

**U.S. Department of Labor
Veterans' Employment and Training Service**

NOTICE OF AVAILABILITY OF FUNDS AND FUNDING OPPORTUNITY ANNOUNCEMENT

FOR: Urban and Non-Urban Homeless Veterans' Reintegration Program (HVRP) and Incarcerated Veterans Transition Program (IVTP) (referred together throughout this funding opportunity announcement as HVRP)

ANNOUNCEMENT TYPE: Initial

FUNDING OPPORTUNITY NUMBER: FOA-VETS-16-01

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 17.805

KEY DATES: The closing date for receipt of the application under this announcement is March 23, 2016. The application must be received no later than **4:00:00 p.m. Eastern Time**.

I. PROGRAM DESCRIPTION

The U.S. Department of Labor (USDOL), Veterans' Employment and Training Service (VETS), announces the availability of approximately \$13 million in grant funds authorized under Title 38 of United States Code (U.S.C.), Sections 2021 and 2023. Consistent with the *Opening Doors* national campaign directed by the U.S. Interagency Council on Homelessness (USICH), the purpose of these funds is to conduct programs to provide job training, counseling, placement, and related services to expedite the reintegration of homeless and incarcerated veterans (eligible veterans)¹ into the labor force. As the applicant, you are encouraged to design programs that address the employment challenges faced by eligible veterans in consultation with industry, employers and employer associations to identify the skills needed for in-demand jobs and careers. Applications selected for funding will demonstrate the following:

- Ability to develop and execute strategies with attainable goals for job-driven training based on Labor Market Information and evidence-based successful practices.
- Ability to collaborate and coordinate with community-based organizations to ensure that local, state, and federal resources are used effectively and efficiently to expedite the reintegration of eligible veterans into the labor force.

¹ "Eligible veterans" are those veterans eligible for grant services under sections 2021 and 2023 of Title 38 of the United States Code. Under 38 U.S.C. 2021, this program can serve homeless veterans. Under 38 U.S.C. 2023, this program can serve incarcerated veterans. For more information on the definitions of homeless veterans and incarcerated veterans, please see Appendix G, Definitions and Terms.

- Ability to deliver or connect participants to effective job training, counseling, and other related services, such as the provision of housing and needed health services as means for expediting the reintegration of eligible veterans into the labor force.
- Ability to provide effective services to female homeless veterans and homeless veterans with families.
- Ability to provide effective services to incarcerated or recently incarcerated veterans who are at risk of homelessness.

II. FEDERAL AWARD INFORMATION

Types of Awards and Amounts: We anticipate that approximately \$13 million will be available for approximately 32 new urban and non-urban grants, with awards ranging from a minimum award 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. For this application, urban areas are the 75 largest metropolitan statistical areas (MSA) in population in 2014 as estimated by the U.S. Census Bureau. Please see Appendix E, List of 75 Largest in Population Urban Areas, 2014 Census Estimates. Areas not listed in Appendix E are considered non-urban. You must indicate whether the application is for an urban or non-urban grant award.

Period of Performance: The period of performance will be for the 12-month period of July 1, 2016 through June 30, 2017, unless modified by the Grant Officer. We expect that successful applicants will begin program operations on July 1, 2016.

Continuation Grants: Should Congress appropriate additional funds for this purpose, we may consider up to two additional option years for grants awarded under this solicitation, one for the period beginning July 1, 2017 and ending June 30, 2018, and another for the period beginning July 1, 2018 and ending June 30, 2019. We do not guarantee option year funding for any grantee. Annual continuation funding for July 1, 2017, through June 30, 2019, is contingent on the availability of funds, successful project performance as defined in Section D, and compliance with progress and financial reporting requirements. We will notify grantees eligible for continuation funding. We will provide additional guidance to grantees about how to work with transitioning participants.

III. ELIGIBILITY INFORMATION

Eligible Applicants: Entities eligible to apply for funding under this FOA are listed below:

- State and Local Workforce Development Boards (SWDBs/LWDBs) established under the Workforce Innovation and Opportunity Act (WIOA).
- States or general purpose political subdivisions of a State that have the power to levy taxes and spend funds, such as a city or a county. Additionally, public agencies of such States or general purpose political subdivisions.

- Federally-recognized Indian and Native American tribes; tribal organizations, as defined in 25 U.S.C. 450b; Alaskan Native-controlled organizations; and Native Hawaiian controlled organizations.
- For-profit/commercial entities.
- Non-profit organizations, including community and faith-based organizations. Non-profit entities incorporated under Internal Revenue Service Code Section 501(c)(4) are ineligible.

Cost Sharing or Matching: Cost sharing or matching funds are not required for this application.

Application Screening Criteria: You must meet all of the requirements listed in this subsection for your application to be considered responsive. Unresponsive applications will not be considered for funding. An application is considered responsive based on the following:

- The deadline for submission requirements is met;
- The proposed funding level is within the acceptable dollar range;
- The application includes a signed SF-424, Application for Federal Assistance;
- SF-424 includes a [Data Universal Numbering System](#) (DUNS) Number;
- The application includes a SF-424A, Budget Information Form;
- The application includes a Budget Narrative;
- The application includes a Technical Proposal as described in D.3.a. Unless otherwise noted, attachments to the Technical Proposal are not required for an application to be considered responsive;
- The application includes an abstract as an attachment;
- The application contains an Intent to Work Collaboratively Statement included as an individual attachment; and
- The application includes a Competitive Grants Planned Goals Chart as an attachment.

IV. APPLICATION AND SUBMISSION INFORMATION

Address to Request and Submit the Application Package: This announcement, found at [Grants.gov](#), contains all of the information and hyperlinks to forms needed to apply for grant funding. We may publish future addenda to this solicitation on [Grants.gov](#). Consequently, you are expected to visit [Grants.gov](#) regularly to ensure that you have the latest information regarding this FOA. You must submit your completed applications either electronically to [Grants.gov](#) or a paper version by mail or by hand delivery to the below address:

**U.S. Department of Labor
Employment and Training Administration
Attention: Thomas Martin, Grant Officer, Reference: FOA-VETS-16-01
200 Constitution Avenue, NW, Room N4716
Washington, DC 20210**

Content and Form of the Application Submission: An application submitted in response to this FOA must be written in English, and include four separate and distinct parts: 1) SF-424 “Application for Federal Assistance;” 2) Project Budget; 3) the Technical Proposal; and 4) Attachments to the Technical Proposal. It is your responsibility to ensure that the funding amount requested is consistent across all parts and sub-parts of the application.

- 1) The [Standard Form 424](#), “Application for Federal Assistance” (SF-424) –You must complete the [SF-424](#), Application for Federal Assistance. In the address field, fill out the nine-digit (plus hyphen) zip code. Nine-digit zip codes can be looked up on the USPS website at <https://tools.usps.com/go/ZipLookupAction!input.action>. The form must clearly identify the applicant’s organization and must be signed by an individual with authority to enter into a grant agreement. Upon confirmation of an award, the individual signing the form on behalf of the applicant is considered the Authorized Representative of the applicant.

All applicants for Federal grant and funding opportunities are required to have a DUNS Number, and must supply their DUNS Number on the form. 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 for free through the D&B website: <http://fedgov.dnb.com/webform/displayHomePage.do>. As authorized under 2 CFR 25, grant recipients authorized to make sub-awards must be aware of the following requirements related to DUNS Numbers:

- a) Grant recipients must notify potential sub-awardees that no entity may receive a sub-award from you unless the entity has provided its DUNS Number to you.
- b) Grant recipients may not make a sub-award to an entity unless the entity has provided its DUNS Number to you.

You must also register with the System for Award Management (SAM) before submitting an application. Instructions for registering with SAM can be found at <https://www.sam.gov/portal/public/SAM/#1>. A recipient 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 the registration at least every 12 months from the date of initial registration or subsequently update its information in the SAM database 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. If you have not fully complied with these requirements by the time the Grant Officer is ready to make an award, the Grant Officer may determine that your organization is not qualified to receive an award and use that determination as a basis for making a Federal award to another applicant.

- 2) Project Budget – You must complete the [SF-424A](#), Budget Information for Non-Construction Programs, and separately provide a concise narrative explanation to

support the budget request (Budget Narrative). The Budget Narrative describes leveraged resources, as applicable, as well as planned expenditures for object class categories a-h listed in Section B, Budget Categories, of the [SF-424A](#). Please use the following guidance for preparing descriptions of the object class categories in the Budget Narrative:

- a) Personnel -- Identify the project director, if known. Specify the key staff, their titles, salaries, and time commitments.
- b) Fringe Benefits – Provide a breakdown of the amounts that comprise fringe benefits such as health insurance, Federal Insurance Contributions Act tax, retirement, etc.
- c) Travel – Include the total number of trips, number of travelers, destinations, purpose, durations, subsistence allowances, and transportation costs (including mileage rates). You should include funds to provide for an annual Regional Post-award conference, allowing for two staff to travel to and from an estimated regionally central location, with two–nights lodging, and allowable expenses. Travel expenditures may not exceed 5 percent of the total HVRP funds requested for urban grant awards and may not exceed 10 percent of the total HVRP funds requested for non-urban grant awards.
- d) Equipment – Identify equipment to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and provide justification as to why the equipment is necessary for the conduct of the project. Further, the purchase of specific items of equipment should not be included in the submitted budget if those items of equipment, or a reasonable facsimile, are otherwise available to your organization or your sub-grantees.
- e) Supplies – List the quantity and unit cost per item for supplies. Supplies include all tangible personal property other than “equipment” (see 2 CFR 200.94).
- f) Contracts – For each contract, list the name of the organization, the purpose of the contract, and the estimated dollar amount.
- g) Construction – Construction costs are not allowable and this line must be left blank.
- h) Other – List each item in sufficient detail in order to determine whether the costs are reasonable, allocable, and allowable.
- i) Indirect Costs – If indirect costs are included in the budget, you should include the approved indirect cost rate with a copy of the [Negotiated Indirect Cost Rate Agreement \(NICRA\)](#) or a description of the modified total direct costs base (see 2 CFR 200.68) used in the calculation along with the amount

of the base, and the total indirect costs requested based on the 10% de minimis rate if the requirements to use the 10% de minimis rate as described in 2 CFR 200.414(f) are met. Please refer to Appendix F.

- j) You should list the same requested Federal grant amount on the SF-424, SF-424A and budget narrative. If minor inconsistencies are found between the budget amounts specified on the SF-424, SF-424A and the budget narrative, we will consider the SF-424 the official funding amount requested. However, if the amount specified on the SF-424 would render the application nonresponsive, the Grant Officer will use his or her discretion to determine whether the intended funding request is within the responsive range.
3. Technical Proposal – The Technical Proposal is limited to 15 double-spaced, single-sided, 8.5” x 11” pages with Times New Roman 12 point text font and one inch margins on all four sides of the page. If the Technical Proposal exceeds 15 pages, the reviewers will not read or consider information beyond page 15. You must number the Technical Proposal beginning with page number one (1). The following instructions provide all of the information needed to complete the Technical Proposal. The Technical Proposal will be evaluated using criteria identified later in this announcement. You should use the same section headers identified below:
- a) Statement of Need -- You must identify the category type (Urban or Non-Urban) and the specific geographical area it proposes to serve, including the Congressional district(s) and/or Native American tribal area(s) contained within the proposed geographic service area. The statement of need presents current facts and evidence to support the need for the proposed project, including an analysis to determine the nature and extent of the problem or need, and the reasons and causes. Your statement of need must include:
- A description of the geographic area to be served by the project, including the number of eligible veterans in need and demographic information on the eligible veterans targeted for participation;
 - Supportive evidence to describe clearly the nature and extent of the employment-related need or problem facing eligible veterans to be served;
 - A description of the labor market conditions in the geographic area, including the types of jobs and careers appropriate for eligible veterans;
 - A description of the factors contributing to the problem or the circumstances creating the need; and
 - A discussion of the current gaps in services or programs to meet the needs of eligible veterans in order to obtain and retain meaningful employment.
- b) Overall Approach and Strategy – You must describe your overall strategy for providing job-driven employment and training services delivered through a client-centered case management approach that impart relevant skills,

connects participants with local employment opportunities, and that lead to improvements in employment and earnings outcomes over time. You must also describe the types of supportive services to be offered to participants and the approaches to providing these supportive services, with an emphasis on meeting the complex employment-related needs of special population groups of veterans, as defined in Appendix G. The strategy must address:

- i. Population to be Served – A person must be an eligible veteran in order to be eligible for enrollment as a participant in the program. We place special emphasis on serving special population groups of veterans, also defined in Appendix G, as chronically homeless veterans, female homeless veterans, homeless veterans with families, and incarcerated or recently incarcerated veterans who are at risk of homelessness. During the last program year, 35% of the individuals served nationwide by HVRP grantees were determined to be in one or more of these special population groups. You must identify in your application the number or percentage of individuals to be served by your project that fall into each special group when considering the total number of persons.
- ii. Outreach and Engagement – You must describe in your application how your program will conduct effective client outreach and engagement or recruitment to meet your participant enrollment goals, including the recruitment of special population groups. Case management with veterans who are homeless often includes an active phase of outreach and engagement. You should describe how you will use a non-threatening outreach and engagement approach, persistent contact over time, and a patient offer of a flexible array of services, including help with basic survival needs. Effective engagement builds on actions that show commitment to client choice, maintenance of dignity, and investment in relationship building.

You must describe how your program will promote the active engagement of industry, employers and employer associations in determining the available types of occupations and the skills needed to pursue in-demand jobs and careers.

- iii. Intake, Assessment and Case Management – You must fully explain how you will design and implement your proposed intake, assessment and case management process to serve eligible veterans. You must demonstrate that your proposed intake process involves the collection of necessary information on individuals seeking services in order to determine eligibility for the program and for the assessment of the types of services needed to assist the eligible veteran in gaining and retaining meaningful employment.

The assessment is the foundation for development of the participant service plan and budget used by the case manager in coordinating services on behalf of the participant. The assessment process must demonstrate how you will determine a participant's readiness to enter employment following the receipt of services, including the use of information about the individual's strengths, preferences, medical, social and environmental issues, and behavioral and cognitive status.

- iv. Job-Driven Employment, Training and Supportive Services – You must describe in your application the employment, training and supportive services you will make available to participating veterans to assist these individuals in obtaining and retaining meaningful employment. You must describe the assessment tool(s) and process. You must also describe in your application how you will develop formal job-driven employment, training and supportive services plans based on assessment results for participants and how you will manage and note the progress made by participants within a formal case management process.

Employment and training services included in service plans must be focused on in-demand jobs, imparting relevant skills with job-market value and should align with and leverage other federal education and training program resources. You must describe the array of employment and training services you will make available to participants. Examples of employment and training services include, but are not limited, to:

- Individualized job search assistance, including resume writing, interviewing skills, and counseling services;
- Work readiness training, including basic skills training;
- Short-term occupational skills training, including on-the-job training (OJT);
- Short-term unpaid work experience activities;
- Internships; and
- Registered apprenticeships.

Please note the job-driven employment, training services, and supportive services received by participants may be provided directly through the grant or provided to participants through partnerships with American Job Centers (AJCs) and other organizations. At a minimum, all participants in your proposed program must be co-enrolled in Wagner-Peyser Act and Jobs for Veterans State Grant Disabled Veterans' Outreach Program (DVOP) services offered through AJCs to maximize the array of services available to participants. Co-enrollment occurs when the HVRP participant is registered to receive Wagner-Peyser Act and Jobs for Veterans State Grant Disabled Veterans' Outreach Program (DVOP) services. Co-enrollment must take place no sooner than the 1st business day of the 1st quarter, and no later than

the last business day of the 3rd quarter. If a HVRP grantee enrolls a veteran in the 4th quarter they must co-enroll that veteran simultaneously at an AJC. Participants may also be co-enrolled in other employment and training related services offered through AJCs, as appropriate, to prepare them for meaningful employment. Training related supportive services for overcoming barriers to employment include, but are not limited to, physical rehabilitation, drug or alcohol treatment, and/or mental health services.

As part of your plan for supportive services, you must also propose a specific housing assistance strategy. You must describe in your application how HVRP participants will be rapidly re-housed, highlighting 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 homeless persons. You must demonstrate how they will incorporate both affordable housing alternatives and permanent supportive housing options into the service mix.

Please note that grant funds may only be spent directly on housing assistance for participants who meet the definition of incarcerated veterans in Appendix G. For all other participants, you cannot spend any grant funds on housing. Therefore, you may propose to use funds for housing assistance for incarcerated veterans. However, if you propose to use funds for this purpose, you must demonstrate in writing that you have worked with the eligible incarcerated veteran and others, including penal institution transition staff and community based housing providers, to exhaust all other housing assistance options before using grant funds for such assistance. If an incarcerated veteran can obtain housing by any other means, such as through other federal or state programs, then grant funds cannot be used for housing assistance.

The use of grant funds for housing assistance is limited to 90 days and the amount of assistance must meet the test of rent reasonableness. To meet this test and to be able to pay a landlord up to 90 days of reasonable rent, you must secure at least three samples of rents for housing units located in the specific community and zip code of the desired housing that meets the needs of the eligible incarcerated veteran. You may not provide housing funds directly to project participants.

- c) Quality of Linkages -- Stable housing, health care and other supportive services are critical to help veterans experiencing homelessness reintegrate

into the labor force. You must describe how you will partner and coordinate proposed activities with a wide array of federal, state, and local housing, health care, and other supportive service programs and their associated agencies and/organizations, including prisons and halfway houses, if appropriate.

- d) **Organizational Capability and Experience** – You must describe in your application your organization’s ability to manage the operational, administrative, programmatic and financial reporting requirements specified within this funding announcement. You must describe key staff skills, experience, history, knowledge, qualifications, capabilities, and office locations, and provide an organizational chart.

You must also address your capacity for timely implementation of the program, programmatic reporting, and participant tracking. You must fully describe how the proposed program can or will outlast the federal funding being provided under this grant. You must describe in your application a diverse funding base or illustrate an organizational strategic plan that will lead to the attainment of financial resources beyond those secured through the HVRP grant.

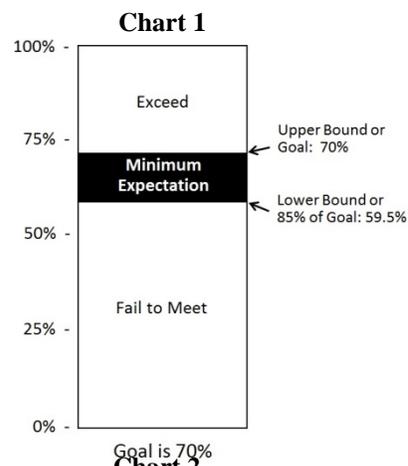
If you have previously operated a HVRP or IVTP program, then you must include the performance outcomes from your last, or most recent (if the grant is active), 4th quarter Technical Performance Report (TPR) and the planned goals for that grant.

If you lack prior experience with implementing HVRP grants, then you are required to provide program outcomes from other similar programs you have operated. You must describe specific outcomes previously achieved against set targets within these related programs, such as number of enrollments, number of participants that entered employment, cost per placement into employment, benefits secured, and coalitions.

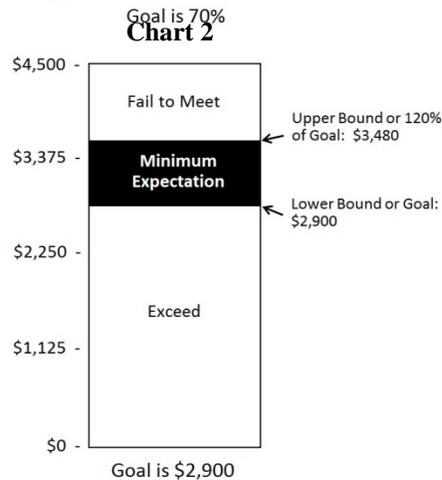
- e) **Performance Outcomes** – We require grants to have measurable outcomes, including employment outcomes including placement in employment and average hourly earnings at placement or objective measures of the grant’s effect in order to maximize the impact of grant dollars. Each grantee will be asked to report on progress toward its planned outcomes on a quarterly basis and at the end of the grant. Taking into consideration the characteristics of the population you plan to serve and the conditions of the labor market area, you must develop quantitative goals for the project overall for the following performance indicators: number of enrollments, number of job placements, the computed placement rate, the average hourly wage at placement, and the computed average cost per placement. The number of enrollments, the number of job placements, and the average cost

per placement indicators are considered core performance indicators. Please refer to the Appendix G for definitions of the performance indicators.

With the exception of the average cost per placement measure, performance on each required measure will be defined as a range, bounded by an upper value representing the performance goal and a lower value representing 85% of the performance goal. Performance below 85% (lower bound) of the goal on a measure is considered failure on an individual measure, while performance above the performance goal is considered exceeding expectations. Please refer to Chart 1.



In order to encourage lower cost per effect, performance on the average cost per placement measure will be defined differently to encourage lower costs per placement. Actual performance on this measure will be defined as a range bounded by a lower value representing the goal and an upper value representing 120% of the stated goal. Performance above 120% of the goal is considered failing, while performance lower than the average cost per placement goal is considered to be exceeding expectations. Please refer to Chart 2 for an example.



Performance on any measure that falls between the upper bound value and the lower bound value is considered to be meeting the minimum expectation on an individual measure. In order to meet performance expectations in the aggregate or overall, a grantee must meet minimum expectations on all core performance measures. Failure to meet minimum expectations on one or more core performance measures constitutes failure in the aggregate and disqualifies a grant from consideration for continuation funding. Exceeding performance expectations on all core performance measures constitutes exemplary performance.

Through co-enrollment in AJC employment and training services, we will also collect and report *for information purposes only* the performance outcomes for the following WIOA indicators; the percentage of program participants who are in the unsubsidized employment during the second quarter after exit from the program; the percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the

program; the median earnings of programs participant who are in unsubsidized employment during the second quarter after exit from the program; the percentage of program participants who obtain in a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during participation in or within 1 year after exit from the program; and the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measureable skill gains toward such a credential or employment.

- 4) Attachments to the Technical Proposal – All attachments to the Technical Proposal must be clearly labeled as “Attachments.” Please do not include letters of support as attachments to the Technical Proposal. The attachments do not count toward the 15-page Technical Proposal limit.
 - a) Abstract – You must submit an abstract summarizing the proposed project, including the scope of the project and proposed outcomes. The proposed project must include your organization’s name, project title, a description of the area to be served, number of participants to be served, the total projected cost per participant, the funding level requested, and whether it is an urban or non-urban application. The Abstract is limited to two pages, double-spaced, single sided 8.5” x 11” pages with 12 point Times New Roman text font and one inch margins on all four sides of the page. When submitting in [Grants.gov](https://www.grants.gov), this document should be uploaded as an attachment to the application package and specifically labeled s to be “Abstract.”
 - b) Intent to Work Collaboratively Statement – You must include a statement that confirms your intent to work collaboratively with us and our contractor(s) on potential evaluation efforts related to veterans. This statement must be included as a separate attachment.
 - c) Competitive Grants Planned Goals Chart – You must complete the Competitive Grants Planned Goals Chart included in this announcement package as Appendix C with proposed programmatic outcomes.
 - d) Project/Performance Site Location(s) Form – This form is found in Appendix H. It 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 FOA. This attachment does not impact the scoring of the application.
 - e) Negotiated Indirect Cost Rate Agreement (NICRA) – Attach the most recently approved NICRA if the indirect costs are based on a negotiated rate approved by your Federal Cognizant Agency. This attachment does not impact the scoring of the application.

- f) Summary of Recent Financial Audit – If you have previously held a federal grant award, then you should include a recent summary of a financial audit statement as evidence of satisfactory financial management capability. This attachment impacts the scoring of the application.
- g) List of All Employment and Training Federal Grants and Contracts – You should include, if applicable, a list of all employment and training federal grants and contracts for the past three years, including grant and contract numbers and grant/contract officer contact information. This attachment does not impact the scoring of the application.
- h) Service Contracts and Other Formal Agreements – You should provide copies of the signature pages for all individual service contracts, MOUs, or other formal agreements which involve service providers within the proposed geographic service delivery area. This attachment does not impact the scoring of the application.
- i) Organizational Chart and Qualifications – An organizational chart and staff qualifications should be submitted as an attachment. This attachment impacts the scoring of the application.

Submission Date, Times, and Process: The closing date for receipt of applications under this FOA is March 23, 2016. Applications must be submitted either electronically on Grants.gov or in hard copy form by mail or hand delivery (including overnight delivery). All applications must be received no later than 4:00:00 p.m. Eastern Time on the closing date. Applications sent by e-mail, telegram, or facsimile will not be accepted.

Applications submitted in hard copy or by mail or overnight delivery must submit an original signed application package and one “copy-ready” version free of bindings, staples, or protruding tabs to ease in the reproduction of the application.

If an application is submitted by both paper and electronically through Grants.gov, then a letter must accompany the paper version stating which application to review. If no letter accompanies the paper copy, then the electronic copy sent through Grants.gov will be reviewed.

Please note the Grants.gov submission and validation process can be complicated and time-consuming. It is strongly advised that the application process be initiated as soon as possible and extra time planned to resolve technical problems, if necessary. Note that validation of receipt does not mean that your application has been accepted as complete or has been accepted for review. Grants.gov only verifies that certain parts of an application were received.

It is recommended that your organization register at Grants.gov before writing the application. The registration steps may take up to four weeks to complete. Go to

<http://www.grants.gov/web/grants/applicants/organization-registration.html> for instructions.

Please note the documents submitted through [Grants.gov](http://www.grants.gov) are saved as a .doc, .docx, .xls, .xlsx, .rtf or .pdf files. If submitted in any other format, you bear the risk that compatibility or other issues will prevent us from considering the application.

We will grant no exceptions to the mailing and delivery requirements set forth in this notice. Further, we will not accept documents submitted separately from the application, before or after the deadline, as part of the application.

For applications submitted on [Grants.gov](http://www.grants.gov), we will consider only applications successfully submitted no later than 4:00:00 p.m. Eastern Time on the closing date and then successfully validated. You take a significant risk by waiting to the last day to submit through [Grants.gov](http://www.grants.gov).

We will not consider any hard copy application received after the exact date and time specified for receipt at the office designated in this notice, unless we receive it before awards are made, it was properly addressed, and it was: (a) sent by U.S. Postal Service mail, postmarked not later than the fifth calendar day before the date specified for receipt of applications (e.g., an application required to be received by the 20th of the month must be postmarked by the 15th of that month); or (b) sent by professional overnight delivery service to the addressee not later than one working day before 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, you should request the postal clerk to place a legible hand cancellation "bull's eye" postmark on both the receipt and the package. 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. 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.

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

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 Cost Principles, now found in the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, codified at 2 CFR Part 200. Pre-award costs will not be reimbursed.

- 1) Indirect Costs: As specified in the Uniform Guidance 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 is required when an organization operates under more than one grant or other

activity, whether Federally-assisted or not. You have two options to claim reimbursement of indirect costs.

- a. Option 1: You may use a NICRA or Cost Allocation Plan (CAP) supplied by the Federal Cognizant Agency. If you do not have a NICRA/CAP or have a pending NICRA/CAP, and in either case choose to include estimated indirect costs in your budget, at the time of award the Grant Officer will release funds in the amount of 10% of salaries and wages to support indirect costs. Within 90 days of award, you are required to submit an acceptable indirect cost proposal or CAP to your Federal Cognizant Agency to obtain a provisional indirect cost rate. (See Section IV.B.4. for more information on NICRA submission requirements.)
 - b. Option 2: Any organization that has never received a negotiated indirect cost rate, with the exceptions noted at 2 CFR 200.414(f) in the Cost Principles, may elect to charge a de minimis rate of 10% of modified total direct costs (see 2 CFR 200.68 for definition) which may be used indefinitely. If you choose this option, this methodology must be used consistently for all Federal awards until such time as you choose to negotiate for an indirect cost rate, which you may apply to do at any time. (See 2 CFR 200.414(f) for more information on the de minimis rate.)
- 2) Salary and Bonus Limitations – No grant funding may be used 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 the Audit Requirements of the OMB Uniform Guidance (see 2 CFR 200 Subpart F).
 - 3) Use of Grant Funds for Participant Wages – Wage subsidies are limited to OJT, apprenticeships, and/or Transitional Jobs (TJ) strategies in which the participant is in job-driven training and the employer expects to hire the participant at the end of the training. Funds may be used to pay wages for up to 90 days at the local living wage (see <http://livingwage.mit.edu/>) for up to 20 hours per week. In order to use HVRP funds for OJT or TJ wages, you must demonstrate the participant need for subsidizing wages and develop an agreement with the employer, stipulating the terms of the subsidy, duration of the training, and expected outcome. The agreement must stipulate that HVRP funds will reimburse the employer for the agreed-upon earnings to be subsidized.

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-award or contract under the grant or sub-award; and ii) any rights of copyright to which the recipient, sub-recipient 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 recipient 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 we have a license or right of free use in such work. If revenues are generated through selling products developed with grant funds, including intellectual property, then these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities. Additionally, we require intellectual property developed under a competitive Federal award process to be licensed under a Creative Commons Attribution license (2 C.F.R. 2900.13). This license allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the recipient.

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 recipient 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.”

Other Submission Requirements. Applications may be withdrawn by written notice to the Grant Officer at any time before awards are accepted by successful applicants.

V. APPLICATION REVIEW INFORMATION CRITERIA

We have instituted procedures for assessing the technical merit of applications to provide for an objective review of applications and to assist you in understanding the standards against which each application will be judged. The evaluation criteria are based on the information required in the application as described in Section D. Applications may receive up to 100 total points. Points will be awarded based on the evaluation criteria described below.

1) Statement of Need: (up to 10 points)

Applications are evaluated on the extent to which they contain a complete, comprehensive, and responsive narrative that clearly explains the need for the project, including facts and evidence to support the need for the program you are proposing.

2) Overall Approach and Strategy: (up to 60 points)

Applications will be evaluated on the strength of the overall approach and appropriate strategies. As the applicant, you will also be graded on the extent to which you present a clear and complete narrative describing how you will train and place veterans into jobs that are meaningful and sustainable, and detail a

comprehensive approach ensuring that appropriate support services will be provided to participating eligible veterans to enhance their job readiness. Points are allocated as follows:

- a) Populations to be Served (up to 5 points for projects planning to serve special population groups of veterans as defined in Appendix G; a full 5 points will be awarded if you propose that at least 35% of your participants will fall under at least one of the special population groups and your application demonstrates that it is likely you will achieve this goal)
 - b) Outreach and Engagement (up to 5 points)
 - c) Intake, Assessment and Case Management (up to 5 points)
 - d) Job-Driven Employment, Training, and Supportive Services (up to 45 points)
- 3) Quality of Linkages: (up to 15 points – 5 of the 15 points are bonus points)
Applications will be evaluated on the extent to which they demonstrate that they have or will be able to establish a network of service linkages that will enable you to successfully provide your proposed employment, training, and supportive services.

Applicants will receive 5 additional bonus points if they: 1) propose to serve incarcerated and recently incarcerated veterans and 2) partner with at least one BOP Penal Institution. BOP Penal Institutions include Residential Reentry Centers overseen by the BOP. The 5 bonus points will be awarded in addition to the 10 points available for “Quality of Linkages” and the 100 points generally available under the criteria section. Although applicants will not receive the 5 bonus points for partnering with non-BOP Penal Institutions, such as state institutions, partnerships with such institutions will count towards the 10 points applicants are eligible to receive for “____ Quality of Linkages.” To qualify for these additional 5 bonus points, applicants must submit a Letter of Commitment or Memorandum of Understanding memorializing its partnership with the BOP Penal Institution.

- 4) Organizational Capability and Experience: (up to 10 points)
You and other applicants will be evaluated on the extent to which the narrative and prior experience, if applicable, illustrates that the organization has the capacity to carry out the proposed program. The evaluation of prior experience includes an assessment of performance outcomes.
- 5) Performance Outcomes: (up to 10 points)
The proposed goals for the applicable performance indicators will be evaluated on the extent to which they promote independent living and continuous improvement in outcomes attained by the participants served by your project.

a) REVIEW AND SELECTION PROCESS: A TECHNICAL REVIEW PANEL WILL CAREFULLY EVALUATE APPLICATIONS AGAINST THE SELECTION CRITERIA TO DETERMINE THE MERIT OF EACH APPLICATION. THESE CRITERIA ARE BASED ON THE POLICY GOALS, PRIORITIES, AND EMPHASES SET FORTH IN THIS ANNOUNCEMENT. UP TO 100

POINTS (AND 5 ADDITIONAL BONUS POINTS AS DESCRIBED IN E.3) MAY BE AWARDED TO AN APPLICANT, DEPENDING ON THE QUALITY OF THE RESPONSES PROVIDED. THE FINAL SCORES (WHICH MAY INCLUDE THE MATHEMATICAL NORMALIZATION OF REVIEW PANELS) WILL SERVE AS THE PRIMARY BASIS FOR SELECTION OF APPLICATIONS FOR FUNDING. THE PANEL RESULTS ARE ADVISORY IN NATURE AND NOT BINDING ON THE GRANT OFFICER. THE GRANT OFFICER RESERVES THE RIGHT TO MAKE SELECTIONS BASED SOLELY ON THE FINAL SCORES OR TO TAKE INTO CONSIDERATION OTHER RELEVANT FACTORS. SUCH FACTORS MAY INCLUDE THE GEOGRAPHIC DISTRIBUTION OF FUNDS, SPECIAL POPULATIONS TO BE SERVED, AND INPUT FROM VETS REGIONAL ADMINISTRATORS.

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 <http://www.grants.gov>, which constitutes a binding offer by the applicant.

Every application will also be evaluated to determine the risks to successful performance of the grant based on an assessment of the applicant's organization. Prior to making an award, we will review information available through any OMB-designated repository of government wide eligibility qualification or financial integrity information, such as the Federal Awardee Performance and Integrity Information System, Dun and Bradstreet, and "Do Not Pay." Information may be solicited from VETS field staff to assess whether a current or former applicant was successful in administering a USDOL grant. Additionally, we will comply with the requirements of 2 CFR Part 180 codified at 29 CFR Part 98. This risk evaluation may incorporate results of the evaluation of the applicant's eligibility or the quality of its application. If we determine that an award will be made to an applicant, then special conditions that correspond to the degree of risk assessed may be applied to the award.

VI. AWARD ADMINISTRATION INFORMATION

Award Notices: All award notifications will be posted on <http://www.nvtac.org/grantees/>.

Applicants selected for an award will be contacted before the grant's execution. Non-selected applicants will be notified by mail or email and may request a written debriefing on the significant weaknesses of their proposal. The selection of an applicant for an award does not constitute approval of the grant application as we may enter into negotiations before finalizing the statement of work, budget, and other grant terms and conditions. If the negotiations do not result in a mutually acceptable submission, the Grant Officer may terminate the negotiations and decline to fund the application. We reserve the right to not fund any application.

Administrative and National Policy Requirements:

- 1) Administrative Program Requirements – All grantees will be subject to all applicable Federal laws and regulations – including the OMB Uniform Guidance, and the terms and conditions of the award. The grant(s) awarded under this announcement will be subject to the following administrative standards and provisions:
 - a) Non-Profit Organizations, Educational Institutions, and State, Local, and Indian Tribal Governments – 2 CFR Part 200 and 2 CFR 2900 (DOL’s supplement).
 - b) Profit Making Commercial Firms – Federal Acquisition Regulation (FAR) – 48 CFR part 31, and 2 CFR Part 200.
 - c) All entities must comply with 29 CFR Part 93, 29 CFR Part 94, 29 CFR Part 98 and, where applicable, 2 CFR Part 200.
 - d) 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.
 - e) 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.
 - f) 29 CFR Part 32 – Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
 - g) 29 CFR Part 35 – Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
 - h) 29 CFR Part 36 – Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- 2) General Terms and Conditions of Award – A [basic template](#) outlines the standard grant terms and conditions for grants. Individual grant agreements may contain slightly different terms and/or conditions thus each recipient should refer and adhere to those terms and conditions in each grant agreement document.
- 3) Other Legal Requirements –
 - a) Religious Activities – The Religious Freedom Restoration Act (RFRA), 42 U.S.C. Section 2000bb, applies to all Federal law and its implementation.
 - b) Lobbying or Fundraising – 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 eligible to receive Federal funds. No activity, including awareness-raising and advocacy activities, may include fundraising for, or lobbying of, U.S. Federal, State or Local Governments (see 2 CFR 200.450 for more information).

- c) Transparency Requirements – You must ensure the necessary processes and systems are in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282, as amended by section 6202 of Public Law 110-252). Upon award, the applicant 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 website:
<http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>.

Additionally, DOL is committed to conducting a transparent grant award process. Consequently, we may publish applications. In order to ensure that proprietary or confidential business information is properly protected from disclosure when we post the winning proposals, funded applicants whose proposals will be posted will be asked to submit a second redacted version of their Technical Proposal, with any proprietary, confidential business, and PII redacted. All non-public information about staff should be removed as well.

We 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 you, the applicant, for us to make the redacted version publicly available. We will also assume that, by submitting the redacted version of the Technical Proposal, you have obtained the agreement to your 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 you fail to provide a redacted version of the Technical Proposal within 45 days of our request, we will publish the original Technical Proposal in full, after redacting only PII.

You 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, we will follow the procedures outlined in the Department's Freedom of Information Act (FOIA) regulations (29 CFR Part 70).

Redacted information in grant applications will be protected by us 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 we receive a FOIA request for your application, the procedures in the Department'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. Consequently, it is possible that the application of FOIA rules may result in release of information in response to a FOIA request that an applicant redacted.

- d) Liability – 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.
- e) Safeguarding Data Including Personally Identifiable Information (PII) – Please be advised the confidentiality of PII and other sensitive data is of paramount importance to us and must be observed except where disclosure is allowed by prior written approval of the Grant Officer or by court order. You must also agree to take all necessary steps to protect such confidentiality by complying with the following provisions that are applicable in governing their handling of confidential information:
- You must ensure that PII and sensitive data developed, obtained, or otherwise associated with a funded grant is securely transmitted.
 - To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on electronic media must be encrypted using a Federal Information Processing Standards 140-2 compliant and National Institute of Standards and Technology validated cryptographic module. You must not e-mail unencrypted sensitive PII to any entity.
 - You must take the steps necessary to ensure the privacy of all PII obtained from individuals and to protect such information from unauthorized disclosure.
 - You must ensure that any PII used during the performance of the grant has been obtained in conformity with applicable Federal and state laws governing the confidentiality of information.
 - You further acknowledge that all PII data obtained through the grant must be stored in an area that is physically safe from access by

unauthorized persons at all times and the data will be processed using recipient issued equipment, managed information technology services, and designated locations approved by us. Accessing, processing, and storing of grant PII data on personally owned equipment, at off-site locations is strictly prohibited unless approved by us.

- Your employees and other personnel who will have access to sensitive, confidential, proprietary or private data must be advised of 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.
- You must have policies and procedures in place under which your employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.
- You must not extract information from data supplied by us for any purpose not stated in the grant agreement.
- Access to any PII created with grant funds must be restricted to 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.
- All PII data must be processed in a manner that will protect the confidentiality of the records 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.
- PII data obtained by your organization must not be disclosed to anyone but the individual requestor except as permitted by the Grant Officer or by court order.
- You must permit us to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that you are complying with the confidentiality requirements described above. You must make records applicable to this

Agreement available to authorized persons for the purpose of inspection, review, and/or audit.

- You must retain data received from us only for the period of time required to use it for assessment and other purposes, or to satisfy applicable Federal records retention requirements, if any. Thereafter, you agree that all data will be destroyed, including the deletion of electronic data.
- f) Record Retention – You must be prepared to follow Federal guidelines on record retention, which require you to maintain all records pertaining to grant activities for a period of at least three years from the date of submission of the final expenditure report. See 2 CFR 200.333-.337 for more specific information.
- g) Other Administrative Standards and Provisions – Our acceptance of a proposal and issuing an award of Federal funds to sponsor any programs(s) does not provide a waiver of any grant requirements, Federal law, or regulation.
- 4) Special Program Requirements – DOL will conduct an evaluation of HVRP and a condition of receiving a grant award is that the grantee will be required to participate in and cooperate with the DOL program evaluation if the program is selected to be included in the DOL evaluation. All grantees will be required to maintain participant records that include personally identifiable information (PII) (name, date of birth, social security number) and other services information needed for performance reporting. DOL’s independent evaluator will coordinate with grantees included in the evaluation to obtain the necessary information in a secure manner to protect personally-identifiable information. The program’s or project’s participation in the evaluation of overall performance of VETS grants and cooperation of the recipient is a required condition of award. The grantee agrees to make individual records on participants, including PII, and funding available to the evaluator(s) under our direction, as well as to provide access to program operating personnel and participants, as specified by the evaluator(s) under our direction, including after the expiration date of the grant. This evaluation will use program MIS data, local administrative data, and program progress reports. The grantee must keep this information up to date and accurate.

Grantees will cooperate with the Interagency Council on Homelessness, the VA, and the National Technical Assistance Center concerning requests for information on grant activities, monitoring activities, and requests approved by us.

- 5) Performance Goals – Grantees will be held accountable for outcomes and failure to meet those outcomes may result in technical assistance or other interventions by VETS, including corrective action, and may also have significant impact on decisions about future grants with VETS.
- 6) Reporting – All reporting requirements must be met. Quarterly financial reports, quarterly progress reports, and MIS data must be submitted by the recipient electronically. Applicants must agree to provide the reports and documents listed below:
 - a) Quarterly Reporting – All HVRP grantees will enter data electronically and attach their Quarterly TPR, success stories, and other job related information into VETS Operations and Program Activity Report system. All grantees are required to use and submit their Federal Financial Report in the E-Grants System.
 - b) Final Report – A draft final report must be submitted no later than 60 days before the expiration date of the grant. This report must summarize project activities, outcomes, and related results of the project, and should thoroughly document approaches. After responding to our questions and comments on the draft report, an original and two copies of the final report must be submitted no later than the grant end date.

VII. FEDERAL AWARDING AGENCY CONTACTS

Agency Contacts: All questions regarding this announcement should be directed to Ms. Ashley Hoek, Grants Management Specialist, at 202-693-3632 (this is not a toll-free number). Applicants should e-mail all technical questions to hoek.ashley.a@dol.gov and reference FOA-VETS-16-01. Along with question(s), include a contact name, fax, and phone number.

VIII. OTHER INFORMATION:

- 1) Additional Resources of Interest to Applicants – We maintain a number of web-based resources that may be of interest to applicants. Our website is located at <http://www.dol.gov/vets/>. It is a valuable source of information and includes program highlights and brochures, glossary of terms, frequently used acronyms, general and special grant provisions, and PowerPoint presentations on how to apply for funding. The National Technical Assistance center's website <http://www.nvtac.org/> is also a valuable source of information for grant applicants. The USICH, <http://usich.gov/> has information from various agencies that assist homeless persons including updated information on local community 10 year plans to end homelessness and Continuums of Care plans.

- 2) Public Acknowledgement of USDOL VETS Funding – 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 to be financed by non-governmental sources.
- 3) Use of USDOL Logo – The Grant Officer must issue prior approval for use of the USDOL logo by any grantee. Once approved for use, the USDOL logo may be applied to grant 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 us on whether the logo may be used on any such items prior to final draft. The USDOL logo may not be placed on any item until we have given permission to use the logo on the item.
- 4) OMB Information Collection – OMB Information Collection No. 1225-0086, expires on February 29, 2016. This information is being collected for the purpose of awarding a grant. 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-OASAM, Office of the Chief Information Officer, Michel Smyth, Departmental Information Compliance Management Program, 200 Constitution Avenue NW, Room N1301, Washington, DC 20210. Comments may also be emailed to DOL_PRA_PUBLIC@dol.gov.

PLEASE DO NOT RETURN YOUR GRANT APPLICATION TO THIS ADDRESS. ONLY SEND COMMENTS ABOUT THE BURDEN CAUSED BY THE COLLECTION OF INFORMATION TO THIS ADDRESS. SEND YOUR GRANT APPLICATION TO THE SPONSORING AGENCY AS SPECIFIED EARLIER IN THIS ANNOUNCEMENT.

- 5) Announcement and Award Dates – Announcement of grant awards is anticipated to occur in June 2016. Grant agreements are expected to be awarded before July 1, 2016.
- 6) Appendices – Go to <http://www.dol.gov/vets/programs/hvrp/> to access the attachments.

Appendix A: Application for Federal Assistance SF-424

Appendix B: Budget Information Sheet SF-424A

Appendix C: Competitive Grants Planned Goals Chart

Appendix D: Direct Cost Descriptions for Applicants and Sub-Applicants

Appendix E: List of 75 Largest in Population Urban Areas, 2014 Census Estimates

Appendix F: Indirect Charges or Certificate of Direct Costs

Appendix G: Definitions and Terms

Appendix H: Project/Performance Site Location(s) Form

Signed February 22, 2016 in Washington, DC by:

Thomas Martin,
Grant Officer, Veterans' Employment and Training Service