



HVRP Homeless Female Veterans and Homeless Veterans with Families: NEW APPLICANTS

May 22, 2013

Presented by Baylee Crone, Vice President, Programs and Operations
National Coalition for Homeless Veterans

Training Logistics

- Date: May 22, 2013
- Time: 3:00 p.m. – 4:00 p.m. EDT
- Q&A at the end of the presentations
- Hosted by: National Coalition for Homeless Veterans Technical Assistance Center

Logging In and Downloading Materials

- **To join by webinar:** Within 10 minutes of the training's start time, log in here: <http://lotuslive.readyshow.com> using the following participant code: 26432122. You will be able to hear the audio of the call through your computer, or you can listen to the audio over the phone by dialing 1-877-366-0711 and providing the operator with the following participant code: 26432122.
- **To join by phone only (not using webinar platform):** Please dial 1-877-366-0711 within 10 minutes of the training's start time and provide the operator with the following participant code: 26432122.
- **Materials for this training will be available here:**
<http://nchv.org/index.php/service/service/teleconference/>
- If you are having difficulties logging in, please try again or contact Baylee Crone at bcrone@nchv.org.

Asking Questions During the Training

- Submit questions in the chat box on the webinar
- E-mail questions to Baylee Crone at bcrone@nchv.org
- Submit questions through the post-training survey (received tomorrow morning)



Agenda

1. Introduction to HVRP HFVVWF

2. Overview of the Application

3. Overview of the Application Process

4. Additional Resources

1. Introduction to HVVRP HFVVWF



Background 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.”
 - Funds available under 38 USC Section 2012A
- Honoring America’s Veterans and Caring for Camp Lejeune Families Act of 2012 (Public Law 112-154) signed by President Barack Obama on August 6, 2012
 - More information:
http://nchv.org/index.php/news/headline_article/bill_to_reauthorize_improve_critical_homeless_veteran_programs_headed_to_pr/
 - Section 305 reauthorizes HVRP through Fiscal Year 2013

Objectives of the Program

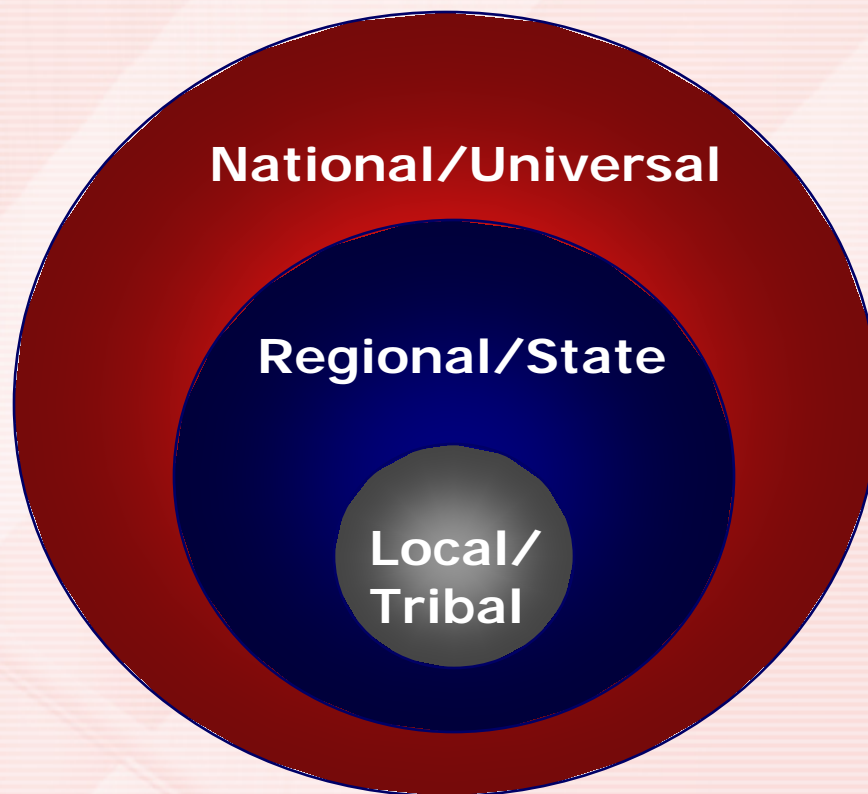
- Main program objectives
 - To provide services to assist in reintegrating homeless female veterans and veterans with families into meaningful employment within the labor force and;
 - To stimulate the development of effective service delivery systems that will address the complex problems facing homeless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

Program Model

- Client-Centered Case Management Model
 - Clear strategies
 - Obtainable goals
 - Flexible strategies
 - A focus on employment readiness

“Rules of Three”

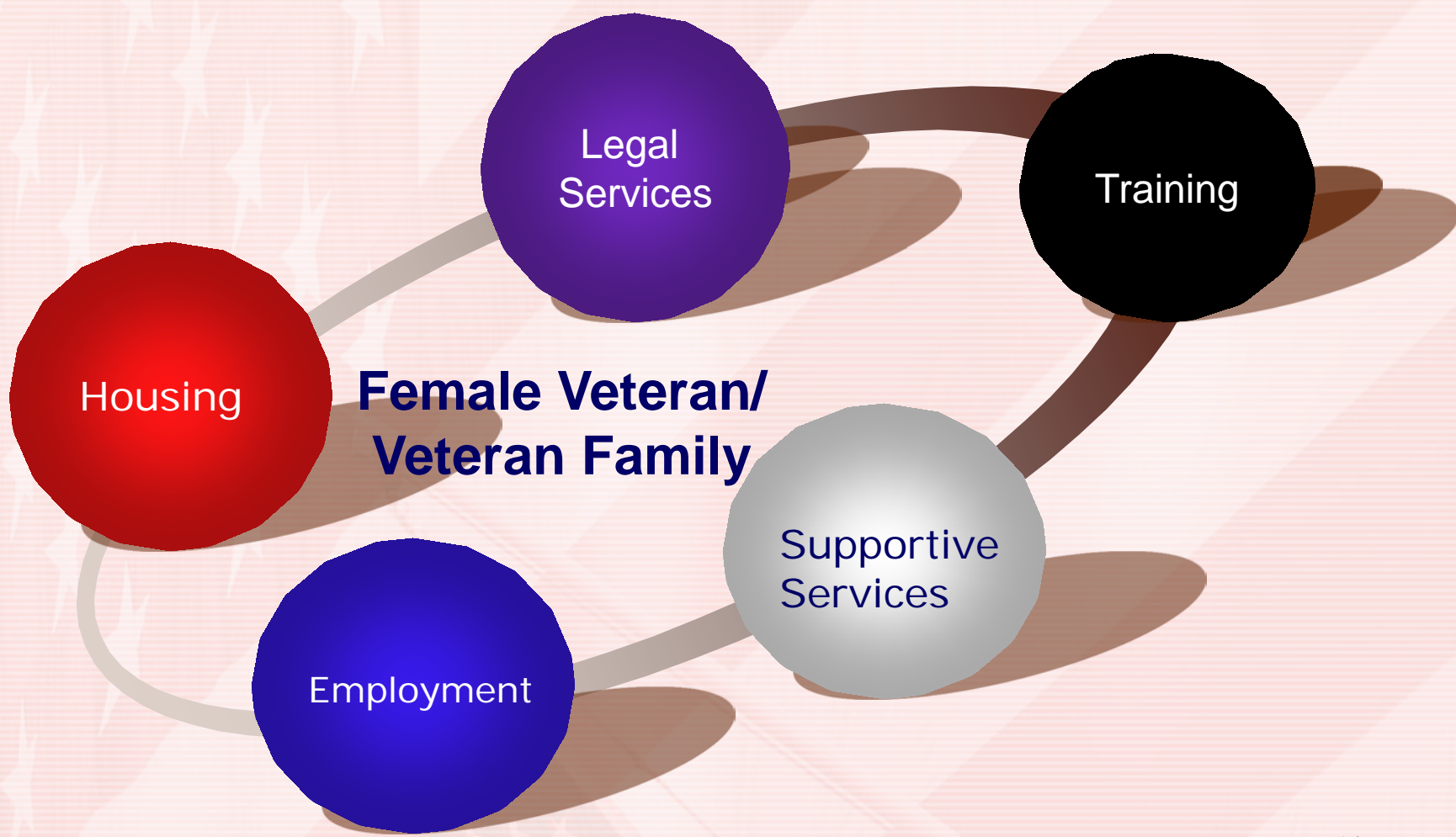
- Must meet operational, administrative, and financial requirements
- Goals and strategies must create positive training, employment and retention outcomes
- Complete, comprehensive, and coherent narratives



Case Management Model Development

- Important considerations
 - Housing
 - Organizational experience
 - Medical care/mental health care
 - Benefits navigation
 - Legal services
 - Child care services
- MOUs whenever possible!

Best Practices Profiles of HVRP Grantees



2. Overview of the Application

General Application Information

- Solicitation for Grant Applications (SGA)
- Funding Opportunity Number:
 - SGA #13-02 / PY 2013
- Catalog of Federal Domestic Assistance (CFDA) Number:
 - 17.805
- Changes/Amendments to the SGA
 - Check back regularly to www.grants.gov and the DOL-VETS website
 - Applicant responsibility to check back on these!!

First Round of HFVVWF in PY 2010

- Program Year 2010 SGA
- Program funded grants from July 1, 2010-June 30, 2013
 - One year of funding with two option years of renewal funding
- 26 grantees awarded, 21 current grantees
- \$5 million dollars

Current SGA Funding Levels and Categories

- **Funding Levels:**
 - \$5 million total
 - Distributed between Urban and Non-Urban
 - Urban: \$100,000 – \$300,000
 - Non-Urban: \$100,000 - \$200,000
 - Do not go outside of these ranges!!
 - Native American tribal lands are non-urban (p.2)
- **Funding Category:**
 - Clearly identify your funding category!
 - Urban or Non-Urban: Appendix G
 - metropolitan statistical areas (MSA)
 - 75 largest cities from 2010 US Census
 - The proposed area to be served has a population of at least 698,030
 - Provide documentation and maps for your funding category

Performance Period

- Performance period: 12 months; July 1, 2013-June 30, 2014
 - Follow-up for 3 quarters: July 1, 2014-March 31, 2015
 - Program funds obligated and reserved for 9 months of follow up and close out by June 30, 2014
 - Must be able to begin program activities on day 1 (July 1) of grant award
 - Must be fully staffed and operational within 30 days notification of award
- One year grants
- Up to three renewal years (See VPL#02-12)

Eligible Applicants

- Applicant Eligibility
 - State and local Workforce Investment Boards (SWIBs/LWIBs)
 - Local public agencies
 - Native American tribal governments (federally recognized)
 - Native American tribal organizations (other than federally recognized tribal governments)
 - For-profit/commercial entities
 - Non-profit organizations
 - Community-based organizations
 - Faith-based organizations
 - Must have IRS documentation of 501 (c)(3) status!!

Eligible Service Population

- Three important definitions:
 - Veteran, veteran family, and homeless
- Definition 1: 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 HFVWWF
- Definition 2: Veteran Family:
 - A person who is a veteran as specified and who has been designated as or is the primary caretaker of any dependent children under the age of 18
 - For additional details, see 38 USC 101 – Sec. 101

Eligible Service Population

- **Definition 3: Homeless:**
 - 1. persons who lack a fixed, regular, and adequate nighttime residence
 - 2. persons living in supervised public or privately operated shelter designed to provide temporary living arrangements
 - 3. an individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided
 - 4. persons with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
 - Also includes:
 - 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.
 - unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes (see p. 13 for more information)

Additional Important Definitions

- **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 your organization substantial competitive harm
- **Personally Identifiable information (PII):**
 - Can be used to trace an individual's identity
 - Linked to an individual (medical, educational, financial, employment)
 - See OMB Memorandum 07-16 and 06-19

Components of the Application

- Three Sections:
 - I. Cost Proposal
 - II. Technical Proposal
 - III. Attachments to the Technical Proposal

Components of the Application

- **Part I: Cost Proposal (No points)**
 - ****Must provide all of these documents!!**
 - SF-424 (Appendix A)
 - Catalog of Federal Domestic Assistance #17.805
 - DUNS #
 - Budget Information Form SF-424A (Appendix B)
 - Budget Narrative
 - Assurances and Certifications Signature Page (Appendix C)
 - Direct Cost Description for Applicants and Sub-applicants (Appendix E)
 - Indirect Charges or Certificate of Direct Costs Form (Appendix I)
 - Register with System for Award Management (SAM) (formerly CCR)

Components of the Application

- Part III: Attachments to the Technical Proposal
 - Abstract
 - Overall strategy
 - Timeline
 - Outcomes
 - Geographic area to be served
 - PY 2013 Competitive Grants Planned Goals Chart (Appendix D)
 - Audit summary
 - Employment and Training Grants
 - Survey on Ensuring Equal Opportunity for Applicants (Appendix F)
 - Project/Performance Site Location Form OMB Number 4040-0010 (Appendix L)
 - Contracts and MOUs
 - Organizational and staff resumes/capacity documents
 - Statement of intent to work collaboratively with DOL and contractor

Components of the Application

- Part II: Technical Proposal (100 Points)
 - 15 pages maximum
 - Major Components:
 - Need for the Project (10)
 - Overall Approach or Strategy (45)
 - Outreach (10 pts.)
 - Assessment & Intake (10 pts.)
 - Employment & Training Services (15 pts.)
 - Follow-up Services (10 pts.)
 - Quality of Linkages (15)
 - Organizational and Staff Capacity (20)
 - Housing Strategy (10)

Technical Proposal

- Need for the Project (10 points)
 - Description of service area
 - Identify category (urban or non-urban)
 - Identify congressional district and Native American tribal region, if applicable
 - Major components
 - Numbers of homeless female veterans and veterans with families, compared to national data and local homelessness data
 - Poverty and unemployment
 - Gaps in supportive service delivery system
 - Employment barriers of homeless female veterans and veterans with families
 - Local labor market information and trends

Technical Proposal

- Overall Approach and Strategy (45 points)
 - Focus on:
 - Understanding of challenges
 - Connectivity to appropriate service provider networks
 - Descriptive approach to providing comprehensive services
 - Dimensions:
 - Outreach
 - Assessment and Intake
 - Employment and Training
 - Follow-up Services

Technical Proposal:

Overall Approach and Strategy Section

- Dimension 1: Outreach (10 points)
 - Tailored, targeted outreach is important
 - Make efforts to avoid duplication
 - Types of activities:
 - Project orientation workshops
 - Provider meetings
 - Create formal MOUs or service contracts

Technical Proposal:

Overall Approach and Strategy Section

- **Dimension 2: Assessment and Intake (10 points)**
 - Identify and address barriers to employment for participants to ensure long-term success
 - Describe your timing and process
 - Major components:
 - Assess barriers to employment
 - Assessing abilities, interests, needs
 - Determining veteran willingness
 - Connecting to services (before, during, and after enrollment)
 - Connecting to and tracking outcomes for VA benefits

Technical Proposal:

Overall Approach and Strategy Section

- **Dimension 3: Employment and Training Services (15 points)**
 - Develop formal service plans and manage and track progress
 - 1- year timeframe
 - 80% of enrolled participants must engage in job skills training
 - Major components:
 - Individual Employment Plan (IEP)
 - Process for developing and updating
 - All employment and training services
 - All life skills training
 - Relationship with AJC
 - Referral timing and process with AJC
 - Job and Training opportunities
 - Locally in demand
 - Career growth
 - Sufficiently high wages
 - Local Training and employment network
 - Training
 - Length, curriculum, and impact
 - Show usage of different training services

Technical Proposal: Overall Approach and Strategy Section

- **Dimension 4: Follow-up Services (10 points)**
 - Must track for three quarters after placement
 - Utilize creative approaches and incentives for follow-up
 - If using State Unemployment Insurance to track participants, be sure to have a signed MOU with your application
 - Do not forget Appendix D!!

Technical Proposal

- Quality of Linkages (15 points)
 - There will likely be duplications with previous section
 - Show engagement and connection with various federal, state, and local programs, including:
 - CoC programs
 - Local 10 year plans to end homelessness
 - Other listed Federal programs

Technical Proposal

- Quality of Linkages (cont.)
 - Information about your linkages:
 - Who the partner is
 - Their funding source
 - The type of referral system
 - Whether it is a proposed or an established linkage
 - HFVVWF specific partners:
 - Housing
 - Medical and mental health care services
 - VARO for benefits
 - Legal services
 - Child care

Technical Proposal

- **Organizational Capacity and Experience (20 points)**
 - Address sustainability and start-up issues
 - Staff experience and organization experience:
 - Staff: see page 54-55
 - Organization experience:
 - Previous HVRP or HFVVWF grantees
 - most recently completed 4th quarter Technical Performance Report (TPR)
 - most recently completed 4th quarter Technical Performance Narrative (TPN)
 - planned goals spreadsheet the year the of the most recently completed 4th quarter report
 - No HVRP or HFVVWF experience:
 - most recent three year periods of financial and programmatic cumulative final year end performance reports
 - summary narrative of program experience and a descriptive showing the program's employment and training performance outcomes

Technical Proposal

- Housing Strategy (10 points)
 - Strategy must include emergency, temporary, transitional, permanent supportive, and affordable housing resources
 - Show how you will match housing needs to the veteran
 - Provide/ connect to appropriate housing for the number of planned enrollees
 - DO NOT use HVRP funds for housing, rent, deposits, or vehicle payments
 - Show your knowledge of the HUD-VASH process, including eligibility

3. Overview of the Application Process

Page Limits and Formatting

- Page limits
 - 50 page total page limit
 - 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
 - (if submitting through grants.gov) .doc, .rtf., .pdf format
 - Consecutively number pages
 - Tab dividers for sections and sub-sections

Application and Funding Restrictions

- **Application restrictions**
 - 1 application per submitting organization and physical location with same hfvvwf population
 - NO co-enrollment of participants in HFVVWF and VWIP
- **Funding restrictions**
 - Admin costs not to exceed 20% of total award
 - No pre-award costs
 - Salary and bonuses cannot go beyond Executive Level II
 - No participant wages from the grant, but funding can be used for reasonable cost of providing OJT

Application Submission

- **Due dates**
 - 30 days after publication of the SGA: 4:00 p.m. Eastern June 14, 2013
 - NO LATE APPLICATIONS
- **Acceptable methods of submission**
 - US Mail
 - Overnight delivery
 - hand delivery
 - www.grants.gov
- **Unacceptable methods of submission**
 - E-mail
 - Telegram
 - Fax
- **Multiple application submissions**
 - If you submit both, send a hard-copy letter
 - If there is no letter, then the last qualifying submission through grants.gov will be accepted

Application Submission

- If you are mailing your application
 - Submit original signed in blue ink
 - 2 copies must be “Copy ready”
 - Need a CD that is identical
 - Address for mailing:
 - U.S. Department of Labor, Procurement Services Center
 - Attention: Cassandra Mitchell, Reference SGA #13-01
 - 200 Constitution Avenue NW, Room S-4307
 - Washington, DC 20210
- If you are using grants.gov
 - “Get Registered” can take up to **4 weeks**
 - No copies are needed
 - Be sure to create an Authorized Organizational Representative (OAR)
 - Download the registration checklist
 - Two e-mails received after submission
 - 1- confirms receipt; tracking #
 - 2- confirms rejection due to errors or validation

Components of the Application

- **NOT Included in 50 Page Proposal Maximum**
 - Organizational chart
 - Staff resumes
 - Detailed staff capacity statements
 - TPN (or comparable documents for non-HVRP/HFVVWF)
 - TPR (or comparable documents for non-HVRP/HFVVWF)
 - Past performance planned goals spreadsheet (or comparable documents for non-HVRP/HFVVWF)
 - Urban/non-urban maps and written documentation
 - IRS statement showing 501 (c) 3 status
 - MOUs
 - Audit summary
 - PY 2013 Competitive Grant Planned Goals (Appendix D)

Components of the Application

- NOT Included in 15 Page Technical Proposal Maximum
 - Abstract/Executive Summary
 - Participant flow chart
 - Employer and training network list
 - Organizational chart
 - Staff resumes
 - Staff capacity statements
 - TPN (or comparable documents for non-HVRP/HFVVWF)
 - TPR (or comparable documents for non-HVRP/HFVVWF)
 - Past performance planned goals spreadsheet (or comparable documents for non-HVRP/HFVVWF)
 - Past employment and training grants list, with contact information
 - PY 2013 Competitive Grant Planned Goals (Appendix D)
 - Urban/Non-urban maps and written documentation
 - Survey on Ensuring Equal Opportunity for Applicants (Appendix F)
 - MOUs
 - Audit summary
 - Project/Performance Site Location Form OMB Number 4040-0010 (Appendix L)

Application Submission

Remember....

Include all requested documents, or your application will not be graded!!

Grading Applications and Announcement of Awards

- Award announcements
 - Grants will likely be made in both funding categories
 - Number of awards dependent on applications
- Award announcement process
 - Initial acceptance
 - Negotiations with grant office (potentially)
 - Final award OR termination of process/termination of award/decline to fund
- Application grading process
 - Will begin following close of open grant period
 - Merit-based awards

Transparency

- VETS may published the following components of your application publicly
 - On DOL-VETS website or similar location
 - Abstract
 - No redactions
 - Published upon award
 - Technical Proposal
 - Must be received in 2 weeks or only PII is removed
 - Further direction upon grant award
 - Instruction received by e-mail or letter
 - Published upon receipt of redacted version
 - SF-424

4. Additional Resources



Additional Resources

❑ Application information:

- ❑ **DUNS Number:** www.dunandbradstreet.com; 866-705-5711
- ❑ **Applying online:** http://www.grants.gov/applicants/get_registered.jsp;
- ❑ **Issues with Grants.gov:** 800-518-4726 or support@grants.gov
- ❑ **Organization registration checklist:**
www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf
- ❑ **SAM:** http://www.grants.gov/applicants/org_step2.jsp
- ❑ **NCHV Website:** www.nchv.org
- ❑ **NVTAC Website:** <http://bbi.syr.edu/nvtac/>

❑ Helpful application resources:

- ❑ **Community organizations:** <http://www.nchv.org/network.cfm>
- ❑ **ICH information:** http://www.usich.gov/usich_resources/maps/overall_homelessness_rates
- ❑ **Continuum of Care information:** <http://www.hudhre.info/index.cfm?do=viewCocMaps>
- ❑ **Healthcare for Homeless Veterans Program Guide:**
http://www.va.gov/HOMELESS/docs/HCHV_Sites_ByState.pdf
- ❑ **Employment Resources:** <http://www.nchv.org/page.cfm?id=241>
- ❑ **Mileage rates:** www.gsa.gov
- ❑ **Career One Stop information:** <http://servicelocator.org/>
- ❑ **State Unemployment Insurance:**
<http://workforcesecurity.doleta.gov/unemploy/uifactsheet.asp>

Additional Resources (cont.)

❑ Useful Publications:

❑ Best Practices of HVRP:

http://www.nchv.org/images/uploads/HVRP_Best_Practices_Vol._2_WEB_.pdf

❑ Best Practices: Housing:

[http://www.nchv.org/images/uploads/Best%20Practices%20for%20HVRP%20Grantees_Housing%20Services_WEB\(1\).pdf](http://www.nchv.org/images/uploads/Best%20Practices%20for%20HVRP%20Grantees_Housing%20Services_WEB(1).pdf)

❑ Serving Female Veterans: <http://www.nchv.org/images/uploads/HFV%20paper.pdf>

❑ Employment Assistance Guide: <http://www.nchv.org/docs/EAG%201-10.pdf>

❑ Opening Doors:

http://www.usich.gov/resources/uploads/asset_library/Opening%20Doors%202010%20FINAL%20FSP%20Prevent%20End%20Homeless.pdf

❑ VA Homeless Resource Guide:

http://www.va.gov/HOMELESS/docs/Homeless_Resource_Guide.pdf

❑ Federal Program Sites:

❑ USICH Website: <http://www.usich.gov/>

❑ CHALENG Information: <http://www.va.gov/homeless/chaleng.asp>

❑ Bureau of Labor and Statistics: <http://www.bls.gov/>

❑ O*NET: <http://www.onetonline.org/>

❑ My next move: <http://www.mynextmove.org/vets/>

❑ Congressional Districts:

<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, NCHV, at (202) 546-1969 or by e-mail at bcrone@nchv.org

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