


**Homeless Veterans
Reintegration Program**
Incarcerated Veterans Transition Program

Program and Application
Overview



**National Coalition for Homeless
Veterans**
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HVRP Objectives

- ✓ (1) To provide referrals and counseling services to assist in reintegrating incarcerated and/or transitioning incarcerated Veterans who are "at risk" of becoming homeless, into meaningful employment within the labor force and;
- ✓ (2) To stimulate the development of effective service delivery systems that will address the complex problems facing incarcerated and/or transitioning incarcerated Veterans who are "at risk" of homelessness.

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Program Year 2010 SGA

- Program Year is July 1, 2010-June 30, 2011
 - One year of funding with two option years of renewal funding
 - This grant will fund at least 12 Incarcerated Veterans Transitions Program grants
- \$4 Million is available
 - Grants will be funded up to but to not to exceed \$300,000

Must provide follow-up services for 9 months from July 1, 2011 through March 31, 2012.

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Optional Year Funding

- Funded for one year with two additional years of optional funding
 - To be eligible for additional funding
 - Must meet at minimum 90% of planned cumulative quarterly goals for Federal expenditures, enrollments, placements into employment, and training by the end of the 3rd quarter
 - Must comply with all terms identified in the SGA
 - All program and fiscal reports must be submitted by the due dates

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Program Focus

- Specifically aimed at providing referral and counseling services to include job training and placement assistance, job readiness and life skills support services, housing, healthcare, and other benefits to expedite the reintegration of incarcerated and/or transitioning Veteran who are at risk of homelessness into the labor force.

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Scope of Program Design

- Program will assist veterans by providing:
 - Outreach, Intake, Pre-enrollment Assessment
 - Referrals and Conducting Job Training, Employment and Readiness Services
 - Referrals to Training Services
 - VA Benefit Assessments
 - Coordination with Other Federal and Veteran's service programs
 - Coordination with other VSOs
 - Referrals to Health Care, Mental Health Counseling, and Rehab Services
 - Referrals to Housing
 - Coordination with Pre-Sentencing and/or diversion programs

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Performance Measures

Two primary outcome measure for the HVRP grants

- 1. Entered Enrollment Rate (EER)
 - Minimum rate is 56%
- 2. Retention following placement
 - Minimum rate is 65%

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Entered Employment Rate

Number of Participants who enter employment

_____ Divided by _____

Number of participants who have exited the program

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Retention Following Placement

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

_____ divided by _____

The total number of participants who entered employment

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Results Oriented Model

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

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Grant Application

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Eligible HVRP Applicants

- ✓ State and Local Workforce Investment Boards
 - ✓ Public Agencies (State, County, and City levels)
 - ✓ For-profit/Commercial Entities
 - ✓ Non-Profit Organizations including faith-based and community organizations.
- ❖ Note: Non-Profit organizations with an IRS Code of 501(c)(4) are ineligible to apply.

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On-Line Application Process

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

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Hard Copies

- ❑ Can be mailed/hand delivered to the DC office
- ❑ Includes 1 original signed in blue ink and 2 copies of the cover letter, Executive Summary, Technical Proposal and Cost Proposal
- ❑ Use tabs/dividers to show the (3) different sections-do not bind the application
- ❑ Must include a CD with an electronic copy of the files

Must be delivered by 4pm on June 4, 2010

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Grant Application

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

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

- ❖ *Total application NTE 75 single sided pages in 12 point font with 1 inch margins*
- ❖ *Attachments are included in the 75 page maximum*
- ❖ *Major sections and subsections are to be divided and clearly identified and all pages are to be numbered.*
- ❖ *An original (signed in blue ink) and 2 copies of each section are required*

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Executive Summary

- ❑ Reflects the grantees overall strategy.
- ❑ Proposed area to be served.
- ❑ Grantee's experience in serving incarcerated veterans and/or transitioning veterans
- ❑ Proposed strategy, program design, method, projects and or statement of work with schedules or timelines
- ❑ Description of measures of success for the plan

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Technical Proposal

- ❑ Need for the Program
- ❑ Approach or strategy to increase employment and job retention
- ❑ Linkages with correctional facilities and other organizations that serve veterans
- ❑ Linkages with other providers of employment and training services to incarcerated and or transitioning veterans
- ❑ Linkages with federal agencies
- ❑ Coordination with Pre-Sentencing and/or Diversion Program
- ❑ Proposed supportive and health care strategy for incarcerated and/or transitioning Veterans
- ❑ Proposed housing strategy for incarcerated and or transitioning veterans
- ❑ Organizational capacity to provide required program activities
- ❑ Proposed Reporting Methodology and Measures of Success
- ❑ Sustainability

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Cost Proposal Content

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

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SF 424 Appendix A

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

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Budget Narrative

- ❑ It must include at a minimum:
 - Personnel Costs
 - Fringe Benefits
 - Explanation of Costs and Methodologies
 - Follow-Up Services
 - Equipment Purchases
 - Other Funds

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Key Notes on Budgets

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

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HVRP Application Evaluation Criteria

- ❑ Need for grant program – 10 points
- ❑ Overall Strategy to increase employment and retention in employment – 35 points
 - Up to 5 additional points if overall strategy includes an innovative approach for addressing barriers to employment faced by incarcerated and/or transitioning veterans
- ❑ Quality and extent of linkages with other providers of services to the homeless and veterans – 25 points
- ❑ Demonstrated capability in providing required program services, including programming reporting and participant tracking – 20 points
- ❑ Quality of overall housing strategy – 10 points

Total of 105 points

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Important Reminders

- ❑ To be eligible a participant must be **recently incarcerated and/or must be transitioning from an institution of incarceration and a veteran**
 - Veteran: Person who served in the active military and who was not discharged or released under conditions other than dishonorable
 - A veteran who is incarcerated or transitioning from an institution of incarceration, within in 18 months of release or who has been released within 6 months
- ❑ Can only submit one application per organization
- ❑ Must include participation/outreach with DVOP/LVER staff
 - Can assist with follow up with state wage information but are not required to do so
- ❑ Work with organizations/programs that are familiar with the complex needs of homeless veterans
- ❑ This is an employment focused program aimed at helping veterans get and maintain long term meaningful employment
- ❑ Highly competitive grant, with very high outcomes
- ❑ Minimum score is 70 but competitive range is usually much higher
- ❑ The national average cost per placement for previous year was around \$3,500, costs can not exceed \$4,000 per placement
- ❑ Program will be awarded no later than June 30 and begins July 1, 2010
- ❑ Must attend, and budget for, the post award conference in July/August.

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