



Overview of the PY 2018 Notice of Funding  
Opportunity For:  
Homeless Veterans' Reintegration Program (HVRP),  
Incarcerated Veterans Transition Program (IVTP)  
and the Homeless Female Veterans' and Homeless  
Veterans' with Families Program (HFVVWF)

April 16, 2018

# Logistics

- Asking questions during the webinar:
  - All participant phone lines are muted.
  - You will be unable to ask questions by phone.
  - Submit questions through the on screen questions box.
  - Questions will only be answered using language from the FOA.
- Post-webinar survey:
  - Available immediately following the webinar and in email with a link to the recording.
- Any unanswered questions must be emailed to Ashley Hoek, Grants Management Specialist, [Hoek.Ashley.A@dol.gov](mailto:Hoek.Ashley.A@dol.gov).

# Agenda

- Introduction to HVRP
- Logistics and Eligibility
- Overview of the Application
- Application Process
- Application Review and Award
- Questions



# INTRODUCTION TO HVRP

# HVRP Authorizing Language

## The Homeless Veterans' Reintegration Program (HVRP)

- Authorized by 38 U.S.C. Sections 2021, 2021A\* and 2023\*:  
*“Subject to the availability of appropriations provided for such purpose, the Secretary of Labor shall 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 and literacy and skills training) to expedite the reintegration of homeless veterans into the labor force.”*
  - Competitive grant administered by the Department of Labor, Veterans' Employment and Training Service (DOL-VETS)
- \* Section 2021A authorizes the Homeless Female Veterans' and Homeless Veterans' with Families Program (HFVVWF), 2023 authorizes the Incarcerated Veterans' Transition Program (IVTP)

# HVRP Objectives

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.



# LOGISTICS AND ELIGIBILITY

# What is the FOA?

The Funding Opportunity Announcement (FOA):

- Provides background information on the program;
- Identifies critical elements necessary for a responsive application;
- Describes the requirements and process for submitting an application; and
- Explains how grantees will be selected.



# Federal Award Information

- Types of Awards and Amounts:
  - Total amount of funding available: approximately \$12 million
  - Maximum award amount: \$500,000
  - Minimum award amount: None
- Period of Performance:
  - July 1, 2018 – June 30, 2019 (12 months)
- Continuation of Funding
  - Up to two option years subject to the availability of appropriations

# Eligibility

Page 4 of the FOA list the eligible organizations that can apply for HVRP funding.

The following law restricts eligibility for HVRP funding:

- Public law 104-65, 2 U.S.C. 1611, non-profit entities incorporated under Internal Revenue Service Code Section 501(C) (4) that engage in lobbying activities are not eligible to receive Federal funds and grants
- No activity, including awareness-raising and advocacy activities, may include fundraising for, or lobbying of, U.S. Federal, State or Local governments

# Application Screening Criteria

To be considered responsive, your application must meet all of these requirements:

- Deadline for submission: *no later than 4:00:00 p.m. Eastern Time on the closing date of the announcement*
- If submitting through Grants.gov, use the specified file formats
- Funding request does not exceed \$500,000
- Organization has an active SAM Registration
- Include signed SF-424
- SF-424 includes a Data Universal Numbering System (DUNS) Number;
- Include a SF-424A, Budget Information Form
- Include a Budget Narrative

# Application Screening Criteria (cont.)

To be considered responsive, your application must meet all of these requirements see page 5 of the FOA:

- Include a Project Narrative;
- Include an Abstract;
- Include Intent to Work Collaboratively Statement; and
- Include a Competitive Grants Planned Goals Chart

If your application does not meet all of the screening criteria, it will not move forward through the merit review process.

# Application Priorities

- The FOA identifies three priority areas:
  1. HVRP Priority
  2. HFVVWF Priority - applicants proposing to use 100% of funding to serve homeless female veterans and veterans with families
  3. IVTP Priority- – applicants proposing to use 100% of funding to serve incarcerated veterans

No additional discussions before, during, or after competition regarding priorities

# Application Priorities

- At least one award will be made in each of these areas:
  - Priority 2 – HFVVWF
  - Priority 3 – IVTP
- Organizations may submit multiple applications to serve the same service delivery area, provided that each application is for a different priority. The service delivery area is the area where the applicant is proposing to serve, as defined by **county, parish, or independent city**. An “independent city” is defined as a city or town that does not form part of another general-purpose local government entity.

# Participant Eligibility

- Participant Eligibility:
  - Participants must be homeless veterans
- Veteran:
  - Means a person who served in the active military and who was discharged or released under conditions other than dishonorable [38 U.S.C. 101(2)]. Those who received a dishonorable discharge are ineligible for HVRP, HFVVWF, or IVTP services.

# Participant Eligibility

- 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; 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
  - 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.



# Participant Eligibility

Incarcerated Veteran: Veterans who have been convicted as an adults and imprisoned under municipal, county, tribal, federal, or state law and fall into one of the following categories and needs employment assistance:

- Category 1 – The veteran was released within the previous 12 months from a penal institution into homelessness and needs employment assistance;
- Category 2 – The veteran has been incarcerated for at least six months and is scheduled for release within six months with no known housing destination and needs employment assistance;

# Participant Eligibility

- Category 3 – The veteran was released within the previous 12 months from a penal institution into temporary or permanent housing, but is now at imminent risk of homelessness and needs employment assistance; or
- Category 4 – The veteran is a resident of an institution that provides long-term care for mental illness and is scheduled for release with no known housing destination and needs employment assistance.



# OVERVIEW OF THE APPLICATION

# Components of the Application

- Four Sections of the Application:
  1. The SF-424 Application for Federal Assistance
  2. Project Budget
    - Budget numbers should be consistent
  3. Project Narrative
    - Statement of Need
    - Expected Outcomes and Outputs
    - Project Design
    - Organizational, Administrative, and Fiscal Capacity
    - Past Performance
  4. Attachments to the Project Narrative

# Components of the Application

## Part 1: SF-424 “Application for Federal Assistance”

- Catalog of Federal Domestic Assistance #17.805
- Must have a DUNS Number  
<http://fedgov.dnb.com/webform/displayHomePage.do>
- Must be registered with SAM  
<https://www.sam.gov>

# Components of the Application

- Part 2: Project Budget
  - Make sure the numbers match
- Budget Narrative
  - \*\*Detailed cost breakout of each item in the SF-424A
  - Personnel
  - Fringe benefits
  - Travel: Use current Federal mileage charge rated from [www.gsa.gov](http://www.gsa.gov)
  - Equipment: Only for items \$5k+ per unit
  - Supplies
  - Contractual
  - Construction: *not allowed*
  - Other
  - Indirect

# Components of the Application

- Part 3 – Project Narrative
  - Limited to 15 double-spaced pages
  - Materials beyond page limit will not be reviewed
  - Carefully read each section, include all required information
  - Use the same section headers

# Component: Statement of Need

- Complete, comprehensive narrative explaining the need. Provide evidence

## Area

- You must identify the specific service delivery area you propose to serve, including the county, parish, or independent city, the HUD Continuum of Care (CoC) name and number, and/or Native American tribal area(s) contained within the proposed service delivery area.

## Need

- In cases where there are other HVRP grantees who are already serving homeless veterans in a proposed CoC, see attachment E, you must submit justification that an additional award is needed to serve the homeless veteran population. Your justification must include the CoC name, CoC number, PIT count for the CoC, see attachment C, the remaining participants available to be served, and the reasons why another award will enhance HVRP services already provided within the identified CoC.

## Market

- Labor market conditions and Employment trends



# Component: Expected Outcomes and Outputs

Quantitative goals based on population characteristics and labor market conditions:

- Competitive Grants Planned Goals Chart (Attachment B)
- Critical Performance Indicators
  1. Number of enrollments
  2. Overall placement rate, calculation based on exiters
  3. Average hourly wage at placement
  4. Placement rate for chronically homeless

# Setting Targets

<b>Critical Performance Indicators</b>	<b>Urban Area</b>	<b>Non-Urban Area</b>
Cost per Enrollment <sup>1</sup>	\$2,290 <sup>2</sup>	\$2,992
Placement Rate for All Exiters	77%	74%
Average Hourly Wage at Placement <sup>3</sup>	\$12.37	\$11.57
Placement Rate for the Chronically Homeless	69%	63%

<sup>1</sup> Used to determine the total enrollments for your project. The cost per enrollment values were adjusted upward to reflect a 18 percent increase from PY 2016 median values to account for the effects of inflation and the anticipated increased intensity of services to participants due to the expected increase in the number of harder to serve participants.

<sup>2</sup> For example, if an urban area applicant proposed to spend \$500,000 in its application, then the calculated enrollment result is 218 ( $500,000/2,290=218$ ).

<sup>3</sup> The median hourly wage rate values were adjusted to account for the effects of inflation.

# Component: Project Design

Describe your overall strategy for providing job-driven employment and training services through a client-centered case management approach:

- Imparts relevant skills, connects participants to local employment opportunities, and leads to improved employment outcomes and earnings.
- Describe support services with emphasis on special populations
- Aspects of approach:
  - Population to be served
  - Outreach and Engagement
  - Intake, Assessment, and Case Management
  - Job-driven Employment, Training, and Support Services
  - Quality of Linkages

# Project Design: Population Served

- Eligible Veteran
- Special emphasis on serving sub populations
  - Chronically homeless
  - Female homeless veterans
  - Homeless veterans with families
  - Incarcerated or recently incarcerated veterans
- Identify the number and percentage of individuals to be served from target groups
- If the subpopulation served is less than 100% the application defaults to the HVRP category

# Project Design: Outreach and Engagement

Describe how your program will conduct effective outreach

- Veterans
  - Meet enrollment goals
  - Focus on recruitment and engagement, especially with target populations
  - Use of Stand Downs
  - Flexible, persistent, non-threatening approach
  - Evidence to support strategies
- Employers
  - Promote active engagement
  - Provide insight on in-demand jobs and required skills
- Evidence to support your approach

# Project Design: Intake, Assessment and Case Management

Describe your intake, assessment and case management process. Must include:

- The assessment process must demonstrate how you will determine a participant's readiness to enter employment following the receipt of services, including the use of information about the individual's strengths, preferences, medical, social and environmental issues, and behavioral and cognitive status.

# Project Design: Job-Driven Employment, Training, and Support Services

Describe how you will develop formal job-driven employment, training, and support services:

- Minimum of 80% of participants must receive one or more training services - - - see page 17 of the FOA
- Assessment process
- Individual Employment Plan
- Formal case management process
- Partnership with the American Job Center
- Supportive services to overcome barriers
  - Housing Assistance Strategy
- Evidence to support your approach

# Project Design: Job-Driven Employment, Training, and Support Services

Job-Driven Employment and Training: focuses on in-demand jobs, and imparting skills that align to those jobs

- Target training to local employment opportunities
- Leads to improvement in employment and earnings over time
- Describe the types of support services
- What is the approach to providing support services
- Provide/refer to a spectrum of employment services
- Co-enroll the veterans with American Job Centers for additional services to include placement



# Project Design: Quality of Linkages

How will you partner and coordinate to establish a network of service linkages?

Your description must include:

- Evidence to support the proposed network of housing assistance, healthcare, and
- Support service linkages to enable the applicant to successfully provide employment and training services to participants.

All HVRP programs should partner with SSVF and HUD CoC programs given the availability of these programs in the proposed service delivery area.

# Organizational, Administrative, and Fiscal Capacity

- Describe in your application your organization's ability to manage the operational, administrative, programmatic, and financial reporting requirements
- Demonstrate the strength of the fiscal and administrative controls to properly manage federal funds.
- Describe key staff skills, experience, history, knowledge, qualifications, capabilities, and office locations, and provide an organizational chart.

# Past Performance

- Previous HVRP Grantees
  - Must include planned and actual performance outcomes from last or most recent completed year Technical Performance Report (TPR) and Planned Goals Chart
- Applicants with no HVRP experience
  - List of no more than 3 comparable federally or non-federally funded agreements
  - Explain how operating comparable program has prepared you for HVRP
  - Describe how long the comparable program has been in operation

# Components of the Application

- Part 4: Attachments to the Project Narrative
  - Follow the directions in the FOA
  - Do not include letters of support
- Abstract consist of a one page overview and chart. Applicants are encouraged to use a single chart that provides the requested information. Page 22 of the FOA provides an example of such a chart.

# Abstract Spreadsheet

<b>Applicant Name</b>	<b>Legal name of the organization.</b>
<b>Proposed Priority</b>	HVRP, HFVWWF, or IVTP, as described in Section III.C.2.
<b>Service Delivery Area</b>	Description of the area to be served, county, parish, or independent city as determined by the geographical location proposed in the application.
<b>Congressional District(s) served</b>	Congressional district or districts served.
<b>Project Type</b>	Urban or Non-urban.
<b>Number of Homeless Veterans to be served</b>	Planned number of homeless veterans to be served.
<b>Total Cost per Participant</b>	Planned total cost per participant.
<b>Average Hourly Wage at Placement</b>	Planned average hourly wage at placement.
<b>Continuum(s) of Care served</b>	Name and number of the CoC(s) served.
<b>Special Populations</b>	Special population groups (HFVWWF and IVTP) and percentages of the total veterans planned to be served.
<b>Key Partnerships</b>	Primary partnerships with other federal, state, or local programs. For example, do you partner with a CoC, Supportive Service for Veteran Families (SSVF) program, GPD, VASH, Veterans Affairs Community Employment Coordinator (CEC), Faith-based organizations, and any other external community resources?
<b>Credentials Earned</b>	List any certifications, degrees, licenses, etc. the participants will earn. <a href="https://www.careeronestop.org/Resourcesfor/CredentialSeeker/credential-seeker.aspx">https://www.careeronestop.org/Resourcesfor/CredentialSeeker/credential-seeker.aspx</a>
<b>Targeted Industry and Jobs</b>	Example: Information Technology Jobs: Web Developers; Computer Applications



# APPLICATION PROCESS

# Application Submission

- Due Date: *no later than 4:00:00 p.m. Eastern Time on the closing date of the announcement*
- Acceptable methods of submission:
  - Electronically or hard copy
    - Hard copy: mail or hand delivery (including overnight delivery)
    - Electronically: <http://www.grants.gov>
- Unacceptable methods of submission
  - Email
  - Telegram
  - Fax

# Application Submission

- If you are mailing your application:
  - Applicants submitting applications in hard copy must also include in the hard copy submission an identical electronic copy of the application on compact disc (CD).
  - The hard copy must be “Copy Ready” meaning no protruding tabs, staples, etc. to ease reproduction by DOL
  - Address for mailing:

The U.S. Department of Labor,  
Employment and Training Administration  
Office of Grants Management  
Attention: Donna Kelly, Grant Officer  
Reference FOA-VETS-18-01  
200 Constitution Avenue, NW, Room N4716  
Washington, DC 20210



# Application Submission

- If you are using grants.gov:
  - No need for copies
  - The registration process can take up to **4 weeks**
  - Downloadable registration guide
  - Two e-mails received after submission
    - 1- confirms receipt; tracking #
    - 2- confirms rejection due to errors or validation
- Comply with all submission requirements outlined in the FOA



# APPLICATION REVIEW AND AWARD

# Criteria for Review

The following is the criteria and corresponding point values that will be used to evaluate each application

Criterion	Points (maximum)
<b>1. Statement of Need</b> <a href="#">(See Section IV.B.3.a Statement of Need)</a>	17
<b>2. Expected Outcomes, and Outputs</b> <a href="#">(See Section IV.B.3.b Expected Outcomes and Outputs)</a>	12
<b>3. Project Design</b> <a href="#">(See Section IV.B.3.c Project Design)</a>	38
<b>4. Organizational, Administrative, and Fiscal Capacity</b> <a href="#">(See Section IV.B.3.d Organizational, Administrative, and Fiscal Capacity)</a>	12
<b>5. Past Performance – Programmatic Capability</b> <a href="#">(See Section IV.B.3.e Past Performance – Programmatic Capability)</a>	12
<b>6. Budget and Budget Narrative</b> <a href="#">(See Section IV.B.2 Project Budget)</a>	9
<b>TOTAL</b>	<b>100</b>

# Sample Criteria Scale

The extent to which the proposed intake, assessment, and case management process will result in eligible homeless veterans reintegrating into the workforce. (9 points)

<b>Clarity</b> <b>0 to 3 Points</b>	+	<b>Persuasiveness</b> <b>0 to 3 Points</b>	+	<b>Evidence</b> <b>0 to 3 Points</b>
<p>Award 3 points if the proposal clearly describes the intake, assessment and case management process. Award fewer points if the proposal is less than fully clear in describing the process.</p>		<p>Award 3 points if the proposal is persuasive in demonstrating the utility of the intake, assessment and case management process in reintegrating participants into the workforce. Award fewer points if the proposal is less than fully persuasive.</p>		<p>Award 3 points if the proposal cites information to support the utility of the intake, assessment and case management process from research studies, government reports, or the applicant organization's experience showing the strategy yielded promising results in the past. Award fewer points if the proposal provides less than sufficient information.</p>

The effectiveness of the proposed case managed job-driven employment, training, and support services strategy. (12 points)

# Criteria for Review

- The Grant Officer reserves the right to make selections based on the final scores and will take into consideration the geographic distribution of funds in accordance with need as demonstrated by the HUD PIT count within the proposed CoC (see Attachment C for 2017 CoC PIT counts).
- The Grant Officer may consider any other information that comes to his/her attention. The government may elect to award the grant(s) with or without discussions with the applicant. Should a grant be awarded without discussions, the award will be based on the applicant's signature on the SF-424, including electronic signature via E-Authentication on [Grants.gov](https://www.grants.gov), which constitutes a binding offer by the applicant

# Award Notices

- Applicants selected will be contacted directly
- If you are not selected, you will receive an email or mail notification
  - Authorized officials may request a written debriefing on application weaknesses.
- Award notifications will be posted on the VETS homepage [www.dol.gov/vets](http://www.dol.gov/vets)

# Questions

- Additional questions must be sent to:

Ashley Hoek, Grants Management Specialist

(202) 693-3632

[Hoek.Ashley.A@dol.gov](mailto:Hoek.Ashley.A@dol.gov)

