Coordinator, the following:
 - (d) Any significant events (i.e., traffic accidents) and problems encountered while on duty
- ☐ Accidents should be immediately reported to the HSC and/or VAVS Program Manager
- ☐ The Federal government will protect a VAVS volunteer driver against liability claims under a law known as the Federal Tort Claims Act (FTCA), provided they were acting within the scope of their assignment.
- □ VTN vehicle accidents inquiries should be referred to the VAMC VS Program Manager



Monthly Reporting Forms

First Name	Middle Name	<u>Last</u> <u>Name</u>	Address Line1	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Email</u>	Phone	Date of Birth	Location	<u>Date</u> <u>Volunteered</u>	Job Description	Hours
<u> </u>													

You can download the newly updated reporting forms by using the following links:

HSC Reporting Form 40: https://www.dav.org/wp-content/uploads/MonthlyReportingForm40 HSC.xlsx

VAVS Reporting Form 50: https://www.dav.org/wp-content/uploads/MonthlyReportingForm50 VAVS.xlsx

LVAP Reporting Form 60: https://www.dav.org/wp-content/uploads/MonthlyReportingForm60 LVAP.xlsx

It is important to remember not to change or delete any of the columns on the form. Doing this will cause the upload process into the new CRM not to work properly.



Upcoming Webinars/Contact Info

Upcoming Voluntary Services Webinars are as follows:

- August 19th @ 2:00pm (EST) VAVS Best Practices
- September 22nd @ 2:00pm (EST) Grant Application Process
- October 13th @ 2:00pm (EST) Transportation Network Best Practices
- November 17th @ 2:00pm (EST) Possible Volunteer Initiatives



For any questions or concerns you can always contact us in one of the following ways:

Email: VAVS@dav.org

Mail: DAV National Headquarters

ATTN: Voluntary Services

860 Dolwick Drive

Erlanger, KY 41018

Phone: (859) 441-7300 ext. 1313

(877) 426-2838 ext. 1313



A Century of Service to Veterans