

March 6, 2025

BCC Agenda Date/Item: _____

Board of County Commissioners
 Clackamas County

Approval of a Grant Renewal Application to the US Department of Labor for the Homeless Veterans' Reintegration Program. Grant Value is \$900,000 for 3 years. Funding is through the US Department of Labor. No County General Funds are involved.

Previous Board Action/Review	NA		
Performance Clackamas	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.		
Fiscal Review	Yes	Procurement Review	No
Contact Person	Jennifer Harvey	Contact Phone	503-867-7500

EXECUTIVE SUMMARY: The Children, Family & Community Connections Division (CFCC) of the Health, Housing and Human Services Department requests approval to apply for a renewal grant from the US Department of Labor Veterans Employment and Training Services for a Homeless Veterans' Reintegration Program (HVRP). HVRP is an employment-focused program designed to enable America's veterans experiencing or at risk of homelessness to obtain high-quality career outcomes. CFCC Workforce has provided these program services for nearly 3 years in close cooperation with Clackamas County Veteran's Village, Veteran Housing Services, and the County's Veterans' Service Office. If awarded, this would allow the County to continue to provide these services.


Program Goals: Enroll seven homeless/at-risk veterans per quarter, provide employment-related training for 50% of enrollees, and obtain employment for at least three enrollees per quarter at an average wage of \$24.95/hour. Provide long-term follow-up post-employment

To be eligible for the program, the veteran must have served in the US Armed Forces, have a discharge or release other than dishonorable, be homeless or at risk of becoming homeless and unemployed/under-employed. 37 of the more than 150 veterans screened met program eligibility guidelines as defined by the US Dept. of Labor. Veterans not meeting eligibility criteria are referred to other employment programs and wrap-around service providers. Wages at completion of the program ranged between \$20/hour and \$50/hour. The average hourly wage for most recent placements is \$22.57.

The grant application has a maximum value of \$900,000 for 3 years for program services from July 1, 2025, through June 30, 2028.

RECOMMENDATION: The Staff respectfully requests that the Board of County Commissioners approve the Lifecycle Form and authorize Chair Roberts to sign on behalf of Clackamas County.

For Filing Use Only

Respectfully submitted,


Mary Rumbaugh
 Director of Health, Housing and 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.

If renewal or direct appropriation, complete sections I, II, IV & V only. Section III is not required.

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

****CONCEPTION****

Section I: Funding Opportunity Information - To Be Completed by Requester

Direct Appropriation (no application)

Award type: Subrecipient Award Direct Award

Award Renewal? Yes No

Lead Fund # and Department:	240 H3S-CFCC
Name of Funding Opportunity:	Homeless Veterans' Reintegration Program (HVRP)

Funding Source: Federal – Direct Federal – Pass through State Local

Requestor Information: (Name of staff initiating form)	Jennifer Harvey
Requestor Contact Information:	503-867-7500 Jharvey@clackamas.us
Department Fiscal Representative:	Cade Windell/Scott Vandecoevering
Program Name & Prior Project #: (please specify)	Homeless Veterans' Reintegration Program, 240-4003-400303

Brief Description of Project:

The Homeless Veterans' Reintegration Program (HVRP) is an employment-focused program designed to enable America's veterans experiencing or at risk of homelessness to obtain high-quality career outcomes. CFCC has been providing the program for nearly 3 years in close cooperation with CC Veteran's Village, CC Veteran Housing Services and the County's Veterans' Service Office. If awarded this would allow CFCC to continue providing these services.

Name of Funding Agency:

Notification of Funding Opportunity Web Address:

OR

Application Packet Attached: Yes No

Completed By: Jennifer Harvey Date: 1.24.25

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

Section II: Funding Opportunity Information - To Be Completed by Department Fiscal Rep

Competitive Application Non-Competing Application Other

Assistance Listing Number (ALN), if applicable:	17.805	Funding Agency Award Notification Date:	Not provided
Announcement Date:	1-15-25	Announcement/Opportunity #:	FOA-VETS-25-01
Grant Category/Title	2025 Homeless Veterans' Reintegration Program (HVRP) Funding Op	Funding Amount Requested:	\$1,200,000
Allows Indirect/Rate:	Yes, 15% de minimus	Match Requirement:	None
Application Deadline:	Monday, March 17, 2025, 8:59 p.m.	Total Project Cost:	\$1,200,000
Award Start Date:	July 1, 2025	Other Deadlines and Description:	None
Award End Date:	June 30, 2028		
Completed By:	Jennifer Harvey	Program Income Requirements:	None
Pre-Application Meeting Schedule:	Jan 23, 2025		

Additional funding sources available to fund this program? Please describe:
None

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

How much Fund Balance will be used to cover costs in this program, including indirect expenses?
None

In the next section, limit answers to space available.

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?*

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

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

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

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

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

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.)?*

Collaboration

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

Reporting Requirements

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

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?

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

Fiscal

1. Are there other revenue sources required, available, or will be used to fund the program? Have they already been secured? Please list all funding sources and amounts.

2. 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.)?


3. 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?

Other information necessary to understand this award, if any.

Program Approval:

Jennifer Harvey

1-27-25



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

1.27.25



Name (Typed/Printed)

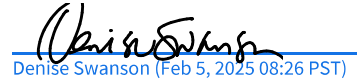
Date

Signature

DEPARTMENT DIRECTOR (or designee, if applicable)

Mary Rumbaugh Or Denise Swanson

Feb 5, 2025


Denise Swanson (Feb 5, 2025 08:26 PST)

Name (Typed/Printed)

Date

Signature

FINANCE ADMINISTRATION

Elizabeth Comfort

Feb 10, 2025



Name (Typed/Printed)

Date

Signature

EOC COMMAND APPROVAL **WHEN NEEDED FOR 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 \$150,000 and below:

COUNTY ADMINISTRATOR	Approved:	Denied:
Name (Typed/Printed)	Date	Signature

For applications up to and including \$150,000 email form to BCC staff at CA-Financialteam@clackamas.us for Gary Schmidt's approval.

For applications \$150,000.01 and above, email form with Staff Report to the Clerk to the Board at ClerktotheBoard@clackamas.us to be brought to the consent agenda.

BCC Agenda item #:

Date:

OR

Policy Session Date:

County Administration Attestation

County Administration: re-route to department at
and
Grants Manager at financegrants@clackamas.us
when fully approved.

Department: keep original with your grant file.

Notice of Availability of Funds and Funding Opportunity Announcement (FOA)

Homeless Veterans' Reintegration Program (HVRP), Incarcerated Veterans' Transition Program (IVTP), and the Homeless Women Veterans and Homeless Veterans with Children Reintegration Grant Program (HWWHWC) (referred to collectively as HVRP)

ANNOUNCEMENT TYPE: Initial

FUNDING OPPORTUNITY NUMBER: FOA-VETS-25-01

ASSISTANCE LISTING NUMBER: 17.805

KEY DATES: *The closing date for receipt of applications under this Announcement is 03/17/2025. We **must** receive applications no later than 11:59 p.m. Eastern Time.*

ADDRESSES: *Submit all applications in response to this solicitation through [Grants.gov](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 (DOL), Employment and Training Administration (ETA), is responsible for the grant award process of the Veterans' Employment and Training Service (VETS) grant program.

Join us for a Prospective Applicant Webinar on Wednesday, February 5, 2025, at 2:00 p.m. Eastern Time and again on Tuesday, February 11, 2025, at 3:00 p.m. Eastern Time. While attendance is recommended, it is not required. Both sessions will share the same information. During the webinar, you will learn about the HVRP program and the FOA. We will share important details regarding who can apply, how to apply, what documents you need to complete, deadlines, and whom to contact for more information. You will also have the chance to ask questions. After the webinars, DOL/VETS will release a detailed Question and Answer (Q&A) document that addresses the questions asked. Additionally, you can watch a recording of the webinar and read the Q&A on the [Prospective HVRP Applicant Resources – National Veterans' Technical Assistance Center](#) website. Click the link below to register for the respective session:

- [Wednesday, February 5, 2025, at 2 p.m. Eastern Time](#)
- [Tuesday, February 11, 2025, at 3 p.m. Eastern Time](#)

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EXECUTIVE SUMMARY

The U.S. Department of Labor, Veterans' Employment and Training Service (DOL/VETS), announces the availability of approximately \$17,000,000 in grant funds authorized under Title 38 United States Code (U.S.C.) Sections 2021, 2021A, and 2023 for the Homeless Veterans' Reintegration Program (HVRP).

DOL/VETS funds three types of competitive grants. HVRP helps all eligible veterans in need. The Incarcerated Veterans' Transition Program (IVTP) focuses on veterans who are involved in the justice system or are moving on from certain institutions. Lastly, the Homeless Women Veterans and Homeless Veterans with Children Reintegration Program (HWVHVWC) is specifically for homeless women veterans and homeless veterans with children. These programs are collectively referred to as HVRP, and this announcement applies to all of them.

HVRP is an employment-focused, competitive federal grant program intended to enable veterans experiencing or at risk of homelessness reach their full employment potential and obtain high-quality career outcomes. Awardees under the HVRP FOA **must** address the complex employment-related requirements and supportive services necessary to meet the needs of this population and **must** implement their grant in accordance with the approved Budget and Project Narrative.

I. FUNDING OPPORTUNITY DESCRIPTION

A. PROGRAM PURPOSE

This announcement solicits applications for HVRP, IVTP, and HWVHVWC (referred to collectively as HVRP).

Each year, the Department of Housing and Urban Development (HUD), in collaboration with the Department of Veterans Affairs (VA), conducts a physical count of the number of veterans, both sheltered and unsheltered, experiencing homelessness on a single night. This count is referred to as the Point in Time (PIT) count. According to the [2024 HUD Annual Homelessness Assessment Report \(AHAR\)](#), on one night in January 2024, 32,882 veterans experienced homelessness. This number is an eight percent decrease from the January 2023 PIT count.

To help address the number of veterans who are homeless or at risk of becoming homeless, DOL/VETS requires HVRP grant recipients to provide services tailored to each veteran's needs using a case management approach. Grant recipients **must** help connect veterans to supportive services available in their local communities. In addition, grant recipients **must** also help veterans successfully return to work by providing job training services that support their needs. This can be done by providing direct help or by creating a strong referral system that includes tools, resources, and partnerships that identify, find, prepare, and support veterans experiencing or at risk of homelessness so they can reach their full employment potential.

Recognizing current challenges, HVRP awardees **must** treat all prospective participants fairly, offering appropriate participant support to marginalized groups and making services accessible

for underserved communities. Grant recipients will be better equipped to create equal opportunities for marginalized veterans by recognizing their current homeless or at risk of homelessness challenges.

The [HVRP](#) website, the [2024 HVRP Program Guide](#), and [Veterans' Program Letter \(VPL\) 06-24 HVRP Requirements and Functions](#) provide useful information about program requirements.

B. PROGRAM AUTHORITY

Title 38 U.S.C. Sections 2021, 2021A, and 2023 and the Public Law under which Program Year (PY) 2025 funding is appropriated for 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 \$17,000,000 in total grant funds to award across the successful applicant pool. Under this FOA, each applicant may apply for up to \$500,000 for the first year of grant operation (the minimum funding request accepted is \$150,000). Annual increments, subject to the availability of federal funding, will be provided in years two and three, with a total of up to \$1,500,000 awarded for the three-year period of performance covering July 1, 2025, through June 30, 2028. Additional information regarding the budget can be found in Section IV.B.2.

Awards made under this Announcement are subject to the availability of federal funds. DOL/VETS requested funding for new awards for PY 2025; however, the actual level of funding, if any, depends on final congressional action. We are accepting applications to allow enough time to complete the grant award process, should Congress appropriate funds for this program. If additional funds become available, we reserve the right to use such funds to select additional grant recipients from successful applications submitted in response to this Announcement. DOL/VETS may increase or decrease award amounts to successful applicants to maximize the use of available funding. DOL/VETS may increase or decrease the budget period within the period of performance, depending on the availability of funds, under this FOA.

B. PERIOD OF PERFORMANCE (PoP)

The PoP is 36 months with an anticipated start date of July 1, 2025, and an end date of June 30, 2028. 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:

- State governments
- County governments
- City or township governments
- Special district governments
- Public and State controlled institutions of higher education
- Native American tribal governments (federally recognized)
- Public housing authorities/Indian housing authorities
- Native American tribal organizations (other than federally recognized tribal governments)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For profit organizations other than small businesses
- Small businesses
- U.S Territories or Possessions
- Native American Tribally Designated Organizations
- State and Local Workforce Development Boards (SWDB/LWDB) established under the Workforce Innovation and Opportunity Act (WIOA)
- Faith-based Organizations
- Other State and Local Government Agencies

Among eligible applicants listed above, the applicant agency or organization **must** also maintain a physical local presence in any identified/targeted communities they propose to serve. Please see Section IV.B.3 for more information about physical local presence.

B. COST SHARING

This program does not require cost sharing. Including such funds is not one of the application screening criteria, and applications that include any form of cost sharing will not receive special 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

Use the checklist below as a guide when preparing your application package to ensure that the application meets all the screening criteria and contains all required items. Applicants should not include the checklist in their application package. It is only an application aid. Applications that do not include **all** the requirements provided in the table below will be deemed non-responsive, will **not** advance to the merit review process, and will **not** be considered further for funding.

Application Requirement	Instructions	Complete?
Electronic submission requirements through Grants.gov are met no later than 11:59 p.m. Eastern Time on the closing date.	Section IV.C	
Eligibility criteria are met.	Section III.A	
The federal fund request for the first year of the PoP falls within the required threshold (maximum of \$500,000 and minimum of \$150,000).	Section II.A	
Active System for Award Management (SAM.gov) Registration	Section IV.B.1.b	
SF-424, <i>Application for Federal Assistance</i> includes the applicant's Unique Entity Identifier (UEI) Number. (Total reflects the amount requested on the SF-424: maximum of \$500,000 and minimum of \$150,000.)	Section IV.B.1	
SF-424A, <i>Budget Information Form</i> . (Total reflects the amount requested on the SF-424: maximum of \$500,000 and minimum of \$150,000.)	Section IV.B.2	
Standalone Budget Narrative. (Total reflects the amount requested on the SF-424: maximum of \$500,000 and minimum of \$150,000.) A sample format is available at Attachment B, <i>Budget Narrative Template</i> .	Section IV.B.2.a	
Standalone Project Narrative.	Section IV.B.3	

Application Requirement	Instructions	Complete?
HUD Continuum of Care (CoC) Letter of Support dated within 12 months from the FOA publication date. If your Service Delivery Area (SDA) encompasses multiple CoCs , you must provide a letter from each CoC .	Section IV.B.4.a.ii	
Chart of Past Performance (<i>Attachment C</i>).	Section IV.B.3.e	
VETS-704 Form – <i>Abstract and Planned Goals Chart (all tabs in Attachment A)</i> .	Section IV.B.4.a.i	

2. Population Categories and Number of Applications Applicants May Submit

This FOA establishes three population categories:

1. Category 1 (HVRP) includes applicants who propose to serve veterans experiencing or at risk of homelessness. Under this category, applicants may serve populations eligible under all three categories.
2. Category 2 (HVVHWC) includes applicants that want to use 100 percent of their grant funding to serve homeless women veterans and homeless veterans with children, which is defined in [38 U.S.C. § 101\(4\)](#).
3. Category 3 (IVTP) includes applicants that want to use 100 percent of their grant funding to serve the following populations:
 - a. Veterans described in [38 U.S.C. § 2023\(d\)](#) who are transitioning from certain institutions or any other veterans who are transitioning from being incarcerated, meaning they are scheduled to be released from incarceration or an institution within 18 months (at the time of enrollment in HVRP).
 - b. Veterans recently released (within the last 18 months from the date of HVRP enrollment) from incarceration who are at risk of homelessness.

DOL/VETS intends to make at least one Category 2 grant award and at least one Category 3 grant award if they receive competitive applications under those categories.

Saturation Level Affecting Services

DOL/VETS is committed to developing an appropriate distribution of HVRP funds to serve the most veterans experiencing or at risk of homelessness. Thus, DOL/VETS will consider the saturation levels of grant recipients versus the homeless veteran population in each geographical area to ensure services are within saturation limits.

DOL/VETS has an [SDA Saturation Map](#) of every [CoC](#) HVRP grant recipients serve. The saturation level is calculated by dividing the total number of HVRP planned enrollments in the [CoC](#) by the most recent [HUD PIT](#) count for the number of veterans experiencing homelessness.

[CoCs](#) with saturation levels of 100 percent or more indicate that current HVRP grant recipients are already planning to enroll more participants than the estimated number of veterans experiencing homelessness for the [CoC](#). Applicants should be aware that requesting an oversaturated SDA may result in failing to meet their planned enrollment goals. Applicants may submit more than one application for different SDAs.

DOL/VETS will look at an applicant's proposed SDA(s), saturation levels, and planned enrollments served by an active grant in the same [CoC](#). Applicants proposing to serve a [CoC](#) with a saturation level of 100 percent or more **must** justify the existence of unmet demand in the *Abstract (tab 3 in Attachment A)*. Saturation levels are available in the *Abstract (tab 2 in Attachment A)*, Planned Enrollments by CoC – Current Saturation Level column or in the HVRP SDA Saturation Map.

In rare metropolitan geographic locations, the SDA may be undersaturated and may allow for **multiple applications** providing services in different parts of the SDA (e.g., the Eastside and San Fernando Valley of Los Angeles or Queens and the Lower East Side of New York City). Regardless of the category type, if DOL/VETS receives **multiple applications** from the same applicant with the **same SDA** proposed in your *Abstract (Attachment A)*, you **must** explain how the same SDA justifies multiple applications in the *Abstract (tab 3 in Attachment A)*. If there is no justification in the *Abstract (Attachment A)*, only the most recently received application that meets the deadline will be considered.

If a current HVRP grant recipient applies, and your PoP does not end **on June 30, 2025**, the application will be **disqualified** if your proposed SDA covers more than 25 percent of your current grant's SDA (e.g., if the current grant's SDA has four counties (Counties A, B, C, and D) and the application's SDA proposes to serve three counties (Counties C, D, and E), the application's SDA contains 50 percent (two of the four counties) of the current grant's SDA). If the application's SDA counties overlap at less than 25 percent of your current grant's SDA, the applicant **must** justify the need for an additional grant in the *Abstract (tab 3 in Attachment A)*. Applicants **must** justify that the proposed service areas will not duplicate existing services.

3. Eligible Participants

HVRP provides services to veterans experiencing homelessness or at risk of homelessness.

According to [38 U.S.C. § 2021](#), veterans served by this program include the following categories:

- a. Homeless veterans, including:
 1. Veterans who were homeless but found housing during the 60-day period preceding the date of HVRP enrollment; and
 2. Veterans who, at the time of enrollment in HVRP, are at risk of homelessness within the next 60 days.
- b. Veterans participating in a HUD-VA 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;

- c. Veterans who are receiving assistance under the Native American Housing Assistance and Self-Determination Act of 1996 ([25 U.S.C. § 4101](#) et seq.);
- d. Veterans described in [38 U.S.C. § 2023\(d\)](#) or any other veterans who are transitioning from being incarcerated; and
- e. Veterans participating in the VA rapid rehousing and/or prevention program authorized in [38 U.S.C. § 2044](#).

Annual appropriation acts may authorize HVRP grant recipients to serve other veteran populations at risk of homelessness. As of this publication, Congress has authorized HVRP grant recipients to serve the following population:

- Veterans recently released from incarceration who are at risk of homelessness.

Please reference [VPL 06-24 HVRP Requirements and Functions](#), or the most current guidance on this topic, for more information on eligibility definitions.

IV. APPLICATION AND SUBMISSION INFORMATION

A. HOW TO OBTAIN AN APPLICATION PACKAGE

This FOA, found at [Grants.gov](#), contains all 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/forms/forms-repository/sf-424-family>).

- In the address field, fill out the nine-digit (plus hyphen) zip code. Nine-digit zip codes can be looked up on the [U.S. Postal Service website](https://tools.usps.com/go/ZipLookupAction!input.action) (<https://tools.usps.com/go/ZipLookupAction!input.action>).
- The organization's legal name on the SF-424 **must** match the name registered in [SAM.gov](https://www.sam.gov). If unsure of the legal name of your organization, visit [SAM.gov](https://www.sam.gov) to confirm.
- The organization's Employer Identification Number (EIN) and UEI Number should match its information in [SAM.gov](https://www.sam.gov). If unsure of the EIN or UEI of your organization, visit [SAM.gov](https://www.sam.gov) to confirm.
- 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](https://www.grants.gov/forms/forms-repository/sf-424-family) (available at <https://www.grants.gov/forms/forms-repository/sf-424-family>). You do not need to submit the SF-424B with the application.

a. Requirement for Unique Entity Identifier (UEI)

All applicants for federal grant and funding opportunities **must** have a UEI and **must** supply their UEI on the SF-424. The UEI is a 12-character alphanumeric code that uniquely identifies all entities. Any entity registering to do business with the government is required to have one. UEIs are issued by [SAM.gov](https://www.sam.gov) and are a part of an entity's record in the Entity Information section of [SAM.gov](https://www.sam.gov). If your organization does not have a UEI, one can be obtained for free at [SAM.gov](https://www.sam.gov).

Grant recipients authorized to make subawards **must** meet these requirements related to UEIs:

- Grant recipients **must** notify potential sub-awardees that no entity may receive a subaward unless the entity has provided its UEI.
- Grant recipients may not make a subaward to an entity unless the entity has provided its UEI.

(See [Appendix A to 2 Code of Federal Regulations \(C.F.R.\) Part 25.](#))

b. Requirement for Registration with [SAM.gov](https://www.sam.gov)

Applicants **must** register with [SAM.gov](https://www.sam.gov) before applying. Find instructions for registering at [SAM.gov](https://www.sam.gov).

A recipient **must** always maintain an active [SAM.gov](https://www.sam.gov) registration with current information while it has an active federal award or an application under consideration. To remain registered in the [SAM.gov](https://www.sam.gov) 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.gov](https://www.sam.gov) database to ensure it is current, accurate, and complete. If you do

not renew your [SAM.gov](https://www.sam.gov) registration, it will expire. An expired registration can delay or prevent application submission in [Grants.gov](https://www.grants.gov). Registration and renewal can take up to **10-15 business days** to process. 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 approve a federal award, the Grant Officer may determine that the applicant is not qualified to receive the federal award and use that determination as a basis for awarding another applicant instead.

2. Project Budget

You **must** complete the [SF-424A Budget Information Form](https://www.grants.gov/forms/forms-repository/sf-424-family) (available at <https://www.grants.gov/forms/forms-repository/sf-424-family>). The totals in Sections A, B, and D **must** match. 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 (Up to 6 Points)

The Budget Narrative **must** outline a **one-year** budget that is no more than \$500,000 in total costs, including all direct and indirect expenses. All costs **must** be allocable to the proposed project supporting an identified population and SDA(s). The Budget Narrative **must** also justify the costs for each line item shown on the SF-424A form.

Applicants **must** use whole dollar amounts. For assistance, please refer to the sample *Budget Narrative Template (Attachment B)*. This Excel template has sections where you can enter information for each object class category. You can use this template or create your own Budget Narrative to submit.

Applicants **must** show that their proposed costs are allowable ([2 C.F.R. § 200.403](#)). Costs **must** be necessary and reasonable for carrying out the HVRP grant. You should follow the cost principles guidelines in [2 C.F.R. Part 200, Subpart E](#). A cost is considered “necessary” if it helps achieve a program goal and is necessary and reasonable for the performance of the HVRP grant. A cost is “reasonable” if it meets the “prudent person” standard ([2 C.F.R. § 200.404](#)). Shared costs among multiple programs or projects **must** be proportionate. For example, if a Program Manager spends 20 percent of their time on HVRP, then only 20 percent of the Program Manager’s cell phone or laptop would be charged to HVRP, with the rest being split among the other programs.

If you include indirect costs in Section J, make sure you do not list those same costs again in any direct cost categories. You **must** categorize costs as either indirect or direct, but not both.

The Budget Narrative **must** justify all proposed costs and match the SF-424A and the estimated funding amount in the SF-424 (Section 18a). The Budget Narrative **must** be consistent with and support the activities, resources, staff, and other items described in the Project Narrative.

The Budget Narrative should also include a section describing any leveraged resources provided (as applicable) to support grant activities. DOL/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

and sustain the impact of the project itself. If leveraged resources are provided, the Budget Narrative should include a description of the leveraged resources, the specific grant activities the resources will support, and the funding source. Valuation of leveraged resources follows the same requirements as cost sharing.

Participant Support Costs

A participant support cost is allowed only when incurred to enable the eligible veteran's participation in HVRP services and **must** be tied to a specific HVRP service. It is not meant to cover all the participant's needs. Typically, needs are identified during the intake and assessment process and included in the employment plan. A participant support payment is given to, or on behalf of, eligible participants to provide temporary assistance that supports the individual's employment plan. A participant support cost **must** be reasonable and necessary to help the participant engage in services and activities related to the employment plan. A participant support cost should not duplicate a service a participant receives from another program (i.e., federal, state, local programs). For specific guidance on Participant Support Costs, please see [VPL 06-24 HVRP Requirements and Functions](#) or the most current guidance on this topic.

Participant Wages

HVRP grant funds may be used to pay participant wages. Examples of wage subsidies include On-the-Job Training (OJT), subsidized state- or federally approved registered apprenticeships, and/or transitional jobs (TJ) strategies. The participant **must** be involved in job training, and the expectation is for employers to hire them afterwards. Funds can cover job training wages for up to 90 days and can contribute up to half of the participant's wages, based on the county living wage for the SDA county as shown in the *Abstract (Attachment A)*.

To use HVRP funds for OJT, subsidized registered apprenticeships, and/or TJ wages, grant recipients **must** show that participants need the subsidized job training wages and create an agreement with the employer that stipulates the terms of the subsidy, duration of the job training, and that it **must** lead to employment. The agreement **must** stipulate that HVRP funds will reimburse the employer for the agreed-upon earnings to be subsidized, not more than 50 percent. Subsidized job training is **not** a job placement. Awardees **must** have a standard operating procedure (SOP) to implement and execute this process consistently.

Incentives

Incentives may be provided to active HVRP participants for recognition and achievement directly tied to participation in the program and employment goals. Incentives may be provided to enrolled participants and participants maintaining employment throughout the 12-month retention period.

If you plan to use incentive funds, your Budget Narrative **must** include the planned amount and type of incentives (e.g., gift cards, vouchers, etc.). Planned costs for incentives **must** be categorized under the "Other" cost category and not as a Participant Support Cost. Awardees that want to use grant funding for incentives **must** have an SOP outlining a disbursement policy and tracking system to ensure supportive services are implemented and executed consistently before incentives are dispersed.

For specific guidance on incentives, including the SOP requirements, please see [VPL 06-24 HVRP Requirements and Functions](#) or the most current guidance on this topic.

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) and include the roles and responsibilities as they pertain to the award. List each full-time equivalent (FTE) position separately and provide the annual salary, the percentage of time devoted to the project, and the amount of each position's salary funded by the grant. Grant recipients that charge Personnel positions among multiple HVRP grants cannot exceed 100 percent FTE collectively among potential active grants entering PY 2025.

Fringe Benefits: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs, i.e., health insurance, Federal Insurance Contributions Act (FICA), retirement, etc.

Travel: For grant recipient 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. If an overnight trip, provide the start location and the destination location so DOL/VETS can determine if the costs are reasonable. This category should include allowable expenses to cover travel to DOL/VETS-sponsored training events such as the region or state annual post-award conference, professional conference, and/or any other offered trainings. The National Post Award Conference is virtual, so do not include travel costs for that event. Identify the name and location of the conference that staff will attend. Full day per diem rates should not be claimed for the first and last day of travel. Lodging and per diem expenditures **must** not exceed the rates established by the U.S. General Services Administration (GSA) for the location of your trip. Find your per diem and lodging rates on the [GSA per diem rate page](#). Applicants **must** provide a justification for travel expenditures that exceed 10 percent of the one-year budget. Mileage reimbursements **must** not exceed the current federal mileage reimbursement rate and can be verified at [GSA privately owned vehicle mileage reimbursement rate page](#).

Equipment: Identify each item of equipment you expect to purchase that has an estimated acquisition cost of \$10,000 or more per unit (or if your capitalization level is less than \$10,000, use your capitalization level) and a useful lifetime of more than one year (see [2 C.F.R. § 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 \$10,000 are supplies, not "equipment." **DOL/VETS does not allow the purchase of motor vehicles, buildings, or land.**

Supplies: Supplies means all tangible personal property other than those described in the definition of Equipment. A computing device (laptop) is a supply if the acquisition cost is below the lesser of the capitalization level established by the recipient (or subrecipient for financial statement purposes) or \$10,000, regardless of the length of its useful life. Identify the categories of supplies for staff (e.g., office supplies) and, as needed, list the item, quantity, and total costs. Cost allocations for supplies that are not broken down by individual item in the narrative **must** document the methodology used in determining the amount allocated for this line item, per [2 C.F.R. § 200.405\(d\)](#). **Note: Supplies for participants should be placed in the "Other" line item.**

Contractual: Under the Contractual line item, delineate contracts and subawards separately. Contracts are defined according to [2 C.F.R. § 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 C.F.R. § 200.1](#), means an award provided by a pass-through entity to a subrecipient for the subrecipient to contribute to the goals and objectives of the project by carrying out part of the 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 consistent with criteria in with [§200.331](#), including an agreement the pass-through entity considers a contract. For each proposed contract and subaward, specify the purpose and activities to be provided and the estimated cost. Phone and copier contracts, agreements, or leases should not be included in this section.

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 that does not involve construction costs) may be allowable. DOL/VETS does 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 cost methodology, for each item so that DOL/VETS can determine whether the costs are necessary, reasonable, and allocable. For further information on Participant Support Cost allowability, please see [VPL 06-24 HVRP Requirements and Functions](#) or the most current guidance on this topic.

List items, such as participant support costs (e.g., training, clothing, etc.), stipends, or incentives not covered elsewhere. Professional liability insurance, also referred to as errors and omissions insurance, is unallowable in accordance with [2 C.F.R. § 200.447\(b\)\(5\)](#).

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 15 percent de minimis rate of modified total direct costs, please confirm that your organization meets the requirements as described in [2 C.F.R. § 200.414\(f\)](#). Clearly state that your organization does not have a current negotiated (including provisional) rate.

Applicants choosing to claim indirect costs using the de minimis rate **must** use Modified Total Direct Costs (see [2 C.F.R. § 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 (MTDC). See the definitions below to assist you in your calculation.

- **2 C.F.R. § 200.1 MTDC:** To avoid a serious inequity in the distribution of indirect costs, DOL defines MTDC as all direct salaries and wages, applicable fringe benefits, materials and supplies, services, and travel and up to the first \$50,000 of each subaward or subcontract (regardless of the PoP of the subawards and subcontracts 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 and subcontract in excess of \$50,000. You will also note that participant support costs are not included in MTDC. Participant support costs are defined below.
- **2 C.F.R. § 200.1 Participant Support Cost** means direct costs that support participants and their involvement in a federal award, such as stipends or subsistence allowances, registration fees, temporary dependent care, and per diem paid to or on behalf of participants.

See Sections IV.B.4 and IV.E.1 for more information. Additionally, the [Cost & Price Determination Division \(CPDD\)](#) contains information regarding the negotiation of Indirect Cost Rates at DOL.

Note that the SF-424, SF-424A, and Budget Narrative must include the federal grant amount requested for the *first year only* of the PoP. All total amounts must match on each document.

Do not show leveraged resources on the SF-424 and SF-424A. If leveraged resources are included, they **must** be described 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, DOL/VETS will consider the *Abstract (Attachment A)* the official funding amount requested. However, if the amount specified on the SF-424 would render the application nonresponsive, the Grant Officer will use their discretion to determine whether the intended funding request (and cost sharing, if applicable) is within the responsive range.

Applicants **must** submit, as an attachment, the information requested in Word, PDF, or Excel format. A template for applicants is available at *Budget Narrative Template (Attachment B)*. The naming convention for the attachment **must** be “Attachment-B-Budget-Narrative.”

The score for this category will depend on how well the Budget Narrative shows the following:

- Use of the [Bureau of Labor Statistic benchmark for wage estimates](#) for [Eligibility Interviewers, Government Programs \(43-4061.00\)](#) to show that the personnel salaries for Case Managers, Employment Specialists, or equivalent positions meet or exceed the local wages of the lowest 10 percent of workers for the proposed service address(es) zip code(s). This benchmark does not apply to the Program Directors/Managers, Outreach Staff, etc., personnel positions. **(Up to 2 Points)**

- Provide realistic and reasonable costs that align with the proposed project activities and outcomes. **(Up to 1 Point)**
- Show in the object class category descriptions that costs are necessary for the project and ensure not to include things that are not allowed by DOL/VETS, like buying construction materials, vehicles, buildings, or land. **(Up to 2 Points)**
- Ensure the cost description matches each line item on the SF-424A. For example, the personnel section should show how many full-time staff are involved and what percentage of their time they will dedicate to HVRP and include a complete description of proposed leveraged resources (as applicable) to support grant activities and participant supportive services. **(Up to 1 Point)**

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 25 double-spaced single-sided 8.5 x 11-inch pages with Times New Roman 12-point font and 1-inch margins. You **must** number the pages of the Project Narrative beginning with page number 1.

We will not read or consider any materials beyond the specified 25-page limit except those attachments listed in Section IV.B.4 that impact the scoring of the application.

The following instructions provide all 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. The Project Narrative **must** use the following format, using the same section headers identified below for each section of the Project Narrative.

Please be advised that full points will not be awarded if the narrative does not clearly and accurately address the required factors. To receive full points, the applicant **must** describe, in their own words, *how* they will meet the stated requirement and convincingly demonstrate that they are using a sound approach.

a. Statement of Need (Up to 12 Points)

Scoring for this section will depend on how well the following factors are explained and covered. Panelists will not refer to the *Abstract (Attachment A)* for answers to these factors. They **must** be addressed in the Statement of Need.

- Identify the proposed SDA(s), including each state or territory in which the grant will operate, relevant counties, parishes, independent cities, Native American tribal areas, and other applicable geographic areas. (This information **must** also be included in the *Abstract (Attachment A)*. If there are any differences between the Statement of Need and

the *Abstract (Attachment A)*, DOL/VETS will use the SDA(s) in the *Abstract (Attachment A)* as the official request.) (Up to 1 Point)

- Applicants **must** maintain a physical location within the identified proposed SDAs where staff will be located and provide participant support and services. As a result, you **must** provide the proposed physical address(es) where staff will be located. (This information **must** also be included in the *Abstract (tab 1 in Attachment A)*.) For definition of physical address, please refer to the [HVRP Glossary of Terms](#). The address(es) **must** be within 50 continuous miles of each proposed SDA. The following sites provide an estimate for this information: [StatsAmerica Big Radius Tool](#) (includes list of counties within a 50-mile radius of a city or county); [Smappen](#) (includes a map of locations that are within a 50-mile driving radius of an address); and [CalcMaps](#) (includes a map of locations that are within a 50-mile radius of an address). (Up to 1 Point)
- Describe how you determined the proposed project is needed in each SDA and why you chose those proposed physical locations where staff will be located. Include any evidence that supports the nature and extent of the need and why the proposed SDA(s) will benefit from HVRP services. You **must** justify the proposed SDA(s) and explain how services will be provided within the entire SDA(s). The SDA(s) **must** align with the proposed resources identified in the application (i.e., staff, funding, etc.) and reflect an area where the applicant could reasonably and effectively provide services. The Project Narrative **must** capture the description, as the panel will not refer to the *Abstract (Attachment A)* for the quantitative and qualitative information required below: (Up to 10 Points)
 - Provide demographic information of the population to be served in the proposed SDA(s) as identified in the *Abstract (Attachment A)*. Include how many eligible veterans you plan to enroll each year for the project. The planned number of enrollments **must** be supported by the number of eligible veterans in need of project services in your proposed SDA(s) and the demographic information of the population to be served.
 - Describe what local employers in your SDA(s) need in relationship to hiring workers and providing job training.
 - Describe how you determined the number of sheltered and unsheltered veterans experiencing homelessness in the identified SDA(s). The *Abstract (Attachment A)* form provides [local estimates of veteran homelessness](#) by HUD [CoC](#); however, other data sources are encouraged. Other data sources include [VA Domiciliary/Grant and Per Diem \(GPD\) Program](#) housing data or local area data from [Supportive Services for Veteran Families \(SSVF\)/HUD](#). Applicants **must** cite the date and source of all data.
 - Provide current labor market information (LMI) for the identified SDA(s), including in-demand jobs identified by the Local Workforce Development Board (LWDB), industry, or employers. Applicants **must** cite the date and source of the information.

- Describe factors in the SDA(s) contributing to veterans experiencing or at risk of homelessness or the circumstances creating the need for receiving an HVRP grant.

b. Expected Outcomes and Outputs (Up to 16 Points)

Cost per Enrollment (Up to 9 Points)

Applicants are required to enter the Cost per Enrollment goal within the *Planned Goals Chart (tab 4 in Attachment A)*. If the Cost per Enrollment is greater than \$4,000 or less than \$1,000, zero points are awarded. If it is equal to or less than \$4,000, nine points are awarded.

Enrollments are scored in the Statement of Need. Cost per Enrollment will be calculated by dividing the total funding proposed for the entire PoP by the total number of participant enrollments planned for the PoP. This calculation assists in ensuring reasonable funding requests relative to the total planned participant enrollments referenced in the Statement of Need.

Applicants **must** enter the requested amount for each individual year of the grant in the *Abstract (tab 1 in Attachment A)* and the number of annual enrollments by CoC in the *Abstract (tab 2 in Attachment A)* for this indicator to score in the *Planned Goals Chart (tab 4 in Attachment A)*.

Other Performance Indicators

Applicants **must** ensure performance goals are realistic, programmatically aligned, and supported by sound methods and strategies for accomplishing goals in accordance with [VPL 03-24 HVRP Performance Management and Reporting](#) or the most current guidance on this topic. Awardees are expected to commence programmatic activity starting July 1 of the PY (or the date prescribed in the Notice of Award).

It is highly recommended that applicants consider potential delays in startup time (e.g., set-up of facilities, hiring of appropriate staff, outreach to networks to establish participant referrals, etc.), which may affect performance in early quarters. When developing planned goals, applicants are encouraged **not** to distribute enrollments and exiters equally across quarters in their first year of performance. Awardees will be held to the performance goals submitted in their application and **must** report quarterly on the progress toward their cumulative goals throughout the three-year PoP. For more information on planned goal changes, please see [VPL 04-24 HVRP Award Amendments Attachment A-Technical Assistance Guide](#) or the most current guidance on this topic.

DOL/VETS may impose specific conditions, in accordance with [2 C.F.R. § 200.208](#), for failure to meet performance goals. Failure to achieve performance goals may also have a significant impact on future federal awards and/or the ability to receive future federal awards.

Please refer to the [HVRP Glossary of Terms](#) for definitions of the performance indicators and the [HVRP Quarterly Performance Reporting Desk Guide](#) for scoring thresholds.

Applicants are required to enter goals for enrollments and exiters within the *Planned Goals Chart (tab 4 in Attachment A)*. These goals are not scored during the merit panel review.

- Number of participants enrolled (scored under the Statement of Need section, but the goal is entered into the *Planned Goals Chart (tab 4 in Attachment A)*)
- Number of participants exited

The applicant **must** establish goals for the following performance indicators in the *Planned Goals Chart (tab 4 in Attachment A)* by completing all yellow highlighted fields (**Up to 7 Points**):

- Placement Rate (Rate = Employed/Exited)
- Average Hourly Wage at Placement
- Cost per Placement
- Percentage of Enrollments with Completed Training
- Employment Rate 2nd Quarter After Exit (percentage of program exiters who are in unsubsidized employment in the second quarter after exit from the program)
- Employment Rate 4th Quarter After Exit (percentage of program exiters who are in unsubsidized employment in the fourth quarter after exit from the program)
- Median Earnings 2nd Quarter After Exit (the median quarterly earnings of program exiters who are in unsubsidized employment in the second quarter after exit from the program)

c. Project Design (Up to 34 Points)

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 grant recipients that have historically had the most success in assisting veterans experiencing or at risk of homelessness are those that have taken an expansive multi-disciplinary and comprehensive approach to the problem.

Throughout this section, you **must** demonstrate a cohesive, well-designed approach to implementing the project. Simply attesting that the applicant will complete an element will result in zero points for that element. You **must** describe how you will incorporate the following project design elements that will address the unique needs of the targeted population and proposed SDA(s):

(i) Outreach, Recruitment, and Engagement (Up to 7 Points)

Applicants **must** have a comprehensive plan for outreach, recruitment, and engagement of marginalized veterans experiencing or at risk of homelessness.

To receive full points for this section, applicants **must** address the following components of their outreach, recruitment, and engagement strategies:

- Describe how you will conduct outreach with veterans who are sheltered and unsheltered within your proposed SDA(s), including veterans living in encampments or tent cities and, where applicable, veterans in institutional settings, such as jails, residential treatment facilities, and hospitals. (**Up to 1 Point**)

- Describe the role American Job Centers ([AJC](#)), shelters, penal institutions, long-term care facilities, and any other partners will assume in the recruitment of eligible participants. **(Up to 1 Point)**
- Describe how you will conduct outreach to historically marginalized veterans. **(Up to 1 Point)**
- Describe how you will engage underserved communities not currently being served by an HVRP grant. HVRP strives to provide services to veterans experiencing or at risk for homelessness in as many communities as possible throughout the nation. According to the [HUD AHAR Report](#), every state has a population of veterans experiencing homelessness. To serve these populations, it is imperative resources are provided in those communities. **(Up to 1 Point)**
- Describe how you would participate in local Stand Down (SD) events that may be planned in your proposed SDA(s) and how you would collaborate with [HUD CoC Coordinated Entry](#). Please refer to the [HVRP Glossary of Terms](#) for definition of SD. **(Up to 1 Point)**
- Describe how you will proactively engage both public and private employers and conduct effective outreach to potential employers, including engagement with prevalent or growing industry sectors in your proposed SDA(s), and in-demand jobs identified by the local LMI. **(Up to 1 Point)**
- Describe how you will leverage resources by conducting outreach and coordinating with other local and national organizations and supportive service programs, including penal institutions and halfway houses, to assist eligible veterans in overcoming barriers to employment. **(Up to 1 Point)**

(ii) Intake and Assessment (Up to 5 Points)

To participate in HVRP, an individual **must** be a veteran **and** either experiencing homelessness *or* at risk of homelessness, *or* participating in a qualifying partner service, *or* transitioning from certain institutions **and** in need of employment services. To provide HVRP services, grant recipients **must** collect, in an individual’s participant case file, source documentation of eligibility. For further information, please see [VPL 06-24 HVRP Requirements and Functions](#) or the most current guidance on this topic. To receive full points for this section, applicants **must** explain the following components of their intake and assessment process:

- Describe how you will allow for in-person, virtual, socially distanced, or hybrid models of service. **(Up to 1 Point)**
- Describe how the intake process will remove barriers to ensure the eligible veteran’s full and equal participation in the project. **(Up to 1 Point)**
- Describe how you will determine if a participant is eligible for enrollment. **(Up to 1 Point)**

- Describe the methods used to collect information from the eligible veteran to assess the types of employment-related services needed to assist them in gaining and retaining meaningful employment. **(Up to 1 Point)**
- Describe how you will ensure that racial, gender, 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. **(Up to 1 Point)**

(iii) Employment and Job Training (Up to 8 Points)

Job-driven training received by participants may be provided directly through the grant or provided to participants through partnerships with an [AJC](#), [GI Bill Benefits](#), [Veteran Readiness and Employment](#) (formerly known as Vocational Rehabilitation and Employment), State Vocational Rehabilitation programs, or other training providers. Job-driven training is targeted to the specific industries, occupations, and skills that are in demand locally and **must** enable a participant to become employable or seek a higher grade of employment. Training **must** align with participants' employment goals. Some examples of job-driven training that may be provided to participants are OJT; registered apprenticeships; customized job training, upgrading, or retraining; entrepreneurial or other work-based learning; and occupational skills training provided by the applicant or a third-party training provider. Life skills, financial management, resumé writing, interview preparation, and other job readiness or preparation services **are not considered** job-driven training. Employment and training programs **must** target in-demand occupations indicated in the LMI provided in the Statement of Need. Please note that placement into an unsubsidized apprenticeship is considered placement into employment. Please visit the [Apprenticeship Job Finder webpage](#) where you can search for training providers.

To receive full points for this section, applicants **must** describe the following components of their employment and job-training services:

- Describe the employment and job-driven training services available to participants to obtain and retain high-quality career outcomes, particularly in high-demand industries such as construction, electrical, manufacturing, and cybersecurity. **(Up to 1 Point)**
- Describe your strategies for the provision of general and specialized training and/or OJT while participants are engaged in the program. **(Up to 1 Point)**
- Describe how you will incorporate input from industry experts to ensure that training addresses relevant skills demanded by employers in high-growth sectors. **(Up to 1 Point)**
- Describe how provided training options will help participants obtain unsubsidized employment and become self-sufficient. If applicable, include training that you plan to provide. **(Up to 1 Point)**

Grant recipients **must** have sound strategies for placing participants into unsubsidized employment in jobs that pay living wages in safe and healthy workplaces where they can communicate their views to their employer and influence matters that affect them at work. Grant

recipients **must** work toward assisting participants to secure or attain employment in accordance with their employment goals during the PoP either through direct involvement by the grant recipient, through a robust referral system, or through the participant's own efforts.

To receive full points for this section, applicants **must** also address each of the following:

- Describe your strategies for working with employers and utilizing work-based learning activities to help participants attain their employment goals and address the needs of employers while maintaining collaborative communication so participants feel connected to their work and the company's goals. **(Up to 1 Point)**
- The [AJC](#) is designed to provide a full range of assistance to job seekers under one roof. Because HVRP is employment-focused, collaboration with the [AJCs](#) is key. An [AJC](#) can provide supplementary services to eligible veterans. Since additional resources and information can be provided at an [AJC](#), coordination between them and the grant recipient is vital to provide the maximum number of resources to participants. Additionally, grant recipients are strongly encouraged to enroll their participants at the [AJC](#). Prospective applicants should contact their [AJC](#) as soon as possible to obtain a Letter of Support. The [AJC](#) Letter of Support should be dated within 12 months from the FOA publication date. You should provide a letter from each [AJC](#) located within the [CoC\(s\)](#) in your SDA to validate your ability to partner with this agency. **(Up to 1 Point)**
- Describe the array of employment and job training available to participants and how you will develop formal employment and job-training plans, 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** describe how you will manage and document participants' progress. For definitions of various types of job training, please refer to the [HVRP Glossary of Terms](#). **(Up to 1 Point)**
- Describe how you will provide employment adjustment services once the participant is placed into employment to assist in job retention. Due to numerous barriers and challenges program participants face during their transition to careers and stable housing, employment adjustment services are designed to help a newly employed veteran adjust to a job and are considered part of the veteran's employment plan. This includes setting clear expectations, identifying stressors and developing an action plan to combat them, and tracking and celebrating success. **(Up to 1 Point)**

(iv) Linkages and Supportive Services (Up to 9 Points)

Stable housing, health care (including mental health), transportation, childcare, and other supportive services are critical in helping veterans experiencing homelessness reintegrate into the labor force. DOL/VETS promotes collaboration with other organizations to leverage federal, state, and local resources to the maximum extent possible in support of reintegrating veterans experiencing or at risk of homelessness. The plan **must** include partnerships with public, private, and nonprofit organizations and assist participants in overcoming barriers to employment.

Housing Costs for Veterans Transitioning from Certain Institutions:

Housing is a critical element for successful reintegration into the workforce. HVRP funds may be used for housing, but only for eligible participants who meet the definition of a veteran who is transitioning from certain institutions, in accordance with [38 U.S.C. § 2023](#).

As part of the plan for supportive services, applicants **must** propose a specific housing assistance strategy. 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 [SSVF/HUD](#), which rapidly rehuses homeless veterans and their families
- The [VA Domiciliary/GPD Program](#), which funds emergency and transitional housing programs
- The [Federal Emergency Management Agency's food and shelter programs](#), which provide emergency food and shelter
- The [HUD-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
- Local and state housing authorities

Applicants that propose, in their Budget Narrative, to use funds for housing assistance **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 expending grant funds for this purpose. Please see [VPL 06-24 HVRP Requirements and Functions](#) or the most current guidance on this topic for details pertaining to the allowability of these costs under HVRP.

Childcare Costs for Veterans with Children:

HVRP funds may be used to provide childcare services only to participants that meet the definition of homeless veterans with children, in accordance with [38 U.S.C. § 2021A](#), to expedite the reintegration of homeless women veterans and homeless veterans with children into the labor force.

The use of grant funds for childcare services is limited to 45 days, and the amount of assistance **must** be reasonable considering the average cost of childcare within the local community. Applicants that propose, in their Budget Narrative, to use funds for childcare services for these eligible participants **must** identify how you will exhaust other resources before expending grant

funds for this purpose. Please reference [VPL 06-24 HVRP Requirements and Functions](#) or the most current guidance on this topic for details pertaining to the allowability of these costs under HVRP.

Persistent, coordinated, and creative outreach efforts are important to not only identify but also engage veterans experiencing or at risk of homelessness and connect them to the services they need to obtain and retain employment. To ensure the proposed project is cultivating successful linkages to supportive service providers, applicants should employ and partner with veterans with lived experience, particularly people belonging to marginalized populations and those with recent experience with homelessness and homeless service systems.

Awardees will be required to have an SOP in place to ensure supportive services are implemented and executed consistently.

To receive full points for this section, applicants **must** address each of the following:

- Describe your plan to leverage existing relationships and/or develop new relationships with existing [CoCs](#) and/or employer partners. Provide at least one example of how your organization has done so in the past. Provide evidence of these partnerships with a **required** HUD [CoC](#) Letter of Support that describes the relationship and the roles and responsibilities of each party. If your SDA encompasses multiple [CoCs](#), you **must** provide a letter from each [CoC](#) in the SDA. Your SDA's [CoCs](#) are identified in the *Abstract (tab 2 in Attachment A) – Unduplicated CoC Number & Name*. A congressional letter of support is not needed. **(Up to 3 Points)**
- Demonstrate that the proposed project has an appropriate mix of additional partners, in addition to [CoC](#)/employer partners, to effectively support the proposed grant. At minimum, you **must** explain how you will leverage partnerships with Area Agencies and [AJCs](#) to maximize training, supportive services, and employment opportunities for participants. Other key partners should provide support with stable housing, health care (including mental health care), transportation, childcare, and other supportive services critical in helping veterans experiencing or at risk of homelessness reintegrate into the labor force. **(Up to 3 Points)**
- Describe how the project will leverage resources by coordinating with other local and national organizations and supportive service programs, including penal institutions and halfway houses, to assist HVRP participants in overcoming barriers to employment. **(Up to 3 Points)**

(v) Employer Engagement Strategies (Up to 5 Points)

To receive full points for this section, applicants **must** address each of the following:

- Describe your approach for targeting employers and the outreach strategy, as well as any distinct approaches used to target specific industry employers (e.g., transportation and energy) and/or union trades, including through apprenticeship programs. Applicants should focus on employers that work with labor unions, labor management partnerships, and/or worker organizations. **(Up to 1 Point)**

- Describe how you will engage employers in work experience and career exploration activities with participants. As a part of its outreach strategy, the applicant **must** describe its approach to working with the LWDB to leverage employer partnerships through board members. **(Up to 2 Points)**
- Describe employment opportunities for participants. Applicants should focus on increasing employment opportunities by actively pursuing opportunities for increased participation of people of color, women, individuals with disabilities, justice-involved individuals, and other underserved communities. **(Up to 1 Point)**
- Describe the approach for ongoing communication with, and feedback from, employers to ensure the program’s engagement strategy meets their needs. **(Up to 1 Point)**

d. Organizational, Administrative, and Fiscal Capacity (Up to 12 Points)

To receive full points for this section, applicants **must** describe how their organization will manage the operational, administrative, programmatic, and financial reporting requirements specified within this FOA.

(i) Staffing Strategy

Applicants **must** address their capacity for implementing the program, programmatic reporting, and participant tracking, including follow-up tracking services to capture and report post-exit outcomes within 120 days. **(Up to 5 Points)**

- Describe the qualifications and experience that you will require for each staff position funded by this award.
- The staffing strategy **must** include:
 - all three program phases for all personnel roles listed in the Budget Narrative (program phases: start-up, active program services, and follow-up),
 - a description of each position funded by this award,
 - each staff member’s roles and responsibilities on the project,
 - each staff member’s relevant background, and
 - their experience with HVRP or a similar employment program.
- How you will attract and retain qualified/competent staff and address staff turnover if the need arises.
- If applicable, where the staff are shared among multiple programs of an organization, applicants **must** indicate how the organization will track staff time, apportion expenses, and ensure sufficient resources for the effort.
- The applicant **must** describe the contingency plan to ensure the timely resumption or continuation of services following staffing disruptions.

(ii) Financial Capacity and Stability (Up to 4 Points)

To receive full points, your application **must** demonstrate that your organization has the fiscal and administrative controls in place to manage and safeguard federal funds, along with the capacity to implement an HVRP program, including the ability to adjust to potential changes in funding. Address the specifications below:

- Describe the organization’s financial capacity to administer HVRP by providing evidence of sound accounting systems, fiscal controls, previous grant funds management, and a review of audited financial statements. Applicants **must** provide detailed descriptions of the below capabilities:
 - The capacity to start up financial activities early in the project and sustain some or all project activities after federal financial assistance has ended.
 - The fiscal controls in place for auditing and accountability procedures, including fiscal management information systems.
 - An accounting system able to:
 - handle multiple funding streams.
 - track planned expenditures, which can compare in real-time actual or accrued expenditures to planned or estimated expenditures.
 - track forecasted and actual enrollments in conjunction with forecasted and actual participant wages and fringe benefits.
- Describe strategies for how you will prevent waste, abuse, and fraud or criminal activity within your organization and how you will prevent any administrative deficiencies (such as deficiencies with monitoring activity results and submitting timely reports to the DOL/VETS).

(iii) Program Implementation (Up to 2 Points)

To receive full points for this section, applicants **must** address each of the following:

- 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 a participant’s employment results and document tasks such as efforts to offer participant training and supportive services. For example, will the organization use an established case management system, need to create/purchase a case management system, or use paper records. **(Up to 1 Point)**
- Describe the integrated approach to post-program placement planning and follow-up period. These descriptions **must** include how the applicant plans to minimize the number of participants who cannot be located or contacted during the follow-up period since the grant recipient will be responsible for follow-up tracking and reporting outcomes, which

includes tracking and reporting outcomes for each exited participant up to 12 months after they exit or until the end of the PoP (June 30, 2028). **(Up to 1 Point)**

(iv) Capacity to Manage Data (Up to 1 Point)

DOL/VETS uses the [VETS Grantee Reporting System \(VGRS\)](#) for collecting, managing, and reporting program data. Awarded grant recipients will use VGRS to track and analyze enrollments, exits, services, training, earnings, and post-exit employment outcomes of program participants. To receive full points under this rating factor, you **must** describe your capacity to collect and manage data in a way that ensures consistent, accurate, and timely reporting, as required by the DOL/VETS, by describing your capability to effectively use VGRS, including past experience in using similar performance management systems if relevant, and to ensure the reliability, validity, and accuracy of data produced over the course of the grant programs. Please see [VPL 06-24 HVRP Requirements and Functions](#) or the most current guidance on this topic for more information on VGRS.

To receive full points for this section, applicants **must** address **one** of the following:

- Current grant recipients **must** explain how you have used/will use VGRS to track performance data; describe in detail your history of data entry timeliness, reliability, and accuracy; and explain how you have used the results of the data validation process to improve data collection and reporting and/or program implementation.
- New applicants **must** explain factors that are relevant to their successful use of VGRS to track performance data, such as how you will ensure the reliability, accuracy and timeliness of data entry; your current process for conducting data validation; and how you ensured the quality of the data collected and reported for similar programs over multi-year periods. New applicants **must** also include how you have used past data collection to improve data reporting or program implementation.

e. Past Performance – Programmatic Capability (Up to 20 Points)

Past performance is an important indicator of how successful an applicant will be when providing HVRP services. DOL/VETS considers past performance in the administration of a grant or cooperative agreement. Those applicants that have **never been awarded a grant or cooperative agreement from any entity** will receive zero points for this section. The award demonstrating past performance can be a federally or non-federally funded grant or cooperative agreement but **not** a contract. Applicants **must** fully complete the Chart of Past Performance (*Attachment C*), with performance from one previous award that was similar in size, scope, funding, and relevance to the application grant type. The previous award's PoP end date **must** be within three years of the FOA posted date, and the grant or cooperative agreement **must** have been in operation for at least 12 consecutive months. Organizations will receive points based on past performance data. There are different instructions depending on your past grant or cooperative agreement experience. Applicants **must** use the instructions within the Chart of Past Performance (*Attachment C*) to determine applicable scoring for past performance. See the Chart of Past Performance (*Attachment C*) for scoring criteria.

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 Narrative does 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

(i) Attachment A – VETS-704 Form, Abstract & Planned Goals Chart

Abstract (Attachment A)

Applicants **must** complete the VETS-704 Form – *Abstract (tabs 1, 2, and 3 in Attachment A)*. The lack of required information in the *Abstract (Attachment A)* may impact scoring. See III.C.1. for a list of required items that will result in the disqualification of your application if not submitted. If your organization is selected for an award, the information included in the *Abstract (Attachment A)* may be published on [USAspending](#), a public-facing website that acts as the official open data source for federal spending information. DOL/VETS will use the *Abstract (Attachment A)* as the official SDA(s) of record. The *Abstract (Attachment A)* **must** include the following:

Abstract (tab 1 in Attachment A)

- Applicant's legal name
- Requested amount for each individual year of the grant (i.e., Year 1, Year 2, and Year 3). While HVRP funds a maximum amount of \$500,000 per year, applicants can submit any amount under this cap, but no less than \$150,000, that is justified by and aligned with their budget and budget narrative (For example, \$250,000 for Year 1).
- Applicants **must identify** if an application is in Grant Type Category 1 (HVRP), Category 2 (HWVHWC), or Category 3 (IVTP). Panelists will review the application under Category 1 (HVRP) if you do not explicitly identify a category in the *Abstract (Attachment A)*. No additional changes or discussions of this population category will occur during or after the competition.
- Applicants **must identify** the proposed physical address(es) (Street Address, City, State, and [ZIP Code](#)) of all locations where Case Managers/Employment Specialists or

equivalent will provide services to participants in the SDA(s). Post Office Boxes are **not** accepted.

Abstract (tab 2 in Attachment A)

- Applicants **must identify** the SDA for the proposed project. Identification includes each state or territory in which the grant will operate, as well as the county/county equivalent and the number of annual enrollments expected in each of the SDA's [CoCs](#). DOL/VETS **will not** read the entire application, such as the Project Narrative, to make this determination.

Abstract (tab 3 in Attachment A)

- Purpose of the project
- Activities to be funded by the grant
- Intended beneficiaries of the project
- Expected outcomes of the project
- Subrecipient activities, if applicable
- Name(s) of local [AJC](#)(s) in the SDA
- Justification for planned enrollments in oversaturated [CoCs](#), if applicable
- Justification for more than one application to serve the exact same SDA, if applicable
- Justification for the application's SDA overlap (<25 percent) with a current HVRP grant's SDA, if applicable
- Key partnerships
- Recipient of other funding, if applicable
- Tribal areas served, if applicable
- [Bureau of Federal Prisons](#), penal institutions, and/or long-term care facilities served, if applicable

Planned Goals Chart (tab 4 in Attachment A)

- Applicants **must fully complete** the information requested in the *Planned Goals Chart (tab 4 in Attachment A)*.

You **must** submit the Excel document as an attachment. The naming convention for the attachment **must** be "Attachment A_VETS-704.xlsx." Omission of VETS-704 (*Attachment A*) will result in disqualification of your application.

(ii) HUD CoC Letter(s) of Support

All applicants **must** provide a letter of support from a HUD CoC within your SDA. If your SDA encompasses multiple CoCs, (refer to *Abstract (tab 2 in Attachment A) – Unduplicated CoC Number and Name* for the full list of CoCs in your SDA) you **must** provide a separate CoC letter for each CoC. Omission of the Letter(s) of Support will result in the disqualification of your application.

The Letter(s) of Support **must** be dated within the last 12 months from the date the FOA is published with the printed name and either a wet or digital signature of the CoC's authorized official and should include the following information:

- Number and title of this FOA;
- Name and address of legal applicant organization;
- Clear demonstration of the CoC's level of collaboration, contribution, and/or commitment to the project; and
- Summary of any actual or planned agreements.

Submit the letter(s) as a separate attachment. The naming convention for each attachment **must** be "HUD-CoC-Letter-of-Support.pdf." If multiple CoC letters are submitted, add a dash and the CoC number for each one, such as -CA-506, -CA-508, etc., after "Support."

(iii) Past Performance Documentation

Applicants must fully complete and submit the Chart of Past Performance (*Attachment C*), even if you do not have past performance in administering a grant (see Section IV.B.3.e).

Submit the completed form as an attachment. The naming convention for the attachment must be "Attachment-C-Past-Performance.pdf." Omission of the Chart of Past Performance (*Attachment C*) will result in disqualification of your application.

b. Requested Attachments

DOL/VETS requests the following attachments, but their omission will not disqualify the application. The omission of the attachment(s) will, however, impact scoring unless otherwise noted. The applicant **must** upload the attachment(s) in [Grants.gov](https://www.grants.gov) under "Other Attachment Forms."

(i) Case Managers/Employment Specialists Wage Benchmark

Applicants **must** complete the following steps to establish the 10th percentile wage benchmark for the proposed grant's Case Managers/Employment Specialists (see screenshot below).

1. Go to the [O*NET OnLine](https://www.onetonline.org/) national wage website for [Government Program Eligibility Interviewers \(43-4061.00\)](https://www.onetonline.org/eligibility-interviewers).

- In the *Wages near ZIP Code* field, enter the [ZIP Code](#) of the physical address where the Case Managers/Employment Specialists or equivalent job title will provide services to grant participants. The [ZIP Code](#) entered should match the [ZIP Code](#) shown in the *Abstract (tab 1 in Attachment A)*.

Note: If the site returns an error message stating *The ZIP Code entered could not be located. To view local wages, please search again using your state or a nearby ZIP Code, enter the next closest neighboring ZIP Code that returns a result. This site displays a map of nearby ZIP Codes: United States Zip Codes.org*

- The annual salary for an HVRP Case Manager/Employment Specialist or equivalent at 1.0 full-time equivalent (FTE) **must** be no less than the middle number listed under the metropolitan area or county name, shown as “10% of workers earn \$X or less.”

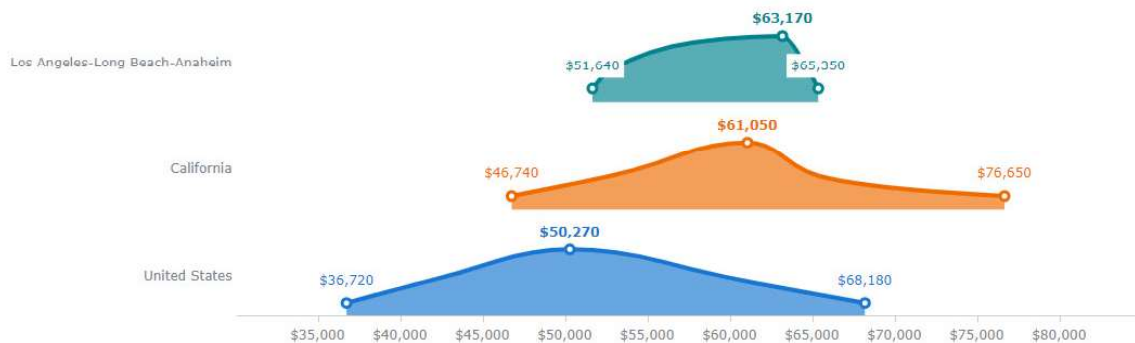
Local Wages

43-4061.00 - [Eligibility Interviewers, Government Programs](#)

Wages for state: California 1

Wages near ZIP Code: 90001 2

Annual Wages



In Los Angeles-Long Beach-Anaheim, CA:

- Workers on average earn **\$63,170**.
- 10% of workers earn **\$51,640 or less**.
- 10% of workers earn **\$65,350 or more**.

- Print this page to Adobe PDF and submit the file as “Wage-Benchmark-State/Territory-Abbreviation-ZIP-Code” in your application (example: Wage-Benchmark-CA-90001.pdf). If you have more than one physical address listed in the *Abstract (tab 1 in Attachment A)*, you **must** submit a wage benchmark page for each service address [ZIP Code](#) (or nearest equivalent).

(ii) Recent Letter of Support (dated within the last 12 months from the date the FOA is published) from an [AJC](#) located within the [CoC\(s\)](#) in your SDA(s). Submit the letter(s) as a separate attachment. The naming convention for each attachment **must** be “AJC-Letter-of-Support.pdf.” If multiple letters, add a dash and the number such as -1, -2, etc. after “Support.”

(iii) Indirect Cost Rate Agreement if you are requesting indirect costs based on a NICRA approved by your federal Cognizant Agency. Attach the most recently approved Agreement. (For more information, see Sections IV.B.2 and IV.E.1.) This attachment does not impact scoring of the application. The document **must** be submitted as a PDF. The naming convention for the attachment **must** be “NICRA.pdf.”

(iv) FOA Financial System Risk Assessment Information requested from all applicants. See Section V.B.2 for a sample template and additional instructions. This attachment does not impact the scoring of the application. The assessment may be submitted as either a Word document or PDF. The naming convention for the attachment **must** be “Attachment-D-Financial-System-Risk-Assessment.”

C. SUBMISSION DATE, TIME, AND PROCESS

Due Date for Applications: March 17, 2025

We **must** receive your application by Monday, March 17, 2025. You **must** submit your application electronically on [Grants.gov](https://www.grants.gov) **no later than 11:59 p.m. Eastern Time on the closing date.**

Applicants are encouraged to submit their application well in advance of the closing date to address any technical difficulties that may arise and 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 hard-copy, 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](https://www.grants.gov)

Applicants submitting applications **must** ensure successful submission **no later than 11:59 p.m. Eastern Time on the closing date.** [Grants.gov](https://www.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](https://www.grants.gov) verifies only the submission of certain parts of an application.

a. How to Register to Apply through [Grants.gov](https://www.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 to avoid unexpected delays that could result in the rejection of an application.

Applicants **must** follow the [online instructions for registration](#) on the [Grants.gov](#) website. 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 the [Grants.gov Workspace Overview](#).

For access to complete instructions on how to apply for opportunities, refer to the [Grants.gov How to Apply for Grants](#) page.

When a registered applicant applies 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 e-mail 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 e-mail messages to provide the status of the application's progress through the system.

- The first e-mail will contain a tracking number and will confirm receipt of the application by [Grants.gov](#).
- The second e-mail 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.gov](#) 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/VETS 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/VETS 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 frequently asked questions, available under “Applicant Resources” on the [How to Apply for Grants](#) page.

We encourage new prospective applicants to view the online tutorial, “Grant Applications 101: How to Apply for a Grant,” available through [WorkforceGPS](#).

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” on the [Manage Subscriptions](#) page. 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 (U.S.) or 606-545-5035 (International) to speak to a Customer Support Representative; or
- E-mail 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 only consider applications successfully submitted no later than 11:59 p.m. Eastern Time on the closing date and then successfully validated. **You assume a significant risk by waiting until 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, which are now found in the Office of Management and Budget’s (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), codified at 2 C.F.R. Part 200 and at 2 C.F.R. 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 costs incurred for common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved. It may be necessary to establish multiple pools of indirect costs to facilitate equitable distribution of indirect expenses to the cost objectives served. Indirect cost pools must be distributed to benefited cost objectives on a basis that will produce an equitable result in consideration of relative benefits derived. 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 15 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.b.iii 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 C.F.R. § 200.414(f) in the Cost Principles, may elect to charge a de minimis rate of 15 percent of MTDC (see 2 C.F.R. § 200.1 for definition), which may be used indefinitely. When applying the de minimis rate, costs must be consistently charged as either direct or indirect costs and may not be double charged or inconsistently charged as both. Once elected, the recipient or subrecipient must use the de minimis rate for all federal awards until such time as the award recipient or subrecipient chooses to receive a negotiated rate. (See 2 C.F.R. § 200.414(f) for more information on use of the de minimis rate.)

MTDC definition: To avoid a serious inequity in the distribution of indirect costs, DOL defines MTDC as all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward or subcontract (regardless of the PoP of the subawards and subcontracts 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 or subcontract more than \$50,000.

2. Salary and Bonus Limitations

None of the funds appropriated under the heading “Veterans’ Employment and Training Service” in the appropriation statute(s) may be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. The Executive Level II salary may change yearly and is located on the OPM.gov website. This limitation does not apply to contractors (vendors) providing goods and services as defined in 2 C.F.R. § 200.331. Where states are recipients of such funds, states may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost of living in the

state, the compensation levels for comparable state or local government employees, and the size of the organizations that administer federal programs involved, including VETS programs. See the Program Authority found in Section I.B and [TEGL 05-06](#) for additional information.

3. DOL Disclaimer

If applicable, the following standard VETS 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.”

4. Intellectual Property Rights and Open Licensing

Pursuant to 2 C.F.R. Part 2900.13 and 2 C.F.R. § 200.315(d), 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 an open license.

The term “open license” means a worldwide, royalty-free, nonexclusive, perpetual (for the duration of applicable copyright), irrevocable, standard open copyright license and must grant the public permission to access, reproduce, publicly perform, publicly display, adapt, distribute, and otherwise use the work and adaptations of the work for any purposes, subject only to the condition that attribution be given to authors and rights holders as designated.

Work that must be openly licensed 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. As part of the requirement to openly license grant-funded products, grantees must post their products (with the open license affixed) to a public distribution platform.

Only work that is developed by the recipient in whole or in part with grant funds is required to be licensed under the open 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 open licensing requirement.

The purpose of the open 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.

Questions about open licensing as it applies to this specific funding opportunity should be submitted to the ETA Grants Management Specialist specified in Section I. The Department will provide technical assistance to support open licensing during the period of performance.

Separate from the open 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 in accordance with the provisions of the grant award and 2 C.F.R. § 200.307.

5. Credential Transparency

The Department wishes to ensure that individuals, employers, educators, and training providers have access to the most complete, current, and beneficial information about providers, programs, credentials, and competencies supported with these federal funds.

To this end, we require that information about the industry-recognized credentials described in this section be made publicly accessible through the use of linked open data formats that support full transparency and interoperability. This includes all industry-recognized credentials that are awarded using grant funds under this Announcement, where such credentials were previously developed by a grant lead or partner or are developed using grant funds. Credentials include, but are not limited to, diplomas, badges, certificates, certifications, and degrees of all levels and types. Formats may include, but are not limited to, the use of credential transparency description language specifications. DOL will provide specific guidance and technical assistance on credential transparency. Grantees must submit an implementation plan for credential transparency and must complete implementation of the plan before the PoP ends, as specified in DOL technical assistance.

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)	12
2. Expected Outcomes and Outputs (See Section IV.B.3.b. Expected Outcomes and Outputs)	16
3. Project Design (See Section IV.B.3.c. Project Design)	34
4. Organizational, Administrative, and Fiscal Capacity (See Section IV.B.3.d. Organizational, Administrative, and Fiscal Capacity)	12
5. Past Performance – Programmatic Capability (See Section IV.B.3.e. Past Performance – Programmatic Capability)	20
6. Budget and Budget Narrative (See Section IV.B.2. Project Budget)	6
TOTAL	100

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, saturation levels of grant recipients relative to the homeless veteran population in an applicant’s proposed service area, duplication of service areas, 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 [Grants.gov](https://www.grants.gov), which constitutes a binding offer by the applicant.

2. Risk Review Process

Prior to making an award, ETA will review and consider information about the applicant that is in the responsibility/qualification records available in [SAM.gov](https://www.sam.gov) (see 41 U.S.C. § 2313). Applicants may review and comment on any information in the responsibility/qualification records available in [SAM.gov](https://www.sam.gov). Before making decisions in the risk review required by 2 C.F.R. § 200.206 and 2 C.F.R. § 2900.5, ETA will consider any comments by the applicant, along with information available in the responsibility/qualification records in [SAM.gov](https://www.sam.gov). Additionally, ETA will comply with the requirements of 2 C.F.R. Part 180, implemented at 2 C.F.R. 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:

- a. Financial stability. The applicant's record of effectively managing financial risks, assets, and resources;
- b. Management systems and standards. Quality of management systems and ability to meet the management standards prescribed in the Uniform Grant Guidance;
- c. History of performance. The applicant's record of managing previous and current federal awards, including compliance with reporting requirements and conformance to the terms and conditions of federal awards, if applicable;
- d. 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.
- e. Ability to effectively implement requirements. 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 DOL/VETS grant due to adverse monitoring findings; or
- If the applicant received a High-Risk determination in accordance with DOL/VETS' most recent policy on this topic.

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.

All applicants are requested to submit the Financial System Risk Assessment form (*Attachment D* for suggested template) as an attachment to their application for ETA to assess the applicant's financial system. This information will be considered as one component of ETA's Risk Review Process. Applicants may use the suggested template or answer the questions in a separate attachment. It is unlikely that an organization will be able to manage a federal grant without the following system/processes in place. Applicants are expected to have these in place before applying for a grant with DOL/VETS.

VI. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

All award notifications will be posted on the [DOL/VETS Homepage](https://www.dol.gov/agencies/vets/) (<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 e-mail 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 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 grant recipients 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.

- a. Non-Profit Organizations, Educational Institutions, For-profit entities and State, Local, and Indian Tribal Governments—2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 C.F.R. Part 2900 (DOL's Supplement to 2 C.F.R. Part 200).
- b. All entities **must** comply with 29 C.F.R. Part 93 (New Restrictions on Lobbying), 29 C.F.R. Part 94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), 2 C.F.R. Part 180 (OMB Guidance to Agencies on Government-wide Debarment and Suspension (Non-procurement)), and, where applicable, 2 C.F.R. Part 200, subpart F (Audit Requirements).
- c. 29 C.F.R. Part 2, subpart D—Equal Treatment in Department of Labor Programs for Faith-Based and Community Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.

- d. 29 C.F.R. Part 31—Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964.
- e. 29 C.F.R. Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- f. 29 C.F.R. Part 35—Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- g. 29 C.F.R. Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- h. 29 C.F.R. Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.
- i. DOL will follow the procedures outlined in the Department’s Freedom of Information Act (FOIA) regulations (29 C.F.R. 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 C.F.R. Part 70.
- j. [Standard Grant Terms and Conditions of Award](https://www.doleta.gov/grants/resources.cfm) (https://www.doleta.gov/grants/resources.cfm).

2. Other Legal Requirements

a. Religious Activities

- (i) Faith-based organizations may apply for this award on the same basis as any other organization, subject to the protections and requirements of this subpart and any applicable constitutional and statutory requirements, including [42 U.S.C. § 2000bb et seq.](#) DOL will not, in the selection of recipients, discriminate for or against an organization on the basis of the organization’s religious character, motives, or affiliation, or lack thereof, or on the basis of conduct that would not be considered grounds to favor or disfavor a similarly situated secular organization.
- (ii) A faith-based organization that participates in this program will retain its independence from the government and may continue to carry out its mission consistent with religious freedom and conscience protections in federal law.
- (iii) A faith-based organization may not use direct federal financial assistance to support or engage in any explicitly religious activities except where consistent with the Establishment Clause of the First Amendment and any other applicable requirements. An organization receiving federal financial assistance also may not, in providing services funded by DOL, or in conducting outreach activities related to such services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

For guidance from DOL on this topic, see [The Effect of the Religious Freedom Restoration Act on Recipients of DOL Financial Assistance](#).

b. Lobbying or Fundraising in 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 C.F.R. § 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 (Public Law 109-282), as amended by the Digital Accountability and Transparency Act of 2014 (Public Law 113-101), 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 C.F.R. Part 170, Appendix A](#).

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 an individual owns or operates);
- Federal awards to entities that had a gross income 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 DOL 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 [Training and Employment Guidance Letter \(TEGL\) 39-11 Guidance on the Handling and Protection of PII](#) (issued June 28, 2012). All such activity conducted by

DOL/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:

- (1) You **must** ensure that PII and sensitive data developed, obtained, or otherwise associated with DOL/VETS funded grants is securely transmitted.
- (2) 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 DOL/VETS or contractors.
- (3) 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 39-11 Guidance on the Handling and Protection of PII](#) and any updates to such standards we provide to you. Grant recipients who wish to obtain more information on data security should contact their Grant Officer's Technical Representative (GOTR).
- (4) 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.
- (5) You further acknowledge that all PII data obtained through your DOL/VETS grant **must** be stored in an area that is always physically safe from access by unauthorized persons and the data will be processed using recipient-issued equipment, managed information technology (IT) services, and designated locations approved by DOL/VETS. Accessing, processing, and storing of DOL/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., Gmail), is strictly prohibited unless approved by DOL/VETS.
- (6) 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.
- (7) 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.

- (8) You **must** not extract information from data supplied by DOL/VETS for any purpose not stated in the grant agreement.
- (9) Access to any PII created by the DOL/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.
- (10) 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.
- (11) PII data obtained by the recipient through a request from DOL/VETS **must** not be disclosed to anyone but the individual requestor, except as permitted by the Grant Officer or by court order.
- (12) You **must** permit DOL/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.
- (13) You **must** retain data received from DOL/VETS only for the period 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 C.F.R. §§ 200.334–200.338 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 conducts procurement transactions under a federal award. For additional information on subrecipient and contractor determinations, see 2 C.F.R. § 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 contribute to the goals and objectives or the project by carrying out part of a federal award received by the pass-through entity. It does not include payments to a contractor, beneficiary, or participant. A subaward may be provided through any form of legal agreement the pass-through entity considers a contract.

Subrecipient: Subrecipient means an entity that receives a subaward from a pass-through entity to carry out part of a federal award. The term subrecipient does not include beneficiary or participant. A subrecipient may also be a recipient of other federal awards directly from a federal agency.

You **must** follow the provisions at 2 C.F.R. §§ 200.331–200.333 regarding subrecipient monitoring and management. Also see 2 C.F.R. § 200.308(f)(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 C.F.R. Part 180 and codified at 2 C.F.R. Part 2998.

g. Closeout of Grant Award

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

h. Appeal Rights

2 C.F.R. § 200.342 Opportunities to object, hearings, and appeals

Upon taking any remedy for non-compliance, the [federal agency](#) **must** provide the [non-federal entity](#) an opportunity to object and provide information and documentation challenging the suspension or [termination](#) action, in accordance with written processes and procedures published by the federal awarding agency. The federal awarding agency or [pass-through entity](#) **must** comply with any requirements for hearings, appeals or other administrative proceedings to which the non-federal entity is entitled under any statute or regulation applicable to the action involved.

2 C.F.R. § 200.346 Collection of amounts due

- a) Any funds paid to the non-federal entity more than the amount to which the non-federal entity is finally determined to be entitled under the terms of the federal award constitute a debt to the Federal Government. If not paid within 90 calendar days after demand, the federal awarding agency may reduce the debt by:
 - (1) Making an administrative offset against other requests for reimbursements.
 - (2) Withholding advance payments otherwise due to the non-federal entity; or
 - (3) Other action permitted by federal statute.

- b) Except where otherwise provided by statutes or regulations, the federal awarding agency will charge interest on an overdue debt in accordance with the Federal Claims Collection Standards ([31 C.F.R. Parts 900–999](#)). The date from which interest is computed is not extended by litigation or the filing of any form of appeal.

Please refer to the DOL-specific Uniform Guidance regulations, [2 C.F.R. § 2900.22\(b\)](#), which outlines appeals, as well as [2 C.F.R. § 2900.20](#), Federal Agency Audit Responsibilities.

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, grant recipients are required to participate in an evaluation, if undertaken by DOL. The evaluation may include an implementation assessment across grant recipients, an impact and/or outcomes analysis of all or selected sites within or across grant recipients, 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, grant recipients **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; (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 and failure to meet those outcomes may result in technical assistance or other intervention by DOL/VETS, such as a Corrective Action Plan. Failure to meet performance goals may also have a significant impact on future grants with DOL/VETS. Grant recipients that request a reduction of planned goals throughout their PoP, in accordance with the most current guidance on this subject, may be subject to reduced funding.

c. National Veterans' Technical Assistance Center (NVTAC)

DOL/VETS funds [NVTAC](#). [NVTAC](#) provides training and technical assistance on veterans' homelessness issues to grant recipients, employers, veteran service organizations, and agency partners. DOL/VETS expects HVRP grant recipients to participate in [NVTAC](#) training and technical assistance activities during their grant award. Grant recipients may request training and technical assistance based on their needs. There is no cost to HVRP grant recipients for [NVTAC](#) services. All grant recipients are required to contact [NVTAC](#) to arrange an introductory consultation within the first quarter of their award.

d. Stand Down Events (SD)

DOL/VETS funds SD activities through a separate DOL/VETS SD application. Please see the [Stand Down](#) webpage for information and requirements. For detailed information on how to apply, visit the WorkforceGPS [How to Apply for a Grant](#) page.

HVRP grant recipients are encouraged to participate in SD events. An SD 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 [CoC](#), Disabled Veterans' Outreach Program 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 (NVTI)

[NVTI](#) 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 grant recipients on veteran-focused employment programs, HVRP grant management and oversight, veterans' benefits, case management, and other veteran-centered courses. HVRP grant recipients can enroll and participate in several training courses for free. Courses are available in multiple formats (Online Cohort, Self-Paced, Virtual/In-person and Online Curriculum) by submitting an application through this link: [Registering for NVTI Classes](#). Additionally, publicly available grant-related resources, including webinars, podcasts, microlearnings and others, are available on the [NVTI Resources](#) page.

C. REPORTING

You **must** meet DOL/VETS reporting requirements found in [VPL 03-24 HVRP Performance Management and Reporting](#), or the most current guidance on this topic.

D. CONTINUITY OF OPERATIONS

To ensure that grant recipients can continue performance under a broad range of circumstances, an awarded grant will be required to submit a Continuity of Operations Plan to the GOTR 120 days after receiving the Notice of Award.

VII. AGENCY CONTACTS

For further information about this FOA, please contact Glenwood Williams, Grants Management Specialist, Office of Grants Management, at HVRPFOA@dol.gov. Applicants should e-mail all technical questions to HVRPFOA@dol.gov and **must** specifically reference FOA-VETS-25-01 and, along with question(s), include a contact name and phone number. This Announcement is available at Grants.gov.

VIII. OTHER INFORMATION

A. WEB-BASED RESOURCES

DOL maintains several web-based resources that may be of assistance to applicants. These include the [CareerOneStop portal](https://www.careeronestop.org) (<https://www.careeronestop.org>), which provides national and state career information on occupations; the [Occupational Information Network \(O*NET\) Online](https://online.onetcenter.org) (<https://online.onetcenter.org>), which provides occupational competency profiles; and [America's Service Locator](https://www.careeronestop.org/localhelp/service-locator.aspx) (<https://www.careeronestop.org/localhelp/service-locator.aspx>), which provides a directory of our nation's [AJCs](#) (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](#).

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 [Workforce System Strategies](#).

We created a technical assistance portal on the [WorkforceGPS Resources](#) page 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](#) 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 grant recipients funded through DOL's Trade Adjustment Assistance Community College and Career Training 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 Apprenticeship.gov and [ETA's Apprenticeship page](#).

E. HVRP-RELATED GUIDANCE RESOURCES

Applicants should refer to the following for policy and guidance related to HVRP. All documents are available on DOL/VETS' [Policy Guidance](#) webpage.

- VPL 06-24: HVRP Requirements and Functions
- VPL 04-24: HVRP Award Amendments
- VPL 04-24 Attachment A: HVRP Award Amendments Attachment A-Technical Assistance Guide
- VPL 03-24: HVRP Performance, Management, and Reporting
- VPL 03-24 Attachment 1: HVRP Corrective Action Plan Technical Assistance Guide
- VPL 03-24 Attachment 2: HVRP High Risk Designations Technical Assistance Guide

F. RESOURCES FOR SERVING HOMELESS VETERANS

DOL/VETS encourages applicants to review the following resources, as appropriate, when developing their project proposals.

- [U.S. Interagency Council on Homelessness](#) 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.
- [National Center on Homelessness Among Veterans](#) promotes recovery-oriented care for veterans who are homeless or at risk for homelessness.
- [National Alliance to End Homelessness](#) is an organization committed to preventing and ending homelessness in the United States.
- [National Coalition for Homeless Veterans](#) is a resource and technical assistance center for a national network of community-based service providers.

- [HUD's House America Initiative](#) provides an opportunity for state, local, and tribal leaders to set and achieve ambitious goals to re-house individuals experiencing homelessness.
- [Consumer Financial Protection Bureau Rental and Utilities Assistance Resources](#) to help with rental and utilities assistance.
- The Center for Disease Control (CDC) has provided [Social Determinates of Health at CDC](#) that influence health outcomes. They are the conditions in which people are born, grow, work, live, and age and the wider set of forces and systems shaping the conditions of daily life.
- [U.S. Administration on Aging](#) connects individuals to services for older adults and their families.
- [Government Benefits and Financial Help Finder](#) is a consolidated, single source of benefit information to help citizens understand which benefit programs they may be eligible for and how to apply.
- National Post-Award Conference (PAC): DOL/VETS hosts a virtual National PAC for new and returning grant recipients to receive training and updates on HVRP requirements, policy, and other basic information. This typically occurs mid-to-late July, and awarded applicants will receive additional details from their GOTR. Previous years' PAC recordings, slides, and Q&A documents can be found at [Post-Award Conferences \(PAC\) – National Veterans' Technical Assistance Center](#).

IX. OMB INFORMATION COLLECTION

OMB Information Collection No 1225-0086, Expires July 31, 2025.

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 50 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 e-mailed 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 01/15/2025 in Washington, D.C. by:

Kia Mason

Grant Officer, Employment and Training Administration










H3S-CFCC_Lifecycle Form_Fund 240_HVRP Renewal 2025

Final Audit Report

2025-02-10

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