Homeless Veterans Reintegration Program:  
Program and Application: NEW APPLICANTS  
April 9 and 11, 2013  
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National Coalition for Homeless Veterans
Agenda

1. Introduction to HVRP
   - Background
   - Core Services
   - Best Practices

2. Overview of the HVRP Application
   - General Application Information
   - Applicant and Participant Eligibility
   - Components of the Application

3. Overview of the Application Process
   - Application Submission
   - Next Steps
   - Periods of Performance

4. Additional Resources
1. Introduction to HVRP

Background
Core Services
Best Practices
HVRP Background

- **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.”

- 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
  - Section 305 reauthorizes HVRP through Fiscal Year 2013

- 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.
HVRP Core Services

- 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

• Program Models
  • No one program model is required
  • Client-centered case management

• “Rules of Three”
  • Must meet operational, administrative, and financial requirements
  • Design, Develop, and Execute goals and strategies that create positive Training, Employment and Retention outcomes
HVRP Core Services

- **Scope of Program Design:**
  - Outreach
  - Assessment and Intake
  - Employment and Training
  - Follow-up
- **Other Considerations**
  - Female veterans and veterans with families
  - Chronically homeless veterans

- **Services**
  - Job placement and retention services
  - Job training
  - Counseling
  - Mentoring
  - Supportive services
  - Housing
  - **Physical and mental health**
  - Other necessary assistance
HVRP Core Services

• **Major partners**
  • experienced public agencies
  • private non-profit organizations
  • private businesses
  • community-based organizations
  • colleges and universities

• **Partners must have**
  • Knowledge of local barriers and needs
  • Unique needs of homeless veterans
  • Linkages with Federal agencies
  • Connection to the American Job Centers (formerly One-Stop Career Centers)
  • Collaboration with the local Interagency Council on Homelessness (ICH)
HVRP Core Services

- **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 begin program activities on day 1 (July 1) of grant period
  - Must be fully staffed and operational within 30 days notification of award

- **Grant years:**
  - One year grants
  - Up to three renewal years (See VPL)
HVRP Best Practices

- Housing
- Legal Services
- Training
- Supportive Services
- Employment
2. Overview of the HVRP Application

General Application Information
Applicant and Participant Eligibility
Components of the Application
General Application Information

- Solicitation for Grant Applications (SGA)
- Funding Opportunity Number: SGA #13-01 / PY 2013
- Catalog of Federal Domestic Assistance (CFDA) Number: 17.805
- Cost sharing
  - Not a part of the application grading criteria
- Changes/Amendments to the SGA
  - Check back regularly to www.grants.gov and the DOL-VETS website
  - Applicant responsibility to check back on these!!
General Application Information

- **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 exceed funding levels**
    - **Native American tribal lands are non-urban (p.2)**
  - **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**
  - **Clearly identify funding category**
General Application Information

- **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
General Application Information

• Application and Funding Restrictions
  • Application restrictions:
    • 1 application per submitting organization and physical location with same population
    • No Fiscal Year 2011 or Fiscal Year 2012 HVRP grantees serving same population in same area
    • NO co-enrollment of participants in HVRP and VWIP
    • Keep documents together!
  • Funding restrictions (p. 34-35)
    • Admin costs not to exceed 20% of total award
    • No pre-award costs
    • Salary and bonuses
    • No participant wages from the grant, but funding can be used for reasonable cost of providing OJT
  • Other information
    • Can withdraw application by sending a written letter
Eligible Applicants and Service Population

• Applicant Eligibility
  • Native American tribal governments (federally recognized)
  • Native American tribal organizations (other than federally recognized tribal governments)
  • State and local Workforce Investment Boards (WIBs)
  • Local public agencies
  • For-profit/commercial entities
  • Non-profit organizations
    • Community-based organizations
    • Faith-based organizations
    • **Must have IRS documentation!!
Eligible Applicants and Service Population

- **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
  - Veterans with dishonorable discharge are **NOT** eligible for HVRP
Eligible Applicants and Service Population

- **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
  - 5. 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.
  - 6. unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes (see p. 13 for more information)
Eligible Applicants and Service Population

- **Other 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 you substantial competitive harm
  - **Personally Identifiable information (PII):**
    - Can be used to trace an individual’s identity
    - Linked to an individual (medical, educational, financial, employment)
Components of the Application

- Can earn up to 100 points
  - **Make sure there are three parts!!
  - ** budget numbers must be consistent!!

- 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
Components of the Application

- Part I: Cost Proposal (No points)
  - **Must provide all of these documents!!
  - SF-424 (original signed in blue ink) (Appendix A)
    - Catalog of Federal Domestic Assistance #17.805
    - DUNS # (sub-grantees)
  - Budget Information Sheet SF-424A (Appendix B)
    - Budget Narrative
  - Assurances and Certifications Signature Page (Appendix C)
  - Direct Cost Description for Applicants and Sub-applicants (Appendix E)
  - Survey on Ensuring Equal Opportunity for Applicants (Appendix F)
  - Audit Summary
  - Indirect Charges or Certificate of Direct Costs Form (Appendix I)
  - Register with System for Award Management (SAM), not CCR
Components of the Application

• Components of the 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
Components of the Application

- Part III: Attachments to the Technical Proposal (no points)
  - Abstract
    - Overall strategy
    - Timeline
    - Outcomes to be achieved
  - Geographic area to be served
    - Congressional district
    - Type of grant
  - 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
  - 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
  - Activities and measures of success
  - Major Components:
    - Need for the Project (10)
    - Overall Approach and Strategy (45)
      - Outreach (10 pts.)
      - Assessment & Intake (10 pts.)
      - Employment & Training (15 pts.)
      - Follow up (10 pts.)
    - Quality of Linkages (15)
    - Organizational Capacity and Experience (20)
    - Housing Strategy (10)
Components of the Application

- **Need for the Project (10 points)**
  - Opportunity to show knowledge of service delivery system
  - Cite sources!
  - Description of service area
    - Identify category (urban or non-urban)
    - Identify congressional district and Native American tribal region, if applicable
- **Other components**
  - Numbers of homeless individuals and homeless veterans
  - Poverty and unemployment
  - Gaps in supportive service delivery system
  - Employment barriers of homeless veterans
  - Local labor market information
Components of the Application

- Overall Approach and Strategy (45 points)
  - Focus on quality placements and sustained retention
  - 4 Dimensions + supportive services
  - Dimensions:
    - Outreach
    - Assessment and Intake
    - Employment and Training
    - Follow-up Services
  - Need a participant flow chart
Components of the Application

- **Dimension 1: Outreach (10 points)**
  - Focus on avoiding service duplications
  - Delivering on Outreach
    - Project orientation workshops
    - Provider meetings
    - When possible, develop formal MOUs or agreements
  - Important partners (p. 42-43)
  - Stand Down
    - Encouraged to apply for separate Stand Down funding as an outreach tool
Components of the Application

- **Dimension 2: Assessment and Intake (10 points)**
  - Identify and address barriers to employment for participants to ensure long-term success
    - Include a focus on chronically homeless veterans
  - Delivering on Assessment and Intake
    - Assessing abilities, interests, needs
    - Assess barriers
    - Determining veteran willingness
    - Connecting to services (before, during, and after enrollment)
    - Connecting to VA benefits
Components of the Application

- Dimension 3: Employment and Training Services (15 points)
  - Show formal case management process, delivery of services, and tracking of progress
  - Delivering on Employment and Training Services
    - Development of an individualized Individual Employment Plan (IEP)
    - Show usage of different training services
    - Show connectivity to American Job Centers
    - Identify specific employment and training opportunities
    - Identify job development strategies and placement resources/processes
      - Show usage of different placement strategies
        - OJT, pre-arranged placements, direct hire, collaboration with temporary to permanent agencies, partnerships with trade schools that guarantee high permanent employment placement rates, federal government employment initiatives, partnerships with small disabled veteran owned businesses, and other innovative public-private partnerships
  - 1-year timeframe
  - 80% must be in training
Components of the Application

• Dimension 4: Follow-up Services (10 points)
  • 3 quarters after placement
  • Creative approaches and incentives
  • Using State Unemployment Insurance to track participants
Components of the Application

- **Quality of Linkages (15 points)**
  - Connection to various federal, state, and local programs
    - Health Care for Homeless Veterans Outreach Coordinators
    - Supportive Services for Veteran Families (SSVF) programs
    - local ICH
    - Social Security Administration
      - 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
    - Name
    - Services provided
    - Referral mechanism
  - 5 and 10 Year Plans
Components of the Application

• Organizational Capacity and Experience (20 points)
  • Staff experience and capacity:
    • See page 50-51
  • Address sustainability and start-up issues
  • Previous HVRP 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 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
Components of the Application

- Housing Strategy (10 points)
  - Strategy must include emergency, temporary, transitional, permanent housing resources
  - Should include:
    - rapid response strategy
    - affordable housing
    - Permanent supportive housing
  - Provide/ connect to appropriate housing for at least the number of planned enrollees
  - DO NOT use HVRP funds for housing
  - Guidance on using HUD-VASH vouchers
Components of the Application

- 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
  - MOUs
  - Audit summary
Components of the Application

• 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
  • Past employment and training grants list, with contact information
  • PY 2013 Competitive Grant Planned Goals
  • Urban/Non-urban maps and written documentation
  • Survey on Ensuring Equal Opportunity for Applicants
  • MOUs
  • Audit summary
  • Project/Performance Site Location Form OMB Number 4040-0010
Remember....

Include all requirements or lose points/run the risk of being non-responsive!
3. Overview of the Application Process

Application Submission
Next Steps
Periods of Performance
Application Submission

• Receiving application materials
  • SGA and attachments through DOL-VETS website
  • Materials through grants.gov

• Due dates
  • 30 days after publication of the SGA
  • 4:00 p.m. Eastern
  • May 3, 2013
Application Submission

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

- **Unacceptable methods of submission**
  - E-mail
  - Telegram
  - Fax

- Multiple application submissions:
  - Last qualifying submission will be accepted
  - If you submit both, send a hard-copy letter
Application Submission

• If you are mailing your application:
  • Submit original signed in blue ink and 2 copies
  • “Copy ready” (No tabs, staples, etc.)
  • 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:
  • No need for copies
  • “Get Registered” can take up to 4 weeks
  • Downloadable registration checklist
  • Timestamp
  • Two e-mails received after submission
    • 1- confirms receipt; tracking #
    • 2- confirms rejection due to errors or validation
Application Submission

Remember….

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

- **Grading Applications and Announcement of Awards**
  - Award announcements:
    - Grants will likely be made in both funding categories
    - Number of awards dependent on applications
  - Application grading process:
    - Will begin following close of open grant period
    - Merit-based awards (p.3)
    - Consideration for funding amounts
  - Award announcement process:
    - Initial acceptance
    - Negotiations with grant office (potentially)
    - Final award OR termination of process/termination of award/decline to fund
Next Steps

- **Transparency**
  - Obtain permissions!
  - Published 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
- Grant Progress and Results
- P. 17 for more information
4. Additional Resources
Additional Resources

- **HVRP application information:**
  - DUNS Number: [www.dunandbradstreet.com; 866-705-5711](http://www.dunandbradstreet.com; 866-705-5711)
  - Applying online: [http://www.grants.gov/applicants/get_registered.jsp](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](http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf)
  - 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:**
  - Best Practices of HVRP:
  - Best Practices: Housing:
  - Serving Female Veterans:
  - Employment Assistance Guide:
    http://www.nchv.org/docs/EAG%201-10.pdf
  - Opening Doors:
  - VA Homeless Resource Guide:

- **Federal Program Sites:**
  - USICH Website: http://www.usich.gov/
  - CHALENG Information: http://www.va.gov/homeless/chaleng.asp
  - 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