

# Overview of the PY 2017 Notice of Funding Opportunity For:

Homeless Veterans' Reintegration Program (HVRP),  
Incarcerated Veterans Transition Program (IVTP) and the  
Homeless Female Veterans' and Homeless Veterans' with  
Families Program (HFVWF)

March 8, 2017

# Logistics

- Asking questions during the webinar:
  - All participant phone lines are muted.
  - You will be unable to ask questions by phone.
  - Submit questions through the on screen questions box.
  - Questions will only be answered using language from the FOA.
- Post-webinar survey:
  - Available immediately following the webinar and in email with a link to the recording.
- Any unanswered questions should be emailed to Ashley Hoek, Grants Management Specialist, [Hoek.Ashley.A@dol.gov](mailto:Hoek.Ashley.A@dol.gov).

# Agenda

- Introduction to HVRP
- Logistics and Eligibility
- Overview of the Application
- Application Process
- Application Review and Award
- Questions

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# INTRODUCTION TO HVRP

# What is HVRP?

## The Homeless Veterans' Reintegration Program (HVRP)

- Authorized by 38 U.S.C. Sections 2021, 2021A\* and 2023\*:  
*“Subject to the availability of appropriations provided for such purpose, the Secretary of Labor shall conduct, directly or through grant or contract, such programs as the Secretary determines appropriate to provide job training, counseling, and placement services (including job readiness and literacy and skills training) to expedite the reintegration of homeless veterans into the labor force.”*
- Competitive grant administered by the Department of Labor, Veterans' Employment and Training Service (DOL-VETS)
- Only federal grant program to focus exclusively on employment for homeless veterans

\* Section 2021A authorizes the Homeless Female Veterans' and Homeless Veterans' with Families Program (HFVWWF), 2023 authorizes the Incarcerated Veterans' Transition Program (IVTP)

# HVRP Program Outcomes

- Grantees are expected to meet at least 85% of planned goals
  - PY 2015 National Outcomes
    - 16,638 homeless veterans enrolled
    - 11,407 placed (68.6%)
    - Average hourly wage \$12.19
    - Average cost/placement \$3,044.29
- \*Source: Veterans Operations and Program Activity Report (VOPAR).

# HVRP Objectives

## Main program objectives:

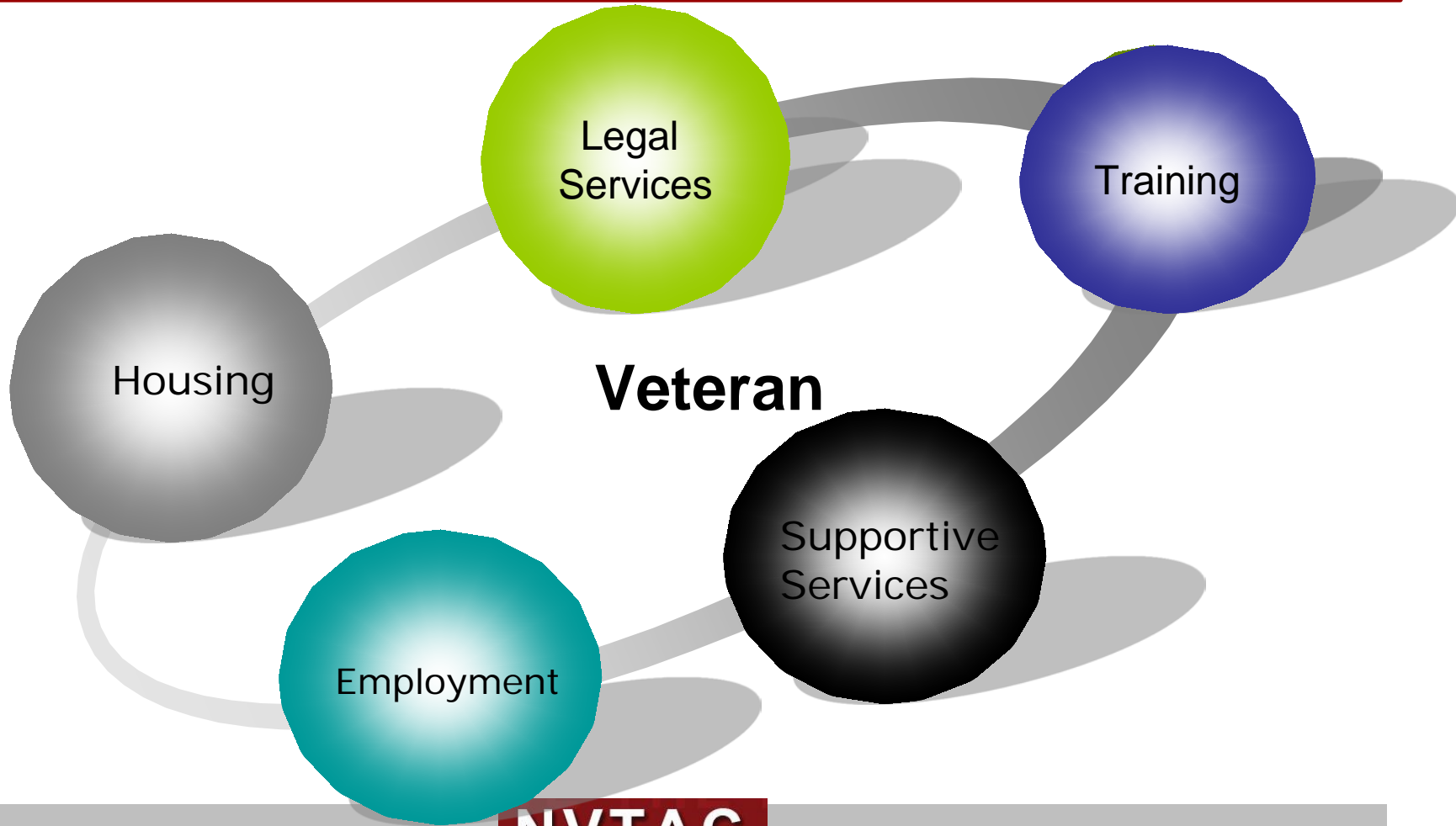
- To provide services to assist in reintegrating homeless veterans into meaningful employment within the labor force and;
- To stimulate the development of effective service delivery systems that will address the complex problems facing homeless veterans.

# HVRP Core Services

- Knowledge and understanding of population
- Outreach to veterans, employers, and other service providers
- Comprehensive assessment and intake process
- Veteran-centered case management
- Job-driven training that leads to in-demand jobs
- Job placement and retention
- Collaboration with partners at all levels (federal, state, local)



# HVRP Best Practices



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# LOGISTICS AND ELIGIBILITY

# What is the FOA?

## The Funding Opportunity Announcement (FOA):

- Provides background information on the program;
- Identifies critical elements necessary for a responsive application;
- Describes the requirements and process for submitting an application; and
- Explains how grantees will be selected.

# Program Description

Applications selected for funding will demonstrate the following:

- A clear need for the program using current statistical evidence.
- Ability to develop and execute strategies with attainable goals for job-driven training.
- Ability to collaborate and coordinate with community-based organizations.
- Ability to deliver or connect participants to effective job training, counseling, and other wraparound services.

National Goals:

- Placement rate: 69%
- Average hourly rate at placement: \$12.50
- Placement rate for chronically homeless veterans: 60%

# Federal Award Information

- Types of Awards and Amounts:
  - Total amount of funding available: approximately \$12 million
  - Maximum award amount: (\$500,000)
  - Minimum award amount: None
- Period of Performance:
  - July 1, 2017 – June 30, 2018 (12 months)
- Continuation of Funding
  - Up to two option years (for programmatic purposes)
  - May include a third option year for follow-up services only

# Eligibility Information

- Eligible Applicants

- Government Entities: State, County, City or Township, Special District
- Regional Organization
- U.S. Territory or Possession
- Institutions of Higher Education: Public/State Controlled, Private
- Indian/Native American: Federally Recognized and Other than Federally Recognized Tribal Government; Tribally Designated Organization
- Public and Indian Housing
- Nonprofit Organization with IRS 501(c)(3) status
- For profit/commercial entities
- State and Local Workforce Development Board (SWDBs/LWDBs) established under WIOA
- Other State and Local Government Agencies

- Cost Sharing or Matching: NONE

# Application Screening Criteria

To be considered responsive, your application must meet all of these requirements:

- Deadline for submission: [March 31 at 4:00:00 pm Eastern](#)
- If submitting through Grants.gov, use the specified file formats
- Funding request does not exceed \$500,000
- Organization has an active SAM Registration
- Include signed SF-424
- SF-424 includes a Data Universal Numbering System (DUNS) Number;
- Include a SF-424A, Budget Information Form
- Include a Budget Narrative

# Application Screening Criteria (cont.)

To be considered responsive, your application must meet all of these requirements:

- Include a Project Narrative;
- Include an Abstract (attachment);
- Include Intent to Work Collaboratively Statement (attachment); and
- Include a Competitive Grants Planned Goals Chart (attachment)



# Application Priorities

- The FOA identifies three priority areas:
  1. HVRP Priority
  2. HFVVWF Priority
  3. IVTP Priority
- Applications will be reviewed in groups by priority area.
- At least three awards will be made in each of these areas:
  - Priority 2 – HFVVWF
  - Priority 3 – IVTP
- Organizations may submit multiple applications for the same geographic area provided each application serves, exclusively (100%), a different priority

# Participant Eligibility

- Participant Eligibility:
  - Participants must be homeless veterans
- Veteran:
  - a person who served in the active military, and
  - who was discharged or released under conditions other than dishonorable under 38.U.S.C.2021 and 38.U.S.C.2023
  - Veterans with dishonorable discharge are **NOT** eligible for HVRP, IVTP, HFVVWF

# Participant Eligibility

- 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.

# Participant Eligibility

- **Incarcerated Veteran:**

Veterans who have been convicted as an adults and imprisoned under municipal, county, tribal, federal, or state law and fall into one of the following categories and needs employment assistance:

- Category 1 - released within the previous 12 months into homelessness;
- Category 2 – incarcerated for at least six months and scheduled for release within six months with no known housing destination;
- Category 3 – released within the previous 12 months into temporary or permanent housing but at imminent risk of homelessness
- Category 4 – resident of an institution that provides long-term care for mental illness and scheduled for release with no known housing destination

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# OVERVIEW OF THE APPLICATION

# Components of the Application

Follow the directions in the FOA!

- Four Sections of the Application:
  1. The SF-424 “Application for Federal Assistance”
  2. Project Budget
  3. Project Narrative
    - Statement of Need
    - Expected Outcomes and Outputs
    - Project Design
    - Organizational, Administrative, and Fiscal Capability
    - Past Performance
  4. Attachments to the Project Narrative
- Budget numbers should be consistent!

# Components of the Application

- Part 1: SF-424 “Application for Federal Assistance”
  - Catalog of Federal Domestic Assistance #17.805
  - Must have a DUNS Number  
<http://fedgov.dnb.com/webform/displayHomePage.do>
  - Must be registered with SAM  
<https://www.sam.gov>

# Components of the Application

- Part 2: Project Budget
  - Make sure the numbers match!
- Components of the Project Budget
  - SF-424A Budget Information Form
  - Budget Narrative
- Budget Narrative
  - \*\*Detailed cost breakout of each item in the SF-424A
  - Personnel
  - Fringe benefits
  - Travel: Use current Federal mileage charge rated from [www.gsa.gov](http://www.gsa.gov)
  - Equipment: Only for items \$5k+ per unit
  - Supplies
  - Contractual
  - Construction: ***not allowed!***
  - Other
  - Indirect



# Components of the Application

- Part 3 – Project Narrative
  - Limited to 15 double-spaced pages
    - 8 ½” x 11” pages
    - Times New Roman 12 point font
    - 1” margins
    - Number the Project Narrative beginning with page 1
    - Materials beyond page limit will not be reviewed
  - Carefully read each section, include all required information
  - Use the same section headers

# Components of the Application

- Part 3: Project Narrative
  - Major Components:
    - Statement of Need
    - Expected Outcomes and Outputs
    - Project Design
    - Organizational, Administrative, and Fiscal Capability
    - Past Performance
    - Budget and Budget Narrative (Part 2)

# Component: Statement of Need

- Complete, comprehensive narrative explaining the need. Provide **evidence!**
  - Area
    - Geographic area to be served (include Congressional district(s) and tribal areas)
    - Urban or non-urban (for determining performance goals)
  - Need
    - Number and demographics of homeless veterans
    - Employment needs and challenges of eligible veterans
    - Gaps in supportive services
    - Contributing factors and circumstances that affect need
  - Market
    - Labor market conditions
    - Employment trends

# Component: Expected Outcomes and Outputs

Quantitative goals based on population characteristics and labor market conditions:

- Competitive Grants Planned Goals Chart (Attachment B)
- Critical Indicators
  1. Number of enrollments
  2. Overall placement rate\*
  3. Average hourly wage at placement
  4. Placement rate for chronically homeless\*
- Information Only Indicators
  - Average cost per placement
  - Percentage of participants employed 2<sup>nd</sup> quarter after exit
  - Percentage of participants employed 4<sup>th</sup> quarter after exit
  - Median earning of participant employed 2<sup>nd</sup> quarter after exit.

\*calculation based on exits

# Setting Grant-Specific Targets

## Cost Per Enrollment, Placement Rates and Hourly Wage Data to Consider in Setting Targets

	Urban Area	Non-Urban Area
Cost Per Enrollment <sup>1</sup>	\$2,367 <sup>2</sup>	\$2,726
Overall Placement Rate	70%	66%
Hourly Wage Overall <sup>3</sup>	\$12.68	\$11.34
Placement Rate for the Chronically Homeless	61%	57%

<sup>1</sup> Used to determine the total enrollments for your project. The cost per enrollment values were adjusted upward to reflect a 18% increase over PY 2015 median values to account for the effects of inflation and the anticipated increased intensity of services to participants due to the anticipated increase in serving participants who are facing multiple barriers to employment.

<sup>2</sup> For example, if an urban area applicant proposed to spend \$500,000 in its application, then the calculated enrollment result is 211 ( $500,000/2,367=211$ ).

<sup>3</sup> The PY 2015 median hourly wage rate values were adjusted to account for the effects of inflation.

# Component: Project Design

Describe your overall strategy for providing **job-driven** employment and training services through a **client-centered** case management approach:

- **Imparts relevant *skills*, *connects* participants to local *employment opportunities*, and leads to improved *employment outcomes* and *earnings*.**
- Describe support services with emphasis on special populations
- Aspects of approach:
  - Population to be served
  - Outreach and Engagement
  - Intake, Assessment, and Case Management
  - Job-driven Employment, Training, and Support Services
  - Quality of Linkages

# Project Design: Population Served

- Eligible Veteran
- Special emphasis on serving sub populations
  - Chronically homeless
  - Female homeless veterans
  - Homeless veterans with families
  - Incarcerated or recently incarcerated veterans
- Identify the number and percentage of individuals to be served from target groups
- To receive maximum (5) points, must propose at least 40% of participants from special populations

# Project Design: Outreach and Engagement

Describe how your program will conduct effective outreach

- Veterans
  - Meet enrollment goals
  - Focus on recruitment and engagement, especially with target populations
  - **Use of Stand Downs**
  - Flexible, persistent, non-threatening approach
  - Evidence to support strategies
- Employers
  - Promote active engagement
  - Provide insight on in-demand jobs and required skills
- **Evidence** to support your approach



# Project Design: Intake, Assessment and Case Management

Describe your intake, assessment and case management process. Must include:

- Data collection to determine eligibility
- Assessment process
  - Services needed
  - Basis of individual plan
  - Foundation for case management
  - Determine employment readiness
  - Individual strengths, preferences, and barriers
- **Evidence** to support your process

# Project Design: Job-Driven Employment, Training, and Support Services

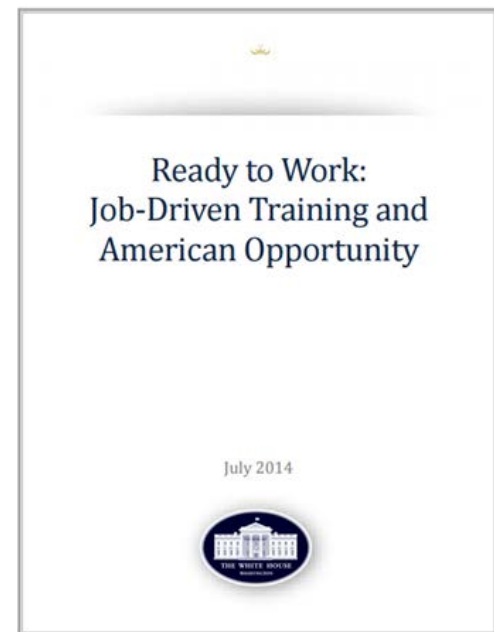
Describe how you will develop formal job-driven employment, training, and support services:

- **Minimum of 80% of participants must receive training**
- Based on Assessment process
- Individual plan
- Formal case management process
- Partnership with the American Job Center
- Supportive services to overcome barriers
  - Housing Assistance Strategy
- **Evidence** to support your approach

# Project Design: Job-Driven Employment, Training, and Support Services

Job-Driven Employment and Training: focuses on in-demand jobs, and imparting skills that align to those jobs

- Target training to specific industries, occupations, and skills
- Show connection between training and available jobs
- Work-based learning opportunities
- Utilize successful placement strategies
- Provide/refer to a spectrum of employment services
- Work with American Job Centers for placement!



[https://www.whitehouse.gov/sites/default/files/docs/skills\\_report.pdf](https://www.whitehouse.gov/sites/default/files/docs/skills_report.pdf)

# Project Design: Quality of Linkages

How will you partner and coordinate to establish a network of service linkages?

- Focus on a holistic approach to services through community linkages to increase job readiness
- Connection to various federal, state, and local programs
- Connection to community services
- Prisons and halfway houses, specialized health care, rehabilitation, and counseling services
- Include **evidence** to support your approach

# Organizational, Administrative, and Fiscal Capacity

- Complete, Coherent, Comprehensive!
- Two Levels:

## Staff

- Organizational chart
- Key skills, experience, history, knowledge, qualifications, and capabilities

## Organization

- Administrative
- Operational
- Programmatic
- Financial
- Strategic Plan

- Tracking and reporting
  - Program outcomes during the 12-month grant period

# Past Performance

- Previous HVRP Grantees
  - Must include planned and actual performance outcomes from last or most recent completed year Technical Performance Report (TPR) and Planned Goals Chart
- Applicants with no HVRP experience
  - List of no more than 3 comparable federally or non-federally funded agreements
  - Explain how operating comparable program has prepared you for HVRP
  - Describe how long the comparable program has been in operation

# Components of the Application

- Part 4: Attachments
  - Follow the directions in the FOA!
  - Do not include letters of support
- Abstract\*
  - Summary of project, scope
  - Include org. name, project title, description of service area, number of participants to be served, total cost per person, funding amount, urban or non-urban, special populations and percentages to be served, **priority** (HVRP, HFVWF, IVTP).
  - Limited to 2 pages, doubled-spaced

# Components of the Application: Attachments (continued)

- Intent to Work Collaboratively\*
- Competitive Grants Planned Goals Chart\*  
(Attachment B)
- Indirect Cost Rate Agreement
- Project/Performance Site Location(s) Form  
(Attachment D)
- Organizational Chart and Qualifications

\* Required



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# APPLICATION PROCESS

# Application Submission

- Due Date: March 31 by 4:00:00 pm Eastern
- Acceptable methods of submission:
  - Electronically or hard copy
    - Hard copy: mail or hand delivery (including overnight delivery)
    - Electronically: <http://www.grants.gov>
- Unacceptable methods of submission
  - Email
  - Telegram
  - Fax

# Application Submission

- If you are mailing your application:
  - Submit original signed and a CD (final)
  - “Copy ready” (No tabs, staples, etc.)
  - Address for mailing:

The U.S. Department of Labor,  
Employment and Training Administration  
Office of Grants Management  
Attention: Thomas Martin, Grant Officer  
Reference FOA-VETS-17-01  
200 Constitution Avenue, NW, Room N4716  
Washington, DC 20210

# Application Submission

- If you are using grants.gov:
  - No need for copies
  - The registration process can take up to **4 weeks**
  - Downloadable registration guide
  - Two e-mails received after submission
    - 1- confirms receipt; tracking #
    - 2- confirms rejection due to errors or validation
- Comply with all submission requirements outlined in the FOA

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# APPLICATION REVIEW AND AWARD

# Criteria for Review

- Criteria based on the required information

Criterion	Points (maximum)
1. Statement of Need	17
2. Expected Outcomes and Outputs	12
3. Project Design	38
4. Organizational, Administrative, and Fiscal Capacity	12
5. Past Performance – Programmatic Capability	12
6. Budget and Budget Narrative (Part 2)	9
<b>TOTAL</b>	<b>100</b>

# Criteria for Review

- For each criterion the FOA outlines the elements of responsiveness and a [scale for scoring](#)
- **Applications for identical service areas:**
  - More than one new application for an identical service area - the highest ranking application will be selected.
  - New application with identical service area and overlapping period of service as existing HVRP grantee – may not be selected
- Grant Officer Discretion
- Risk Review Process

# Award Notices

- Posted on the VETS homepage  
<http://dol.gov/vets>
- Applicants selected will be contacted directly
- If you are not selected, you will receive email or mail notification
  - You may request a written debriefing on application weaknesses.



# Questions

- Additional questions should be sent to:

Ashley Hoek, Grants Management Specialist  
(202) 693-3632

[Hoek.Ashley.A@dol.gov](mailto:Hoek.Ashley.A@dol.gov)

# Sample Criteria Scale

The extent to which the proposed intake, assessment, and case management process will result in eligible homeless veterans reintegrating into the workforce. (9 points)

<b>Clarity</b> 0 to 3 Points	+	<b>Persuasiveness</b> 0 to 3 Points	+	<b>Evidence</b> 0 to 3 Points
Award 3 points if the proposal clearly describes the intake, assessment and case management process. Award fewer points if the proposal is less than fully clear in describing the process.		Award 3 points if the proposal is persuasive in demonstrating the utility of the intake, assessment and case management process in reintegrating participants into the workforce. Award fewer points if the proposal is less than fully persuasive.		Award 3 points if the proposal cites information to support the utility of the intake, assessment and case management process from research studies, government reports, or the applicant organization's experience showing the strategy yielded promising results in the past. Award fewer points if the proposal provides less than sufficient information.

The effectiveness of the proposed case managed job-driven employment, training, and support services strategy. (12 points)

[Go Back](#)