Homeless Veterans
Reintegration Program

Program and Application:
NEW APPLICANTS

National Coalition for Homeless Veterans
Agenda

- HVRP Program Information
- HVRP Program Design
- HVRP Application and Submission Information
- Resources and Contact Information
HVRP Program Information
Homeless Veterans’ Reintegration Program (HVRP)

- 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.


- Section 201 reauthorizes the Homeless Veterans Reintegration Program through fiscal year 2011.

- Administered through the Department’s Veterans’ Employment and Training Service (VETS), HVRP is the only federal program that focuses exclusively on the employment of veterans who are homeless.

- One year grant with up to three years additional funding
HVRP: 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.
Eligibility for Applicants

- State and local Workforce Investment Boards (WIBs),
- local public agencies,
- for-profit/commercial entities, and
- non-profit organizations, including community-based organizations.

- NOT Eligible: 501 (c)(4) entities
Eligibility for Participants

Must be “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 and 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;

NEW: 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.

NEW: the term also includes:

- unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes who have experienced a long term period without living independently in permanent housing;
- have experienced persistent instability as measured by frequent moves over such period; and can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.
Eligibility for Participants

- ...and a “Veteran”
  - a person who served in the active military, naval, or air service, and
  - who was discharged or released under conditions other than dishonorable

- Chronically Homeless:
  - *an 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: a 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.
HVRP: Urban and Non-Urban

- **Must indicate category!**
- **Must include documentation and maps!**
- Urban: from metropolitan areas of 75 largest US cities with populations greater than or equal to 569,463
- Non-Urban: All other locations outside of those 75 cities

Funding levels:
- Up to $2.5 million for each
- Urban: $100,000 – $300,000
- Non-Urban: $100,000 - $200,000
- **Do not exceed funding levels!**
Strategies for Success

- Design, Develop, and Execute programs to...

- Create positive Training, Employment and Retention outcomes by...

- Promoting, Preparing, and Improving your participants...
Service Delivery

- Job placement and retention services;
- Job training;
- Counseling;
- Mentoring;
- Supportive services;
- Housing.
Collaboration

- DVOPs and LVERs
- Continuum of Care
- Stand Downs
- VA and ODEP
- Public agencies
- VSOs
- Non-profit organizations
- Private businesses
- Colleges and universities
Scope of Program Design
Program Design: Outreach

- Project orientation and awareness workshops
- Staff with direct experience
- Stand Down participation
Program Design: Outreach

Your Organization

Homeless Veterans

Partners
Program Design: Intake and Assessment

- Assessment to determine job readiness
- Referrals to additional services as needed
- Connect to and track VA benefits
- Assessment versus enrollment
Program Design: Employment

- Individual Employment Plan (IEP)
- Supportive services
- Critical employment services:
  - job search workshops;
  - Job counseling;
  - assessment of skills;
  - resume writing techniques;
  - interviewing skills;
  - on-the-job training (OJT);
  - job development services;
  - unsubsidized employment; and
  - Job placement follow-up services to enhance long-term retention.

- DVOPs and LVERs
- One Stop Career Centers
- Retention services for 3 quarters after placement
Program Design: Training

- Job training for 80% of enrolled participants
- Basic skills training versus employment training
- Training programs less than 1 year
Program Design: Coordination

- Federal, state, and local supportive service programs (see pgs. 13-14)

- Register as an Employment Network (EN) under Ticket to Work

- Referrals to supportive services for health care, counseling, and rehabilitation services
Program Design: Housing

- Provide/ connect to **appropriate** housing for at least the number of planned enrollees

- DO NOT use HVRP funds for housing

- Chronically homeless veterans and HUD-VASH vouchers
Collaboration

- DVOPs and LVERs
- Continuum of Care
- Stand Downs
- VA and ODEP
- Public agencies
- VSOs
- Non-profit organizations
- Private businesses
- Colleges and universities
Reporting Requirements: Performance Measures
Performance Measures

- 85% of planned cumulative quarterly goals
- VOPAR
- Performance measures:
  - Placement Rate: minimum of 65%
  - Entered Employment Rate: minimum of 65%
  - Retention Rate at three quarters following placement: minimum of 65%
  - Cost Per Placement: performance target of $2,800
HVRP Application
Application: Basic Structure

- Can earn up to 110 points
- Three sections:
  - Executive Summary
  - Technical Proposal (110 points)
    - Demonstrate Need
    - Overall Strategy
    - Organizational Linkages
    - Organizational and Staff Capacity
    - Housing Strategy
  - Cost Proposal
Application: Basic Directions

- 60 page maximum
- 20 page maximum on Technical Proposal
- Include page numbers
- Use tab dividers for sections and sub-sections
- Cost sharing/matching funds not required, but encouraged
- Initial selection ≠ final approval
Remember....

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

- “Is my program employment-focused?”
Section 1: Executive Summary

- 1-2 pages
- Major components:
  - Geographic area
  - **TYPE OF GRANT
  - Strategy
  - Timeline
  - Proposed outcomes
Section 2: Technical Proposal

- 20 pages maximum
- Single-sided, double-spaced, 12 pt font
- Major Components:
  - Demonstrate Program Need (10 points)
  - Overall Strategy (35 + 10 additional points)
  - Organizational Linkages (20 points)
  - Organizational and Staff Capacity (25 points)
  - Housing Strategy (10 points)
Technical Proposal: Demonstrate Need

- Basic data:
  - Urban versus Non-Urban
  - Geographic area

- Detailed data:
  - Concentration of homeless persons
  - Poverty and unemployment rates
  - Gaps in local services
  - Specific and unique barriers to employment
  - Employment possibilities
Technical Proposal: Overall Strategy

- See page 19 for 7 key components
  - Outreach
  - Pre-enrollment assessment
  - Intake
  - Employment development plan and case management capabilities
  - Job training
  - Job development and placement services that may include obtaining
  - Employer commitments to hire
  - Post-placement follow-up services
- **10 additional points: ability to demonstrate approach for chronically homeless veterans and the network that exists in your community to work with them**
Technical Proposal: Organizational Linkages

- **Quality** and **Extent** of linkages to other partners
- **DVOPs and LVERs and VWIP:**
  - types of services to be provided; and
  - type of agreement in place.
- **Link to Federal agencies** (see pg. 25 for list)
- **Employers, education providers, training providers, and supportive service providers:**
  - who,
  - how that function is funded, and
  - how they will be linked.
- **How does this all fit into:**
  - Continuum of Care,
  - 5 year plan, and
  - local 10 year plan.
Previous HVRP grantees:
- At a minimum, must submit four main performance measures plus benefits secured over past three program years
- Must submit three years of most recent final performance reports

Never an HVRP grantee:
- Must have data to submit that reflects similar program activities
- Submit three years of most recent final performance reports for similar projects

Staff experience: pg. 26

Measures of Success for proposed plan
Include your most recent audit
**How will you outlast federal funding?
Technical Proposal: Housing Strategy

- Temporary, transitional, or permanent housing
- Must show rapid response ability
- Using community resources...NO HVRP funds for housing
  - Funds not to be used for rent, deposits, utilities, leasing of vehicle, etc.
Section 3: Cost Proposal

- Standard Form SF-424 (original signed in blue ink)
  - Catalog of Federal Domestic Assistance #17.805
  - DUNS #
  - Active CCR registration
- Standard Form SF-424A
- Budget Narrative
  - Detailed cost breakout of each item in the budget information sheet
  - Include: personnel costs, fringe benefits (extraordinary if over 35%), explanation of costs and methodologies, follow-up services costs, equipment purchases, other funds
- Assurances and Certifications Signature page
- Audit report
- List of employment and training grants from last 3 years with contact information
- Survey on Ensuring Equal Treatment for Applicants
- Indirect Charges or Certificate of Direct Costs
Proposal Components NOT Included in 60 Page Requirement

- Participant flow chart
- List of local employers in employer network that will hire and train participants
- MOUs with staffing entities
- MOUs with training providers
- MOUs to obtain State Unemployment Insurance data
- Competitive Grants Planned Goals Chart
- MOUs with service providers working specifically with chronically homeless veterans
- MOUs with service providers that target homeless veterans in the same geographic location
- Staff biographies/resumes (organizational chart DOES count)
- Audit report
- MOUs with housing providers
- List of employment and training grants and contracts from last three years
- Documentation and maps showing Urban vs. Non-Urban designation
- Cost proposal
Additional Submission Details

- **Performance period:**
  - 12 months, July 1, 2011-June 30, 2012
  - Follow-up for 3 quarters: July 1, 2012-March 31, 2013
  - Program funds obligated and reserved for 9 months of follow up and close out by June 30, 2012

- **Funding restrictions:**
  - 1 application per submitting organization and physical location with same population
  - Admin costs not to exceed 20% of total award
  - NO co-enrollment of participants in HVRP and VWIP

- **Optional year funding:**
  - Up to three additional years, but NOT guaranteed
  - 85% of planned cumulative goals by end of 2\textsuperscript{nd} quarter of current program year = possible 2\textsuperscript{nd} year funding
  - 85% of planned cumulative goals by end of 2\textsuperscript{nd} quarter of 2\textsuperscript{nd} option year and be fully compliant with all critical cumulative planned performance goals from 1\textsuperscript{st} option year = possible 3\textsuperscript{rd} year funding
  - Turn in reports ON TIME
  - Deal with issues identified in Corrective Action Plan (CAP) if needed
  - Comply with SGA, grant award, and General and Special Grants provisions
Additional Submission Details

- Mail overnight or hand deliver or via www.grants.gov
  - NO e-mail submissions!
  - Submit by 5:00 p.m. EDT
  - If using grants.gov:
    - Start the process early!
    - Save docs as .DOC, .RTF, .XLS, or .PDF
  - If mailing:
    - Submit original signed in blue ink and 2 copies of everything

- Two e-mails received after submission
  - 1- confirms receipt
  - 2- confirms rejection due to errors or validation
Additional Resources

- NCHV Website: www.nchv.org
- NVTAC Website: http://bbi.syr.edu/nvtac/
- Community organizations: http://www.nchv.org/network.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
- 2011 Stand Downs: http://www.nchv.org/standdownevents.cfm
- USICH Website: http://www.usich.gov/
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, Technical Assistance Director, NCHV at (202) 546-1969 or by e-mail at bcrone@nchv.org

- For information about homeless veterans: NCHV Website at www.nchv.org