

**DEPARTMENT OF LABOR  
Veterans' Employment and Training Services  
Solicitation for Grant Applications (SGA)**

**SGA # 10-04 / PY 2010**

**Incarcerated Veterans Transition Program (IVTP) Competitive Grants for Program Year (PY) 2010 or between the period of July 1, 2010 to June 30, 2011.**

**AGENCY:** Veterans' Employment and Training Service

**ACTION:** Notice of Funding Availability SGA # **10-04**

**DATE(S):** The closing date for receipt of the application is 30 days from the date of publication in Grants.gov

**ADDRESS:** Applicants are encouraged to apply electronically at <http://www.grants.gov>. Instructions for electronic applications are in Section IV of this Notice. Applications submitted by U.S. Mail, professional overnight delivery service or hand-delivery must be addressed to:

Department of Labor

Procurement Services Center

Attention: Cassandra Mitchell, Reference SGA # **10-04**

200 Constitution Avenue NW, Room S-4307

Washington, DC 20210

**FOR FURTHER INFORMATION CONTACT:** Cassandra Mitchell, Grants Management Specialist, Procurement Services Center, at (202) 693-4570. (not a toll free number).

## **EXECUTIVE SUMMARY**

**(Applicants for grant funds should read this notice in its entirety.)**

The U.S. Department of Labor, Veterans' Employment and Training Service (VETS), announces a grant competition to fund at least twelve (12) Incarcerated Veterans Reintegration Program (IVTP) grants designed to support incarcerated Veterans “at risk” of homelessness. These grants are being funded under the authority of 38 U.S.C. Section 2023, Sec. 602, titled the Expansion and Extension of Authority for Program of Referral and Counseling Services for At Risk Veterans Transitioning from Certain Institutions. VETS will have up to \$4 million allocated to fund awards under this grant competition.

Applicants will be required to design programs which assist eligible incarcerated and/or transitioning incarcerated Veterans who are “at risk” of homelessness, by providing referral and career counseling services, to include job training and placement assistance, job readiness and life skills support services, housing, health care, and other benefits. Under this solicitation, VETS anticipates that up to \$300,000 will be made available for each awards and expects to award at least twelve (12) grants. As mandated by Congress, one grant award will be to a penal institution under the jurisdiction of the Bureau of Prisons. Projects will be selected that provide services to incarcerated Veterans at one or more levels of the correctional system, i.e., Federal, State and/or local. This notice contains all of the necessary information and forms needed to apply for grant funding.

The IVTP is designed to be flexible in addressing the national, regional, and/or local issues that prevent incarcerated Veterans from reintegrating back into the workforce. VETS will seek applicants that provide direct services through a case management and counseling approach that network with

Federal, State, and local resources for Veteran support programs and that have clear strategies for effectively providing employment and training, retention and/or life skills and job readiness services to incarcerated Veterans. Further, since local and county jails are normally the first location where incarcerated Veterans will be available for potential grantees to focus their outreach and to provide program services, VETS also seeks applicants who are able to deliver proactive service approaches targeted especially toward returning Veterans who recently served overseas.

There may be future addendums to this solicitation published on Grants.gov and the VETS website. All applicants are responsible for checking back to Grants.gov and the VETS website regularly to ensure they have the latest information regarding any updates to this solicitation.

## **I. FUNDING OPPORTUNITY DESCRIPTION**

The Homeless Veterans' Reintegration Project (HVRP) was the first nationwide Federal program that concentrated on placing homeless Veterans into jobs. As a previous extension to the HVRP, the first Incarcerated Veterans Reintegration Program (IVTP) provided funding for six demonstration grants to determine the costs and benefits associated with providing employment and training related assistance to transitioning incarcerated Veterans. This current solicitation builds upon the previous IVTP demonstration grants and is designed to support programs that target services to incarcerated and transitioning incarcerated Veterans who are “at risk” of homelessness.

Section 2023 of Title 38 of the United States Code requires the Secretary of Labor (the Secretary) to conduct, directly or through grant or contract, such programs as determined appropriate to provide both referral and counseling services, to include job training and placement services, job readiness

training, housing, health care, and other benefits to assist eligible Veterans in their transition from institutional living. For purposes of this solicitation, incarcerated Veterans who have been incarcerated for at least one day or who are within 18 months of transitioning out of incarceration and who are “at risk” of homelessness will be eligible for services. The U.S. Department of Labor, Veterans' Employment and Training Service will have up to a total of \$4 million in available funding. Under this solicitation, each grant award may be funded for up to, but not to exceed, \$300,000. VETS expects to award at least twelve (12) grants and, as mandated by Congress, one grant award will be made to a penal institution under the jurisdiction of the Bureau of Prisons.

Since local and county jails are normally the first location where incarcerated Veterans will be available for potential grantees to focus their outreach and to provide program services, VETS also seeks applicants who are able to deliver proactive service approaches targeted especially toward returning Veterans who recently served overseas. The Department of Veterans Affairs (VA) and VETS recognize that returning Veterans may be negatively impacted by their military service, suffering from mental illness including untreated anger which facilitates domestic violence, and/or using drugs and alcohol to self-medicate their condition. The VA has recognized that mental health treatment and community resources could be beneficial to incarcerated Veterans who recently returned from Operation Iraq Freedom and Operation Enduring Freedom by providing innovative and proactive service alternatives to extended incarceration. Therefore, the VA has hired jail and court outreach specialists who will be working with the local jails and detention centers to advise law enforcement and the local criminal justice system about VA resources to assist returning Veterans.

VETS is supportive of this approach and will consider local and county jail based outreach and program services targeted to returning Veterans under this solicitation with the caveat that enrollees

must have either been incarcerated for at least one day or are within 18 months of transitioning out of incarceration and/or are within 6 months after release, and be “at risk” of homelessness. Further, VETS will encourage proactive interventions with incarcerated Veterans who have not yet received a sentence for the purpose of providing an alternative to such a sentence and to get them re-employed and back into the workforce.

1. Program Concept and Emphasis

IVTP grants are intended to address two objectives:

1.) To provide referral and counseling services to assist in reintegrating incarcerated and/or transitioning incarcerated Veterans who are “at risk” of becoming homeless, into meaningful employment within the labor force, and

2.) To stimulate the development of effective service delivery systems that will address the complex problems facing incarcerated and/or transitioning incarcerated Veterans who are “at risk” of homelessness.

For this Program Year (PY) 2010 grant solicitation, VETS seeks applicants that will provide services through a client-centered case management approach which collaborates with Federal, State, and local resources for Veteran support programs. Successful applicants will have clear strategies and obtainable goals for employment and retention of incarcerated and/or transitioning incarcerated Veterans who are “at risk” of homelessness. Successful applicants will design programs that assist eligible Veterans by providing referral and counseling services to include job training and placement assistance, job

readiness and life skills support services, housing, health care, and other benefits to expedite the reintegration incarcerated and/or transitioning incarcerated Veterans who are “at risk” homelessness back into the labor force. Successful applicants also will design programs that are flexible in addressing the universal as well as the local or regional issues and problems that have had a negative impact on incarcerated Veterans and their level of readiness to reenter the workforce.

In PY 2010 the IVTP will seek to strengthen the development of effective service delivery systems, to provide comprehensive referral and counseling services “through client-centered case management approaches” that address the complex problems facing eligible incarcerated Veterans trying to transition into gainful employment, and to improve overall strategies for on-going employment and retention. In addition, while no IVTP funds may be used to subsidize housing or health care expenses directly, grantees will be expected to provide and/or coordinate through referrals, housing and health care related services to participants who require such assistance.

## 2. Program Awareness and Orientation Activities

In order to promote networking between the IVTP-funded program and local service providers (and thereby eliminate gaps or duplication in services and enhance the provision of assistance to participants), the grantee must provide project orientation workshops and program awareness activities that it determines are the most feasible for the types of providers listed below. Grantees are encouraged to propose strategies for incorporating small community-based organizations (defined here as organizations with social services

budgets of \$500,000 or ten (10) or fewer full-time employees) into their outreach plans.

In the past, project orientation workshops conducted by grantees have been an effective means of sharing information and informing the community of the services available under the grant and they are mandatory. However, grantees will have some flexibility concerning how they decide to meet this requirement through their proposed activities. These activities could include, but should not be limited to, the following: conducting outreach and “in-reach” activities; attending service provider meetings, seminars, and conferences; out-stationing staff, and/or developing individual service contracts which involve other support agencies in program and participant planning. More specifically, grantees will be responsible for providing program awareness and orientation activities involving the following:

A. Direct Providers of Services to Incarcerated and/or Transitioning Incarcerated Veterans, to include, but not be limited to inmate families, jail and prison ministry groups, and shelter and soup kitchen operators. In addition, grantees should collaborate with officials and staff from local penal and correctional institutions, including local and county jails, the Department of Justice’s (DOJ) Bureau of Prisons, the offender re-entry and transitional programs, pre-release facilities, work/training release facilities, halfway houses, community supervision programs, and community justice offices. These service providers should be made aware of the grantee services available to incarcerated and/or transitioning incarcerated Veterans under this grant and be encouraged to collaborate on ways to improve the level of participant “job-readiness and to collectively address particular barriers to employment which will aid in their placement into meaningful jobs.

B. Federal, State, and Local Agencies and Organizations, to include, but not be limited to the Social Security Administration (SSA), the Housing and Urban Development (HUD) and their associated local Continuum of Care agencies, State Workforce Agencies (SWAs), local One-Stop Career Centers (which integrate Workforce Investment Act (WIA) and other employment and training services), and the VA's Veterans Integrated Service Network (VISN) and their associated Health Care for Reentry Veterans Specialists (who are the VA's regional and state points of contact for incarcerated Veteran services). Grantees should familiarize these agencies and organizations with the nature and special needs of incarcerated and/or transitioning incarcerated Veterans and coordinate their efforts to provide effective outreach strategies for their participants.

C. Civic and Private Sector Groups, in particular, but not limited to, Veterans' service organizations, community-based support groups, business and industry roundtables and advisory groups, job training and employment service providers, and other community-based organizations. Grantees should provide these organizations with information about the IVTP and work to build effective partnerships to address the employment barriers faced by their incarcerated Veteran participants.

### 3. Scope of Program Design

The project design must provide an effective and efficient means to deliver referral and counseling services and activities that are designed to increase the participant's level of job readiness as well and the potential employer's receptivity to hiring incarcerated Veterans. Grantees must develop and maintain and updated case management file for



each participant which identifies and tracks the individual's specific progress associated with each of the design elements described below.

Specific agencies and organizations that the grantee is expected to collaborate with, as well as the type of services and activities that should be incorporated into a grantees program design, also are presented below. VETS encourages applicants to develop formal and written Memorandums of Understanding (MOUs), Memorandums of Agreement (MOA's), and/or other partnership agreements that clearly define the roles and responsibilities between the grantee and the partner organization. Copies of any and all such agreements should be submitted as a part of the applicant's proposal. For a more detailed discussion related to how these agreements should be integrated into your application, please refer to the Technical Proposal section. More specifically, grantees will be responsible for incorporating the design elements into their program as follows:

A. Outreach and "In-reach" (within Particular Correctional Institutions) Activities, Intake, Assessment, and Peer Counseling or Mentoring. Grantee staff providing outreach services should have experience in dealing with (direct personal experience when possible) and an in-depth understanding of the needs associated with incarcerated and/or transitioning incarcerated Veterans who are "at risk" of becoming homeless.

Formal outreach and "in-reach" activities and strategies to identify and recruit incarcerated Veterans within 18-months of release (or within 6 months after release), must be conducted by grantees in cooperation with officials and staff from local penal

and correctional institutions, including local and county jails, Department of Justice's (DOJ) Bureau of Prisons, the offender re-entry and transitional programs, pre-release facilities, work/training release facilities, halfway houses, community supervision programs, and community justice offices. Once eligible Veterans have been identified, an assessment must be made of each individual's abilities, interests, needs, and barriers to employment. Further, since local and county jails are normally the first location where incarcerated Veterans will be available for potential grantees to focus their outreach and to provide program services, VETS encourages applicants to propose innovative, proactive, and prevention oriented outreach oriented approaches targeted especially toward returning Veterans who recently served overseas and who have only recently become incarcerated or those who may have not yet been sentenced.

Outreach and/or "in-reach" activities should include coordination with the Disabled Veteran Outreach Personnel (DVOP) and Local Veterans Employment Representatives (LVERs) staff in the local SWAs or in the workforce investment systems' One-Stop Career Centers. Grantee staff also should coordinate their activities, when available, with staff from local Veterans' Workforce Investment Program (VWIP) and HVRP grantees. In addition, any proposed relationship and collaboration with staff and or grantees associated with Employment and Training Administration's (ETA) Prisoner Re-entry Initiative (PRI) should be fully presented and illustrated.

Outreach and/or "in-reach" activities also must include coordination with the

programs and initiatives conducted by the VA. Grantee staff must propose collaboration strategies with, if such services are available in your area, the Veterans Integrated Service Network (VISN) and their associated Health Care for Reentry Veterans Specialists (who are the VA's regional and state points of contact for incarcerated Veteran services).

**B. Referrals and Conducting Job Training, Employment, and Readiness Services.**

Grantees should have experienced staff or should develop collaborative partnerships with agencies or organizations who have relevant experience to perform the following activities and services: job searches and workshops, job readiness assessment and training, job coaching and counseling, skill assessments, resume writing and interviewing techniques and skill building, subsidized trial employment (to establish some current work experience), job development services, job placement services (into unsubsidized employment), and placement follow-up services to enhance employment retention.

Referrals and job training and placement services and activities must include coordination with the DVOP and LVER personnel located within the local SWAs or at the One-Stop Career Centers. Grantee staff also should coordinate their activities, when available, with staff from local VWIP and HVRP grantees. In addition, any proposed relationship and collaboration with staff and or grantees associated with the ETA sponsored PRI should be fully presented and illustrated. Grantees are required to develop with each participant's input, a formal and written employment development plan and to update that plan as progress and changes occur. The employment

development plan must be retained within a participant's case management file.

C. Referrals to Training Services. Grantees should have experienced staff or should develop collaborative partnerships with agencies or organizations that have relevant experience to perform the following activities and services as deemed appropriate to benefit the Veteran participant: remedial education activities; on-the-job training; classroom training; vocational training; specialized and/or licensing training programs; and other formal training programs. It is strongly recommended that grantees enroll IVTP participants into formalized training activities whenever possible or feasible, depending on a participant's "transitioning" status. Grantees also are encouraged to provide basic skills instruction, life skills and money management training to program participants.

D. VA Service-Connected Disability, Compensation, and/or Pension Benefits

Assessment. Grantees must perform a preliminary assessment of each participant's eligibility for VA service-connected disability, compensation, and/or pension benefits. As appropriate, grantees will work with the Veterans' service organizations or refer participants to the VA's Regional Benefits Assistance Program in order to file a claim for or renew qualified compensation or pension payments. Grantees will be required to track the progress of claims and report outcomes in an individual's case management file.

E. Coordination With Other Federal and Veterans' Services Programs. Grantees should have experienced staff or should develop collaborative partnerships with the

following agencies or organizations that have relevant experience to provide services as deemed appropriate to benefit the Veteran participant: other VA services, including its Health Care for Homeless Veterans and Domiciliary Care programs and the VISN and their associated Health Care for Reentry Veterans Specialists, and the Housing and Urban Development (HUD) and its associated local Continuum of Care partner agencies and organizations. Grantees also will be expected to register to be an Employment Network (EN) provider under the “new” Ticket to Work Program. More information about this program can be obtained by contacting the Social Security Administration Program Manager for Recruitment and Outreach, at 1-877-743-8237. Grantees will be required to track the benefits obtained and the associated activities within each of the above mentioned programs, as appropriate and relevant, in an individual’s case management file.

F. Networking, Collaborating, and Coordinating Efforts with Veterans’ Service Organizations (VSOs). Grantees should have existing or should develop collaborative partnerships with, but not be limited to, the following organizations that have relevant experience to provide services as deemed appropriate to benefit the Veteran participant: the American Legion, Disabled American Veterans, Veterans of Foreign Wars, Vietnam Veterans of America, and the American Veterans (AMVETS) to ensure participants apply for and/or receive other Veterans’ benefits that they may be eligible. Grantees should propose innovative and effective strategies to incorporate the services provided by the VSOs to help in serving their Veteran participants.

G. Referrals, as Necessary and Relevant, to Health Care, Mental Health Counseling, and Rehabilitative Services. Grantees should have experienced staff or should develop collaborative partnerships with agencies or organizations that have relevant experience to perform the following activities and services as deemed appropriate to benefit the Veteran participant including, but not limited to: alcohol and drug rehabilitation interventions and therapeutic services, Post Traumatic Stress Disorder (PTSD) and Traumatic Brain Injuries (TBI) assessments and services, and other physical and mental health related services. When relevant, grantees should coordinate with McKinney-Vento Homeless Assistance Act (MVHAA) funded programs for health care for the homeless, as well as the and health care programs under the Homeless Veterans Comprehensive Assistance Act (HVCAA) of 2001. Grantees will be required to track the services obtained and the associated activities within each of the above mentioned programs, as appropriate and relevant, in an individual's case management file.

H. Referrals to Housing Assistance. Grantees should have experienced staff or should develop collaborative partnerships with the following agencies or organizations that have relevant experience to provide services as deemed appropriate and relevant to benefit the Veteran participant: VA, HUD and its associated local Continuum of Care partner organizations. Housing referrals should include, but not be limited to local shelters, Federal Emergency Management Administration (FEMA) food and shelter programs, emergency and transitional housing programs and single room occupancy housing programs funded under MVHAA, the VA Grant and Per Diem Grant Program, HUD Section 8 and Veterans Affairs Supportive Housing (VASH),

and other permanent housing programs for disabled homeless persons funded under MVHAA and HVCAA. Grantees will be required to track the services obtained and the associated activities within each of the above mentioned programs, as appropriate and relevant, in an individual's case management file.

I. Coordination With Pre-Sentencing and/or Diversion Programs. Grantees should have experienced staff or should develop collaborative partnerships with agencies or organizations that have relevant experience to perform presentencing and/or diversion programs. These programs should include, but not be limited to, a collaboration with the VA 's jail and court outreach specialists, who will be working with the local jails and detention centers to advise law enforcement and the local criminal justice system about VA resources to assist recently returning Veterans. VETS encourages grantees to propose and incorporate additional and innovative local and county jail program oriented approaches specifically targeted to returning Veterans with the caveat that enrollees must have either been incarcerated for at least one day or are within 18 months of transitioning out of incarceration and be at "risk" of homelessness.

Further, VETS encourages grantees to propose and design interventions targeted to incarcerated Veterans who have not yet received a formal sentence for the purpose of providing an alternative to such a sentence and to get them re-employed and entered back into the labor force. Grantees will be required to track the services obtained and the associated activities within any of the above mentioned programs, as appropriate and relevant, in an individual's case management file.

#### 4. Performance Measures Reporting

For purposes of assessing the performance of grantees selected under this SGA, VETS will focus on the two performance measures described in detail below. In addition, grantees also will be required to report additional performance information, as required in the provided DOL guidance. The previous national average Cost per Placement for the IVTP pilot demonstration grants funded in PY07 was approximately \$3,500. VETS encourages grantees to present a plan that contains a reasonably low and cost effective Cost per Placement goal. For guidance purposes, Cost per Placement should not exceed \$4,000 per participant.

All technical performance outcomes will be reported quarterly using an Internet-based reporting system. Comprehensive training and access to the system will be provided to grantees after the award process has been completed. There is numerous data elements that grantees will be required to collect and report, e.g.. Average Wage at Placement, the Cost per Participant, and the Cost per Placement, however two particular outcome measures have existing and established performance targets for IVTP grants.

The first outcome measure is the Entered Employment Rate (EER) with a performance target for grantees established at a minimum EER of 56%. This measure is determined by dividing the number of participants who entered employment (who are still employed 90 days after their actual placement or when they are *exited* from the program) by the number of participants who have *exited* the program. A person is considered to have *exited* the program if they have secured a job and/or not received job search or



employment services (other than follow-up and retention services) for 90 days. Job retention and counseling services, while required and expected, do not count as a “service” that would prevent a person from being *exited* from the program after they have been placed into employment. For example, awardees will not report an EER in the first quarter, since it requires at least 90 days by definition after a person is placed into employment to be considered *exited* from the program and consequently counted as an entered employment. In addition, while the percentage of IVTP participants who enter employment is an important outcome, it is also important and required for grantees to evaluate and measure the program’s longer-term results, through the 180-day, and 270-day employment retention follow-up periods after an IVTP participant is placed into employment.

The second outcome measure is the Retention Rate with a performance target for grantees established at a minimum retention rate of 65%. The Retention Rate is determined by dividing the number of participants who entered employment (or those still employed 90 days after their placement or when they are *exited*) and who were still employed 180 days and 270 days after their placement (or 90 days and 180 days after they were counted as an entered employment) divided by the total number of participants who entered employment. For example, awardees should not have a reported retention rate in the first, second, or third, quarters, since it requires at least 180 days by definition after a person is placed into employment and 90 days to be considered *exited* from the program for the grantee to be able to post the job in the first quarter of retention. While there is no performance target established for retention at 90 days following entered employment,

grantees also are required to collect and report the rate of retention in employment at that point.

The Technical Assistance Guide for Competitive Grantee Reporting (Appendix H) describes in detail the specific technical performance data grantees will be required to collect and report on utilizing particular definitions, methodologies, and reporting requirements. In addition, Appendix H and the Recommended Format for Planned Quarterly Technical Performance Goals (Appendix D) are provided to assist applicants in determining and presenting their planned goals.

##### 5. Results-Oriented Model

No specific model is mandatory, but successful applicants will design a program that is responsive to the needs of the local community and achieves the IVTP objectives as stated above. Under the Government Performance and Results Act (GPRA), Congress and the public are looking for superior program results. The applicant's program should be based on a results-oriented model. The first phase of activity should consist of the level of outreach necessary to introduce the program to eligible incarcerated and/or transitioning incarcerated Veterans who are "at risk" of becoming homeless. Outreach also includes establishing contact with other agencies and correctional facilities and related organizations that encounter incarcerated and/or transitioning incarcerated Veterans who are "at risk" of becoming homeless. Once eligible Veterans have been identified, an assessment must be made of each individual's abilities, interests, needs, and barriers to employment. In some cases, participants may require referrals to services such as rehabilitation, drug or alcohol treatment, or a temporary shelter before they can be

enrolled into the IVTP program. Once the eligible Veteran is “job ready”, the assessment must concentrate on the employability of the individual and whether the individual is to be enrolled into the IVTP program.

A determination should be made as to whether the IVTP participant would benefit from pre-employment preparation such as resume writing, job search workshops, related employment counseling, and case management, or possibly an initial entry into the job market through temporary jobs, when possible. Additionally, sheltered work environments, such as the VA’s Compensated Work Therapy (CWT) Program, classroom training, and/or on-the-job training must be evaluated and potentially integrated into a grantees program design. Provision of such training services as well as all other training services proposed for a particular participant, must be noted in an Individual Employment Plan (IEP) to facilitate a grantee staff’s successful monitoring of the participant’s progress. Entry into full-time employment or a specific job-training program is expected to follow, in keeping with the overall objective of IVTP, to bring the participant closer to self-sufficiency. The grantee is to provide or arrange for the supportive services that will enable the IVTP participant to successfully perform all the activities specified in their IEP.

Job development, a crucial part of the employability process, usually occurs when there are no readily available job openings that the IVTP participant is qualified to apply for; therefore, a job opportunity with an employer should be created, developed, and customized specifically for that IVTP participant.

IVTP participants who are ready to enter employment and who are in need of intensive case management services for employment purposes are to be referred to the DVOP

and/or LVER staff at the local SWA or One-Stop Career Center. DVOP and LVER staff should be able to provide IVTP participants with the following services: job development, employment services, case management for employment purposes, and career/employment counseling, at no additional cost to the grantee. Most DVOP and LVER staff received training in case management for employment purposes at the National Veterans' Training Institute. All DVOP and LVER staff provide employment-related services to Veterans who are most at a disadvantage in the labor market, including the incarcerated and/or transitioning incarcerated Veterans who are "at risk" of becoming homeless. VETS requires, when staff is available, that all IVTP grantees work hand-in-hand with DVOP/LVER staff and other SWA and/or One-Stop Career Center personnel to achieve economies of resources and to avoid duplication of services. DVOP/LVER staff may also be able to provide grantees valuable assistance in tracking participants within their State wage record management information system for follow-up purposes at 90-, 180-, and 270-days after a participant enters employment.

The applicant's proposed service program must include a reliable and effective strategy for tracking of program participants. Participant tracking should begin with the referral and assessment process and continue through to placement into employment as well as through the 90-day (EER), 180-day, and 270-day follow-up periods after the participant enters employment (Retention Measures). It is important that the grantee maintain contact with their participants after placement to ensure that employment-related problems are identified and addressed. The 90-day, 180-day, and 270-day follow-ups are fundamental to assessing program results. Grantees will need to budget for 90-day, 180-day, and 270-day follow-up activity so that it can be performed for those participants who enter employment at or near the end of the grant performance period. All grantees, prior to the

end of the grant performance period, must obligate sufficient funds to ensure that follow-up activities are completed. Such results will be reported in the final technical performance report for each specific program grant year.

## **II. AWARD INFORMATION**

Projects will be selected that provide services to incarcerated and/or transitioning incarcerated Veterans who are “at risk” of homelessness at one or more levels of the correctional system, i.e., Federal, State and local, in order for the participants to transition back into the workforce. VETS seeks applicants that provide direct services through a case management approach, who network with Federal, State, and local agencies, organizations, and resources, and who propose clear strategies for referrals and employment related counseling interventions. VETS anticipates awarding grants for potentially all levels of correctional facilities (Federal, State, and local), however, Congress mandated at least one award to be allocated to a penal institution under the jurisdiction of the Bureau of Prisons. Under this solicitation, VETS anticipates that up to \$300,000 will be available for each grant awarded in PY 2010 and expects to award at least twelve (12) grants.

### **1. Type of Funding Instrument**

One (1) year grants will be awarded with the potential for optional funding for up to an additional two years (as described in paragraph 4 below) each with associated nine-month follow-up periods (as described in paragraph 3 below). It should be noted that the selection of an organization as a grantee does not constitute final approval of the grant application and its associated budget as submitted. Before or shortly after the actual grant is awarded, VETS may enter into negotiations about such items as program components,

staffing, 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 negotiation and decline to fund the application or terminate the award.

## 2. Funding Levels

Under this solicitation, covering PY 2010, VETS anticipates that up to \$4 million will be made available, with a maximum award of \$300,000 for each grant. The final number of grants to be awarded will be announced after selections are made, as the grants are awarded based on merit of the applications, the type, size, and number of competitive applicants, and the availability of funding. Awards are expected to range from a minimum of \$75,000 to a maximum of \$300,000.

VETS reserves the right to negotiate the amounts to be awarded under this competition. Please be advised that requests exceeding \$300,000 will be considered non-responsive and will not be evaluated. If there are any residual programmatic funds, the Department of Labor reserves the right to select for funding the next highest scoring eligible applicant(s) on the competitive list developed for this SGA, as late as June 30, 2010.

## 3. Period of Performance

The active period of performance will be for the twelve (12) month period of July 1, 2010 through June 30, 2011, unless modified by the Grant Officer. The follow-up period of performance will be for nine (9) additional months or the period from July 1, 2011 through March 31, 2012. It is expected that successful applicants will begin program operations under this solicitation on July 1, 2010. Per contract officer requirements, all

program funds (including all funds to be used for follow-up activities) must be obligated by the grantee by June 30, 2011. Funds must be obligated and reserved for the nine-months of follow-up activities and closeout by June 30, 2011. Follow-up services are to be performed and reported by the grantee for each eligible IVTP participant that enters employment during the active performance period (By March 31, 2012).

4. Optional Year Funding

Should Congress appropriate additional funds for this purpose, VETS may consider up to two (2) additional years of optional funding under the proposed grants. The Government does not, however, guarantee optional year funding for any grantee. In deciding whether to exercise any optional year(s) of funding, VETS will consider grantee performance during the previous period of operations as follows:

- A. The grantee must meet, at minimum, 90% of planned cumulative quarterly goals for Federal expenditures, enrollments, placements into employment, and training by the end of the third quarter;
- B. The grantee must have complied with all terms identified in the SGA, the actual grant award document, and the General and Special Grant Provisions, as verified by the Grant Officer Technical Representative; and
- C. All program and fiscal reports must have been submitted by the established due dates and the grantee must verify these reports for accuracy.

### III. ELIGIBILITY INFORMATION

#### 1. Eligible Applicants

Applications for funds will be accepted from State and Local Workforce Investment Boards (WIBs), local public agencies, for-profit/commercial entities, and non-profit organizations, including community-based organizations. Applicants must have a familiarity with the area and population to be served and the ability to administer an effective and timely program. Note that entities organized under Section 501(c) (4) of the Internal Revenue Code, relating to organizations involved primarily in lobbying activities, are not eligible to receive funds under this announcement.

Eligible applicants will generally fall into one of the following categories:

A. State and local WIBs established under Sections 111 and 117 of the Workforce Investment Act.

B. Public agencies, meaning any public agency of a State or of a general purpose political subdivision of a State that has the power to levy taxes and spend funds, as well as general corporate and police powers. (This typically refers to cities and counties.) A State agency may propose in its application to serve one or more of the jurisdictions located in its State. This does not preclude a city or county agency from submitting an application to serve its own jurisdiction.

C. For-profit/commercial entities.



D. Non-profit organizations (community-based organizations). If claiming 501(c) (3) status, a current and valid Internal Revenue Service statement indicating 501(c)(3) status approval must be submitted within the application or the application will be determined to be non-responsive and it will not be evaluated.

## 2. Cost Sharing

Cost sharing and matching funds are not required for this SGA.

## 3. Other Eligibility Criteria

A. To be eligible for enrollment as a participant under this IVTP grant an individual must have been *recently incarcerated* and/or must be *transitioning from an institution of incarceration* and a *Veteran* defined as follows:

- The term “Veteran” means a person who served in the active military, naval, or air service, and who was discharged or released there from under conditions other than dishonorable (Title 38 U.S.C. 101(2)), and
- An incarcerated Veteran or a Veteran “transitioning” from an institution of incarceration means a person, as defined in A. above, who is within eighteen (18) months of release or who has been released within six (6) months from a correctional institution or facility to include local and county jails.

Under IVTP the priority of referral and employment and training counseling services to be provided by successful grant applicants to eligible incarcerated and transitioning Veterans is in the following order and as available funding permits:

- Incarcerated Veterans;
- unemployed service-connected disabled “transitioning” Veterans;
- unemployed disabled “transitioning” Veterans;
- unemployed “transitioning” Veterans;
- underemployed service-connected disabled “transitioning” Veterans;
- underemployed disabled “transitioning” Veterans; and
- underemployed “transitioning” Veterans.

With “underemployed” meaning that the eligible Veteran is working, however, is making less than two (2) times the current national poverty level annual salary.

Information on the current national poverty level is located at website address

<http://aspe.hhs.gov/poverty/09poverty.shtml>.

B. The proposal must provide referral and counseling services as described in Section

I. Programs must be “employment-focused.” An “employment-focused” program is a program directed toward: (1) increasing the employability of incarcerated and/or transitioning Veterans who are “at risk” of becoming homeless through training or arranging for the provision of services that will enable participants to reintegrate into the labor force and (2) matching targeted Veterans with potential employers and/or entrepreneurial opportunities.

C. Applicants are encouraged to utilize, through partnerships or sub-awards,

experienced public agencies, private non-profit organizations, private businesses, community-based organizations, and colleges and universities (especially those with traditionally high enrollments of minorities) that have an understanding of unemployment and the barriers to employment unique to incarcerated and/or transitioning Veterans who are “at risk” of becoming homeless, a familiarity with the area to be served, linkages with the SWA’s One-Stop Career Center(s), VISN, and the capability to effectively provide the necessary services.

D. Legal Rules Pertaining to Inherently Religious Activities by Organizations that Receive Federal Financial Assistance. Direct Federal grants, sub-award funds, or contracts under this program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Neutral, secular criteria that neither favor nor disfavor religion must be employed in the selection of grant and sub-grant recipients. In addition, under the Workforce Investment Act of 1998 and DOL regulations implementing the Workforce Investment Act, a recipient may not use direct Federal assistance to train a participant in religious activities, or employ participants to construct, operate, or maintain any part of a facility that is used or to be used for religious instruction or worship. *See* 29 CFR 37.6(f). Under WIA, “no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972 and the Religious Freedom Restoration Act of

1993), national origin, age, disability, or political affiliation or belief.’’

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at 29 CFR Part 2, Subpart D. Provision relating to the use of indirect support (such as vouchers) is at 29 CFR 2.33(c) and 20 CFR 667.266.

A faith-based organization receiving federal funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization’s name, select its board members on a religious basis, and include religious references in its organization’s mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of DOL funded activities.

The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. sec. 2000bb, applies to all Federal law and its implementation. If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled to receive Federal financial assistance under Title I of the Workforce Investment Act and maintain that hiring practice even

though Section 188 of the Workforce Investment Act contains a general ban on religious discrimination in employment. If you are awarded a grant, you will be provided with information on how to request such an exemption.

#### **IV. APPLICATION AND SUBMISSION INFORMATION**

There may be future addendums to this solicitation published on Grants.gov and the VETS website. All applicants are responsible for checking back to Grants.gov and the VETS website regularly to ensure they have the latest information regarding any updates to this solicitation.

##### **1. Address to Request an Application and Amendments**

This SGA, together with its attachments, includes all the information needed to apply. Additional application packages and amendments to this SGA may be obtained from the VETS website address at [www.dol.gov/vets](http://www.dol.gov/vets) , the Federal Grant Opportunities website address at <http://www.grants.gov>. Additional copies of the standard forms can be downloaded from: [http://www07.grants.gov/agencies/forms\\_repository\\_information.jsp](http://www07.grants.gov/agencies/forms_repository_information.jsp).

##### **2. Content and Form of Application**

The application must include the name, address, telephone number, fax number, and e-mail address (if applicable) of a key contact person (program and fiscal) at the applicant's organization in case questions should arise. To be considered responsive to this solicitation the application must consist of three (3) separate and distinct sections: the Executive Summary, the Technical Proposal, and the Cost Proposal. The information provided in these three (3) sections is essential for applicants to demonstrate an understanding of the programmatic and fiscal requirements of the IVTP. If there are

missing documents, the applicant's proposals will be considered non-responsive and will not be evaluated. A complete grant application package must be written in English and must not exceed 75 single-sided typed pages (8-1/2" x 11"), double-spaced, 12-point font and one inch left, right, top, and bottom margins (*all attachments are included in the 75 page maximum*). Any pages over the 75-page limit will not be reviewed. Major sections and sub-sections of the application are to be divided and clearly identified (e.g. with tab dividers), and all pages must be consecutively numbered. Furthermore, the Technical Proposal, as illustrated below, is not to exceed 15 single-sided typed pages of double-spaced 12-point font and one inch left, right, top, and bottom margins which does count toward the 75 page maximum.

For detailed instructions and guidance associated with submitting an application in response to this SGA, please refer to To be considered responsive, grant applications are to include (electronic submissions thru [www.grants.gov](http://www.grants.gov) will not require copies) the following:

- An original, blue ink-signed, and two (2) copies of the cover letter.
- An original and two (2) copies of the Executive Summary (see below).
- An original and two (2) copies of the Technical Proposal (see below) that includes a completed Technical Performance Goals form (Appendix D). Also include all attachments with the technical proposal, such as the applicant's information showing outcomes of employment and training programs that it has had in the past three (3) years in terms of enrollments and participants who have entered into

employment.

- An original and two (2) copies of the Cost Proposal (see below) that includes an original, blue ink-signed, Application for Federal Assistance, SF-424 (Appendix A), a Budget Narrative, Budget Information Sheet SF 424A (Appendix B), and original, blue ink-signed, Assurances and Certifications Signature Page (Appendix C), a Direct Cost Description for Applicants and Sub-applicants (Appendix E), a completed Survey on Ensuring Equal Opportunity for Applicants (Appendix F), and the applicant's grant specific financial audit and /or audit statement dated within the last 18 months (*does not count toward the 75 page limitation*).

If any documents from the specified list noted above are missing, the application will be considered non-responsive and it will not be evaluated. ***The application should be comprised of the following sections:***

**Section 1 – Executive Summary.** A one to two page “Executive Summary” reflecting the grantee’s proposed overall strategy, timeline, and outcomes to be achieved in their grant proposal is required. The Executive Summary is to include:

- The proposed area to be served through the activities of this grant application.
- An overview of the grantee’s experience in serving incarcerated Veterans and/or transitioning incarcerated Veterans who are “at risk” of homelessness.

- An overview of the grantee’s proposed strategy, program design, process, method, and/or statement of work with schedule or timeline that will expedite the reintegration and retention of incarcerated and/or transitioning incarcerated Veterans who are “at risk” of becoming homeless into the workforce.
- The proposed measures of success for the plan. A summary of anticipated outcomes and goals to include the number of participants served, number of participants who entered and retained employment, the proposed Average Wage at Placement, the Cost per Participant, the Cost per Entered Employment and other information that the grantee believes demonstrates the proposed program benefits and value to incarcerated Veterans and/or transitioning incarcerated Veterans who are at risk of homelessness.

**Section 2 - Technical Proposal.** The Technical Proposal is *not* to exceed 15 single-sided typed pages of double-spaced 12-point font and one inch left, right, top, and bottom margins. *The Technical Proposal does count toward the 75 page maximum* and should consist of a narrative that generally responds to the requirements set forth in Section I of the SGA. VETS encourages applicants to provide copies of any MOU, MOA, or other formal agreement that are specifically requested below, however, *the pages of such agreements will not count toward the 15 page limit.* More specifically, the Technical Proposal should specifically address and include the following:

- The Need for the Program



- Approach or Strategy to Increase Employment and Retention.
- Linkages with Correctional Facilities and Other Organizations the Serve Incarcerated Veterans and/or transitioning incarcerated Veterans Who are At Risk of Homelessness.
- Linkages with Other Providers of Employment and Training Services to Incarcerated Veterans and/or transitioning incarcerated Veterans Who are At Risk of Homelessness.
- Linkages with Other Federal Agencies.
- Coordination with Pre-Sentencing and/or Diversion Programs.
- Proposed Supportive and Health Care Service Strategy for Incarcerated Veterans and/or transitioning incarcerated Veterans Who are At Risk of Homelessness.
- Proposed Housing Strategy for Incarcerated Veterans and/or Transitioning Incarcerated Veterans Who are at Risk of Homelessness.
- Organizational Capability to Provide Required Program Activities
- Proposed Reporting Methodology and Measures of Success.

- Sustainability,

To be found technically acceptable under this SGA, applications must contain and propose specific program services and activities specifically related to the criteria listed above and also be responsive to the evaluation criteria presented in Section V. ***Please note within the sub-headings below, that where specifically noted, if particular requirements are not included, evaluation points will be deducted from the application.***

A. Need for the Program. Applicants must address all of the following requirements as thoroughly and as efficiently as possible within the narrative. The applicant must:

- Identify the geographical area to be served and provide an estimate of the number of incarcerated Veterans or transitioning incarcerated Veterans within the designated geographical area.
- Identify and describe the local poverty and unemployment rates in the area and present the disparities or other issues in the local community infrastructure that exacerbate the employment barriers faced by the Veterans targeted to be served under the IVTP. Indicate how the project will successfully respond to these obstacles.

If any information specifically requested above under the Need for the Program is not provided, evaluation points will be deducted from the submitted application.

B. Approach or Strategy to Increase Employment and Retention: Applicants must address all of the following requirements as thoroughly and as efficiently as possible within the narrative. The applicant must:

- Describe how the proposed program will identify, assess, and enroll Veteran participants targeted in this solicitation and clearly describe the proposed outreach and “in-reach” strategies.
- Present Include current labor market information and the type of specific job opportunities and industries that are in demand within the geographical area to be served and the innovative strategies that will be implemented to link Veteran participants with the occupations most in demand.
- Describe the applicant’s local employer network, and if possible include a list of employers that have pledged to hire and train IVTP participants and the various types of job positions proposed to be filled by IVTP participants.
- Describe the specific employment and job placement services and training activities and curriculums proposed to be provided under this grant application. Also, describe the sequence or flow of such employment and training services proposed for IVTP participants.
- Indicate the type(s) of training that will be provided under the grant and how the training specifically relates to the jobs that are in demand. Also indicate the

length of training, the training curriculum and costs, and how the training will improve the targeted Veterans' employment opportunities within the proposed geographic area.

- Provide a detailed follow-up plan that addresses the proposed retention strategy for ensuring that Veteran program participants who have entered employment will remained employed through the 180-day, and 270-day follow up periods.
- Describe how your job placement and retention activities will identify and track any instances of re-incarceration, if they should occur.
- Include a completed Planned Quarterly Technical Performance Goals (and planned expenditures) form listed in Appendix D. ***If the Planned Quarterly Technical Performance Goals form listed in Appendix D is not submitted, the grant application package will be considered as non-responsive and it will not be evaluated.***

If any information specifically requested above under the Approach or Strategy to Increase Employment and Job Retention is not provided, evaluation points will be deducted from the submitted application.

C. Linkages with Correctional Institutions and Other Organizations that Serve Incarcerated and/or Transitioning Incarcerated Veterans Who are "At Risk" of

Homelessness. Applicants must address all of the following requirements as thoroughly and as efficiently as possible within the narrative. The applicant must:

- Identify and describe the proposed program linkages with correctional institutions and other facilities that will be involved in helping to identifying potential Veteran participants for this program. Also describe the collaborative methods that will be used to identify, enroll, and provide services to Veteran participants targeted in this solicitation and clearly describe how the proposed linkages will positively impact the proposed programs outreach and “in-reach” referral activities and associated employment and training counseling strategies.
- Submit a complete list of the correctional institutions that will be involved.
- Indicate how the program will be coordinated with efforts that are conducted by other public and private service agencies in the community.

If a MOU, MOA, or other service agreement with correctional institutions and/or other organizations and support service providers exists, provide copies of these agreements. If any information specifically requested above under the Linkages with Correctional Institutions and Other Organizations that Serve Incarcerated and/or Transitioning Incarcerated Veterans who are “At Risk” of Homelessness is not provided, evaluation points will be deducted from the submitted application.

D. Linkages with Other Providers of Employment and Training Services to Incarcerated

Veterans and/or Transitioning Incarcerated Veterans who are “At Risk” of Homelessness.

Applicants must address all of the following requirements as thoroughly and as efficiently as possible within the narrative. The applicant must:

- Describe the linkages and partnerships that the proposed program will have with employers, educational and vocational training providers, and other providers of employment and training services to incarcerated and/or transitioning incarcerated Veterans who are “at risk” of becoming homeless.
- Identify and describe the collaborative partnerships with agencies or organizations who have relevant experience to perform the following activities and services: job searches and workshops, job readiness assessment and training, job coaching and counseling, skill assessments, resume writing and interviewing techniques and skill building, subsidized trial employment (to establish some current work experience), job development services, job placement services, and placement follow-up services to enhance employment retention.
- Describe how the proposed program will coordinate with the DVOP and LVER personnel located within the local SWAs or at the One-Stop Career Centers and, when available, with staff from local VWIP, HVRP, or ETA/PRI grantees.
- Describe how the program will implement as case management process to develop and update, with participant input, a formal and written employment development plan (EDP).

- Describe how the programs proposed training interventions will be delivered to increase the Veteran participants occupational and job readiness skills, whenever possible or feasible. Clearly identify the specific and formal training activities and services which may include, but are not limited to, remedial education activities; on-the-job training, classroom training, vocational training, specialized and/or licensing training programs, life skills and basic skills instruction and other formal training programs.

If a MOU, MOA, or other service agreement with correctional institutions and/or other organizations and support service providers exists, provide copies of these agreements. If any information specifically requested above under the Linkages with Other Providers of Employment and Training Services to Incarcerated Veterans and to Recently Incarcerated Veterans Who may be “At Risk” of Homelessness is not provided, points will be deducted from the evaluation of the submitted application.

E. Linkages with Other Federal agencies. Applicants must address all of the following requirements as thoroughly and as efficiently as possible within the narrative. The applicant must:

- Describe how the Grantee will perform preliminary assessments of each participant’s eligibility for receipt or renewal of VA service-connected disability, compensation, and/or pension benefits.

- Demonstrate how the grantee will track the progress of claims and report outcomes in an individual’s case management file.
  
- Identify and describe how the grantee will build collaborative partnerships with the agencies or organizations that have relevant experience to provide services to incarcerated Veterans, including the VA’s Health Care for Homeless Veterans and Domiciliary Care programs and the VISN and their associated Health Care for Reentry Veterans Specialists, the Housing and Urban Development (HUD) and its associated local Continuum of Care partner agencies and organizations, and the “new” Ticket to Work Program.

If an MOU or other service agreement with other service providers exists, copies should be provided. If any information specifically requested above under the Linkages with Other Federal Agencies is not provided, points will be deducted from the evaluation of the submitted application.

F. Coordination with Pre-Sentencing and/or Diversion Programs. Applicants must address all of the following requirements as thoroughly and as efficiently as possible within the narrative. The applicant must:

- Describe the proposed programs activities, services and strategies related to conducting pre-sentencing and/or diversion programs for the purpose of providing sentencing alternatives and referral and counseling services.



- Identify and describe how the program incorporates mental health treatment and community resources from the VA's jail and court outreach specialists who are working with the local jails and detention centers to advise law enforcement and the local criminal justice system about VA resources to assist returning Veterans.

If any information specifically requested above under the Coordination with Pre-Sentencing and/or Diversion Programs is not provided, points will be deducted from the evaluation of the submitted application.

G. Proposed Supportive and Health Care Service Strategy for Incarcerated and/or Transitioning Incarcerated Veterans Who are "At Risk" of Homelessness. Applicants must address all of the following requirements as thoroughly and as efficiently as possible within the narrative. The applicant must:

- Describe how supportive and healthcare service resources for incarcerated and/or transitioning incarcerated Veterans, who are "at risk" of becoming homeless will be obtained and used. Identify the specific resources provided to the proposed program from the Housing and Urban Development (HUD) and its associated local Continuum of Care partner agencies and organizations and the VA.
- Identify the supportive services and the agencies and/or organizations that provide the identified services to include, but not limited to: transportation, child daycare, family health services, and Food Stamp assistance. If resources are provided by other sources or linkages, such as Federal, State, local, or community programs, the applicant must fully explain the use of these resources and how they

will be applied.

- Describe the collaborative partnerships with VSOs and identify the specific services that such organizations will contribute to the proposed program.
- Identify and describe the collaborative partnerships with agencies or organizations that have relevant experience to perform the following activities and services as deemed appropriate to benefit the Veteran participant including, but not limited to: alcohol and drug rehabilitation interventions and therapeutic services, Post Traumatic Stress Disorder (PTSD) and Traumatic Brain Injuries (TBI) assessments and services, and other physical and mental health related services.
- Describe how the proposed program will track the supportive and health care services obtained in an individual's case management file.

If an MOU or other service agreement with other service providers exists, copies should be provided. If any information specifically requested above under the Proposed Supportive Service Strategy for Incarcerated and/or Transitioning Incarcerated Veterans who are "At Risk" of Homelessness is not provided, evaluation points will be deducted from the submitted application.

H. Proposed Housing Strategy for Incarcerated and/or Transitioning Incarcerated Veterans who are "At Risk" of Homelessness. Applicants must describe how local housing resources for eligible recently incarcerated Veterans will be obtained or accessed.

Since no IVTP funds may be used to secure housing resources, these resources must be from linkages or sources other than the IVTP grant such as HUD Section 8 VASH, HHS, community housing resources, VA Grant and Per Diem Program, and/or other local housing programs. If any information specifically requested above under Proposed Housing Strategy for Incarcerated and/or Transitioning Incarcerated Veterans who are “At Risk” of Homelessness, is not provided, evaluation points will be deducted from the submitted application.

I. Organizational Capability to Provide Required Program Activities. The applicant must describe key staff skills, experience, biographies, history, knowledge, qualifications, capabilities, office locations, and/or organizational chart. If applicable, applicants should present the number of their staff who possess direct experience with the conditions of incarcerated and/or transitioning incarcerated Veterans who are “at risk” of becoming homeless. It is preferred that the grantee be a well established service provider and not in the initial start-up phase or process.

The applicant’s relevant current and prior experience (within the last three year period) in operating employment and training programs is to be clearly described, if applicable. A summary narrative of program experience and employment and training performance outcomes is required. ***The applicant must provide information showing outcomes of employment and training programs that it has had in the past three (3) years in terms of enrollments and participants who have entered into employment.*** An applicant that has operated an IVTP pilot, HVRP, VWIP, or other Veteran related employment and training related grant programs must also include the final or most recent cumulative quarterly

technical performance report. If any information specifically requested above under the Organizational Capability to Provide Required Program Activities is not provided, points will be deducted from the evaluation of the submitted application. ***Please note that the Department of Labor grant review panel members, who will be reviewing all grant applications submitted under this solicitation, do not have access to any reporting information systems during the review process, therefore, if final or most recent cumulative quarterly technical performance reports are not submitted, the grant application may be considered non-responsive and may not be evaluated.***

J. Proposed Reporting Methodology and Measures of Success. Applicants are to describe the measures of success for the proposed plan. Applicants are to describe the proposed outcomes, goals, number served, number hired, increased wages, educational degrees, cost effectiveness, result-oriented model, feedback mechanism, performance accountability, evaluation and improvement, and/or the proposed system to monitor the implementation of program activities and achievement of stated project objectives. Applicants must indicate their planned level of performance utilizing the reporting methodology as described in Appendix H. If the Reporting Methodology and Measures of Success, as described in Appendix H are not utilized by the applicant, the application will be considered non-responsive and it will not be evaluated.

K. Sustainability. Applicants are to describe how the proposed program can or will outlast the federal funding being provided under this grant after either the first year of funding, or, if awarded, after the possible option year(s) of funding are completed. If any information specifically requested above under Sustainability is not provided, points will be deducted from the evaluation of the submitted application.

**Section 3 – The Cost Proposal.** Applicants can expect that the cost proposal will be reviewed for allocability, allowability, and reasonableness. Applications must include the following as a part of the Cost Proposal:

A. Standard Form SF-424, “Application for Federal Assistance” (with the original signed in blue-ink) (Appendix A) must be completed.

The Catalog of Federal Domestic Assistance number for this program is 17.805 and it must be entered on the SF-424, in Block 11. The organizational unit section of Block 8 of the SF-424 must contain the Dun and Bradstreet Number (DUNS) of the applicant. Beginning October 1, 2003, all applicants for Federal grant funding opportunities are required to include a DUNS number with their application. See OMB Notice of Final Policy Issuance, 68 Federal Register 38402 (June 27, 2003). Applicants’ DUNS number is to be entered into Block 8 of SF-424. The DUNS number is a nine-digit identification number that uniquely identifies business entities. There is no charge for obtaining a DUNS number. To obtain a DUNS number call 1-866-705-5711 or access the following web site: <http://www.dunandbradstreet.com/>. If no DUNS number is provided then the grant application will be considered non-responsive and it will not be evaluated. Requests for exemption from the DUNS number requirement must be made to the Office of Management and Budget.

B. Standard Form SF-424A “Budget Information Sheet” (Appendix B) must be included.

C. As an attachment to SF-424A, the applicant must provide a detailed cost breakout of each line item on the Budget Information Sheet. Please label this page or pages the “Budget Narrative” and ensure that costs reported on the SF- 424A correspond accurately with the Budget Narrative.

The Budget Narrative must include, at a minimum:

- *Personnel Costs.* Applicants must provide a breakout of all personnel costs by position, title, annual salary rates, and percent of time of each position to be devoted to the proposed project (including sub-grantees) by completing the “Direct Cost Descriptions for Applicants and Sub-Applicants” form (Appendix E).
- *Fringe Benefits.* Applicants must provide an explanation and breakout of extraordinary fringe benefit rates and associated charges (i.e., rates exceeding 35% of salaries and wages);
- *Explanation of Costs and Methodologies.* Applicants must provide an explanation of the purpose and composition of, and methodology used to derive the costs of each of the following: personnel, fringe, travel, equipment, supplies, sub-awards/contracts, and any other costs. The applicant must include costs of any required travel described in this Solicitation. Planned travel expenditures may not exceed 5% of the total HVRP funds requested. Mileage charges may not exceed 58.5 cents per mile or the current Federal rate.

- *Follow-Up Services.* Applicants must describe all associated costs for obtaining and retaining participant information pertinent to the follow-up services at 90-, 180-, and 270-days after the active program performance period ends. In addition, if State Unemployment Insurance data will be used to substantiate an applicant's follow-up results, it is suggested that the applicant include any official MOUs, MOAs, or other formalized agreements that enable the applicant to obtain such information.
- *Equipment Purchases.* Applicants must provide a description/specification of, and justification for, all equipment purchases, if any. Tangible, non-expendable, personal property having a useful life of more than one year and a unit acquisition cost of \$5,000 or more per unit must be specifically identified.
- *Other Funds.* Applicants are to describe other funding sources to include matching funds, leveraged funds, and in-kind services. Matching funds are not required for IVTP grants, however, they are encouraged. When resources such as matching funds, leveraged funds, and/or the value of in-kind contributions are made available, please describe in Section B of the Budget Information Sheet.

In addition the following items must be included:

- A completed Assurance and Certification signature page (Appendix C) must be submitted.

- All applicants must submit evidence of satisfactory financial management capability, which must include recent (within the last 18 months) grant specific financial and/or audit statements (these audits do not count towards the 75 page limitation). All successful grantees are required to utilize Generally Accepted Accounting Practices (GAAP), maintain a separate accounting for these grant funds, and have a checking account. If an audit or other grant specific financials are not included, the application will receive zero (0) points in this section of the evaluation.
- All applicants must include, as a separate appendix, a list of all employment and training government grants and contracts that they have had in the past three (3) years, including grant/contract officer contact information (this list is included in the 75 page limitation). VETS reserves the right to have a DOL representative review and verify this data.
- A completed Survey on Ensuring Equal Opportunity for Applicants (Appendix F) must be provided.
- A completed Indirect Charges or Certificate of Direct Costs form (Appendix H) must be provided.

### 3. Submission Dates and Times (Acceptable Methods of Submission)

To be considered for funding under this SGA, applicants may submit applications electronically on Grants.gov or in hard copy by mail or hand-delivery. Applicants



submitting proposals in hard copy must submit an original signed application (including the SF-424) and one (1) “copy ready” version free of bindings, staples or protruding tabs to ease in the reproduction of the proposal by DOL. . Applicants submitting proposals in hard copy are also required to provide an identical electronic copy of the proposal on compact disc (CD). If discrepancies between the hard copy submission and the CD are indentified, the application on the CD will be considered the official applicant submission for evaluation purposes. Failure to provide identical applications in hard copy and CD format may have an impact on the overall evaluation..

The closing date for receipt of applications under this announcement is [ INSERT 30 days after the date of publication in the Federal Register]. Mailed applications must be received at the address below, no later than 4 p.m. Eastern Standard Time.

Department of Labor

Procurement Services Center

Attention: Cassandra Mitchell, Reference SGA # **10-04**

200 Constitution Avenue NW, Room S-4307

Washington, DC 20210

Applications sent by email, telegram, or facsimile (FAX) will not be accepted. If an application is submitted by both hard-copy and through <http://www.grants.gov> a letter must accompany the hard-copy application stating why two applications were submitted and the differences between the two submissions. If no letter accompanies the hard-copy,

we will review the copy submitted through <http://www.grants.gov> . For multiple applications submitted through <http://www.grants.gov>, we will review the latest submittal.

***Applications that do not meet the conditions set forth in this notice will be considered non-responsive.*** No exceptions to the mailing and delivery requirements set forth in this notice will be granted. Further, documents submitted separately from the application, before or after the deadline, will not be accepted as part of the application.

Applicants are advised that mail delivery in the Washington area may be delayed due to mail decontamination procedures. Hand-delivered proposals will be received at the above address. All overnight mail will be considered to be hand-delivered and must be received at the designated place by the specific closing date and time.

Applications that are submitted through Grants.gov must be successfully submitted at <http://www.grants.gov> no later than 4 p.m. Eastern Time [ INSERT 30 days after the date of publication in the Federal Register], and then subsequently be validated by Grants.gov. The submission and validation process is described in more detail below. The process can be complicated and time-consuming. Applicants are strongly advised to initiate the process as soon as possible and to plan for time to resolve technical problems if necessary.

The Department strongly recommends that before the applicant begins to write the proposal, applicants should immediately initiate and complete the “Get Registered” registration steps at [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp). Applicants should read through the registration process carefully before registering. These steps may take as much as four weeks to complete, and this time should be factored into plans for

electronic submission in order to avoid facing unexpected delays that could result in the rejection of an application. The site also contains registration checklists to help you walk through the process. The Department strongly recommends that applicants download the “Organization Registration Checklist” at [http://www.grants.gov/assets/Organization\\_Steps\\_Complete\\_Registration.pdf](http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf) and prepare the information requested before beginning the registration process. Reviewing and assembling required information before the beginning of the registration process will alleviate last minute searches for required information and save time.

To register with Grants.gov, applicants applying electronically must have a D-U-N-S Number and must register with the Federal Central Contractor Registry (CCR). Step-by-step instructions for registering with CCR can be found at [http://www.grants.gov/applicants/org\\_step2.jsp](http://www.grants.gov/applicants/org_step2.jsp). All applicants must register with CCR in order to apply online. Failure to register with the CCR will result in your application being rejected by Grants.gov during the submission process.

The next step in the registration process is creating a username and password with Grants.gov to become an Authorized Organizational Representative (AOR). AOR’s will need to know the D-U-N-S Number of the organization for which they will be submitting applications to complete this process. To read more detailed instructions for creating a profile on Grants.gov, the E-Biz point of Contact (E-Biz POC) – a representative from your organization who is the contact listed for CCR- will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to Grants.gov and approve an applicant as the AOR, thereby giving him or her permission to submit applications. To learn more about AOR Authorization, visit:

[http://www.grants.gov/applicants/org\\_step5.jsp](http://www.grants.gov/applicants/org_step5.jsp), or to track AOR status, visit: [http://www.grants.gov/applicants/org\\_step6.jsp](http://www.grants.gov/applicants/org_step6.jsp). 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 POC approval, establishes an AOR. When you submit the application through Grants.gov, the name of your AOR on file will be inserted into the signature line of the application. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the AOR; this step is often missed and it is crucial for the valid submission.

When a registered applicant submits an application with Grants.gov, an electronic time stamp is generated within the system when the application is successfully received by Grants.gov. Within two business days of application submission, Grants.gov will send the applicant two email messages to provide the status of the application process through the system. The first email, almost immediate, will contain a tracking number and will confirm receipt of the application by Grants.gov. The second email will indicate the application has either been successfully validated or has been rejected due to errors. Only applications that have been successfully submitted by the deadline and subsequently successfully validated will be considered. It is the sole responsibility of the applicant 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, sufficient time should be allotted for submission (two business days) and, if applicable, subsequent 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 sufficient time is not allotted and a rejection notice is received after the due date and time, the application will not be considered.

To ensure consideration, the components of the application must be saved as .doc, .xls, or .pdf files. If submitted in any other format, the applicant bears the risk that compatibility or other issues will prevent our ability to consider the application. ETA will attempt to open the document but will not take any additional measures in the event of problems with opening. In such cases, the non-conforming application will not be considered for funding.

We strongly advise applicants to use the plethora of tools and documents, including FAQ's, which are available on the "Applicant Resources" page at <http://www.grants.gov/applicants/resources.jsp>. ETA encourages new prospective applicants to view the online tutorial, "Grant Applications 101: A Plain English Guide to ETA Competitive Grants," available through Workforce3One at: [http://www.workforce3one.org/page/grants\\_toolkit](http://www.workforce3one.org/page/grants_toolkit). To receive updated information about critical issues, new tips for users and other time sensitive updates as information is available, applicants may subscribe to "Grants.gov Updates" at [http://www.grants.gov/applicants/email\\_subscription\\_signup.jsp](http://www.grants.gov/applicants/email_subscription_signup.jsp).

If applicants encounter a problem with Grants.gov and do not find an answer in any of the other resources, call 1-800-518-4726 to speak with a Customer Support Representative or email, [support@grants.gov](mailto:support@grants.gov). The Contact Center is open 24 hours a day, seven days a week. It is closed on federal holidays.

**Late Applications:** For applications to Grants.gov, only applications that have been successfully submitted no later than 4:00 p.m. Eastern Time on the closing date, and then successfully validated will be considered. Applicants take significant risk by waiting to the last day to submit to Grants.gov.

Any application received after the exact date and time specified for receipt at the office designated in this notice will not be considered, unless it is received before awards are made, it was properly addressed, and it was: (a) sent by U.S. Postal Service mail, postmarked no later than the fifth calendar day before the date specified for the receipt of the application (e.g., an application required to be received by the 20<sup>th</sup> of the month must be postmarked by the 15<sup>th</sup> of that month); or (b) sent by professional overnight delivery service to the addressee no later than one working day before the date specified for receipt of applications. “Postmarked” means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable, without further action, as having been supplied or affixed on the date of mailing by an employee of the U.S. Postal Service. Therefore, applicants should request the postal clerk to place a legible hand cancellation “bull’s eye” postmark on both receipt and the package. Failure to adhere to these instructions will be the basis for a determination that the application was not filed timely and will not be considered. Evidence of timely submission by a professional overnight delivery service must be demonstrated by equally reliable evidence created by the delivery service provider indicating the time and place of receipt.

4. Intergovernmental Review Not Applicable.

## 5. Funding Restrictions

A. Proposals exceeding \$300,000 will be considered non-responsive and will not be evaluated.

B. There is a limit of one (1) application per submitting organization and physical location serving the same participant population. If two (2) applications from the same organization for the same physical location serving the same IVTP participant population are submitted, the application with the later date will be considered as non-responsive, and they will not be evaluated. Please do not submit duplicate grant applications as only one (1) grant application will be considered for funding purposes.

C. There will not be reimbursement of pre-award costs unless specifically agreed upon in writing by the Department of Labor.

D. Entities described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities are not eligible to receive funds under this announcement because Section 18 of the Lobbying Disclosure Act of 1995, Public Law No. 104-65, 109 Stat. 691, prohibits the award of Federal funds to these entities.

E. Limitations on Administrative and Indirect Costs. Administrative costs, which consist of all direct and indirect costs associated with the supervision and management of the program, are limited to and may not exceed 20% of the total grant award.

Indirect costs claimed by the applicant must be based on a federally approved rate. A copy of the current negotiated approved and signed indirect cost negotiation agreement must be submitted with the application. Furthermore, indirect costs are

considered a part of administrative costs for IVTP purposes and, therefore, may not exceed 20% of the total grant award. If the applicant does not presently have an approved indirect cost rate, a proposed rate with justification may be submitted.

Successful applicants will be required to negotiate an acceptable and allowable rate within 90 days of grant award with the appropriate DOL Regional Office of Cost Determination or with the applicant's cognizant agency for indirect cost rates (See Office of Management and Budget web site at:

<http://www.whitehouse.gov/omb/grants/attach.html> . Indirect cost rates traceable and tractable through the State Workforce Agency's Cost Accounting System represent an acceptable means of allocating costs to DOL and, therefore, can be approved for use in grants to State Workforce Agencies.

F. Successful grant applicants that receive IVTP funds are authorized to co-enroll participants in the HVRP, the VWIP, and in other VETS and USDOL funded programs. A successful grantee is to provide employment and training services to eligible participants through HVRP, VWIP or IVTP, but not for any two or three programs simultaneously. If the same grantee provides services to a Veteran under HVRP, VWIP, and IVTP, it may be considered a disallowed cost or other sanctions may be imposed. An IVTP grantee and a separate non-affiliated HVRP and/or VWIP grantee may coordinate efforts on behalf of eligible Veterans participant.



## V. APPLICATION REVIEW

IVTP grants are intended to address two objectives:

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

The Incarcerated Veterans Transition Program (IVTP) is designed to be flexible in addressing the national, regional, and/or local issues that incarcerated and/or transitioning incarcerated Veterans who are “at risk” of becoming homeless from reintegrating into the workforce. VETS, in Program Year (PY) 2010, will seek applicants that provide direct services through a case management approach that network with Federal, State, and local resources for Veteran support programs that have clear strategies for employment and retention as presented above. Applications will be scored on the extent to which they fully and clearly demonstrate the need for the project, the overall strategy to increase employment and retention to reduce the rate of participant recidivism, the quality and extent of linkages with other providers of services, the demonstrated capability in providing required program services, and the quality of proposed housing and health care service strategies. For additional and more specific information related to the specific application evaluation criteria, see below.

1. Application Evaluation Criteria. Applications may receive up to a total of **105 points**

based on the following criteria:

A. Need for the Program: **10 points**

The applicant will document the need for this project, as demonstrated by:

(1) The potential number or concentration of incarcerated and/or transitioning incarcerated Veterans, who are “at risk” of Homelessness in the proposed project area relative to other similar areas;

(2) The rates of poverty and unemployment in the proposed project area as determined by the census or other surveys;

(3) The extent of the gaps in the local infrastructure to effectively address the employment barriers that impact the targeted Veteran population; and

B. Overall Strategy to Increase Employment and Retention to Reduce the Rate of Participant Recidivism: **35 points [and up to 5 additional points (for a total of 40 points)]** if overall strategy includes an approaches that involve staff who have direct experience in being incarcerated and who can demonstrate an intimate knowledge of the barriers to employment faced by the targeted Veteran population, as described below.

(1) The application must include a description of the approach to providing comprehensive employment and training services, including outreach and “in-reach” within correctional facilities and other service agencies and organizations, and whenever applicable, to include diversion and pre-long-term sentencing interventions, pre-enrollment assessment, job training, job development, obtaining employer commitments to hire, placement, and post-placement follow-up services.

(2) Applicants must address how they will target occupations that are locally in demand with career growth potential and that will provide wages to ensure self-sufficiency for the participant. Supportive services provided as part of the strategy of promoting job readiness and job retention must be indicated.

(3) The applicant must identify the local services and sources of training to be used for participants. VETS strongly recommends that grantees providing training services to participants who are transitioning from incarceration should offer and provide specific and defined training activities in addition to and apart from basic skills, life skills and financial management training. A description of the relationship with other employment and training programs delivered through the SWA and/or local One-Stop Career Center System must be specified.

(4) Applicants must indicate how the activities will be tailored or responsive to the needs of incarcerated and/or transitioning incarcerated Veterans, who are “at risk” of Homelessness. A participant flow chart may be used to show the sequence and mix of services (*does count towards the 75 page limitation*).

(5) The applicant must describe how the program will implement as case management process to develop and update, with participant input, a formal and written employment development plan (EDP).

(6) Applicants must demonstrate how they will conduct follow up and retention activities. If State Unemployment Insurance data will be used to substantiate the applicant's follow-up results, it is suggested that the applicant include any official MOUs, MOAs, or any other formalized agreements that enables the applicant to obtain such information (*does not count towards the 75 page limitation*). The application must also include a description of the relationship, if any, with correctional facilities or services to be involved with this project, at the institutional and/or community levels that will aid in job placement and retention.

(7) The applicant must describe how your job placement and retention activities will identify and track any instances of re-incarceration, if they should occur.

(8) Applicants must include a completed Planned Quarterly Technical Performance Goals (and planned expenditures) form listed in Appendix D. *The chart does not count towards the 75 page limit, however, **if the Planned Quarterly Technical Performance Goals form listed in Appendix D are not submitted, the grant application package will be considered as non-responsive and it will not be evaluated.***

Additional 5 Points (referenced in the Heading to Section B)

Up to an additional 5 points under this section will be awarded to grant proposals who can demonstrate that their current staff were transitioning incarcerated or who can demonstrate an intimate understanding of the barriers to employment faced by incarcerated and/or transitioning incarcerated Veterans who are “at risk” of Homelessness.

C. Quality and Extent of Linkages with Other Providers of Services to Incarcerated and/or Transitioning Incarcerated Veterans Who are “At Risk” of Homelessness:

**25 points**

The application must provide information on the quality and extent of the linkages the program will have with employers, educational providers, and other providers of services to incarcerated and/or transitioning incarcerated Veterans who are “at risk” of homelessness. For each service, the applicant must specify who the provider is, the source of funding (if known), and the type of linkages/referral system established or proposed.

- (1) Applicants must identify and describe the collaborative partnerships with agencies or organizations who have relevant experience to perform the following activities and services: job searches and workshops, job readiness assessment and training, job coaching and counseling, skill assessments, resume writing and interviewing techniques and skill building, subsidized trial employment (to establish some current work experience), job development services, job placement services, and placement follow-up services to enhance employment

retention.

(2) The applicant must describe how the proposed program will coordinate with the DVOP and LVER personnel located within the local SWAs or at the One-Stop Career Centers and, when available, with staff from local VWIP, HVRP, or ETA/PRI grantees. Describe the services that will be provided by each partner organization on behalf of the homeless Veteran participants to be served.

(3) The application also must illustrate an understanding and high level of coordination and collaboration with the VA's Veterans Integrated Service Network (VISN) and their associated Health Care for Reentry Veterans Specialist who are the VA's regional and state point of contact for incarcerated Veteran services. Identify and describe how the program incorporates mental health treatment and community resources from the VA's jail and court outreach specialists to advise law enforcement and the local criminal justice system about VA resources to assist returning Veterans.

(4) Applicants must describe in detail, the proposed programs activities, services and strategies related to conducting pre-sentencing and/or diversion programs for the purpose of providing sentencing alternatives and referral and counseling services.

(5) The applicant must describe how the Grantee will perform preliminary assessments of each participant's eligibility for receipt or renewal of VA service-

connected disability, compensation, and/or pension benefits. Applicants also must demonstrate how the grantee will track the progress of claims and report outcomes in an individual's case management file.

(6) The applicant must identify and describe how the grantee will build collaborative partnerships with the agencies or organizations that have relevant experience to provide services to incarcerated Veterans, including the VA's Health Care for Homeless Veterans and Domiciliary Care programs, the Urban Development (HUD) and its associated local Continuum of Care partner agencies and organizations, and the "new" Ticket to Work Program.

(7) The applicant must identify the supportive services and the agencies and/or organizations that provide the identified services to include, but not limited to: transportation, child daycare, family health services, and Food Stamp assistance. If resources are provided by other sources or linkages, such as Federal, State, local, or community programs, the applicant must fully explain the use of these resources and how they will be applied.

(8) Applicants must identify the collaborative partnerships, if any, with VSOs and describe the specific services that such organizations will contribute to the proposed program.

D. Demonstrated Capability in Providing Required Program Services, Including

Programmatic Reporting and Participant Tracking: 20 points

The applicant must describe its relevant prior experience in operating employment and training programs and providing services to participants similar to those that are proposed under this solicitation. ***Please note that the Department of Labor grant review panel members, who will be reviewing all grant applications submitted under this solicitation, do not have access to any reporting information systems during the review process, therefore, if final or most recent cumulative quarterly technical performance reports are not submitted, the grant application may be considered non-responsive and may not be evaluated.***

(1) The applicant must describe key staff skills, experience, biographies, history, knowledge, qualifications, capabilities, office locations, and/or organizational chart. If applicable, applicants should present the number of their staff who possess direct experience with the conditions of incarcerated and/or transitioning incarcerated Veterans who are “at risk” of homelessness. The applicant also should describe its staff experience and ability to manage the administrative, programmatic, and financial aspects of a grant program.

(2) An applicant that has operated an IVTP pilot, HVRP, VWIP, or other Veteran related employment and training related grant programs must also include the final or most recent cumulative quarterly technical performance report. Final or most recent financial and technical performance reports for other relevant programs must be submitted (within the last three year period), if applicable. Because prior IVTP or HVRP experience is not a requirement for this grant, applicants may have other similar type programmatic performance reports to submit as evidence of



experience in operating other employment and training type programs. Specific outcomes previously achieved by the applicant within these related programs must be described, such as number of enrollments, number of participants that entered employment, cost per placement into employment, benefits secured, and network coalitions. A summary narrative of program experience and employment and training performance outcomes also is required. ***The applicant must provide information showing outcomes of employment and training programs that it has had in the past three (3) years in terms of enrollments and participants who have entered into employment.***

(3) The applicant must also address its capacity for timely startup of the program, programmatic reporting, and participant tracking.

(4) Applicants must include a recent (within the last 18 months) grant specific financial statement and/or audit (*does not count towards the 75 page limitation*). ***Applications that are submitted without an updated financial statement and/or audit will be considered non-responsive and not be considered for evaluation.***

(5) Applicants are to describe the measures of success for the proposed plan. Applicants are to describe the proposed outcomes, goals, number served, number hired, increased wages, educational degrees, cost effectiveness, result-oriented model, feedback mechanism, performance accountability, evaluation and improvement, and/or the proposed system to monitor the implementation of program activities and achievement of stated project objectives. Applicants must

indicate their planned level of performance utilizing the reporting methodology as described in Appendix H.

(6) Applicants are to describe how the proposed program can or will outlast the federal funding being provided under this grant after either the first year of funding, or, if awarded, after the possible option year(s) of funding are completed.

E. Quality of Housing and Health Care Service Strategies: **10 points**

The application must demonstrate how the applicant proposes to obtain or access housing and health care related resources for Veteran participants enrolled into the program. ***Please note that IVTP funds are not to be used for the purpose of securing emergency, transitional, or permanent housing, rent and/or deposit payments for an apartment/house, the direct payment of health care services, or the purchasing or leasing of vehicles.***

(1) Applicants must describe how supportive and healthcare service resources for incarcerated and/or transitioning incarcerated Veterans who are “at risk” of becoming homeless will be obtained and used. More specifically, applicants should identify and describe the collaborative partnerships with agencies or organizations that have relevant experience to perform the following activities and services as deemed appropriate to benefit the Veteran participant including, but not limited to: alcohol and drug rehabilitation interventions and therapeutic services, Post Traumatic Stress Disorder (PTSD) and Traumatic Brain Injuries (TBI) assessments and services, and other physical and mental health related services.

(2) Applicants must describe how local housing resources for eligible incarcerated Veterans will be obtained or accessed. Since no IVTP funds may be used to secure housing resources, these resources must be from linkages or sources other than the IVTP grant such as HUD Section 8 VASH, HHS, community housing resources, VA Grant and Per Diem Program, and/or other local housing programs.

(3) The applicant must describe how the proposed program will track the housing and health care services obtained in an individual's case management file.

## 2. Review and Selection Process

Grant applications will be reviewed by a Department of Labor grant review panel using the point scoring system specified above in Section V 1. The grant review panel will assign a score after objectively and carefully evaluating each responsive grant application and all responsive grant applications will be ranked based on this score. The ranking will be the primary basis to identify applicants as potential grantees. The grant review panel will establish a competitive range, based upon the proposal evaluation, for the purpose of selecting qualified applicants. For this solicitation, the minimum acceptable score for consideration is 70, but the competitive range may be set higher.

The grant review panel will have the authority and expertise to compare the goals of applications in the competitive range, to consider any information that comes to their attention, to form an opinion on what is most advantageous to the government and to judge allowed costs, cost-per-placement, and other goals. The Assistant Secretary for Veterans'

Employment and Training and Grant Officer will make a final selection based on the grant review panel findings, grant application scores, geographical presence of the applicants, existing grants, and the areas to be served. The grant review panel's conclusions are advisory in nature and not binding on the Grant Officer.

The grant review panel and Grant Officer will screen all applicant cost proposals to ensure expenses are allocable, allowable, and reasonable. Determinations of allowable costs will be made in accordance with the applicable Federal cost principles, e.g. Non-Profit Organizations – OMB Circular A-122. Unallowable costs are those charges to a grant that a grantor agency or its representatives determined not to be allowed in accordance with the applicable Federal Cost Principles or other conditions contained in the grant. If the grant review panel and Grant Officer conclude that the cost proposal contains an expense(s) that is not allocable, allowable, and/or reasonable, the Grant Officer may request a revision of the application for funding. Further, the grant review panel will consider applicant information concerning the proposed cost per placement, percentage of participants who enter unsubsidized employment, average hourly wage at placement, and 90-, 180-, and 270-day retention in employment percentages. The previous national average cost per placement for the last IVTP pilot grants funded in PY07 was approximately \$3,500. VETS highly recommends that grantees present a plan that contains a reasonably low and cost effective Cost per Placement goal. For guidance purposes, Cost per Placement should not exceed \$4,000 per participant.

The Government reserves the right to ask the applicant for clarification on any aspect of a grant application. The Grant Officer may consult with the Department of Labor staff on any potential grantee concerns. The Grant Officer's determination for award under **SGA # 10-04** is the final agency action. The submission of the same proposal from any prior year IVTP

competition does not guarantee an award under this Solicitation.

3. Anticipated Announcement and Award Dates:

Announcement of this award is expected to occur by June 30, 2010. The grant agreement will be awarded by no later than July 1, 2010.

**VI. AWARD ADMINISTRATION INFORMATION**

There may be future addendums to this solicitation published on Grants.gov and the VETS website. All applicants are responsible for checking back to Grants.gov and the VETS website regularly to ensure they have the latest information regarding any updates to this solicitation.

1. Award Notices

A. The Notice of Award signed by the Grant Officer is the authorizing document and will be provided through postal mail and/or by electronic means to the authorized representative listed on the SF-424 Grant Application. Notice that an organization has been selected as a grant recipient does not constitute final approval of the grant application as submitted. Before the actual grant award, the Grant Officer and/or the Grant Officer's Technical Representative may enter into negotiations concerning such items as program components, funding levels, and administrative systems. If the negotiations do not result in an acceptable submittal, the Grant Officer reserves the right to terminate the negotiation and decline to fund the proposal. Please note: Grant award occurs only after the prospective grantee and the Grant Officer signs the Grant award document.

B. A post-award conference will be held for those grantees awarded PY 2010 HVRP funds through this competition. The post-award conference is expected to be held in August 2010 and up to two (2) grant recipient representatives must be present. The site of the post-award conference has not yet been determined, however, for planning and budgeting purposes, applicants should allot four (4) days and use Washington, DC as the conference site. The post-award conference will focus on providing information and assistance on reporting, record keeping, grant requirements, and also include networking opportunities to learn of best practices from more experienced and successful grantees. Costs associated with attending this conference for up to two (2) grantee representatives will be allowed as long as they are incurred in accordance with Federal travel regulations. Such travel costs must be reflected in the proposed budget.

## 2. Administrative and National Policy Requirements

All grantees and sub-awardees must comply with the provisions of Title 38 U.S.C. and its regulations, as applicable.

### A. Administrative Program Requirements

All grantees and sub-awardees, including community organizations, will be subject to applicable Federal laws (including provisions of appropriations law), regulations, and the applicable Office of Management and Budget (OMB) Circulars. The grant(s) awarded under this SGA will be subject to the following administrative standards and provisions, if applicable:

- 29 CFR part 2 – General Participation in Department of Labor Programs by Faith-Based and Community Organizations; Equal Treatment of All Department of Labor Program Participants and Beneficiaries.

- 29 CFR part 30 – Equal Employment Opportunity in Apprenticeship and Training.
- 29 CFR part 31- Nondiscrimination in Federally Assisted Programs of the Department of Labor - Effectuation of Title VI of the Civil Rights Act of 1964.
- 29 CFR part 32 - Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- 29 CFR part 33 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Labor.
- 29 CFR part 35 – Nondiscrimination on the Basis of Age in Programs and Activities Receiving Federal Financial Assistance from the Department of Labor.
- 29 CFR part 36 – Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Assistance.
- 29 CFR part 37 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998.
- 29 CFR part 93 – New Restrictions on Lobbying.
- 29 CFR part 94 – Government-wide Requirements for Drug-Free Workplace (Financial Assistance).
- 29 CFR part 95 - Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations, and with Commercial Organizations.
- 29 CFR part 96 - Audit Requirements for Grants, Contracts and Other Agreements.
- 29 CFR part 97 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- 29 CFR part 98 – Government-wide Debarment and Suspension (Non procurement).
- 29 CFR part 99 - Audit of States, Local Governments, and Non-Profit Organizations.
- Applicable cost principles and audit requirements under OMB Circulars A-21, A-87, A-110, A-122, A-133, and 48 CFR part 31.
- 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 501(c) (4) that engage in lobbying activities are not eligible to received Federal funds and grants.

- 38 U.S.C. Section 4215 – Requirements for priority of service for Veterans in all Department of Labor training programs.

### 3. Reporting

Title 38, Section 2021 indicates that, “The Secretary of Labor shall collect such information as that Secretary considers appropriate to monitor and evaluate the distribution and expenditure of funds appropriated to carry out this section. The information shall include data with respect to the results or outcomes of the services provided to each homeless Veteran under this section.” All IVTP grantees will enter data and electronically and attach their quarterly technical performance report, success stories, etc. into the U.S. Department of Labor, Veterans’ Employment and Training Service, Outcomes and Performance Accountability Reporting (VOPAR). The Federal Financial Report (FFR) SF-425 data will only be entered into the DOL E-Grants System according to the reporting requirements and timetables described below. Please note that the former SF-269 and SF-272 have been replaced by the Federal Financial Report (FFR) SF-425; consequently potential applicants are required to use the FFR SF-425 within their application. Prior to submitting the financial reports via E-Grants, grantees must submit these reports to their assigned GOTR for review and approval. Access to both VOPAR and E-grants reporting systems will be authorized to successful grant applicants within 45 days of the date of award. Failure to provide timely and accurate financial reports electronically may affect option year grant award. Please note that the “active” grant performance period is awarded July 1, 2010 thru June 30, 2011, with the “follow-up” period immediately following starting July 1, 2011 through March 31, 2012, as per the VETS technical reporting requirements.



**A. Quarterly Financial Reports:**

No later than 30 days after the end of each Federal fiscal quarter (October 31<sup>st</sup>, January 31<sup>st</sup>, April 30<sup>th</sup>, July 31<sup>st</sup>) the grantee must report outlays, program income, and other financial information on a Federal fiscal quarterly basis using the FRR SF-425. This financial report must be data entered into the E-Grants system and **must** cite the assigned grant number.

**B. Quarterly Program Reports:**

No later than 30 days after the end of each Federal fiscal quarter (October 31<sup>st</sup>, January 31<sup>st</sup>, April 30<sup>th</sup>, and July 31<sup>st</sup>), grantees must submit a Quarterly Technical Narrative and Performance Report into VOPAR that contains the following:

1. A comparison of actual accomplishments to planned goals for the reporting period and any findings related to monitoring efforts;
2. An explanation for variances of plus or minus 15% of planned program and/or expenditure goals, to include: identification of corrective action that will be taken To meet the planned goals, if required; and a timetable for accomplishment of the corrective action; and

**C. 90-Day Follow-Up Performance Report:**

No later than 120 days after the active grant performance period (October 31<sup>st</sup>), the grantee must electronically submit to the VOPAR and E-Grants Reporting Systems reports showing results and performance as of the 90<sup>th</sup> day after the active grant period,

and containing the following:

1. FRR SF-425;
2. Technical Performance Report comparing goals vs. actual performance levels; and

**D. 180-Day Follow-Up Report:**

No later than 210 days after the active grant performance period (January 31<sup>st</sup>), the grantee must electronically submit to the VOPAR and E-Grants Reporting Systems a Follow-Up Report showing results and performance as of the 180<sup>th</sup> day after the grant active performance period, and containing the following:

1. FFR SF-425, and
2. 180-Day Follow-Up Report identifying:
  - (a) The total number of Veterans who entered employment during the entire grant period;
  - (b) The number of Veterans who retained employment as defined in the VETS technical reporting guidance at the 90-, 180-day follow-up periods;
  - (c) If the Veterans are still employed at the same or similar job, and if not, what are the reason(s)?
  - (d) An unduplicated count of how many IVTP participants are now receiving fixed income benefits such as VA disability/retirement pensions, Social Security income, etc. as a result of grantee referrals and networking on behalf of the Veteran.
  - (e) Whether training received was applicable to jobs held;
  - (f) Participant average hourly wages at placement and weekly wages at the 90-,

180-, and 270-day follow-up periods;

(g) An explanation of why those Veterans entered employment during the grant, but not employed at the end of the follow-up periods, are not so employed;

(h) Any recommendations to improve the program.

**E. 270-Day Final / Follow-Up Performance Report:**

No later than 300 days after the grant active performance period or April 30th, the grantee must electronically submit to the VOPAR and E-Grants Reporting Systems a Final FRR SF-425, and a Final Follow-up Report showing results and performance as of the 270th day after the active grant performance period, and containing the following:

- (a) The total number of Veterans who entered employment during the entire grant period;
- (b) The number of Veterans who retained employment as defined in the VETS technical reporting guidance at the 90-, 180- and 270-day follow-up periods;
- (c) If the IVTP participants are still employed at the same or similar job, and if not, what are the reason(s)?
- (d) How many homeless Veteran IVTP participants are now receiving fixed income benefits such as VA disability /retirement pensions, Social Security income, etc. as a result of grantee referrals and networking on behalf of the Veteran?
- (e) Whether training received was applicable to jobs held;
- (f) Participant average hourly wages at placement and weekly wages at the 90-, 180-, and 270-day follow-up periods;

(g) An explanation of why those Veterans entered employment during the grant, but not employed at the end of the follow-up period, are not so employed;

(h) Any recommendations to improve the program.

#### 4. Agency Contact

All questions regarding this SGA should be directed to Cassandra Mitchell, e-mail address: [mitchell.cassandra@dol.gov](mailto:mitchell.cassandra@dol.gov), at telephone number: (202) 693-4570 (note this is not a toll-free number). To obtain further information on the Homeless Veterans' Reintegration Program of the U.S. Department of Labor, visit the USDOL website of the Veterans' Employment and Training Service at [www.dol.gov/vets](http://www.dol.gov/vets). Individuals with hearing impairments may call (800) 670-7008 (TTY/TDD).

## **VII. OTHER INFORMATION**

### 1. Acknowledgement of USDOL Funding.

A. Printed Materials / Intellectual Property: In all circumstances, the following must be displayed on printed materials prepared by the grantee while in receipt of USDOL grant funding: "Preparation of this item was funded by the United States Department of Labor under Grant No. [Insert the appropriate grant number]." All printed materials must also include the following notice: "This workforce solution and its associated documents were funded by a grant awarded by the U.S. Department of Labor's Veterans Employment and Training Service. The solution and its associated documents were created by the grantee and do not necessarily reflect the official position of the U.S. Department of Labor and/or the Veterans Employment and

Training Service. The U.S. Department of Labor and/or the Veterans Employment and Training Service 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 solution is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes are permissible. All other uses require the prior authorization of the copyright owner.”

B. Public references to grant: When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds must clearly state:

- The percentage of the total costs of the program or project, which will be financed with Federal money;
- The dollar amount of Federal financial assistance for the project or program; and
- The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

C. Use of USDOL Logo: Prior to the use of the USDOL Logo, the Grant Officer must approve such use. In addition, once approval is given the following guidance is provided:

- The USDOL logo may be applied to USDOL-funded material prepared for distribution, including posters, videos, pamphlets, research documents, national survey results, impact evaluations, best practice reports, and other publications of global interest. The grantee(s) must consult with USDOL on whether the logo may be used on any such items prior to final draft or final preparation for distribution. In no event will the USDOL logo be placed on any item until USDOL has given the Grantee permission to use the logo on the item.
- All documents must include the following notice: “This documentation does not necessarily reflect the views or policies of the U.S. Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.”

2. OMB Information Collection No 1225-0086, Expires November 30, 2012. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 20 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding 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 Darrian King, the USDOL Department Clearance Officer and/or the OMB Desk Officer, 200 Constitution Avenue NW, Room N1301,

Washington, DC 20210. In addition, comments may also be emailed to  
DOL\_PRA\_PUBLIC@dol.gov.

This information is being collected for the purpose of awarding a grant. The information collected through this “Solicitation for Grant Applications” will be used by the Department of Labor to ensure that grants are awarded to the applicant best suited to perform the functions of the grant. Submission of this information is required in order for the applicant to be considered for award of this grant. Unless otherwise specifically noted in this announcement, information submitted in the respondent’s application is not considered to be confidential.

### 3. Resources for the Applicant

The Department of Labor maintains a number of web-based resources that may be of assistance to applicants. The website address: for the USDOL VETS at [www.dol.gov/vets/programs/main.htm](http://www.dol.gov/vets/programs/main.htm) is a valuable source of information including the program highlights and brochures, glossary of terms, frequently used acronyms, general and special grant provisions, power point presentations on how to apply for grant (HVRP, VWIP, and/or IVTP) funding, On-Site Monitoring Visits, etc. The IVTP National Technical Assistance center at website address: <http://www.dol.gov/vets/grants/hvrpnat.htm> is also a valuable resource of information for grant applicants. The Interagency Council on Homeless at website address: [www.ich.gov](http://www.ich.gov) has information from various departments that assist homeless persons including updated information on local community ten (10) year plans to end homelessness and Continuums of care plans. America’s Service Locator website address at [www.servicelocator.org](http://www.servicelocator.org) provides a directory of our nation’s One-Stop Career Centers and website address: [www.workforce3one.org](http://www.workforce3one.org) is another Department of Labor resource site. The

National Association of Workforce Boards maintains a website address at [www.nawb.org/asp/wibdir.asp](http://www.nawb.org/asp/wibdir.asp) that contains contact information for the State and local Workforce Investment Boards. Applicants may also review “VETS’ Guide to Competitive and Discretionary Grants” located at website address: [http://www.dol.gov/vets/grants/Final\\_VETS\\_Guide-linked.pdf](http://www.dol.gov/vets/grants/Final_VETS_Guide-linked.pdf). For a basic understanding of the grants process and basic responsibilities of receiving Federal grant support, please see “Guidance for Faith-Based and Community Organizations on Partnering with the Federal Government” at website addresses [www.whitehouse.gov/government/fbci](http://www.whitehouse.gov/government/fbci) and [www.dol.gov/cfbci](http://www.dol.gov/cfbci) , Also, the National Coalition for Homeless Veterans website address at [www.nchv.org](http://www.nchv.org).

#### 4. Appendices

(Located on U.S. Department of Labor, Veterans’ Employment and Training Service website address: [www.dol.gov/vets](http://www.dol.gov/vets) follow link for the applicable SGA listed under announcements.)

- Appendix A: Application for Federal Assistance SF-424
- Appendix B: Budget Information Sheet SF-424A
- Appendix C: Assurances and Certifications Signature Page
- Appendix D: Recommended Format for Planned Quarterly Technical Performance Goals
- Appendix E: Direct Cost Descriptions for Applicants and Sub-Applicants
- Appendix F: Survey on Ensuring Equal Opportunity for Applicants
- Appendix G: Technical Assistance Guide (TAG) for Competitive Grantee Reporting
- Appendix H: Indirect Charges or Certificate of Direct Costs\_



Signed at Washington, DC. this \_\_\_\_\_ day of \_\_\_\_\_,2010.

Cassandra Mitchell, Grant Officer

BILLING CODE: 4510-79P