Homeless Veterans Reintegration Program

Program and Application:
NEW APPLICANTS

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National Coalition for Homeless Veterans

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Agenda

- HVRP Background and Program Information
- HVRP Application
- Technical Proposal
- Resources

HVRP Background and Program Information

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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.

- 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)

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3-Pronged Goals and Strategies

Design, Develop, and Execute goals and strategies that create positive Training, Employment and Retention outcomes.

Scope of Program Design

- Services (p. 5):
  - Job placement and retention services;
  - Job training;
  - Counseling;
  - Mentoring;
  - Supportive services;
  - Housing;
  - Other necessary assistance.
- Female veterans and veterans with families
- Organizational and staff capacity
- Linkages

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)
    - Equal to/more or less than 247,597
  - **Provide documentation and maps
  - **Clearly identify funding category

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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 (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;
  - 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 (see p. 13 for more information)

Participant Eligibility (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.

Transparency

- 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)
- Further direction upon grant award
- Obtain permissions!
- Abstract/Executive Summary
  - Published upon award
- Technical Proposal
  - 2 weeks
  - Published upon receipt of redacted version

HVRP Application

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
  - Page numbers
  - Tab dividers for sections and sub-sections

Award Announcement and Performance Period

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- 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

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- 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
  - No pre-award costs
  - No participant wages

Submission Process

- Date and time
  - 4:00 p.m. Eastern
  - April 30th
- Acceptable methods of submission
  - Mail
  - Overnight or hand delivery
  - www.grants.gov
- **Un**acceptable methods of submission
  - E-mail
  - Telegram
  - Fax

Submission Process (cont.)

- Additional grants.gov information (p. 30-33):
  - Up to 4 weeks
  - Downloadable checklist
  - Timestamp
  - 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
  - "Copy ready" (No tabs, staples, etc.)
- Multiple application submissions:
  - Last qualifying submission will be accepted
  - 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

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Part I: Cost Proposal (0 points)

- 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

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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 (0 points)

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- 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 (100 Points)

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- 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)

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

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Dimension 1: Outreach

- Project orientation workshops
- Provider meetings
- Formal MOUs
- Partners (p. 42-43)
- Stand Down

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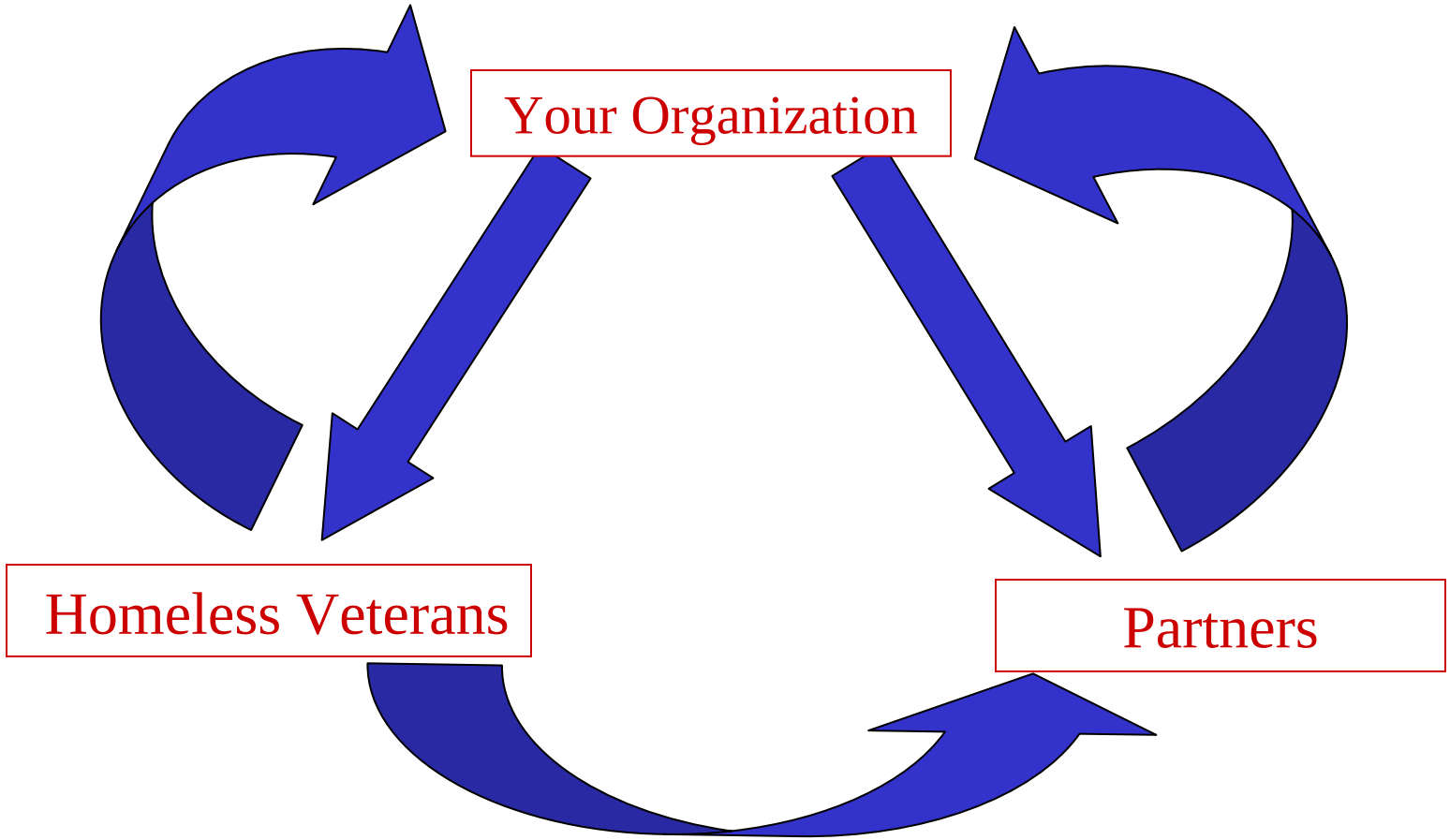
Dimension 1: Outreach (cont.)



Dimension 2: Assessment and Intake

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- 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

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- 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.)

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

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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)

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- Staff experience and capacity:
  - See page 50
  - Organizational experience and capacity:
    - 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.)

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- Organizational experience:
  - Address program start-up
  - Outlasting federal funding
  - Previous grantees:
    - Minimum: TPR, TPN, and planned goals for the year
  - Not previous grantees:
    - Last 3 years of financial and programmatic reports
    - Summary narrative

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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
- Chronically homeless veterans and HUD-VASH vouchers

NOT Included in 50 Page Proposal Maximum

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- 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

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- 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

Remember….

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

Additional Resources

- **HVRP information:**
  - **SGA:** http://www.dol.gov/vets/grants/2012/PY2012HVRPSGA.pdf
  - **HVRP Press Release:** http://www.dol.gov/opa/media/press/vets/VETS20110877.htm
  - **HVRP Application forms:** http://www.dol.gov/vets/programs/hvrp/main2012.htm
  - **DUNS Number:** www.dunandbradstreet.com; 866-705-5711
  - **Applying online:** www.Grants.gov; 800-518-4726 or support@grants.gov
  - **Registering with Federal Central Contractor Registry (CCR):** 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
  - **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:**
  - **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
  - **2010 CHALENG Report:** http://www.va.gov/HOMELESS/docs/chaleng/CHALENG_Report_Seventeenth_Annual.pdf
  - **Veteran Supplement to the 2010 AHAR:** http://hudhre.info/documents/2010AHARVeteransReport.pdf
  - **VA Homeless Resource Guide:** http://www.va.gov/HOMELESS/docs/Homeless_Resource_Guide.pdf
- **Stand Down Resources:**
  - **2012 Stand Downs:** http://www.nchv.org/standdownevents.cfm
  - **Stand Down Financing Teleconference:** http://www.nchv.org/page.cfm?id=332
  - **Stand Down Development Teleconference:** http://www.nchv.org/page.cfm?id=331
- **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/
  - **Congressional Districts:** https://www.federalreporting.gov/federalreporting/congressionalDistricts.do

Contact Information

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