

Experienced HVRP 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

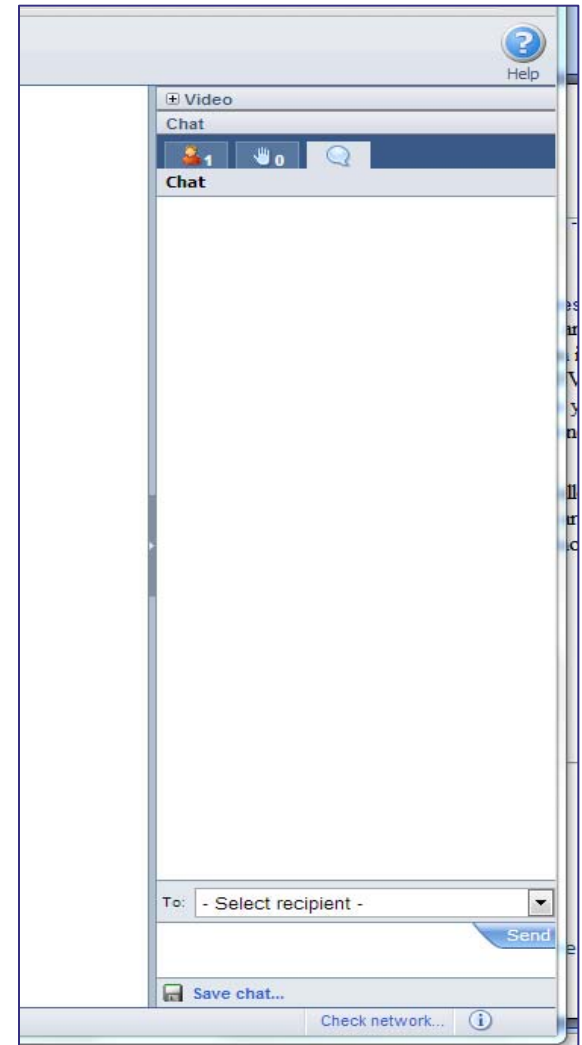


Logistics

- Asking questions during the webinar
 - All participant phone lines are muted
 - You'll 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. Logistics and Eligibility

2. Overview of the Application

3. Overview of the Application Process

4. Changes to the SGA

1. Logistics and Eligibility



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

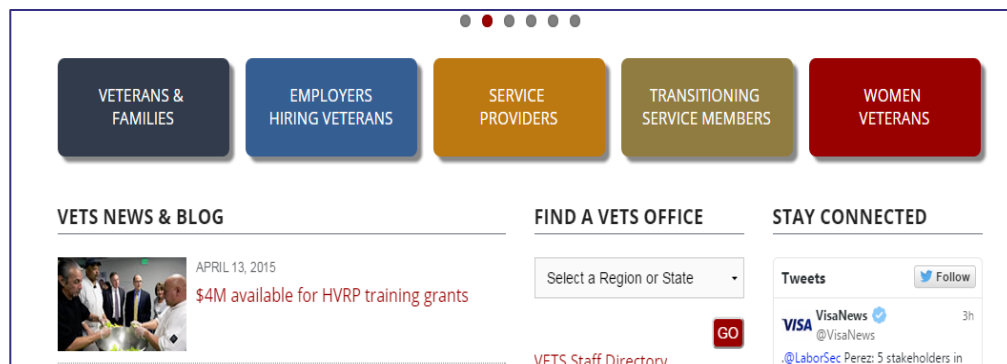
- **Funding Levels and Funding Categories**
 - **Funding Levels:**
 - \$4 million total, approximately 19 grants
 - Grants may go to Urban and/or Non-Urban areas
 - Urban: \$100,000 – \$300,000
 - Non-Urban: \$100,000 - \$200,000
 - **Do not exceed funding levels
 - Applicants serving Native American 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

- Performance period
 - Performance period: 12 months; July 1, 2015-June 30, 2016
 - Follow-up for 3 quarters: July 1, 2016-March 31, 2017
 - Program funds obligated and reserved for 9 months of follow up and close out by June 30, 2016
 - **Must begin program activities on day 1 (July 1) of grant period**
- Grant years:
 - One year grants
 - Option years depending on funding availability and satisfactory performance

Other Important Information

- 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.
 - New DOL-VETS website: <http://www.dol.gov/vets/index.htm>



2015 HVRP Solicitation for Grant Applications (SGA)

- [HVRP PY 2015 SGA](#) (PDF)

2015 Appendices

- [Appendix A](#) (PDF)
- [Appendix B](#) (PDF)
- [Appendix C](#) (MS Excel®)
- [Appendix D](#) (PDF)
- [Appendix E](#) (PDF)
- [Appendix F](#) (PDF)
- [Appendix G](#) (PDF)
- [Appendix H](#) (PDF)
- [Appendix I](#) (PDF)
- [Appendix J](#) (PDF)

HVRP Core Services

- Applicants should focus on:
 - Services: Use a client-centered case management approach
 - Coordination: Showcase effective collaboration and networking with federal, state, local, and tribal organizations
 - Training: Deliver job-driven training leading to in demand jobs
 - Knowledge: population and area to be served
- Program should be able to:
 - Address challenges faced by homeless veterans
 - Be responsive to the employment and support service needs within the community
- Can you?
 - Demonstrate strategies for job-driven training, employment placement, and employment retention
 - Provide job-driven training based on Labor Market Information
 - Provide job placement
 - Provide (program and employment) retention
 - Provide counseling and mentoring
 - Provide referrals to supportive services to remove barriers
 - Work closely with Federal agencies, American Job Centers, and local ICH
 - Work closely with local employers and industries
 - Show service to chronically homeless veterans
 - Show service to homeless female veterans and homeless veterans with children

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

- Limits on number of applications
 - Application restrictions:
 - 1 application per submitting organization and geographic service area with same population
 - If you were eligible for option year funding in FY 2015, you should not submit a new application to serve the same population
 - If you submit online AND in hard copy:
 - letter must accompany the hard-copy application stating which application to review
 - If no letter, they will review the copy submitted through www.grants.gov
 - If you submit more than 1 application:
 - Only the most recent application will be accepted
 - 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:
 - See pages 10-11 of the SGA
 - 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

- **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. A disabling condition limits an individual's ability to work or perform one or more activities of daily living.
- **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
- **Proprietary or business confidential information:** Not usually disclosed outside your organization. Could cause you substantial competitive harm
- **Personally Identifiable information (PII):** Can be used to trace an individual's identity. Linked to an individual (medical, educational, financial, employment)

Definitions and Terms

- **Contract:** Contract means a legal instrument by which a non-Federal entity (defined as a state, local government, Indian tribe, institution of higher education (IHE), nonprofit organization, forprofit entity, foreign public entity, or a foreign organization that carries out a Federal award as a recipient or subrecipient) purchases property or services needed to carry out the project or program under a Federal award. The term as used in this SGA does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (see definition of Subaward below).
- **Contractor:** Contractor means an entity that receives a contract as defined above in Contract.
- **Subaward:** Subaward means an award provided by a pass-through entity (defined as a nonFederal entity that provides a subaward to a subrecipient to carry out part of a Federal program) to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass- through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.
- **Subrecipient:** Subrecipient means a non-Federal entity that receives a subaward from a passthrough entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

2. 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

SF-424A, Budget Information Form	Section IV.B.2.	
Budget Narrative	Section IV.B.2.	

Components of the Application

- Part III: Technical Proposal

Criterion	Points (maximum)
1. Statement of Need (See Section IV.B.3.(1))	15
2. Overall Approach and Strategy (See Section IV.B.3.(2)) (Outreach 10 pts.) (Assessment & Intake 10 pts.) (Job-Driven Employment & Training 15pts.) (Follow-up 10 pts.)	45
3. Quality of Linkages (See Section IV.B.3.(3))	15
4. Organizational Capability and Experience (See Section IV.B.3.(4))	15
5. Housing Strategy (See Section IV.B.3.(5))	10
TOTAL	100

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)
- **Requested:**
 - 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

Components of the Application

- Part III: Technical Proposal

Criterion	Points (maximum)
1. Statement of Need (See Section IV.B.3.(1))	15
2. Overall Approach and Strategy (See Section IV.B.3.(2)) (Outreach 10 pts.) (Assessment & Intake 10 pts.) (Job-Driven Employment & Training 15pts.) (Follow-up 10 pts.)	45
3. Quality of Linkages (See Section IV.B.3.(3))	15
4. Organizational Capability and Experience (See Section IV.B.3.(4))	15
5. Housing Strategy (See Section IV.B.3.(5))	10
TOTAL	100

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” x 11” inch paper, double spaced, 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)
 - **Impact relevant *skills*, *connect* participants to *employers*, and improve employment outcomes and earnings**
 - Focus on quality placements and sustained retention
 - 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

Components of the Application

- 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
 - Delivering 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

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)

For Immediate Release

January 30, 2014

Presidential Memorandum -- Job-Driven Training for Workers

MEMORANDUM FOR THE SECRETARY OF LABOR

THE SECRETARY OF COMMERCE

THE SECRETARY OF EDUCATION

SUBJECT: Job-Driven Training for Workers

Giving workers the opportunity to acquire the skills that they need to pursue in-demand jobs and careers is critical to growing our economy, ensuring that everyone who works hard is rewarded, and building a strong middle class. Despite recent employment growth, far too many hard-working individuals still have not been able to find a job or increase their earnings, and many businesses report difficulty hiring workers with the right skills for jobs that they want to fill.

- 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!

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

- Quality of Linkages (15 points)
 - These show up in several sections!
 - Focus on a holistic approach to services through community linkages *to increase job readiness*
 - Connection to various federal, state, and local programs
 - VA Health Care for Homeless Veterans Outreach Coordinators
 - Supportive Services for Veteran Families (SSVF) programs
 - local Interagency Council on Homelessness
 - Social Security Administration
 - MUST Register as an Employment Network (EN) under Ticket to Work
 - Connection to community services
 - Legal services! (*new*)
 - Specialized health care, rehabilitation, and counseling services

- Delivering on Quality of Linkages:
 - **Include a local area network of service providers list
 - *Name*
 - *Services provided*
 - *Source of funding*
 - *Referral mechanism*
 - 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

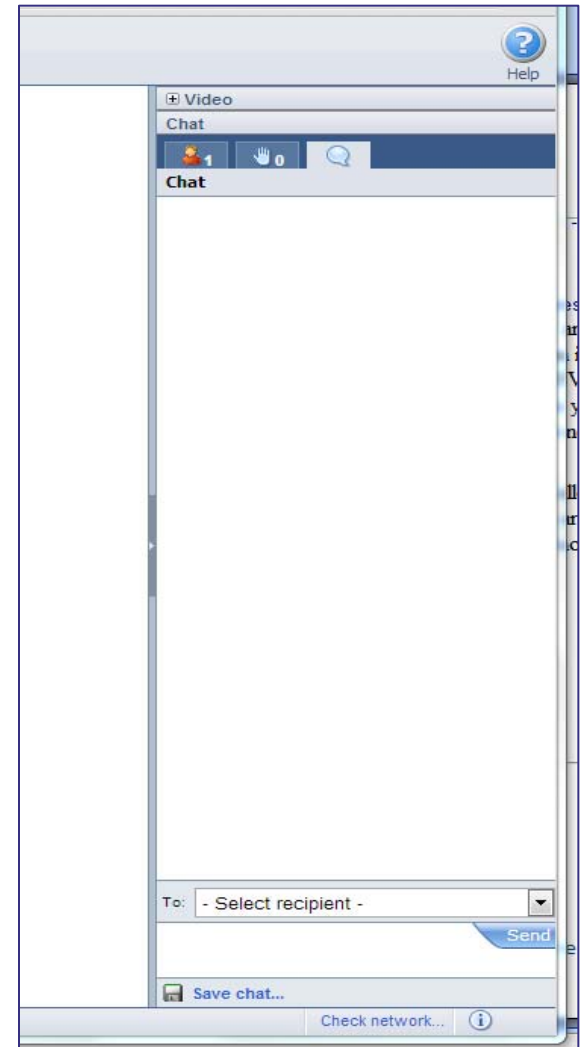
- Housing Strategy (10 points)
 - Strategy must include emergency, temporary, transitional, permanent housing resources
 - Affordable *and* permanent supportive housing
 - Delivering on Housing
 - Should include a rapid response strategy
 - Provide/ connect to appropriate housing for at least the number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

Remember....

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

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



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
- **Unacceptable** methods of submission
 - E-mail
 - Telegram
 - Fax

Application Submission

- If you are mailing your application:
 - Submit original signed and **1** copy and a CD (final)
 - “Copy ready” (No tabs, staples, etc.)
 - Address for mailing:
 - The U.S. Department of Labor, Procurement Services Center
 - Attention: Cassandra Mitchell, Grant Officer
 - Reference SGA 15-01
 - 200 Constitution Avenue, NW, Room S-4307
 - Washington, DC 20210
- If you are using grants.gov:
 - No need for copies
 - “Get Registered” can take up to **4 weeks**
 - Downloadable registration checklist
 - Two e-mails received after submission
 - 1- confirms receipt; tracking #
 - 2- confirms rejection due to errors or validation

Application Submission

Remember....

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

Include all requested documents, or you may lose points!

Next Steps

Criterion	Points (maximum)
1. Statement of Need (See Section IV.B.3.(1))	15
2. Overall Approach and Strategy (See Section IV.B.3.(2)) (Outreach 10 pts.) (Assessment & Intake 10 pts.) (Job-Driven Employment & Training 15pts.) (Follow-up 10 pts.)	45
3. Quality of Linkages (See Section IV.B.3.(3))	15
4. Organizational Capability and Experience (See Section IV.B.3.(4))	15
5. Housing Strategy (See Section IV.B.3.(5))	10
TOTAL	100

- 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 and direct contact
- If you are not selected, you will receive an e-mail or mail notification

4. Changes to the SGA

Changes to the SGA

- **Logistics**

- New Program Year: PY 2015
- New funding opportunity number: SGA #15-01
- New line in submission address:
 - The U.S. Department of Labor, Procurement Services Center
 - Attention: Cassandra Mitchell, Grant Officer
 - Reference SGA 15-01
 - 200 Constitution Avenue, NW, Room S-4307
 - Washington, DC 20210
- New authorization language:
 - This program is authorized by 38 U.S.C. Section 2021
- New Administrative Program Requirements: See SGA pg. 53-54
- New grant close-out guidance:
 - Any entity that receives an award under this Announcement must close its grant with VETS at the end of the final year (September 30th) of the grant.
- New guidance on submitting your redacted technical proposal: 45 days
- New resources to support your application: See SGA pg. 68

Changes to the SGA

- **Eligibility**

- ***No guaranteed funding for additional option years***
- Applicants serving Native American tribal lands are encouraged to apply, do not need to be Non-Urban applicants
- If you were eligible for option year funding in FY2015, you should not apply for the same service area
- Definition of homelessness: consolidated to match HEARTH

Changes to the SGA

• Structure of the Application

- No longer required to include maps of service area
- No requirement of documented 501(c)(3) status by IRS
- Use Times New Roman!
- Use 1-inch margins *on all sides*
- Do not need to include SF-424B
- Guidance on naming files P. 33:
 - Save all files with descriptive file names of 50 characters or less and be sure to only use standard characters in file names: A-Z, a-z, 0-9, and underscore (_). File names may not include special characters (e.g. &, -, *, %, /, #), periods (.), blank spaces or accent marks, and must be unique (i.e., no other attachment may have the same file name). An underscore (example: my_Attached_File.pdf) may be used to separate a file name
- Acceptable file types: .doc, .docx, .xls, .xlsx, .rtf or .pdf files.

• Structure of the Application

- Proposal has four separate and distinct parts!!
 - 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

Changes to the SGA

• Submission

- Checklist! (do not include in your application package)
- Guidance on multiple submissions:
 - letter must accompany the hard-copy application stating which application to review
 - If no letter, they will review the copy submitted through www.grants.gov
 - If you submit more than 1 application: Only the most recent application will be accepted
 - If that most recent application is disqualified, it will NOT be replaced with an earlier version
- Guidance on submitting with hard copy: only *one* copy needed
- Guidance on when you submit hard copy and online: without a letter, the grants.gov version will be reviewed

Application Requirement (Instructions)	Instructions	Completed?
The deadline submission requirements are met	Section IV.C.	
If submitted through Grants.gov, the components of the application are saved in one of the specified formats and are not corrupted. (We will attempt to open the document, but will not take any additional measures in the event of problems with opening.)	Section IV.C.	
Application is within dollar range specified for the category of grant sought. Urban – \$100,000 - \$300,000 Non-Urban – \$100,000 - \$200,000	Section II.A.	
Applicant has registered with System for Award Management (SAM) and maintains an active account	Section IV.B.1.	
Signed SF-424, Application for Federal Assistance	Section IV.B.1.	
Signed SF-424 includes a DUNS Number	Section IV.B.1.	
SF-424A, Budget Information Form	Section IV.B.2.	
Budget Narrative	Section IV.B.2.	
Technical Proposal	(Section IV.B.3	
Abstract	(Section IV.B.4	
Intent to Work Collaboratively Statement	Section IV.B.4.(ii)	
Competitive Grants Planned Goals Chart	Section IV.B.4	

Changes to the SGA

- **Content**

- Be sure your LMI is local!
- When providing supportive services, focus on referrals!
- Funding restrictions:
- Definition of contractors and subawards
- ***Performance goals (see SGA pg. 63):
 - “For purposes of assessing performance of grantees selected under this SGA, VETS will focus on the following four critical performance measures: enrollments, placements, placement rate, and cost per placement. However, VETS will require the grantee to fully comply with all planned performance goals by meeting at least 85% of their planned cumulative quarterly goals, see Appendix C If a grantee does not meet threshold of performance in these categories, then a Corrective Action Plan (CAP) will be required.”

- **Content**

- Budget narrative: see slide
 - **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

Changes to the SGA

- **Technical Proposal**

- Statement of Need
 - Do not need to include #s of homeless persons
- Approach
 - Do not need participant flow chart
- Outreach: think broadly!
 - ...“but not limited to”
- Assessment and Intake:
 - Assessing skills and knowledge gaps
- Job Driven Training and Employment
 - Focus on trade schools that work with employers

- **Technical Proposal**

- Quality of Linkages
 - Focus on the whole veteran => job readiness
- ***focus on legal services
- Organizational Capacity and Experience
 - Do not need to include biographies
 - No HVRP: submit 1 year of past performance
 - HVRP experience: submit most recently completed information from a full program year! (see slides 36-37)
- Housing
 - Include a focus on affordable *and PSH*

Changes to the SGA

- **Attachments**

- Some are required, while some are requested!
- 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 *is* included in 15 page limit and 50 page limit
 - PY 2015 Competitive Grants Planned Goals Chart (Appendix C)
- Not required, but requested:
 - Indirect Cost Rate information
 - Project/Performance Site Location(s) Form OMB Number 4040-0010
 - Recent summary of a financial audit statement
 - List of employment and training grants and contracts
 - Contracts and MOUs
 - Organizational chart and staff resumes (don't lose points!!)

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, NCHV, at hvrp@nchv.org

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

