

Homeless Veterans Reintegration Program: Program and Application: NEW APPLICANTS

May 7, 2014

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

Logistics

- Asking questions during the webinar
 - All participant phone lines are muted
 - You'll be unable to ask questions by phone
 - Please type your question in the on screen chat box
 - There will be two opportunities during the webinar to ask questions

- Post webinar survey
 - Baylee Crone, VP of Operations and Programs (NCHV), bcrone@nchv.org
 - Kyle McEvelly, Communications and Program Assistant (NCHV), kmcevilly@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

- Background
- Core Services
- Operating Timelines and Best Practices

2. Overview of the HVRP Application

- General Application Information
- Applicant and Participant Eligibility
- Components of the Application
- Definitions and Terms

3. Overview of the Application Process

- Application Submission
- Next Steps
- Periods of Performance

4. Additional Resources

1. Introduction to HVVRP

Background
Core Services

Operating Timelines and Best Practices

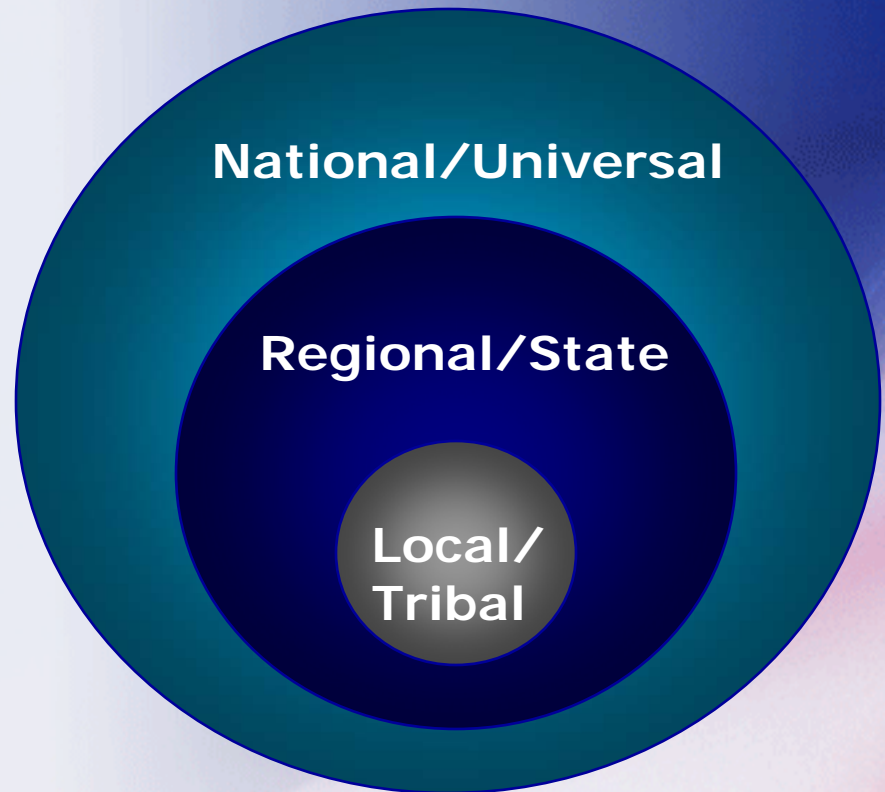
HVRP Background

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.”
- Public Law 113-37, the “Department of Veterans Affairs Expiring Authorities Act of 2013”, reauthorizes HVRP through 2014
- 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

- What kind of program model should we use?
 - No one program model is required; client-centered case management
 - Showcase effective collaboration with federal, state, local, and tribal organizations
 - Showcase engagement with industry, employers and employer associations to identify the skills needed for in-demand jobs and careers
 - Informed by labor market information!
- Show measures of success!
- “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
 - Organizational experience, staff experience, and quality of linkages
 - Complete, comprehensive, and coherent

HVRP Core Services

- Scope of Program Design:
 - Outreach
 - Assessment and Intake
 - Job-driven Employment and Training
 - Follow-up
- Other Considerations
 - Female veterans
 - Chronically homeless veterans
- Services
 - Job placement and retention services
 - 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 labor market trends
 - Unique needs of homeless veterans
 - Linkages with Federal agencies; American Job Centers (formerly One-Stop Career Centers); local Interagency Council on Homelessness (ICH)

Operating Timelines and Best Practices

- Performance period
 - Performance period: 12 months; July 1, 2014-June 30, 2015
 - Follow-up for 3 quarters: July 1, 2015-March 31, 2016
 - Program funds obligated and reserved for 9 months of follow up and close out by June 30, 2015
 - 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 **two** renewal years (See Appendix J VPL)

Operating Timelines and Best Practices



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 #14-02 / PY 2014](#)
- 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:
 - \$6 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
- Funding Category:
 - Urban or Non-Urban: Appendix F
 - 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 of Urban status
- **Clearly identify funding category in your abstract

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, Fiscal Year 2012 or Fiscal Year 2013 HVRP grantees serving same population in same area (if you are receiving option year funding)
 - NO co-enrollment of participants in HVRP and VWIP within one organization
 - Funding restrictions
 - 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

Eligible Applicants and Service Population

- Applicant Eligibility
 - State and local Workforce Investment Boards (WIBs)
 - Native American tribal governments (federally recognized)
 - Native American tribal organizations (other than federally recognized tribal governments)
 - 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
- * 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

Components of the Application

- Make sure you follow directions in the SGA:
 - **Make sure there are three parts!!
 - ** budget numbers must be consistent!!
- Three sections:
 - I. Cost Proposal
 - II. Technical Proposal (100 points)
 - 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)
 - Certifies you are in compliance with the Assurances and Certifications form SF-424B (Appendix C)
 - Standard Form SF-424A (Appendix B)
 - Budget Narrative
 - Direct Cost Description for Applicants and Sub-Applicants (Appendix E)
 - Indirect Charges or Certificate of Direct Costs Form (Appendix H)
 - Register with System for Award Management (SAM), not CCR

Components of the Application

- Budget Narrative
 - Title it “budget narrative”
 - Make sure your numbers match!
- 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 (urban or non-urban)
- PY 2014 Competitive Grants Planned Goals Chart (Appendix D)
- Recent summary of a financial audit statement
- List of employment and training grants and contracts
- Project/Performance Site Location(s) Form OMB Number 4040-0010 (Appendix K)
- Contracts and MOUs
- Organizational chart and staff resumes
- Statement of intent to work collaboratively with DOL and contractor

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Components of the Application

- Part II: Technical Proposal (100 Points)
 - 15 pages maximum
 - Activities and measures of success
 - Major Components:
 - Need for the Project (15)
 - 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 (15)
 - Housing Strategy (10)

Components of the Application

- Need for the Project (15 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)
 - Demonstrate active engagement with industry
 - Focus on avoiding service duplications
 - Delivering on Outreach
 - Project orientation workshops
 - Provider meetings
 - When possible, develop formal MOUs or agreements
 - Connect to important partners (pg. 43-44)
 - Apply for/connect to Stand Down
 - Encouraged to apply for separate Stand Down funding as an outreach tool!!
 - NCHV Stand Down National Registry

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 and knowledge gaps
 - Assess barriers
 - Determining (and documenting) veteran willingness
 - Connecting to services (before, during, and after enrollment)
 - Connecting to VA benefits

Components of the Application

- Dimension 3: Job Driven Employment and Training Services (15 points)
 - Development of an individualized Individual Employment Plan (IEP)
 - IEPs must be “job-driven” in training and employment services
 - Document progression to job readiness and referral to AJC
 - 80% must be in training
 - Delivering on Job Driven Employment and Training Services
 - Training must be specific and targeted
 - Show connection between training and available jobs and jobs in demand
 - Work-based learning opportunities: registered apprenticeships, paid internships, on-the-job training, cooperative learning, work experience, and customized training
 - Work with American Job Centers for placement!
 - Indicate training length, curriculum, and how it will improve employment prospects

For Immediate Release

January 30, 2014

Presidential Memorandum -- Job-Driven Training for Workers

MEMORANDUM FOR THE SECRETARY OF LABOR

THE SECRETARY OF COMMERCE

THE SECRETARY OF EDUCATION

SUBJECT: Job-Driven Training for Workers

Giving workers the opportunity to acquire the skills that they need to pursue in-demand jobs and careers is critical to growing our economy, ensuring that everyone who works hard is rewarded, and building a strong middle class. Despite recent employment growth, far too many hard-working individuals still have not been able to find a job or increase their earnings, and many businesses report difficulty hiring workers with the right skills for jobs that they want to fill.

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
 - MUST Register as an Employment Network (EN) under Ticket to Work
 - Connection to community services
 - Specialized medical, rehabilitation, and mental health needs
 - Delivering on Quality of Linkages:
 - Include a local area network of service providers list
 - Name
 - Services provided
 - Source of funding
 - Referral mechanism
 - Describe integration into local 5 and 10 Year Plans

Components of the Application

- Organizational Capacity and Experience (15 points)
 - Staff experience and capacity:
 - See page 52-54
 - Delivering on Organizational Capacity and Experience:
 - Address any start-up, participant tracking, sustainability and reporting issues
 - Previous HVRP grantees
 - Final/most recently completed 4th quarter Technical Performance Report (TPR) and 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
 - Delivering on Housing
 - Should include a rapid response strategy
 - Provide/ connect to appropriate housing for at least the number of planned enrollees
 - Appropriate referrals based on veteran need
 - Connection to HUD-VASH
 - DO NOT use HVRP funds for housing

Remember....

Include all requirements or lose points/run the risk of being non-responsive!

Definitions and Terms

- 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.

- LMI:

- LMI describes current and projected local, regional, state and national labor markets, such as the number and types of available jobs, their characteristics, and the characteristics of the labor supply

- 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. A disabling condition limits an individual's ability to work or perform one or more activities of daily living

- 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)

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

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 and a CD (final)
 - “Copy ready” (No tabs, staples, etc.)
 - Address for mailing:
 - Department of Labor, Procurement Services Center
 - Attention: Cassandra Mitchell, Grant Officer
 - Reference SGA 14-02
 - 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
 - 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
 - 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
 - Contact about transparency

Next Steps

- Transparency
 - Obtain permissions!
 - Published publicly:
 - On DOL-VETS website or similar location
 - Abstract
 - No redactions (leave out PII!)
 - 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 Process and Results

4. Additional Resources



Additional Resources

- ❑ **HVRP application information:**
 - ❑ **SGA:** <http://www.dol.gov/vets/grants/2014/PY2014VETSHVRPSGA14-02.pdf>
 - ❑ **HVRP Application forms:** <http://www.dol.gov/vets/programs/hvrp/main2014.htm>
 - ❑ **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 Websie:** <http://bbi.syr.edu/nvtac/>
- ❑ **Helpful application resources:**
 - ❑ **Community organizations:** <http://www.nchv.org/network.cfm>
 - ❑ **White House Memo on Job-Driven Training:** <http://www.whitehouse.gov/the-press-office/2014/01/30/presidential-memorandum-job-driven-training-workers>
 - ❑ **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
 - ❑ **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/>
- American Job Center information:** <http://servicelocator.org/>
- 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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