

# Homeless Veterans Reintegration Program

## Program and Application Overview



National Coalition for Homeless  
Veterans

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## Homeless Veterans' Reintegration Program (HVRP)

- Currently authorized under 38 United States Code, Section 2021, as added by Section 5 of Public Law 107-95, the Homeless Veterans Comprehensive Assistance Act of 2001.
- Section 2021 requires the Secretary of Labor to conduct, directly or through grant or contract, such programs as the Secretary determines appropriate to expedite the reintegration of homeless veterans into the labor force.
- Administered by the Office of the Assistant Secretary for Veterans' Employment and Training (OASVET).

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## HVRP Objectives

- ✓ (1) To provide services to assist in reintegrating homeless veterans into meaningful employment within the labor force and;
- ✓ (2) To stimulate the development of effective service delivery systems that will address the complex problems facing homeless veterans.

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## Program Year 2010 SGA

- Program Year is July 1, 2010-June 30, 2011
  - One year of funding with two option years of renewal funding
- \$5 Million available for Urban
  - Awards will range from \$75,000 to \$300,000
- \$5 Million available for non-urban
  - Awards will range from \$75,000 to \$200,000

*All grantees must provide follow up for 90-180-270 days after entered employment*

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## HVRP Grant Categories

- Urban – 75 Most Populated U.S. Cities
  - See appendix G for a list of these cities
  - Population is equal to or more than 569,463
- Non-Urban – Sites Not Listed as 75 Most Populated U.S. Cities
  - All other cities not listed

*Must indicate which category you are applying for within your application.*

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## HVRP Program Design

- These Program provide comprehensive services through client centered case management using Federal, State and Local resources.
- Must have clear strategies and obtainable goals for training, employment placements and retention of employment
- Must be flexible to local needs and meet the complex needs of veterans
- Must demonstrate the capacity to partner with workforce investment programs and other agencies to develop jobs
- Responsible for participating in a Stand Down event

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## Scope of Program Design

- Program will assist veterans by providing:
  - Outreach, Intake, Pre-enrollment Assessment
  - Job Placement Services
  - Job Training (OJT, CRT, Licensing, Credentialing, etc.)
  - Referrals to employment services, job search workshops, resume writing, etc.
  - Coordination with other veteran's service programs
    - DVOPs, LVERs, CoC, GPD, etc.
    - VSOs– AMVETS, DAV, VFW, American Legion
  - Referrals to healthcare, counseling and rehab services
  - And Other Supportive Services to expedite the reintegration of homeless veterans into the labor force.
  - Referrals to housing assistance

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## HVRP Participant Training

- ✓ At least 80% of the enrolled participants must participate in formal training activities.
- Training Activities Include: basic skills, remedial education, on-the-job training, classroom training, vocational training, specialized and/or licensing training, and other formal training programs as deemed appropriate to benefit the participant.

*Basic skills instruction (life skills and money management) is required but not considered as formal training activities and does not count towards the 80% training requirement.*

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## Performance Measures

- Two primary outcome measure for the HVRP grants
  - 1. Entered Enrollment Rate (EER)
    - Minimum rate is 66%
  - 2. Retention following placement
    - Minimum rate is 65%

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### Entered Employment Rate

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Number of Participants who enter employment

\_\_\_\_\_ Divided by \_\_\_\_\_

Number of participants who have exited the program

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### Retention Following Placement

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Number of Participants who entered employment who are still employed 180 and 270 days after their placement

\_\_\_\_\_ divided by \_\_\_\_\_

The total number of participants who entered employment

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### Results Oriented Model

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- No program model is mandatory but programs must be responsive to the needs of the local community and achieves the HVRP objectives
- Programs should include
  - Outreach
  - Assessment
  - Referrals as necessary
  - Enrollment
  - Development of Individual Employment Plan
  - Participation in training, supportive services, etc.
  - Entry into full time employment
  - Follow-up

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## Reporting Requirements

- ❑ Must track participants through common measures
- ❑ Quarterly Technical Performance Reporting
- ❑ Follow up for 90-180-270 after the participant enters employment

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## Grant Application

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## Eligible HVRP Applicants

- ✓ State and Local Workforce Investment Boards
  - ✓ Public Agencies (State, County, and City levels)
  - ✓ For-profit/Commercial Entities
  - ✓ Non-Profit Organizations including faith-based and community organizations.
- ❖ Note: Non-Profit organizations with an IRS Code of 501(c)(4) are ineligible to apply.
- All HVRP grants are competitively awarded on an annual basis with optional year funding (2 years); based on availability of funds and satisfactory performance.

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## On-Line Application Process

- ❑ HVRP/VWIP Applicants may apply on-line at:  
[www.grants.gov](http://www.grants.gov)
- ❑ Applicants are to initiate and complete "Get Started" registration steps at:  
[www.grants.gov/GetStarted](http://www.grants.gov/GetStarted)  
As it may take several days to complete.
- ✓ Electronic applications submitted and saved as .doc, .pdf., or .txt files
- ✓ Or submit "hard copy" application to Grant Officer address listed in SGA.

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## Hard Copies

- ❑ Can be mailed/hand delivered to the DC office
- ❑ Includes 1 original signed in blue ink and 2 copies of the cover letter, Executive Summary, Technical Proposal and Cost Proposal
- ❑ Use tabs/dividers to show the (3) different sections

*Must be delivered by 5pm on April 26, 2010*

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## Grant Application

➤ There are three (3) parts to a HVRP Grant Application:

1. Executive Summary – 1 to 2 pages
2. Technical Proposal – NTE 15 pages
3. Cost Proposal – no stated limit

- ❖ *Total application NTE 75 single sided pages in 12 point font with 1 inch margins*
- ❖ *Attachments are included in the 75 page maximum*
- ❖ *Major sections and subsections are to be divided and clearly identified and all pages are to be numbered*

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## Executive Summary

- ❑ Reflects the grantees overall strategy.
- ❑ Proposed area to be served. (urban/non-urban)
- ❑ Grantee's experience in serving residents in the proposed service area
- ❑ Proposed strategy, program design, method, projects and or statement of work with schedules or timelines
- ❑ Description of measures of success for the plan

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## Technical Proposal

- ❑ Need for the Program
- ❑ Approach or strategy to increase employment and job retention
- ❑ Linkages with facilities that serve homeless veterans
- ❑ Linkages with other providers of employment and training services to homeless veterans
- ❑ Linkages with federal agencies
- ❑ Proposed supportive service strategy for Veterans
- ❑ Organizational capacity to provide required program activities
- ❑ Measures of Success
- ❑ Sustainability
- ❑ Proposed housing strategy for homeless veterans
- ❑ Green Jobs

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## Cost Proposal Content

- ❑ Application for Federal Assistance (SF-424)
- ❑ Budget Information Sheet (SF-424A)
- ❑ Budget Narrative
- ❑ Assurances and Certification Page
- ❑ Financial Audits (within past 18 months)
- ❑ List of all Employment and Training Grants and Contracts for the past three (3) years.
- ❑ Survey on Ensuring Equal Opportunity for Applicants (Appendix F)
- ❑ Indirect Charges or Certificate of Direct Costs (Appendix I)

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## SF 424 Appendix A

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- ❑ SF 424 Signed Original
- ❑ No matching funds required but encouraged
- ❑ Grantee Programmatic Point of Contact

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## SF-424A Appendix B

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- ❑ Object Class Categories
- ❑ Personnel
- ❑ Fringe Benefits (NTE 35% of salaries & wages)
- ❑ Travel (Nat'l Trng Conference and local mileage)
- ❑ Equipment (NTE \$5,000 per unit)
- ❑ Supplies (general office supplies)
- ❑ Contractual (training, services, etc.)
- ❑ Other (participant supportive services, etc.)

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## Administrative Costs

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- ❑ Administrative Costs shall consist of all direct and indirect costs associated with the supervision and management of the program. These costs shall include administrative costs, both direct and indirect, of sub-recipients and contractors.
- ❑ HVRP Administrative Costs will not exceed 20% of total grant award.

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## HVRP Application Evaluation Criteria

- ❑ Need for grant program – 10 points
- ❑ Overall Strategy to increase employment and retention in employment – 35 points
  - Up to 10 additional points if strategy addresses the barriers to employment faced by chronically homeless veterans
- ❑ Quality and extent of linkages with other providers of services to the homeless and veterans – 20 points
- ❑ Demonstrated capability in providing required program services, including programming reporting and participant tracking – 25 points
- ❑ Quality of overall housing strategy – 10 points

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## Key Notes on Budgets

- ✓ Grantees must plan and obligate funds in their budget proposal for follow-up activities at 90, 180, and 270 days after the grant expiration (to track and obtain required participant retention in employment data).
- ✓ Grantees should mention their participant and financial tracking mechanisms in their technical narrative proposal.

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## Important Reminders

- ❑ To be eligible a participant must be **homeless and a veteran**
  - Homeless: persons who lack a fixed, regular and adequate nighttime residence. It includes shelters, institutions, and places not meant for regular sleeping accommodations.
  - Veteran: Person who served in the active military and who was not discharged or released under conditions other than dishonorable
- ❑ Can only submit one application per organization
- ❑ Must include participation/outreach with DVOP/LVER staff
- ❑ Work with organizations/programs that are familiar with the complex needs of homeless veterans
- ❑ This is an employment focused program aimed at helping veterans get and maintain long term meaningful employment
- ❑ Highly competitive grant, with very high outcomes
- ❑ Minimum score is 70 but competitive range is usually much higher
- ❑ The national average cost per placement for last year was around \$2,500
- ❑ Program will be awarded no later than June 30 and begins July 1, 2010
- ❑ Must attend, and budget for, the post award conference in July/August in Washington, DC.

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