

HVRP SGA Q&A

Note: The answers provided here are in response to questions asked on the NCHV TA Center webinars on the HVRP SGA, in phone calls to the NCHV TA Center, and in e-mails submitted to the NCHV TA Center. Additional answers will be published as they are completed. All answers here are based on the SGA and associated documents and do NOT constitute an official response from the Department of Labor. All applicants are SOLELY responsible for reading and following with precision all guidance in the SGA and associated documents; these answers are provided to assist your organization in planning your application. If you require additional clarification, please follow instructions in the SGA for submitting questions.

Accessing Materials

- 1) **Can you provide me with your contact information again?**
 - a. You can reach the NCHV Technical Assistance Center by contacting Baylee Crone at bcrone@nchv.org or by calling (202)546-1969.
- 2) **Could you please email me a copy of the power point presentation?**
 - a. All materials are available on the NCHV website under “teleconference” located here: http://nchv.org/index.php/service/service/post-conference_notes/.
- 3) **Could you please give me the name of the website that you stated we will need to login to immediately after the presentation as it takes a bit of time to enroll?**
 - a. The Department of Labor strongly recommends that before applicants begin to write their proposal, they should immediately initiate the grants.gov registration process, which can take up to four weeks. There are steps at <http://www.grants.gov/web/grants/applicants/applicant-resources.html>.
- 4) **I've experienced a bit of difficulty applying for a SAM number in the past, do you know if the issues they were having with their website has been repaired?**
 - a. You must register with SAM before submitting your application. You can find additional details and assistance here: http://www.grants.gov/applicants/org_step2.jsp

Accessing Resources and Data Sources

- 5) **Do you want a list of Literature Citations for references?**
 - a. The SGA instructs you to “please cite appropriate sources whenever possible to substantiate the applicant’s claims”.
- 6) **The SGA 14-02 HVRP grant for 2014 states that DOL publishes previous years grantees proposals and abstracts. Could you verify this and let me know where to locate such documents.**
 - a. All documents related to HVRP are published on the DOL-VETS website. Previous proposals and abstracts are not currently published; however, for this grant competition, DOL will publish the abstracts required [by section IV] and selected information from the SF-424 for all applications on DOL’s public website or similar publicly accessible location. Additionally, DOL-VETS will publish a version of the Technical Proposal required [by section IV], for all those applications that are awarded grants, on the DOL’s website or a similar location. They will publish no other attachments to the application. DOL-VETS will not publish the Technical Proposals and abstracts until after grants are announced. In addition, information about grant progress and results may be made publicly available.

Eligibility

- 7) **Does "active military" mean not those who only served in the guard and reserves?**
- According to the SGA, The term “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)]. Veterans who received a “dishonorable” discharge are ineligible for HVRP services.
- 8) **Does "active military" from an earlier slide mean not those who only served in the guard and reserves?**
- Please see answer to question #7.
- 9) **For outreach to women veterans and outreaching to women veteran organization, isn't that what the HFVVWF Program has been created for?**
- While there is a separate HFVVWF program that targeted women veterans and veterans with dependents, regular HVRP grantees should show how they serve this population. You will also want to show how you providing project orientation workshops and program promotion and awareness activities to different women’s organizations.
- 10) **Are agencies that currently have an HVRP Grant eligible to apply for additional funding to expand their current programs?**
- Please see eligibility criteria for this answer: “Due to the limited availability of funding, if an organization was awarded Fiscal Year 2011, Fiscal Year 2012, or Fiscal Year 2013 HVRP funds for a specific physical location serving the same HVRP participant population and will be awarded first, second or third option year funding in PY 2014, then that organization must not submit an application to serve the specific physical location serving the same HVRP participant population under this SGA.” You can apply, however, to serve a different HVRP population or a different service area.

Training

- 11) **On-the-job training; are there guidelines?**
- “According to the SGA, Grantees referring participants to on the job training (OJT) may use grant funds for reasonable costs of providing training and additional costs related to training.”

Urban/Non-Urban

- 12) **If we are currently operating an HVRP in one city, are we able to apply for an HVRP in a nearby city?**
- The SGA states that “There is a limit of one (1) application per submitting organization and physical location serving the same HVRP participant population and in the same geographic service area.”
- 13) **Are only 75 cities urban or must you check area you intend to serve to see if it is over population you mentioned?**
- For a list of the 75 cities that qualify as “urban”, please see Appendix F. To document your service area, you should use maps and other documentation that shows the area you will be serving.
- 14) **If you want to serve a rural area that is near an urban area, will DOL count it as "rural"?**
- Please see the answer to question 13 for the appropriate resource to reference. If your intended service area is not on the list in Appendix F, it would qualify as non-urban.
- 15) **So the MSA is the definition of what territory is "urban"?**
- Yes, Appendix F gives the 75 largest cities, which qualify as “urban”.

- 16) We are considering putting in an application to serve the county; it is in the same MSA as our current HVRP program. Is this allowable since they are both in the same MSA.**
- a. The SGA states that “A state agency may propose in its application to serve one or more of the jurisdictions located in its state. This does not preclude a city or county agency from submitting an application to serve its own jurisdiction.” However, you must ensure that you are not proposing to serve the same geographic area and client population that you are already serving.

Housing

- 17) Our HVRP program will serve the homeless veterans in our GPD and HCHV Transitional Housing Programs. Once enrolled in these programs...do they still qualify for HVRP or would we do GPD and HVRP intake at the same time.**
- a. As long as the veterans fall into the definition of “homeless” in the SGA, they are eligible for HVRP (assuming they also meet the veteran definition eligibility). Veterans in GPD are considered homeless.
- 18) HUD- VASH- if a veteran is approved and waiting, are they still eligible for HVRP?**
- a. A veteran who is still homeless and fitting the definition provided in the SGA is eligible for HVRP services.
- 19) Is the HVRP grant the same as the Grant Per Diem grant? If not, when will the GPD be available to receive applications?**
- a. HVRP and GPD serve two different needs of homeless veterans; employment placement and transitional housing, respectively. The Notice of Funding Availability (NOFA) for GPD is put out by VA when funding is available. Please sign up for the NCHV e-newsletter to receive immediate notices when these funding opportunities are published.

Legal Services

- 20) Will there be a separate RFP for Incarcerated Vets?**
- a. While the DOL-VETS used to have a program specifically for incarcerated veterans, the Incarcerated Veterans Transition Program, IVTP, this program is not currently funded.
- 21) We'd heard there may be an HVRP RFP sometime later this year to provide services specifically to Veteran Ex-offenders for reentry. Do you know if this is true at all, and if so, has anything been released?**
- a. Please see the answer to question #20.

Partnerships

- 22) Can letters of commitment -- specifying responsibilities- take the place of MOUs?**
- a. Applicants are encouraged to provide all individual service contracts, memorandums of understanding (MOUs), or other formal agreements which involve service providers not specifically proposed as a part of the applicant’s team. These formal agreements should, as much as possible show clear process of service delivery. Remember, For each linkage, the applicant should identify the provider, the source of complementary funding related to the specific services provided by the organization, and the type of linkages/referral system established or proposed.”
- 23) I thought it was indicated that Employment network was not mandatory...?**
- a. According to the SGA, “as a part of the Ticket to Work Program, grantees must register as an Employment Network (EN).” Applicants are encouraged to showcase how they intend on

fulfilling this requirement; there is no statement within the SGA that agencies that are not currently ENs are prohibited from applying.

24) Are there changes to the way SSFV and HVRP work together?

- a. There are several opportunities for SSFV and HVRP to work together! Applicants and agencies with both funding sources should be on the lookout for new materials from the NCHV TA Center on how these programs can be closely aligned to connect veterans seeking employment to housing support. Applicants are encouraged to show this connection throughout their applications, including in the “Quality of Linkages” section.

25) I do not see any Stand Down events scheduled for our area through October. Is it safe to say these will happen again or that we are aware of these and will keep track of upcoming events on your website?

- a. Applicants can use the NCHV Stand Down National Registry to see if there are already local Stand Down events occurring in their area. HVRP applicants are encouraged to participate in Stand Down, as a useful outreach tool and opportunity to engage with other service providers. The Stand Down funding application is a separate funding notice. Contact NCHV at kmcevilly@nchv.org for more information about registering your Stand Down with NCHV.

Application Process

26) I am submitting on-line at grants.gov. Is the technical proposal embedded in the application or is it an attachment?

- a. Applicants should ensure that their application includes three sections: cost proposal, technical proposal, and other attachments.

27) If we successful registered on grants.gov last year are we still registered?

- a. Registering with grants.gov can take up to four weeks, so applicants are encouraged to start this process early! If you are already registered, it can be worthwhile to log in again to ensure that you are properly registered still.

28) Will the grant be managed or handled via our local (state) DOL or another branch of the DOL?

- a. The HVRP program is under the Department of Labor-Veterans Employment and Training Service (DOL-VETS). If you are awarded funding, you will be provided with a Grant Officer Technical Representative (GOTR), who is usually at your state or regional level. You can find the contact information for your GOTR here: <http://www.dol.gov/vets/aboutvets/contacts/map.htm>

29) I just saw this notice under grants.gov when I went to the site to get my HVRP application materials. It says it will be a system outage?

- a. Grants.gov is currently up and operational! If you have any technical issues with the website, please call 800-518-4726 to speak to a Customer Support Representative or email support@grants.gov. The Contact Center is available 24 hours a day, 7 days a week. It is closed on federal holidays.

30) For the CD, should we put all documents into one pdf?

- a. Applicants should place all documents on the CD in the same order as the documents are listed in the application. Remember, according to the SGA, “if discrepancies between the hard copy submission and CD copy are identified, we will consider the application on the CD as the official applicant submission for evaluation purposes. Failure to provide identical applications in hardcopy and CD format may have an impact on the overall evaluation.”

Components of the Application

- 31) Is the "SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTSOMB NO. 1890-0014 EXP. 02/28/09" included this year. I believe it was last year.**
- a. This document is not required this year.
- 32) We are going to have a sub-grantee with our application...does DOL require a financial audit for sub-grantee, the Lead Organization, or both?**
- a. The SGA states that all applicants who have previously held federal grant awards must submit evidence of satisfactory financial management capability, which must include a recent summary of a financial audit statement. Sub-grantees must have and be able to provide a DUNS number.
- 33) Do the tab dividers count toward the page count?**
- a. The SGA does not specify whether tab dividers count toward the page count, but if they are simply dividers with no content, they likely do not count toward your page count.
- 34) I am writing to ask if an applicant is able to put in charts and diagrams within the proposal and if so must the writing within the charts be 12 pt Font or would a smaller font, say 11 pt, be sufficient?**
- a. Applicants should adhere to the instructions in the SGA, including font sizes and page limitations.
- 35) Is it true that the abstract is 2 pages and does not count toward 15 page Technical Proposal total?**
- a. The abstract goes in section three, your attachments to the technical proposal. It does not count toward the 15 page limit for the technical proposal but does count toward the 50 page total limit.
- 36) I'm not sure what to write or include for the timeline in the abstract and technical proposal?**
- a. According to the SGA, the abstract should include "the applicant's proposed overall strategy, timeline, and outcomes to be achieved." Each program model is unique, so your timeline should describe the process of service delivery within your agency.

New Aspects/Changes to the SGA

- 37) On the changes to the SGA ~ what do you mean by New Authorization page 4?**
- a. On page 4 of the SGA, it states "Public Law 113-37, the "Department of Veterans Affairs Expiring Authorities Act of 2013", reauthorizes HVRP through 2014."
- 38) Are the changes in these slides only for new full applications or will our 2nd Option Year that we already submitted (our third year 14-15) need to include these changes?**
- a. The SGA applies to applications for this funding cycle and award period. Your GOTR will have information for you about changes to your program in response to your grant modification previously submitted.

Past Performance

- 39) My main question is that this is a new grant for my southern region. So I assume I treat it as completely new. No attaching reports as examples from my other two grants. Correct?**
- a. Applicants with previous HVRP experience are encouraged to showcase their experience with HVRP as well as with other comparable programs. If your agency has experience with HVRP, you are encouraged to show this experience.
- 40) If we have a grant in another geographic part of the state, do we include TPN TPR as examples for this new grant in this new area?**
- a. The past performance area of your application allows you to highlight your agency's experience in operating and executing employment and training services for homeless veterans. If you have HVRP experience, you should highlight this experience in your application.

- 41) If we were a subcontractor under another organization's HVRP in the past, but are now applying as a lead on their own application, would we need to include the actual past TPR's/TPN's?**
- a. This section of your application allows your agency to showcase your knowledge of HVRP and experience implementing HVRP services in your area. As much as possible, you will want to document your reported results for these programs. If you have a final fourth quarter TPR/TPN/planned goals sheet for the work your agency did, you would be encouraged to include this information. Be sure to differentiate between your work and the work of other agencies.
- 42) I believe we need to include the final or most recent cumulative quarterly TPR, the most recently completed 4th quarter narrative and a copy of the planned goals spreadsheet for the year of the most recently completed 4th quarter TPR. We just finished our final 3rd quarter – which do they want – the latest or the last 4th quarter?**
- a. You will want to submit your most recently completed fourth quarter TPR, TPN, and associated planned goals spreadsheet. Please read the SGA carefully to ensure you are submitting the correct information for a fully completed program year.

Budget

- 43) Are admin costs (not to exceed 20%) the same as indirect costs?**
- a. Administrative costs could be direct or indirect costs, and are defined at 20 CFR 667.220.
- 44) Do you have to have a Indirect Cost rate prior to application? We currently have a cost allocation plan and receive other federal funds.**
- a. From the SGA: “If an organization requires a new ICR or has a pending ICR, the Grant Officer will award a temporary billing rate for 90 days until a provisional rate can be issued. This rate is based on the fact that an organization has not established an ICR agreement. Within this 90 day period, the organization must submit an acceptable indirect cost proposal to their Federal Cognizant Agency to obtain a 36 provisional ICR.”
- 45) In regards to the post awards, you stated 5% is allowed - is that 5% of the budget?**
- a. This question is in reference to travel. According to the SGA “planned travel expenditures may not exceed 5 percent of the total HVRP funds requested.”
- 46) Is "travel" only for staff training and not for transportation of clients?**
- a. The SGA does not differentiate between different types of travel.
- 47) So -- No travel for conferences should be in budget -- Correct?**
- a. See the answer to question #45. Programs including travel must keep those expenditures under 5%.
- 48) Does the no travel include the NCHV conference?**
- a. See the answer to question #45. Programs including travel must keep those expenditures under 5%.
- 49) Are we supposed to budget funds for the 9 month follow-up period? What amount is supposed to cover the follow-up period costs if we don't/can't use our awarded grant amount past the 12 month grant period?**
- a. Applicants will want to include follow-up expenses in their budget, to include any costs of using State Unemployment Insurance data to substantiate an applicant's follow-up results.
- 50) What are your minimum expectations for the Follow-up Period and how does this work if we are granted additional option years to our award?**
- a. If you receive an award, you will be provided with additional guidance on how to apply for option year funding.

- 51) Do we need to include training dollars as a new HVRP recipient? Where in the budget do we put Training costs, including our own training plus any required HVRP training?**
- a. There is no separate budget category for training expenses, but be sure to keep any planned travel under 5% of your budget.
- 52) Is there a cost per client amount that must be achieved? For example, the \$2000 per client figure was noted in one of the Best Practices, I believe.**
- a. The SGA states that “Cost per placement should not exceed \$3,000 per participant” but states that higher costs per placement may be allowable if it is needed in order to implement a job-driven employment and training strategy that will result in better employment outcomes.
- 53) In the powerpoint exhibits, pg. 17. it states that there is a funding restriction for salaries and bonuses, but in the Budget Narrative, page 23, the detail states we must include "personnel costs." We would need to hire a Program Director and a Case Manager to run the program, is this allowed or not? I'm a little confused on this issue. If not allowed to hire someone we would be unable to launch the program.**
- a. When making hiring decisions, programs should note that none of the grant may be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, but this limit does not apply to vendors.
- 54) I wanted to know if the HVRP is a “reimbursable” grant? We are looking to be a subcontractor on the grant and we wanted to confirm that all monies would go to the host/funding organization. Then they are to distribute the funds to us, correct? Are you all disbursing a certain percentage of the grant monies to the host/fund organization in the beginning of the grant or will you disburse all of the funds upfront after the first report? Please shed light on this process?**
- a. Based on the proposed budget submitted, grantee’s will draw down funds as needed for payments on a quarterly basis.