Homeless Veterans
Reintegration Program

Program and Application:
RETURNING APPLICANTS

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National Coalition for Homeless Veterans
Agenda

- General and Submission Information
- Responding to the SGA
  - Technical Proposal
- Changes to the SGA
- Resources
General and Submission Information
Authorization and Administration

- Section 2021 of Title 38 of the United States Code (U.S.C.) requires the Secretary of Labor to conduct, directly or through grant or contract, such programs as the Secretary determines appropriate to provide job training, counseling, and placement services (including job readiness, literacy training, and skills training) to expedite the reintegration of homeless Veterans into the labor force.

- NEW: On October 5th, 2011, President Barack Obama signed the Veterans Health Care Facilities Capital Improvement Act of 2011, into law (Public Law No: 112-37).

- Section 201 reauthorizes the Homeless Veterans Reintegration Program through fiscal year 2012.

- Administered through the Department of Labor- Veterans’ Employment and Training Service (VETS), HVRP is the only federal program that focuses exclusively on the employment of veterans who are homeless.
Objectives

- To provide services to assist in reintegrating homeless veterans 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 veterans. (p.4)
Funding Levels and Categories

- Funding Levels:
  - $15 million total
  - Distributed between Urban and Non-Urban
    - Urban: $100,000 – $300,000
    - Non-Urban: $100,000 - $200,000
  - ** Do not exceed funding levels

- Funding Category:
  - Urban or Non-Urban: Appendix G (p.7)
    - NEW: Equal to/more or less than 247,597
  - **Provide documentation and maps
  - **Clearly identify funding category
Scope of Program Design

- **Services** (p. 5):
  - Job placement and retention services;
  - Job training;
  - Counseling;
  - Mentoring;
  - Supportive services;
  - Housing;
  - Other necessary assistance.

- **NEW:** Female veterans and veterans with families
- Organizational and staff capacity
- Linkages
Applicant Eligibility

- Eligible:
  - State and local Workforce Investment Boards (WIBs),
  - Public agencies,
  - For-profit/commercial entities, and
  - Non-profit organizations:
    - Community-based organizations,
    - Faith-based organizations.

- NOT eligible: 501 (c)(4) entities
Participant Eligibility and Important Definitions (p. 11)

- **Eligibility:**
  - Participants must be veterans and homeless

- **Important Definitions:**
  - **Veteran:**
    - a person who served in the active military, and
    - who was discharged or released under conditions other than dishonorable
  - Veterans with dishonorable discharge are **NOT** eligible for HVRP
Participant Eligibility and Important Definitions (cont.)

- **Homeless:**
  - persons who lack a fixed, regular, and adequate nighttime residence;
  - persons living in supervised public or privately operated shelter designed to provide temporary living arrangements;
  - 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
  - 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;
  - an individual or family who will imminently lose their housing, can identify no subsequent residence, and which lacks the resources or support networks needed to obtain other permanent housing.
  - The term also includes: unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes (see p. 13 for more information)
Participant Eligibility and Important Definitions (cont.)

- **Chronically homeless:**
  - 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.

- **Disabling condition:**
  - 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.

- **Proprietary or business confidential information:**
  - Not usually disclosed outside your organization
  - Could cause you substantial competitive harm

- ** Personally Identifiable information:**
  - Can be used to trace an individual’s identity
  - Linked to an individual (medical, educational, financial, employment)
Transparency

- Further direction upon grant award
- Obtain permissions!
- Abstract/Executive Summary
  - Published upon award
- Technical Proposal
  - **NEW**: 2 weeks
  - Published upon receipt of redacted version
Responding to the SGA
Page Limits and Formatting

- **Page limits:**
  - **NEW:** 50 page total page limit
  - **NEW:** 15 page maximum on Technical Proposal

- **Formatting:**
  - Single-sided pages, 8-1/2 x 11 inch paper, double spaced, 12 pt. font, 1 inch margins, English
  - **NEW:** (if submitting through grants.gov) .doc, .rtf., .pdf format
  - Page numbers
  - Tab dividers for sections and sub-sections
Award Announcement and Performance Period

- Award announcements:
  - Award announcements expected mid-June

- Performance period:
  - Performance period: 12 months; July 1, 2012-June 30, 2013
  - Follow-up for 3 quarters: July 1, 2013-March 31, 2014
  - Program funds obligated and reserved for 9 months of follow up and close out by June 30, 2013
  - Must begin program activities on day 1 of grant period
Application Logistics and Funding Restrictions

- **Application:**
  - 1 application per submitting organization and physical location with same population
  - NO co-enrollment of participants in HVRP and VWIP

- **Funding restrictions (p. 34)**
  - Admin costs not to exceed 20% of total award
  - **NEW:** No pre-award costs
  - **NEW:** No participant wages
Submission Process

- **Date and time**
  - **NEW:** 4:00 p.m. Eastern
  - April 30th

- **Acceptable methods of submission**
  - Mail
  - Overnight or hand delivery
  - www.grants.gov

- **Unacceptable methods of submission**
  - E-mail
  - Telegram
  - Fax
Submission Process (cont.)

- Additional grants.gov information (p. 30-33):
  - Up to 4 weeks
  - Downloadable checklist
  - Timestamp
  - **NEW:** Two e-mails received after submission
    - 1- confirms receipt; tracking #
    - 2- confirms rejection due to errors or validation

- Additional mailing information:
  - Submit original signed in blue ink and 2 copies
  - **NEW:** “Copy ready” (No tabs, staples, etc.)

- Multiple application submissions:
  - Last qualifying submission will be accepted
  - **NEW:** If you submit both, send a hard-copy letter
Application Structure and Points

- Can earn up to 100 points
- Three sections:
  - I. Cost Proposal
  - II. Technical Proposal
    - Need for the Project
    - Overall Approach and Strategy
    - Quality of Linkages
    - Organizational and Capacity and Experience
    - Housing Strategy
  - III. Attachments to the Technical Proposal
Part I: Cost Proposal

- Standard Form SF-424 (original signed in blue ink)
  - Catalog of Federal Domestic Assistance #17.805
  - DUNS #
- SF-424 B Signature page
- Standard Form SF-424A
  - Budget Narrative
- Indirect Charges or Certificate of Direct Costs
- Active CCR registration
Budget Narrative

- Detailed cost breakout of each item in the budget information sheet
- Must include:
  - personnel costs
  - Fringe benefits
  - explanation of costs and methodologies
  - follow-up services costs
  - equipment purchases
  - other funds
Part III: Attachments to the Technical Proposal

- Keep documents together!
- Required Attachments:
  - Abstract/Executive Summary
  - PY 2012 Competitive Grants Planned Goals Chart
  - Audit
  - Employment and Training Grants
  - Survey on Ensuring Equal Opportunity for Applicants
  - Project/Performance Site Location Form OMB Number 4040-0010
  - Contracts and MOUs
  - Organizational and staff capacity support documents
Technical Proposal
Part II: Technical Proposal

- 15 pages maximum
- Major Components:
  - Need for the Project (10)
  - Overall Approach and Strategy (45)
  - Quality of Linkages (15)
  - Organizational Capacity and Experience (20)
  - Housing Strategy (10)
Need for the Project (10 points)

- Showcase knowledge of service delivery system in your area
- Use sources
- Components:
  - Numbers of homeless veterans
  - Poverty and unemployment
  - Gaps in service
    - Needs
    - What needs are being met?
    - What needs are not being met?
    - Who is providing what services?
    - Process of service delivery
    - Reliability of data
    - Employment barriers
- Local labor market
Overall Approach and Strategy (45 points)

- 4 Dimensions + supportive services
- Need a participant flow chart
- Chronically homeless veterans
- Dimensions:
  - Outreach
  - Assessment and Intake
  - Employment and Training
  - Follow-up Services
Dimension 1: Outreach

- Project orientation workshops
- Provider meetings
- Formal MOUs
- Partners (p. 42-43)
- Stand Down
Goal: Identify and address barriers to employment for participants to ensure long-term success

5 steps:
- Assessing abilities, interests, needs, and barriers
- Supportive service needs and referral process
- Determining participant willingness
- Connecting services and enrollment
- Connecting to VA benefits
Dimension 3: Employment and Training Services

- Formal case management process
- Individual Employment Plan (IEP)
  - Services needed
  - Plan for updating
- Demonstrated process for employment and training service delivery
  - Showcase process for connecting to Career One Stops
  - Jobs and training to jobs should:
    - Be locally in demand
    - Provide long-term career potential
- Include an employer and training contact list
- Basic services vs. training services
Dimension 3: Employment and Training Services (cont.)

- Critical employment services:
  - job search workshops
  - Job counseling
  - resume writing techniques
  - interviewing skills
  - on-the-job training (OJT)
  - job development services
  - unsubsidized employment
Dimension 4: Follow-up Services

- 3 quarters after placement
- Creative approaches succeed
- State Unemployment Insurance
Quality of Linkages (15 points)

- Connection to various federal, state, and local programs
  - Register as an Employment Network (EN) under Ticket to Work
- Connection to community services
  - Specialized medical, rehabilitation, and mental health needs
- Include a local area network of service providers list
- 5 and 10 Year Plans
Quality of Linkages (cont.)

- Possible partners
  - DVOPs and LVERs
  - Continuum of Care
  - Stand Downs
  - SSVF
  - ODEP
  - Public agencies
  - VSOs
  - Non-profit organizations
  - Private businesses
  - Colleges and universities
Organizational Capacity and Experience (20 points)

- **Staff experience:**
  - See page 50
  - Organizational chart
    - Office locations
    - Divisions within organization
    - Interaction process of partners and divisions
    - # of staff who are veterans or formerly homeless
    - # of staff with homeless veteran experience
Organizational Capacity and Experience (cont.)

- Organizational experience:
  - Address program start-up
  - Outlasting federal funding
  - Previous grantees:
    - **NEW:** Minimum: TPR, TPN, and planned goals for the year
Housing Strategy (10 points)

- Emergency, temporary, transitional, permanent
  - Permanent: affordable or supportive
- Provide/ connect to appropriate housing for at least the number of planned enrollees
- Resources and Process
  - Resources:
    - # of participants = number of placements/referrals
    - Rapid response strategy
  - Process:
    - Based on needs, how will referrals be made
- DO NOT use HVRP funds for housing
- NEW: Chronically homeless veterans and HUD-VASH vouchers
NOT Included in 50 Page Proposal Maximum

- Organizational chart
- Staff resumes
- Detailed staff capacity statements
- TPN
- TPR
- Past performance planned goals spreadsheet
- Urban/non-urban maps and written documentation
- IRS statement showing 501 (c) 3 status
- Redacted Technical Proposal (submitted after award)
- MOUs
- Audit
NOT Included in 15 Page Technical Proposal Maximum

- Abstract/Executive Summary
- Participant flow chart
- Employer and training network list
- Local area service delivery network list
- Organizational chart
- Staff resumes
- Staff capacity statements
- TPN
- TPR
- Past performance planned goals spreadsheet
- PY 2012 Competitive Grant Planned Goals
- Urban/Non-urban maps and written documentation
- MOUs
- Audit
- Project/Performance Site Location Form OMB Number 4040-0010
Changes to the SGA

- Structure of the SGA:
  - Optional year funding to VPL
  - Program components moved to technical proposal
Changes to the SGA

- Submission information:
  - No excel documents
  - 4:00 p.m., not 5:00 p.m. EST
  - Grants.gov submission clarification
  - “Copy read” copies
  - Hard copy letter
Changes to the SGA

- Structure of the application:
  - TPR and TPN: page limits
  - Documents from “cost proposal” to “Attachments to the Technical Proposal”
- General structure:
  - Three sections:
    - I. Cost Proposal
    - II. Technical Proposal
      - Need for the Project
      - Overall Approach and Strategy
      - Quality of Linkages
      - Organizational Capacity and Experience
      - Housing Strategy
    - III. Attachments to the Technical Proposal
Changes to the SGA

- Program changes: Deleted components/Restrictions:
  - Connecting to Continuum of Care
  - Community colleges “with traditionally high enrollment of minorities”
  - Extra points for chronically homeless veterans
  - Payments to participants
  - Salary and bonus limitations
Changes to the SGA

- Program changes:
  - Specific data in “Need for the project” section
  - Confidentiality clarification
  - Registering in CCR
  - Intellectual property rights clarification
  - Focus on testing in “Assessments”
  - Form OMB # 4040-0010
  - Urban vs. non-urban
  - Transparency section
  - Clarification on VWIP
  - Clarification on HUD-VASH
Additional Resources

- **HVRP information:**
  - DUNS Number: [www.dunandbradstreet.com](http://www.dunandbradstreet.com); 866-705-5711
  - Applying online: [www.Grants.gov](http://www.Grants.gov); 800-518-4726 or support@grants.gov
  - NCHV Website: [www.nchv.org](http://www.nchv.org)
  - NVTAC Website: [http://bbi.syr.edu/nvtac/](http://bbi.syr.edu/nvtac/)

- **Helpful application resources:**
  - Community organizations: [http://www.nchv.org/network.cfm](http://www.nchv.org/network.cfm)
  - Employment Resources: [http://www.nchv.org/page.cfm?id=241](http://www.nchv.org/page.cfm?id=241)
  - Mileage rates: [www.gsa.gov](http://www.gsa.gov)
  - Career One Stop information: [http://servicelocator.org/](http://servicelocator.org/)
Additional Resources (cont.)

- **Useful Publications:**

- **Stand Down Resources:**
  - 2012 Stand Downs: [http://www.nchv.org/standdownevents.cfm](http://www.nchv.org/standdownevents.cfm)
  - Stand Down Financing Teleconference: [http://www.nchv.org/page.cfm?id=332](http://www.nchv.org/page.cfm?id=332)
  - Stand Down Development Teleconference: [http://www.nchv.org/page.cfm?id=331](http://www.nchv.org/page.cfm?id=331)

- **Federal Program Sites:**
  - USICH Website: [http://www.usich.gov/](http://www.usich.gov/)
  - Congressional Districts: [https://www.federalreporting.gov/federalreporting/congressionalDistricts.do](https://www.federalreporting.gov/federalreporting/congressionalDistricts.do)
Contact Information

- For questions regarding the SGA: Cassandra Mitchell, Grant Officer, at (202)693-4570 (this is not a toll-free number) or by e-mail at mitchell.cassandra@dol.gov

- For HVRP Technical Assistance and questions about this presentation: Baylee Crone, Technical Assistance Director, NCHV at (202) 546-1969 or by e-mail at bcrone@nchv.org