

**DEPARTMENT OF LABOR**  
**Veterans' Employment and Training Service**  
**Solicitation for Grant Applications (SGA)**

[SGA # 10-03 / PY 2010]

**Urban and Non-Urban Homeless Veterans' Reintegration Program (HVRP) Homeless Female Veterans and Homeless Veterans with Families Grants For Program Year (PY) 2010, July 1, 2010 through June 30, 2011.**

**AGENCY:** Veterans' Employment and Training Service

**ACTION:** Notice of Funding Availability SGA # **10-03**

**DATE(S):** The closing date for receipt of the application is 30 days from the date of publication in grants.gov

**ADDRESS:** Applicants may apply electronically at <http://www.grants.gov>. Instructions for electronic applications are in Section IV. 3. of this Notice. Applications submitted by U.S. Mail, professional overnight delivery service or hand-delivery must be addressed to:

Department of Labor

Procurement Services Center

Attention: Cassandra Mitchell, Reference SGA # **10-03**

200 Constitution Avenue NW, Room S-4307

Washington, DC 20210

**FOR FURTHER INFORMATION CONTACT:** Cassandra Mitchell, Grants Management Specialist, Procurement Services Center, at (202) 693-4570. (This is not a toll free number.)

## **EXECUTIVE SUMMARY**

### **(Applicants for Grant Funds Should Read This Notice in Its Entirety)**

The U.S. Department of Labor (USDOL or the Department), Veterans' Employment and Training Service (VETS) announces a grant competition under 38 U.S.C. Section 2021, which provides that "the Secretary of Labor shall conduct, directly or through grant or contract, such programs as the Secretary determines appropriate to provide job training, counseling, and placement services (including job readiness and literacy and skills training) to expedite the reintegration of homeless Veterans into the labor force." Both Urban and Non-Urban areas serving homeless Veterans will be considered for funding under this HVRP solicitation. Urban areas are those that serve a high concentration of homeless Veterans in the metropolitan areas of the 75 U.S. cities largest in population and the metropolitan area of San Juan, Puerto Rico, and are listed in Appendix G. All Urban HVRP grant applicants must provide written documentation and maps, if available, which demonstrate that the proposed area to be served has a population equal to or more than 569,463 (the smallest population on the list of 75 U.S. cities largest in population as counted in the 2000 Census). Non-Urban areas are those areas that serve homeless Veterans that are not listed on Appendix G. All Non-Urban HVRP grant applicants must provide written documentation and maps, if available, which demonstrate that the proposed area to be served has a population less than 569,463 (the smallest population on the list of 75 U.S. cities largest in population as counted in the 2000 Census). Applicants must indicate whether they are applying for an Urban or Non-Urban grant award on their grant application.

HVRP grants are intended to address two objectives:

(1) to provide services to assist in reintegrating homeless Veterans into meaningful employment within the labor force, and

(2) to stimulate the development of effective service delivery systems that will address the complex problems facing homeless Veterans.

Successful applicants will design programs that assist eligible Veterans by providing job placement services, job training, counseling, supportive services, and other assistance to expedite the reintegration of homeless Veterans into the labor force. Successful programs will also be designed to be flexible in addressing the universal as well as the local or regional problems that have had a negative impact on homeless Veterans reentering the workforce.

For this PY 2010 grant solicitation, VETS seeks applicants that will provide services through a client-centered case management approach that will network with Federal, State, and local resources for Veteran support programs. Successful applicants will have clear strategies and obtainable goals for employment and retention of employment for homeless female Veterans and homeless Veterans with families. Successful applicants will design programs that assist eligible Veterans by providing job placement services, job training, counseling, mentoring, supportive services, and other assistance to expedite the reintegration of homeless female Veterans and homeless Veterans with families into the labor force. Successful applicants will also design programs that are flexible in addressing the universal as well as the local or regional problems that have had a negative impact on homeless female Veterans and Veterans with families reentering the workforce.

Under this solicitation covering PY 2010, VETS anticipates that up to \$3 million will be available for Urban grants and up to \$3 million will be available for Non-Urban grants, with a maximum award of \$300,000 for grants that serve Urban areas and \$200,000 for grants that serve Non-Urban areas. VETS expects to award grants in both the Urban and Non-Urban categories. The number of grants to be awarded in each category will be announced after selections are made as the grants are awarded based on the merit of the applications and the type of applicants. Awards are expected to range from \$75,000 to a maximum of \$200,000 for grants that serve Non-Urban areas and from \$75,000 to a maximum of \$300,000 for grants that serve Urban areas. This notice contains all of the necessary information and forms to apply for grant funding. The active period of performance for these PY 2010 grants will be July 1, 2010 through June 30, 2011. In addition, grantees will be required to provide follow-up services during a nine (9) month period from July 1, 2011 through March 31, 2012 (the “follow-up” period of performance), at 90, 180, and 270 days after a HVRP participant enters employment. Follow-up services are to be performed and reported by the grantee for each eligible HVRP participant that entered into employment during the active performance period as indicated by Common Measures Reporting requirements. Two (2) optional years of additional funding may be available, subject to the availability of funding, to the agency’s decision to exercise the option year(s) of funding, and to satisfactory grantee and sub-awardee(s) performance.

There may be future addendums to this solicitation published on [www.grants.gov](http://www.grants.gov) and the VETS website. All applicants are responsible for checking back to [www.grants.gov](http://www.grants.gov) and the VETS website regularly to ensure they have the latest information regarding any updates to this solicitation.

## **I. FUNDING OPPORTUNITY DESCRIPTION**

Section 2021 of Title 38 of the United States Code (U.S.C.) requires the Secretary of Labor (the Secretary) to conduct, directly or through grant or contract, such programs as the Secretary determines appropriate to provide job training, counseling, and placement services (including job readiness, literacy training, and skills training) to expedite the reintegration of homeless Veterans into the labor force. Veterans who received a “dishonorable” discharge are ineligible for HVRP services. Priority of service for Veterans in all Department of Labor funded training programs is established in 38 U.S.C. 4215.

### **1. Program Concept and Emphasis:**

HVRP grants are intended to address two objectives:

- 1.) To provide services to assist in reintegrating homeless Veterans into meaningful employment within the labor force, and
  
- 2.) To stimulate the development of effective service delivery systems that will address the complex problems facing homeless Veterans.

For this PY 2010 grant solicitation, VETS seeks applicants that will provide services through a client-centered case management approach that will network with Federal, State, and local resources for Veteran support programs. Successful applicants will have clear strategies and

obtainable goals for training, employment, and retention of employment for homeless female Veterans and/or homeless Veterans with families. Successful applicants will design programs that assist eligible Veterans by providing job placement services, job training, counseling, mentoring, supportive services, and other assistance to facilitate the reintegration of homeless female Veterans and homeless Veterans with families into the labor force. Successful applicants will also design programs that are flexible in addressing the universal as well as the local or regional problems that have had a negative impact on homeless female Veterans and/or Veterans with families reentering the workforce. The HVRP in PY 2010 will seek to continue to strengthen development of effective service delivery systems, to provide comprehensive services “through a client-centered case management approach” that addresses complex problems facing homeless female Veterans and/or Veterans with families eligible to transition into gainful employment, and to improve strategies for employment and retention in employment.

Successful Applicants must be able to express their understanding of the challenges faced by homeless female Veterans and/or homeless Veterans with families and be able to demonstrate that they have developed an established network of service providers to assist homeless female Veterans and Veterans with families. It is recommended that where appropriate, formal Memoranda of Understanding with providers of children support services should be established and attached to the grant application. Some key areas considered critical to serving homeless female Veterans and/or homeless Veterans with families are, but not limited to:

- A. Applicants must demonstrate they have an established network of providers that offer safe, transitional housing support for female homeless Veterans and/or homeless

Veterans with dependent children for up to two years.

B. Applicant organizational staff must demonstrate experience in serving female homeless Veterans and/or be able to demonstrate a capability to provide family counseling and youth development services for homeless Veterans with families.

C. Applicants must demonstrate strong linkages with mental health, primary care, substance abuse treatment, access to pediatric care, sexual trauma therapy, PTSD therapy, and other health-related services through VA medical facilities or accredited community health service providers under an approved fee-basis contract with the appropriate VA medical center in the service area.

D. Applicants must demonstrate ability to provide assistance and advocacy for Veterans with the nearest VA Regional Office (VARO) to ensure homeless female Veterans and Veterans with families apply for benefits and have support if they need to appeal a VA benefits claim.

E. Applicants must demonstrate linkages with community resources that can provide support and legal assistance to homeless female Veterans and/or homeless Veterans with families in areas of family law, domestic violence, child support enforcement, and poor credit history counseling and repair.

F. Applicants must demonstrate they have strong linkages with community resources

that can provide child care and/or after care support for homeless Veterans with families while the Veteran is engaged in work-related education and employment programs, as well as when Veterans are scheduled for appointments relating to their individual development plans.

2. Project Awareness Program Information and Orientation Activities:

In order to promote networking between the HVRP-funded program and local service providers (and thereby eliminate gaps or duplication in services and enhance the provision of assistance to participants), the grantee and sub-awardee(s) must provide project orientation workshops and program awareness activities that it determines are the most feasible for the types of providers listed below. Grantees and sub-awardee(s) are encouraged to propose strategies for incorporating small community-based organizations (defined as organizations with social services budgets of \$500,000 or ten (10) or fewer full-time employees) into their outreach plans. Project orientation workshops conducted by grantees and sub-awardee(s) have been an effective means of sharing information and informing the community of the availability of other services and they are mandatory. However, grantees and sub-awardee(s) will have some flexibility concerning how they decide to meet this requirement through their proposed activities such as: attending service provider meetings, seminars, and conferences; out-stationing staff, and/or developing individual service contracts which involve other support agencies in program and participant planning. Grantee and sub-awardee(s) will be responsible for providing project awareness, program information, and orientation activities to the following:

- A. Direct providers of services to homeless Veterans in general and more specifically

homeless females and homeless Veterans with families, including shelter and soup kitchen operators, to make them aware of the services available to homeless Veterans to make them job-ready and to aid their placement into jobs;

B. Federal, State, and local agencies such as the Housing and Urban Development (HUD) and the local Continuum of Care agencies and organizations, Social Security Administration (SSA), Department of Veterans Affairs (DVA), State Workforce Agencies (SWAs), State and local Workforce investment boards (which coordinate seamless services), and local One-Stop Career Centers (which provide Workforce Investment Act (WIA) and other employment and training services), mental health services, and healthcare detoxification facilities; to familiarize them with the nature and needs of homeless Veterans in general and more specifically homeless females and/or homeless Veterans with families; and

C. Civic and private sector groups, in particular Veterans' service organizations, support groups, job training and employment services, and community-based organizations, to provide information on homeless Veterans in general and more specifically homeless females and/or homeless Veterans with families and their needs.

The grantee and sub-awardee(s) will also be responsible for participating in "Stand Down" events. A "Stand Down" is an event held in a locality, usually for one (1) to three (3) days, where services are provided to homeless Veterans along with shelter, meals, clothing, employment services, and medical attention. This type of event is mostly an all volunteer effort,

which is organized within a community and brings service providers together such as the Department of Veterans Affairs, Department of Housing and Urban Development and the local Continuum of Care, Disabled Veterans' Outreach Program Specialists (DVOP) and Local Veterans' Employment Representatives (LVER) staff from the State Workforce Agencies (SWAs), Veteran Service Organizations, military personnel, civic leaders, and a variety of other interested persons, groups, and organizations. Many services are provided on-site with referrals also made for continued assistance after the Stand Down event. These events can often be the catalyst that enables homeless Veterans to get back into mainstream society. The Department of Labor has supported replication of these events and many have been held throughout the nation with HVRP support.

Please note the following change in the current SGA in regard to grantee involvement in Stand Down events. In areas where an HVRP is operating, grantees and sub-awardee(s) are expected and strongly encouraged to lead or to participate fully by offering their services for locally planned Stand Down event(s). Toward this end, each HVRP grantee will be expected to apply separately for the authorization to obligate and expend up to \$10,000 per year for such an event according to the specific guidance related to the conduct of a proposed Stand Down event. (This is a change from previous HVRP SGAs.) Grantees and sub-awardees are no longer expected nor authorized to use awarded HVRP grant funds to conduct or supplement Stand Down events. Instead, grantees and sub-awardees are expected to formally apply for and request a separate allocation to secure funds that will be in addition to the funding amount awarded under their HVRP grant. Consequently, HVRP grantees may no longer use existing or budgeted HVRP funds to conduct or supplement Stand Downs events.

### 3. Scope of Program Design:

In addition to the activities described above, the project design must include the following services:

A. Outreach, intake, assessment, peer counseling or mentoring to the degree practical, employment services, and follow-up support services to enhance retention in employment. Program staff providing outreach services should have experience in dealing with (direct personal experience when possible) and an understanding of the needs of homeless Veterans in general and homeless female Veterans and/or homeless Veterans with families in specific. Outreach activities must include coordination with the DVOP and LVER staff in the SWAs or in the workforce investment systems' One-Stop Career Centers, Veterans' Workforce Investment Program (VWIP), the Department of Veterans Affairs (DVA), Department of Housing and Urban Development (HUD) and other local "Continuum of Care" agencies and organizations.

B. Provision of or referral to employment services such as: job search workshops; job counseling; assessment of skills; resume writing techniques; interviewing skills; subsidized trial employment (to establish some current work experience); job development services; job placement into unsubsidized employment; and job placement follow-up services to enhance retention in employment.

C. Provision of or referral to training services, as deemed appropriate to benefit the participant, such as: remedial education activities; on-the-job training; classroom training; vocational training; specialized and/or licensing training programs; and other

formal training programs. At least 80% of the enrolled HVRP participants must participate in training activities. Providing basic skills instruction and life skills and money management training also is required, but not considered as formal training activities which contribute to the 80% training threshold required above.

D. Preliminary assessment of each participant's eligibility for DVA service-connected disability, compensation, and/or pension benefits by grantee and sub-awardees. As appropriate, grantees and sub-awardee(s) will work with the Veterans' service organizations or refer the participants to DVA in order to file a claim for compensation or pension. Grantees and sub-awardee(s) will track the progress of claims and report outcomes in individual participant case management records.

E. Coordination with other federal and Veterans' services programs, including: DVOPs and LVERs in the workforce investment system's One-Stop Career Centers as well as VWIP grantees; DVA services, including its Health Care for Homeless Veterans, Domiciliary Care, Regional Benefits Assistance Program, and Transitional Housing under Homeless Provider Grant and Per Diem programs; DOL's Office of Disability Policy (ODEP) Disability Program Navigators; HUD; and other local Continuum of Care agencies and organizations. In addition, grantees and sub-awardee(s) will be expected to register to be an Employment Network (EN) provider under the "new" Ticket to Work (Ticket) program. More information about this program can be obtained by contacting the Social Security Administration Program Manager for Recruitment and Outreach, at 1-877-743-8237.

F. To ensure participants apply for and/or receive other Veterans' benefits that they may be eligible, applicants must network, collaborate, and coordinate efforts with Veterans' service organizations such as: The American Legion; Disabled American Veterans; Veterans of Foreign Wars; Vietnam Veterans of America; and The American Veterans (AMVETS).

G. Referral as necessary to health care, counseling, and rehabilitative services including, but not limited to: alcohol and drug rehabilitation, therapeutic services; Post Traumatic Stress Disorder (PTSD), Traumatic Brain Injuries (TBI); and mental health services as well as coordination with McKinney-Vento Homeless Assistance Act (MVHAA) programs for health care for the homeless; and health care programs under the Homeless Veterans Comprehensive Assistance Act (HVCAA) of 2001.

H. Referral to housing assistance, as appropriate, provided by: DVA, HUD, and local Continuum of Care agencies and organizations, to include but are not limited to, local shelters; Federal Emergency Management Administration (FEMA) food and shelter programs; emergency and transitional housing programs and single room occupancy housing programs funded under MVHAA, the DVA Grant and Per Diem Grant Program, HUD Section 8 and VASH, and other permanent housing programs for disabled homeless persons funded under MVHAA and HVCAA.

#### 4. Performance Measures:

For purposes of assessing performance of grantees selected under this SGA, VETS will focus on two performance measures described below. However, grantees also will be required to report

additional performance information, as required in the provided DOL guidance on Common Measures and as described below. All technical performance outcomes will be reported quarterly using an Internet-based reporting system with access provided to grantees after the award process has been completed. There are two (2) outcome measures with established performance targets for HVRP grants.

The first performance measure and one of the Common Measures is the Entered Employment Rate (EER) with a performance target for grantees and sub-awardee(s) to meet a minimum EER of 66%. This is determined by dividing the number of participants who entered employment (who are still employed 90 days after their actual placement or when they are *exited* from the program) by the number of participants who have *exited* the program. Under Common Measures, a person is considered to have *exited* the program if they have secured a job and/or not received job search or employment service (other than follow-up and retention services) for 90 days. Job retention and counseling services, while required and expected, do not count as a “service” that would prevent a person from being *exited* from the program after they have been placed into employment. For example, awardees should not have a reported EER in the first quarter, since it requires at least 90 days by definition after a person is placed into employment to be considered *exited* from the program and consequently counted as an entered employment. While the percentage of HVRP participants who enter employment is an important outcome, it is also necessary to evaluate and measure the program’s longer-term results, through the 180-day, and 270-day employment retention follow-up periods after a HVRP participant is placed into employment.

The second performance measure (which is also the Common Measure for employment retention) is retention following placement with a performance target for grantees and sub-awardee(s) to meet a minimum rate of retention of 65%. This is determined by dividing the number of participants who entered employment (or those still employed 90 days after their placement or when they are *exited*) and who were still employed 180 days and 270 days after their placement (or 90 days and 180 days after they were counted as an entered employment) divided by the total number of participants who entered employment. For example, awardees should not have a reported retention rate in the first, second, or third, quarters, since it requires at least 180 days by definition after a person is placed into employment and 90 days to be considered *exited* from the program for the awardee to be able to post the job in the first quarter of retention. While there is no performance target established for retention at 90 days following entered employment, grantees are required to collect and report the rate of retention in employment at that point.

The Common Measures Technical Assistance Guide for Competitive Grantees (Appendix H) describes in detail the specific technical performance data grantees will be required to collect and report on utilizing the Common Measures definitions, methodologies, and reporting requirements. Appendix H and the Recommended Format for Common Measures Planned Quarterly Technical Performance Goals (Appendix D) are provided to assist applicants in determining their planned goals.

##### 5. Results-Oriented Model:

No specific model is mandatory, but successful applicants will design a program that is responsive to the needs of the local community and achieves the HVRP objectives. The HVRP

objectives are to successfully reintegrate homeless Veterans into meaningful employment and to stimulate the development of effective service delivery systems that will address the complex problems facing homeless Veterans in general and in the case of this SGA, female Veterans and/or homeless Veterans with families. Under the Government Performance and Results Act (GPRA), Congress and the public are looking for superior program results. The applicant's program should be based on a results-oriented model. The first phase of activity should consist of the level of outreach necessary to introduce the program to eligible homeless female Veterans and/or Veterans with families. Outreach also includes establishing contact with other agencies that encounter homeless Veterans. Once eligible homeless Veterans have been identified, an assessment must be made of each individual's abilities, interests, needs, and barriers to employment. In some cases, participants may require referrals to services such as clinical therapy for sexual trauma, rehabilitation, drug or alcohol treatment, or a temporary shelter for children before they can be enrolled into the HVRP program. Once the eligible homeless Veteran is stabilized, the assessment must concentrate on the employability of the individual and whether the individual is to be enrolled into the HVRP program.

A determination should be made as to whether the HVRP participant would benefit from pre-employment preparation such as resume writing, job search workshops, related employment counseling, and case management, or possibly an initial entry into the job market through temporary jobs. Additionally, sheltered work environments, such as the Department of Veterans Affairs Compensated Work Therapy (CWT) Program, classroom training, and/or on-the-job training must be evaluated and potentially integrated into a grantees program design. Provision of such training services as well as all other training services proposed for a particular

participant, must be noted in an Individual Employment Plan (IEP) to facilitate a grantee staff's successful monitoring of the participant's progress. Entry into full-time employment or a specific job-training program is expected to follow, in keeping with the overall objective of HVRP to assist in reintegrating homeless Veterans into meaningful employment. The grantee is to provide or arrange for the supportive services that will enable the HVRP participant to successfully perform all the activities specified in the IEP.

Job development, a crucial part of the employability process, occurs when there are no readily available job openings that the HVRP participant is qualified to apply for; therefore, a job opportunity with an employer should be created, developed, and customized specifically for that HVRP participant.

HVRP participants who are ready to enter employment and are in need of intensive case management services for employment purposes are to be referred to the DVOP and LVER staff at a One-Stop Career Center. DVOP and LVER staff should be able to provide HVRP participants with the following services: job development, employment services, case management for employment purposes, and career/employment counseling, at no additional cost to the grantee. Most DVOP and LVER staff received training in case management for employment purposes at the National Veterans' Training Institute. All DVOP and LVER staff provide employment-related services to Veterans who are most at a disadvantage in the labor market, including the homeless Veteran participants served under the HVRP. VETS require that all HVRP grantees work hand-in-hand with DVOP/LVER staff and other One-Stop Career Center personnel to achieve economies of resources and to avoid duplication of services. DVOP/LVER staff may also be able to provide grantees and sub-awardee(s) valuable assistance

in tracking participants within their State wage record management information system for follow-up purposes at 90-, 180-, and 270-days after a participant enters employment.

6. Reporting:

The applicant's proposed service program must include a reliable and effective strategy for tracking of program participants. Participant tracking should begin with the referral and assessment process and continue through to placement into employment as well as through the 90-day (EER), 180-day, and 270-day follow-up periods after the participant enters employment (Retention Measures). It is important that the grantee and sub-awardee(s) maintain contact with Veterans after placement to ensure that employment-related problems are identified and addressed. The 90-day, 180-day, and 270-day follow-ups are fundamental to assessing program results. Grantees and sub-awardee(s) need to budget for 90-day, 180-day, and 270-day follow-up activity so that it can be performed for those participants who enter employment at or near the end of the grant performance period. All grantees and sub-awardee(s), prior to the end of the grant performance period, must obligate sufficient funds to ensure that follow-up activities are completed. Such results will be reported in the final technical performance report for each specific program grant year.

In addition to the performance and tracking reporting presented above and described in more detail within the Common Measures Technical Assistance Guide for Competitive Grantees, all grantees and sub-awardees are expected, as a part of the Quarterly Technical Performance Report narrative, to report the number of participants placed into employment under each of the specific green jobs sectors and/or industries, as identified and defined under the Green Jobs Act of 2007.

Furthermore, the Department encourages grantees to develop workforce development projects that focus on connecting target populations to career pathways and training programs that will prepare individuals for careers in any of the seven energy efficiency and renewable energy industries defined in Section 171(e)(1)(B)(ii) of the WIA, which include:

1. Energy-efficient building, construction, and retrofit industries;
2. Renewable electric power industry;
3. Energy efficient and advanced drive train vehicle industry;
4. Bio-fuels industry;
5. Deconstruction and materials use industries;
6. Energy efficiency assessment industry serving the residential, commercial, or industrial sectors; and
7. Manufacturers that produce sustainable products using environmentally sustainable processes and materials.

In addition to the industries listed above in this section, applicants are encouraged to propose strategies that focus on employment and training opportunities related to the growth and enhancement of emerging green industries that clean and enhance our environment. Applicants are also encouraged to propose strategies that place or training participants for occupations from industries such as transportation, green construction, or environmental protection. Please note that this list of industries is NOT exhaustive. For more information please see the Occupational Information Network (O\*Net) report at <http://online.onetcenter.org/>.

For purposes of this SGA, the Department of Labor defines “renewable energy” and “energy

efficiency” as follows. “Renewable energy” is defined in accordance with section 203(b)(2) of the Energy Policy Act of 2005, Pub. L. No. 109-59, 119 Stat. 595: “electric energy generated from solar, wind, biomass, landfill gas, ocean, (including tidal, wave, current, and thermal), geothermal, municipal solid waste, or new hydroelectric generation capacity achieved from increased efficiency or additions of new capacity at an existing hydroelectric project. “Energy efficiency” is defined broadly as any program aimed at mitigating the use of energy, reducing harmful emissions, and decreasing overall energy consumption.

In addition, all grantees and sub-awardee(s) will be required to report, as a part of the required Technical Performance Report narrative, the total number of participants placed into employment under each of the specific green jobs sectors and/or industries listed above as a part of the 90-Day and 180-Day Follow-Up Reports, as well as the 270-Day Final Report. While no provision has been established requiring grantees to track the actual green jobs related results against established goals and targets, grantees must develop a method to report and calculate the total number of green job related placements as a percentage of the total number of placements.

## **II. AWARD INFORMATION**

For this PY 2010 grant solicitation, VETS seeks applicants that will provide services through a client-centered case management approach that will network with Federal, State, and local resources for Veteran support programs. Successful applicants will have clear strategies and obtainable goals for employment and retention of employment for homeless female Veterans and/or homeless Veterans with families. Successful applicants will design programs that assist

eligible Veterans by providing job placement services, job training, counseling, mentoring, supportive services, and other assistance to expedite the reintegration of homeless female Veterans and/or homeless Veterans with families into the labor force. Successful applicants will also design programs that are flexible in addressing the universal as well as the local or regional problems that have had a negative impact on homeless female Veterans and/or Veterans with families reentering the workforce. The HVRP in PY 2010 will seek to continue to strengthen development of effective service delivery systems, and provide comprehensive services “through a client-centered case management approach” that addresses complex problems facing homeless female Veterans and/or Veterans with families eligible to transition into gainful employment and to improve strategies for employment and retention in employment.

There may be future addendums to this solicitation published in [www.grants.gov](http://www.grants.gov) and the VETS website. All applicants are responsible for checking back to [www.grants.gov](http://www.grants.gov) and the VETS website regularly to ensure they have the latest information regarding any updates to this solicitation.

1. Type of Funding Instrument:

One (1) year grants with the potential for optional funding for up to an additional two years (as described in paragraph 4., below) will be awarded. Each grant will have a required associated nine-month follow-up period, (as described in paragraph 3., below). It should be noted that the selection of an organization as a grantee does not constitute final approval of the grant application and budget as submitted. Before or shortly after the actual grant is awarded, USDOL

may enter into negotiations about such items as program components, staffing, and funding levels, and administrative systems in place to support grant implementation. If the negotiations do not result in a mutually acceptable submission, the Grant Officer reserves the right to terminate the negotiation and decline to fund the application or terminate the award.

## 2. Funding Levels:

Under this solicitation covering PY 2010, VETS anticipates that up to \$3 million will be available for Urban grants and up to \$3 million will be available for Non-Urban grants, with a maximum award of \$300,000 for grants that serve Urban areas and \$200,000 for grants that serve Non-Urban areas. VETS expects to award grants in both the Urban and Non-Urban categories.

The number of grants to be awarded in each category will be announced as the grants are awarded based on merit of the applications and the type and number of competitive applicants.

Awards are expected to range from \$75,000 to a maximum of \$200,000 for grants that serve Non-Urban areas and from \$75,000 to a maximum of \$300,000 for grants that serve Urban areas.

Applicants must indicate in writing whether they are applying for an Urban or Non-Urban grant award on their grant application.

The Department of Labor reserves the right to negotiate the amounts to be awarded under this competition. Please be advised that requests exceeding \$200,000 that plan to serve Non-Urban areas and requests exceeding \$300,000 that plan to serve Urban areas will be considered non-responsive and will not be evaluated. If there are any residual programmatic funds, the Department of Labor reserves the right to select for funding the next highest scoring eligible applicant(s) on the competitive list developed for this SGA, as late as June 30, 2010.

3. Period of Performance:

The active period of performance will be for the twelve (12) month period of July 1, 2010 through June 30, 2011, unless modified by the Grant Officer. The follow-up period of performance will be for nine (9) additional months or the period between July 1, 2011 through March 31, 2012. It is expected that successful applicants will begin program operations under this solicitation on July 1, 2010. Per contract officer requirements, all program funds (including all funds to be used for follow-up activities) must be obligated by the grantee by June 30, 2011. In other words, by June 30, 2011 funds must be obligated and reserved for nine-months of follow-up activities and closeout by March 31, 2012. Follow-up services are to be performed and reported by the grantee and/or sub-awardee for each eligible HVRP participant that enters employment during the active performance period (by March 31, 2012) as indicated by Common Measures reporting requirements.

4. Optional Year Funding:

Should Congress appropriate additional funds for this purpose, VETS may consider up to two (2) additional years of optional funding under the proposed grants. The Government does not, however, guarantee optional year funding for any grantee or sub-awardee(s). In deciding whether to exercise any optional year(s) of funding, VETS will consider grantee and sub-awardee(s) performance during the previous period of operations as follows:

- A. The grantee and sub-awardee(s) must meet, at minimum, 90% of planned cumulative quarterly goals for Federal expenditures, enrollments, placements into employment, and training; and

B. Each year VETS will publish guidance for 2<sup>nd</sup> and 3<sup>rd</sup> year optional funding. For the period of performance identified in the annually published guidance the grantee and sub-awardee(s) must have complied with all terms identified in the SGA, the actual grant award document, and the General and Special Grant Provisions, as verified by the Grant Officer Technical Representative; and

C. All program and fiscal reports must have been submitted by the established due dates and the grantee and sub-awardee(s) must verify these reports for accuracy.

### **III. ELIGIBILITY INFORMATION**

#### **1. Eligible Applicants:**

Applications for funds will be accepted from State and Local Workforce Investment Boards (WIBs), local public agencies, for-profit/commercial entities, and non-profit organizations, including community-based organizations. Applicants must have a familiarity with the area and population to be served and the ability to administer an effective and timely program.

Eligible applicants will generally fall into one of the following categories:

A. State and local WIBs established under Sections 111 and 117 of WIA.

B. Public agencies, meaning any public agency of a State or of a general purpose political subdivision of a State that has the power to levy taxes and spend funds, as well as has general corporate and police powers. (This typically refers to cities and counties.)

A State agency may propose in its application to serve one or more of the jurisdictions located in its State. This does not preclude a city or county agency from submitting an application to serve its own jurisdiction.

C. For-profit/commercial entities.

D. Non-profit organizations (community-based organizations). If claiming 501(c)(3) status, a current and valid Internal Revenue Service statement indicating 501(c)(3) status approval must be submitted within the application or the application will be determined to be non-responsive and it will not be evaluated.

Note that entities organized under Section 501(c)(4) of the Internal Revenue Code are not eligible to receive funds under this announcement.

2. Cost Sharing:

Cost sharing and matching funds are not required. However, we do encourage grantees and sub-awardee(s) to maximize the resources available to the HVRP program and its participants through cost sharing and matching agreements with other funding agents.

3. Other Eligibility Criteria:

To help meet the Interagency Council on Homelessness and the Department of Veteran Affairs goals to end homelessness the following eligibility criteria is presented:

A. To be eligible for enrollment as a participant under this HVRP grant an individual

must be *homeless*, a female *Veteran*, and/or, be a *Veteran with families*, as defined as follows:

The term “homeless or homeless individual” includes persons who lack a fixed, regular, and adequate nighttime residence. It also includes persons whose primary nighttime residence is a supervised public or privately operated shelter designed to provide temporary living accommodations; an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. [42 U.S.C. 11302 (a)]. Inadequate nighttime residence examples include: sleeping in the streets, in the woods, in public parks, in cars, on outside benches, under bridges, in tents, in caves, under a lean-to, etc. Inadequate nighttime residence does not include living with relatives or friends.

The term “Veteran” means a person who served in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable. [38 U.S.C. 101(2)].

The term “Veteran with families” means a person who is a Veteran as specified above and who has been designated as or is the primary caretaker of any dependent children under the age of 18.

Under HVRP the priority of employment and training services to be provided by

successful grant applicants to eligible Veterans is in the following order and as available funding permits:

- unemployed service-connected disabled homeless female Veterans and/or homeless Veterans with families;
- unemployed disabled homeless female Veterans and/or homeless Veterans with families;
- unemployed homeless female Veterans and/or homeless Veterans with families;
- underemployed service-connected disabled homeless female Veterans and/or homeless Veterans with families;
- underemployed disabled homeless female Veterans and/or homeless Veterans with families; and.
- underemployed homeless female Veterans and/or homeless Veterans with families.

With “underemployed” meaning that the eligible homeless Veteran is working, however, is making less than two (2) times the current national poverty guidelines. Information on the current national poverty guidelines is located at website address

<http://aspe.hhs.gov/poverty/09poverty.shtml>.

B. Both Urban and Non-Urban areas serving homeless female Veterans and/or homeless Veterans with families will be considered for funding under this HVRP solicitation.

Urban areas are those that serve a high concentration of homeless Veterans in the

metropolitan areas of the 75 U.S. cities largest in population and the metropolitan area of San Juan, Puerto Rico, and are listed in Appendix G. All Urban HVRP grant applicants must provide written documentation and maps, if available, which demonstrate that the proposed area to be served has a population of at least 569,463 (the smallest population on the list of 75 U.S. cities largest in population according to the 2000 Census). Non-Urban areas are those areas that serve homeless Veterans that are not listed on Appendix G. All Non-Urban HVRP grant applicants must provide written documentation and maps, if available, which demonstrate that the proposed area to be served has a population less than 569,463 (the smallest population on the list of 75 U.S. cities largest in population according to the 2000 Census). Applicants must indicate whether they are applying for an Urban or Non-Urban grant award on their grant application. If the grant application does not clearly indicate that the applicant is applying for an Urban or Non-Urban grant award, then the grant application will be considered non-responsive and it will not be evaluated.

C. The proposal must include a participant outreach component that uses DVOP/LVER staff and/or trained outreach staff. Programs must be “employment-focused.” An “employment-focused” program is a program directed toward: (1) increasing the employability of homeless Veterans through training or arranging for the provision of services that will enable participants to reintegrate into the labor force and (2) matching homeless Veterans with potential employers, and/or entrepreneurial opportunities.

D. Applicants are encouraged to utilize, through partnerships or sub-awards, experienced public agencies, private non-profit organizations, private businesses, community-based

organizations, and colleges and universities (especially those with traditionally high enrollments of minorities) that have an understanding of unemployment and the barriers to employment unique to homeless Veterans, a familiarity with the area to be served, linkages with the One-Stop Career Center(s), and the capability to effectively provide the necessary services.

E. Legal Rules Pertaining to Inherently Religious Activities by Organizations that Receive Federal Financial Assistance: Direct Federal grants, sub-award funds, or contracts under this program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Neutral, secular criteria that neither favor nor disfavor religion must be employed in the selection of grant and sub-grant recipients. In addition, under the WIA and DOL regulations implementing the WIA, a recipient may not use direct Federal assistance to train a participant in religious activities, or employ participants to construct, operate, or maintain any part of a facility that is used or to be used for religious instruction or worship. *See* 29 CFR 37.6(f).

Under WIA, “no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972 and the Religious Freedom Restoration Act of 1993), national origin, age, disability, or political affiliation or belief.” Regulations pertaining to the

Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at 29 CFR Part 2, Subpart D. Provision relating to the use of indirect support (such as vouchers) is at 29 CFR 2.33(c) and 20 CFR 667.266.

A faith-based organization receiving federal funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of DOL-funded activities.

The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. sec. 2000bb, applies to all Federal law and its implementation. If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled to receive Federal financial assistance under Title I of the WIA and maintain that hiring practice even though Section 188 of the WIA contains a general ban on religious discrimination in employment. If you are awarded a grant, you will be

provided with information on how to request such an exemption.

#### **IV. APPLICATION AND SUBMISSION INFORMATION**

There may be future addendums to this solicitation published in [www.grants.gov](http://www.grants.gov) and the VETS website.

All applicants are responsible for checking back to [www.grants.gov](http://www.grants.gov) and the VETS website regularly to ensure they have the latest information regarding any updates to this solicitation.

1. Address to Request an Application and Amendments:

This SGA, together with its attachments, includes all the information needed to apply.

Additional application packages and amendments to this SGA may be obtained from the VETS website address at [www.dol.gov/vets](http://www.dol.gov/vets) or the Federal Grant Opportunities website address at [www.grants.gov](http://www.grants.gov). Additional copies of the standard forms can be downloaded from:

[http://www07.grants.gov/agencies/forms\\_repository\\_information.jsp](http://www07.grants.gov/agencies/forms_repository_information.jsp)

To be considered for funding under this SGA, applicants may submit applications by mail, overnight or hand-delivery, or electronically at website address [www.grants.gov](http://www.grants.gov). If we receive multiple copies through [www.grants.gov](http://www.grants.gov) we will take the latest submission. It is strongly recommended that before the applicant begins to write the proposal, applicants immediately review the [www.grants.gov](http://www.grants.gov) website to include answers to frequently asked questions (FAQs), and initiate and complete the “Get Started” registration steps at

<http://www.grants.gov/GetStarted>. These steps may take multiple days to complete and this time should be factored into plans for electronic submission in order to avoid facing unexpected delays that could result in the rejection of an application as untimely. To ensure consideration of materials submitted through [www.grants.gov](http://www.grants.gov), the components of the application must be submitted as either .doc, .xls, or .pdf files. If submitted in any other format, the application bears the risk that compatibility or other issues will prevent our ability to consider the application. VETS will attempt to open the document, but will not take any “corrective” measures in the event of issues with opening. In such cases, the non-conforming application will not be considered for funding. Except as provided in Section IV.3., any application received after the deadline will be considered as non-responsive and will not be evaluated.

There may be future addendums to this solicitation published on Grants.gov and the VETS website. All applicants are responsible for checking back to Grants.gov and the VETS website regularly to ensure they have the latest information regarding any updates to this solicitation.

## 2. Content and Form of Application:

The application must include the name, address, telephone number, fax number, and e-mail address (if applicable) of a key contact person (program and fiscal) at the applicant’s organization in case questions should arise. To be considered responsive to this solicitation the application must consist of three (3) separate and distinct sections: the Executive Summary, the Technical Proposal, and the Cost Proposal. The information provided in these three (3) sections is essential for applicants to demonstrate an understanding of the programmatic and fiscal requirements of the HVRP. If there are missing documents, the applicant’s proposals will be

considered non-responsive and will not be evaluated. **A complete grant application package must be written in English and must not exceed 75 single-sided pages (8-1/2" x 11"), double-spaced, typed 12-point font, single-sided pages with one-inch left, right, top, and bottom margins (all attachments unless specifically noted in the instructions are included in the 75-page maximum.)** Any pages over the 75-page limit will not be reviewed. Major sections and sub-sections of the application are to be divided and clearly identified (e.g. with tab dividers), and all pages must be consecutively numbered.

To be considered responsive, grant applications are to include:

- An original, blue-ink signed, and two (2) copies of the cover letter.
- An original and two (2) copies of the Executive Summary (see below);
- An original and two (2) copies of the Technical Proposal (see below) that includes a completed Technical Performance Goals form (Appendix D). Also include all attachments with the technical proposal, such as the applicant's information showing outcomes of employment and training programs that it has had in the past three (3) years in terms of enrollments and participants who have entered into employment.
- An original and two (2) copies of the Cost Proposal (see below) that includes an original, blue ink-signed, Application for Federal Assistance, SF-424 (Appendix A), a Budget Narrative, Budget Information Sheet SF-424A (Appendix B), original, blue ink-signed, Assurances and Certifications Signature Page (Appendix C), a Direct Cost

Description for Applicants and Sub-applicants (Appendix E), a completed Survey on Ensuring Equal Opportunity for Applicants (Appendix F), and the applicant's grant specific financial audit and /or audit statement dated within the last 18 months (which does *not* count toward the 75-page limitation).

If any documents from the specified list noted above are missing, the application will be considered non-responsive and it will not be evaluated. However, if an electronic submission is made through [www.grants.gov](http://www.grants.gov), copies are not required.

The application should be comprised of the following sections:

**Section 1 – Executive Summary:** A one to two page “Executive Summary” reflecting the grantees and sub-awardee(s) proposed overall strategy, timeline, and outcomes to be achieved in their grant proposal is required. The Executive Summary is to include:

- The proposed area to be served (Urban or Non-Urban) through the activities of this grant application.
- The grantee's experience in serving the residents in the proposed service area.
- The proposed strategy, program design, process, method, projects, and/or statement of work with schedule or timeline that will expedite the reintegration of homeless Veterans into the workforce.

- A description of the measures of success for the plan. A summary of anticipated outcomes, goals, number of participants served, number hired, increase in wages, educational degrees, cost effectiveness, results-oriented model, benefits, and value added by the project.

**Section 2 - Technical Proposal** that is *not* to exceed 15 single-sided pages of double-spaced 12-point font and one-inch left, right, top, and bottom margins and *does count towards the 75-page maximum*. The technical proposal consists of a narrative proposal that demonstrates the need for this particular grant program, the services and activities proposed to obtain successful outcomes for the homeless female Veterans and/or homeless Veterans and their families to be served; and the applicant's ability to accomplish the expected outcomes of the proposed project design. All applications must respond to the requirements for the program concept, required activities, and results-oriented model set forth in Section I of the SGA.

Required Content: There are program activities that all applications must contain to be found technically acceptable under this SGA. Programs must be "employment-focused" and must be responsive to the rating criteria in Section V (1). *The required program activities are:* participant outreach and project awareness activities, pre-enrollment assessments, individual employment plans for each participant, case management, job placement, EER (noted 90-days after placement), job retention follow-up (at 180-days and 270-days after EER), utilization and coordination of employment services through the One-Stop Career Center system, including the DVOP and LVER staff, and with community linkages with other programs that provide support to homeless Veterans. All applicants must respond to the

requirements for the program concept, required activities and results-oriented model described in Section I. of the SGA.

**Please note within sub-headings below, that where specifically noted, if particular requirements are not included, points will be deducted from the application. The following format for the technical proposal is recommended.**

Successful applicants must be able to express their understanding of the challenges faced by homeless female Veterans and homeless Veterans with children and be able to demonstrate that they have developed an established network of service providers to assist homeless female Veterans and Veterans with families. It is recommended that formal Memoranda of Understanding with providers of children services be established and attached to the grant application request. Some key areas considered critical to serving homeless female Veterans and Veterans with families are, but not limited to:

A. Applicants must demonstrate they have an established network of providers that offer safe, transitional housing support for female homeless Veterans and/or homeless Veterans with dependent children for up to two years.

B. Applicant organizational staff must demonstrate experience in serving female homeless Veterans and/or homeless Veterans with families and be able to demonstrate a capability to provide family counseling and youth development and supportive services.

C. Applicants must demonstrate strong linkages with mental health, primary care, substance abuse treatment, access to pediatric care, sexual trauma therapy, PTSD therapy, and other health-related services through VA medical facilities or accredited community health service providers under an approved fee-basis contract with the appropriate VA medical center in the service area.

D. Applicants must demonstrate ability to provide assistance and advocacy for Veterans with the nearest VA Regional Office (VARO) to ensure homeless female Veterans and/or Veterans with families apply for benefits and have support if they need to appeal a VA benefits claim.

E. Applicants must demonstrate linkages with community resources that can provide support and legal assistance to homeless female Veterans and/or homeless Veterans with families in areas of family law, domestic violence, child support enforcement, and poor credit history counseling and repair.

F. Applicants must demonstrate they have strong linkages with community resources that can provide child care and/or after care support for homeless Veterans with families while the Veteran is engaged in work-related education and employment programs, as well as when Veterans are scheduled for appointments relating to their individual development plans.

Need for the program: The applicant must identify the geographical area to be served and

provide an estimate of the number of homeless Veterans, homeless female Veterans, and/or the number of homeless Veterans with families in the designated geographical area.

Applicants are to include poverty and unemployment rates in the area and identify the disparities in the local community infrastructure that exacerbate the employment barriers faced by the targeted Veteran groups mentioned within this SGA. Applicants are to include labor market information and job opportunities in the employment fields and industries that are in demand in the geographical area to be served. Applicants are to clearly describe the proposed program awareness and participant outreach strategies.

If any rates or other information specifically requested above under the Need for the program are not provided, points will be deducted from the evaluation of the submitted application.

Approach or strategy to increase employment and job retention: Applicants must be responsive to the Rating Criteria contained in Section V (1) and address all of the rating factors as thoroughly as possible in the narrative.

*The applicant must:*

- Describe the specific employment services and training activities and curricula proposed to be provided under this grant application;
- Describe the applicant's local employer network, to include a list of employers that have pledged to hire and train HVRP participants and the various types of job positions proposed to be filled by HVRP participants;

- Describe the sequence or flow of such employment and training services proposed for HVRP participants;
- Indicate the type(s) of training that will be provided under the grant and how it relates to the jobs that are in demand, length of training, training curriculum, and how the training will improve the eligible Veterans' employment opportunities within that geographical area;
- Provide a follow-up plan that addresses retention after 180-, and 270-days for participants who have entered employment;
- Include the completed Recommended Format for Common Measures Planned Quarterly Technical Performance Goals (and planned expenditures) form listed in Appendix D. If the Common Measures Planned Quarterly Technical Performance Goals form listed in Appendix D is not submitted, the grant application package will be considered as non-responsive and it will not be evaluated.

If any information specifically requested above under the Approach or strategy to increase employment and job retention is not provided, points will be deducted from the evaluation of the submitted application.

Linkages with facilities that serve homeless Veterans in general and more specifically

homeless female Veterans and/or homeless Veterans with families: Describe program and resource linkages with other facilities that will be involved in identifying potential clients for this program. Applicants are encouraged to submit a list of their local area network of service providers that offer and provide services to benefit HVRP participants. Describe any networks with other related resources and/or other programs that serve homeless Veterans and more specifically homeless female Veterans and/or homeless Veterans with families. Indicate how the program will be coordinated with any efforts that are conducted by public and private agencies in the community. Indicate how the applicant will coordinate with the local Continuum of Care efforts for the homeless among agencies in the community. If a Memorandum of Understanding or other service agreement with service providers exists, copies should be provided. If any information specifically requested above under the Linkages with facilities that serve homeless Veterans in general and more specifically homeless female Veterans and/or homeless Veterans with families is not provided, points will be deducted from the evaluation of the submitted application.

Linkages with other providers of employment and training services to homeless Veterans in general and more specifically homeless female Veterans and/or homeless Veterans with families: Describe the linkages, networks, and relationships the proposed program will have with employers, educational providers, and other providers of services to homeless Veterans in general and more specifically homeless female Veterans and/or homeless Veterans with families to include a description of the relationship with other employment and training programs in the One-Stop Career Centers such as the DVOP, the LVER program, and programs under the WIA such as the VWIP); list the type of services that will be provided by

each. Note the type of agreement in place, if applicable. Linkages with the workforce investment system and educational providers are required. Describe any networks with any other resources and/or other programs for homeless Veterans. If an MOU or other service agreement with other service providers exists, copies should be provided. If any information specifically requested above under the Linkages with other providers of employment and training services to homeless Veterans in general and more specifically homeless female Veterans and/or homeless Veterans with families are not provided, points will be deducted from the evaluation of the submitted application.

Linkages with other Federal agencies: Describe program and resource linkages with HUD, HHS, ODEP's Disability Program Navigators, and DVA, to include the CWT) and Grant and Per Diem programs or other programs that specifically serve homeless female Veterans and/or homeless Veterans with families. In addition, grantees will be expected to register to be an Employment Network (EN) provider under the "new" Ticket to Work (Ticket) program. More information concerning this program can be obtained by contacting the Social Security Administration Program Manager for Recruitment and Outreach, at 1-877-743-8237. If an MOU or other service agreement with other service providers exists, copies should be provided. If any information specifically requested above under the Linkages with other Federal agencies is not provided, points will be deducted from the evaluation of the submitted application.

Proposed supportive service strategy for Veterans: Describe how supportive service resources for homeless Veterans in general and more specifically homeless female Veterans and/or homeless Veterans with families will be obtained and used. VETS strongly

encourages but does not require applicants to identify services that specifically address the issues and concerns of chronically homeless Veterans which include but are not limited to: transportation, mental and physical health services, and/or substance abuse recovery programs. If resources are provided by other sources or linkages, such as Federal, State, local, or community programs, the applicant must fully explain the use of these resources and how they will be applied. If an MOU or other service agreement with other service providers exists, copies should be provided. If any information specifically requested above under the Proposed supportive service strategy for Veterans is not provided, points will be deducted from the evaluation of the submitted application.

Organizational capability to provide required program activities: The applicant must describe key staff skills, experience, biographies, history, knowledge, qualifications, capabilities, office locations, and/or organizational chart. If applicable, applicants should present the number of their staff who possesses direct experience with the conditions of homelessness or the experience of homeless Veterans in general and homeless female Veterans and/or homeless Veterans with families in specific. It is preferred that the grantee and sub-awardee(s) be a well-established service provider and not in the initial start-up phase or process. The applicant's relevant current and prior experience (within the last three-year period) in operating employment and training programs is to be clearly described, if applicable. A summary narrative of program experience and employment and training performance outcomes is required. ***The applicant must provide information showing outcomes of employment and training programs that it has had in the past three (3) years in terms of enrollments and participants who have entered into employment.*** An applicant

that has operated an HVRP, other homeless employment and training program, or Veterans' Workforce Investment Program must also include the final or most recent cumulative quarterly technical performance report. If any information specifically requested above under the Organizational capability to provide required program activities is not provided, points will be deducted from the evaluation of the submitted application.

Please note that the Department of Labor grant review panel members, who will be reviewing all grant applications submitted as a result of this SGA, do not have access to any reporting information systems during the review process, therefore, if final or most recent cumulative quarterly technical performance reports are not submitted, the grant application may be considered non-responsive and may not be evaluated.

Measures of Success: Applicants are to describe the measures of success for the proposed plan including outcomes, goals, number served, number hired, increased wages, educational attainment, cost effectiveness, result-oriented model, feedback mechanism, performance accountability, evaluation and improvement, and/or the proposed system to monitor the implementation of program activities and achievement of stated project objectives.

Applicants must indicate their planned level of performance utilizing the Common Measures reporting methodology as described in Appendix H. If the Common Measures reporting methodology is not utilized by the applicant, the application will be considered non-responsive and it will not be evaluated.

Sustainability – Applicants are to describe how the proposed program can or will outlast the federal funding being provided under this grant after either the first year of funding, or, if

awarded, after the possible option year or years of funding. If any information specifically requested above under Sustainability is not provided, points will be deducted from the evaluation of the submitted application.

Proposed housing strategy for homeless female Veterans and/or homeless Veterans with families: Describe how local housing resources for eligible homeless female Veterans and homeless Veterans with families will be obtained or accessed. Since no HVRP funds may be used to secure housing resources, these resources must be from linkages or sources other than the HVRP grant such as HUD Section 8 VASH, HHS, community housing resources, DVA Grant and Per Diem Program, and/or other local housing programs. If any information specifically requested above under Proposed housing strategy for homeless female Veterans and/or homeless Veterans with Families is not provided, points will be deducted from the evaluation of the submitted application.

Green Jobs: Describe how the proposed program will develop a green jobs identification and placement strategy that relates to the specific green jobs sectors and/or industries, as identified and defined under the Green Jobs Act of 2007, which are listed above within this SGA under Section I. 5. Results-Oriented Model.

**Section 3 – The Cost Proposal must contain the following:** Applicants can expect that the cost proposal will be reviewed for allocability, allowability, and reasonableness.

Applications must include the following:

A. Standard Form SF-424, “Application for Federal Assistance” (with the original signed in blue ink) (Appendix A) must be completed.

The Catalog of Federal Domestic Assistance number for this program is 17.805 and it must be entered on the SF-424, in Block 11. The organizational unit section of Block 8 of the SF-424 must contain the Dun and Bradstreet Number (DUNS) of the applicant. Beginning October 1, 2003, all applicants for Federal grant funding opportunities are required to include a DUNS number with their application. See OMB Notice of Final Policy Issuance, 68 Federal Register 38402 (June 27, 2003). Applicants’ DUNS number is to be entered into Block 8 of SF-424. The DUNS number is a nine-digit identification number that uniquely identifies business entities. There is no charge for obtaining a DUNS number. To obtain a DUNS number call 1-866-705-5711 or access the following web site: <http://www.dunandbradstreet.com/>. If no DUNS number is provided then the grant application will be considered non-responsive and it will not be evaluated. Requests for exemption from the DUNS number requirement must be made to the Office of Management and Budget.

B. Standard Form SF-424A “Budget Information Sheet” (Appendix B) must be included.

C. As an attachment to SF-424A, the applicant must provide a detailed cost breakout of each line item on the Budget Information Sheet. Please label this page or pages the “Budget Narrative” and ensure that costs reported on the SF- 424A correspond

accurately with the Budget Narrative.

The Budget Narrative must include, at a minimum:

- *Personnel Costs.* Applicants must provide a breakout of all personnel costs by position, title, annual salary rates, and percent of time of each position to be devoted to the proposed project (including sub-grantees) by completing the “Direct Cost Descriptions for Applicants and Sub-Applicants” form (Appendix E);
- *Fringe Benefits.* Applicants must provide an explanation and breakout of extraordinary fringe benefit rates and associated charges (i.e., rates exceeding 35% of salaries and wages);
- *Explanation of Costs and Methodologies.* Applicants must provide an explanation of the purpose and composition of, and methodology used to derive the costs of each of the following: personnel, fringe, travel, equipment, supplies, sub-awards/contracts, and any other costs. The applicant must include costs of any required travel described in this Solicitation. Planned travel expenditures may not exceed 5% of the total HVRP funds requested. Mileage charges may not exceed 50 cents per mile or the current Federal rate;
- *Follow-Up Services.* Applicants must describe all associated costs for obtaining

and retaining participant information pertinent to the follow-up services at 90-, 180-, and 270-days after the active program performance period ends. In addition, if State Unemployment Insurance data will be used to substantiate an applicant's follow-up results, it is suggested that the applicant include any official MOUs or other formalized agreements that enable the applicant to obtain such information;

- *Equipment Purchases.* Applicants must provide a description/specification of, and justification for, all equipment purchases, if any. Tangible, non-expendable, personal property having a useful life of more than one year and a unit acquisition cost of \$5,000 or more per unit must be specifically identified; and
- *Other Funds.* Applicants are to describe other funding sources to include matching funds, leveraged funds, and in-kind services. Matching funds are not required for HVRP grants, however, they are encouraged. When resources such as matching funds, leveraged funds, and/or the value of in-kind contributions are made available, please describe in Section B of the Budget Information Sheet.

In addition the following items must be included:

- A completed Assurance and Certification signature page (Appendix C) must be submitted;
- All applicants must submit evidence of satisfactory financial management capability, which must include recent (within the last 18 months) grant specific

financial and/or audit statements (these audits do *not* count towards the 75-page limitation). All successful grantees and sub-awardee(s) are required to utilize Generally Accepted Accounting Practices (GAAP), maintain a separate accounting for these grant funds, and have a checking account. If an audit or other grant specific financials are not included, the application will receive zero (0) points in this section of the evaluation;

- All applicants must include, as a separate appendix, a list of all employment and training government grants and contracts that they have had in the past three (3) years, including grant/contract officer contact information (this list is included in the 75-page limitation). VETS reserves the right to have a DOL representative review and verify this data;
- A completed Survey on Ensuring Equal Opportunity for Applicants (Appendix F) must be provided; and
- A completed Indirect Charges or Certificate of Direct Costs (Appendix I) must be provided.

3. Submission Dates and Times (Acceptable Methods of Submission):

To be considered for funding under this SGA, applicants may submit applications by mail, overnight or hand-delivery, or electronically at the following website address: [www.grants.gov](http://www.grants.gov) .

Applications submitted electronically through Grants.gov must be successfully submitted at

[www.grants.gov](http://www.grants.gov) (not both) no later than 5:00 p.m. (Eastern Time) on the closing date, and then subsequently validated by Grants.gov. The submission and validation process is described in more detail below. The process can be complicated and time-consuming. Applicants are strongly advised to initiate the process as soon as possible and to plan for time to resolve technical problems if necessary.

Applications submitted by e-mail, telegram or facsimile (fax) will not be accepted. Applications submitted by U.S. Mail, professional overnight delivery service or hand-delivery must be received at the address specified in the ADDRESSES section of this notice no later than 5:00 p.m. (Eastern Time) on INSERT DATE, 2010. Applicants are advised that mail delivery in the Washington area may be delayed due to mail decontamination procedures.

It is strongly recommended that before the applicant begins to write the proposal, applicants should immediately initiate and complete the “Get Registered” registration steps at [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp). These steps may take multiple days or weeks to complete, and this time should be factored into plans for electronic submission in order to avoid unexpected delays that could result in the rejection of an application. It is highly recommended that applicants use the “Organization Registration Checklist” at [http://www.grants.gov/assets/Organization\\_Steps\\_Complete\\_Registration.pdf](http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf) to ensure the registration process is complete.

Within two business days of application submission, Grants.gov will send the applicant two email messages to provide the status of application progress through the system. The first email,

almost immediate, will confirm receipt of the application by Grants.gov. The second email will indicate the application has either been successfully validated or has been rejected due to errors. Only applications that have been successfully submitted and successfully validated will be considered. It is the sole responsibility of the applicant to ensure a timely submission, therefore sufficient time should be allotted for submission (two business days), and if applicable, subsequent time to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). It is important to note that if sufficient time is not allotted and a rejection notice is received after the due date and time, the application will not be considered. To ensure consideration of materials submitted through [www.grants.gov](http://www.grants.gov), the components of the application must be submitted saved as either .doc, .xls, or .pdf files. If submitted in any other format, the application bears the risk that compatibility or other issues will prevent our ability to consider the application. VETS will attempt to open the document, but will not take any “corrective” measures in the event of issues with opening. In such cases, the non-conforming application will not be considered for funding.

The Grants.gov helpdesk is available 24 hours per day 7 days per week. Applicants are strongly advised to utilize the plethora of tools and documents, including FAQs, that are available on the “Applicant Resources” page at [http://www.grants.gov/applicants/app\\_help\\_reso.jsp#faqs](http://www.grants.gov/applicants/app_help_reso.jsp#faqs). To receive updated information about critical issues, new tips for users and other time sensitive updates as information is available, applicants may subscribe to “Grants.gov Updates” at [http://www.grants.gov/applicants/email\\_subscription\\_signup.jsp](http://www.grants.gov/applicants/email_subscription_signup.jsp).

If applicants encounter a problem with Grants.gov and do not find an answer in any of the other

resources, call 1-800-518-4726 to speak to a Customer Support Representative or email [support@grants.gov](mailto:support@grants.gov).

**Late Applications:** For applications submitted on Grants.gov, only applications that have been successfully submitted no later 5:00 p.m. (Eastern Time) on the closing date and successfully validated will be considered. For applicants not submitting on Grants.gov, any application received after the exact date and time specified for receipt at the office designated in this notice will not be considered, unless it is received before awards are made, was properly addressed, and was: (a) sent by U.S. Postal Service registered or certified mail not later than the fifth calendar day before the date specified for receipt of applications (e.g., an application required to be received by the 20th of the month must be post marked by the 15th of that month) or (b) sent by professional overnight delivery service not later than one working day prior to the date specified for receipt of applications. “Post marked” means a printed, stamped or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable, without further action, as having been supplied or affixed on the date of mailing by an employee of the U.S. Postal Service. Therefore, applicants should request the postal clerk to place a legible hand cancellation “bull’s eye” postmark on both the receipt and the package. Evidence of timely submission by a professional overnight delivery service must be demonstrated by equally reliable evidence created by the delivery service provider indicating the time and place of receipt. Failure to adhere to the above instructions will be a basis for a determination of non-responsiveness.

There may be future addendums to this solicitation published on [www.grants.gov](http://www.grants.gov) and the VETS website. All applicants are responsible for checking back to [www.grants.gov](http://www.grants.gov) and the VETS website

regularly to ensure they have the latest information regarding any updates to this solicitation.

4. Intergovernmental Review: Not Applicable.

5. Funding Restrictions:

A. Proposals exceeding \$200,000 that serve Non-Urban areas and \$300,000 that serve Urban areas will be considered non-responsive and will not be evaluated.

B. There is a limit of one (1) application per submitting organization and physical location serving the same HVRP participant population. If two (2) applications from the same organization for the same physical location serving the same HVRP participant population are submitted, the application with the later date will be considered as non-responsive, and will not be evaluated. Please do not submit duplicate grant applications as only one (1) grant application will be considered for funding purposes.

C. Due to the limited availability of funding, if an organization was awarded Fiscal Year 2008 or Fiscal Year 2009 HVRP funds for a specific physical location serving the same HVRP participant population and will be awarded second and possible third year funding in PY 2010, then that organization at that specific physical location serving the same HVRP participant population will be considered ineligible to compete for a new grant using PY 2010 HVRP funds. Therefore, due to the limited funding availability, we are unable to award more than one (1) HVRP grant per organization at a specific physical location serving the same HVRP participant

population. A separate memorandum will be issued for grantees that are eligible to apply for second and third optional year funding that includes detailed instructions on how to apply for these funds.

D. There will not be reimbursement of pre-award costs unless specifically agreed upon in writing by the Department of Labor.

E. Entities described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities are not eligible to receive funds under this announcement because Section 18 of the Lobbying Disclosure Act of 1995, Public Law No. 104-65, 109 Stat. 691, prohibits the award of Federal funds to these entities.

F. Limitations on Administrative and Indirect Costs: Administrative costs, which consist of all direct and indirect costs associated with the supervision and management of the program, are limited to and may not exceed 20% of the total grant award. Indirect costs claimed by the applicant must be based on a federally-approved rate. A copy of the current negotiated approved and signed indirect cost negotiation agreement must be submitted with the application. Furthermore, indirect costs are considered a part of administrative costs for HVRP purposes and, therefore, may not exceed 20% of the total grant award. If the applicant does not presently have an approved indirect cost rate, a proposed rate with justification may be submitted. Successful applicants will be required to negotiate an acceptable and allowable rate within 90 days of grant award with the appropriate DOL Regional Office of Cost

Determination or with the applicant's cognizant agency for indirect cost rates (See Office of Management and Budget web site at:

<http://www.whitehouse.gov/omb/grants/attach.html> . Indirect cost rates track-able through the State Workforce Agency's Cost Accounting System represent an acceptable means of allocating costs to DOL and, therefore, can be approved for use in grants to State Workforce Agencies.

G. Successful grant applicants that are/will be receiving HVRP funds and are/will be receiving VWIP funds are not authorized to co-enroll participants in both the HVRP and VWIP programs. A successful grantee is to provide employment and training services to eligible participants through HVRP or VWIP, but not both. If the same grantee provides services to a Veteran under both HVRP and VWIP, it may be considered an audit exception. However, a HVRP grantee and a separate non-affiliated VWIP grantee may coordinate efforts on behalf of eligible Veterans.

## **V. APPLICATION REVIEW**

1. Application Evaluation Criteria: Applications may receive up to a total of 110 points based on the following criteria:

- A. Need for the project: 10 points:

The applicant will document the need for this project, as demonstrated by:

(1) the potential number or concentration of homeless individuals and homeless

Veterans in general and more specifically homeless female Veterans and/or homeless

Veterans with families in the proposed project area relative to other similar areas; (2) the rates of poverty and unemployment in the proposed project area as determined by the census or other surveys; and (3) the extent of the gaps in the local infrastructure to effectively address the employment barriers that characterize the target population.

B. Overall strategy to increase employment and retention in employment: 40 points (A total of 50 possible points may be earned in this section with an additional 10 points being awarded if applicant's overall strategy includes an innovative approach for addressing barriers to employment faced by homeless female Veterans and/or homeless Veterans with families):

It is recommended that grant applicants be able to express their understanding of the challenges faced by homeless female Veterans and/or homeless Veterans with families and be able to demonstrate that they have developed an established network of service providers to assist homeless female Veterans and/or homeless Veterans with families. It is recommended that formal MOUs with providers of children services be established and attached to the grant application request. Some key areas considered critical to serving homeless female Veterans and Veterans with families are, but not limited to:

- Grantees should demonstrate they have an established network of providers that offer safe, transitional housing support for homeless female Veterans and/or homeless Veterans with families for up to two years.

- Organizational staff must demonstrate experience in serving female homeless Veterans and/or homeless Veterans with families, and be able to provide family counseling and youth development services.
- Grantees must demonstrate strong linkages with mental health, primary care, substance abuse treatment, access to pediatric care, sexual trauma therapy, PTSD therapy, and other health-related services through VA medical facilities or accredited community health service providers under an approved fee-basis contract with the appropriate VA medical center in the service area.
- Grantees must demonstrate ability to provide assistance and advocacy for Veterans with the nearest VA Regional Office (VARO) to ensure homeless female Veterans and/or homeless Veterans with families apply for benefits and have support if they need to appeal a VA benefits claim.
- Grantees must demonstrate linkages with community resources that can provide legal assistance to homeless female Veterans and/or homeless Veterans with families with dependent children in areas of family law, domestic violence, child support enforcement, and poor credit history counseling and repair.
- Grantees must demonstrate they have strong linkages with community resources that can provide child care or after care support for homeless

Veterans with families while the Veteran is engaged in work-related education and employment programs, as well as when Veterans are scheduled for appointments relating to their individual development plans.

The application must include a description of the approach to providing comprehensive employment and training services, including outreach, pre-enrollment assessment, job training, job development, obtaining employer commitments to hire, placement, and post-placement follow-up services. Applicants must address how they will target occupations that are locally in demand with career growth potential and that will provide wages to ensure self-sufficiency for the participant. Supportive services provided as part of the strategy of promoting job readiness and job retention must be indicated.

The applicant must identify the local services and sources of training to be used for participants. At least 80% of participants must participate in training activities other than basic skills and life skills and financial management training. A description of the relationship with other employment and training programs delivered through the One-Stop Career Center system must be specified.

Applicants must indicate how the activities will be tailored or responsive to the needs of homeless female Veterans and/or Veterans with families. A participant flow chart may be used to show the sequence and mix of services (does *not* count towards the 75-page limitation). In addition, if State Unemployment Insurance data will be used

to substantiate the applicant's follow-up results, it is suggested that the applicant include any official MOUs or other formalized agreements that enables the applicant to obtain such information (does *not* count towards the 75-page limitation).

Additional 10 Points (referenced in the Heading to Section B):

Up to an additional 10 points under this section will be awarded to grant proposals that present an innovative approach to address the barriers to employment faced by homeless female Veterans and/or homeless Veterans with families. For such purposes, it is recommended that grant applicants be able to express their understanding of the unique challenges faced by homeless female Veterans and/or homeless Veterans with families and be able to demonstrate that they have developed an innovative and effective network of service providers which may include, but certainly are not limited to, substance abuse recovery programs, mental and physical health providers, housing, child care and legal issues. It is recommended that formal MOU with providers of services that are specifically targeted to assisting homeless female Veterans and/or homeless Veterans with families be established and attached to the grant application request.

Note: The applicant must complete the Recommended Format for Common Measures Planned Quarterly Technical Performance Goals (Appendix D), with proposed programmatic outcomes, including participants served, placement/entered employments, and job retention or a similar document containing the same information (does *not* count towards the 75-page limitation). If the applicant fails to

provide such specific information, the grant application will be considered non-responsive and it will not be evaluated.

C. Quality and extent of linkages with other providers of services to the homeless female Veterans and/or homeless Veterans with families: 20 points:

The application must provide information on the quality and extent of the linkages this program will have with employers, educational providers, and other providers of services to homeless female Veterans and/or homeless Veterans with families in the local community. For each service, the applicant must specify who the provider is, the source of funding (if known), and the type of linkages/referral system established or proposed. Describe, to the extent possible, how the project would be incorporated into the local community Continuum of Care approach and the local community's ten (10) year plan to end homelessness, if applicable (see Interagency Council on Homelessness website address: at [www.ich.gov](http://www.ich.gov) for additional information). Describe how the proposed project links to the appropriate State Workforce Agency and One-Stop Career Center(s) including coordination and collaboration with DVOP/LVER and other One-Stop Career Center staff, HUD, HHS, SSA, Department of Agriculture, ODEP, DVA, educational institutions, and other local community-based programs and the services that will be provided as necessary on behalf of the homeless Veteran participants to be served.

D. Demonstrated capability in providing required program services, including programmatic reporting and participant tracking: 20 points:

The applicant must describe its relevant prior experience in operating employment

and training programs and providing services to participants similar to those that are proposed under this solicitation. Specific outcomes previously achieved by the applicant must be described, such as number of enrollments, number of participants that entered employment, cost per placement into employment, benefits secured, and network coalitions. The applicant must also address its capacity for timely startup of the program, programmatic reporting, and participant tracking. The applicant should describe its staff experience and ability to manage the administrative, programmatic, and financial aspects of a grant program. Include a recent (within the last 18 months) grant specific financial statement and/or audit (does *not* count towards the 75-page limitation). Final or most recent financial and technical performance reports for other relevant programs must be submitted, if applicable. Because prior HVRP experience is not a requirement for this grant, applicants may have other similar type programmatic performance reports to submit as evidence of experience in operating other employment and training type programs.

E. Quality of overall housing strategy: 10 points:

The application must demonstrate how the applicant proposes to obtain or access resources for participants in the program and participants entering into the labor force. This discussion should specify the provisions made to access temporary, transitional, and permanent housing for participants through various community resources including, but not limited to HUD's Section 8 and VASH programs and DVA's Grant and Per Diem Program, and other special needs and/or locally funded housing programs. *HVRP funds are not to be used for the purpose of emergency,*

*transitional, or permanent housing, rent and/or deposit payments for an apartment/house or the purchasing or leasing of vehicles.*

2. Review and Selection Process:

Grant applications will be reviewed by a Department of Labor grant review panel using the point scoring system specified above in Section V(1). Urban and Non-Urban applications will be evaluated against the same criteria but reviewed separately. The grant review panel will assign a score after objectively and carefully evaluating each responsive grant application and all responsive grant applications will be ranked based on this score. The ranking will be the primary basis to identify applicants as potential grantees. The grant review panel will establish a competitive range, based upon the proposal evaluation, for the purpose of selecting qualified applicants. For this solicitation, the minimum acceptable score for consideration is 70, but the competitive range may be set higher.

The grant review panel will have the authority and expertise to compare the goals of applications in the competitive range, to consider any information that comes to their attention, to form an opinion on what is most advantageous to the government and to judge allowed costs, cost-per-placement, and other goals. The Assistant Secretary for Veterans' Employment and Training and Grant Officer will make a final selection based on the grant review panel findings, grant application scores, geographical presence of the applicants, existing grants, and the areas to be served. USDOL/VETS reserve the right to select a lower scoring application from one category (Urban or Non-urban) over a higher-rated application from the other category if the Grant Officer or Assistant Secretary determines it is necessary to achieve an appropriate mix of Urban and

Non-Urban projects. The grant review panel's conclusions are advisory in nature and not binding on the Grant Officer.

The grant review panel and Grant Officer will screen all applicant cost proposals to ensure expenses are allocable, allowable, and reasonable. Determinations of allowable costs will be made in accordance with the applicable Federal cost principles, e.g. Non-Profit Organizations – OMB Circular A-122. Unallowable costs are those charges to a grant that a grantor agency or its representatives determined not to be allowed in accordance with the applicable Federal Cost Principles or other conditions contained in the grant. If the grant review panel and Grant Officer conclude that the cost proposal contains an expense(s) that is not allocable, allowable, and/or reasonable, the Grant Officer may request a revision of the application for funding. Further, the grant review panel will consider applicant information concerning the proposed cost per placement, percentage of participants who enter unsubsidized employment, average hourly wage at placement, and 90-, 180-, and 270-day retention in employment percentages. The national average cost per placement for HVRP for last year was approximately \$2,500.

The Government reserves the right to ask the applicant for clarification on any aspect of a grant application. The Grant Officer may consult with the Department of Labor staff on any potential grantee and/or sub-awardee(s) concerns. The Grant Officer's determination for award under **SGA # 10-03** is the final agency action. The submission of the same proposal from any prior year HVRP competition does not guarantee an award under this Solicitation.

3. Anticipated Announcement and Award Dates:

Announcement of this award is expected to occur by June 30, 2010. The grant agreement will be

awarded by no later than July 1, 2010.

## **VI. AWARD ADMINISTRATION INFORMATION**

### 1. Award Notices:

A. The Notice of Award signed by the Grant Officer is the authorizing document and will be provided through postal mail and/or by electronic means to the authorized representative listed on the SF-424 Grant Application. Notice that an organization has been selected as a grant recipient does not constitute final approval of the grant application as submitted. Before the actual grant award, the Grant Officer and/or the Grant Officer's Technical Representative may enter into negotiations concerning such items as program components, funding levels, and administrative systems. If the negotiations do not result in an acceptable submittal, the Grant Officer reserves the right to terminate the negotiation and decline to fund the proposal. Please note: Grant award occurs only after the prospective grantee and the Grant Officer signs the Grant award document.

B. A post-award conference will be held for those grantees awarded PY 2010 HVRP funds through this competition. The post-award conference is expected to be held in August 2010 and up to two (2) grant recipient representatives must be present. The site of the post-award conference has not yet been determined, however, for planning and budgeting purposes, applicants should allot four (4) days and use Washington, DC as the conference site. The post-award conference will focus on providing information and assistance on reporting, record keeping, grant requirements, and also

include networking opportunities to learn of best practices from more experienced and successful grantees and sub-awardee(s). Costs associated with attending this conference for up to two (2) grantee representatives will be allowed as long as they are incurred in accordance with Federal travel regulations. Such travel costs must be reflected in the proposed budget.

2. Administrative and National Policy Requirements:

All grantees and sub-awardees must comply with the provisions of Title 38 U.S.C. and its regulations, as applicable.

A. Administrative Program Requirements

All grantees and sub-awardees, including community organizations, will be subject to applicable Federal laws (including provisions of appropriations law), regulations, and the applicable Office of Management and Budget Circulars. The grant(s) awarded under this SGA will be subject to the following administrative standards and provisions, if applicable:

- 29 CFR part 2 – General Participation in Department of Labor Programs by Faith-Based and Community Organizations; Equal Treatment of All Department of Labor Program Participants and Beneficiaries.
- 29 CFR part 30 – Equal Employment Opportunity in Apprenticeship and Training.
- 29 CFR part 31- Nondiscrimination in Federally Assisted Programs of the Department of Labor - Effectuation of Title VI of the Civil Rights Act of 1964.
- 29 CFR part 32 - Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.

- 29 CFR part 33 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Labor.
- 29 CFR part 35 – Nondiscrimination on the Basis of Age in Programs and Activities Receiving Federal Financial Assistance from the Department of Labor.
- 29 CFR part 36 – Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Assistance.
- 29 CFR part 37 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998.
- 29 CFR part 93 – New Restrictions on Lobbying.
- 29 CFR part 94 – Government-wide Requirements for Drug-Free Workplace (Financial Assistance).
- 29 CFR part 95 - Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations, and with Commercial Organizations.
- 29 CFR part 96 - Audit Requirements for Grants, Contracts and Other Agreements.
- 29 CFR part 97 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- 29 CFR part 98 – Government-wide Debarment and Suspension (Non procurement).
- 29 CFR part 99 - Audit of States, Local Governments, and Non-Profit Organizations.
- Applicable cost principles and audit requirements under OMB Circulars A-21, A-87, A-110, A-122, A-133, and 48 CFR part 31.
- In accordance with Section 18 of the Lobbying Disclosure Act of 1995, Public Law 104-65 (2 U.S.C. 1611), non-profit entities incorporated under 501(c) (4) that engage in lobbying activities are not eligible to received Federal funds and grants.
- 38 U.S.C. Section 4215 – Requirements for priority of service for Veterans in all Department of Labor training programs.

### 3. Reporting:

Title 38, Section 2021 indicates that, “The Secretary of Labor shall collect such information as that Secretary considers appropriate to monitor and evaluate the distribution and expenditure of funds appropriated to carry out this section. The information shall include data with respect to the results or outcomes of the services provided to each homeless Veteran under this section.”

All HVRP grantees will enter data electronically and attach their quarterly technical performance report, success stories, green jobs related information, etc. into the U.S. Department of Labor, Veterans’ Employment and Training Service, Outcomes and Performance Accountability Reporting (VOPAR). The Federal Financial Report (FFR) SF-425 data will only be entered into the DOL E-Grants System according to the reporting requirements and timetables described below. Please note that the SF-269 and SF-272 have been replaced by the Federal Financial Report (FFR) SF-425; consequently applicants are required to use the FFR SF- 425. Prior to submitting the financial reports via E-Grants, grantees must submit these reports to their assigned GOTR for review and approval. Access to both VOPAR and E-Grants reporting systems will be authorized to successful grant applicants within 45 days of the date of award. Failure to provide timely and accurate financial reports electronically may affect option year grant award. Please note that the “active” grant performance period is awarded July 1, 2010 thru June 30, 2011, with the “follow-up” period immediately following starting July 1, 2011 through March 31, 2012, as per Common Measures reporting requirements.

A. Quarterly Financial Reports:

No later than 30 days after the end of each Federal fiscal quarter (October 31<sup>st</sup>, January 31<sup>st</sup>, April 30<sup>th</sup>, July 31<sup>st</sup>) the grantee must report outlays, program income, and other financial information on a Federal fiscal quarterly basis using the FFR SF-425. The FFR

SF 425 must be entered into the E-Grants system and **must** cite the assigned grant number.

**B. Quarterly Program Reports:**

No later than 30 days after the end of each Federal fiscal quarter (October 31<sup>st</sup>, January 31<sup>st</sup>, April 30<sup>th</sup>, and July 31<sup>st</sup>), grantees must submit a Quarterly Technical Narrative and Performance Report into VOPAR that contains the following:

1. A comparison of actual accomplishments to planned goals for the reporting period and any findings related to monitoring efforts;
2. An explanation for variances of plus or minus 15% of planned program and/or expenditure goals, to include: identification of corrective action that will be taken to meet the planned goals, if required; and a timetable for accomplishment of the corrective action; and
3. A calculation of the number of green jobs related placements by the specific green jobs sector and/or industries as presented above in section I. 5 Results-Oriented Model, as well a calculation of the number of green job related placements as a percentage of total placements.

**C. 90-Day Follow-Up Performance Report:**

No later than 120 days after the active grant performance period (October 31st), the grantee must electronically submit to the VOPAR and E-Grants Reporting Systems

reports showing results and performance as of the 90<sup>th</sup> day after the active grant period, and containing the following:

1. FFR SF-425;
2. Technical Performance Report comparing goals vs. actual performance levels; and
3. A calculation of the number of green jobs related placements by the specific green jobs sector and/or industries, as well a calculation of the number of green job related placements as a percentage of total placements.

D. 180-Day Follow-Up Report:

No later than 210 days after the active grant performance period (January 31<sup>st</sup>), the grantee must electronically submit to the VOPAR and E-Grants Reporting Systems a Follow-Up Report showing results and performance as of the 180<sup>th</sup> day after the grant active performance period, and containing the following:

1. FFR SF-425; and
2. 180-Day Follow-Up Report identifying:
  - (a) The total number of Veterans who entered employment during the entire grant period;
  - (b) The number of Veterans who retained employment as defined under Common Measures at the 90-, 180-day follow-up periods;
  - (c) If the Veterans are still employed at the same or similar job, and if not, what are the reason(s)?
  - (d) An unduplicated count of how many HVRP participants are now receiving fixed income benefits such as DVA disability/retirement pensions and Social Security

income, as a result of grantee referrals and networking on behalf of the Veteran.

(e) Whether training received was applicable to jobs held;

(f) Participant average hourly wages at placement and weekly wages at the 90-, 180-, and 270-day follow-up periods;

(g) An explanation of why those Veterans who entered employment during the grant, but not employed at the end of the follow-up periods, are not so employed;

(h) A calculation of the number of green job related placements by the specific green jobs sector and/or industries, as well a calculation of the number of green job related placements as a percentage of total placements.

(i) Any recommendations to improve the program.

E. 270-Day Final / Follow-Up Performance Report:

No later than 300 days after the grant active performance period or April 30th, the grantee must electronically submit to the VOPAR and E-Grants Reporting Systems a Final FFR SF-425 and a Final Follow-up Report showing results and performance as of the 270th day after the active grant performance period which **must** contain the following:

(a) The total number of Veterans who entered employment during the entire grant period;

(b) The number of Veterans who retained employment as defined under Common Measures at the 90-,180- and 270-day follow-up periods;

(c) If the HVRP participants are still employed at the same or similar job, and if not, what are the reason(s)?

(d) How many homeless Veteran HVRP participants are now receiving fixed income

benefits such as DVA disability /retirement pensions, Social Security income, etc. as a result of grantee referrals and networking on behalf of the Veteran?

(e) Whether training received was applicable to jobs held;

(f) Participant average hourly wages at placement and weekly wages at the 90-, 180-, and 270-day follow-up periods;

(g) An explanation of why those Veterans who entered employment during the grant, but not employed at the end of the follow-up period, are not so employed;

(h) A calculation of the number of green job related placements by the specific green jobs sector and/or industries, as well a calculation of the number of green job related placements as a percentage of total placements; and

(i) Any recommendations to improve the program.

4. Agency Contact:

All questions regarding this SGA should be directed to Cassandra Mitchell, e-mail address: [mitchell.cassandra@dol.gov](mailto:mitchell.cassandra@dol.gov), at telephone number (202) 693-4570 (note this is not a toll-free number). To obtain further information on the Homeless Veterans' Reintegration Program of the U.S. Department of Labor, visit the USDOL website of the Veterans' Employment and Training Service at [www.dol.gov/vets](http://www.dol.gov/vets). Individuals with hearing impairments may call (800) 670-7008 (TTY/TDD).

**VII. OTHER INFORMATION**

1. Acknowledgement of USDOL Funding.

A. Printed Materials / Intellectual Property: In all circumstances, the following must be displayed on printed materials prepared by the grantee while in receipt of USDOL grant funding: “Preparation of this item was funded by the United States Department of Labor under Grant No. [Insert the appropriate grant number].” All printed materials must also include the following notice: “This workforce solution and its associated documents were funded by a grant awarded by the U.S. Department of Labor’s Veterans Employment and Training Service. The solution and its associated documents were created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor and/or the Veterans Employment and Training Service. The U.S. Department of Labor and/or the Veterans Employment and Training Service makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes are permissible. All other uses require the prior authorization of the copyright owner.”

B. Public references to grant: When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds must clearly state:

- The percentage of the total costs of the program or project, which will be financed with Federal money;

- The dollar amount of Federal financial assistance for the project or program; and
- The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

C. Use of USDOL Logo: Prior to the use of the USDOL Logo, the Grant Officer must approve such use. In addition, once approval is given the following guidance is provided:

- The USDOL logo may be applied to USDOL-funded material prepared for distribution, including posters, videos, pamphlets, research documents, national survey results, impact evaluations, best practice reports, and other publications of global interest. The grantee(s) must consult with USDOL on whether the logo may be used on any such items prior to final draft or final preparation for distribution. In no event will the USDOL logo be placed on any item until USDOL has given the Grantee permission to use the logo on the item.
- All documents must include the following notice: “This documentation does not necessarily reflect the views or policies of the U.S. Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.”

2. OMB Information Collection No 1225-0086, Expires November 30, 2012.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 20 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send

comments regarding the burden estimated or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, to the attention of the OMB Desk Officer, 200 Constitution Avenue NW, Room N1301, Washington, DC 20210.

This information is being collected for the purpose of awarding a grant. The information collected through this “Solicitation for Grant Applications” will be used by the Department of Labor to ensure that grants are awarded to the applicant best suited to perform the functions of the grant. Submission of this information is required in order for the applicant to be considered for award of this grant. Unless otherwise specifically noted in this announcement, information submitted in the respondent’s application is not considered to be confidential.

### 3. Resources for the Applicant:

The Department of Labor maintains a number of web-based resources that may be of assistance to applicants. The website address for the USDOL VETS [www.dol.gov/vets/programs/main.htm](http://www.dol.gov/vets/programs/main.htm) is a valuable source of information including for program highlights and brochures, glossary of terms, frequently used acronyms, general and special grant provisions, power point presentations on how to apply for HVRP funding, and on-site monitoring visits. The HVRP National Technical Assistance center at website address: <http://www.dol.gov/vets/grants/hvrpnat.htm> is also a valuable resource of information for grant applicants. The Interagency Council on Homeless at website [www.ich.gov](http://www.ich.gov) has information from various departments that assist homeless persons including updated information on local community ten (10) year plans to end homelessness and Continuums of Care plans. America’s

Service Locator website at [www.servicelocator.org](http://www.servicelocator.org) provides a directory of our nation's One-Stop Career Centers and website: [www.workforce3one.org](http://www.workforce3one.org) is another Department of Labor resource site. The National Association of Workforce Boards maintains a website at [www.nawb.org/asp/wibdir.asp](http://www.nawb.org/asp/wibdir.asp) that contains contact information for the State and local Workforce Investment Boards. Applicants may also review "VETS' Guide to Competitive and Discretionary Grants" located at website : [http://www.dol.gov/vets/grants/Final\\_VETS\\_Guide-linked.pdf](http://www.dol.gov/vets/grants/Final_VETS_Guide-linked.pdf). For a basic understanding of the grants process and basic responsibilities of receiving Federal grant support, please see "Guidance for Faith-Based and Community Organizations on Partnering with the Federal Government" at website [www.whitehouse.gov/government/fbcj](http://www.whitehouse.gov/government/fbcj) and [www.dol.gov/cfbcj](http://www.dol.gov/cfbcj) , as well as, the National Coalition for Homeless Veterans website at [www.nchv.org](http://www.nchv.org).

#### 4. Appendices:

(Located on U.S. Department of Labor, Veterans' Employment and Training Service website: [www.dol.gov/vets](http://www.dol.gov/vets) follow link for the applicable SGA listed under announcements.)

- Appendix A: Application for Federal Assistance SF-424
- Appendix B: Budget Information Sheet SF-424A
- Appendix C: Assurances and Certifications Signature Page
- Appendix D: Recommended Format for Planned Common Measures Quarterly  
Technical Performance Goals
- Appendix E: Direct Cost Descriptions for Applicants and Sub-Applicants

- Appendix F: Survey on Ensuring Equal Opportunity for Applicants
- Appendix G: Common Measures Technical Assistance Guide (TAG) for  
Competitive Grantees
- Appendix H: Indirect Charges or Certificate of Direct Costs
- Appendix I: 75 Largest Cities

Signed at Washington, DC. this 22<sup>nd</sup> day of April, 2010.

A handwritten signature in blue ink that reads "Cassandra R. Mitchell".

Cassandra Mitchell, Grant Officer

BILLING CODE: 4510-79P