



# Logistics

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- Questions during the webinar must be submitted through the on-screen question box. **All participant phone lines are muted.**
- Post webinar survey will be available immediately following the webinar via email with a link to the recording.
- Any unanswered questions must be emailed to Tamara Holland, Grant Specialist at [Holland.Tamara.D@dol.gov](mailto:Holland.Tamara.D@dol.gov) and reference FOA-VETS-21-01.





# Overview

## PY 2021 Funding Opportunity Announcement

Homeless Veterans' Reintegration Program (HVRP),  
Incarcerated Veterans' Transition Program (IVTP), and  
Homeless Female Veterans' and Veterans' with Families Program (HFVWF)

January 26, 2021





# Logistics

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# Agenda

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- Introduction to HVRP
- FOA and Eligibility
- Overview of the Application
- Application Submission
- Application Review and Award
- Questions





# INTRODUCTION TO HVRP





# HVRP Authorizing Language

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## The Homeless Veterans' Reintegration Program (HVRP)

- Authorized by 38 U.S.C. Sections 2021, 2021A<sup>1</sup> and 2023<sup>2</sup>:  
“Subject to the availability of appropriations provided for such purpose, the Secretary of Labor shall conduct, directly or through grant or contract, such programs as the Secretary determines appropriate to provide job training, counseling, and placement services (including job readiness and literacy and skills training) to expedite the reintegration into the labor force of...”
- Competitive grant administered by the U.S. Department of Labor, Veterans' Employment and Training Service (DOL-VETS)

<sup>1</sup> Section 2021A authorizes the Homeless Female Veterans' and Homeless Veterans' with Families Program (HFVWWF)

<sup>2</sup> 2023 authorizes the Incarcerated Veterans' Transition Program (IVTP)





# HVRP Purpose

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The purpose of the Program is:

- To provide services to reintegrate homeless veterans into the labor force by placing them into family-sustaining employment; and
- To stimulate the development of effective service-delivery systems that will address the complex problems facing homeless veterans.

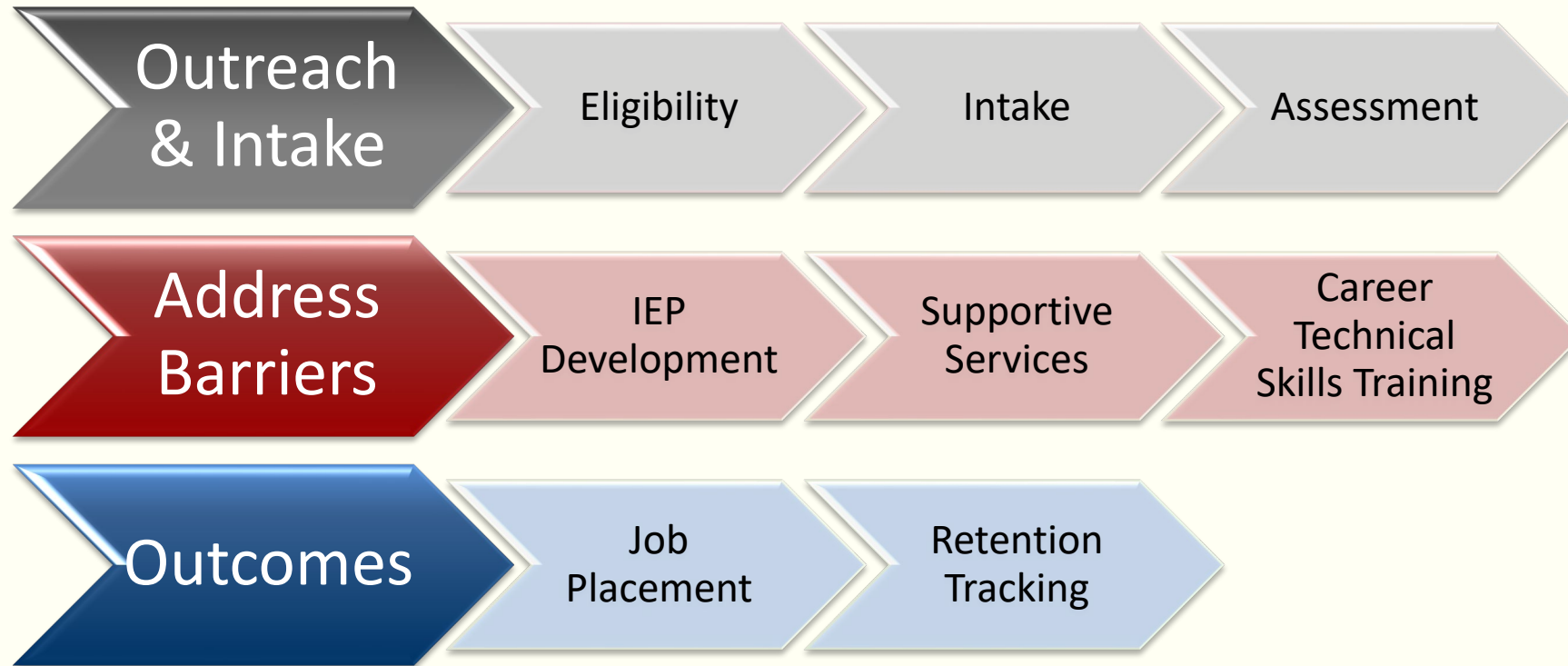
*Family-sustaining employment is paid employment, in line with the homeless veteran's aspirations, talents, and abilities.*

*Ideally, the employment should provide, at the minimum, a family sustaining wage or, in other words, at least the minimum income necessary for a worker to meet his or her basic financial needs.*





# HVRP Continuum of Services







# HVRP Services

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The FOA identifies services to be provided to HVRP participants such as the following examples:

- Client-centered services utilizing case management
- Job training and employment services to re-enter the labor force
- Referral system establishing tools, resources, and partnerships
- Job placement, job development, career counseling, and resume preparation services





# FOA AND ELIGIBILITY





# What Information is in the FOA?

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## The Funding Opportunity Announcement (FOA):

- Provides background information about the program;
- Identifies eligibility and program requirements;
- Describes the required documents and process for submitting an application; and
- Explains the review and selection process.





# Program Description

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Historically, HVRP grantees have demonstrated the following:

- Clear need for the program based upon current statistical or empirical evidence, including the numbers and characteristics of the eligible veterans who are homeless in their proposed service delivery area;
- Ability to develop and implement strategies with attainable goals for job 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;





# Program Description

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- 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; and
- Ability to provide services to episodically homeless veterans, as appropriate.

See FOA for complete requirements.





# Federal Award Information

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- Award Type and Amount
  - Approximately \$11 million available for grants
  - Applicants may apply for:
    - Up to \$500,000 each year
    - Up to \$1,500,000 over three years
    - Budget documents reflect first year of funding only
    - VETS will not accept an application from a current grantee who intends to serve the same population(s) and service delivery area(s) as their current HVRP grant.
- Period of Performance
  - Three years: July 1, 2021 – June 30, 2024

Awards are subject to availability of federal funds. See FOA for complete requirements.





# Eligible Applicants

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See the FOA for a complete list of the organizations that are eligible to apply. The following restrictions apply:

- 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).





# Application Screening Criteria

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If your application does not meet all screening criteria, it **will be deemed non-responsive and will not move forward** through the merit review process. A few of the requirements are listed below:

- Deadline for submission: *no later than 4:00:00 p.m. Eastern Time on the March 1, 2021*
- Funding request does not exceed \$500,000
- Organization has an active SAM Registration
- Includes signed SF-424, SF-424A, and Budget Narrative

See FOA for complete requirements.







# Population Categories

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The FOA established three population categories:

1. Category 1 – HVRP; applicants that meet the requirements of the FOA but do not fall under categories 2 or 3.
2. Category 2 – HFVWF; applicants that propose to use 100% of funding to serve homeless female veterans and homeless veterans with families.
3. Category 3 – IVTP; applicants that propose to use 100% of funding to serve incarcerated or recently incarcerated veterans at risk of homelessness.

At least one award will be made in Category 2 and in Category 3 if competitive applications are received.





# Population Categories and Number of Applications

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- Must identify one or more service delivery area(s) for each unique application submitted
  - Service delivery area is defined as a county, parish, independent city, or Native American tribal area. See Attachment B for definitions
- DOL will not accept multiple grant applications, regardless of the category type, with the same service delivery area by the same applicant.

The category and service delivery area must be clearly stated in the Abstract.





# Eligible Participants

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Veterans who are eligible for HVRP include:

- Homeless veterans (including veterans who were homeless but found housing during the 60-day period preceding the date on which the veteran begins to participate in HVRP);
- Veterans who, at the time of enrollment in the program, are “at risk” of homelessness within the next 60 days;
- Veterans participating in the Department of Veterans Affairs Supportive Housing Program for which rental assistance is provided pursuant to section 8(o)(19) of the United States Housing Act of 1937 (42 U.S.C. 1437f(o)(19)) or the Tribal HUD–VA Supportive Housing (Tribal HUD–VASH) program;
- Indians who are veterans and receiving assistance under the Native American Housing Assistance and Self Determination Act of 1996 (25 U.S.C. § 4101 et seq.);





# Eligible Participants

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Veterans who are eligible for HVRP include:

- Veterans described in section 2023(e) of Title 38 of the U.S. Code or any other veterans who are transitioning from being incarcerated;
- Veterans recently released from incarceration who are at risk of homelessness; and
- Veterans participating in the Department of Veterans Affairs Supportive Services for Veteran Families (SSVF) program authorized in 38 U.S.C. § 2044.

Note: The number of enrollments from the “at risk” of homelessness category is limited to no more than 10 percent of planned enrollments unless approved by the Grant Officer Technical Representative (GOTR).

See FOA for definitions of homeless, at-risk, and incarcerated veterans.





# OVERVIEW OF THE APPLICATION





# Application Components

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

1. SF-424 Application for Federal Assistance
  - Signed by Authorized Representative
  - Must supply DUNS number
  - Active SAM registration
2. Project Budget (\$500,000 maximum)
  - SF-424A
  - Budget Narrative – description of costs associated with each line on the SF-424A
3. Project Narrative
  - Detailed on later slides
4. Attachments to the Project Narrative
  - Required Attachments
  - Requested Attachments

See FOA for complete requirements.





# Budget Narrative

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The Budget Narrative must:

- Provide a one-year budget of up to \$500,000 that supports the target population and service delivery area;
- Provide a description of costs associated with each line item on the SF-424A;
- Include the total cost in each category for the first year of the period of performance;
- Be proportional to the resources needed to implement the proposed project;
- Crosswalk with the proposed project design; and
- List the item, quantity, and unit cost per item for supplies
- Describe leveraged resources (if applicable)
- Include requested information on indirect costs: NICRA or de minimus (if applicable)

See FOA for budget categories and complete requirements.





# Project Narrative

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The Project Narrative includes the following sections:

- a) Statement of Need
- b) Expected Outcomes and Outputs
- c) Project Design
- d) Organizational, Administrative and Fiscal Capacity
- e) Past Performance – Programmatic Capability
- f) Budget and Budget Narrative
- g) Opportunity Zone

See FOA for complete requirements.







# Project Narrative: Statement of Need

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- Present current evidence (within the last two years) to support the need for the proposed project.
  - Clearly state Category
  - Identify service area and whether it is urban or non-urban
- In cases where there are other HVRP grantees who are already serving homeless veterans in a proposed service delivery area (see Attachment C), applicants must submit justification that an additional award is needed to serve the homeless veteran population.
  - justification must include the service delivery area, the remaining participants available to be served, and the reasons why another award will enhance HVRP services being provided within the identified service delivery area; and
  - the justification must also include the name of the current grantee and the number of veterans by category it serves (see Attachment C).

See FOA for complete requirements.





# Project Narrative: Expected Outcomes and Outputs

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Grantees are required to have measurable outcomes which maximize the impact of federal grant dollars. For this FOA, each applicant must submit first year performance goals. Grantees will provide goals for the following performance indicators:

- Number of participants enrolled;
- Average hourly wage at placement;
- Placement rate overall (Rate = Employed/Exited)
- Placement rate for the episodically homeless;
- Percentage of participants in unsubsidized employment in the second quarter after exit;
- Percentage of participants in unsubsidized employment in the fourth quarter after exit; and
- Median earnings of participants in unsubsidized employment in the second quarter after exit.

See FOA for complete requirements.





# Goal Setting Parameters

	Urban Area Average	Non-Urban Area Average
Placement Rate Overall (Rate = Employed/Exited)	68 percent	72 percent
Cost Per Enrollment*	\$2,223	\$2,525
Placement Rate for Episodically Homeless	69 percent	73 percent
Percent of participants in unsubsidized employment in the second quarter after exit from program	44 percent	46 percent
Percent of participants in unsubsidized employment in the fourth quarter after exit from program	34 percent	34 percent
Median quarterly earning of participants in unsubsidized employment in second quarter after exit from program	\$6,890	\$6,396

Applicants must propose a goal for average hourly wage at placement. Attachment E provides state median hourly wage data for use in goal setting.

See FOA for complete requirements.





# Project Narrative: Project Design

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Applicants must describe their overall strategy for providing employment and job training services delivered through a client-centered case management approach. You must describe the types of support services and the approaches to provide these support services. Strategies must address:

- i. Outreach, Recruitment, and Engagement
- ii. Intake and Assessment
- iii. Employment and Job Training
- iv. Linkages and Support Services
- v. Employment Adjustment Services
- vi. Employer Engagement

See FOA for complete requirements.





# Project Design: Outreach, Recruitment and Engagement

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Describe how your program will conduct effective client outreach, recruitment and engagement to meet enrollment goals

- Multi-disciplinary approach
- Coordinate with local law enforcement and/or penal institutions
- Participation in Stand Downs
- Collaborate with CoC Coordinated Entry process
- Adapt to local conditions including virtual outreach strategies

See FOA for complete requirements.





# Project Design: Intake and Assessment

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Describe and provide evidence for the design and implementation of intake and assessment process

- Collect information to determine eligibility
- Assess to determine employment, job training, and support service needed to meet employment goals
- Determine employment readiness following receipt of services

See FOA for complete requirements.





# Project Design: Employment and Job Training

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Describe your employment and job training strategy

- Minimum of 80% of participants must receive one or more job training services through direct service or referral
- Employment and training must target in-demand occupations
- Create a formal employment and job-training plan based on the individual needs of each veteran
- Process to document and manage participant progress
- Enroll participants at the local AJC

See FOA for complete requirements.





# Project Design: Linkages and Support Services

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Describe how you will collaborate and coordinate with support services

- Identify support services leveraged with local and national organizations to address employment barriers
- Propose a specific housing strategy indicating how participants will be housed or rapidly connected to housing
  - HVRP funds cannot be used for housing except for eligible IVTP participants
- Awarded grants must have standard operating procedures to ensure consistent and equitable process

See FOA for complete requirements.







# Project Design: Employment Adjustment Services

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Describe how you will provide employment adjustment services

- Designed to help newly employed veterans adjust to their jobs
- Typically provided in the first 12 months of employment and may include:
  - Adjusting to routines
  - Building relationships with co-workers
  - Enhancing customer service skills
  - Understanding company culture
  - Working through difficult job situations

See FOA for complete requirements.





# Project Design: Employer Engagement

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Describe a clear plan to proactively engage public and private employers

- Outreach and networking plans
- Assessment of talent needs, work environment and other factors
- Providing or connecting employers to other services in addition to placement
- Connected to local labor market

See FOA for complete requirements.





# Project Narrative: Organizational Capacity

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Grantees must describe how the organization will manage the operational, administrative, programmatic, and financial reporting requirements outline in FOA. This includes:

- Fiscal and administrative controls
- Staff skills, experience, and qualifications
- Ability to sustain the project once federal funding ceases
- Capacity for timely implementation, reporting, and tracking post-exit outcomes
- Grant recipients are responsible for tracking and reporting outcomes for each exited participant up to 12 months or until the end of the period of performance.

See FOA for complete requirements.





# Project Narrative: Past Performance – Programmatic Capability

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Applicants that have previously operated a HVRP, HFVWF, or IVTP grant in the last three program years (July 1, 2017 – June 30, 2020).

- Will receive points based on past performance as demonstrated by the Technical Performance Report (TPR)
- DO NOT need to submit the TPR
- Must provide in the Abstract one grant number for a completed grant that aligns with the population category and service area proposed in the application
- Omission of the grant number in the Abstract will impact the scoring of the application; in that case, the application will receive zero points for this factor.

See FOA for complete requirements.





# Project Narrative: Past Performance – Programmatic Capability

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Applicants that have not recently (in the last three program years) or have never operated a HVRP, HFVWF, or IVTP grant are required to:

- Choose one grant completed in the last three years (July 1, 2017 – June 30, 2020) similar in size, scope and relevance to the grant for which they are applying
- Submit a chart of past performance that identifies the seven performance indicators listed (or similar) and outcomes
- Omission of the first four metrics listed (or substantially similar) will result in 0 points for each missing metric
- Omission of the last three metrics listed will result in 1 point for each missing metric
- See Attachment F for suggested Chart of Past Performance Template

See FOA for complete requirements.





# Project Narrative: Past Performance – Programmatic Capability

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The seven performance indicators are:

1. Number of participants enrolled;
2. Placement rate overall (Rate = Employed/Exited);
3. Average hourly wage at placement;
4. Placement rate for the episodically homeless;
5. Percentage of program participants who are in unsubsidized employment in the 2<sup>nd</sup> quarter after program exit;
6. Percentage of program participants who are in unsubsidized employment in the 4<sup>th</sup> quarter after program exit
7. Median earning of program participant who are in unsubsidized employment in the 2<sup>nd</sup> quarter after program exit.

See FOA for complete requirements.





# Project Narrative: Budget and Budget Narrative

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- The Budget and Budget Narrative (discussed earlier) will be used to evaluate this section.
- The Budget and Budget Narrative do not count toward the Project Narrative page limit



# Project Narrative: Opportunity Zone

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Opportunity Zones are economically-distressed communities designated under the authority of the Tax Cuts and Jobs Act (Public Law 115-97, enacted December 22, 2017). There are over 8700 of these highest poverty communities across the country.

- Must be clearly stated in Abstract
- The list of designated Opportunity Zones can be found at: <https://www.cdfifund.gov/Pages/Opportunity-Zones.aspx>

See FOA for complete requirements.







# Attachments to the Project Narrative: Required

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- Abstract – up to 2-page summary of project
  - Identification of service delivery area
  - Project Category
  - Opportunity zone identification
  - Identification of one grant number for previously funded grantees
  - Requested amount for each individual year of grant (i.e., Year 1 Total, Year 2 Total, and Year 3 Total)
  - Suggested template in Attachment G
- Letter of Support from a State Workforce Agency (SWA) or Local American Job Center (AJC)
- VETS-700 Planned Goals Chart – Attachment A

See FOA for complete requirements.





# Attachments to the Project Narrative: Requested

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- Past Performance Documentation
  - For applicants that have not recently (last three program years) or have never operated an HVRP, HFVVWF, or IVTP program
  - Template provided – Attachment F
- Indirect Cost Rate Agreement
  - If requesting indirect cost provide most recent approved Negotiated Indirect Cost Rate Agreement or copy of approved Cost Allocation Plan (see Section IV.B.2)

See FOA for complete requirements.





# APPLICATION SUBMISSION





# Application Submission

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- Application announcement and package can be found at [www.grants.gov](http://www.grants.gov)
- An amendment was posted on January 19, 2021  
Hardcopy Submission:

Section IV.C. is deleted and replaced with the following:  
We must receive your application by **March 01, 2021**. You must submit your application electronically on <https://www.grants.gov> **no later than 4:00:00 pm Eastern Time on the closing date.**

Section IV.C.1 is deleted and replaced with the following:  
No applications submitted in hardcopy by mail or hand delivery (including overnight delivery) will be accepted for this funding opportunity.

See FOA for complete requirements.





# APPLICATION REVIEW AND AWARD





# Evaluation Criteria

Criterion	Points (maximum)
1. <b>Statement of Need</b> (See Section IV.B.3.a. Statement of Need)	12
2. <b>Expected Outcomes</b> (See Section IV.B.3.b. Expected Outcomes and Outputs)	12
3. <b>Project Design</b> (See Section IV.B.3.c. Project Design)	26
4. <b>Organizational, Administrative, and Fiscal Capacity</b> (See Section IV.B.3.d. Organizational, Administrative and Fiscal Capacity)	12
5. <b>Past Performance – Programmatic Capability</b> (See Section IV.B.3.e. Past Performance – Programmatic Capability)	28
6. <b>Budget and Budget Narrative</b> (See Section IV.B.2. Project Budget)	10
	<b>TOTAL</b>
	<b>100</b>
7. <b>Opportunity Zone – Priority Consideration Bonus Points</b>	2
	<b>102</b>





# Sample Criteria Scale

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## **Project Design (up to 26 points)**

### **Outreach, Recruitment, and Engagement (up to 2 points)**

Panelists will evaluate and award up to 2 points for this sub-criterion based on the requirements in Section IV.B.3.c.i

### **Intake and Assessment (up to 4 points)**

Panelists will evaluate and award up to 4 points for this sub-criterion based on the requirements in Section IV.B.3.c.ii

### **Employment and Job Training (up to 10 points)**

Panelists will evaluate and award up to 10 points for this sub-criterion based on the requirements in Section IV.B.3.c.iii





# Merit Review and Selection Process

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- A technical merit review panel will carefully evaluate applications against selection criteria to determine the merit of the application.
- The Grant Officer reserves the right to make selections based solely on the final scores or to take into consideration other relevant factors when applicable. Such factors may include the geographic distributions of funds, and other relevant factors. The Grant Officer may consider any information that comes to his/her attention.





# Risk Review Process

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Prior to award, ETA will review information available through various sources and make a risk evaluation. Criteria to be evaluated include:

- Financial stability;
- Quality of management systems and ability to meet management standard prescribed in the Uniform Grant Guidance;
- History of performance;
- Audit reports and findings; and
- Applicant's ability to effectively implement statutory, regulatory, and other requirements.

See FOA for complete requirements.





# Award Notices

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- All award notices will be posted on the VETS Homepage at <https://www.dol.gov/agencies/vets/>
- Applicants selected for award will be contacted directly before the grant's execution
- Non-selected applicants will be notified by mail or email and may request a written debriefing on the significant weaknesses of their application
- Selection of an organization as a recipient does not constitute approval of the grant application as submitted:
  - Negotiation may be required before award.
  - Grant Officer reserves the right to terminate negotiations and decline funding



# Resources

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## Workforce and Employment:

- CareerOneStop – <https://www.careeronestop.org>
- WorkforceGPS – <https://workforcegps.org>
  - Grant Applications 101 online tutorial
  - Strategies and supporting resources
- SkillsCommons – <https://www.skillcommons.org>
- <https://www.apprenticeship.gov>





# Resources

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## Homeless Veterans:

- National Veterans' Technical Assistance Center (NVTAC) – <https://nvtac.org>
- USICH – <https://www.usich.gov>
- National Center on Homelessness Among Veterans - <https://www.va.gov/HOMELESS/nchav/index.asp>
- National Alliance to End Homelessness – <https://endhomelessness.org>
- National Coalition for Homeless Veterans – <http://www.nchv.org>





# Questions

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Additional questions must be sent via email to:

Tamara Holland  
Grants Management Specialist

[Holland.Tamara.D@dol.gov](mailto:Holland.Tamara.D@dol.gov)

Reference FOA-VETS-21-01

