

**DEPARTMENT OF LABOR**

**Veterans' Employment and Training Service**

**Notice of Availability of Funds and Solicitation for Grant Application for Urban and Non-Urban Homeless Veterans' Reintegration Program (HVRP) Homeless Female Veterans and Homeless Veterans with Families (HFVWWF) Grants for Program Year (PY) 2013, July 1, 2013 through June 30, 2014.**

**Announcement Type: Solicitation for Grant Applications (SGA)**

**Funding Opportunity Number: SGA 13-02**

**Catalog of Federal Domestic Assistance (CFDA) Number: 17.805**

**Key Dates:** The closing date for receipt of the application is 30 days from the date of publication in [www.grants.gov](http://www.grants.gov). Application must be received no later than 4:00 p.m. Eastern Daylight Time (EDT).

**Addresses:** Applicants may apply electronically at [www.grants.gov](http://www.grants.gov). Instructions for electronic applications are in section IV. C. of this Notice. Applications submitted by U.S. Mail, professional overnight delivery service or hand-delivery must be addressed to:

U.S. Department of Labor

Procurement Services Center

Attention: Cassandra Mitchell, Reference SGA # 13-02

200 Constitution Avenue NW, Room S-4307

Washington, DC 20210

For complete application and submission information, including online application instructions, please refer to section IV.

## **SUMMARY**

The USDOL, Veterans' Employment and Training Service (VETS) announces a grant competition for the Homeless Veterans Reintegration Program. This program is authorized under 38 U.S.C. Section 2021, which provides that the "Secretary of Labor (Secretary) 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, literacy, and skills training) to expedite the reintegration of homeless veterans into the labor force." The funds available in this competition are focused on homeless female veterans and homeless veterans with families under 38 U.S.C. Section 2021A. Applications proposing to serve homeless female veterans and homeless veterans with families (HFVVWF) under this Homeless Veterans' Reintegration Program (HVRP) solicitation will fall into one of two categories: Urban, Non-Urban geographical areas. Applicants proposing to serve HFVVWF on Native American tribal lands are encouraged to apply under the Non-Urban category. HFVVWF grants are intended to address two objectives: to provide services to assist in reintegrating homeless female veterans and veterans with families into meaningful employment within the labor force, and to stimulate the development of effective service delivery systems that will address the complex problems facing homeless female veterans and veterans with families.

Successful applicants will propose programs that expedite the reintegration of eligible homeless veterans into the labor force. Applicants must address all of the operational, administrative, and

financial requirements described within this solicitation. Successful applicants will have demonstrated the ability to address the universal challenges as well as the local or regional problems that have contributed to veteran homelessness and have prevented these veterans from stabilizing their lives and reentering the workforce.

For this PY 2013 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 homeless veterans with families reentering the workforce.

Under this solicitation, VETS anticipates that a total of up to \$5,000,000 will be available for Urban and Non-Urban grants. Awards will range from a minimum of \$100,000 to a maximum of \$300,000 for an Urban grant and from a minimum of \$100,000 to a maximum of \$200,000 for a Non-Urban grant. Applications submitted outside of these ranges will be considered non-responsive and will not be evaluated. VETS expects to award grants in the Urban and Non-

Urban categories. However, the actual number of grants to be awarded in each category will be announced after selections are made. The primary basis for award is merit. Applicants must clearly identify the funding category for which they are applying. The Grant Officer reserves the right to negotiate proposed funding amounts and geographic service delivery areas under each of the designated funding categories.

This notice contains all the necessary information and forms to apply for grant funding under the HFVWWF. There may be future addenda to this solicitation published on [www.grants.gov](http://www.grants.gov) and [www.dol.gov/vets](http://www.dol.gov/vets). All applicants are responsible for checking [www.grants.gov](http://www.grants.gov) and the [www.dol.gov/vets](http://www.dol.gov/vets) site regularly to ensure that they have all of the latest information regarding any updates to this solicitation.

This SGA provides background information on HFVWWF and identifies the critical elements that must be contained within proposals funded under this solicitation. It also describes the application submission requirements, the process that eligible applicants must use to apply for funds covered by this solicitation, and how grantees will be selected.

## **I. FUNDING OPPORTUNITY DESCRIPTION**

Section 2021 of Title 38 of the United States Code (U.S.C.) requires the Secretary to conduct, directly or through a 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. The funds available in this competition are focused on homeless female veterans and homeless veterans with families under 38 U.S.C. Section 2021A. Section 305 of the Honoring America's Veterans and Caring for Camp Lejeune Families Act of 2012, Public Law 112-154 reauthorizes HVRP through FY 2013. This legislation was signed into law by President Barack Obama on August 6, 2012.

#### A. Program Concept and Emphasis

Successful applicants will design a program that addresses the multitude of challenges associated with homeless female veterans and veterans with families and is responsive to their employment and supportive service needs within the local community. HFVWWF grants are intended to address two universal objectives: 1) to provide services to assist in reintegrating homeless female veterans and veterans with families 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 female veterans and veterans with families.

For this 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 HFVWWF participants.

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 HFVWWF 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 HFVVWF reentering the workforce. In PY 2013, the HFVVWF proposals 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 HFVVWF 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 HFVVWF and be able to demonstrate that they have developed an established network of service providers to assist HFVVWF. It is recommended that where appropriate, formal Memoranda of Understanding with providers of child supportive services should be established and attached to the grant application. Applicants must consider the following elements of service delivery when designing case management models that serve HFVVWF:

- 1) Applicants must demonstrate they have an established network of providers that offer safe, transitional housing support for up to two years for female homeless veterans and/or homeless veterans with dependent children.
  
- 2) 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.

3) Applicants must demonstrate strong linkages with mental health, primary care, substance abuse treatment, access to pediatric care, sexual trauma therapy, Post Traumatic Stress Disorder (PTSD) therapy, and other health-related services through Department of Veterans Affairs (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.

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

5) 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.

6) 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 the veteran is scheduled for appointments relating to his/her individual development plans.

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 that have an understanding of the barriers to employment unique to homeless female veterans, a familiarity with the geographic area to be served, linkages with federal agencies including the American Job Center(s), and the capability to effectively address the requirements stated within this SGA.

#### B. Scope of Program Design

The project design must include, either directly through the proposed applicant or through demonstrated collaborative agreements, the following dimensions: outreach, assessment and intake, employment and training services, and follow up services to enhance placement and retention in employment. Applicants also must fully demonstrate their organizational capability and staff experience and the quality of their linkages with support service providers on federal, state, and local levels to serve HFVWF participants including those who are chronically homeless. In addition, applicants must demonstrate that their program is able to offer, either through referrals or through direct interventions, enough housing capability to adequately care for the number of proposed participants in their program. Most importantly, applicants must demonstrate how their project design effectively addresses the six criteria specified in section V.

## **II. AWARD INFORMATION**

One (1) year grants with the potential for funding for up to an additional three (3) years (as described in section C. below) each year with the associated three-quarters (nine-months) of follow-up (as described in section B. below) will be awarded. It should be noted that the selection process involves an initial acceptance of an organization's grant application, which

does not constitute final approval. Before or shortly after the actual grant is awarded, USDOL may enter into negotiations about such items as program components, staffing, funding levels, and administrative systems in place to support grant implementation. If the negotiations do not result in a mutually acceptable submission and agreement, the Grant Officer reserves the right to either terminate the negotiation, decline to fund the application, and/or terminate the award.

#### A. Award Amount

Under this grant solicitation, VETS anticipates that a total of up to \$5,000,000 will be available for Urban and Non-Urban grants with awards ranging from a minimum of \$100,000 to a maximum award of \$300,000 for each Urban grant and a minimum award of \$100,000 to maximum award of \$200,000 for each Non-Urban grant. All available funds will be awarded and the number of grants to be awarded in each category will be announced after selections are made as the grants are awarded based on merit of the applications and the financial amounts proposed by the pool of successful applicants. Applicants must indicate in writing whether they are applying for an Urban or Non-Urban grant award.

Urban areas are metropolitan statistical areas (MSA) in the list of the 75 largest MSA in population according to the 2010 U.S. Census and are listed in Appendix G. All Urban HFVWWF 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 698,030. Non-Urban areas are those areas that serve homeless veterans that are not listed in Appendix G. All Non-Urban HFVWWF grant applicants, including those applicants identifying they will serve Native American veterans located on tribal lands, must provide written documentation and maps, if

available, which demonstrate that the proposed area to be served has a population less than 698,030 the smallest population on the list in Appendix G. The written documentation and maps used to demonstrate the area to be served should be a part of the Technical Proposal but they do NOT count toward either the 15-page Technical Proposal limit or the 50-page total page limitation.

The Department of Labor reserves the right to negotiate the amounts to be awarded under this competition. Please be advised that requests exceeding the maximum award amounts within each award category for which the application has been submitted will be considered non-responsive and will not be evaluated. If there are any additional program funds, the Department of Labor reserves the right to select for funding the next highest scoring eligible applicant(s) on the competitive list developed from this solicitation as late as September 2013.

#### B. Period of Performance

The anticipated active first year period of performance will be for the twelve (12) month period of July 1, 2013 through June 30, 2014, unless modified by the Grant Officer. The follow-up period of performance will be for three (3) additional quarters (nine (9) months) after the end of the active period of performance or from July 1, 2014 through March 31, 2015. It is anticipated that grantees will begin first year program operations under this solicitation on July 1, 2013. All awarded HFVWWF programs must be fully staffed and operational within 30 days notification of award.

All program funds, including all funds reserved to be used for the three quarters (nine months) of

follow-up activities, must be obligated by the grantee by June 30, 2014. Follow-up services must be performed and reported by the grantee for each eligible HFVWWF participant who enters employment during the active performance period.

### C. Additional Year Funding

Should Congress appropriate additional funds for this purpose, VETS may consider up to three (3) optional years of additional funding under the proposed grants. The Government does not, however, guarantee additional year funding for any grantee. See VETS Program Letter #02-12 (Appendix K) for information regarding additional year funding.

## **III. ELIGIBILITY INFORMATION**

### A. Eligible Applicants

Applications for grant funds will be accepted from State and Local Workforce Investment Boards (SWIBs/LWIBs), local public agencies, Native American tribal governments (federally recognized), Native American tribal organizations (other than federally recognized tribal governments), for-profit/commercial entities, and non-profit organizations, including faith-based and community-based organizations. Applicants must have a familiarity with the area and population to be served and the ability to administer an effective program that is ready to start immediately upon the first day of the grant award period of performance.

Please note, 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 Internal Revenue Service Code

Section 501(c)(4) that engage in lobbying activities are not advocacy activities, may include fundraising for, or lobbying of, U.S. Federal, State or Local Governments (see Office of Management and Budget (OMB) Circular A-122).

Eligible applicants will fall into one of the following categories:

- State and local WIBs, established under Sections 111 and 117 of the Workforce Investment Act.
- 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 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.
- Native American tribal governments (federally-recognized) and Native American tribal organizations (other than federally-recognized tribal governments),
- For-profit/commercial entities,
- Non-profit organizations (faith-based and community-based organizations). If claiming 501(c) (3) status, a current and valid Internal Revenue Service (IRS)

statement indicating 501(c) (3) status must be submitted with the application or the application will be deemed non-responsive and it will not be evaluated. The IRS statement should be an attachment to the Technical Proposal and it will not be counted toward the 50 page limit.

## B. Cost Sharing or Matching

Cost sharing and matching funds are not required as a condition for application. VETS encourages grantees to leverage additional resources available to the HFVWWF program and its participants through cost sharing and matching agreements. However, applications that include any form of cost sharing or match will not receive additional consideration under the review.

Cost sharing or match is not one of the application criteria.

## C. Other Eligibility Criteria

### 1. Religious Activities:

The Department of Labor notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. Section 2000bb, applies to all federal law and its implementation. If an applicant 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 Workforce Investment Act and maintain that hiring practice even though Section 188 of the Workforce Investment Act contains a general ban on religious discrimination in employment. If a faith-based organization is awarded a grant, the organization will be provided with information on how

to request such an exemption.

#### D. Participant Eligibility Criteria

To help meet the Interagency Council on Homelessness and the VA's goals to end veterans' homelessness, the following eligibility criteria are presented for purposes of this SGA. To be eligible for enrollment as a participant under this HFVWWF grant an individual must be a homeless veteran defined as follows:

- The term "homeless" or "homeless individual" found at 42 U.S.C. 11302(a), as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 Public Law (P.L.) 111-22) includes:
  - 1) Persons who lack a fixed, regular, and adequate nighttime residence;
  - 2) Persons living in supervised public or privately operated shelter designed to provide temporary living arrangements;
  - 3) An individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided; and
  - 4) Persons with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

Inadequate nighttime residence examples include, but are not limited to, sleeping in the streets, in the woods, in public parks, in cars, on outside benches, under bridges, in tents, in caves, and under a lean-to. Additionally, under the HEARTH Act, the term also includes an individual or family who will imminently lose their housing, has no subsequent residence identified, and who lacks the resources or support networks needed to obtain other permanent housing. Evidence that an individual or family will imminently lose their housing includes: a court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days; having current primary nighttime residence that is a room in a hotel or motel, but lacking the resources necessary to reside there for more than 14 days; or credible evidence, including a credible oral statement from the individual or family, indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days.

Finally, under the HEARTH Act, the term also includes homeless families with children and youth defined as homeless under other federal statutes who have experienced a long period without living independently in permanent housing. Additionally they, also have experienced persistent instability as measured by frequent moves over such period; and can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.

- The term “veteran” means a person who served in the active military and who was

discharged or released under conditions other than dishonorable [38 U.S.C. 101(2)]. Veterans who received a “dishonorable” discharge are ineligible for HFVVWF services.

- The term “Veteran with families” means a person who is a Veteran as specified and who has been designated as or is the primary caretaker of any dependent children under the age of 18. See 38 USC 101 – Sec. 101.
- The term “chronically homeless” is defined as an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more, or who has had at least four (4) episodes of homelessness in the past three (3) years. A disabling condition is defined as a diagnosable substance abuse disorder, serious mental illness, developmental disability, or chronic physical illness or disability including the co-occurrence of two or more of these conditions. A disabling condition limits an individual's ability to work or perform one or more activities of daily living.

#### E. Other Grant Specifications

##### Transparency

The Department of Labor is committed to conducting a transparent grant award process and publicizing information about program outcomes. Posting grant applications on public Web sites is a means of promoting and sharing innovative ideas. For this grant competition, we will publish the Abstracts required (by section IV) and selected information from the SF-424 for all applications on the Department of Labor’s public Web site or similar publicly accessible location. Additionally, we will publish a version of the Technical Proposal required (by section IV), for all

those applications that are awarded grants, on the Department of Labor's Web site or a similar location. No other attachments to the application will be published. The Technical Proposals and Abstracts will not be published until after grant awards are announced. In addition, information about grant progress and results may also be made publicly available.

The Department of Labor recognizes that grant applications sometimes contain information that an applicant may consider proprietary or business confidential information, or may contain personally identifiable information (PII). Proprietary or business confidential information is information that is not usually disclosed outside your organization and disclosing this information is likely to cause you substantial competitive harm.

PII is any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records, and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.<sup>1</sup>

Abstracts will be published in the form originally submitted, without any redactions.

Applicants should not include any proprietary or confidential business information or PII in the Abstract. In the event that an applicant submits proprietary, confidential business information, or PII, the Department of Labor is not liable for the posting of this information contained in the Abstract. The submission of the grant application constitutes

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<sup>1</sup>OMB Memorandum 07-16 and 06-19. GAO Report 08-536, *Privacy: Alternatives Exist for Enhancing Protection of Personally Identifiable Information*, May 2008, <http://www.gao.gov/new.items/d08536.pdf>.

a waiver of the applicant's objection to the posting of any proprietary or confidential business information contained in the Abstract. Additionally, the applicant is responsible for obtaining all authorizations from relevant parties for publishing all PII contained within the Abstract. In the event the Abstract contains proprietary or confidential business or PII, the applicant is presumed to have obtained all necessary authorizations to provide this information and may be liable for any improper release of this information.

By submission of this grant application, the applicant agrees to indemnify and hold harmless the United States, the U.S. Department of Labor, its officers, employees, and agents against any liability or for any loss or damages arising from this application. By such submission of this grant application, the applicant further acknowledges having the authority to execute this release of liability.

In order to ensure that proprietary or confidential business information or personally identifiable information is properly protected from disclosure when Department of Labor posts the winning Technical Proposals, applicants with winning proposals will be asked to submit a second redacted version of their Technical Proposal, with any proprietary or confidential business information and PII redacted. All non-public information about the applicant's and consortium members' staff (if applicable) should be removed as well. The Department of Labor will contact the applicants whose Technical Proposals will be published by letter or email, and provide further directions about how and when to submit the redacted version of the Technical Proposal.

Submission of a redacted version of the Technical Proposal will constitute permission by the applicant for the Department of Labor to make the redacted version publicly available. We will also assume that by submitting the redacted version of the Technical Proposal, the applicant has obtained the agreement to the applicant's decision about what material to redact of all persons and entities whose proprietary, confidential business information or PII is contained in the Technical Proposal. If an applicant fails to provide a redacted version of the Technical Proposal within two weeks of the Department of Labor's request, the Department of Labor will publish the original Technical Proposal in full, after redacting only PII. (Note that the original, unredacted version of the Technical Proposal will remain part of the complete application package, including an applicant's proprietary and confidential business information and any PII).

Applicants are encouraged to maximize the grant application information that will be publicly disclosed, and to exercise restraint and redact only information that clearly is proprietary, confidential commercial/business information, or PII. The redaction of entire pages or sections of the Technical Proposal is not appropriate, and will not be allowed, unless the entire portion merits such protection. Should a dispute arise about whether redactions are appropriate, the Department of Labor will follow the procedures outlined in the Department of Labor's Freedom of Information Act (FOIA) regulations (29 CFR Part 70).

Redacted information in grant applications will be protected by the Department of Labor from public disclosure in accordance with federal law, including the Trade Secrets Act (18 U.S.C. § 1905), FOIA, and the Privacy Act (5 U.S.C. § 552a). If the Department of Labor receives a FOIA request for your application, the procedures in Department of Labor's FOIA regulations

for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures in 29 CFR § 70.26. Consequently, it is possible that application of FOIA rules may result in release of information in response to a FOIA request that an applicant redacted in its “redacted copy.”

#### **IV. Application and Submission Information**

##### **A. How to Obtain an Application Package**

This SGA, together with its attachments, includes all the information and links needed to apply for grant funding. Additional application packages and amendments to this SGA may be obtained from [www.dol.gov/vets](http://www.dol.gov/vets), or [www.grants.gov](http://www.grants.gov).

##### **B. Content and Form of Application Submission**

To be considered responsive to this solicitation the application must consist of three (3) separate and distinct parts: (I) a cost proposal; (II) a technical proposal; and (III) attachments to the technical 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 HFVWWF. Applications that do not contain all three required parts or fail to adhere to the instructions in this section will be deemed non-responsive and will not be evaluated. It is the applicant’s responsibility to ensure that the funding amount requested is consistent across all parts and sub-parts of the application.

A complete grant application package must be written in English and must not exceed 50 single-sided pages (8-1/2” x 11”), double-spaced, typed 12-point font, with one inch margins. All attachments, unless specifically noted in the instructions, are included in the 50-page maximum and any materials beyond the specified page limit will not be read or considered in the evaluation

review process. 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.

## **Part I. The Cost Proposal**

The cost proposal will be reviewed for financial appropriateness and reasonableness. No direct evaluation points will be awarded based upon the information contained within the Cost Proposal; however, applicants must provide the specific information required or their applications may be found non-responsive and not evaluated.

The Cost Proposal must include the following items:

- A fully completed Standard Form SF-424, “Application for Federal Assistance” (Appendix A or available at <http://apply07.grants.gov/apply/FormLinks?family=15>) with the original signed in blue ink if submitting in hard copy. The SF-424 must clearly identify the applicant and must be signed by an individual with authority to enter into a grant agreement. Upon confirmation of an award, the individual signing the SF-424 on behalf of the applicant shall be considered the authorized representative of the applicant. As stated in block 21 of the SF-424 form, the signature of the authorized representative certifies that the organization is in compliance with the Assurances and Certifications form SF-424B (Appendix C or available at <http://apply07.grants.gov/apply/FormLinks?family=15>).
- Further, 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. All applicants for federal grant and funding opportunities are required to have a Data Universal Numbering System (DUNS) number, and must supply their DUNS number on the SF-424. The DUNS number is a nine-digit identification number that uniquely identifies business entities. If you do not have a DUNS number, you can get one free by calling Dun & Bradstreet at 866-705-5711 or by accessing their Web site at [www.dunandbradstreet.com/](http://www.dunandbradstreet.com/). Requests for exemption from the DUNS number requirement must be made to the OMB. Under 2 CFR Part 25, grant recipients authorized to make sub awards must be aware of the following requirements related to DUNS Numbers:

Grantees must notify potential sub-grantees that no entity may receive a sub-award from you unless the entity has provided its DUNS number to you. Grantees may not make a sub-award to an entity unless the entity has provided its DUNS number to you.

- A fully completed Standard Form SF-424A, “Budget Information Form” (Appendix B or available at <http://apply07.grants.gov/apply/FormLinks?family=15>) is required. As an attachment to SF-424A, the applicant must provide a detailed budget narrative that includes a cost breakout of each line item on the Budget Information Sheet. Applicants should label this page or pages as “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:
  - i. Personnel Costs. Applicants must provide a breakout of all personnel costs by position, title, annual salary rates, and the percentage of each person’s 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).

ii. Fringe Benefits. Applicants must provide an explanation and breakout of extraordinary fringe benefit rates and associated charges (i.e., rates exceeding 35 percent of salaries and wages).

iii. Explanation of Costs and Methodologies. Applicants must provide an explanation of the purpose, composition, and methodology used to derive all costs which must include: personnel, fringe, travel, equipment, supplies, sub-awards/contracts, and any other costs associated with executing the grant. The applicant must include costs of any required travel described in this Solicitation. Planned travel expenditures may not exceed 5 percent of the total HFVWF funds requested. Mileage charges may not exceed the current federal rate. Updated federal mileage rates may be secured through the General Services Administration’s (GSA) Web site at [www.gsa.gov](http://www.gsa.gov).

iv. Follow-Up Services. Applicants must describe all associated costs for obtaining and retaining participant information pertinent to the follow-up services required for the three quarters after the active program year performance period ends, including any costs of using State Unemployment Insurance (UI) data to substantiate an applicant’s follow-up results, if

applicable. Procedures for safeguarding all follow-up information will be provided after the award of the grant is determined.

v. Equipment Purchases. Applicants must provide a description/specification of, and justification for, all equipment purchases, if any, that are 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. Applicants must specifically identify any and all equipment that meets the conditions described and secure, in writing, the Grant Officer's Technical Representative (GOTR) approval before purchase.

- A fully completed Indirect Charges or Certificate of Direct Costs Form (Appendix I).

Note that the entire federal grant amount requested must be included on the SF-424, SF-424A and the Budget Narrative. No leveraged resources should be shown on the SF-424 and the SF-424A. The amounts listed on the SF-424, SF-424A and the Budget Narrative must be the same. The funding amount included on the SF-424 will be considered the official funding amount requested if any inconsistencies are found. In addition, applications that do not provide an SF-424, an SF-424A or a properly noted DUNS number (or an official exemption), will be considered non-responsive and not be evaluated.

All applicants must register with the System for Award Management (SAM) before submitting an application. SAM is a Web-enabled government wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract award, grants and the electronic payment processes. Prior to July 2012, this functionality was handled by the Central Contractor Registration (CCR). Step-by-step instructions for registering with SAM can be found at [http://www.grants.gov/applicants/org\\_step2.jsp](http://www.grants.gov/applicants/org_step2.jsp). A grantee must maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the applicant is required to review and update its information in the SAM database on an annual basis from the date of initial registration or subsequent updates to ensure it is current, accurate and complete. For purposes of this paragraph, the applicant is the entity that meets the eligibility criteria and has the legal authority to apply and to receive the award. Failure to register with the SAM before the application submission will result in an application being found non-responsive and it will not be evaluated.

## **Part II. The Technical Proposal**

The Technical Proposal must demonstrate the applicant's capability to implement the grant in accordance with the provisions of this SGA. The specific guidelines for the content of the Technical Proposal are provided in section V. The Technical Proposal is not to exceed 15 single-sided pages of double-spaced 12-point font with one inch margins. Any materials beyond the specified page limit will not be read or considered in

the review process. The pages used to present the Technical Proposal count toward the 50-page total page maximum limitation. Applicants should number the Technical Proposal beginning with page number 1. The Technical Proposal should consist of a narrative that fully illustrates the following elements: 1) Need for the Project; 2) Overall Approach or Strategy; 3) Quality of Linkages; 4) Organizational and Staff Capability; and 5) Housing Strategy. The associated rating criteria and evaluation points related to each of the program elements contained within the Technical Proposal is provided in section V. Applications that do not contain a Technical Proposal or do not address the evaluation factors included in their technical proposal will be considered non-responsive and will not be evaluated.

### **Part III. Attachments to the Technical Proposal**

Applications that fail to contain the required attachments as identified in the SGA will be determined non-responsive and will not be evaluated. The required attachments must be affixed as separate, clearly identified sections or appendices to the application. Additional materials such as general letters of support will have no impact upon the evaluation of the grant proposal. Applicants should not send attachments or additional documents separately to the Department of Labor. Only documents contained in the submitted application package will be evaluated.

In addition to the appendices specified through the SGA, the applicant must submit the following as Attachments to the Technical Proposal:

- An up to two-page abstract summarizing the project that will be shared publicly. The applicant's proposed overall strategy, timeline, and outcomes to be achieved must be included. The geographic area to be served to include the Congressional district and the type of HFVWF grant (Urban or Non-Urban) should be clearly identified. No direct evaluation points will be assessed based upon the information contained within the abstract. The abstract does not count toward the 15-page Technical Proposal limit, but it does count toward the overall 50-page limitation.
- Applicants must complete the PY 2013 Competitive Grants Planned Goals Chart (Appendix D) with proposed programmatic outcomes, including but not limited to, participants served, placements, entered employment, entered employment rate, and employment rate of retention. If the applicant fails to provide the specific and required information as identified on the PY 2013 Competitive Grants Planned Goals Chart, the grant application will be considered non-responsive and will not be evaluated. This chart does not count toward the 15-Page Technical Proposal limit, nor does it count toward the overall 50-page limitation.
- All applicants must submit evidence of satisfactory financial management capability, which must include a recent summary of a financial audit statement or summary of an audit occurring within the last 18 months of the organization applying for the grant. This audit does not count toward either the 15-page Technical Proposal limit or the 50-page total page limitation. All successful grantees are required to utilize Generally Accepted Accounting Practices, maintain a separate accounting for these

grant funds, and have a checking account. If an audit is not included, the application will receive zero (0) points in the appropriate section of the evaluation.

- All applicants must include, if applicable, a list of relevant grants and contracts that they have had in the past three (3) years, including grant/contract officer contact information. The Department of Labor reserves the right to have an agency representative review and verify this data. This list does not count toward the 15-page Technical Proposal limit, but it does count toward the overall 50-page page limitation.
- A completed Survey on Ensuring Equal Opportunity for Applicants (Appendix F) must be provided. This form does not count toward the 15-page Technical Proposal limit, but it does count toward the 50-page total page limitation.
- A completed Project/Performance Site Location(s) Form OMB Number 4040-0010 (Appendix L or also available at <http://apply07.grants.gov/apply/FormLinks?family=15>), must be provided. If using grants.gov for submission, this form must be attached under the required forms section. Please note that this is a standard form used for many programs and has a check box for applying as an individual. Disregard this box on the form as individuals are not eligible to apply for this solicitation. This form does not count toward the 15-page Technical Proposal limit, but it does count toward the 50-page total page limitation.

- All individual service contracts, MOUs, or other formal agreements which involve service providers not specifically proposed as a part of the applicant’s team, but who provide services within the proposed geographic service delivery area mentioned within an applicant’s proposal must be included. While these formal agreements should be noted and identified in the appropriate place within the applicant’s proposal, copies of these formal agreements are not counted toward either the 15-page Technical Proposal limit or the overall 50-page limitation.
- An organizational chart, staff resumes and/or detailed staff capability statements are required, but they do not count toward either the 15-page Technical Proposal limit or the overall 50-page limitation.
- Applicants must include a statement that confirms their intent to work collaboratively with the DOL and its contractors on potential evaluation efforts related to veterans. This cooperation will include complying with evaluation requirements of DOL, as well as the third-party contractors procured by DOL. Grantees may be required to submit program and participant data and, in accordance with the proper handling of PII, share this data with DOL contractors upon request. (See section VI.B.4 under “Special Program Requirements – Evaluation and requests for Grant Information”).

#### C. Submission Dates and Times (Acceptable Methods of Submission)

The closing date for receipt of applications under this SGA is 30 days from the date of publication in the Federal Register. Applications may be submitted by mail, overnight or hand-delivery, or electronically at [www.grants.gov](http://www.grants.gov). Hard copy applications must be addressed to Department of Labor, Procurement Services Center, Attention: Cassandra Mitchell, Grant Officer, Reference SGA #13-02 200 Constitution Avenue, NW, Room S-4307, Washington, DC 20210 and be received no later than 4:00 p.m. EDT on the closing date. Applicants are cautioned that applications should be submitted before the deadline to ensure that the risk of late receipt of the application is minimized. Applications submitted through Grants.gov must also be successfully submitted (as described below) no later than 4:00 p.m. EDT on the closing date. Applications sent by e-mail, telegram, or facsimile (FAX) will not be accepted.

Applicants submitting proposals in hard copy must submit an original signed application (including the SF-424) and two (2) “copy-ready” versions free of bindings, staples or protruding tabs to ease in the reproduction of the proposal by Department of Labor. Applicants submitting proposals in hard copy are also required to provide an identical electronic copy of the proposal on compact disc (CD). If discrepancies between the hard copy submission and CD copy are identified, the application on the CD will be considered the official applicant submission for evaluation purposes. Failure to provide identical applications in hardcopy and CD format may have an impact on the overall evaluation.

If an application is submitted by both hard copy and through [www.grants.gov](http://www.grants.gov) a letter must accompany the hard copy application stating which application to review. If no letter

accompanies the hard copy or if DOL receives multiple copies through [www.grants.gov](http://www.grants.gov), the latest qualifying submission through Grants.gov will be considered the final version.

Applicants are advised that mail delivery in the Washington, DC area may be delayed due to decontamination procedures. Hand-delivered proposals will be received at the address specified above. All overnight delivery submissions will be considered to be hand-delivered, and must be received at the designated place by the specified closing date and time.

To be considered responsive, grant applications not submitted through Grants.gov (if an electronic submission is made through [www.grants.gov](http://www.grants.gov), copies are not required) must include:

- An original, blue ink-signed, and two (2) copies of the cover letter.
- An original and two (2) copies of the Cost Proposal 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), an 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 financial audit or audit statement dated within the last 18 months. The Cost Proposal does count toward the 50-page total page limitation. Financial audit and/or audit statements do not count toward the 50-page total page limitation.

- An original and two (2) copies of the Technical Proposal (see below) that includes a completed Competitive Grants Planned Goals Chart (Appendix D).
- An original and two (2) copies of all required Attachments to the Technical Proposal.

Except as specified above, if any documents listed above are missing, the application will be considered non-responsive and will not be evaluated. No exceptions to the mailing and delivery requirements set forth in this notice will be granted. Further documents submitted separately from the application, before or after the deadline, will not be accepted as part of the application.

Applications that are submitted through Grants.gov must be successfully submitted through Grants.gov no later than 4:00:00 p.m. EDT on the closing date and then subsequently validated by Grants.gov. The submission and validation process is described in more detail below.

Applicants are strongly advised to initiate the process as soon as possible and to plan for time to resolve any technical problems that may arise, if necessary. No exceptions to this requirement will be granted.

The Department of Labor strongly recommends that before applicants begins to write the proposal, they 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) Applicants should read through the

registration process carefully before registering. The “Get Registered” steps may take as long as four weeks to complete and this time should be factored into plans for timely electronic submission in order to avoid unexpected delays that could result in the rejection of an application. The site also contains registration checklists to help applicants walk through the process. The Department of Labor strongly recommends that applicants download the “Organization Registration Checklist” at [www.grants.gov/assets/Organization\\_Steps\\_Complete\\_Registration.pdf](http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf) and prepare the information requested before beginning the registration process. Reviewing and assembling required information before beginning the registration process will save time and alleviate last minute searches for required information. As described above, applicants must have a DUNS Number and must register with the SAM.

The next step in the registration process is creating a username and password with Grants.gov to become an Authorized Organizational Representative (AOR). To read more detailed instructions for creating a profile on Grants.gov visit: [http://www.grants.gov/applicants/org\\_step3.jsp](http://www.grants.gov/applicants/org_step3.jsp). After creating a profile at Grants.gov, the E-Biz point of contact (E-Biz POC) – a representative from your organization who is the contact listed with the SAM – will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log into Grants.gov and approve the applicant as the AOR, thereby giving him or her permission to submit applications. To learn more about AOR Authorization visit: [http://www.grants.gov/applicants/org\\_step5.jsp](http://www.grants.gov/applicants/org_step5.jsp) . To track AOR status visit: [http://www.grants.gov/applicants/org\\_step6.jsp](http://www.grants.gov/applicants/org_step6.jsp) .

An application submitted through Grants.gov constitutes a submission as an electronically signed application. The registration and account creation with Grants.gov, with E-Biz POC approval, establishes an AOR. When the applicant submits their application through Grants.gov, the name of the AOR on file will be inserted into the signature line of the application. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the AOR. This step is often missed and it is crucial for valid submissions.

When a registered applicant submits an application with Grants.gov, an electronic time stamp is generated within the system when the application is successfully received by Grants.gov. Within two business days of submitting an application, Grants.gov will send the applicant two email messages to provide the status of the application's progress through the system. The first email, sent almost immediately, will contain a tracking number and 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 by the deadline and successfully validated will be considered. It is the sole responsibility of the applicant to ensure a timely submission. It is prudent to reserve time before the deadline in case it is necessary to resubmit an application that has not been successfully validated. Therefore, sufficient time should be allotted for submission (two business days), and if applicable, additional 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, the components of the application must be saved as [.doc], [.rtf] or [.pdf] files. If submitted in any other format, the applicant bears the risk that compatibility or other issues will prevent the VETS technical review panel from considering the application. VETS will attempt to open the document, but will not take any additional measures in the event that there are problems with opening the document. In such cases, the non-conforming application will not be considered for funding.

VETS strongly advises applicants to use the various tools and documents, including FAQs, which are available on the “Applicant Resources” page at [http://www.grants.gov/applicants/app\\_help\\_reso.jsp](http://www.grants.gov/applicants/app_help_reso.jsp) . 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 or do not find an answer in any of the other resources, call 800-518-4726 to speak to a Customer Support Representative or email [support@grants.gov](mailto:support@grants.gov). The Contact Center is available 24 hours a day, 7 days a week. It is closed on federal holidays.

## **Late Applications**

For applications submitted on Grants.gov, only applications that have been successfully submitted no later than 4:00 p.m. EDT on the closing date contained within this SGA and then successfully validated will be evaluated. Applicants assume significant risk by waiting to the last day to submit through Grants.gov.

Any hard copy 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, it was properly addressed, and it was: (a) sent by U.S. Postal Service mail, postmarked no 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 postmarked by the 15th of that month) or (b) sent by professional overnight delivery service no later than one working day prior to the date specified for receipt of applications. “Postmarked” 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 these instructions will be a basis for a determination that the application was not filed timely and will not be considered. No exceptions to this requirement will be granted.

#### D. Intergovernmental Review

This funding opportunity is not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.”

#### E. Funding Restrictions

All proposed project costs must be necessary and reasonable and in accordance with federal guidelines. Determinations of allowable costs will be made in accordance with the applicable federal cost principles. Disallowed costs are those charges to a grant that the grantor agency or its representative determines not to be allowed in accordance with the applicable federal cost principles or other conditions contained in the grant. Applicants, whether successful or not, will not be entitled to reimbursement of pre-award costs.

##### 1. Indirect Costs:

As specified in OMB Circular Cost Principles, indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. An indirect cost rate (ICR) is required when an organization operates under more than one grant or other activity, whether federally-assisted or not. Organizations must use the ICR supplied by the Federal Cognizant Agency. If an organization requires a new ICR or has a pending ICR, the Grant Officer will award a temporary billing rate for 90 days until a provisional rate can be issued. This rate is based on the fact that an organization has not established an ICR agreement. Within this 90 day period, the organization must submit an acceptable indirect cost proposal to their Federal Cognizant Agency to obtain a

provisional ICR.

2. Administrative Costs:

Under this SGA, an entity that receives a grant to carry out a project or program may not use more than 20 percent of the amount of the grant to pay administrative costs associated with the program or project. Administrative costs could be direct or indirect costs, and are defined at 20 CFR 667.220. Administrative costs do not need to be identified separately from program costs on the SF-424A Budget Information Form. However, they must be tracked through the grantee's accounting system. To claim any administrative costs that are indirect costs, the applicant must obtain an Indirect Cost Rate Agreement from its Federal Cognizant Agency, as specified above.

3. Salary and Bonus Limitations:

None of the grant may be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation does not apply to vendors providing goods and services as defined in OMB Circular A-133 (codified at 29 CFR Parts 96 and 99). See Public Laws 111-117 (Division D, Title I, section 107) and 112-10 (Division B, Title I) for further clarification.

4. Intellectual Property Rights:

The Federal Government reserves a paid-up, nonexclusive and irrevocable license to

reproduce, publish, or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a sub-grant or contract under the grant or sub-grant; and ii) any rights of copyright to which the grantee, sub-grantee or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. The grantee may not use federal funds to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the Department of Labor has a license or rights of free use in such work. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities.

If applicable, the following needs to be on all products developed in whole or in part with grant funds: “This workforce product was funded by a grant awarded by the U.S.

Department of Labor’s Veterans’ Employment and Training Service. The product was created by the grantee and does not necessarily reflect the official position of the U.S.

Department of Labor. The U.S. Department of Labor 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 product 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.”

#### 5. Use of Grant Funds for Participant Wages:

Organizations that receive grants through this SGA may not use grant funds to pay for the wages of participants. Further, the provision of stipends to training enrollees for the purposes of wage replacement is not an allowable cost under this SGA. Grantees referring participants to on the job training (OJT) may use grant funds for reasonable costs of providing training and additional costs related to training.

#### F. Other Submission Requirements

Withdrawal of Applications: Applications may be withdrawn by written notice to the Grant Officer at any time before an award is made. In addition, applicants must adhere to the following submission requirements:

- There is a limit of one (1) application per submitting organization and physical location serving the same HFVVWF participant population and in the same geographic service area. If more than one (1) application from the same organization for the same physical location serving the same HFVVWF participant population is submitted, the application with the latest date will be considered. Please do not submit duplicate grant applications as only one (1) grant application will be considered for funding purposes.

Grantees that receive HFVVWF funds and also receive Veterans’ Workforce Investment

Program (VWIP) funds are not authorized to co-enroll participants in both the HFVVWF and VWIP programs. A grantee may provide employment and training services to eligible participants through either HFVVWF or VWIP, but not both. If the same grantee provides services under both HFVVWF and VWIP, it may be considered an audit exception. However, an HFVVWF grantee and a separate non-affiliated VWIP grantee may coordinate efforts on behalf of eligible veterans.

## **V. APPLICATION REVIEW**

### **A. Evaluation Criteria**

This section identifies and describes the criteria that will be used under each category to evaluate grant proposals. Please note that the VETS grant review panel members who will be evaluating all grant applications submitted as a result of this SGA, do not have access to any reporting information systems during the evaluation process, therefore, if an organization presents past experience administering and managing grants and their final or most recent technical performance reports are not submitted, as specified within this SGA, the grant application will be considered non-responsive and will not be evaluated. Further, all MOUs or other formal agreements related to any part of the Technical Proposal should be submitted as Attachments to the Technical Proposal. These MOUs or other formal agreements will not count toward either the 15-page Technical proposal limit or the overall 50-page limitation, unless otherwise noted.

In addition to addressing the evaluation criteria presented in the section, applicants will be expected to illustrate appropriate linkages with federal dollars. This plan should include a proposed system to monitor the implementation of program activities and achievements of

program outcomes. Applicants must indicate their planned level of performance utilizing the reporting methodology as described in the Technical Assistance Guide (TAG) for Competitive Grantees (Appendix H). The TAG includes specific directions related to the proper completion and submittal of the Competitive Grants Planned Goals Chart which must be included as an Attachment to the Technical Proposal.

Applications will receive up to 100 total points based on specific criteria. Applications will be evaluated on the extent to which they completely, comprehensively and coherently respond to the required elements of each criterion. The evaluation categories and criteria and their associated points are listed and described below:

<b>Categories / Criteria</b>	<b>Points</b>
1. Need for the Project	10
2. Overall Approach and Strategy	45
(Outreach 10 pts.)	
(Assessment & Intake 10 pts.)	
(Employment & Training Services 15 pts.)	
(Follow-up Services 10 pts.)	
3. Quality and Extent of Linkages with other Service Providers to Homeless Female Veterans and Veterans with Families	15
4. Organizational Capability and Experience	20

5. Housing Strategy 10

**TOTAL 100**

1. Need for the project: 10 points:

Applicants will be evaluated on the extent to which they develop a complete, comprehensive and coherent narrative containing the following information. The applicant must identify the category type (Urban or Non-Urban) and the specific geographical area to be served to include the Congressional district or districts or Native American tribal area contained within the proposed geographic service area. The applicant also must document the need for the proposed project by discussing the following: 1) the potential number or concentration of homeless female veterans and homeless veterans with families in the proposed project service area. These local estimates of homeless individuals and homeless veterans should be compared to state and National data; 2) the rates of poverty and unemployment in the proposed project area as determined by the census or other surveys which should include state and National level comparisons; 3) the extent of the “gaps” in or lack of local support services which adversely affect the provision of services to homeless female veterans and homeless veterans with families; and 4) the specific and unique employment barriers that local potential homeless female veterans and homeless veterans with families participants must overcome within the local service area. Applicants also should provide detailed local labor market information and current trends within the proposed geographic service area. Appropriate sources should be cited to substantiate the applicant’s claims.

2. Overall strategy to increase employment and retention in employment: 45 points

Applicants must be able to express their understanding of the challenges faced by homeless female veterans and 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 homeless veterans with families. It is recommended that formal MOUs with providers of children services be established and attached to the grant application request.

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. The following must be clearly identified in all submitted technical proposals.

Outreach (10 Points)

Applicants will be evaluated on the extent to which they develop a complete, comprehensive and coherent narrative containing the following information. Applicants are cautioned that historically programs have encountered difficulty establishing the sophisticated networks needed to conduct outreach to homeless female veterans and homeless veterans with families. Therefore, applicants must clearly describe their proposed program awareness and participant outreach strategies to homeless female veterans and homeless veterans with families. Applicants should design, develop, and execute program promotion and awareness activities as a part of their proposed outreach that are tailored to the outreach needed for homeless female veterans and homeless veterans with families. Applicants should be able to

explain how their program will reach out to and collaborate with other local entities within their proposed geographic service delivery area that encounter and assist homeless female veterans and homeless veterans with families.

In order to promote outreach between the HFVVWF and the array of local service providers (and thereby eliminate or reduce the duplication in services and enhance the level and amount of assistance to participants), the applicant must demonstrate how they will provide project orientation workshops to the various types of service providers and organizations operating within their geographic service delivery area. Applicants have some flexibility concerning how they propose to meet this requirement; however, such activities must include at a minimum, attending service provider meetings, seminars, and conferences. Applicants should develop individual service contracts, MOU, or other formal agreements which involve other support service providers in the proposed service delivery area to demonstrate their ability to perform these required activities. More specifically, grantees will be responsible for providing project orientation workshops and program promotion and awareness activities to the following:

- Direct providers of services to homeless veterans, including shelter and soup kitchen operators;
- Federal, state, and local agencies such as the local Housing and Urban Development (HUD) Continuum of Care (CoC) Committees and their associated agencies and organizations; the Social Security Administration (SSA); the Department of Veterans Affairs (VA), who provide mental and physical healthcare services; State Workforce

Agencies (SWA) and local American Job Centers, who provide employment and training services to include Disabled Veterans' Outreach Program (DVOP) specialists who integrate Workforce Investment Act (WIA) related services when available in their local area; and other entities who provide healthcare, substance abuse and detoxification services; and

- Civic and private sector groups, support groups and faith-based and community-based organizations to include Veterans Service Organizations (VSO) such as the American Legion; Disabled American Veterans; Veterans of Foreign Wars; and the Vietnam Veterans of America.

Applicants are also encouraged to describe how they plan to participate in Stand Down activities. A Stand Down is an outreach event where homeless veterans are provided a host of services. Typical services provided are temporary shelter, veteran's benefits, emergency healthcare, meals, hot showers, food, clothing, etc. While no HFVVWF funding may be budgeted within this solicitation for these activities, applicants should describe how such activities will be integrated into their proposed outreach. In a change from previous HFVVWF solicitations, Stand Down activities will only be funded through a separate USDOL / VETS Stand Down Solicitation. VETS' encourages potential HFVVWF grantees to apply for this separate funding.

### **Assessment and Intake (10 Points)**

Applicants will be evaluated on the extent to which they develop a complete, comprehensive and coherent narrative containing the following information. Applicants must fully explain how they will design and implement their proposed assessment and intake process. Points under this section will be awarded to grant proposals that present an innovative approach to assess the barriers to employment faced by homeless female veterans and/or homeless veterans with families. The assessment and intake process should be designed to maximize the long-term success of participants who are enrolled into the HFVWWF program and must include a focus of identifying and addressing the barriers to employment faced by homeless female veterans and homeless veterans with families. Once potentially eligible homeless female veterans and homeless veterans with families have been identified, an assessment must be made of each individual's abilities, interests, needs, and barriers to employment. Such an assessment is critical to the potential success of a veteran enrolled in the program. In addition, applicants should demonstrate how they will determine a potential program participant's willingness to enter employment following the receipt of services. Applicants should illustrate how potential participants will be referred to appropriate support services such as, but not limited to, physical rehabilitation, drug or alcohol treatment, mental health services, and/or the assignment of a temporary or transitional shelter notwithstanding the potential participant's status as a participant. During the intake process or the process that may involve the actual enrollment into the program, applicants should demonstrate how they will determine the skills and/or services needed by the individual to become employable and/or maintain employment, e.g. through vocational, skills, or interest-based testing, and the appropriate timing related to when the individual will be formally enrolled into the HFVWWF program.

Applicants are also expected to demonstrate how they will collaborate and coordinate their efforts with the VA and other locally-based VSOs to ensure participants apply for and/or receive the multitude of veterans' benefits for which they may be eligible. As appropriate, applicants must demonstrate how they will refer participants to the VA to file a claim for compensation or pension benefits. As a part of the referral process, applicants should present how they will track and assist with the progress of a participant's claim(s) and be able to report the ultimate outcomes related to these efforts within a participant's case management file record.

#### **Employment and Training Services (15 Points)**

Applicants will be evaluated on the extent to which they develop a complete, comprehensive, and coherent narrative containing the following information. Applicants must demonstrate how they will develop formal employment and training service plans for their participants and how they will manage and note the progress made by their participants within a formal case management process. The complete array of specific services proposed for each participant to maintain and improve their state of job readiness and employability must be noted within an Individual Employment Plan (IEP). The development of the initial IEP and the expected process that grantees must implement to periodically update it, are intended to help facilitate and monitor the participant's progress toward a successful long-term employment outcome.

To complement the employment and training related services outlined within each

participant's IEP, applicants must also demonstrate how they will provide for the delivery and maintenance of appropriate supportive services that will enable their participants to successfully perform all the activities specified within their IEP. Additionally, programs such as the VA's Compensated Work Therapy (CWT) Program and/or preparatory classroom training should be written into an IEP and integrated into the mix of services assigned to program participants, if a grantee case manager determines that such intervention would improve the eventual likelihood of long-term employment.

Applicants must demonstrate how they will directly provide or refer participants to the following employment services: job search workshops; job counseling; resume writing techniques; interviewing skills; OJT and other training placements; job development services; and unsubsidized employment placement. In addition, applicants should demonstrate how their participants, who are assessed as "ready to enter employment," will be referred to American Job Centers, as appropriate. A listing of local American Job Centers can be found at [www.servicelocator.org](http://www.servicelocator.org). With regard to OJT, grant funds may not be used to subsidize participant's wages. However, reasonable costs of providing training and additional costs related to the training are allowable.

Applicants should demonstrate how they plan to establish a collaborative relationship with staff at the American Job Centers or with local DVOP specialists who are available to provide program participants with a full array of job development and job search assistance, employment and training services, employment-based case management services, career/employment counseling, and follow-up services usually at no additional cost to the

program. VETS requires that all successful grantees collaborate closely with DVOP and other American Job Center personnel to maximize the funding allocated through the HFVWWF, reduce duplication of services, and to more effectively serve veteran participants, whenever possible.

Applicants must clearly identify specific job or training opportunities within occupations and industries that are in demand within the geographical area to be served. Applicants must address how they will successfully target occupations that are locally in demand. Applicants also must demonstrate how program participants are placed in jobs or in training with career growth potential and with sufficiently high wages to ensure long-term self-sufficiency.

Applicants also should describe the applicant's local employer and training network, to include a list of training entities and employers who have firmly agreed to train participants, as well as the various and potential types of jobs proposed to be filled by participants. This list will not be included in the 15-page limit associated with the Technical Proposal; however, it will be counted toward the overall 50-page limit.

Applicants must also demonstrate how they will provide or coordinate meaningful job skills training to interested and capable program participants. All proposed training programs should be completed within a program year timeframe. At least 80 percent of the enrolled participants must participate in job skills training activities. Examples of training services that contribute to the 80 percent training threshold are: classroom training, remedial education activities, on-the-job training, occupational skills training, apprenticeship, retraining and skill specific vocational training; specialized and/or licensed training

programs, and other formal training programs. Providing basic skills instruction and life skills and money management training should still be provided to participants, but this type of training is not considered as training activities which contribute to the 80 percent training threshold requirement.

Applicants must identify the local services and sources of training to be used to expand the vocational skills of program participants. Applicants should indicate the type(s) of training that will be provided and how such proposed training relates to the jobs that are in demand within the proposed geographic area to be served. Applicants should also indicate the length of training, the training curriculum, and how the training will improve the eligible veterans' employment opportunities.

### **Follow-up Services (10 Points)**

Applicants will be evaluated on the extent to which they develop a complete, comprehensive, and coherent narrative containing the following information. Applicants must demonstrate how they will conduct follow-up and retention services to track a participant's continued progress for as long as three quarters after a participant is placed into employment.

Applicants are encouraged to present creative approaches and incentives to successfully address and sustainability Examples of such approaches are: peer-to-peer coaching, mentoring, alumni programs, transportation and clothing vouchers, and other follow up and retention-oriented services. If State Unemployment Insurance (UI) data will be used to

substantiate the applicant's follow-up results, it is suggested that the applicant include any MOU or other formal agreement that enables the applicant to obtain such information.

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 (this does *not* count towards the 50-page limitation). If the applicant fails to provide such specific information, the grant application will be considered non-responsive and will not be evaluated.

### 3. Quality and extent of linkages with other providers of services to homeless

#### Female veterans and/or homeless veterans with families: 15 points:

Applicants will be evaluated on the extent to which they develop a complete, comprehensive and coherent narrative containing the following information. 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 American Job Center(s) including coordination and collaboration with DVOP and other

American Job Center staff, HUD, HHS, SSA, Department of Agriculture, the Department of Labor's Office of Disability and Employment Policy, Department of Veteran Affairs, 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.

Some key linkages considered critical to serving homeless female veterans and homeless veterans with families include, but are 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.
- 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 the individual development plan.

4. Organizational Capability and Experience: 20 points:

Applicants will be evaluated on the extent to which they develop a complete, comprehensive, and coherent narrative containing the following information. Organizations must have experience in serving female homeless veterans and/or homeless veterans with families, and be able to provide family counseling and youth development services. All applicants must fully describe their organizational and staff experience and ability to manage the operational, administrative, programmatic, and financial reporting requirements specified within this SGA. Applicants must present and describe the skills, experience, work history, knowledge, qualifications, and educational credentials /certified capabilities of their key operational and management staff and directly associate this information to the activities proposed within their response.

Applications must include a current organizational chart which identifies all relevant divisions and office locations that will be involved in addressing the requirements presented within the SGA. Organizational charts also must illustrate how the applicant's divisions and/or partnership organizations are interrelated. If applicable, applicants must identify the number of staff members who have direct experience with serving homeless individuals

and/or veterans. Applicants also must identify any staff members who are veterans and/or who have previously been homeless. Submission of an organizational chart, staff resumes and/or detailed staff capability statements are required, but do not count toward either the 15-page Technical Proposal limit or the overall 50-page limitation.

Applicants must describe their relevant prior experience in operating employment and training programs and in providing or coordinating supportive services to veteran participants similar to those that are proposed under this solicitation.

For applicants who had a previous HFVWW for HVRP grant, specific outcomes previously achieved under their past grant must be fully described and presented. To facilitate review of past HFVWWF or HVRP performance, the applicant must provide the following:

1. A copy of the fourth quarter Technical Performance Report (TPR) from the first, second, and third program year;
2. a copy of the most recently completed fourth quarter Technical Performance Narrative (TPN); and,
3. a copy of their planned goals spreadsheet providing the planned goals for the year corresponding to items 1 and 2 above.

Previous HFVWWF or HVRP grantees that do not provide a copy of the three items listed above will be considered non-responsive to this solicitation and will not be evaluated. Items listed above are required but do not count toward either the 15-page Technical Proposal limit or the overall 50-page limitation.

Applicants who have not previously been HFVVWF or HVRP grantees are required to provide related program outcomes from other similar grant programs they have managed. Applicants with no previous HVRP experience, but who can demonstrate previous experience with similar programs, should submit their most recent three (3) year periods of financial and programmatic cumulative final year end performance reports related to those programs as evidence of their ability to operate and manage employment and training type service programs, if available. A summary narrative of program experience and a descriptive illustration of the programs employment and training performance outcomes also are required. This information is required but does not count toward either the 15-page Technical Proposal limit or the overall 50-page limitation.

Applicants must address their capacity to identify any foreseen challenges related to timely startup of the program, as well as their ability to comply with the stated programmatic reporting and follow up requirements. Applicants offering innovative and cost effective methods related to successfully serving the employment needs associated with homeless veteran participants are encouraged to apply. Applicants are also required to fully describe how their 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. To illustrate the long-term sustainability of the program and the services proposed, applicants should present a diverse funding base or an organizational strategic plan that illustrates the attainment of financial resources beyond those secured through the HFVVWF grant. Other evidence such as long-term leases and a strong history of community involvement by the organizations key staff may also be

used to present how the program will outlast the proposed HFVWWF grant funding.

5. Housing Strategy: 10 points:

Applicants will be evaluated on the extent to which they develop a complete, comprehensive, and coherent narrative containing the following information. Applicants must demonstrate how they will develop and implement a comprehensive program to obtain and/or access either emergency, temporary, transitional, permanent supported housing, or affordable housing for program participants. Applicants should also illustrate how affordable and/or supportive housing resources will be accessed by program participants, if available.

Applicants should fully illustrate the provisions that will be made for program participants to access emergency, temporary, transitional, and/or permanent housing through various community resources including, but not limited to: the VA's Grant and Per Diem Program, which funds emergency and transitional housing programs; the Federal Emergency Management Administration (FEMA) food and shelter programs; and HUD's Veterans Affairs Supportive Housing (VASH) program and the Section 8 single room occupancy housing programs, as well as any other supportive, affordable, and permanent housing programs for disabled homeless persons.

Applicants must demonstrate how they will, either directly or through established relationships with organizations that provide housing and housing related services, provide an adequate number of housing interventions or referrals to serve the proposed level of participants enrolled into the program. Applicants also should describe how their program

delivers a rapid response strategy for addressing the emergency and temporary housing needs of homeless veterans early in the service delivery process to help stabilize potential program participants. Applicants should also demonstrate how they will make appropriate housing referrals based upon the specific needs of their enrolled program participants.

Applicants are expected to be able to demonstrate how they will incorporate both affordable housing alternatives and permanent supportive housing options into their service mix. Applicants must demonstrate their understanding of the HUD VASH program and explain how they will incorporate the allocation of housing vouchers into their program. Applicants are encouraged to outline housing strategies that will lead to permanent housing or obtaining a HUD VASH voucher after a participant is enrolled in the program. It is also recommended that applicants present how they will refer veterans to the Veterans Health Administration to determine what appropriate housing options a participant may be eligible to receive, which may include HUD VASH vouchers.

Applicants also must not propose that HFVWWF funds 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. These are considered unallowable expenses and will not be reimbursed.

#### B. Review and Selection Process:

Applications for grants under this SGA will be accepted after the publication date of this announcement and until the closing date and time. A technical review panel will carefully

evaluate applications against the selection criteria. These criteria are based on the policy goals, priorities and emphasis set forth in this SGA. Up to 100 points will be awarded to an application, depending on the quality of the responses to the required information described in section V. A. Urban and Non-Urban applications will be evaluated against the same criteria. All responsive applications will be reviewed within their separate and designated category.

The ranked scores will serve as the primary basis for selection of applications for funding, in conjunction with other factors. The panel results are advisory in nature and not binding on the Grant Officer. The Grant Officer may consider any information that comes to his/her attention. The government may elect to award the grant(s) with or without discussions with the applicant. Should a grant be awarded without discussions, the award will be based on the applicant's signature on the SF-424, including electronic signature via E-Authentication on Grants.gov, which constitutes a binding offer by the applicant.

## **VI. AWARD ADMINISTRATION INFORMATION**

### **A. Award Notices**

All award notifications will be posted on the VETS Homepage at [www.dol.gov/vets](http://www.dol.gov/vets). Applicants selected for award will be contacted directly before the grant's execution. Non-selected applicants will be notified by mail or e-mail and may request a written debriefing on the significant weaknesses of their proposal from the Grant Officer.

Selection of an organization as a grantee does not constitute approval of the grant application as

submitted. Before the actual grant is awarded, VETS may enter into negotiations about such items as program components, staffing and funding levels, and administrative systems in place to support implementation of the grant. If the negotiations do not result in a mutually acceptable submission, the Grant Officer reserves the right to terminate the negotiations and decline to fund the application. VETS and the Grant Officer reserve the right not to fund any application related to this SGA.

#### B. Administrative and National Policy Requirements

- a. 38 U.S.C. Section 4215 - Requirements for priority of service for veterans in all Department of Labor training programs.
- b. Non-Profit Organizations – OMB Circular A-122 (Cost Principles), relocated to 2 CFR Part 230, and 29 CFR Part 95 (Administrative Requirements).
- c. Educational Institutions – OMB Circular A-21 (Cost Principles), relocated to 2 CFR Part 220, and 29 CFR Part 95 (Administrative Requirements).
- d. State, Local and Indian Tribal Governments – OMB Circular A-87 (Cost Principles), relocated to 2 CFR Part 225, and 29 CFR Part 97 (Administrative Requirements).
- e. Profit Making Commercial Firms – Federal Acquisition Regulation (FAR) – 48 CFR part 31 (Cost Principles), and 29 CFR Part 95 (Administrative Requirements)
- f. All Grantees Recipients must comply with the provisions of Title 38 U.S.C. and its regulations, as applicable.
- g. All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Government wide Requirements for Drug-Free Workplace (Financial Assistance), 29 CFR 95.13 and Part 98 (Government wide Debarment and Suspension,

and drug-free workplace requirements, and, where applicable, 29 CFR Part 96 (Audit Requirements for Grants, Contracts, and Other Agreements) and 29 CFR Part 99 (Audits of States, Local Governments and Non-Profit Organizations).

- h. 29 CFR Part 2, subpart D- Equal Treatment in Department of Labor Programs for Religious Organizations, Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries
- i. 29 CFR Part 30 – Equal Employment Opportunity in Apprenticeship and Training.
- j. 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.
- k. 29 CFR Part 32- Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- l. 29 CFR Part 35 – Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- m. 29 CFR Part 36 – Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.

1. Other Legal Requirements:

a. Transparency Act Requirements

Applicants must ensure that they have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by section 6202 of Pub. Law 110-252 Transparency Act), as follows:

- All applicants, except for those excepted from the Transparency Act under sub – paragraphs 1, 2, and 3 below, must ensure that they have the necessary processes and systems in place to comply with the sub award and executive total compensation reporting requirements of the Transparency Act, should they receive funding.
- Upon award, applicants will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found at the following Web site:  
<http://edocket.access.gpo.gov/2012/pdf/2010-22705.pdf>

The following types of awards are not subject to the Federal Funding Accountability and Transparency Act:

- (1) Federal awards to individuals who apply for or receive federal awards as natural persons (i.e., unrelated to any business or non-profit organization he or she may own or operate in his or her name);
- (2) Federal awards to entities that had a gross income, from all sources, of less than \$300,000 in the entities' previous tax year; and,
- (3) Federal awards, if the required reporting would disclose classified information.

b. Safeguarding Data Including PII

Applicants submitting proposals in response to this SGA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Department of Labor and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order. By submitting a proposal, Grantees are assuring that all data exchanges conducted through or during the course of

performance of this grant will be conducted in a manner consistent with applicable Federal law. All such activity conducted by VETS and/or Grantee(s) will be performed in a manner consistent with applicable state and federal laws. By submitting a grant proposal, the applicant agrees to take all necessary steps to protect such confidentiality by complying with the following provisions that are applicable in governing the handling of confidential information.

1. To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via email or stored on CDs, DVDs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module. Grantees must not email unencrypted sensitive PII to any entity, including VETS or contractors.
2. Grantees must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. Grantees must maintain such PII in accordance with the standards for information security. Grantees who wish to obtain more information on data security should contact the Grant Officer.
3. Grantees shall ensure that any PII used during the performance of their grant has been obtained in conformity with applicable federal and state laws governing the confidentiality of information.
4. Grantees further acknowledge that all PII data obtained through their VETS grants shall be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using grantee issued equipment, managed

- information technology (IT) services, and designated locations approved by VETS. Accessing, processing, and storing of VETS grant data on personally owned equipment, at off-site locations e.g., employee's home, and non-grantee managed IT services, e.g., Yahoo mail, is strictly prohibited unless approved by VETS.
5. Grantee employees and other personnel who will have access to sensitive/confidential/proprietary/private data must be advised to the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in federal and state laws.
  6. Grantees must have their policies and procedures in place under which grantee employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.
  7. Grantees must not extract information from data supplied by VETS for any purpose not stated in the grant agreement.
  8. Access to any PII created by the VETS grant must be restricted to 1) only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement; and 2) DOL/VETS contractors engaged to conduct formal evaluations (see section 3 below).
  9. All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are

encrypted using NIST validated software products based on FIPS 140-2 encryption.

In addition, wage data may only be accessed from secure locations.

10. PII data obtained by the grantee through a request from VETS must not be disclosed to anyone but the individual requestor except as permitted by the Grant Officer.

11. Grantees must permit VETS to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that the grantee is complying with the confidentiality requirements described above.

In accordance with this responsibility, grantees must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audits.

12. Applicants must be prepared to follow federal guidelines on record retention, which require grantees to maintain all records pertaining to grant activities for a period of not less than three years from the time of the final grant close-out.

2. Other Administrative Standards and Provisions: Except as specifically provided in this SGA, the Department of Labor's acceptance of a proposal and an award of federal funds to sponsor any programs(s) does not provide a waiver of any grant requirements and/or procedures. For example, the OMB Circulars require that an entity's procurement procedures must ensure that all procurement transactions are conducted, as much as practical, to provide open and free competition. If a proposal identifies a specific entity to provide services, the grant award does not provide the justification or basis to sole source the procurement, i.e., avoid competition, unless the activity is regarded as the primary work of an official collaborator to the application.

3. Special Program Requirements – Evaluation and Requests for Grant Information:

By accepting the grant funds, the grantee agrees to make individual records on participants and funding available to the evaluator(s) under the direction of DOL, as well as to provide access to program operating personnel and participants, as specified by the evaluator(s) under the direction of DOL, including after the expiration date of the grant. Please note that, this evaluation may make use of program MIS data, local administrative data, and program progress reports. It is critical that the grantee keep this information up to date and accurate for both performance measurement and evaluation purposes.

Upon request, successful grantees will cooperate with the Interagency Council on Homelessness, the VA, and the HVRP National Technical Assistance Center concerning requests for grantee information on performance activities, monitoring activities, and requests for specific data as approved by VETS.

## C. Reporting

### 1. Quarterly Reporting:

Title 38, Section 2021 of the U.S. Code provides 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 HFVVWF grantees will enter data electronically and attach their Quarterly Technical Performance Report, success stories, and other job related information into VETS Operations and Programs Activity Report (VOPAR) system.

Since the Federal Financial Report (FFR) SF-425 has replaced the SF-269 and the SF-272, all grantees are also required to use and submit the FFR in the E-Grants System (eGrants). See the HVRP Special Provisions and Veterans Program Letter (VPL) #02-12 (Appendix K) for detailed requirements regarding quarterly reporting.

## 2. Performance Measures:

For purposes of assessing performance of grantees selected under this SGA, VETS will focus on the following four performance measures: enrollments, placements, placement rate, entered employment, entered employment rate, and employment rate of retention. However, the grantee will be required to be fully compliant with all planned performance goals by meeting, at minimum, 85 percent of their planned cumulative quarterly goals. If a grantee does not meet the minimum rate of performance then a Corrective Action Plan (CAP) may be required to be submitted. Details related to requirements under a CAP will be provided to all grantees after award.

Grantees also will be required to report additional performance information, as explained in the Technical Assistance Guide (TAG) for Competitive Grantees (Appendix H). There are three (4) outcome measures with established historic and strategic targets for HVRP grants. Applicants should consider these historic and strategic targets when proposing the goals submitted within their application.

The first outcome target is the placement rate with a performance target for grantees to meet a minimum placement rate of 65 percent. This is determined by dividing the number of participants who were placed into employment by the number of participants who have enrolled in the program. The second outcome target for grantees is to meet a rate of 65 percent for entered employment. The entered employment rate is a Common Measure based term which is derived by dividing the number of participants who obtained and retained employment one quarter after his/her initial placement or when he/she “exited” the program by the total number of participants who have exited the program. In order to determine the entered employment rate, the program must track the employment status of their enrollees after they leave the program by re-contacting the veteran or the employer.

The third outcome target is the retention rate at three (3) quarters following placement with a performance target for grantees to meet a minimum rate of retention of 65 percent. This is derived by dividing the number of participants who entered employment (or those exiters who earned wages in the quarter after their placement quarter) by those exiters who also earned wages in all three quarters after their placement quarter. Grantees will not have a reported retention rate in the first, second, or third quarters because three quarters after placement are required in order to derive employment retention.

The fourth outcome target is the cost per placement with a performance target of \$2,800 for grantees to meet. This is derived by dividing the total annual costs by the number of placements. A higher cost per placement may be considered if the applicant can justify that the higher cost per placement leads to significantly higher average wages and/or higher

placement and retention rates.

### 3. Record Retention:

Applicants must be prepared to follow federal guidelines on record retention, which require grantees to maintain all records pertaining to grant activities for a period of not less than three years from the time of the final grant close-out.

## **VII. Agency Contacts**

All questions regarding this SGA should be directed to Cassandra Mitchell, Grant Officer, at 202-693-4570 (this is not a toll-free number). Applicants should e-mail all technical questions to [mitchell.cassandra@dol.gov](mailto:mitchell.cassandra@dol.gov) and reference SGA #13-02, along with question(s); include a contact name, fax and phone number. For additional information on the Homeless Veterans' Reintegration Program, please visit the VETS Web site at [www.dol.gov/vets](http://www.dol.gov/vets). Individuals with hearing impairments should call 800 670-7008 (TTY/TDD).

## **VIII. Additional Resources of Interest to Applicants**

The Department of Labor maintains a number of Web-based resources that may be of assistance to applicants. The Web site for VETS is [www.dol.gov/vets/programs/main.htm](http://www.dol.gov/vets/programs/main.htm). This is a valuable source of information including program highlights and brochures, glossary of terms, frequently used acronyms, general and special grant provisions, and information on how to apply

for HVRP funding. The HVRP National Technical Assistance center at Web site [www.dol.gov/vets/grants/hvrpnat/htm](http://www.dol.gov/vets/grants/hvrpnat/htm) is a valuable source of information for grant applicants. The Interagency Council on Homeless, [www.ich.gov](http://www.ich.gov), has information from various Agencies 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 Web site, [www.servicelocator.org](http://www.servicelocator.org), provides a directory of the nation's American Job Centers. Applicants may also review "VETS' Guide to Competitive and Discretionary Grants" located at [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, [www.whitehouse.gov/government/fbci](http://www.whitehouse.gov/government/fbci), as well as the National Coalition for Homeless Veterans at [www.nchv.org](http://www.nchv.org).

## **IX. Other Information**

### **A. Public Acknowledgement of USDOL Funding**

#### **1. Printed Materials:**

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 financed with federal money; the total 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.

## 2. Public References to the 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 financed with federal money; the total 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.

## 3. Use of USDOL Logo:

The Grant Officer must approve all uses of the USDOL logo, prior to such use. 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.

## B. Information Collection

OMB Information Collection No 1225-0086, expires on January 31, 2016. 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 Michel Smyth, Departmental Clearance Officer, 200 Constitution Avenue NW, Room N1301, Washington, DC 20210. Comments may also be emailed to [DOL\\_PRA\\_PUBLIC@dol.gov](mailto:DOL_PRA_PUBLIC@dol.gov). PLEASE DO NOT RETURN THE COMPLETED APPLICATION TO THIS ADDRESS. SEND IT TO THE SPONSORING AGENCY AS SPECIFIED IN THIS SOLICITATION.

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 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.

#### C. Announcement and Award Dates

Announcement of these grant awards is anticipated to occur in June, 2013. Grant agreements are expected to be awarded on or before July 1, 2013.

#### D. Appendices

Appendices are located at U.S. Department of Labor, Veterans’ Employment and Training Service Web site address [www.dol.gov/vets](http://www.dol.gov/vets). Follow the link for the applicable SGA listed under competitive grants.

- Appendix A: Application for Federal Assistance SF-424
- Appendix B: Budget Information Sheet SF-424A
- Appendix C: Assurances and Certifications Signature Page
- Appendix D: Competitive Grants Planned Goals Chart
- Appendix E: Direct Cost Descriptions for Applicants and Sub-Applicants
- Appendix F: Survey on Ensuring Equal Opportunity for Applicants
- Appendix G: List of 75 Largest in Population Urban Areas 2010 Census
- Appendix H: Technical Assistance Guide (TAG) for Competitive Grantees
- Appendix I: Indirect Charges or Certificate of Direct Costs
- Appendix J: Definitions and Terms
- Appendix K: Veterans Program Letter 02-12
- Appendix L: Project/Performance Site Location(s) Form

Signed in Washington, D.C. this 15<sup>th</sup> day of May, 2013.



Cassandra R. Mitchell, Grant Officer

BILLING CODE: 4510-79P

