

March 17, 2022

Board of County Commissioners
Clackamas County

Members of the Board:

Approval to Apply for Homeless Veterans' Reintegration Program (HVRP) Grant to expand and enhance Clackamas County's Veterans' Workforce Program. Amount requested is \$851,055 funded through U.S. Department of Labor. County General funds include \$628,626 budgeted and allocated to Children, Family & Community Connections Division for the Veterans Workforce Program.

Purpose/Outcome	The Children, Family and Community Connections (CFCC) Division of Clackamas County requests approval to apply for a HVRP grant to help veterans achieve stable employment with a focus on obtaining high-quality career outcomes for veterans experiencing homelessness and other barriers. This three-year grant will allow for an additional Workforce staff member to meet the demand for program services.
Dollar Amount and Fiscal Impact	Grant Application requesting \$851,055 \$628,626 in budgeted County General Funds allocated to Veterans Job Development Program
Funding Source	U.S. Department of Labor through the Veterans' Employment and Training Services Catalog of Federal Domestic Assistance (CFDA) 17.805; Funding Opportunity: FOA-VETS-22-01
Duration	July 1, 2022-June 30, 2025
Previous Board Action/Review	BCC Issues: 3/13/22
Strategic Plan Alignment	1. Grow a Vibrant Economy - Provide customized employment services to individuals with barriers to employment, and business partners, so they can obtain and retain meaningful employment through a successful job placement. 2. Ensure safe, healthy and secure communities by helping homeless veterans get off the streets and achieve a safer, healthier and more stable quality of life.
Counsel Review	This Financial Assistance Application Lifecycle Form has been reviewed and approved by County Finance on 2/24/22, EC
Procurement Review	Was the item processed through Procurement? No. Revenue Grant Application
Contact Person	Adam Freer 971-533-4929
Contract No.	n/a

BACKGROUND:

The Children, Family & Community Connections Division of the Health, Housing and Human Services Department requests the approval to apply for a HVRP Grant to expand and enhance Clackamas County Veterans' Workforce Program. The Veteran's Workforce program has been successfully providing services to Veterans for over 10 years helping veterans, with multiple barriers, achieve stable employment. Current resources are insufficient to meet the demand for services.

This Grant Application has a maximum value of \$851.055. It has been reviewed by County Finance.

RECOMMENDATION:

Staff recommends the Board approval of this Agreement and authorization for Tootie Smith, Board Chair, to sign on behalf of Clackamas County.

Respectfully submitted,

Rodney Cook

Rodney A. Cook, Director
Health, Housing & Human Services

Financial Assistance Application Lifecycle Form

Use this form to track your potential award from conception to submission.

Sections of this form are designed to be completed in collaboration between department program and fiscal staff.

**** CONCEPTION ****

Section I: Funding Opportunity Information - To be completed by Requester

Award type: Direct Appropriation (no application)
 Subrecipient Award Direct Award
 Award Renewal? Yes No

Lead Department & Fund: H3S-CFCC, CLACK 240

If renewal, complete sections 1, 2, & 4 only. If Direct Appropriation, complete page 1 and Dept/Finance signatures only.

Name of Funding Opportunity:

If Disaster or Emergency Relief Funding, EOC will need to approve prior to being sent to the BCC

Homeless Veterans' Reintegration Program (HRVP) CDFA: 17.805

Funding Source: Federal State Local

Requestor Information (Name of staff person initiating form): Adam Freer, CFCC Director

Requestor Contact Information: Adam Freer, 971.533.4929, afreer@clackamas.us

Department Fiscal Representative: Scott Vandecoevering

Program Name and prior project # (please specify): Workforce- 400303

Brief Description of Project:

This funding will allow for the scaling up of the existing Veterans' Employment services, which for the past 10 years has had only one staff and has been funded solely through County General Funds. This three year grant will all for another staff member to be hired to meet the demand for the services.

Name of Funding Agency: U.S. Department of Labor

Agency's Web Address for funding agency Guidelines and Contact Information:

OR

Application Packet Attached: Yes No

Completed By: Adam Freer 2.20.22
Date

**** NOW READY FOR SUBMISSION TO DEPARTMENT FISCAL REPRESENTATIVE ****

Section II: Funding Opportunity Information - To be completed by Department Fiscal Rep

Competitive Application <input checked="" type="checkbox"/>	Non-Competing Application <input type="checkbox"/>	Other <input type="checkbox"/>	
CFDA(s), if applicable: <u>17.805</u>	Funding Agency Award Notification Date: <u>Not provided</u>		
Announcement Date: <u>1.12.22</u>	Announcement/Opportunity #: <u>FOA-VETS-22-01</u>		
Grant Category/Title: <u>Homeless Veterans' Reintegration Program</u>	Max Award Value: <u>\$1,500,000 request: \$851,055</u>		
Allows Indirect/Rate: <u>Yes</u>	Match Requirement: <u>None</u>		
Application Deadline: <u>3.2.22</u>	Other Deadlines: <u>N/A</u>		
Award Start Date: <u>7.1.22</u>	Other Deadline Description: <u>N/A</u>		
Award End Date: <u>6.30.25</u>			
Completed By: <u>Adam Freer</u>	Program Income Requirement: <u>N/A</u>		
Pre-Application Meeting Schedule: <u>None</u>			

Additional funding sources available to fund this program? Please describe: Grant from the Oregon Dept of Veterans Assistance (ODVA) and County General Funds

How much General Fund will be used to cover costs in this program, including indirect expenses? \$628,626 over 3 years- allocated specifically for these services

How much Fund Balance will be used to cover costs in this program, including indirect expenses? \$0

Section III: Funding Opportunity Information - To be completed at Pre-Application Meeting by Dept Program and Fiscal Staff

Mission/Purpose:

1. How does the grant/funding opportunity support the Department and/or Division's Mission/Purpose/Goals?

The Department and Division are committed to helping veterans achieve stable employment. Many have multiple barriers and require extensive support. Current resources are insufficient to meet the demand for services.

2. What, if any, are the community partners who might be better suited to perform this work?

None. Easter Seals serves this population, but they serve the entire Metro area and appear to be spread too thin and perhaps lack the capability to provide the intensive support each veteran needs.

3. What are the objectives of this funding opportunity? How will we meet these objectives?

The purpose of the program is obtain high-quality career outcomes for veterans experiencing homelessness. The County has been successfully providing these services for over 10 years.

4. Does the grant/financial assistance fund an existing program? If yes, which program? If no, what is the purpose of the program?

Yes - the Veterans' Workforce Program.

Organizational Capacity:

1. Does the organization have adequate and qualified staff? If no, can staff be hired within the grant/financial assistance funding opportunity timeframe?

Yes. The County has a staff member with extensive experience who will be involved in the hiring and training of the new staff member.

2. Are there partnership efforts required? If yes, who are we partnering with and what are their roles and responsibilities?

Yes. Applicants are required to get a support letter from WorkSource Oregon. We have a long-standing positive relationship with WorkSource.

3. If this is a pilot project, what is the plan for sunseting the project and/or staff if it does not continue (e.g. making staff positions temporary or limited duration, etc.)?

Not a pilot project.

4. If funded, would this grant/financial assistance create a new program, does the department intend for the program to continue after initial funding is exhausted? If yes, how will the department ensure funding (e.g. request new funding during the budget process, supplanted by a different program, etc.)?

No, this would not be a new program.

Collaboration

1. List County departments that will collaborate on this award, if any.

H3S - Social Services Department.

Reporting Requirements

1. What are the program reporting requirements for this grant/funding opportunity?

Quarterly Technical Performance Reports (TPRs).

2. How will performance be evaluated? Are we using existing data sources? If yes, what are they and where are they housed? If not, is it feasible to develop a data source within the grant timeframe?

Performance will be evaluated by the number of veterans served, placement numbers and the wages at program exit. We are currently collecting this data.

3. What are the fiscal reporting requirements for this funding?

Quarterly Financial Reports

Fiscal

1. Will we realize more benefit than this financial assistance will cost to administer?

The value of the benefits to County residents will far exceed the cost to administer. CFCC has several federal grants and has learned to administer them efficiently.

2. Are there revenue sources required, available or will be used to fund the program? Have they already been secured? Please name other sources, including General Fund or Fund Balance and amounts.

Yes, two additional revenue sources have been secured. General Funds have supported the program for over 10 years. We recently secured a state grant, but those funds will run out 12.31.22. This grant will allow the new position to continue for up to 3 years.

3. For applications with a match requirement, how much is required (in dollars) and what type of funding will be used to meet it (CGF, In-kind, Local Grant, etc.)?

No match requirement.

4. Does this grant/financial assistance cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are those sources?

Yes. Per guidance from Finance, no indirect rate was claimed. Instead indirect costs were itemized in other cost categories, such as Other.

Program Approval:

Adam S. Freer

2.20.22



Name (Typed/Printed)

Date


Signature


**** NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR ****

****ATTACH ANY CERTIFICATIONS REQUIRED BY THE FUNDING AGENCY, COUNTY FINANCE OR ADMIN WILL SIGN.****

Section IV: Approvals

DIVISION DIRECTOR (or designee, if applicable)		
Adam S. Freer	2.20.22	
Name (Typed/Printed)	Date	Signature

DEPARTMENT DIRECTOR (or designee, if applicable)		
Ed Johnson	2/23/22	
Name (Typed/Printed)	Date	Signature

FINANCE ADMINISTRATION		
Elizabeth Comfort	2.24.2022	
Name (Typed/Printed)	Date	Signature

EOC COMMAND APPROVAL (DISASTER OR EMERGENCY RELIEF APPLICATIONS ONLY)		
Name (Typed/Printed)	Date	Signature

Section V: Board of County Commissioners/County Administration

(Required for all grant applications. If your grant is awarded, all grant awards must be approved by the Board on their weekly consent agenda regardless of amount per local budget law 294.338.)

For applications less than \$150,000:

COUNTY ADMINISTRATOR	Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Name (Typed/Printed)	Date	Signature

For applications greater than \$150,000 or which otherwise require BCC approval:

BCC Agenda item #: Date:

OR

Policy Session Date:

County Administration Attestation

County Administration: re-route to department contact when fully approved.
Department: keep original with your grant file.

U.S. DEPARTMENT OF LABOR
Veterans' Employment and Training Service

Notice of Availability of Funds and Funding Opportunity Announcement for: Homeless Veterans' Reintegration Program (HVRP), Incarcerated Veterans' Transition Program (IVTP), and the Homeless Female Veterans' and Veterans' with Children Program (HFVWC) (referred to collectively as HVRP)

ANNOUNCEMENT TYPE: Initial

FUNDING OPPORTUNITY NUMBER: FOA-VETS-22-01

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 17.805

KEY DATES: *The closing date for receipt of applications under this Announcement is 02/23/2022. We must receive applications no later than 11:59 p.m. Eastern Time.*

ADDRESSES: *Submit all applications in response to this solicitation through <https://www.grants.gov>. For complete application and submission information, including online application instructions, please refer to Section IV.*

The U.S. Department of Labor, Employment and Training Administration (ETA), is responsible for the grant award process of the Veterans' Employment and Training Service grant program.

A Prospective Applicant Webcast will be available on 01/24/2022 at 2:30pm Eastern Time. While a review of the Webcast is strongly encouraged to support successful grant applications, it is not mandatory. Register to receive the link to the live Webcast at <https://bit.ly/FOAWebinar2022>

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EXECUTIVE SUMMARY

The U.S. Department of Labor (DOL), Veterans' Employment and Training Service (VETS), announces the availability of approximately \$14,000,000 in grant funds authorized under Title 38 United States Code (U.S.C.) Sections 2021, 2021A, and 2023 for the HVRP.

The HVRP grant has a three-year period of performance and is funded incrementally on an annual basis. Under this Funding Opportunity Announcement (FOA), applicants may apply for a ceiling amount of up to \$500,000 for each year. This means that recipients may be funded up to a total of \$1,500,000 over the three-year period of performance. The awards will be funded annually over the period of performance (July 1, 2022 – June 30, 2025).

Successful applicants must demonstrate clear strategies to provide needed career exploration and placement services, career training, and support services to eligible individuals, so they may secure good jobs in stable, high-demand occupations. DOL requires applicants to propose strategies to achieve economic opportunity and address historical inequities. Such strategies may include the following:

- Address and promote equity through adjustments in recruitment, service design, implementation, and support services that aim to remove barriers to the full and equal participation of marginalized communities and through partnerships with a range of organizations that support the applicant's ability to reach out to and deliver equitable services to marginalized groups;
- Flexible approaches to service delivery to allow for in-person, virtual, socially-distanced, or hybrid models of services and training;
- Demonstrate a need for the program based upon current statistical or empirical evidence, including the numbers and characteristics of the eligible veterans who are experiencing homelessness in the proposed service delivery area;
- Establishment of strong partnerships between public, private, and nonprofit organizations, especially those that include people who have experienced homelessness;
- Development and implementation of strategies with attainable goals for job training based on labor market information (LMI);
- Collaboration and coordination with organizations to ensure that local, state, and federal resources are used effectively and efficiently to expedite the reintegration of eligible veterans into the labor force;
- Effective participant outreach to facilitate the delivery of effective job training, counseling, and other wraparound services, such as the provision of housing and necessary health services, as the means for expediting the reintegration of eligible veterans into the labor force;
- Provision of services specifically tailored to the needs of female veterans experiencing homelessness and homeless veterans with children;
- Provision of services specifically tailored to the needs of incarcerated veterans or veterans recently released from incarceration who are at risk of homelessness;
- Demonstrate ability to provide services to episodically homeless veterans, as appropriate;

- Partnerships with employers who give workers a voice on the job and a free and fair chance to collectively bargain, including permitting union organizer access to workers; and
- Partnerships with employers who provide adequate health insurance and pension/retirement coverage, work-family benefits, such as paid family medical leave, paid sick leave, and other paid time off.

I. FUNDING OPPORTUNITY DESCRIPTION

A. PROGRAM PURPOSE

This announcement solicits applications for Homeless Veterans' Reintegration Program (HVRP), Incarcerated Veterans' Transition Program (IVTP), and the Homeless Female Veterans' and Veterans' with Children Program (HFVWC) (referred to collectively as HVRP).

The intent of the HVRP grant program is to obtain high-quality career outcomes for veterans experiencing homelessness. The Department encourages applicants to propose strategies to achieve economic opportunity, address historical inequities, and provide equitable access and outcomes to marginalized groups.

The United States Interagency Council on Homelessness (USICH) stated in *Homelessness in America: Focus on Veterans* that just over nine percent of all adults experiencing homelessness in the United States are veterans of the U.S. Military. Most veterans who experience homelessness are men over age 50 living in urban areas. Older veterans are expected to be a majority of the population of veterans who experience, or are at risk of, homelessness in the coming years. As members of this group get older, they are more likely to have increasingly complex age-related needs. Women make up about nine percent of veterans who are experiencing homelessness. According to the U.S. Department of Veterans Affairs (VA), women veterans are more than twice as likely as women who are not veterans to experience homelessness. Approximately two percent of veterans experiencing homelessness were in families with children. The VA further reports that veteran women experiencing homelessness are more likely to be part of a family with children than male veterans.

The USICH reported that, among veterans who experience homelessness, and particularly among those who have post-traumatic stress disorder (PTSD) or other behavioral health disorders, involvement in the criminal justice system may be a risk factor for homelessness and/or a consequence of homelessness. About one-half of all veterans experiencing homelessness who have participated in VA homeless assistance programs are involved in the justice system, according to the USICH. The House America Initiative is a partnership between state, local, and tribal leaders and the U.S. Department of Housing and Urban Development (HUD) to help combat the crisis of homelessness in the United States. Even prior to the COVID-19 pandemic, homelessness was rising. The American Rescue Plan (ARP) provided funding to help battle the crisis of homelessness and, through the partnerships forged within the House America Initiative, state, local, and tribal leaders, are able to set and achieve ambitious goals to re-house individuals experiencing homelessness. Additional federal resources to help with the homelessness crisis are located in Section VIII.A. of this FOA.

Each year HUD, in collaboration with the VA, conducts a physical count of sheltered and unsheltered homeless veterans. This count is referred to as the Point in Time (PIT) count. The

HUD 2020 PIT count found that 37,252 veterans experienced homelessness on a single night in January 2020. This 2020 PIT count represents a .45 percent increase in the number of veterans experiencing homelessness compared the PIT count obtained in 2019. Because the PIT count captures data from one point in time and was completed in January 2020, before the pandemic hit the United States, these numbers do not reflect how the pandemic has changed the lives of those individuals experiencing homelessness.

According to HUD's Annual Homeless Assessment Report (AHAR) to Congress, African Americans and Indigenous people (including Native Americans and Pacific Islanders) remained considerably overrepresented among the homeless population compared to the U.S. population. Despite accounting for 12 percent of the total U.S. population, people identifying as Black or African American accounted for 39 percent of all people experiencing homelessness and 53 percent of people experiencing homelessness as members of families with children. Together, American Indian, Alaskan Native, Pacific Islander and Native Hawaiian populations account for one percent of the total U.S. population, but five percent of the homeless population and seven percent of the unsheltered population. In contrast, 48 percent of all people experiencing homelessness were white compared with 74 percent of the U.S. population. People identifying as Hispanic or Latino (who can be of any race) made up about 23 percent of the homeless population but account for only 16 percent of the U.S. population overall.

To meet the fluctuations in the population and changing needs of veterans experiencing homelessness, VETS requires grant recipients to provide an array of client-centered services utilizing a case management approach that directly assists homeless veterans and provides critical linkages to a variety of support services available in their local communities. The HVRP approach is focused on obtaining high-quality career outcomes for the veteran. Veterans are to receive the job training and employment services required to re-enter and be successful in the labor force. To realize long-term benefits for veterans experiencing homelessness, grant recipients must address the complex employment-related requirements and support services necessary to meet the needs of this population. This can be achieved either through direct services or through a robust referral system establishing tools, resources, and partnerships to identify, recruit, prepare, and support veterans experiencing homelessness for employment success. Through one of these methods, grant recipients will provide job placement, job training, job development, career counseling, and resume preparation services among other services to assist with obtaining high-quality career outcomes.

The HVRP grant prioritizes ensuring fair and equitable treatment for all workers, providing opportunities for marginalized communities and ensuring accessibility for underserved communities. Grant recipients will be better able to deliver more outcomes that are equitable for marginalized veterans by understanding the inequities that exist and by embedding equity into decision-making processes. Applicants are encouraged to address systemic and programmatic barriers that have created employment and economic inequities for historically marginalized populations, particularly Black, Indigenous, Latinx/Hispanic, Pacific Islander, other people of color, women of color, as well as other communities disproportionately impacted by the COVID-19 pandemic.

B. PROGRAM AUTHORITY

Title 38 U.S.C. Sections 2021, 2021A, and 2023 authorizes this program.

II. AWARD INFORMATION

A. AWARD TYPE AND AMOUNT

Funding will be provided in the form of a grant.

We expect availability of approximately \$14,000,000 in grant funds to award the first year of the three-year period of performance. Applicants may apply for a ceiling amount of up to \$500,000 each year, with a total of up to \$1,500,000 for the three-year period of performance. Although this grant has a three-year period of performance, budget documents must reflect the first year of funding only. Additional information regarding the budget documents can be found in Section IV. B. 2(a). Awards made under this Announcement are subject to the availability of federal funds. In the event that additional funds become available, we reserve the right to use such funds to select additional grantees from applications submitted in response to this Announcement.

B. PERIOD OF PERFORMANCE

The period of performance is 36 months with an anticipated start date of 07/01/2022, and an end date of 06/30/2025. This performance period includes all necessary implementation, start-up activities, and follow-up activities.

III. ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

The following organizations are eligible to apply:

- 00 (State governments)
- 01 (County governments)
- 02 (City or township governments)
- 04 (Special district governments)
- 22 (For profit organizations other than small businesses)
- 06 (Public and State controlled institutions of higher education)
- 07 (Native American tribal governments (Federally recognized))
- 11 (Native American tribal organizations (other than Federally recognized tribal governments))
- 12 (Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education)
- 13 (Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education)
- 20 (Private institutions of higher education)
- 25 (Others (see text field entitled "Additional Information on Eligibility" for clarification))
- 08 (Public housing authorities/Indian housing authorities)
- 23 (Small businesses)
 - U.S. Territory or Possession
 - Native American Tribally Designated Organization

- Faith-Based Organizations
- Other State and Local Government Agencies
- State and Local Workforce Development Boards (SWDBs/LWDBs) established under the Workforce Innovation and Opportunity Act (WIOA)

B. COST SHARING OR MATCHING

This program does not require cost sharing or matching funds. Including such funds is not one of the application screening criteria and applications that include any form of cost sharing or match will not receive additional consideration during the review process. Instead, the agency considers any resources contributed to the project beyond the funds provided by the agency as leveraged resources. Section IV.B.2 provides more information on leveraged resources.

C. OTHER INFORMATION

1. Application Screening Criteria

You should use the checklist below as a guide when preparing your application package to ensure that the application has met all of the screening criteria. Note that this checklist is only an aid for applicants and should not be included in the application package. We urge you to use this checklist to ensure that your application contains all required items. If your application does not meet all of the screening criteria, it will not move forward through the merit review process.

Application Requirement	Instructions	Complete?
The deadline submission requirements are met	Section IV.C	
Eligibility	Section III.A	
The components of the application are saved in any of the specified formats and are not corrupt. <i>(We will attempt to open the document, but will not take any additional measures in the event of problems with opening.)</i>	Section IV.C.2	
Application for federal funds does not exceed the one-year ceiling amount of \$500,000	Section II.A	
System for Award Management (SAM) Registration	Section IV.B.1	
SF-424, Application for Federal Assistance (one year, not to exceed \$500,000)	Section IV.B.1	
SF-424 includes a DUNS Number	Section IV.B.1	
SF-424A, Budget Information Form (one year, not to exceed \$500,000)	Section IV.B.2	

Application Requirement	Instructions	Complete?
Budget Narrative (one year, not to exceed \$500,000)	Section IV.B.2	
Project Narrative	Section IV.B.3	
Letter of Support from a local American Jobs Center (Submit as an attachment)	Section IV.B.3.	
Abstract – Attachment G (Submit as an attachment)	Section IV.B.4	
Completed VETS-700 Planned Goals Chart - Attachment B (Submit as an attachment)	Section IV.B.4	

2. Population Categories and Number of Applications Applicants May Submit

This FOA establishes three population categories:

1. **Category 1 (HVRP)** consists of applicants that meet the requirements of this FOA, but do not fall under Categories 2 or 3.
2. **Category 2 (HFVVWC)** consists of applicants that propose to use 100 percent of their grant funding to serve homeless female veterans and homeless veterans with children. For the definition of “children,” refer to the definition of “child” at 38 U.S.C. 101(4). This program was previously entitled Homeless Female Veterans and Veterans with Families (HFVWWF) but has been renamed to conform to wording used in the authorizing legislation.
3. **Category 3 (IVTP)** consists of applicants that propose to use 100 percent of their grant funding to serve incarcerated veterans and/or veterans recently released from incarceration who are at risk of homelessness.

The Department plans to make at least one grant award under Category 2 and at least one under Category 3, contingent upon the receipt of competitive applications under those Categories.

Applicants must identify **in the Abstract**, if an application is in **Category 1 (HVRP)**, **Category 2 (HFVVWC)**, or **Category 3 (IVTP)**. If the applicant does not explicitly identify one single category in the Abstract, the application will be reviewed under Category 1 (HVRP). There will be no additional changes or discussions of this category determination during or after the competition.

Applicants must identify **in the Abstract**, the service delivery areas for the proposed project. A service delivery area is defined as a county, parish, independent city, or Native American tribal area. See Attachment C for definitions. **The service delivery area MUST be stated clearly in**

the Abstract. DOL **will not** read the entire application to make this determination.

VETS will not award a new grant in an area that is currently served by an active grant. Applicants should reference Attachment A for current HVRP grants and their service delivery areas.

DOL **will not accept** multiple grant applications, regardless of the category type, with the same service delivery area by the same applicant. If DOL receives multiple applications from the same applicant for the same service delivery area, regardless of the category type, DOL will consider only the most recently received application that meets the deadline. If the most recent application is deemed non-responsive for any reason, DOL will not replace it with an earlier application. Applicants may submit more than one application for different service delivery areas.

3. Eligible Participants

Veterans served by this program include:

- (a) Homeless veterans (including veterans who were homeless, but have found housing during the 60-day period preceding the date on which the veteran begins to participate in the program);
- (b) Veterans who, at the time of enrollment in the program, are “at risk” of homelessness within the next 60 days;
- (c) Veterans participating in the Department of Veterans Affairs supported housing program for which rental assistance is provided pursuant to section 8(o)(19) of the United States Housing Act of 1937 (42 U.S.C. § 1437f(o)(19)) or the Tribal HUD–VA Supportive Housing (Tribal HUD–VASH) program;
- (d) American Indians who are veterans and are receiving assistance under the Native American Housing Assistance and Self Determination Act of 1996 (25 U.S.C. § 4101 et seq.);
- (e) Veterans described in section 2023(d) of Title 38 of the U.S. Code or any other veterans who are transitioning from being incarcerated;
- (f) Veterans recently released from incarceration who are at risk of homelessness; and
- (g) Veterans participating in the Department of Veterans Affairs Supportive Services for Veteran Families (SSVF) program authorized in 38 U.S.C. § 2044.

Note: Per Veterans’ Performance Letter 01-21, if selected for an HVRP grant, the number of enrollments that can come from the “at-risk” of homelessness category is limited to no more than 10 percent of planned enrollments unless approved by the Grant Officer's Technical Representative (GOTR), post-award. This limitation is to ensure the program’s integrity and will be reviewed on an annual basis. If a grantee is unsure of participant eligibility, they must contact their respective GOTR after a grant has been awarded. IVTP is excluded from the 10 percent limitation on "at-risk" planned enrollments and may exceed this without pre-approval.

Veterans Transitioning from Incarceration include:

- A veteran who is a resident of a penal institution, or an institution that provides long-term care for mental illness; and

- Is at risk for homelessness absent referral and counseling services provided under the program. VETS considers “at risk” to include veterans who are scheduled to be released from such institution within 12 months.

Veterans who meet the definition of “at risk” of homelessness include, but are not limited to, the following:

- Veterans who are low-income;
- Veterans who are at risk of losing their current housing due to significant changes in family dynamics (i.e., separated, loss of spousal support, or loss of employment);
- Veterans referred from a shelter, the VA, or local continuum of care provider (CoC);
- Welfare and/or public assistance recipients (defined in Attachment C); and
- Veterans with an eviction notice from a landlord or an eviction/foreclosure judgment.

Note: Written documentation of the participant’s status in the categories above is required and self-attestation should be used only in rare instances to document the circumstances of “at risk” of homelessness. Recently housed veterans and veterans at imminent risk (14 days or less) of homelessness are considered homeless, not “at risk” of homelessness for HVRP eligibility purposes.

The HVRP services veterans who are homeless. “Homeless” is defined by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act as follows:

- An individual or family who lacks a fixed, regular, and adequate nighttime residence;
- An individual or family 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, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by federal, state, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing);
- An individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where they temporarily resided;
- An individual or family who—
 - will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by federal, state, or local government programs for low-income individuals or by charitable organizations, as evidenced by—
 - a court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days;
 - the individual or family having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days; or

- credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and any oral statement from an individual or family seeking homeless assistance that is found to be credible shall be considered credible evidence for purposes of this clause;
 - has no subsequent residence identified; and
 - lacks the resources or support networks needed to obtain other permanent housing;
- Unaccompanied youth and homeless families with children and youth defined as homeless under other federal statutes who—
 - have experienced a long term period without living independently in permanent housing,
 - have experienced persistent instability as measured by frequent moves over such period, and
 - can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment; or
- Any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions in the individual's or family's current housing situation, including where the health and safety of children are jeopardized, and who have no other residence and lack the resources or support networks to obtain other permanent housing.

For purposes of determining status as an eligible “veteran,” VETS considers full-time active duty service (see 38 U.S.C. § 101(21)) to include time spent in basic training, regardless of completion, consistent with [program guidance](#) from the Department of Veterans Affairs.

IV. APPLICATION AND SUBMISSION INFORMATION

A. HOW TO OBTAIN AN APPLICATION PACKAGE

This FOA, found at www.Grants.gov, contains all of the information and links to forms needed to apply for grant funding.

B. CONTENT AND FORM OF APPLICATION SUBMISSION

Applications submitted in response to this FOA must consist of four separate and distinct parts:

1. SF-424, “Application for Federal Assistance”;
2. Project Budget, composed of the SF-424A and Budget Narrative;
3. Project Narrative; and
4. Attachments to the Project Narrative.

You must ensure that the funding amount requested is consistent across all parts and sub-parts of the application.

1. SF-424, “Application for Federal Assistance”

You must complete the SF-424, “Application for Federal Assistance” (available at <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>).

- In the address field, fill out the nine-digit (plus hyphen) zip code. Nine-digit zip codes can be looked up on the USPS website at <https://tools.usps.com/go/ZipLookupAction!input.action>.
- The SF-424 must clearly identify the applicant and must be signed by an individual with authority to enter into a grant agreement. Upon confirmation of an award, the individual signing the SF-424 on behalf of the applicant is considered the Authorized Representative of the applicant. As stated in block 21 of the SF-424 form, the signature of the Authorized Representative on the SF-424 certifies that the organization is in compliance with the Assurances and Certifications form SF-424B (available at <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>). You do not need to submit the SF-424B with the application.

a. Requirement for DUNS Number

All applicants for federal grant and funding opportunities must have a DUNS number, and must supply their DUNS Number on the SF-424. The DUNS Number is a nine-digit identification number that uniquely identifies business entities. If you do not have a DUNS Number, you can get one for free through the D&B website: <https://fedgov.dnb.com/webform/displayHomePage.do>.

Grant recipients authorized to make subawards must meet these requirements related to DUNS Numbers:

- Grant recipients must notify potential subawardees that no entity may receive a subaward unless the entity has provided its DUNS number.
- Grant recipients may not make a subaward to an entity unless the entity has provided its DUNS number.

(See Appendix A to 2 CFR Part 25.)

b. Requirement for Registration with SAM

Applicants must register with the System for Award Management (SAM) before submitting an application. Find instructions for registering with SAM at <https://www.sam.gov>.

A recipient must maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the applicant is required to review and update the registration at least every 12 months from the date of initial registration or subsequently update its information in the SAM database to ensure it is current, accurate, and complete. For purposes of this paragraph, the applicant is the entity that meets the eligibility criteria and has the legal authority to apply and to receive the award. If an applicant has not fully complied with these requirements by the time the Grant Officer is ready to make a federal award, the Grant Officer may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

2. Project Budget

You must complete the SF-424A Budget Information Form (available at <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>). In preparing the Budget Information Form, you must provide a concise narrative explanation to support the budget request, explained in detail below.

a. Budget Narrative

Applicants must provide a one-year budget of up to \$500,000 that supports the targeted population and the service delivery area(s); additionally, proposed allocations must be proportional to the resources needed to implement the proposed project. For example, in the project narrative, applicants may propose to serve a large service delivery area that includes several counties or states. The allocation in the budget for staff conducting outreach must be proportional to the outreach resources needed to accomplish a multi-county/multistate outreach effort.

Line items in the budget must crosswalk with the proposed project design. For example, if the project design includes training for 30 veterans to obtain a Commercial Driver's License (CDL), there must be an allocation in the budget for 30 veterans to attend training for CDL licenses.

The Budget Narrative must provide a description of costs associated with each line item on the SF-424A. The Budget Narrative should also include a section describing any leveraged resources provided (as applicable) to support grant activities. VETS considers any resources contributed to the project, beyond the funds provided by the agency, as leveraged resources. Applicants are encouraged to leverage resources to increase stakeholder investment in the project and broaden the impact of the project itself. These leveraged resources are used to achieve HVRP performance. The budget narrative should provide a description of the leveraged resources provided to support grant activities, the specific activities they will cover, the way they will support HVRP goals and the funding source. Valuation of leveraged resources follows the same requirements as match.

Each category should include the total cost for the first year of the period of performance. Use the following guidance for preparing the Budget Narrative.

Personnel: List all staff positions by title (both current and proposed) including the roles and responsibilities. For each position give the annual salary, the percentage of time devoted to the project, and the amount of each position's salary funded by the grant.

Fringe Benefits: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.

Travel: For grantee staff only, specify the purpose, number of staff traveling, mileage, per diem, estimated number of in-state and out-of-state trips, and other costs for each type of travel. Applicants should include, in their budget, funds to cover travel to DOL-sponsored training events such as the annual post-award conference, professional conference, and/or any other offered trainings. Applicants must provide a justification for travel expenditures that exceed 10 percent of the one-year budget.

Equipment: Identify each item of equipment you expect to purchase that has an estimated acquisition cost of \$5,000 or more per unit (or if your capitalization level is less than \$5,000, use your capitalization level) and a useful lifetime of more than one year (see 2 CFR 200.1 for the definition of Equipment). List the item, quantity, and the unit cost per item.

Items with a unit cost of less than \$5,000 are supplies, not “equipment.” In general, we do not permit the purchase of equipment during the last funded year of the grant.

Supplies: Identify categories of supplies (e.g., office supplies) in the detailed budget and list the item, quantity, and the unit cost per item. Supplies include all tangible personal property other than “equipment” (see 2 CFR 200.1 for the definition of Supplies). Cost allocations for supplies that are not broken down by item must document their methodology in determining the amount allocated for this line item, per 2 CFR 200.405(d).

Contractual: Under the Contractual line item, delineate contracts and subawards separately. Contracts are defined according to 2 CFR 200.1 as a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. A subaward, defined by 2 CFR 200.1, means an award provided by a pass-through entity 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.

For each proposed contract and subaward, specify the purpose and activities to be provided, and the estimated cost.

Construction: Construction costs are not allowed and this line must be left as zero. Minor alterations to adjust an existing space for grant activities (such as a classroom alteration) may be allowable. We do not consider this as construction and you must show the costs on other appropriate lines such as Contractual.

Other: Provide clear and specific detail, including costs, for each item so that we are able to determine whether the costs are necessary, reasonable, and allocable. List items, such as participant support costs, stipends or incentives, not covered elsewhere.

Indirect Costs: If you include an amount for indirect costs (through a Negotiated Indirect Cost Rate Agreement or De Minimis) on the SF-424A budget form, then include one of the following:

a) If you have a Negotiated Indirect Cost Rate Agreement (NICRA), provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in your cost allocation base. Also, provide a current version of the NICRA.

or

b) If you intend to claim indirect costs using the 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR 200.414(f). Clearly state that your organization does not have a current negotiated (including provisional) rate, and is not one described in 2 CFR 200, Appendix VII(D)(1)(b).

Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (see 2 CFR 200.1 below for definition) as their cost allocation base. Provide an explanation of which portion of each line item, along with the associated costs, are included in

your cost allocation base. Note that there are various items not included in the calculation of Modified Total Direct Costs. See the definitions below to assist you in your calculation.

- **2 CFR 200.1 Modified Total Direct Cost (MTDC)** means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may be excluded only when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

The definition of MTDC in 2 CFR 200.1 no longer allows any sub-contracts to be included in the calculation. You will also note that participant support costs are not included in modified total direct cost. Participant support costs are defined below.

- **2 CFR 200.1 Participant Support Cost** means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects

See Section IV.B.4. and Section IV.E.1 for more information. Additionally, the following link contains information regarding the negotiation of Indirect Cost Rates at DOL:

<https://www.dol.gov/agencies/oasam/centers-offices/business-operations-center/cost-determination>.

Note that the SF-424, SF-424A, and Budget Narrative must include the federal grant amount requested for the first year of the period of performance.

Do not show leveraged resources on the SF-424 and SF-424A. You should describe leveraged resources in the Budget Narrative.

Applicants should list the same requested federal grant amount on the SF-424, SF-424A, and Budget Narrative. If minor inconsistencies are found between the budget amounts specified on the SF-424, SF-424A, and the Budget Narrative, ETA will consider the SF-424 the official funding amount requested. However, if the amount specified on the SF-424 would render the application nonresponsive, the Grant Officer will use his or her discretion to determine whether the intended funding request (and match if applicable) is within the responsive range.

3. Project Narrative

The Project Narrative must demonstrate your capability to implement the grant project in accordance with the provisions of this Announcement. It provides a comprehensive framework and description of all aspects of the proposed project. It must be succinct, self-explanatory, and well-organized so that reviewers can understand the proposed project.

The Project Narrative is limited to 15 double-spaced single-sided 8.5 x 11 inch pages with Times New Roman 12-point text font and 1-inch margins. You must number the Project Narrative beginning with page number 1.

We will not read or consider any materials beyond the specified page limit in the application review process.

The following instructions provide all of the information needed to complete the Project Narrative. Carefully read and consider each section, and include all required information in your Project Narrative. The agency will evaluate the Project Narrative using the evaluation criteria identified in Section V.A. You must use the same section headers identified below for each section of the Project Narrative.

a. Statement of Need

1. Present current evidence (within the last two years) to support the need for the proposed project, including any supporting evidence that identifies the nature and extent of the need and the reasons the proposed service delivery area will benefit from HVRP services. The description must include both quantitative and qualitative information as listed below:
 - i. Clearly state at the beginning of this section, the selected Population Category (as described in Section III.C.2), the specific service delivery area the applicant proposes to serve, and whether the service delivery area is urban or non-urban (see Attachment D for a list of urban areas; those areas not listed are considered non-urban). DOL defines a service delivery area as a county, parish, independent city, or Native American tribal area. VETS will not award a new grant in an area that is currently served by an active grant. Applicants should reference Attachment A for current HVRP grants and their service delivery areas.
 - ii. Specify the planned number of eligible veterans to be newly enrolled each year of the project. The planned number of enrollments must be supported by the number of eligible veterans in need of project services in your proposed service delivery area and the demographic information of the population to be served. Describe the employment and job training needs of the local employers.
 - iii. Provide estimates of sheltered and unsheltered veterans experiencing homelessness in the identified service delivery area (cite the date of the reported estimates). One data source available is the local estimates of veteran homelessness by HUD's Continuum of Care (CoC). Other data sources are encouraged. Applicants must cite all data sources. Examples of other data sources are VA Domiciliary/ Grant and Per Diem (GPD) Program Housing data, or SSVF/HUD data in the local area.
 - iv. Provide labor market information (LMI) for the identified service delivery area, including in-demand occupations as determined by the Local Workforce Development Board (LWDB), industry, or employers, and the types of jobs and careers that are in demand.
 - v. Describe factors in the service delivery area contributing to veteran homelessness or the circumstances creating the need for receiving an HVRP grant.
 - vi. Provide the unemployment and poverty rates in the identified service delivery area (cite the source).

b. Expected Outcomes and Outputs

Grantees are required to have measurable outcomes in order to maximize the impact of federal grant dollars. For this FOA, each applicant must submit performance goals. Each grantee will be required to report on its progress toward its goals on a quarterly basis, throughout the three-year period of performance.

If selected, grantees will be held to these performance goals submitted in their application for each year of the period of performance. Failure to meet those goals may result in intervention by VETS. Inability to achieve performance goals may also have a significant impact on competition for a new award.

Overall success or failure of a grant-funded project is based on seven performance indicators. Performance on each active participant performance indicator will be defined as a range, bounded by an upper value representing the performance goal and a lower value representing 85 percent of the performance goal. Performance below 85 percent of the goal on a critical performance indicator will be considered failure of that indicator. Please refer to Attachment C for definitions of the performance indicators. The applicant will provide numeric goals for the following performance indicators in the VETS-700 Planned Goals Chart (see Attachment B):

- Number of Participants Enrolled (As this element is scored under the Statement of Need section, it is not referenced in Table 1 below, relative to setting enrollment goals.)
- Average Hourly Wage at Placement;
- Placement Rate Overall (Rate = Employed/Exited);
- Placement Rate for the Episodically Homeless;
- Percent of program participants who are in unsubsidized employment in the second quarter after exit from the program;
- Percent of program participants who are in unsubsidized employment in the fourth quarter after exit from the program; and
- Median quarterly earnings of program participants who are in unsubsidized employment in the second quarter after exit from the program.

To assist with goal-setting for the proposed grant, we ask applicants use the adjusted Program Year (PY) 2020 values in Table 1 as a starting point. These values may be further adjusted to account for the ease or difficulty in serving a particular group based on characteristics and other mitigating factors.

Table 1
Goal Setting Parameters

Performance Indicator	National Average
Placement Rate Overall (Rate = Employed/Exited)	61.6%
Cost Per Enrollment	\$2,904

Placement Rate for the Episodically Homeless	64.3%
Percent of program participants who are in unsubsidized employment in the second quarter after exit from the program	44.2%
Percent of program participants who are in unsubsidized employment in the fourth quarter after exit from the program	33.3%
Median quarterly earnings of program participants who are in unsubsidized employment in the second quarter after exit from the program	\$7,280

The averages outlined in Table 1 were derived from the collection of PY 2020 actual HVRP outcome data reported by grant recipients. The highest and lowest five data outliers were removed from the data when calculating the averages.

All applicants must propose a goal for average hourly wage at placement. VETS has created a table (Attachment E) using state median hourly wage data to allow applicants to propose goals for the average hourly wage at placement to align with wages in a state as opposed to using the national average. (Source: U.S. Bureau of Labor Statistics, [May 2020 State Occupational Employment and Wage Estimates](#).) Recipients of grant funding will be held to the average hourly wages proposed in their grant application.

c. Project Design

Applicants must describe their overall strategy for providing employment and job training services. Services must be delivered through a client-centered case management approach that imparts relevant skills and connects participants with high-quality career opportunities. The grantees that have had the most success in addressing veteran homelessness are those that have taken an expansive multi-disciplinary approach to the problem. Applicants must define the types of support services available to participants and the approaches to provide these support services. Applicants applying under Category 2 (HFVWC) or Category 3 (IVTP) are limited to serving only individuals who are part of that Category’s population. Applicants are to propose methods that the project will use to address the stated outcomes. Applicants must provide a plan of action that provides the scope of work and details of how the project will accomplish the proposed work. Applicants must account for all functions or activities identified in the application and cite factors that might accelerate or decelerate the work. Applicants must identify any potential barriers and describe how the project will overcome those barriers. Applicants must fully describe how the partnerships in place for the project are comprehensive.

(i) Outreach, Recruitment, and Engagement – Applicants must address and promote equity through their outreach, recruitment, and engagement plan. They must describe in their application how their program will conduct effective client outreach, recruitment, and engagement to meet participant enrollment goals and how this will advance equity for underserved and vulnerable veteran populations. Outreach, recruitment, and engagement must include a strategy that is non-threatening, persistent over time, and offers a flexible array of services, including help with basic survival needs. All outreach should be person-centered and emphasize building rapport and trust as a means of helping veterans obtain employment with appropriate services. These efforts should seek to reach and connect with all veterans who are sheltered and unsheltered within the applicant’s proposed service delivery area, including veterans living in encampments or tent cities, as well as veterans in institutional settings, such as jails and hospitals.

Other effective outreach strategies that are vital to program success include participating in local Stand Down events planned in the applicant’s service delivery area and collaborating with HUD CoC Coordinated Entry. Coordinated Entry is a process that standardizes the way individuals and families at risk of or experiencing homelessness are identified, assessed for, referred, and connected to housing and other services to assist with their needs.

The outreach, recruitment, and engagement description must include a plan to demonstrate flexible approaches to allow for in-person, virtual, socially-distanced, or hybrid models. The description must include evidence to support the proposed strategy with references from published research studies, government reports, or the applicant’s experience showing the strategy yielded positive results.

(ii) Intake and Assessment – Applicants must describe and provide evidence of how they will design and implement an intake and assessment process, including to allow for in-person, virtual, socially-distanced, or hybrid models of assessments, to serve eligible veterans. This evidence must reference published research studies, government reports, or the applicant organization’s experience that shows the strategy yielded positive results in the past.

The applicant must describe how the proposed intake process will remove barriers to ensure full and equal participation in the project. It must demonstrate the collection of necessary information on veterans seeking services in order to determine eligibility for the program, and for the assessment of the types of services needed to assist the eligible veteran in gaining and retaining meaningful employment. The assessment determines employment, job training, and related support services needed for the participant to meet their employment goals.

The assessment process must demonstrate how the applicant will take steps to prevent and ensure that racial and other biases do not affect the determination of a participant’s readiness to enter employment following the receipt of services and training, including the use of information about the individual’s medical, social, and environmental needs as well as their behavioral and cognitive status. For example, when responding to this requirement, the applicant must describe the process of assessing homeless veterans including the names of any formal assessment tools, the theoretical purpose of the assessment, and the anticipated results or benefit.

(iii) **Employment and Job Training** – American Job Centers (AJCs), which are funded through DOL, are designed to provide a full range of assistance to job seekers under one roof. Because HVRP is an employment focused grant program, collaboration with the public workforce system through the AJC is key. AJCs could provide supplementary services to the homeless veterans being served by the grant program. As exhibited through the [Administration’s American Jobs Plan](#) outline, the Administration’s priority is investing in workforce development infrastructure so that workers have greater access to training programs based on in-demand skills. Since additional resources and information can be provided at these AJCs, coordination between them and the recipient is vital to provide the maximum amount of resources to veterans experiencing homelessness. Applicants to the HVRP should contact their AJC as soon as possible to obtain the Letter of Support requested in this application in Section III.C. Organizations wishing to make contact with their local AJC can reference contact information on the [DOL website](#) or [CareerOneStop website](#), which is sponsored by DOL.

[Research conducted by the Heartland Alliance](#) shows that people experiencing homelessness need and want to work. People consistently experiencing homelessness rank employment along with healthcare and housing as a primary need, and often attribute their homelessness to unemployment and insufficient income. When parents of families experiencing homelessness are asked to name one thing that would help their family get back on its feet, the most common answer is employment, and heads of households experiencing homelessness overwhelmingly opt into employment services when available. When given the right opportunities, tools, and support, people experiencing homelessness can be successful in employment.

Applicants must describe the employment and job training services available to participants to obtain and retain high-quality career outcomes. Job training received by participants may be provided directly through the grant or provided to participants through partnerships with an AJC, the GI Bill, Veteran Readiness and Employment (VR&E), State Vocational Rehabilitation (VR) programs, or other training providers. As outlined in the [American Jobs Plan](#), job training is vital for participants in the HVRP to be able to achieve upward mobility in an ever-changing economy, improve business efficiency, and boost the American economy. **Please note** that a minimum of 80 percent of participants must receive one or more job training services, through referral or the grantee’s direct services. Some examples of job training that may be provided to participants are on-the-job training (OJT), apprenticeships, customized job training, upgrading or retraining, or other work-based learning, and occupational skills training provided by the applicant or a third-party training provider. Life-skills and financial management do not count towards the 80 percent job-training requirement. Employment and training programs must target in-demand occupations indicated in the Labor Market Information provided in the Statement of Need. Please note that placement into an unsubsidized apprenticeship is considered placement into employment.

Applicants must also describe how they will develop a formal employment and job-training plan, based on the individual job training needs assessment, for each veteran. In addition to strategies to address the participant’s employment goals, the job-training plan should reflect, as appropriate, other approaches to help the participant achieve self-sufficiency, including referrals to other services or programs. Applicants must indicate how they will manage and document participant progress. The description must include evidence to support the proposed

employment and job training strategy. This evidence must reference research studies, government reports, or the applicant's experience demonstrating that the strategy yielded positive results in the past.

Strategies described in an employment and job-training plan must focus on employment opportunities that add value and impart relevant, sought-after skills within the existing job-market. Strategies should align with, and leverage, other federal, state, or local education and job training program resources. Applicants must describe the array of employment and job training available to participants. For definitions of various types of job-training see Attachment C.

Because of the aforementioned benefits of coordinating with multiple resources available to veterans experiencing homelessness, all grant recipients are required to enroll their participants in an AJC. Enrollment occurs when the participant receives a Wagner-Peyser Act-funded Employment Service, a JVSG-funded Disabled Veterans' Outreach Program (DVOP) service, or a WIOA Title I-funded service, such as WIOA Title I services for adults or dislocated workers. Grantees and the local AJC must coordinate and learn about the services that are offered to veterans experiencing homelessness, as well as the workforce services that may benefit veterans. Such coordination may include grantee staff making a visit to the local AJC, or a virtual meeting facilitated by the HVRP recipient to learn about these services offered.

(iv) **Linkages and Support Services** – Persistent, coordinated, and creative outreach efforts are important to not only identify, but also to engage veterans experiencing homelessness and connect them to the services they need to obtain and retain employment. It is critical that applicants align with a diverse range of partners to ensure support services are equity-based. To ensure the proposed project is cultivating successful linkages and support service providers, applicants should retain and partner with veterans with lived experience, particularly people belonging to marginalized populations and those with recent experience with homelessness and homeless service systems. Applicants should describe what linkages they will leverage and how they will support this goal of coordinated service delivery. Stable housing, health care, and other support services are critical in helping veterans experiencing homelessness reintegrate into the labor force. Applicants must describe how they will leverage, collaborate, and coordinate with other local and national organizations and support service programs, including penal institutions and halfway houses, to assist HVRP participants in overcoming barriers to employment. VETS promotes collaboration with other organizations to leverage federal, state, and local resources to the maximum extent possible in support of reintegrating veterans experiencing homelessness.

While HVRP funds cannot be used for housing directly, except in the case of eligible IVTP participants, housing is a critical element for successful reintegration into the workforce. HVRP recipients should prioritize equity in the pursuit for housing solutions for IVTP participants. As part of the plan for support services, applicants must propose a specific housing assistance strategy. According to the 2020 Annual Homeless Assessment Report (AHAR) to Congress, people of color are disproportionately represented in homelessness. Recipients are encouraged to connect veterans experiencing homelessness with the Administration's American Rescue Plan and Coronavirus Aid, Relief, and Economic Security (CARES) Act funding to assist in housing. The housing strategy must clearly indicate how participants will be housed or rapidly

connected to housing. Applicants must highlight the provisions that will be made for program participants to access emergency, temporary, transitional, and/or permanent housing through various community resources. Examples of resources include, but are not limited to, the following:

- The Supportive Services for Veteran Families (SSVF) program, which rapidly rehouses homeless veterans and their families;
- The VA's Grant and Per Diem (GPD) program, which funds emergency and transitional housing programs;
- The Federal Emergency Management Agency's (FEMA) food and shelter programs, which provide emergency food and shelter;
- The HUD-VA Supportive Housing (VASH) program, which provides permanent housing for eligible homeless veterans;
- The HUD CoC program, which coordinates housing for any homeless individual and assists in locating other affordable housing alternatives and permanent supportive housing options; and
- Local and state housing authorities.

Applicants that propose, in their budget narrative, to use funds for housing assistance, for recently released incarcerated veterans, must identify how they will exhaust other housing options such as those offered by penal institutions, community based housing providers, or other housing assistance options before identifying grant funds for this purpose. The use of grant funds for IVTP housing assistance is limited to 90 days, and the amount of assistance must meet the test of rent reasonableness. To meet this test and to be able to pay a landlord up to 90 days of reasonable rent, the applicant must secure at least three (3) samples of rent for housing units located in the specific community and zip code of the desired housing that meet the needs of eligible recently released incarcerated veterans. If a veteran recently released from incarceration can obtain housing by any other means, such as through other federal or state programs, then grant funds cannot be used for such housing assistance. An awarded grant will be required to have a standard operating procedure (SOP) in place to ensure this process is implemented and executed consistently and equitably. Grant funds cannot be used for non-IVTP participants.

(v) **Employer Engagement** – HVRP grantees must also have sound strategies for placing veterans into unsubsidized employment. Such strategies must include effective methods for developing and maintaining strong relationships with employers, conducting job development activities, and carrying out job search assistance activities. Applicants must describe a clear plan to proactively engage employers. Examples of employer engagement activities include, but are not limited to, the following:

- Outreach and networking plans with employers, including engagement with prevalent or growing industry sectors in the applicant's service delivery area who have wage progression models as workers advance in their jobs;
- Assessment of employers' talent needs, work environment, and other factors relevant to candidate placement;
- Identification of employers that offer caregiving supports like flexible schedules, telework, child care facilitation, and back-up child care;

- Identification of employers that classify workers as employees and not independent contractors; or
- The provision of, or capacity to connect employers to, services in addition to candidate placement (e.g., apprenticeships, on-the-job training, and work-based learning; ongoing support and retention; veteran and civilian employee supports and resources; employer recognition.)

The engagement plan must include both public and private employers. The proposed employer engagement must be designed to achieve meaningful or gainful employment opportunities resulting in actual placement of HVRP participants into quality employment in the local job market. Applicants must provide labor market information that supports the plan to engage employers.

HVRP grant recipients should connect veterans experiencing homelessness with opportunities for good-quality jobs that pay prevailing wages in safe and healthy workplaces while ensuring workers have a free and fair choice to organize, join a union, and bargain collectively with their employers. They should connect with employers who provide continuing education programs for employees to earn credentials and degrees relevant to their career pathways and provide mentoring and coaching to employees.

vi) **Reaching Historically Marginalized Veterans** - HVRP applicants should address how they will promote equity through their proposed project, to include outreach strategies that address historic inequities. HVRP grant recipients should describe how they plan to ensure outreach to historically marginalized veterans in their project design. Historically marginalized communities include Black, Latino, and Indigenous and Native American persons, Asian Americans, Native Hawaiians and Pacific Islanders, and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; persons who are currently or formerly incarcerated, and persons otherwise adversely affected by persistent poverty or inequality.

vii) **Reaching Underserved Communities** – The HVRP strives to provide services to veterans experiencing homelessness in as many communities as possible throughout the nation. According to the AHAR, every state has a population of veterans experiencing homelessness. In order to serve those underserved populations, it is imperative resources are provided in those communities. HVRP applicants should address how they will serve states and communities not currently being served by an HVRP grant.

(viii) **Employment Adjustment Services** – Due to numerous barriers and challenges that homeless veterans face in their transition to careers and stable housing, applicants must describe how they will provide employment adjustment services. Employment adjustment services are designed to help a newly employed veteran adjust to a new job and are considered part of the veteran employment plan. These services are typically provided during the first 12 months of employment, depending on the needs of the veteran, by a career counselor or job coach. Services may include the following:

- Adjusting to new routines, schedules, and work environments;

- Building relationships with co-workers;
- Enhancing customer service skills;
- Understanding and adapting to a company's culture;
- Working through the job situations that the veteran finds most troublesome; and
- Providing clothing and professional attire such as uniforms or shoes required for the job.

d. Organizational, Administrative, and Fiscal Capacity

Applicants must describe in the application how their organization will manage the operational, administrative, programmatic, and financial reporting requirements specified within this FOA. They must explain the fiscal and administrative controls they have in place to properly manage and execute program funds. They must describe staff skills, experience, history, knowledge, qualifications, and capabilities. The description must include evidence to demonstrate the organization's ability to sustain the project once federal funding ceases. They must describe in their application a diverse funding base or illustrate an organizational strategic plan that will lead to the attainment of financial resources beyond those secured through this FOA.

Applicants must also address their capacity for timely implementation of the program, programmatic reporting, and participant tracking, which should also include follow-up tracking services to capture and report post-exit outcomes. Follow-up tracking services for each participant must begin the first quarter after the quarter of exit and end the fourth quarter after the quarter of exit. Applicants must describe all associated costs for obtaining and retaining participant information that is pertinent to report post-exit outcomes, including any costs of using a third party to substantiate an applicant's employment results.

The grant recipient will be responsible for tracking and reporting outcomes during the 36-month period of performance, which includes tracking and reporting outcomes for each exited participant up to 12 months after exit or until the end of the period of performance (June 30, 2025).

e. Past Performance – Programmatic Capability

Organizations will receive points based on past performance data. Applicants must use the information below and provide the applicable past performance information. There are different instructions depending on your past grant experience. Applicants must use the below information to determine which instructions are applicable to their organization.

Past performance is an important indicator of how successful an applicant will be when providing HVRP services. Past performance evaluation will be based on an applicant's past grant experience, relative to where the entity falls in the following categories: 1.) applicants that have completed an HVRP, HFVWC, or IVTP grant in last three program years (program years ending June 30, 2018, June 30, 2019, or June 30, 2020); or 2.) applicants that have never operated an HVRP, HFVWC, or IVTP grant or have not recently completed (in the last three program years) one of these grants.

Applicants that have completed an HVRP, HFVWC (formerly HFVWF), or IVTP grant award within the last three program years are required to use the following:

Applicants that have previously completed an HVRP, HFVWC, or IVTP grant in the last three program years will receive points based on past performance demonstrated by the Technical Performance Report (VETS-701). Applicants **do not** need to submit this report. In order to receive points, applicants must provide **one** grant number for a grant, completed within the last three program years, that aligns with the category type and proposed service delivery area in the application (as geographically close as possible). The **one grant number** must be provided in the Abstract. **Omission of the grant number in the Abstract will affect the scoring of this application.** The applicant will receive zero points for this criterion if a grant number is **not** provided.

The seven performance indicators that will be evaluated are as follows:

1. Number of participants enrolled;
2. Placement rate overall (Rate = Employed/Exited);
3. Average hourly wage at placement;
4. Placement rate for the episodically homeless;
5. Percentage of program participants who are in unsubsidized employment in the second quarter after exit from the program;
6. Percentage of program participants who are in unsubsidized employment in the fourth quarter after exit from the program; and
7. Median earnings of program participants who are in unsubsidized employment in the second quarter after exit from the program.

Applicants that have not recently completed (in the last three program years) or have never operated an HVRP, HFVWC, or IVTP grant award are required to use the following:

Applicants that have not recently (in the last three program years) or have never operated an HVRP, HFVWC, or IVTP grant are required to choose **one** grant, completed in the last three years, comparable to reintegrating veterans experiencing homelessness back into the labor force. To the extent possible, the grant used to provide data on performance should be similar in size, scope, and relevance to the grant they are applying for: HVRP, HFVWC, or IVTP. Relevance means providing employment services.

Each applicant must submit a chart of past performance for **one** completed grant that most closely aligns with the identified seven (or substantially similar) performance metrics listed below and outcomes for the grant (see Attachment F for suggested Chart of Past Performance Template). **Omission of the first four metrics listed below (or substantially similar metrics) will result in 0 points for each missing metric.** VETS recognizes, however, that new applicants may lack available data for the last three (or substantially similar) metrics; therefore, omission of data for the last three metrics will result in applicants receiving one point for each missing metric.

Applicants should use the performance indicators most similar to the following:

1. Number of participants enrolled;

2. Placement rate overall (Rate = Employed/Exited);
3. Average hourly wage at placement;
4. Placement rate for the episodically homeless;
5. Percentage of program participants who are in unsubsidized employment in the second quarter after exit from the program;
6. Percentage of program participants who are in unsubsidized employment in the fourth quarter after exit from the program; and
7. Median earnings of program participants who are in unsubsidized employment in the second quarter after exit from the program.

VETS views these metrics as important to demonstrate successful career outcomes for homeless veterans. These metrics are used to evaluate the past success for previously funded applicants. All other applicants must demonstrate how their past success in a similar program has prepared their organization to succeed in operating an HVRP project.

f. Budget and Budget Narrative

The Budget and Budget Narrative will be used to evaluate this section. Please see Section IV.B.2 for information on the requirements. The Budget and Budget Narrative do not count against the page limit requirements for the Project Narrative.

4. Attachments to the Project Narrative

In addition to the Project Narrative, you must submit attachments. All attachments must be clearly labeled. We will exclude only those attachments listed below from the page limit. The Budget and Budget Justification do not count against the page limit requirements for the Project Narrative.

You must not include additional materials such as resumés or general letters of support. You must submit your application in one package because documents received separately will be tracked separately and will not be attached to the application for review.

Save all files with descriptive file names of 50 characters or fewer and use only 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 (e.g., no other attachment may have the same file name). You may use an underscore (example: My_Attached_File.pdf) to separate a file name.

a. Required Attachments

1. Abstract

You must submit an up to two-page abstract summarizing the proposed project. Omission of the abstract will result in your application being disqualified. See III.C.1 for a list of items that will result in the disqualification of your application. DOL VETS will use the Abstract as the official service delivery area (including states) of record. The abstract must include the following:

- the applicant's name
- the project category (HVRP, HVFFWC, IVTP)
- identification of the service delivery area(s), including each state the grant will operate in
- purpose of the project

- activities to be funded by the grant
- expected outcomes of the project
- intended beneficiaries of the project
- subrecipient activities, if applicable
- new or previous HVRP grantee
- For previously funded applicants, **one** grant number for a completed HVRP, HVFFWC, or IVTP grant operated in the last three program years (July 1, 2017 – June 30, 2020)
- Name of and associated number of the HUD Continuum of Care (CoC), if applicable;
- Name of local American Job Center (AJC); and
- Requested amount for each individual year of the grant (i.e., Year 1 Total, Year 2 Total, and Year 3 Total). While HVRP funds a maximum amount of \$500,000 per year, applicants can submit any amount under this cap that is justified by and aligned with their budget and budget narrative.

2. Required Letter of Support

All applicants must provide a letter of support from a Local American Job Center (AJC). Omission of the Letter of Support will result in the disqualification of your application.

3. VETS-700 Planned Goals (Attachment B)

Applicants must complete and submit Attachment B, the VETS-700 Planned Goals Chart. This attachment must be submitted as an Excel file.

Omission of this Excel attachment will result in disqualification of your application.

b. Requested Attachments

We request the following attachments, but their omission will not disqualify the application. The omission of the attachment will, however, impact scoring unless otherwise noted.

1. Past Performance Documentation

Applicants that have not recently (in the last three program years) or have never operated an HVRP, HVFFWC, or IVTP program must submit a chart of past performance for the most recently completed relevant grant (see Attachment F for suggested Chart of Past Performance template).

When submitting in grants.gov, this document must be uploaded as an attachment to the application package and labeled “Past Performance.”

2. Indirect Cost Rate Agreement

If you are requesting indirect costs based on a Negotiated Indirect Cost Rate Agreement (NICRA) or Cost Allocation Plan (CAP) approved by your federal Cognizant Agency, then attach the most recently approved Agreement. (For more information, see Section IV.B.2. and Section IV.E.1.) This attachment does not impact scoring of the application.

When submitting in grants.gov, this document must be uploaded as an attachment to the application package and labeled “NICRA” or “CAP.”

C. SUBMISSION DATE, TIME, PROCESS AND ADDRESS

We must receive your application by 02/23/2022. You must submit your application electronically on <https://www.grants.gov> **no later than 11:59 p.m. Eastern Time on the closing date.**

Applicants are encouraged to submit their application before the closing date to minimize the risk of late receipt. We will not review applications received after 11:59 p.m. Eastern Time on the closing date. We will not accept applications sent by e-mail, telegram, or facsimile (FAX).

1. Hardcopy Submission

No applications submitted in hardcopy by mail or hand delivery (including overnight delivery) will be accepted for this funding opportunity.

2. Electronic Submission through Grants.gov

Applicants submitting applications must ensure successful submission **no later than 11:59 p.m. Eastern Time on the closing date.** Grants.gov will subsequently validate the application.

The process can be complicated and time-consuming. You are strongly advised to initiate the process as soon as possible and to plan for time to resolve technical problems. Note that validation does not mean that your application has been accepted as complete or has been accepted for review by the agency. Rather, grants.gov verifies only the submission of certain parts of an application.

a. How to Register to Apply through Grants.gov

Read through the registration process carefully before registering. These steps may take as long as four weeks to complete, and this time should be factored into plans for timely electronic submission in order to avoid unexpected delays that could result in the rejection of an application.

Applicants must follow the online instructions for registration at <https://www.grants.gov/web/grants/applicants/organization-registration.html>. We recommend that you prepare the information requested before beginning the registration process. Reviewing and assembling required information before beginning the registration process will alleviate last-minute searches for required information and save time.

An application submitted through Grants.gov constitutes a submission as an electronically signed application. The registration and account creation with Grants.gov, with E-Biz Point of Contact (POC) approval, establishes an Agency Organizational Representative (AOR). When an application is submitted through Grants.gov, the name of the AOR who submitted the application is inserted into the signature line of the application, serving as the electronic signature. The E-Biz POC must authorize the individual who is able to make legally binding commitments on behalf of your organization as the AOR; this step is often missed and it is crucial for valid submissions.

b. How to Submit an Application to DOL via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared online environment where members of a grant team may simultaneously access and edit different

webforms within an application. For a complete workspace overview, refer to <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

For access to complete instructions on how to apply for opportunities, refer to

<https://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

When a registered applicant submits an application with Grants.gov, an electronic time stamp is generated within the system when the application is successfully received by Grants.gov. Grants.gov will send the applicant AOR an email acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) with the successful transmission of the application, serving as proof of timely submission. The applicant will receive two email messages to provide the status of the application's progress through the system.

- The first email will contain a tracking number and will confirm receipt of the application by Grants.gov.
- The second email will indicate the application has either been successfully validated or has been rejected due to errors.

Grants.gov will **reject applications if the applicant's registration in SAM is expired. Only applications that have been successfully submitted by the deadline and later successfully validated will be considered.** It is your responsibility to ensure a timely submission. While it is not required that an application be successfully validated before the deadline for submission, it is prudent to reserve time before the deadline in case it is necessary to resubmit an application that has not been successfully validated. Therefore, enough time should be allotted for submission (24-48 hours) and, if applicable, additional time to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). It is important to note that if enough time is not allotted and a rejection notice is received after the due date and time, DOL will not consider the application.

To ensure consideration, the components of the application must be saved as .doc, .docx, .xls, .xlsx, .rtf or .pdf files. If submitted in any other format, the applicant bears the risk that compatibility or other issues will prevent DOL from considering the application. We will attempt to open the document, but will not take any additional measures in the event of problems with opening.

We strongly advise applicants to use the various tools and documents, including FAQs, which are available on the "Applicant Resources" page at

<https://www.grants.gov/web/grants/applicants/applicant-faqs.html>.

We encourage new prospective applicants to view the online tutorial, "Grant Applications 101: A Plain English Guide to ETA Competitive Grants," available through WorkforceGPS at <https://strategies.workforcegps.org/resources/2014/08/11/16/32/applying-for-eta-competitive-grants-a-web-based-toolkit-for-prospective-applicants-438?p=1>.

To receive updated information about critical issues, new tips for users, and other time-sensitive updates as information is available, you may subscribe to "Grants.gov Updates" at <https://www.grants.gov/web/grants/manage-subscriptions.html>.

If you encounter a problem with Grants.gov and do not find an answer in any of the other resources, contact one of the following:

- call 1-800-518-4726 or 606-545-5035 to speak to a Customer Support Representative or
- email support@grants.gov.

The Grants.gov Contact Center is open 24 hours a day, 7 days a week but closed on federal holidays. If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number.

Late Applications

We will consider only applications successfully submitted no later than 11:59 p.m. Eastern Time on the closing date and then successfully validated. You take a significant risk by waiting to the last day to submit through Grants.gov.

D. INTERGOVERNMENTAL REVIEW

This funding opportunity is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs."

E. FUNDING RESTRICTIONS

All proposed project costs must be necessary and reasonable and in accordance with federal guidelines. Determinations of allowable costs will be made in accordance with the Cost Principles, now found in the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), codified at 2 CFR Part 200 and at 2 CFR Part 2900 (Uniform Guidance-DOL specific). Disallowed costs are those charges to a grant that the grantor agency or its representative determines not to be allowed in accordance with the Cost Principles or other conditions contained in the grant. Applicants, whether successful or not, will not be entitled to reimbursement of pre-award costs.

1. Indirect Costs

As specified in the Uniform Guidance Cost Principles, indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. An indirect cost rate is required when an organization operates under more than one grant or other activity, whether federally-assisted or not. You have two options to claim reimbursement of indirect costs.

Option 1: You may use a NICRA or Cost Allocation Plan (CAP) supplied by the federal Cognizant Agency. If you do not have a NICRA/CAP or have a pending NICRA/CAP, and in either case choose to include estimated indirect costs in your budget, at the time of award the Grant Officer will release funds in the amount of 10 percent of salaries and wages to support indirect costs. Within 90 days of award, you are required to submit an acceptable indirect cost proposal or CAP to your federal Cognizant Agency to obtain a provisional indirect cost rate. (See Section IV.B.4. for more information on NICRA submission requirements.)

Option 2: Any organization that does not have a current negotiated (including provisional) rate, with the exceptions noted at 2 CFR 200.414(f) in the Cost Principles, may elect to charge a de minimis rate of 10 percent of modified total direct costs (see 2 CFR 200.1 for definition), which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as the non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time. (See 2 CFR 200.414(f) for more information on use of the de minimis rate.)

2. Intellectual Property Rights

Pursuant to 2 CFR 2900.13, to ensure that the federal investment of DOL funds has as broad an impact as possible and to encourage innovation in the development of new learning materials, the grantee will be required to license to the public all work created with the support of the grant under a Creative Commons Attribution 4.0 (CC BY) license. Work that must be licensed under the CC BY includes both new content created with the grant funds and modifications made to pre-existing, grantee-owned content using grant funds.

This license allows subsequent users to copy, distribute, transmit, and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the grantee. Notice of the license shall be affixed to the work. For general information on CC BY, please visit <https://creativecommons.org/licenses/by/4.0>.

Instructions for marking your work with CC BY can be found at https://wiki.creativecommons.org/Marking_your_work_with_a_CC_license.

Questions about CC BY as it applies to this specific funding opportunity should be submitted to the ETA Grants Management Specialist specified in Section VII.

Only work that is developed by the recipient in whole or in part with grant funds is required to be licensed under the CC BY license. Pre-existing copyrighted materials licensed to or purchased by the grantee from third parties, including modifications of such materials, remain subject to the intellectual property rights the grantee receives under the terms of the particular license or purchase. In addition, works created by the grantee without grant funds do not fall under the CC BY licensing requirement.

The purpose of the CC BY licensing requirement is to ensure that materials developed with funds provided by these grants result in work that can be freely reused and improved by others. When purchasing or licensing consumable or reusable materials, the grantee is expected to respect all applicable federal laws and regulations, including those pertaining to the copyright and accessibility provisions of the Federal Rehabilitation Act.

Separate from the CC BY license to the public, the Federal Government reserves a paid-up, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for federal purposes (i) the copyright in all products developed under the grant, including a subaward or contract under the grant or subaward; and (ii) any rights of copyright to which the recipient, subrecipient, or a contractor purchases ownership under an award (including, but not limited to, curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. The grantee may not use federal funds to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the Department has a license or rights of free

use in such work. If revenues are generated through selling products developed with grant funds, including intellectual property, DOL treats such revenues as program income. Such program income is added to the grant and must be expended for allowable grant activities.

If applicable, the following standard DOL disclaimer needs to be on all products developed in whole or in part with grant funds.

“This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Veterans’ Employment and Training Service. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.”

3. Use of Grant Funds for Participant Wages

HVRP grant funds may be used for participant wages. Examples of wage subsidies include On-the-Job Training (OJT), subsidized apprenticeships, and/or transitional jobs (TJ) strategies. The participant must be engaged in job training, and the employer expects to hire the participant at the end of the job training. Funds may be used to pay job training wages for up to 90 days, based on HUD housing figures, see <https://universallivingwage.org/wage-calculator/>, for up to 20 hours per week. In order to use HVRP funds for OJT, subsidized apprenticeships, and/or TJ wages, grantees must demonstrate the participant’s need for subsidizing job training wages and develop an agreement with the employer that stipulates the terms of the subsidy, duration of the job training, and must lead to employment. The agreement must stipulate that HVRP funds will reimburse the employer for the agreed-upon earnings to be subsidized. Subsidized job training is not a job placement. **An awarded grant will be required to have an SOP to ensure this process is implemented and executed consistently and equitably.**

F. OTHER SUBMISSION REQUIREMENTS

Withdrawal of Applications: You may withdraw an application by written notice to the Grant Officer at any time before an award is made.

V. APPLICATION REVIEW INFORMATION

A. CRITERIA

We have instituted procedures for assessing the technical merit of applications to provide for an objective review of applications and to assist you in understanding the standards against which your application will be judged. The evaluation criteria are based on the information required in the application as described in Sections IV.B.2. (Project Budget) and IV.B.3. (Project Narrative). Reviewers will award points based on the evaluation criteria described below.

Criterion	Points (maximum)
1. Statement of Need (See Section IV.B.3.a. Statement of Need)	16

2. Expected Outcomes and Outputs (See Section IV.B.3.b. Expected Outcomes and Outputs)	12
3. Project Design (See Section IV.B.3.c. Project Design)	35
4. Organizational, Administrative, and Fiscal Capacity (See Section IV.B.3.e. Organizational, Administrative, and Fiscal Capacity)	9
5. Past Performance – Programmatic Capability (See Section IV.B.3.f. Past Performance – Programmatic Capability)	18
6. Budget and Budget Justification (See Section IV.B.2. Project Budget)	10
TOTAL	100

1. Statement of Need

Maximum Points: 16

Panelists will evaluate and award up to 16 points for this criterion based on the requirements in Section IV.B.3.a.

2. Expected Outcomes and Outputs

Maximum Points: 12

Panelists will evaluate and award up to 12 points (up to 2 for each performance indicator) for this criterion based on the requirements in Section IV.B.3.b, Expected Outcomes and Outputs and the Competitive Grants Planned Goals Chart.

Expected Outcomes and Outputs

Performance Indicator	0 Points	1 Point	2 Points
Placement rate overall (Rate = Employed/Exited) (a maximum of 2 points)	Less than 55 percent	Between 55 and 61 percent	Higher than 61 percent
Average hourly wage at placement (a maximum of 2 points)	Less than 80 percent of the State Median Wage	80 to 90 percent of the State Median Wage	Greater than 90 percent of the State Median Wage
Placement rate for episodically homeless (a maximum of 2 points)*	Less than 59 percent	Between 59 and 64 percent	Higher than 64 percent
Percent of program participants who are in unsubsidized employment in the second quarter after exit from the program (a maximum of 2 points)	Less than 41 percent	Between 41 and 44 percent	Higher than 44 percent

Percent of program participants who are in unsubsidized employment in the fourth quarter after exit from the program (a maximum of 2 points)	Less than 28 percent	Between 28 and 33 percent	Higher than 33 percent
Median quarterly earnings of program participants who are in unsubsidized employment in the second quarter after exit from the program (a maximum of 2 points)	Less than \$4,180	Between \$4,180 and \$7,280	Higher than \$7,280

* The participant population served by IVTP grant recipients may have been housed in jail, prison or a mental health facility and therefore may be unable to meet the definition of episodically homeless. IVTP applicants that propose lower numbers for the episodically homeless measure will receive 2 points.

3. Project Design

Maximum Points: 35

i. Outreach, Recruitment, and Engagement (up to 4 points)

Panelists will evaluate and award up to 4 points based on the requirements in Section IV.B.3.c.i.

ii. Intake and Assessment (up to 4 points)

Panelists will evaluate and award up to 4 points based on the requirements in section IV.B.3.c.ii.

iii. Employment and Job Training (up to 8 points)

Panelists will evaluate and award up to 8 points based on the requirements in section IV.B.3.c.iii.

iv. Linkages and Support Services (up to 5 points)

Panelists will evaluate and award up to 5 points based on the requirements in Section IV.B.3.c.iv.

v. Employer Engagement (up to 2 points)

Panelists will evaluate and award up to 2 points based on the requirements in Section IV.B.3.c.v.

vi. Reaching Historically Marginalized Veterans (up to 5 points)

Panelists will evaluate and award up to 5 points based on the requirements in Section IV.B.3.c.vi.

vii. Reaching Underserved Communities (up to 5 points)

Panelists will evaluate and award up to 5 points based on the requirements in section IV.B.3.c.vii.

viii. Employment Adjustment Services (up to 2 points)

Panelists will evaluate and award up to 2 points based on the requirements in section IV.B.3.c.viii

4. Organizational, Administrative, and Fiscal Capacity

Maximum Points: 9

Panelists will evaluate and award up to 9 points for this criterion based upon the requirements in Section IV.B.3.d.

5. Past Performance–Programmatic Capability

Maximum Points: 18

Applicants that have previously completed a HVRP, HFVWC, or IVTP grant in the last three program years (ending June 30, 2018, June 30, 2019, or June 30, 2020) will receive points based on past performance demonstrated by the Technical Performance Report. VETS will award points for this criterion based upon the requirements in Section IV.B.3.e and the performance indicators below:

1. Number of enrollments;
2. Placement rate overall (Rate = Employed/Exited);
3. Average hourly wage at placement;
4. Placement Rate for the Episodically Homeless;
5. Percentage of program participants who are in unsubsidized employment in the second quarter after exit from the program;
6. Percentage of program participants who are in unsubsidized employment in the fourth quarter after exit from the program; and
7. Median earnings of program participants who are in unsubsidized employment in the second quarter after exit from the program.

Points will be awarded using the following scale:

85 percent and above of an established target for the first 4 indicators	3 points
85 percent and above of an established target for the last 3 indicators	2 points
84 percent or below of an established target for a given indicator	1 point

Applicants that have not recently (in the last three program years) or have never operated a HVRP, HFVWC, or IVTP grant are required to choose **one** grant operated and completed in the last three years. Applicants will receive points based on the requirements in Section IV.B.3.e and their Chart of Past Performance. **Omission of data for the first four metrics listed above (or substantially similar metrics) will result in 0 points for each missing metric. Omission of data for the last three metrics will result in the applicant receiving 1 point for each missing metric.**

6. Budget and Budget Narrative

Maximum Points: 10

Panelists will evaluate and award up to 10 points for this criterion based upon the requirements in Section IV.B.2.

- The extent the proposed expenditures will address all project requirements, and whether key personnel have adequate time devoted to the project to achieve project results.
- The extent to which the budget narrative provides a description of costs associated with each line item on the SF-424A. It should also include a complete description of leveraged resources provided (as applicable) to support grant activities.

B. REVIEW AND SELECTION PROCESS

1. Merit Review and Selection Process

A technical merit review panel will carefully evaluate applications against the selection criteria to determine the merit of applications. These criteria are based on the policy goals, priorities, and emphases set forth in this FOA. Up to 100 points may be awarded to an applicant, depending on the quality of the responses provided. The final scores (which may include the mathematical normalization of review panels) will serve as the primary basis for selection of applications for funding. The panel results are advisory in nature and not binding on the Grant Officer. The Grant Officer reserves the right to make selections based solely on the final scores or to take into consideration other relevant factors when applicable. Such factors may include the geographic distribution of funds, and other relevant factors. The Grant Officer may consider any information that comes to their attention.

The government may elect to award the grant(s) with or without discussion with the applicant. Should a grant be awarded without discussion, the award will be based on the applicant's signature on the SF-424, including electronic signature via E-Authentication on <https://www.grants.gov>, which constitutes a binding offer by the applicant.

VETS will not award a new grant in an area that is currently served by an active grant. Applicants should reference Attachment A for current HVRP grants and their service delivery areas.

2. Risk Review Process

Prior to making an award, ETA will review information available through various sources, including its own records and any OMB-designated repository of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), Dun and Bradstreet, and "Do Not Pay." Additionally, ETA will comply with the requirements of 2 CFR Part 180 codified at 2 CFR Part 2998 (Non-procurement Debarment and Suspension). This risk evaluation may incorporate results of the evaluation of the applicant's eligibility (application screening) or the quality of its application (merit review). If ETA determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. Criteria to be evaluated include the following:

- i. Financial stability;
- ii. Quality of management systems and ability to meet the management standards prescribed in the Uniform Grant Guidance;

- iii. History of performance. The applicant's record in managing awards, cooperative agreements, or procurement awards, if it is a prior recipient of such federal awards, including timeliness of compliance with applicable reporting requirements and, if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- iv. Reports and findings from audits performed under Subpart F–Audit Requirements of the Uniform Grant Guidance or the reports and findings of any other available audits and monitoring reports containing findings, issues of non-compliance, or questioned costs;
- v. The applicant's ability to effectively implement statutory, regulatory, and other requirements imposed on recipients.

NOTE: As part of ETA's Risk Review process, the Grant Officer will determine the following:

- If the applicant had any restriction on spending for any VETS grant due to adverse monitoring findings; or
- If the applicant received a High Risk determination in accordance with [Corrective Action Plan and High Risk Guide](https://www.dol.gov/sites/dolgov/files/VETS/legacy/files/07-18-att1.pdf), <https://www.dol.gov/sites/dolgov/files/VETS/legacy/files/07-18-att1.pdf>.

Depending on the severity of the findings and whether the findings were resolved, the Grant Officer may, at their discretion, elect not to fund the applicant for a grant award regardless of the applicant's score in the competition.

VI. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

All award notifications will be posted on the VETS Homepage at <https://www.dol.gov/agencies/vets/>. Applicants selected for award will be contacted directly before the grant's execution. Non-selected applicants will be notified by mail or email and may request a written debriefing on the significant weaknesses of their application.

Selection of an organization as a recipient does not constitute approval of the grant application as submitted. Before the actual grant is awarded, we may enter into negotiations about such items as program components, staffing and funding levels, and administrative systems in place to support grant implementation. If the negotiations do not result in a mutually acceptable submission, the Grant Officer reserves the right to terminate the negotiations and decline to fund the application. We reserve the right not to fund any application related to this FOA.

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. Administrative Program Requirements

All grantees will be subject to all applicable federal laws and regulations, including the OMB Uniform Guidance, and the terms and conditions of the award. The grant(s) awarded under this FOA will be subject to the following administrative standards and provisions.

- i. Non-Profit Organizations, Educational Institutions, For-profit entities and State, Local, and Indian Tribal Governments–2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR Part 2900 (DOL's Supplement to 2 CFR Part 200).

- ii. All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), 2 CFR Part 180 (OMB Guidance to Agencies on Government-wide Debarment and Suspension (Non-procurement)), and, where applicable, 2 CFR Part 200, subpart F (Audit Requirements).
- iii. 29 CFR Part 2, subpart D—Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- iv. 29 CFR Part 31—Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964.
- v. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- vi. 29 CFR Part 35—Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- vii. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- viii. 29 CFR Part 38 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act.
- ix. 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.
- x. The Department of Labor will follow the procedures outlined in the Department’s Freedom of Information Act (FOIA) regulations (29 CFR Part 70). If DOL receives a FOIA request for your application, the procedures in DOL’s FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See generally 5 U.S.C. § 552; 29 CFR Part 70.
- xi. Standard Grant Terms and Conditions of Award—see the following link: <https://www.doleta.gov/grants/resources.cfm>.

2. Other Legal Requirements

a. Religious Activities

The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. § 2000bb, applies to all federal law and its implementation. If an applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled to receive federal financial assistance under this grant solicitation and maintain that hiring practice. If a faith-based organization is awarded a grant, the organization will be provided with more information.

b. Lobbying or Fundraising the U.S. Government with Federal Funds

In accordance with Section 18 of the Lobbying Disclosure Act of 1995 (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 (see 2 CFR 200.450 for more information).

c. Transparency Act Requirements

You must ensure that you have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by the Government Funding Transparency Act of 2008, Pub. Law 110-252, Title VI, Chap. 2, Sec. 6202), as follows.

- Except for those excepted from the Transparency Act under sub-paragraphs 1, 2, and 3 below, you must ensure that you have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should you receive funding.
- Upon award, you will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found at <https://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>.

The following types of awards are not subject to the Federal Funding Accountability and Transparency Act.

- Federal awards to individuals who apply for or receive federal awards as natural persons (e.g., unrelated to any business or non-profit organization he or she may own or operate in his or her name);
- Federal awards to entities that had a gross income, from all sources, of less than \$300,000 in the entities' previous tax year; and
- Federal awards, if the required reporting would disclose classified information.

d. Safeguarding Data Including Personally Identifiable Information (PII)

Applicants submitting applications in response to this FOA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Department of Labor and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order. By submitting an application, you are assuring that all data exchanges conducted through or during the course of performance of this grant will be conducted in a manner consistent with applicable federal law and [TEGL 39-11](#) (issued June 28, 2012). All such activity conducted by VETS and/or recipient(s) will be performed in a manner consistent with applicable state and federal laws.

By submitting a grant application, you agree to take all necessary steps to protect such confidentiality by complying with the following provisions that are applicable in governing the handling of confidential information:

- i. You must ensure that PII and sensitive data developed, obtained, or otherwise associated with DOL/VETS funded grants is securely transmitted.
- ii. To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated

- cryptographic module. You must not e-mail unencrypted sensitive PII to any entity, including VETS or contractors.
- iii. You must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. You must maintain such PII in accordance with the ETA standards for information security described in TEGL NO. 39-11 and any updates to such standards we provide to you. Grantees who wish to obtain more information on data security should contact their Federal Project Officer.
 - iv. You must ensure that any PII used during the performance of your grant has been obtained in conformity with applicable federal and state laws governing the confidentiality of information.
 - v. You further acknowledge that all PII data obtained through your VETS grant must be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using recipient-issued equipment, managed information technology (IT) services, and designated locations approved by VETS. Accessing, processing, and storing of VETS grant PII data on personally owned equipment, at off-site locations, (e.g., employee's home), and non-recipient managed IT services, (e.g., Yahoo mail), is strictly prohibited unless approved by VETS.
 - vi. Your employees and other personnel who will have access to sensitive/confidential/proprietary/private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in federal and state laws.
 - vii. You must have policies and procedures in place under which your employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data, as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.
 - viii. You must not extract information from data supplied by VETS for any purpose not stated in the grant agreement.
 - ix. Access to any PII created by the VETS grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.
 - x. All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may be accessed only from secure locations.
 - xi. PII data obtained by the recipient through a request from VETS must not be disclosed to anyone but the individual requestor, except as permitted by the Grant Officer or by court order.
 - xii. You must permit VETS to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that you are complying with the confidentiality requirements described above. In

accordance with this responsibility, you must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.

- xiii. You must retain data received from VETS only for the period of time required to use it for assessment and other purposes, or to satisfy applicable federal records retention requirements, if any. Thereafter, you agree that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

e. Record Retention

You must follow federal guidelines on record retention, which require that you maintain all records pertaining to grant activities for a period of at least three years from the date of submission of the final expenditure report. See 2 CFR 200.334-.338 for more specific information, including information about the start of the record retention period for awards that are renewed quarterly or annually, and when the records must be retained for more than three years.

f. Use of Contracts and Subawards

You must abide by the following definitions of contract, contractor, subaward, and subrecipient.

Contract: Contract means a legal instrument by which a recipient or subrecipient purchases property or services needed to carry out the project or program under a federal award. For additional information on subrecipient and contractor determinations, see 2 CFR § 200.331 (see also 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 non-federal 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 an entity, usually but not limited to non-federal entities, that receives a subaward from a pass-through entity to carry out part of a federal award, but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.

You must follow the provisions at 2 CFR 200.331-.333 regarding subrecipient monitoring and management. Also see 2 CFR 200.308(c)(6) regarding prior approval requirements for subawards. When awarding subawards, you are required to comply with provisions on government-wide suspension and debarment found at 2 CFR Part 180 and codified at 2 CFR Part 2998.

g. Closeout of Grant Award

Any entity that receives an award under this Announcement must close its grant with VETS at the end of the final year of the grant.

3. Other Administrative Standards and Provisions

Except as specifically provided in this FOA, our acceptance of an application and an award of federal funds to sponsor any programs(s) does not provide a waiver of any grant requirements and/or procedures. For example, the OMB Uniform Guidance requires that an entity's procurement procedures ensure that all procurement transactions are conducted, as much as practical, to provide full and open competition. If an application identifies a specific entity to provide goods or services, the award does not provide the justification or basis to sole-source the procurement (i.e., avoid competition).

4. Special Program Requirements

a. DOL Evaluation

As a condition of grant award, grantees are required to participate in an evaluation, if undertaken by DOL. The evaluation may include an implementation assessment across grantees, an impact and/or outcomes analysis of all or selected sites within or across grantees, and a benefit/cost analysis or assessment of return on investment. Conducting an impact analysis could involve random assignment (which involves random assignment of eligible participants into a treatment group that would receive program services or enhanced program services, or into control group(s) that would receive no program services or program services that are not enhanced). We may require applicants to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grantees must agree to: (1) make records available to the evaluation contractor on participants, employers, and funding; (2) provide access to program operating personnel, participants, and operational and financial records, and any other relevant documents to calculate program costs and benefits; and (3) in the case of an impact analysis, facilitate the assignment by lottery of participants to program services, including the possible increased recruitment of potential participants; and (4) follow evaluation procedures as specified by the evaluation contractor under the direction of DOL.

b. Performance Goals

Please note that applicants will be held to outcomes provided at application, including wages at exit and placement numbers and failure to meet those outcomes may result in technical assistance or other intervention by VETS such as issuance of a Corrective Action Plan. Failure to meet performance goals may also have a significant impact on future grants with VETS.

c. National Veterans' Technical Assistance Center

VETS funds the National Veterans' Technical Assistance Center (NVTAC). NVTAC, <https://nvtac.org/> provides training and technical assistance on veterans' homelessness issues to grantees, employers, veteran service organizations, and agency partners. VETS expects HVRP grantees to participate in NVTAC training and technical assistance activities during the course of their grant award. Grantees may request training and technical assistance based on their needs. There is no cost to HVRP grantees for NVTAC services.

d. Stand Down Events

VETS funds Stand Down (SD) activities through a separate VETS Stand Down application. For detailed information on how to apply, visit <https://www.grants.gov/web/grants/view-opportunity.html?oppId=299798>.

HVRP Grantees are encouraged to participate in SD events. A Stand Down is an event held in a locality for one or more days where services are provided to veterans experiencing homelessness. These services may include hygiene kits, meals, clothing, employment services, and medical attention. These events are organized within a community and bring service providers together such as the VA, HUD, the local Continuum of Care, Disabled Veterans' Outreach Program (DVOP) specialists from the State Workforce Agencies, veteran service organizations, civic leaders, and a variety of other interested persons, groups, and support organizations. Many of these organizations provide services onsite with referrals for continued assistance after the SD event. These events often serve as the catalyst that enables homeless veterans to get back into mainstream society.

e. National Veterans' Training Institute

The National Veterans' Training Institute (NVTI), <https://www.nvti.org/> is funded by DOL/VETS. NVTI provides specialized training to further develop and enhance the professional skills of service providers for veterans' employment and training throughout the United States. NVTI offers training to HVRP grantees on veteran focused employment programs, HVRP grant management and oversight, veterans' benefits, case management and other veteran centered courses. HVRP grantees can enroll and participate in a number of training courses for free. Courses are available in multiple formats (Online Cohort, Self-Paced, Virtual/In-person and Online Curriculum) by submitting an application to their state Director for Veterans' Employment and Training (DVET): [Registering for NVTI Classes](#). Additionally, there are publicly available grant related resources, including webinars, podcasts, microlearnings and others, are available at <https://www.nvti.org/Resources>.

C. REPORTING

You must meet DOL reporting requirements. Specifically, you must submit the reports and documents listed below to DOL electronically.

1. Quarterly Financial Reports

A Quarterly Financial Status Report (SF-425) is required until such time as all funds have been expended or the grant period has expired. Quarterly reports are due 30 days after the end of each calendar-year quarter. On the final Financial Status Report, you must include any subaward amounts so we can calculate final indirect costs, if applicable. You must use DOL's Online Electronic Reporting System and information and instructions will be provided to grantees. Grantees must communicate with the Director for Veterans' Employment and Training (DVET) in their state for assistance when completing this requirement. See the following link for a directory of VETS state directors: <https://www.dol.gov/vets/aboutvets/regionaloffices/map.htm>.

2. Quarterly Technical Performance Reports (TPR)

The grantee must submit a quarterly performance report within 30 days after the end of each calendar-year quarter. The report must include quarterly information on performance goals. The

last quarterly progress report will serve as the grant's Final Performance Report. Submission requirements will be provided to grantees upon award. We will also provide you with guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis.

You must meet DOL reporting requirements. Specifically, you must submit the reports and documents listed below to DOL electronically. These forms can be found on the DOL [HVRP website](#). The dates below are the due dates for quarterly final reports, technical performance reports, and technical performance narrative reports.

Reporting Period	Reporting Due Date
July 1-September 30	October 30
October 1-December 31	January 30
January 1-March 31	April 30
April 1-June 30	July 30

If deadlines for quarterly reporting fall on a weekend or federal holiday, reports are due the business day prior to the reporting due date prescribed in the table above.

3. Quarterly Technical Performance Narrative Report (TPN)

In addition to the TPR, the grantee must submit the TPN within 30 days after the end of each calendar year quarter during which the grant is within the period of performance for the award. The report includes quarterly information on performance outcomes that are not compliant with proposed goals, including any additional information not captured in the TPR.

4. Closeout

After the period of performance has ended, all HVRP grants will enter the closeout period. Grantees will receive a closeout package, which includes required closeout documentation. The grantee has 120 calendar days to complete all required closeout documentation, including the closeout Federal Financial Report. All special conditions of award placed on the award must be resolved prior to closeout. See 2 CFR § 200.344 for additional guidance on closeout of federal awards. If the grantee does not submit all reports in accordance with this section within one year of the period of performance end date, VETS will report the grantee's material failure to comply with the terms and conditions of the award with the OMB-designated integrity and performance system (currently FAPIIS). VETS may also pursue other enforcement actions per § 200.339.

5. Continuity of Operations

To ensure that grantees are able to continue performance under a broad range of circumstances, an awarded grant will be required to submit a Continuity of Operations Plan (COOP) to the Grant Officer Technical Representative (GOTR) 120 days after receiving the Notice of Award.

VII. AGENCY CONTACTS

For further information about this FOA, please contact NeKia Davis, Grants Management Specialist, Office of Grants Management, at Davis.NeKia.J@dol.gov. Applicants should e-mail all technical questions to Davis.NeKia.J@dol.gov and must specifically reference FOA-VETS-22-01, and along with question(s), include a contact name and phone number. This

Announcement is available at <https://www.grants.gov>.

VIII. OTHER INFORMATION

A. WEB-BASED RESOURCES

DOL maintains a number of web-based resources that may be of assistance to applicants. These include the CareerOneStop portal (<https://www.careeronestop.org>), which provides national and state career information on occupations; the Occupational Information Network (O*NET) Online (<https://online.onetcenter.org>), which provides occupational competency profiles; and America's Service Locator (<https://www.servicelocator.org>), which provides a directory of our nation's American Job Centers (formerly known as One-Stop Career Centers).

B. WORKFORCEGPS RESOURCES

We encourage you to view the information on workforce resources gathered through consultations with federal agency partners, industry stakeholders, educators, and local practitioners, and made available on WorkforceGPS at <https://workforcegps.org>.

We encourage you to view the online tutorial, "Grant Applications 101: A Plain English Guide to ETA Competitive Grants," available through WorkforceGPS at <https://strategies.workforcegps.org/resources/2014/08/11/16/32/applying-for-eta-competitive-grants-a-web-based-toolkit-for-prospective-applicants-438?p=1>.

We created Workforce System Strategies to make it easier for the public workforce system and its partners to identify effective strategies and support improved customer outcomes. The collection highlights strategies informed by a wide range of evidence, such as experimental studies and implementation evaluations, as well as supporting resources, such as toolkits. We encourage you to review these resources by visiting <https://strategies.workforcegps.org>.

We created a technical assistance portal at <https://www.workforcegps.org/resources/browse?id=b8dd0aa1ecfb4b2282d6cd30c7248790> that contains online training and resources for fiscal and administrative issues. Online trainings available include, but are not limited to, Introduction to Grant Applications and Forms, Indirect Costs, Cost Principles, and Accrual Accounting.

C. SKILLSCOMMONS RESOURCES

SkillsCommons (<https://www.skillscommons.org>) offers an online library of curriculum and related training resources to obtain industry-recognized credentials in manufacturing, IT, healthcare, energy, and other industries. The website contains thousands of Open Educational Resources (OER) for job-driven workforce development, which were produced by grantees funded through DOL's Trade Adjustment Assistance Community College and Career Training (TAACCCT) program. Community colleges and other training providers across the nation can reuse, revise, redistribute, and reorganize the OER on SkillsCommons for institutional, industry, and individual use.

D. APPRENTICESHIP

To view apprenticeship resources for career seekers, employers, and educators, visit <https://www.apprenticeship.gov/> and <https://www.dol.gov/agencies/eta/apprenticeship>.

E. RESOURCES FOR SERVING HOMELESS VETERANS

The National Veterans' Technical Assistance Center, <https://nvtac.org/>, provides training and technical assistance to the Homeless Veterans' Reintegration Program (HVRP) grantees, and others who are committed to helping veterans experiencing homelessness find employment.

U.S. Interagency Council on Homelessness (USICH), <https://www.usich.gov/>, leads national efforts to prevent and end homelessness in America. They drive action among the 19 federal member agencies that comprise the Council and foster the efficient use of resources in support of best practices at every level of government and with the private sector.

The USICH also developed an [American Rescue Plan \(ARP\) resource list](#), which is a consolidated listing of resources funded through the ARP that organizations and individuals can use to access much-needed resources. They also have compiled a list of resources for [Disasters During a Pandemic](#) which can help homeless services systems prepare for, respond to, and recover from disasters. For strategies and actions on addressing equity USICH has produced the following document: [How to Start Addressing Racial Disparities in Your Community | United States Interagency Council on Homelessness \(USICH\)](#)

The National Center on Homelessness Among Veterans, <https://www.va.gov/HOMELESS/nchav/index.asp>, promotes recovery-oriented care for veterans who are homeless or at risk for homelessness.

The National Alliance to End Homelessness, <https://endhomelessness.org/>, is an organization committed to preventing and ending homelessness in the United States.

The National Coalition for Homeless Veterans, <http://www.nchv.org/>, is a resource and technical assistance center for a national network of community-based service providers.

The VA's [Supportive Services for Veteran Families \(SSVF\) program](#), which rapidly rehouses homeless veterans and their families.

The VA's [Grant and Per Diem \(GPD\) program](#), which funds emergency and transitional housing programs. The Veterans Health Administration (VHA)'s, within the VA, [Office of Health Equity](#) provides data, tools, research, and other resources to help eliminate racial and ethnic disparities experienced by Veterans.

The [Federal Emergency Management Agency's \(FEMA\) food and shelter programs](#), which provides emergency food and shelter.

The HUD-VA [Supportive Housing \(VASH\) program](#), which provides permanent housing for eligible homeless veterans.

The HUD [CoC program](#), which coordinates housing for any homeless individual and assists in locating other affordable housing alternatives and permanent supportive housing options. HUD also has racial equity resources, data toolkits and research reports resources on the [Racial Equity - HUD Exchange](#)

The Consumer Financial Protection Bureau publishes [resources](#) to help with rental and utilities assistance.

The Center for Disease Control (CDC) has provided five key topic areas of social determinates of health [COVID-19 Racial and Ethnic Disparities \(cdc.gov\)](#): neighborhood and physical environment, health and healthcare, occupation and job condition, income and wealth, education.

The U.S. [Administration on Aging](#) connects individuals to services for older adults and their families.

For information on federal benefits that may be available to veterans experiencing homelessness, [benefits.gov](#) is a consolidated, single source of benefit information to help citizens understand which benefit programs they may be eligible for, and how to apply.

IX. OMB INFORMATION COLLECTION

OMB Information Collection No 1225-0086, Expires July 31, 2022.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 20 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments about the burden estimated or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, to the attention of the Departmental Clearance Officer, 200 Constitution Avenue NW, Room N1301, Washington, D.C. 20210. Comments may also be emailed to: DOL_PRA_PUBLIC@dol.gov.

PLEASE DO NOT RETURN YOUR GRANT APPLICATION TO THIS ADDRESS. SEND ONLY COMMENTS ABOUT THE BURDEN CAUSED BY THE COLLECTION OF INFORMATION TO THIS ADDRESS. SEND YOUR GRANT APPLICATION TO THE SPONSORING AGENCY AS SPECIFIED EARLIER IN THIS ANNOUNCEMENT.

This information is being collected for the purpose of awarding a grant. DOL will use the information collected through this “Funding Opportunity Announcement” to ensure that grants are awarded to the applicants best suited to perform the functions of the grant. This information is required to be considered for this grant.

Signed 01/12/2022 in Washington, D.C. by:
Kia Mason
Grant Officer, Employment and Training Administration

