+ New Applicants:
Overview of the PY 2015 Solicitation for Grant Applications (SGA) for the DOL-VETS: Homeless Veterans Reintegration Program (HVRP)

April 20, 2015

hvrp@nchv.org

Presented by Baylee Crone
Director, Technical Assistance Center
Executive Director
National Coalition for Homeless Veterans
Logistics

- Asking questions during the webinar
  - All participant phone lines are muted
  - You will be unable to ask questions by phone
  - Please type your question in the on screen chat box
  - There will be two opportunities during the webinar to ask questions

- Post webinar survey and questions
  - Questions to hvrp@nchv.org
  - Survey from Michael Holzer, Program Assistant (NCHV)
Asking Questions During the Training

• Submit questions in the chat box on the webinar

• E-mail questions to NCHV at hvrp@nchv.org

• Submit questions through the post-training survey
Agenda

1. Introduction to HVRP
2. Logistics and Eligibility
3. Overview of the Application
4. Overview of the Application Process
5. Next Steps
Overview of the SGA

• Solicitation for Grant Applications (SGA)

• Funding Opportunity Number: SGA #15-01 / PY 2015

• Catalog of Federal Domestic Assistance (CFDA) Number: 17.805

Changes/Amendments to the SGA

- Check back regularly to www.grants.gov and the DOL-VETS website
- Applicant responsibility to check back on these!!
Overview of the SGA

Funding Levels and Funding Categories

Funding Levels:
- $4 million total, approximately 19 grants
- Grants may go to Urban and/or Non-Urban areas
  - Urban: $100,000 - $300,000
  - Non-Urban: $100,000 - $200,000
- Do not exceed funding levels
- Applicants serving Native American tribal lands are encouraged to apply; no longer must be classified as Non-Urban

Funding Category:
- Urban or Non-Urban: Appendix E
- Urban: 75 largest Metropolitan statistical areas (MSA) from 2010 US Census
Overview of the SGA

Å Performance period
   ï Performance period: 12 months; July 1, 2015-June 30, 2016
   ï Follow-up for 3 quarters: July 1, 2016-March 31, 2017
   ï Program funds obligated and reserved for 9 months of follow up and close out by June 30, 2016
   ï Must begin program activities on day 1 (July 1) of grant period

Å Grant years:
   ï One year grants
   ï Option years depending on funding availability and satisfactory performance
1. Introduction to HVRP
HVRP Background

Authorization and Administration

This program is authorized by 38 U.S.C. Section 2021

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.

HVRP Core Services

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.
HVRP Core Services

Â Applicants should focus on:
   i Services: Use a client-centered case management approach
   i Coordination: Showcase effective collaboration and networking with federal, state, local, and tribal organizations
   i Training: Deliver job-driven training leading to in demand jobs
   i Knowledge: population and area to be served

Â Program should be able to:
   i Address challenges faced by homeless veterans
   i Be responsive to the employment and support service needs within the community

Â Can you?
   i Demonstrate strategies for job-driven training, employment placement, and employment retention
   i Provide job-driven training based on Labor Market Information
   i Provide job placement
   i Provide (program and employment) retention
   i Provide counseling and mentoring
   i Provide referrals to supportive services to remove barriers
   i Work closely with Federal agencies, American Job Centers, and local ICH
   i Work closely with local employers and industries
   i Show service to chronically homeless veterans
   i Show service to homeless female veterans and homeless veterans with children
HVRP Best Practices

Veteran

- Housing
- Legal Services
- Employment
- Supportive Services
- Training
2. Logistics and Eligibility
What is in the SGA

- What the SGA does
  - Background information on HVRP
  - Identifies critical elements to be responsive
  - Describes application submission requirements
  - Describes the process for applying for funds
  - Describes how grantees will be selected
General Application Information

Page Limits and Formatting

Page limits:
- 50 page total page limit
- 15 page maximum on Technical Proposal

Formatting:
- Times New Roman Single-sided pages, 8-1/2" x 11" inch paper, double spaced, 12 pt. Times New Roman font, 1 inch margins on all four sides, English
- (if submitting through grants.gov) .doc, .docx, .xls, .xlsx, .rtf or .pdf files.
- Applicants must ensure that major sections and subsections of the application are divided and clearly identified (e.g. with tab dividers)
General Application Information

Â Limits on number of applications
  ï Application restrictions:
    Â 1 application per submitting organization and geographic service area with same population
    Â If you were eligible for option year funding in FY 2015, you should not submit a new application to serve the same population
  ï If you submit online AND in hard copy:
    Â letter must accompany the hard-copy application stating which application to review
    Â If no letter, they will review the copy submitted through www.grants.gov
  ï If you submit more than 1 application:
    Â Only the most recent application will be accepted
    Â If that most recent application is disqualified, it will NOT be replaced with an earlier version
Eligible Applicants and Service Population

Applicant Eligibility

- State and local Workforce Investment Boards (WIBs)
- Public agencies
- Native American tribal governments (federally recognized)
- Native American tribal organizations (other than federally recognized tribal governments)
- For-profit/commercial entities
- Non-profit organizations
  - Community-based organizations
  - Faith-based organizations

*Non-profits incorporated under IRS Code Section 501(c)(4) are NOT eligible*
Eligible Applicants and Service Population

- Participant Eligibility:
  - Participants must be homeless veterans

- Veteran:
  - a person who served in the active military, and
  - who was discharged or released under conditions other than dishonorable [38 USC 101(2)]
  - Veterans with dishonorable discharge are NOT eligible for HVRP
Eligible Applicants and Service Population

Homeless:

1. persons who lack a fixed, regular, and adequate nighttime residence
2. persons living in supervised public or privately operated shelter designed to provide temporary living arrangements
3. 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.
Definitions and Terms

Â Chronically homeless
   ï 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.

Â Disabling condition
   ï 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. A disabling condition limits an individual's ability to work or perform one or more activities of daily living.
Definitions and Terms

Å LMI: LMI describes current and projected local, regional, state and national labor markets, such as the number and types of available jobs, their characteristics, and the characteristics of the labor supply

Å Proprietary or business confidential information: Not usually disclosed outside your organization. Could cause you substantial competitive harm

Å Personally Identifiable information (PII): Can be used to trace an individual’s identity. Linked to an individual (medical, educational, financial, employment)
3. Overview of the Application
Components of the Application

- Make sure you follow directions in the SGA:
  - **Make sure there are four parts!!
  - **budget numbers must be consistent!!

- Four sections:
  - I. The SF-424
  - II. Project Budget
  - III. Technical Proposal (100 points)
    - Need for the Project
    - Overall Approach and Strategy
    - Quality of Linkages
    - Organizational and Capacity and Experience
    - Housing Strategy
  - IV. Attachments to the Technical Proposal
Components of the Application

Part I: SF-424

- Catalog of Federal Domestic Assistance #17.805
- Certifies you are in compliance with the Assurances and Certifications form SF-424B (you do not need to include SF-424B)
- Must have a DUNS Number
- Must be registered with SAM!

Signed SF-424, Application for Federal Assistance | Section IV.B.1.
---|---
Signed SF-424 includes a DUNS Number | Section IV.B.1.
Components of the Application

- Part II: Project Budget
  - Make sure your numbers match!

- Components of the Project budget
  - SF-424A Budget Information Form
  - Budget Narrative

- 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
  - Follow-up
  - Equipment: Only for items 5k+ per unit
  - Supplies
  - Contractual
  - Construction: *not allowed!*
  - Other
  - Indirect

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<tr>
<th>SF-424A, Budget Information Form</th>
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### Components of the Application

#### Part III: Technical Proposal

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Components of the Application

**Part IV: Attachments to the Technical Proposal (no points)**

- **Files:**
  - 50 characters or less; use standard characters in file names: A-Z, a-z, 0-9, and underscore (_)
  - Do not include special characters (e.g. &, †, *, ‡, ‡, %, /, #), periods (.), blank spaces or accent marks
  - All files must be unique (i.e., no other attachment may have the same file name) but an underscore (example: my_Attached_File.pdf) may be used to separate a file name.

- **Required:**
  - **Abstract**
    - Summary, scope, outcomes
    - Include: applicant name, project title, description of service area, number of participants to be served, total cost per person, funding request
    - Limited to 2 pages
  - **Statement of intent to work collaboratively with DOL and contractor**
  - **PY 2015 Competitive Grants Planned Goals Chart (Appendix C)**

- **Suggested:**
  - **Project/Performance Site Location(s) Form OMB Number 4040-0010**
  - **Indirect cost rate agreement**
  - **Recent summary of a financial audit statement**
  - **List of employment and training grants and contracts**
  - **Contracts and MOUs**
  - **Organizational chart and staff resumes**
Asking Questions During the Training

- Submit questions in the chat box on the webinar
- E-mail questions to NCHV at hvrp@nchv.org
- Submit questions through the post-training survey
Components of the Application

**Part III: Technical Proposal**

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Components of the Application

Part III: Technical Proposal (100 Points)

- 15 pages maximum! do not go over this!!
  - Times New Roman Single-sided pages, 8-1/2\text{x} 11\text{\textquoteleft\text{\textquoteleft inch paper, double spaced, 12 pt. Times New Roman font, 1 inch margins on all four sides, English}
  - Start with page 1

- Use the section headers!!

- Major Components:
  - Statement of Need (15)
  - Overall Approach and Strategy (45)
    - Outreach (10 pts.)
    - Assessment & Intake (10 pts.)
    - Job-driven Employment and Training Services (15 pts.)
    - Follow-up Services (10 pts.)
  - Quality of Linkages (15)
  - Organizational Capacity and Experience (15)
  - Housing Strategy (10)
Components of the Application

Statement of Need (15 points)

- Opportunity to show knowledge of service delivery system!
- Area:
  - Urban or non-urban
  - Geographic area to be served
- Need:
  - Number of homeless veterans
  - Poverty and unemployment rates
  - Gaps in supportive services
  - Specific and unique barriers faced by potential participants in HVRP
- Market:
  - Detailed labor market information
  - Current employment trends
- Cite sources!
Components of the Application

® Overall Approach and Strategy (45 points)
  ï Impact relevant skills, connect participants to employers, and improve employment outcomes and earnings
  ï Focus on quality placements and sustained retention
  ï Dimensions:
    ® Outreach
    ® Assessment and Intake
    ® Job-Driven Employment and Training
    ® Follow-up Services
Components of the Application

- Dimension 1: Outreach (10 points)
  - How will you introduce HVRP to your community?
  - Focus on avoiding service duplications
  - Delivering on Outreach
    - Project orientation workshops and program awareness activities
    - Provider meetings, seminars, conferences
    - When possible, develop formal MOUs or agreements
    - Connect to important partners (pg. 20-22)
    - Apply for/connect to Stand Down
      - Encouraged to apply for separate Stand Down funding as an outreach tool!!
      - NCHV Stand Down National Registry
Dimension 2: Assessment and Intake (10 points)

- Identify and address barriers to and supports for employment for participants to ensure long-term success
  - Include a focus on chronically homeless veterans

Deliverying on Assessment and Intake

- Determining (and documenting) veteran willingness
- Assessing skills and knowledge gaps
- Assess barriers
- Connecting to services (before, during, and after enrollment)
- Connecting to VA benefits
Components of the Application

Dimension 3: Job Driven Employment and Training Services (15 points)

- IEPs must be "job-driven" in training and employment services
- 80% of enrolled participants must go through training!
- *Include a list of training entities and employers
- Delivering on Job Driven Employment and Training Services

- Training targeted to specific industries, occupations, and skills in demand
- Show connection between training and available jobs
- Work-based learning opportunities
- How do supportive services intersect?
- Utilize successful placement strategies
- Provide/refer to a spectrum of employment services
- Work with American Job Centers for placement!

Indicate type of training, how it relates to in-demand jobs, training length, curriculum, and how it will improve employment prospects!!

Use LMI!!

Develop an Individualized Individual Employment Plan (IEP)
Components of the Application

Dimension 4: Follow-up Services (10 points)

- Three quarters after placement
- Creative approaches and incentives
- Using State Unemployment Insurance to track participants
Components of the Application

Å Quality of Linkages (15 points)

ï These show up in several sections!

ï Focus on a holistic approach to services through community linkages *to increase job readiness*

ï Connection to various federal, state, and local programs
  Â VA Health Care for Homeless Veterans Outreach Coordinators
  Â Supportive Services for Veteran Families (SSVF) programs
  Â local Interagency Council on Homelessness
  Â Social Security Administration
    ï MUST Register as an Employment Network (EN) under Ticket to Work
  ï Connection to community services
    Â Legal services! *(new)*
    Â Specialized health care, rehabilitation, and counseling services

Å Delivering on Quality of Linkages:

ï **Include a local area network of service providers list**
  Â Name
  Â Services provided
  Â Source of funding
  Â Referral mechanism

ï Describe integration into local 5 and 10 Year Plans
Components of the Application

- The organizational capability and experience section is worth up to 15 points out of 100 points.
- Complete. Coherent. Comprehensive!!
- PY 2015 Competitive Grants Planned Goals Chart!

Two Layers:
- Staff: key staff skills, experience, history, knowledge, qualifications, capabilities
- Organization

Organization Layer:
- Administrative,
- Operational,
- Programmatic,
- Financial
Applicants who have operated an HVRP grant:

- the most recent 4th quarter cumulative quarterly Technical Performance Report (TPR)
- the most recently completed 4th quarter Technical Performance Narrative (TPN);
- a copy of the planned goals spreadsheet providing the planned goals for the year the of the most recently completed 4th quarter TPR;
- the most recent financial and technical performance reports for other relevant programs if applicable
Applicants who have **NOT** operated an HVRP grant.....

- Must submit most recent financial and programmatic cumulative final year-end performance reports related to those programs.
- Must provide related program outcomes from other similar grant programs they have managed that were funded through other sources of revenue.
- Must describe specific outcomes previously achieved against established targets by the applicant within these related programs.
  - MUST INCLUDE: specific outcomes against established targets.
Components of the Application

Â Housing Strategy (10 points)
   - Strategy must include emergency, temporary, transitional, permanent housing resources
     - Affordable and permanent supportive housing
   - Delivering on Housing
     - Should include a rapid response strategy
     - Provide/ connect to appropriate housing for at least the number of planned enrollees
     - Appropriate referrals based on veteran need
     - Connection to HUD-VASH
     - DO NOT use HVRP funds for housing
Rememberé.

Include all requirements or lose points/run the risk of being non-responsive!
3. Overview of the Application Process
Application Submission

Due dates

- 30 days after publication of the SGA on grants.gov
- Due by 4:00 p.m. Eastern
Application Submission

Acceptable methods of submission

- Electronically or hard copy:
  - Hard copy: mail or hand delivery (including overnight delivery)
  - Electronically: [www.grants.gov](http://www.grants.gov)

Unacceptable methods of submission

- E-mail
- Telegram
- Fax
Application Submission

Å If you are mailing your application:
  ï Submit original signed and I copy and a CD (final)
  ï ŇCopy readyō (No tabs, staples, etc.)
  ï Address for mailing:
    Â The U.S. Department of Labor, Procurement Services Center
    Â Attention: Cassandra Mitchell, Grant Officer
    Â Reference SGA 15-01
    Â 200 Constitution Avenue, NW, Room S-4307
    Â Washington, DC 20210

Å If you are using grants.gov:
  ï No need for copies
  ï ŇGet Registeredō can take up to 4 weeks
  ï downloadable registration checklist
  ï Two e-mails received after submission
    Â 1- confirms receipt; tracking #
    Â 2- confirms rejection due to errors or validation
Rememberé.

Include all required documents, or your application may not be graded!!

Include all requested documents, or you may lose points!
Next Steps

- Grading applications: up to 100 points!
- The grant review panel does not have access to any reporting information systems!
- Risk review process
- Grading Applications and Announcement of Awards
- [www.dol.gov/vets](http://www.dol.gov/vets) and direct contact
- If you are not selected, you will receive an e-mail or mail notification

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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, NCHV, at hvrp@nchv.org
Asking Questions During the Training

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