

U.S. DEPARTMENT OF LABOR

Veterans' Employment and Training Service

NOTICE OF AVAILABILITY OF FUNDS AND FUNDING OPPORTUNITY

ANNOUNCEMENT FOR: Homeless Veterans' Reintegration Program (HVRP), Incarcerated Veterans Transition Program (IVTP), and the Homeless Female Veterans' and Homeless Veterans' with Families Program (HFVWWF) (referred to collectively as HVRP)

ANNOUNCEMENT TYPE: Initial

FUNDING OPPORTUNITY NUMBER: FOA-VETS-18-01

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 17.805

KEY DATES: *The closing date for receipt of applications under this Announcement is XXXX. We must receive applications no later than 4:00:00 p.m. Eastern Time.*

ADDRESSES: *Address mailed applications to:*

***The U.S. Department of Labor
Employment and Training Administration, Office of Grants Management
Attention: Donna Kelly, Grant Officer
Reference FOA-VETS-18-01
200 Constitution Avenue, NW, Room N4716
Washington, DC 20210***

For submission information, including online application instructions, please refer to Section IV.

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

EXECUTIVE SUMMARY:

The U.S. Department of Labor (DOL), Veterans' Employment and Training Service (VETS), announces the availability of approximately \$7 million in grant funds authorized under Title 38 of United States Code (U.S.C.), Sections 2021 and 2023. You may apply for a 12-month grant. 2018 Option Year Award recipients are not eligible to receive funding from this competition for an identical project proposal. The grant period of performance is July 1, 2018 to June 30, 2019. The maximum limit for an individual award is \$500,000.

Historically, HVRP programs have demonstrated the following:

- A clear need for the program based upon current statistical evidence, including the numbers and characteristics of the eligible veterans who are homeless in your proposed service delivery area;

VETS FUNDING OPPORTUNITY ANNOUNCEMENT

- Ability to develop and execute strategies with attainable goals for job-driven training based on Labor Market Information (LMI) and evidence-based practices;
- Ability to collaborate and coordinate with organizations to ensure that local, state, and federal resources are used effectively and efficiently to expedite the reintegration of eligible veterans into the labor force;
- Ability to deliver or connect participants to effective job training, counseling, and other wraparound services, such as the provision of housing and necessary health services as the means for expediting the reintegration of eligible veterans into the labor force;
- Ability to provide services specifically tailored to the needs of female homeless veterans and homeless veterans with families as appropriate;
- Ability to provide services specifically tailored to the needs of incarcerated or recently incarcerated veterans who are at risk of homelessness as appropriate; and
- Ability to provide services to chronically homeless veterans as appropriate.

I. FUNDING OPPORTUNITY DESCRIPTION

A. PROGRAM PURPOSE

This Announcement solicits applications for HVRP. The purpose of this program is to provide services to assist in reintegrating homeless veterans into meaningful employment within the labor force and to stimulate the development of effective service delivery systems that will address the complex problems facing homeless veterans.

In its 2017 annual Point-In-Time (PIT) count of homeless persons in the nation, the U.S. Department of Housing and Urban Development (HUD) estimated there were 40,056 veterans experiencing homelessness, an increase of 585 veterans between 2016 and 2017. This 2016 – 2017 increase was driven entirely by an 18 percent increase in the number of veterans experiencing homelessness in unsheltered places (2,299 more veterans), especially along the west coast, and who are facing significant challenges within their rental markets. -

VETS recognizes that veteran homelessness fluctuates over time. For example, the PIT data also indicated an estimated 36 percent reduction between 2010 and 2015 in the number of veterans experiencing homelessness, including a 47 percent reduction in the estimated number of veterans experiencing unsheltered homelessness. There was a total reduction of 4 percent in the number of veterans reported as experiencing homelessness between 2014 and 2015¹. Given the number of veterans entering and exiting homelessness, VETS strives to award grants that commit to researching the changes in the local homeless veteran population and then design programs that respond appropriately to these changes.

¹ United States Interagency Council on Homelessness, *Sustaining Our Data-Driven Focus: Findings and Implications of Recent Reports and Data Regarding Homelessness in America*, December 4, 2015.

VETS FUNDING OPPORTUNITY ANNOUNCEMENT

In order to meet the fluctuations in population and the changing needs of those veterans experiencing homelessness, grant recipients are expected to provide an array of client-focused services utilizing a case management approach that directly assists homeless veterans, as well as provides critical linkages for a variety of support services available in their local communities. The program is focused on obtaining employment, and veterans should receive the employment and training services they need in order to re-enter the labor force. Job placement, training, job development, career counseling, and resume preparation are among the services that must be provided. Support services such as clothing, provision of or referral to temporary, transitional, and permanent housing, referral to medical and substance abuse treatment, and transportation assistance are also expected to be provided to meet the needs of this population. We encourage applicants to leverage partnerships with federal, state, and local organizations to provide these support services.

VETS establishes annual national goals. Below are the established goals for Program Year 2018. For additional guidance in establishing goals for your application, please refer to Table 1 on page 15:

- 75 percent overall placement rate calculated by dividing the total number of exiters who have been placed into employment in one or more jobs in the reporting period by the total number of exiters during the same period. For the purposes of these grants, a participant who is *placed or dropped* during a quarter *and* is not scheduled to receive future homeless veterans program services is considered an exiter;
- Overall average hourly wage at placement of \$12.75, which is the mean hourly wage rate for those employed participants who have exited the program during the quarter; and
- 60 percent placement rate for chronically homeless, calculated by dividing the total number of chronically homeless exiters who have been placed into employment in one or more jobs in the reporting period by the total number of chronically homeless exiters during the same period.

For a detailed list of definitions, see Attachment A to this FOA.

- B. **PROGRAM AUTHORITY**
38 U.S.C. §§ 2021 and 2023.

II. AWARD INFORMATION

A. AWARD TYPE AND AMOUNT

Funding will be provided in the form of a grant. We expect availability of approximately \$7 million in grant funds. You may apply for a maximum individual grant fund of up to \$500,000. Awards made under this Funding Opportunity Announcement (FOA) are subject to the availability of federal funds. In the event that additional funds become available, we reserve the right to use such funds to select additional grantees from applications submitted in response to

VETS FUNDING OPPORTUNITY ANNOUNCEMENT

this FOA. We also reserve the right to proportionally reduce or increase the size of a requested award for an applicant selected for funding under this solicitation to ensure adequate geographic coverage.

B. PERIOD OF PERFORMANCE

The period of performance will be for the 12-month period beginning July 1, 2018 through June 30, 2019, unless modified by the Grant Officer. We expect that grantees will begin program operations on July 1, 2018. This performance period includes all necessary implementation and start-up activities.

C. CONTINUATION OF FUNDING

Should Congress appropriate additional funds for this purpose, we may consider awarding option years.

III. ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

The following organizations are eligible to apply:

- State Government
- County Government
- City or Township Government
- Special District Government
- Regional Organization
- U.S. Territory or Possession
- Public/State Controlled Institution of Higher Education
- Private Institution of Higher Education
- Indian/Native American Tribal Government (Federally Recognized)
- Indian/Native American Tribal Government (Other than Federally Recognized)
- Indian/Native American Tribally Designated Organization
- Public and Indian Housing Agencies
- Nonprofit Organizations
- For-profit/commercial entities
- State and Local Workforce Development Boards (SWDBs/LWDBs) established under the Workforce Innovation and Opportunity Act (WIOA)
- Other State and Local Government Agencies
- Faith-based organizations

B. COST SHARING OR MATCHING

This program does not require cost sharing or matching funds. The inclusion of such funds is not one of the application screening criteria to be considered, and applications that include any form of cost sharing or matching will not receive additional consideration during the review process. Instead, the agency considers any resources that will be contributed to the project beyond the funds provided by the agency as leveraged resources.

C. OTHER INFORMATION

Application Screening Criteria

VETS FUNDING OPPORTUNITY ANNOUNCEMENT

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

Application Requirement	Instructions	Complete?
The deadline submission requirements are met	Section IV.C	
If submitted through Grants.gov, the components of the application are saved in any of the specified formats and are not corrupt. <i>(We will attempt to open the document, but will not take any additional measures in the event of problems with opening.)</i>	Section IV.C	
Application for Federal funds request does not exceed \$500,000	Section II.A	
SAM Registration	Section IV.B.1	
SF-424, Application for Federal Assistance	Section IV.B.1	
SF-424 includes a DUNS Number	Section IV.B.1	
SF-424A, Budget Information Form	Section IV.B.2	
Budget Narrative	Section IV.B.2	
Project Narrative	Section IV.B.3	
Abstract (included as an attachment) You must provide the service delivery area to be served defined by county(s), parish, or independent city. You must also include the CoC name and number.	Section IV.B.4	
Intent to Work Collaboratively Statement (included as an attachment)	Section IV.B.4	

VETS FUNDING OPPORTUNITY ANNOUNCEMENT

<p>Competitive Grants Planned Goals Chart (included as an attachment)</p> <p>You must identify in the planned goals spreadsheet (included here as Attachment B) the percentage of individuals to be served by your project that fall into each special group of veterans, as defined in Attachment A, when considering the total number of persons served.</p>	<p>Section IV.B.4</p>	
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1. Priorities and Number of Applications Applicants May Submit

The Department is establishing three priorities for this FOA. Every application will be assigned one of these priorities. Priority 1 (HVRP priority) is for applications that meet the requirements of this FOA but do not fall under Priorities 2 or 3. Priority 2 (HFVVWF priority) is for applicants proposing to use 100 percent of their funding to serve homeless female veterans and veterans with families. Priority 3 (IVTP priority) is for applicants proposing to use 100 percent of their funding to serve incarcerated veterans.

The Department plans to make at least one award each under Priority 2 (HFVVWF) and Priority 3 (IVTP) if the applications are competitive. Priority 2 (HFVVWF) and Priority 3 (IVTP) applicants will only be considered for an award if their application otherwise meets the FOA’s requirements. Additional Priority 2 (HFVVWF) and Priority 3 (IVTP) awards may be made in accordance with the review and selection factors.

Applicants MUST identify in the abstract if an application is to be reviewed under the Priority 1 (HVRP), Priority 2 (HFVVWF), or Priority 3 (IVTP). If one single priority is not explicitly identified in the abstract, the application will be reviewed under the HVRP priority. There will no additional changes or discussions of this priority determination before, during, or after the competition.

Applicant organizations may submit multiple applications to serve the same service delivery area, provided that each application is for a different priority. The service delivery area is the area where the applicant is proposing to serve, as defined by county, parish, or independent city. An “independent city” is defined as a city or town that does not form part of another general-purpose local government entity. The service delivery area and corresponding priority MUST be stated clearly in the abstract. DOL cannot review the entire application to make this determination. We will not review grant applications with the same service delivery area from the same applicant organization for the same priority. If we receive multiple applications from the same organization for the same service delivery area and priority, we will only

consider the most recently received application that meets the deadline. If the most recent application is disqualified for any reason, we will not replace it with an earlier application.

IV. Eligible Participants

The intent of this FOA is to fund projects that provide training, employment, and related support services to eligible veterans. An “eligible veteran” is a veteran eligible for grant services under Sections 2021 and 2023 of Title 38 of the United States Code. Under 38 U.S.C. 2023, this program can serve incarcerated veterans, the FY 2017 appropriations act and subsequent continuing resolutions allowed VETS to serve veterans who are recently released from incarceration and who are at risk of homelessness. In the unlikely event that statutory eligibility requirements change for FY 2018, we will work with grantees to modify their projects to accommodate the new requirements.

A Homeless Veteran:

1. A person who lacks a fixed, regular, and adequate nighttime residence;
2. A person living in a supervised public or privately operated shelter designed to provide temporary living arrangements;
3. A person who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
4. A person with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
5. An individual who will imminently lose his or her housing, has no subsequent residence identified, and who lacks the resources or support network needed to obtain other permanent housing;
6. Unaccompanied youth and homeless families with children and youth, defined as “homeless” under other federal statutes, who have experienced a long period without permanent housing; have experienced persistent instability as measured by frequent moves over such period; and can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment; or
7. An individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions in the individual’s or

VETS FUNDING OPPORTUNITY ANNOUNCEMENT

family's current housing situation, including where the health and safety of children are jeopardized, and who have no other residence and lack the resources or support network to obtain other permanent housing.

An Incarcerated Veteran: Veterans who have been convicted as an adult and imprisoned under municipal, county, tribal, federal, or state law and fall into one of the following categories:

- Category 1 – The veteran was released within the previous 12 months from a penal institution into homelessness and needs employment assistance;
- Category 2 – The veteran has been incarcerated for at least six months and is scheduled for release within six months with no known housing destination and needs employment assistance;
- Category 3 – The veteran was released within the previous 12 months from a penal institution into temporary or permanent housing, but is now at imminent risk of homelessness and needs employment assistance; or
- Category 4 – The veteran is a resident of an institution that provides long-term care for mental illness and is scheduled for release with no known housing destination and needs employment assistance.

V. APPLICATION AND SUBMISSION INFORMATION

A. HOW TO OBTAIN AN APPLICATION PACKAGE

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

B. CONTENT AND FORM OF APPLICATION SUBMISSION

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

VI. *The SF-424 Application for Federal Assistance;*

VII. *Project Budget;*

VIII. *Project Narrative; and*

IX. *Attachments to the Project Narrative.*

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

X. *SF-424, Application for Federal Assistance*

- You must complete the SF-424, Application for Federal Assistance (available at http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf.)

VETS FUNDING OPPORTUNITY ANNOUNCEMENT

- In the address field, fill out the nine-digit (plus hyphen) zip code. Nine-digit zip codes can be looked up on the USPS website at <https://tools.usps.com/go/ZipLookupAction!input.action>.
- The SF-424 must clearly identify the applicant and must be signed by an individual with authority to enter into a grant agreement. Upon confirmation of an award, the individual signing the SF-424 on behalf of the applicant is considered the Authorized Representative of the applicant. As stated in block 21 of the SF-424 form, the signature of the Authorized Representative on the SF-424 certifies that the organization is in compliance with the Assurances and Certifications form SF-424B (available at <http://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>). You do not need to submit the SF-424B with the application.

Requirement for Data Universal Numbering System (DUNS) Number:

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

<http://fedgov.dnb.com/webform/displayHomePage.do>.

Grant recipients authorized to make sub-awards must meet these requirements related to DUNS Numbers:

- Grant recipients must notify potential sub-awardees that no entity may receive a sub award from you unless the entity has provided its DUNS number to you.
- Grant recipients may not make a sub-award to an entity unless the entity has provided its DUNS number to you.

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

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

Federal award and may use that determination as a basis for making a Federal award to another applicant.

1. Project Budget

You must complete the SF-424A Budget Information Form (available at: <http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>). In preparing the Budget Information Form, you must provide a concise narrative explanation to support the budget request, explained in detail below.

Budget Narrative: The budget narrative must provide a description of costs associated with each line item on the SF-424A.

Use the following guidance for preparing the budget narrative:

Personnel: List staff positions by title (both current and proposed), Provide the annual salary of each position, the percentage of each position’s time devoted to the project, the amount of each position’s salary funded by the grant, and the total personnel cost for the period of performance.

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

Travel: Specify the purpose, mileage, per diem, estimated number of in-state and out-of-state trips, and other costs for each type of travel. You should include funds to provide for an annual post-award conference, and or professional conference, allowing for two staff members to travel to and from an estimated national location, with four–nights lodging, and allowable expenses. Travel expenditures may not exceed 10 percent of the total HVRP funds requested in the application.

Equipment: Identify each item of equipment you expect to purchase that has an estimated acquisition cost of \$5,000 or more per unit (or if your capitalization level is less than \$5,000, use your capitalization level) and a useful lifetime of more than one year (see 2 CFR 200.33 for the definition of “Equipment”). List the quantity and unit cost per item. Items with a unit cost of less than \$5,000 are considered supplies, not “equipment.” In general, we do not permit the purchase of equipment during the last funded year of the grant.

Supplies: Identify categories of supplies (e.g. office supplies, to include laptops and cell phones) in the detailed budget and list the quantity and

unit cost per item. Supplies include all tangible personal property other than “equipment” (see 2 CFR 200.94 for the definition of Supplies).

Contractual: Identify each proposed contract and specify its purpose and estimated cost. If applicable, identify any sub-recipient agreements, including purpose and estimated costs.

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

Other: Identify each item in sufficient detail for us to determine whether the costs are reasonable or allowable. List any item, such as conducting Stand Down events, bus passes, or incentives, which are not covered elsewhere.

Indirect Costs: If you include indirect costs in the budget, then include either

a) The approved indirect cost rate with a copy of the Negotiated Indirect Cost Rate Agreement (NICRA), a description of the base used to calculate indirect costs along with the amount of the base, and the total indirect costs requested,

or

b) If you meet the requirements to use the 10 percent de minimis rate as described in 2 CFR 200.414(f), then include a description of the modified total direct costs base (see 2 CFR 200.68 for definition) used in the calculation along with the amount of the base, and the total indirect costs requested based on the 10 percent de minimis rate. The following link contains information regarding the negotiation of Indirect Cost Rates at DOL:

<http://www.dol.gov/oasam/boc/dcd/index.htm>.

Note that the SF-424, SF-424A, and budget narrative **must include the entire** Federal grant amount requested. Applicants must also show cost sharing or match on the SF-424 (line 18b), SF-424A, and budget narrative.

Do not show leveraged resources, as described in section III part B, on the SF-424 and SF-424A. You should describe leveraged resources in the budget narrative.

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

2. Project Narrative

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

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

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

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

XI. Statement of Need

Describe in both quantitative and qualitative terms, the need for assistance, including the nature and scope of the problem. You must identify the specific service delivery area you propose to serve, including the county, parish, or independent city, the HUD Continuum of Care (CoC), program name and number, and/or Native American tribal area(s) contained within the proposed service delivery area. In cases where there are other HVRP grantees who are already serving homeless veterans in a proposed CoC (see Attachment E), you must submit justification that an additional award is needed to serve the homeless veteran population. Your justification must include the CoC name, CoC number, PIT count for the CoC, the remaining participants available to be served, and the reasons why another award will

enhance HVRP services already provided within the identified CoC. See Attachment C for a PIT estimate of homeless veterans by CoC. Your description of the service delivery area must also state if the area is urban or non-urban. The distinction between urban and non-urban areas will be used in determining the starting points for you to use in deriving planned performance goals for your project.

For this application, urban areas are the 75 largest metropolitan statistical areas (MSA) in population in 2016 as estimated by the U.S. Census Bureau. Please see Attachment D, List of 75 Largest in Population Urban Areas, 2016 Census Estimates. Areas not listed in Attachment D are considered non-urban. For applicants proposing to serve both urban and non-urban areas, please identify your service delivery area as urban if over half of the population you propose to serve is in an urban area.

The statement of need should present current facts and evidence to support the need for the proposed project, including an analysis to determine the nature and extent of the problem or need, and the reasons and causes. Your statement of need must include a description of the:

- service delivery area to be served by the project, including the number of eligible veterans in need, demographic information describing the employment and training needs of the local employers and identification of the proposed service delivery area as urban or non-urban;
- supporting evidence clearly demonstrating the nature and extent of the employment-related need or problem facing eligible veterans to be served;
- labor market conditions in the service delivery area, including in-demand occupations as determined by the Local Workforce Development Board (LWDB), industry, or employers, and the types of jobs and careers that are sustainable;
- factors contributing to the problem or the circumstances creating the need;
- current gaps in services or programs to meet the needs of eligible veterans in order to obtain and retain meaningful employment;
- unemployment rate and poverty rate for the service delivery area served; and
- the PIT estimates of sheltered and unsheltered homeless veterans from your service delivery areas (see attachment C); the date of that PIT count; the annual estimated number of

sheltered and unsheltered veterans; and whether or not your community has or expects to meet the federal benchmarks² for ending veteran homelessness by the end of this calendar year.

XII. Expected Outcomes and Outputs

We require grants to have measurable outcomes of the grant’s effect in order to maximize the impact of grant dollars. Each awarded grantee will be required to report on progress toward its planned goals or targets on a quarterly basis each year and at the end of the grant.

You will provide numeric goals for the following critical performance indicators and include these performance targets in the Competitive Grants Planned Goals Chart (see Attachment B) as part of your application: the number of enrollments, the overall placement rate, the overall average hourly wage at placement, and the placement rate for the chronically homeless.

We recognize there are differences in labor markets when comparing urban to non-urban areas, where enrollments, placement rates, and average hourly wages are typically higher in urban areas. A lower capacity of homeless service provider infrastructure in non-urban areas is one of the largest differences between homelessness in non-urban versus urban areas. In order to account for these differences when proposing targets, we ask you to consider the adjusted PY 2017 values in Table 1 as a starting point when setting project targets. These values may be further adjusted to account for the ease or difficulty in serving a particular group based on characteristics and other mitigating factors, and should be justified in the project narrative.

Table 1
Cost Per Enrollment, Placement Rates and Hourly Wage Data to Consider in Setting Targets

	Urban Area	Non-Urban Area
Cost Per Enrollment¹	\$2,290 ²	\$2,992
Placement Rate for All Exiters	77 percent	74 percent
Average Hourly Wage at Placement³	\$12.37	\$11.57

² For current information regarding federal benchmarks for ending veteran homelessness see https://www.usich.gov/resources/uploads/asset_library/Vet_Criteria_Benchmarks_V3_February2017.pdf

VETS FUNDING OPPORTUNITY ANNOUNCEMENT

Placement Rate for the Chronically Homeless	69 percent	63 percent
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¹ Used to determine the total enrollments for your project. The cost per enrollment values were adjusted upward to reflect a 18 percent increase from PY 2016 median values to account for the effects of inflation and the anticipated increased intensity of services to participants due to the expected increase in the number of harder to serve participants.

² For example, if an urban area applicant proposed to spend \$500,000 in its application, then the calculated enrollment result is 218 ($500,000/2,290=218$).

³ The median hourly wage rate values were adjusted to account for the effects of inflation.

Critical performance indicators for HVRP grants are aligned to national established goals (see Section I.A.). The critical performance indicators are the:

- number of enrollments,
- placement rate for exiters,
- average hourly wage at placement, and
- placement rate for the chronically homeless.

The determination of overall success or failure of a grant-funded project is limited to actual performance on the critical indicators. The remaining advisory indicators are considered non-critical. Please refer to Attachment A for definitions of the performance indicators.

Performance on each indicator will be defined as a range, bounded by an upper value representing the performance goal and a lower value representing 85 percent of the performance goal. Performance below 85 percent of the goal on an indicator is considered failure.

Minimum acceptable performance overall is defined as meeting or exceeding planned goals for at least 50 percent or more (2 or more of the 4) of the critical indicators. Failure to meet minimum acceptable performance overall is defined as not meeting planned goals for over 50 percent (3 or more of the 4) of the critical indicators. This constitutes failure overall and will result in the grant being designated as “high risk” (see 2 CFR 200.207). Please refer to the [Technical Assistance Guide For Competitive Grants Technical Performance Report](#) for more detailed information on the reporting of performance outcomes on the critical performance indicators.

Please note that we will also collect data from each grant recipient to compute performance on the average cost per placement, and the three WIOA post-program indicators which are:

- percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program;

VETS FUNDING OPPORTUNITY ANNOUNCEMENT

- percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program; and
- median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.

a) **Project Design**

You must describe your overall strategy for providing job-driven employment and training services delivered through a client-centered case management approach that imparts relevant skills, connects participants with local employment opportunities, and leads to improvements in employment and earnings outcomes over time. You must also describe the types of support services to be offered to participants and the approaches to providing these support services, with an emphasis on meeting the complex employment-related needs of special population groups of veterans, as defined in Attachment A.

If you are applying under Priority 2 (HFVWF) or Priority 3 (IVTP), you are already required to serve 100 percent of that Priority's special population group; therefore, no additional breakout of the special population to be served is required. The strategy must address:

- i. Outreach and Engagement – You must describe in your application how your program will conduct effective client outreach and engagement or recruitment to meet your participant enrollment goals, including the recruitment of special population groups of eligible veterans, and the use of Stand Down³ events. The description must include evidence to support the proposed recruitment and engagement strategy with references from published research studies, government reports, or the applicant's experience showing the strategy yielded promising results in the past.

You must describe how your project will provide effective case management. Effective case management with veterans who are homeless includes an active phase of outreach and engagement that is non-threatening, persistent over time, and offers a flexible array of services, including help with basic survival needs. Effective engagement and outreach also builds on actions that show commitment to client choice, maintenance of dignity, and investment in a relationship.

³ Stand Downs are typically one- to three-day events providing supplies and services to homeless veterans, such as food, shelter, clothing, health screenings and benefits counseling.

You must describe how your project will promote the active engagement of industry, employers, and employer associations in determining the available types of occupations and the skills needed to pursue in-demand jobs and careers.

- ii. Intake, Assessment, and Case Management – You must fully explain how you will design and implement your proposed intake, assessment, and case management process to serve eligible veterans. You must provide evidence to support the proposed intake, assessment, and case management process. This evidence should reference published research studies, government reports, or the applicant organization’s experience that shows the strategy yielded positive results in the past. You must demonstrate that your proposed intake process involves the collection of necessary information on individuals seeking services in order to determine eligibility for the program and for the assessment of the types of services needed to assist the eligible veteran in gaining and retaining meaningful employment. The assessment is the foundation for the development of the participant service plan and budget used by the case manager in coordinating services on behalf of the participant. The assessment process must demonstrate how you will determine a participant’s readiness to enter employment following the receipt of services, including the use of information about the individual’s strengths, preferences, medical, social and environmental issues, and behavioral and cognitive status.
- iii. Job-Driven Employment, Training, and Support Services – You must describe in your application the employment, training, and support services you will make available to participating veterans to assist these individuals to obtain and retain meaningful employment. Please note a minimum of 80 percent of your participants must receive one or more training services. Some examples of training that may be provided to HVRP participants are subsidized apprenticeship, on-the-job training (OJT), customized training, upgrading or retraining, and institutional skills training. Please note that placement into an unsubsidized apprenticeship is considered placement into employment and should not be recorded as placement into a training activity. See Attachment A for definitions of the various types of training provided to HVRP grantees.

You must also describe in your application how you will develop a formal job-driven employment, training, and support services plan. This plan must be based on the training needs assessment results for participants. You must indicate how you will manage and note the progress made by participants within a formal case management process. The description must include evidence to support the proposed job-driven employment, training, and support services strategy. This evidence may reference research studies, government reports, or the applicant organization's experience showing the strategy yielded positive results in the past.

Employment and training services described in a service plan must be focused on in-demand jobs that impart relevant skills, add value, and sought-after skills within the existing job-market, and should align with and leverage other federal education and training program resources. You must describe the array of employment and training services you will make available to participants. Examples of employment and training services include:

- career technical skills training;
- subsidized registered apprenticeships;
- occupational skills training, including on-the-job training (OJT);
- short-term unpaid work experience activities;
- internships;
- individualized job search assistance, including resume writing, interviewing skills, and counseling services; and,
- work readiness training, including basic skills training.

Please note the job-driven employment, training services, and support services received by participants may be provided directly through the grant or provided to participants through partnerships with American Job Centers (AJCs) and other organizations. At a minimum, all participants in your proposed program must be enrolled in Wagner-Peyser Act, Jobs for Veterans State Grant Disabled Veterans' Outreach Program (DVOP), or another WIOA-Title I-funded service offered through AJCs to maximize the array of services available to participants. Please refer to Veterans' Program Letter (VPL) No. 03-16, <https://www.dol.gov/vets/VMS/VPLs/VPL-03-16.pdf> for guidance and policy for enrollment of HVRP participants at AJCs.

Support services for overcoming barriers to employment include, but are not limited to, physical rehabilitation, drug or alcohol treatment, and/or mental health services. As part of your plan for support services, you must also propose a specific housing assistance strategy. You must describe in your application how HVRP participants will be rapidly re-housed, and highlight the provisions that will be made for program participants to access emergency, temporary, transitional, and/or permanent housing through various community resources, including all supportive, affordable, and permanent housing programs for homeless individuals. Examples of these resources include, but not limited to:

- the Veteran Affairs' Supportive Services for Veteran Families (SSVF) Program, which rapidly rehouses homeless veterans and their families,
- VA's Grant and Per Diem (GPD) Program, which funds emergency and transitional housing programs,
- Federal Emergency Management Administration's (FEMA) food and shelter programs, which provides emergency food and shelter, and
- HUD's Veterans Affairs Supportive Housing (VASH) program, which provides permanent housing for eligible homeless veterans, as well as the HUD CoC program, which is a national HUD program that coordinates housing for any homeless citizen and assists in locating other affordable housing alternatives and permanent supportive housing options.

Please note that grant funds may only be spent directly on housing assistance for participants who meet the definition of incarcerated veterans in Attachment A. For all other participants, you cannot spend any grant funds on housing. However, if you propose to use funds for housing assistance for incarcerated veterans, you must demonstrate in writing that you have exhausted other housing options offered by penal institutions, community based housing providers, or other housing assistance options before using grant funds. If an incarcerated veteran can obtain housing by any other means, such as through other federal or state programs, then grant funds cannot be used for such housing assistance.

The use of grant funds for IVTP housing assistance is limited

to 90 days and the amount of assistance must meet the test of rent reasonableness. To meet this test and to be able to pay a landlord up to 90 days of reasonable rent, you must secure at least three samples of rent for housing units located in the specific community and zip code of the desired housing that meets the needs of the eligible incarcerated veteran. You may not provide housing funds directly to project participants.

- iv. Quality of Linkages - Stable housing, health care, and other support services are critical in helping homeless veterans reintegrate into the labor force. You must describe how you will partner and coordinate proposed activities with a wide array of federal, state, and local housing, health care, and other support service programs and their associated agencies and/organizations, including penal institutions and halfway houses, if appropriate. The description must include evidence to support the proposed network of housing assistance, healthcare, and other support service linkages to enable the applicant to successfully provide employment and training services to participants. VETS considers the SSVF program and the HUD CoC program to be critical federal partners. To the full extent possible, all HVRP programs should partner with these programs given the availability of these programs in the proposed service delivery area.

b) **Organizational, Administrative, and Fiscal Capacity**

You must describe in your application your organization's ability to manage the operational, administrative, programmatic, and financial reporting requirements specified within this funding announcement. You must demonstrate the strength of the fiscal and administrative controls to properly manage federal funds. You must describe key staff skills, experience, history, knowledge, qualifications, capabilities, and office locations, and provide an organizational chart. The description must include evidence to demonstrate: the organization's capacity to carry out the proposed project; the organization's ability to support follow-up tracking activities that will sustain the project once federal funding ceases; and the sufficiency of qualifications and experience of personnel to fulfill the needs and requirements of the proposed project.

You must also address your capacity for timely implementation of the program, programmatic reporting, and participant tracking, which should also include the ability of follow-up services to capture and report post-program outcomes. The conduct of follow-up tracking services for each participant begins the first quarter after the quarter of

exit and ends the fourth quarter after the quarter of exit. Applicants must describe all associated costs for obtaining and retaining participant information that is pertinent to the follow-up tracking services, including any costs of using State Unemployment Insurance data to substantiate an applicant's follow-up tracking results, if applicable.

For each PY 2018 award made under this solicitation, the grant recipient will be responsible for: 1) tracking and reporting post-program outcomes during the 12-month grant period of performance, and 2) tracking and reporting post-program outcomes for up to 12-months after exit for a prior year's grant award, if applicable. The collection and reporting of post-program outcome data is discussed in more detail in the Technical Assistance Guide For Competitive Grants Technical Performance Report.

You must fully describe how the proposed program can or will outlast the federal funding being provided under this grant. You must describe in your application a diverse funding base or illustrate an organizational strategic plan that will lead to the attainment of financial resources beyond those secured through the HVRP grant.

c) **Past Performance – Programmatic Capability**

If you have previously operated a HVRP, HFVVWF, and/or IVTP program(s), then you must include the planned and actual performance outcomes from the most recent program year for each (if operating multiple concurrent programs) of your completed Technical Performance Report (TPR) and Planned Goals Chart.

If you have not received an HVRP grant award in the past but have experience operating comparable federally and/or non-federally funded assistance agreements, then please submit a list of no more than three such agreements. For each agreement, please describe and document past accomplishments achieved against expected outcomes while operating the comparable program. Explain how your experience operating a comparable program prepared you to undertake the complexities of operating the proposed project. Describe how long the comparable program has been in operation.

XIII. Attachments to the Project Narrative

In addition to the Project Narrative, you must submit attachments. All attachments must be clearly labeled as attachments. We will only exclude those attachments (required and requested attachments) listed below from the page limit.

You must not include additional materials such as general letters of support. You must submit your application in one package because documents

VETS FUNDING OPPORTUNITY ANNOUNCEMENT

received separately will be tracked separately and will not be attached to the application for review.

Save all files with descriptive file names of 50 characters or less and only use standard characters in file names: A-Z, a-z, 0-9, and underscore (_). File names may not include special characters (e.g. &, -, *, %, /, #), periods (.), blank spaces or accent marks, and must be unique (i.e., no other attachment may have the same file name). You may use an underscore (example: my_Attached_File.pdf) to separate words in a file name.

Required Attachments: Please note that if your application does not contain all of the required attachments, it will be considered as non-responsive and will not move forward through the merit review process.

- a) Abstract – Abstract consists of a one-page overview and chart. Applicants are encouraged to use a single chart that provides the requested information. Below is an example of such a chart:

Applicant Name	Legal name of the organization.
Proposed Priority	HVRP, HFVWWF, or IVTP, as described in Section III.C.2.
Service Delivery Area	Description of the area to be served, county(s), parish, or independent city as determined by the geographical location proposed in the application.
Congressional District(s) served	Congressional district or districts served.
Project Type	Urban or Non-urban.
Number of Homeless Veterans to be served	Planned number of homeless veterans to be served.
Total Cost per Participant	Planned total cost per participant.
Average Hourly Wage at Placement	Planned average hourly wage at placement.
Continuum(s) of Care served	Name and number of the CoC(s) served.
Special Populations	Special population groups (HFVWWF and IVTP) and percentages of the total veterans planned to be served.
Key	Primary partnerships with other federal, state, or local

VETS FUNDING OPPORTUNITY ANNOUNCEMENT

Partnerships	programs. For example, do you partner with a CoC, Supportive Service for Veteran Families (SSVF) program, GPD, VASH, Veterans Affairs Community Employment Coordinator (CEC), Faith-based organizations, and any other external community resources?
Credentials Earned	List any certifications, degrees, licenses, etc. the participants will earn. https://www.careeronestop.org/Resourcesfor/CredentialSeeker/credential-seeker.aspx
Targeted Industry and Jobs	Example: Information Technology Jobs: Web Developers; Computer Applications

Along with the recommended chart, please provide a concise overview (limited to one page) that summarizes the scope of the project and proposed activities. This overview is part of the abstract and will not count against the overall page limit of the Project Narrative. When submitting in Grants.gov, this document must be uploaded as an attachment to the application package and specifically labeled “Abstract.”

- b) Intent to Work Collaboratively Statement - You must include a statement that confirms your intent to work collaboratively with us and our contractor(s) on potential evaluation efforts. This statement must be included as a separate attachment.
- c) Competitive Grants Planned Goals Chart - You must complete the Competitive Grants Planned Goals Chart, included in this announcement package as Attachment B, with proposed programmatic outcomes. Attachment B must be submitted as an excel file.

Requested Attachments

We request the following attachments, but the omission of these specific attachments will not cause us to disqualify the application. But, as discussed below, the omission of certain attachments may impact scoring under certain circumstances.

- a) Indirect Cost Rate Agreement: If you are requesting indirect costs based on a Negotiated Indirect Cost Rate Agreement approved by your Federal Cognizant Agency, please attach the most recently approved Agreement, and a copy of the approved cost allocation plan. For more information, see Section IV.B.2. and Section IV.E.1. The omission of this attachment does not impact the scoring of the application.

VETS FUNDING OPPORTUNITY ANNOUNCEMENT

b) Organizational Chart and Qualifications: An organizational chart and staff qualifications. Staff qualifications may be shown through résumés. The omission of this attachment(s) does impact the scoring of the application.

c) Technical Performance Reports (TPR) and Planned Goals Chart:

For applicants who previously operated a HVRP program, you must submit your last or most recently completed program year's TPR and Planned Goals Chart as attachments. The omission of these attachments impacts does impact the scoring of the application.

For applicants who have not previously operated a HVRP program, you must submit a list of no more than three agreements as described in Section IV.B.3.e. as an attachment. The omission of this attachment does impact the scoring of the application.

A. SUBMISSION DATE, TIMES, PROCESS, AND ADDRESSES

We will accept applications under this Announcement until **XXX**. You must submit your application either electronically in Grants.gov or in hard copy by mail or in hard copy by hand delivery (*including overnight delivery*) **no later than 4:00:00 p.m. Eastern Time on the closing date.**

Applicants are encouraged to submit their application before the closing date to ensure that the risk of late receipt of the application is minimized. We will not accept applications sent by e-mail, telegram, or facsimile (FAX).

Applicants submitting applications in hard copy by mail or overnight delivery must submit a "copy-ready" version free of bindings, staples, or protruding tabs to ease reproduction of the application by DOL. Applicants submitting applications in hard copy must also include in the hard copy submission an identical electronic copy of the application on compact disc (CD). If we identify discrepancies between the hard copy submission and CD copy, we will consider the application on the CD as the official submission for evaluation purposes. Failure to provide identical applications in hardcopy and CD format may have an impact on the overall evaluation.

If an application is physically submitted by both hard copy and through Grants.gov, a letter must accompany the hard-copy application stating which application to review. If no letter accompanies the hard copy, we will review the copy submitted through Grants.gov.

We will grant no exceptions to the mailing and delivery requirements set forth in this notice. Further, we will not accept documents submitted separately from the application, before or after the deadline, as part of the application.

VETS FUNDING OPPORTUNITY ANNOUNCEMENT

Address mailed applications to the:
U.S. Department of Labor
Employment and Training Administration
Office of Grants Management
Attention: Donna Kelly, Grant Officer
Reference FOA-VETS-18-01
200 Constitution Avenue, NW, Room N4716
Washington, DC 20210

Please note that mail decontamination procedures may delay mail delivery in the Washington DC area. We will receive hand-delivered applications at the above address. All overnight delivery submissions will be considered to be hand-delivered and must be received at the address above by the specified closing date and time.

Applicants submitting applications through Grants.gov must ensure successful submission at **Grants.gov no later than 4:00:00 p.m. Eastern Time on the closing date**. Grants.gov will subsequently validate the application.

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

We strongly recommend that before you begin to write the application, you immediately initiate and complete the “Get Registered” registration steps at <http://www.grants.gov/web/grants/register.html>.

You 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 timely electronic submission in order to avoid unexpected delays that could result in the rejection of an application. The site also contains the Step-By-Step Guide to Organization Registration to help applicants walk through the process.

- We strongly recommend that you download the Guide at <http://www.grants.gov/documents/19/18243/GrantsgovOrganizationRegistrationGuide.pdf/be70525d-59aa-45ee-b196-5e8951faca0a> and prepare the information requested before beginning the registration process. Reviewing and assembling required information before beginning the registration process will alleviate last minute searches for required information and save time.

As described earlier in Section IV.B.1., you must have a **DUNS Number** and you must **register with SAM.gov** before submitting an application.

The next step in the registration process is to create a username and password with Grants.gov to become an Authorized Organizational Representative (AOR). AORs will need to know the DUNS 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 visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>.

After 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 SAM – 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 individual as the AOR, thereby giving him or her permission to submit applications.

To learn more about AOR Authorization, visit:

<http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>,

or to track AOR status, visit:

<http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>.

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 an application is submitted through Grants.gov, the name of the AOR on file will be inserted into the signature line of the application. You must register the individual who is able to make legally binding commitments for your organization as the AOR; this step is often missed and it is crucial for valid submissions.

When a registered applicant submits an application and the application is successfully received by Grants.gov, an electronic time stamp is generated within the system. Within two business days of application submission, Grants.gov will send the applicant two email messages to provide the status of the application's progress through the system.

- The first email, sent almost immediately, will contain a tracking number and will confirm receipt of the application by Grants.gov.

VETS FUNDING OPPORTUNITY ANNOUNCEMENT

- The second email will indicate the application has either been successfully validated or has been rejected due to errors.

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

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

We strongly advise applicants to use the various tools and documents, including FAQs, which are available on the "Applicant Resources" page at <http://www.grants.gov/web/grants/applicants/applicant-faqs.html>.

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

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

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

The Grants.gov Contact Center is open 24 hours a day, seven days a week. However, it is closed on Federal holidays.

Late Applications

For applications submitted on Grants.gov, we will consider only applications successfully submitted no later than 4:00:00 p.m. Eastern Time on the closing

VETS FUNDING OPPORTUNITY ANNOUNCEMENT

date and then successfully validated. You take a significant risk by waiting until the last day to submit through Grants.gov.

We will not consider any hard copy application that is received after the exact date and time specified for receipt at the office designated in this notice, unless we receive it 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 receipt of applications (e.g., an application required to be received by the 20th of the month must be postmarked by the 15th of that month); or (b) sent by a 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, you should request the postal clerk to place a legible hand cancellation “bull’s eye” postmark on both the receipt and the package. Failure to adhere to these instructions will be a 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.

B. INTERGOVERNMENTAL REVIEW

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

C. FUNDING RESTRICTIONS

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

D. INDIRECT COSTS

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

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

Option 2: Any organization that has never received a negotiated indirect cost rate, with the exceptions noted at 2 CFR 200.414(f) in the Cost Principles, may elect to charge a de minimis rate of 10 percent of modified total direct costs (see 2 CFR 200.68 for definition) which may be used indefinitely. If you choose this option, this methodology must be used consistently for all Federal awards until such time as you choose to negotiate for an indirect cost rate, which you may apply to do at any time. (See 2 CFR 200.414(f) for more information on use of the de minimis rate.)

E. INTELLECTUAL PROPERTY RIGHTS

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

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

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

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

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

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

Separate from the CC BY license to the public, the Federal Government reserves a paid-up, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for the following Federal purposes: i) the copyright in all products developed under the grant, including a sub award or contract under the grant or sub award; and ii) any rights of copyright to which the recipient, sub recipient or a contractor purchases ownership under an award (including, but not limited to, curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically, or otherwise. The grantee may not use Federal funds to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where DOL has a license or rights of free use in such work. If revenues are generated through selling products developed with grant funds, including intellectual property, DOL treats such revenues as program income. Such program income is added to the grant and must be expended for allowable grant activities.

If applicable, the following must be on any products developed, in whole or in part, with grant funds:

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

F. USE OF GRANT FUNDS FOR PARTICIPANT WAGES

Use of Grant Funds for Participant Wages – Wage subsidies are limited to on-the-job training (OJT), apprenticeships, and/or transitional jobs (TJ) strategies in which the participant is in job-driven training and the employer expects to hire the participant at the end of the training. Funds may be used to pay wages for up to 90 days at the local living wage for one adult (see <http://livingwage.mit.edu/>) for

VETS FUNDING OPPORTUNITY ANNOUNCEMENT

up to 20 hours per week. In order to use HVRP funds for OJT, apprenticeships and/or TJ wages, you must demonstrate the participant's need for subsidizing wages and develop an agreement with the employer that stipulates the terms of the subsidy, duration of the training, and expected outcome. The agreement must stipulate that HVRP funds will reimburse the employer for the agreed-upon earnings to be subsidized. Grantees may not take placement credit for participants until the participants are earning unsubsidized wages.

G. OTHER SUBMISSION REQUIREMENTS

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

XIV. APPLICATION REVIEW INFORMATION

A. CRITERIA

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

Criterion	Points (maximum)
1. Statement of Need (See Section IV.B.3.a Statement of Need)	17
2. Expected Outcomes, and Outputs (See Section IV.B.3.b Expected Outcomes and Outputs)	12
3. Project Design (See Section IV.B.3.c Project Design)	38
4. Organizational, Administrative, and Fiscal Capacity (See Section IV.B.3.d Organizational, Administrative, and Fiscal Capacity)	12
5. Past Performance – Programmatic Capability (See Section IV.B.3.e Past Performance – Programmatic Capability)	12
6. Budget and Budget Narrative (See Section IV.B.2 Project Budget)	9
TOTAL	100

XV. Statement of Need (up to 17 points)

The extent to which the application compellingly demonstrates need based on current statistical evidence, including the numbers and characteristics of the eligible veterans who are homeless in your proposed service delivery area. Points will be awarded based on the clarity, need, and the evidence presented in the application. Panelists will evaluate this criterion based on the requirements in section [IV.B.3.a Statement of Need](#).

VETS FUNDING OPPORTUNITY ANNOUNCEMENT

Clarity 0 to 5 Points	+	Need 0 to 5 Points	+	Evidence 0 to 7 Points
Award a full 5 points if the proposal clearly describes the nature and extent of the needs or problems facing the homeless veteran population to be served by the project. Award fewer points if the proposal is less than fully clear in describing the needs or problems.		Award a full 5 points if the proposal demonstrates the need for the project. Award fewer points if the proposal does not fully demonstrate the need.		Award a full 7 points if the proposal cites information to describe the nature and extent of the needs or problems and is referenced by published research, studies, reports, or the applicant organization’s experience. Award fewer points if less than sufficient information to describe the nature and extent of the needs or problems.

XVI. Expected Outcomes and Outputs (up to 12 points, with 3 for each performance indicator)

The extent to which the outcomes and outputs proposed by the applicant are realistic but challenging when considering the national goals that are adjusted for the characteristics of the population to be served and the labor market conditions, including the ability to develop and execute strategies with attainable goals for job-driven training based on Labor Market Information and evidence-based practices. The attainment of realistic and challenging goals provides the highest return on the investment of federal funds when compared to goals that are not challenging. Panelists will evaluate this criterion based the requirements in Section IV.B.3.b Expected Outcomes and Outputs. (12 points, 3 for each performance indicator)

Performance Indicator	0 to 1 Points	2 Points	3 Points
	Low	Medium	High
Number of Enrollments (a maximum of 3 points for this indicator)	The proposed target is unrealistic when considering the population to be served and labor market conditions.	The applicant proposed a realistic target, but the target is not challenging when considering the population to be served and labor market conditions.	The applicant proposed a realistic and challenging target level when considering the population to be served and labor market conditions.
Overall Placement Rate (a maximum of 3 points for this indicator)			
Average Hourly Wage at Placement (a maximum of 3 points for this indicator)			
Placement Rate for the Chronically Homeless (a maximum of 3 points for this indicator)			

XVII. Project Design (up to 38 points)

VETS FUNDING OPPORTUNITY ANNOUNCEMENT

Outreach and Engagement - The extent to which the proposed outreach and engagement strategy will result in the project meeting its proposed participant enrollment goals, including recruitment, the use of Stand Down events, and the engagement of employers. Panelists will evaluate this criterion based on the requirements in Section IV.B.3.c Project Design. (11 points)

Clarity	+	Effectiveness	+	Evidence
0 to 3 Points		0 to 3 Points		0 to 5 Points
Award 3 points if the proposal clearly describes the outreach and engagement strategy. Award fewer points if the proposal is less than fully clear in describing the strategy.		Award 3 points if the proposal demonstrates the recruitment and engagement strategy. Award fewer points if the proposal less than fully demonstrates the utility of the recruitment and engagement strategy.		Award 5 points if the proposal cites information to support the recruitment and engagement strategy, or the applicant organization's experience showing the strategy yielded promising results in the past. Award fewer points if the proposal provides less than sufficient information.

Intake, Assessment, and Case Management - The extent to which the proposed intake, assessment, and case management process will result in eligible homeless veterans reintegrating into the workforce. Panelists will evaluate this criterion based on the requirements in Section IV.B.3.c Project Design. (9 points)

Clarity	+	Effectiveness	+	Evidence
0 to 3 Points		0 to 3 Points		0 to 3 Points
Award 3 points if the proposal clearly describes the intake, assessment and case management process. Award fewer points if the proposal is less than fully clear in describing the process.		Award 3 points if the proposal demonstrates the intake, assessment and case management process in reintegrating participants into the workforce. Award fewer points if the proposal is less than fully demonstrative of the process.		Award 3 points if the proposal cites information to support the intake, assessment and case management process, or the applicant organization's experience showing the strategy yielded promising results in the past. Award fewer points if the proposal provides less than sufficient information.

Job-Driven Employment, Training and Support Services - The effectiveness of the proposed case managed job-driven employment, training, and support services strategy. Panelists will evaluate this criterion based on the requirements in Section IV.B.3.c Project Design. (12 points)

Clarity	Effectiveness	Evidence
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VETS FUNDING OPPORTUNITY ANNOUNCEMENT

0 to 4 Points	+	0 to 4 Points	+	0 to 4 Points
Award 4 points if the proposal clearly describes the case managed job-driven employment, training and support services strategy. Award fewer points if the proposal is less than fully clear in describing this strategy.		Award 4 points if the proposal demonstrates the case managed job-driven employment, training and support services strategy in reintegrating participants into the workforce. Award fewer points if the proposal less than fully demonstrates the case managed job-driven employment, training and support services strategy.		Award 4 points if the proposal cites information to support the case managed job-driven employment, training and support services strategy, or the applicant organization’s experience showing the strategy yielded promising results in the past. Award fewer points if the proposal provides less than sufficient information.

Quality of Linkages - The linkages should demonstrate an effective network of housing services with CoC, SSVF, or other housing service providers. This may include mayor or governor’s initiative, that enables the applicant to successfully provide employment and training services to participants. Applicant must demonstrate the ability to deliver or connect participants to effective job training, counseling, and other wraparound services, such as the provision of housing and (necessary) health services as means for expediting the reintegration of eligible veterans into the labor force. Panelists will evaluate this criterion based on the requirements in Section IV.B.3.c Project Design. (6 points)

Clarity	+	Effectiveness	+	Evidence
0 to 2 Points		0 to 2 Points		0 to 2 Points
Award 2 points if the proposal clearly describes the network of housing assistance, healthcare and other support service linkages to enable the applicant to successfully provide employment and training services to participants. Award fewer points if the proposal is less than fully clear in describing this strategy.		Award 2 points if the proposal clearly demonstrates the network of housing assistance, healthcare and other support service linkages to enable the applicant to successfully provide employment and training services to participants. Award fewer points if the proposal less than fully demonstrates these networks.		Award 2 points if the proposal cites information to support the network of housing assistance, healthcare and other support service linkages strategy, or the applicant organization’s experience showing the strategy yielded promising results in the past. Award fewer points if the proposal provides less than sufficient information.

XVIII. Organizational, Administrative, and Fiscal Capacity (up to 12 points)

The extent to which the organization has the capacity to carry out the proposed project, including the ability to support follow-up tracking activities. The capacity to sustain the project once federal funding ceases, and provide qualified experienced personnel to fulfill the needs and requirements of the

VETS FUNDING OPPORTUNITY ANNOUNCEMENT

proposed project. Applicants must demonstrate the ability to collaborate and coordinate with organizations to ensure that local, state, and federal resources are used effectively and efficiently to expedite the reintegration of eligible veterans into the labor force. Panelists will evaluate this criterion based upon the requirements in Section IV.B.3.d Organizational, Administrative, and Fiscal Capacity.

Clarity	+	Organizational Capacity	+	Evidence
0 to 4 Points		0 to 4 Points		0 to 4 Points
Award 4 points if the proposal clearly describes the organization’s administrative and fiscal capacity to carry out the proposed project. Award fewer points if the proposal is less than fully clear in describing this strategy.		Award 4 points if the proposal demonstrates the organization’s administrative and fiscal capacity to carry out the proposed project. Award fewer points if the proposal less than fully demonstrates the organization’s administrative and fiscal capacity to carry out the proposed project.		Award a full 4 points if the proposal cites sufficient information to describe the organization’s administrative and fiscal capacity to carry out the proposed project from, or the applicant organization’s experience showing the strategy yielded promising results in the past. Award fewer points if the proposal provides less than sufficient information to describe the nature and extent of the needs or problems.

XIX. Past Performance – Programmatic Capability (up to 12 points)

Points will be awarded based on the applicant’s past performance as it relates to the probability of successfully accomplishing the current proposed effort. Past performance is evaluated in one of two manners: 1) applicants with prior HVRP, HFVWF, or IVTP grant experience, and 2) applicants with no prior HVRP, HFVWF, or IVTP grant experience. Panelists will evaluate this criterion based upon the requirements in Section IV.B.3.e Past Performance – Programmatic Capability.

Applicants who have previously operated a HVRP, HFVWF, or IVTP grant. DOL VETS will assign up to four points for each planned value that was met for 1) the total number of participant enrollments, 2) the overall placement rate, and 3) the average hourly wage for all participants employed through the program. Actual performance that is at or above 85 percent of the planned value for a performance indicator is considered to have met the minimum expectation. Points will be awarded on a sliding scale based on the degree the grantee achieved over 85 percent. The scale is identified below.

85 percent – 90 percent	2 points
90.1 percent – 95 percent	3 points

VETS FUNDING OPPORTUNITY ANNOUNCEMENT

95.1 percent – 100 percent	4 points
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Number of Enrollments	+	Overall Placement Rate	+	Average Hourly Wage at Placement
0 or 4 Points		0 or 4 Points		0 or 4 Points
The actual total number of participant enrollments for the most recently completed grant or contract is a value representing 95 percent or higher of the planned total number of participant enrollments for the grant or contract. Award 4 points if the condition is met. Award 0 points if the condition is not met.		Award 4 points if the value for actual placement rate is 95 percent or higher of the planned placement rate value. Award 0 points if this condition is not met. ----- The placement rate is calculated by dividing the total number of participants employed in one or more jobs for the most recently completed grant or contract by the total number of participants served by the former grant or contract.		Award 4 points if the value for actual average hourly wage at placement is 95 percent or higher of the planned average hourly wage at placement value. Award 0 points if this condition is not met. ----- The average hourly wage at placement is calculated by dividing the sum total of hourly wages at placement for all employed participants served by the former grant or contract by the total number of participants reported as placed in employment.

OR

Applicants who have NOT operated an HVRP, HFVVWF, or IVTP grant. The strength of the past accomplishments achieved operating a comparable program to the proposed project. Applications are rated on the way in which the past performance of the comparable program prepares the organization to undertake the complexities proposed project. The applicant’s statement of prior experience will be evaluated in three areas.

Clarity	+	Capability	+	Evidence
0 to 4 Points		0 to 4 Points		0 to 4 Points
Award 4 points if the proposal clearly describes the applicant’s past performance in operating similar complex projects. Award fewer points if the proposal is less than fully clear in describing prior performance.		Award 4 points if the prior performance demonstrates the organization’s capability in obtaining successful performance outcomes for homeless veterans. Award fewer points if the prior performance is less than fully demonstrative of the organization’s capability in		Award a full 4 points if the proposal cites sufficient information to describe the organization’s past performance in operating homeless veteran projects of a similar complexity. Award fewer points if the information on prior performance is less than

VETS FUNDING OPPORTUNITY ANNOUNCEMENT

		obtaining successful performance outcomes for homeless veterans.		sufficient.
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6. Budget and Budget Narrative (up to 9 points)

The extent to which the budget is reasonable based on the activities outlined in the project narrative and supports the successful operation of the proposed project. Panelists will evaluate this criterion based upon the requirements in Section IV.B.2 Project Budget. (6 points)

Clarity	+	Reasonableness	+	Evidence
0 to 2 Points		0 to 2 Points		0 to 2 Points
Award 2 points if the proposal clearly describes the applicant’s budget. Award fewer points if the proposal is less than fully clear in describing the budget.		Award 2 points if the budget and narrative demonstrates the reasonableness of the applicant’s budget. Award fewer points if the proposal is less than fully demonstrative of the reasonableness of the budget.		Award a full 2 points if the proposal cites sufficient information to describe the organization’s budget. Award fewer points if the budget information is less than sufficient.

The extent to which key personnel have time devoted to the project to achieve project results. Panelists will evaluate this criterion based upon the requirements in Section IV.B.2 Project Budget. (3 points)

Clarity	+	Adequacy	+	Evidence
0 to 1 Points		0 to 1 Points		0 to 1 Points
Award 1 point if the proposal clearly describes the applicant’s key personnel project costs, including time devoted to the project. Award fewer points if the proposal is less than fully clear in describing these costs.		Award 1 point if the key personnel time and costs description demonstrates the adequacy of the proposal. Award fewer points if the proposal is less than adequate in demonstrating the adequacy of the proposal.		Award a full 1 point if the proposal cites sufficient information to describe the adequacy of the time and costs for the key personnel. Award fewer points if the information is less than sufficient.

A. REVIEW AND SELECTION PROCESS

1. Merit Review and Selection Process

A technical merit review panel will carefully evaluate applications against the selection criteria to determine the merit of applications. These criteria are based on the policy goals, priorities, and emphases set forth in this FOA. Up to 100 points may be awarded to an applicant, depending on the quality of the responses provided. The final scores (which may include the mathematical normalization of review panels) will serve as the primary basis

for selection of applications for funding. The panel results are advisory in nature and not binding on the Grant Officer.

2018 Option Year Award recipients are not eligible to receive funding from this competition for a priority identical to the population served by the 2018 Option Year Award in the same service delivery area. The Grant Officer will elect to not fund the applicant for a grant award regardless of the applicant's score in the competition.

Please note the Grant Officer reserves the right to make selections based on the final scores and will take into consideration the geographic distribution of funds in accordance with need as demonstrated by the HUD PIT count within the proposed CoC (see Attachment C for 2017 CoC PIT counts). When multiple applications duplicate services in an identical CoC in which the HUD PIT count does not reflect a need for all of the applications for that proposed CoC, the highest scoring application(s) proposing to serve that CoC will be selected, and lower-scoring applications proposing the same CoC will not be selected.

The Grant Officer may consider any other information that comes to his/her attention. The government may elect to award the grant(s) with or without discussions with the applicant. Should a grant be awarded without discussions, the award will be based on the applicant's signature on the SF-424, including electronic signature via E-Authentication on [Grants.gov](https://www.grants.gov), which constitutes a binding offer by the applicant.

2. Risk Review Process

Prior to making an award, ETA will review information available through any OMB-designated repository of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), Dun and Bradstreet, and "Do Not Pay." Additionally, ETA will comply with the requirements of 2 CFR Part 180 codified by DOL at 29 CFR Part 98 [Government-wide Debarment and Suspension (Non-procurement)]. This risk evaluation may incorporate results of the evaluation of the applicant's eligibility (application screening) or the quality of its application (merit review). If ETA determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. Criteria to be evaluated includes:

- (1) financial stability;
- (2) quality of management systems and ability to meet the management standards prescribed in the Uniform Grant Guidance;
- (3) history of performance the applicant's record in managing awards, cooperative agreements, or procurement awards, if it is a prior recipient of such Federal awards, including timeliness of compliance

with applicable reporting requirements and, if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;

- (4) reports and findings from audits performed under Subpart F – Audit Requirements of the Uniform Grant Guidance or the reports and findings of any other available audits and monitoring reports containing findings, issues of non-compliance or questioned costs; and
- (5) the applicant’s ability to effectively implement statutory, regulatory, or other requirements imposed on recipients.

XX. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

All award notifications will be posted on the VETS homepage (<http://dol.gov/vets>). Applicants selected for award will be contacted directly before the grant’s execution. Non-selected applicants will be notified by mail or email and the authorized official may request a written debriefing on the significant weaknesses of their application.

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

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. Administrative Program Requirements

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

- a. Non-Profit Organizations, Educational Institutions, For-profit entities and State, Local and Indian Tribal Governments – 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR 2900 (DOL’s Supplement to 2 CFR Part 200).
- b. 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Government-Wide Requirements for Drug-Free Workplace (Financial Assistance)), 29 CFR Part 98 (Government-Wide Debarment and Suspension, and Drug-free Workplace Requirements), and, where applicable, 2 CFR Part 200 (Audit Requirements).
- c. 29 CFR Part 2, subpart D—Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.

VETS FUNDING OPPORTUNITY ANNOUNCEMENT

- d. 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.
- e. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- f. 29 CFR Part 35— Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- g. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- h. 29 CFR Part 38 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act.
- i. 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.
- j. General Terms and Conditions of Award—see the following link: <http://www.doleta.gov/grants/pdf/2015template.pdf>.

2. Other Legal Requirements:

a) Religious Activities

The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. Section 2000bb, applies to all Federal law and its implementation. If an applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled to receive Federal financial assistance under this grant solicitation and maintain that hiring practice. If a faith-based organization is awarded a grant, they may request additional information from their Federal Project Officer.

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

In accordance with Section 18 of the Lobbying Disclosure Act of 1995 (Public Law 104-65) (2 U.S.C. 1611), non-profit entities incorporated under Internal Revenue Service Code Section 501(c)(4) that engage in lobbying activities are not eligible to receive Federal funds and grants. No activity, including awareness-raising and advocacy activities, may include fundraising for, or lobbying of, U.S. Federal, State or Local Governments (see 2 CFR 200.450 for more information).

c) Transparency Act Requirements

You must ensure that you have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law

109-282, as amended by Section 6202 of Pub. Law 110-252) (Transparency Act), as follows:

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

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

XXI. *Federal awards to individuals who apply for or receive Federal awards as natural persons (i.e., unrelated to any business or non-profit organization he or she may own or operate in his or her name);*

XXII. *Federal awards to entities that had a gross income, from all sources, of less than \$300,000 in the entities' previous tax year; and*

XXIII. *Federal awards, if the required reporting would disclose classified information.*

- d) Safeguarding Data Including Personally Identifiable Information (PII) ***Applicants submitting applications in response to this FOA must recognize that confidentiality of PII and other sensitive data is of paramount importance to DOL and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order. By submitting an application, you are assuring that all data exchanges conducted through or during the course of performance of this grant will be conducted in a manner consistent with applicable Federal law. All such activity conducted by DOL and/or recipient(s) will be performed in a manner consistent with applicable state and federal laws.***

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

- a. You must ensure that PII and sensitive data developed, obtained, or otherwise associated with VETS funded grants is securely transmitted.

To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module. You must not e-mail unencrypted sensitive PII to any entity, including DOL or contractors.

You must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. You must maintain such PII in accordance with the DOL standards for information security described in ETA Training and Employment Guidance Letter (TEGL) No. 39-11 and any updates to such standards we provide to you. Grantees who wish to obtain more information on data security should contact their Federal Project Officer.

You must ensure that any PII used during the performance of your grant has been obtained in conformity with applicable Federal and state laws governing the confidentiality of information.

You further acknowledge that all PII data obtained through your VETS grant must be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using recipient issued equipment, managed information technology (IT) services, and designated locations approved by DOL. Accessing, processing, and storing VETS grant PII data on personally-owned equipment, at off-site locations (e.g., employee's home), and non-recipient managed IT services (e.g., Yahoo mail), is strictly prohibited unless approved by VETS.

Your employees and other personnel who will have access to sensitive/confidential/proprietary/private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in Federal and state laws.

You must have policies and procedures in place under which your employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.

You must not extract information from data supplied by VETS for any purpose not stated in the grant agreement.

Access to any PII created by the VETS grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.

All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data is encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may only be accessed from secure locations.

PII data obtained by the recipient through a request from VETS must not be disclosed to anyone but the individual requestor except as permitted by the Grant Officer or by court order.

You must permit VETS to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that you are complying with the confidentiality requirements described above. In accordance with this responsibility, you must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.

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

e) **Record Retention**

You must follow Federal guidelines on record retention, which require you to maintain all records pertaining to grant activities for a period of at least three years from the date of submission of the final expenditure report. See 2 CFR §§ 200.333-337 for more specific information, including information about the start of the record retention period for awards that are renewed quarterly or annually, and when the records must be retained for more than three years.

d) ***Use of Contracts and Sub awards***

You must abide by the following definitions of contract, contractor, sub-award, and sub-recipient:

Contract: Contract means a legal instrument by which a non-Federal entity (defined as a state, local government, Indian tribe, institution of higher education (IHE), nonprofit organization, for-profit entity, foreign public entity, or a foreign organization that carries out a Federal award as a recipient or sub recipient) purchases property or services needed to carry out the project or program under a Federal award. The term as used in this FOA does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or sub award (see definition of Sub award below).

Contractor: Contractor means an entity that receives a contract as defined above in Contract.

Sub-award: Sub-award means an award provided by a pass-through entity (defined as a non-Federal entity that provides a sub award to a sub recipient to carry out part of a Federal program) to a

sub-recipient for the sub-recipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual who is a beneficiary of a Federal program. A sub-award may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Sub-recipient: Sub-recipient means a non-Federal entity that receives a sub award from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A sub-recipient may also be a recipient of other Federal awards that come directly from a Federal awarding agency.

You must follow the provisions at 2 CFR 200.330-.332 regarding sub recipient monitoring and management. Also see 2 CFR 200.308(c)(6) regarding prior approval requirements for sub-awards. When awarding sub awards, you are required to comply with provisions on government-wide suspension and debarment found at 2 CFR Part 180 and codified by DOL at 29 CFR Part 98.

e) Closeout of Grant Award

Any entity that receives an award under this Announcement must close its grant with VETS at the end of the final year of the grant. Information about this process may be found in the Grant Closeout FAQ located at <http://www.doleta.gov/grants/docs/GCFAQ.pdf>.

1. Other Administrative Standards and Provisions
Except as specifically provided in this FOA, our acceptance of an application and an award of Federal funds to sponsor any programs(s) does not provide a waiver of any grant requirements and/or procedures. For example, the OMB Uniform Guidance requires that an entity's procurement procedures ensure that all procurement transactions are conducted, as much as practical, to provide full and open competition. If an application identifies a specific entity to provide goods or services, the award does not provide the justification or basis to sole source the procurement, i.e., avoid competition.
2. Special Program Requirements
 - a) DOL Evaluation
Special Program Requirements – DOL will conduct an evaluation of HVRP and a condition of receiving a grant award is that the grantee will be required to participate in and cooperate with the DOL program

evaluation if the program is selected to be included in the DOL evaluation. A component of an evaluation of HVRP may include that grantees administer a brief assessment or screening tool selected by DOL. Technical assistance will be provided should the evaluation include such tools. The evaluation may also include an impact and/or outcomes analysis within or across grantees. Conducting an impact analysis could involve random assignment of eligible participants into a treatment group (which would receive program services or enhanced program services) or control group(s) (that would receive no program services or un-enhanced program services). All grantees will be required to maintain participant records that include personally identifiable information (PII) (name, date of birth, social security number) and other services information needed for performance reporting. However, while grantees are required to request participants' SSNs, participants cannot be denied services if they choose to not disclose. Under the direction of DOL's Chief Evaluation Office, DOL's independent evaluator will coordinate with grantees included in the evaluation to obtain the necessary information in a secure manner to protect personally identifiable information. The program's or project's participation in the evaluation of overall performance of DOL grants and cooperation of the recipient is a required condition of award. The grantee agrees to make individual records on participants, including PII, and funding available to the evaluator(s) under our direction, as well as to provide access to program operating personnel and participants, as specified by the evaluator(s) under our direction, including after the expiration date of the grant. This evaluation will use program management information system data, local administrative data, and program progress reports. The grantee must keep this information up to date and accurate.

b) *National Veterans Technical Assistance Center*

VETS funds a national technical assistance center called the National Veterans Technical Assistance Center (NVTAC) to provide a broad array of training and technical assistance on veterans' homelessness programs and issues to existing and potential HVRP, HFVWWF, IVTP, and Stand Down grantees and applicants, employers, Veteran Service Organizations, federal, state and local agency partners including state and local workforce development boards, non-profit organizations, the general public, and other interested stakeholders. HVRP grantees are encouraged and expected to participate in NVTAC training and technical assistance activities during the course of their grant award. Grantees may request training and technical assistance based on their needs. There is no cost to HVRP grantees for NVTAC services.

c) *Stand Down Events*

Your project is responsible for participating in Stand Down events. A Stand Down is an event held in a locality, usually for one (1) to three (3) days, where services are provided to homeless veterans that may include hygiene kits, meals, clothing, employment services, and medical attention. This type of event is organized within a community and brings service providers together such as the VA, HUD and the local Continuum of Care, Disabled Veterans' Outreach Program specialists (DVOP) from the State Workforce Agencies (SWAs), Veteran Service Organizations, military personnel, civic leaders, and a variety of other interested persons, groups, and organizations. Many services are provided on-site with referrals for continued assistance after the Stand Down event. These events often serve as the catalyst that enables homeless veterans to get back into mainstream society. DOL has supported replication of these events and many have been held throughout the nation.

In addition to participating in area Stand Down events, you may also sponsor these events using grant funds. Each HVRP grantee is authorized to obligate and expend up to \$10,000 per program year to execute a Stand Down event in their service delivery area, and may be requested and explained in the budget narrative.

Please note that Stand Down activities may also be funded through a separate VETS Stand Down solicitation. Go to <https://www.dol.gov/vets/programs/StandDown/> to access detailed information on applying for separate Stand Down grant awards.

d) Performance Goals

Please note that applicants will be held to outcomes provided, and the failure to meet those outcomes may result in technical assistance or other intervention by VETS, and may also have a significant impact on decisions about future grants with VETS.

B. REPORTING

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

1. Quarterly Financial Reports

After receiving a grant award, the grantee must complete a Federal Financial Report (SF-425) no later than 30 days after the end of each Federal fiscal quarter (October 30, January 30, April 30, and July 30). Applicants that receive an award must communicate with the Director Veterans' Employment and Training (DVET) in your state for assistance when completing this requirement. See the following link for a directory

of VETS state directors,
<https://www.dol.gov/vets/aboutvets/regionaloffices/map.htm>.

2. Quarterly Performance Reports
The progress reports required for grants awarded under this solicitation are the TPR, the Technical Performance Narrative and, if applicable, the Stand Down After Action Report (see OMB Control Number 1293-0014 which expires September 30, 2019). You must submit quarterly progress reports within 30 days after the end of each calendar year quarter. Please note the Stand Down After Action Report is not a quarterly report. This report should be submitted at the same time the final SF-425 is completed.

XXIV. AGENCY CONTACTS

For further information about this FOA, please contact Ashley Hoek, Grants Management Specialist, Office of Grants Management, at (202) 693-3632. Applicants should e-mail all technical questions to Hoek.Ashley.A@dol.gov and must specifically reference FOA-VETS-18-01, and along with question(s), include a contact name, fax, and phone number. This announcement is available at Grants.gov.

XXV. OTHER INFORMATION

- A. WEB-BASED RESOURCES
DOL maintains a number of web-based resources that may be of assistance to applicants. For example, the Career One-Stop portal (<http://www.careeronestop.org>), which provides national and state career information on occupations; the Occupational Information Network (O*NET) Online (<http://online.onetcenter.org>) which provides occupational competency profiles; and America's Service Locator (<http://www.servicelocator.org>), which provides a directory of our nation's One-Stop Career Centers.
- A. INDUSTRY COMPETENCY MODELS AND CAREER CLUSTERS
DOL supports an Industry Competency Model Initiative to promote an understanding of the skill sets and competencies that are essential to an educated and skilled workforce. A competency model is a collection of competencies that, taken together, define successful performance in a particular work setting. Competency models serve as a starting point for the design and implementation of workforce and talent development programs. To learn about the industry-validated models visit the Competency Model Clearinghouse (CMC) at <http://www.careeronestop.org/CompetencyModel>. The CMC site also provides tools to build or customize industry models, as well as tools to build career ladders and career lattices for specific regional economies.
- B. WORKFORCEGPS RESOURCES
 - 1) We encourage you to view the information gathered through the conference calls with Federal agency partners, industry stakeholders, educators, and local practitioners. The information on resources identified can be found on WorkforceGPS at: <https://www.workforcegps.org/>.

VETS FUNDING OPPORTUNITY ANNOUNCEMENT

- 2) We encourage you to view the online tutorial, “Grant Applications 101: A Plain English Guide to ETA Competitive Grants,” available through WorkforceGPS at:
<https://strategies.workforcegps.org/resources/2014/08/11/16/32/applying-for-eta-competitive-grants-a-web-based-toolkit-for-prospective-applicants-438?p=1>
- 3) We created Workforce System Strategies to make it easier for the public workforce system and its partners to identify effective strategies and support improved customer outcomes. The collection highlights strategies informed by a wide range of evidence such as experimental studies and implementation evaluations, as well as supporting resources such as toolkits. We encourage you to review these resources by visiting <https://strategies.workforcegps.org>.
- 4) We created a technical assistance portal at <https://www.workforcegps.org/resources/browse?id=b8dd0aa1ecfb4b2282d6cd30c7248790> that contains online training and resources for fiscal and administrative issues. Online trainings available include, but are not limited to, Introduction to Grant Applications and Forms, Indirect Costs, Cost Principles, and Accrual Accounting.

C. **SKILLSCOMMONS RESOURCES**

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

OMB INFORMATION COLLECTION

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

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

VETS FUNDING OPPORTUNITY ANNOUNCEMENT

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

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

Signed XXXXX, in Washington, D.C. by:
Donna Kelly
Grant Officer, Employment and Training Administration