



National Veterans'  
Technical Assistance Center

**Fiscal Year (FY) 2024 Homeless  
Veterans' Reintegration Program  
(HVRP) Funding Opportunity  
Announcement (FOA) Prospective  
Applicant Webinar**

# Today's Speakers



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# Agenda

- HVRP overview
- FOA information
- Application and submission information
- Application review information
- Award administration information
- Agency contacts and resources

# HVRP

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# Program Purpose

- The intent of HVRP, an employment-focused competitive federal grant program, is to enable America's veterans experiencing homelessness to reach their full employment potential and obtain high-quality career outcomes
- The U.S. Department of Labor (DOL) encourages applicants to propose strategies to achieve meaningful and sustainable employment, resulting in financial independence for the veteran and all dependents
- Applicants are also encouraged to propose strategies that address historical inequities and provide equitable access and outcomes to marginalized groups

(Section I.A. of the FOA)

# Program Authority

- Title 38 United States Code (U.S.C.) Sections 2021, 2021A, and 2023 and the Public Law under which FY24 funding is appropriated for this program

(Section I.B. of the FOA)

# Award Type and Amount

- Approximately \$12,000,000 is expected in grant funds to award the first year of the three-year period of performance
- Applicants may apply for a ceiling amount of up to \$600,000 each year, with a total of up to \$1,800,000 for the three-year period of performance for program years covering July 1, 2024 – June 30, 2027
- Applications under the FOA must not exceed \$600,000, which will cover the first year of operation
- For additional information regarding the budget documents, please see Section IV.B.2(a) of the FOA

(Section II.A of the FOA)

# Period of Performance

- The period of performance is 36 months with an anticipated start date of July 1, 2024, and end date of June 30, 2027
- All necessary implementation, start-up activities, and follow-up activities are included in the performance period

(Section II.B of the FOA)



# Eligible Applicants

According to Section III.A of the FOA, the following organizations are eligible to apply:

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

(Section III.A of the FOA)

# Population Categories and Number of Applications Applicants May Submit (1 of 2)

Section III.C.2 lists three population categories:

- **Category 1:** Applicants that meet the requirements of this FOA but do not fall under Categories 2 or 3
  - Applicants proposing to serve all three population categories fall under Category 1
- **Category 2:** Homeless Women Veterans and Homeless Veterans With Children (HWWHWC) consists of applicants that propose to use 100 percent of their grant funding to serve homeless women veterans and homeless veterans with children
  - For the definition of “children,” refer to the definition of “child” at [38 U.S.C. § 101\(4\)](#).
- **Category 3:** Incarcerated Veterans’ Transition Program (IVTP) consists of applicants that propose to use 100 percent of their grant funding to serve incarcerated veterans and/or veterans returning home from jail or prison who are at risk of homelessness.

(Section III.C.2 of the FOA)

# Population Categories and Number of Applications Applicants May Submit (2 of 2)



- Applicants **must** identify in the *Abstract/Attachment A - Tab 1* if an application is in Category 1 (HVRP), Category 2 (HWVHVWC), or Category 3 (IVTP)
- If the applicant does not explicitly identify one single category in the *Abstract*, the application will be reviewed under Category 1
- Applicants **must** identify in the *Abstract/Attachment A - Tab 1* the service delivery area and Continuum of Care (CoC) locations for the proposed project
- See [HVRP Glossary of Terms](#) for definitions
- The service delivery area and CoC **must** be entered in the *Abstract/Attachment A - Tab 1*, as DOL/VETS **will not** read the entire application to make this determination

(Section III.C.2 of the FOA)

# Duplication of Services

- DOL/VETS maintains a map of each U.S. Department of Housing and Urban Development (HUD) CoC served by current HVRP and calculates the saturation level
- Applicants must reference the [Service Delivery Area \(SDA\) Saturation Map](#) for the geographic areas they plan to serve
  - Applicants proposing to serve areas with a high level of saturation must explain why there is unmet demand in their Statement of Need
- Applicants are responsible for reporting if their application will result in duplication of services in an area being served by an active HVRP grant

(Section III.C.2 of the FOA)

# Eligible Participants (1 of 3)

Eligible participants must be a “veteran,” which means a person who served in the United States Army, Navy, Marine Corps, Air Force, Space Force, Coast Guard, or Reserve Component (National Guard or Reserve), who meets the following criteria:

- Received a discharge or release under conditions other than dishonorable (see 38 U.S.C. § 101(18)); **and,**
- At least one day of active duty (see 38 U.S.C. § 101(21)) to include time spent in basic training for active-duty members; **or,**
- Federal active duty for National Guard and Reserve members (does not include inactive or active duty for training as defined in 38 U.S.C. §§ 101(22) and (23)); **or**
- Any period of inactive duty or active duty for training during which National Guard and Reserve members received a service-connected disability rating resulting from a disease or injury incurred or aggravated in the line of duty (see 38 U.S.C. § 101(24)).

(Section III.C.3 of the FOA)

# Eligible Participants (2 of 3)

According to Section III.C.3 of the FOA, veterans served by HVRP include:

- (a) Homeless veterans (as defined in the [Homeless Emergency Assistance and Rapid Transition to Housing \(HEARTH\) Act of 2009](#))
  - a. Includes individuals who were homeless but found housing during the 60-day period preceding the date of HVRP enrollment (recently housed);
  - b. Includes those at imminent risk (within 14 days) of homelessness; or
- (b) Veterans who, at the time of enrollment in the program, are “at risk of homelessness” within the next 60 days;
- (c) Veterans participating in the U.S. Department of Veterans Affairs (VA) supported housing program for which rental assistance is provided pursuant to section 8(o)(19) of the United States Housing Act of 1937 (42 U.S.C. § 1437f(o)(19)); the Tribal Housing and Urban Development - Veteran Affairs Supportive Housing (HUD–VASH) program; or veterans participating in Supportive Services for Veteran Families (SSVF) program authorized in 38 U.S.C. § 2044;

# Eligible Participants (3 of 3)

- (d) Veterans who are receiving assistance under the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. § 4101 et seq.);
- (e) Homeless women veterans and homeless veterans with children;
- (f) Veterans described in 38 U.S.C. § 2023(d) or any other veterans who are returning home from jail or prison; and,
- (g) Formerly incarcerated veterans who are at risk of homelessness.

(Section III.C.3 of the FOA)

# At Risk of Homelessness

According to Section III.C.3 of the FOA, the “at risk of homelessness” criteria is defined as an individual or family who:

- Has income below 30 percent of the median income for the geographic area; **and**
- Has insufficient resources immediately available to attain housing stability; **and**
- Meets one or more of the following:
  - Has moved frequently because of economic reasons;
  - Is living in the home of another because of economic hardship;
  - Has been notified that their right to occupy their current housing or living situation will be terminated;
  - Lives in a hotel or motel;
  - Lives in severely overcrowded housing;
  - Is exiting an institution; or
  - Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness.



# FOA

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# Obtaining an Application Package

- The FOA can be found at [grants.gov](https://www.grants.gov) and contains all information and links to forms needed to apply for grant funding

(Section IV.A of the FOA)

# Content and Form of Application Submission

According to Section IV.B of the FOA, applications **must** consist of four separate and distinct parts:

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

# Budget Narrative (1 of 2)

- Applicants must provide a one-year budget that cannot exceed \$600,000 in total costs (direct and indirect) that supports the targeted population and the service delivery area(s);
    - Additionally, proposed allocations must be proportional to the resources needed to implement the proposed project and be allowable and allocable in accordance with 2 Code of Federal Regulations (C.F.R.) Part 200, Subpart E, including 200.403
    - The allocation in the budget for staff conducting outreach must be proportional to the outreach resources needed to accomplish a multi-county/multi-state outreach effort
    - Service delivery areas must be consistent with areas identified in the Abstract
- (Section IV.B.2.a of the FOA)

# Budget Narrative (2 of 2)

- The Budget Narrative must provide a description of costs associated with each object class cost category on the SF-424A
- All expenditures requested must comply with 2 C.F.R. Part 200
  - All planned expenditures must support the goals and objectives of the grant, and costs must be allowable, allocable, reasonable, and necessary to the operation of the grant.
- DOL/VETS does not allow the purchase of motor vehicles, buildings, or land
- Attachment B of the FOA contains a sample format of the Budget Narrative as a form-fillable template

(Section IV.B.2.a of the FOA)

# Participant Support Costs

- May only be provided to participants to enable their participation in HVRP services
- Must be tied to a specific HVRP service; not intended to meet all needs of the participant
- A participant support payment is made to, or on behalf of, eligible participants for temporary assistance required to support the individual's employment plan
- Must be reasonable and necessary for the participant to overcome barriers to employment and to be successful in the program to find and maintain employment
- Should not duplicate a service a participant receives from another program  
(Section IV.B.2.a of the FOA)

# Examples of Participant Support Costs

- Assistance with transportation (including bikes, bus passes, gas cards, etc., if reasonable and necessary to obtain or retain employment);
- Assistance with childcare and dependent care, if eligible (see section IV.B.3.c.IV);
- Assistance with housing for formally incarcerated veterans after release and during re-entry, if eligible (see IV.B.3.c.IV);
- Uniforms or other appropriate work attire and work-related tools or other related items necessary for training or employment;
- Assistance with books, fees, supplies, and other necessary items for job-driven training;
- Payments and fees for employment and training-related applications, tests, and certifications;
- Fines and fees that are creating a barrier to employment, up to \$100 per participant;
- Reasonable and necessary costs to start a business (e.g., filing fees and licenses), up to \$500 per participant. The business must be documented with the IRS. Start-up costs exclude costs for products and materials to start a business;
- Licensing fees and background check fees;
- Participant workplace accommodations that enable a participant to participate in employment, training, or education;
- Automobile repair that is necessary for the participant to seek, accept, or participate in employment and training activities. This is limited to repairs of an immediate need and excludes routine and normal maintenance costs, up to \$400 per participant; or
- Other reasonable and necessary costs to assist the participant in overcoming a barrier to obtain or retain employment.

(Section IV.B.2.a of the FOA)

# Incentives (1 of 2)

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

(Section IV.B.2.a of the FOA)



# Incentives (2 of 2)

- Allowable incentives may include, but are not limited to, gift cards provided to participants as an incentive for completing training, providing placement verification documentation
- Incentives **may not** be used for entertainment (such as movie tickets or sporting event tickets), alcohol, e-cigarettes, e-liquids, tobacco, etc.
- Incentives may not be given to a veteran to simply entice them to enroll in the HVRP
- The Budget Narrative must explain in detail what specific form the incentive will take and how it will be used to motivate program participants to achieve HVRP outcomes
- Planned costs for incentives must be categorized under the “Other” cost category and not as a Participant Support Cost

(Section IV.B.2.a of the FOA)

# Incentives Standard Operating Procedure (SOP)

The awarded grant recipient's SOP on incentives must describe the following:

- Identification of the amount(s) and type(s) of incentives;
- Criteria for participant issuance;
- Authorization process for a transaction;
- Receipt and custody of the asset;
- Recording and reporting activity related to that asset;
- Taking periodic inventory and reconciling balances; and
- Segregation of duties, such as:
  - Requiring limited access to cards and who can handle, etc.
  - Having managers or staff from the program offices perform specific cash-related functions
  - Requiring two authorizing signatures on checks issued
  - Requiring supervisory approval for each use of vouchers
  - Verifying usage and balances of logs through management information system reports

(Section IV.B.2.a of the FOA)

# Project Narrative (1 of 2)

- Must demonstrate your capability to implement the grant project in accordance with the provisions of the FOA
- Provides a comprehensive framework and description of all aspects of the proposed project
- Must be succinct, self-explanatory, and well-organized so reviewers can understand the proposed project
- Limited to 25 double-spaced, single-sided, 8.5 x 11-inch pages with Times New Roman 12-point text font and 1-inch margins (must number the pages of the Project Narrative beginning with page number 1)
- Materials submitted beyond the specified page limit will not be read in the application review process
- See Section IV.B.3 of the FOA for full details and requirements for the Project Narrative

(Section IV.B.3 of the FOA)

# Project Narrative (2 of 2)

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

(Section IV.B.3 of the FOA)

# Project Narrative: Statement of Need

- Identify the proposed service area(s), including each state the grant will operate in, as well as relevant counties, parishes, independent cities, Native American tribal areas, and other applicable geographic areas
- Applicants must demonstrate a comprehensive understanding and provide current evidence (within two years from the date the FOA is released) to support the need for the proposed project, including any supporting evidence that identifies the nature and extent of the need and the reasons the proposed service delivery area(s) will benefit from HVRP services
- Applicants must justify the proposed service delivery area(s) and explain how services will be provided within the entire service delivery area(s)
- See Section IV.B.3.a of the FOA for full details and requirements for the Statement of Need

(Section IV.B.3.a of the FOA)

# Project Narrative: Expected Outcomes and Outputs

- Applicants must propose measurable outcomes to maximize the impact of federal grant dollars
- Applicants must ensure performance goals are realistic, programmatically aligned, and supported by sound methods and strategies for accomplishing goals
- When developing planned goals, applicants are encouraged not to distribute planned goals equally across quarters in their first year of performance
- Awardees are expected to commence programmatic activity starting July 1 of the program year (PY) or the date prescribed in the Notice of Award
- Awardees will be held to the performance goals submitted in their application and must report quarterly on the progress toward their goals throughout the three-year period of performance
- See Section IV.B.3.b of the FOA for full details and requirements for Expected Outcomes and Outputs

(Section IV.B.3.b of the FOA)

# Project Narrative: Project Design

- Applicants must describe their overall strategy for providing employment and job training services
- Services must be delivered through a client-centered case management approach that imparts relevant skills and connects participants with high-quality career opportunities
- Applicants must define the types of support services available to participants and the approaches to providing these support services
- Applicants must provide a plan of action that provides the scope of work and details of how the project will accomplish the proposed work
- See Section IV.B.3.c of the FOA for full details and requirements for Project Design

(Section IV.B.3.c of the FOA)

# Project Narrative: Project Design – Outreach, Recruitment, and Engagement (1 of 2)

- Applicants must address and promote equity through their outreach, recruitment, and engagement plan
- Applicants must describe how their program will conduct effective client outreach, recruitment, and engagement to meet participant enrollment goals and how this will advance equity for underserved and vulnerable veteran populations
- Outreach, recruitment, and engagement must include a strategy that is culturally and linguistically effective, non-threatening, persistent over time, and offers a flexible array of services, including help with basic survival needs

(Section IV.B.3.c.i of the FOA)



# Project Narrative: Project Design – Outreach, Recruitment, and Engagement (2 of 2)

- Applicants must include evidence to support the proposed outreach, recruitment, and engagement strategy with references from published research studies, government reports, or the applicant's experience showing the strategy yielded positive results
- Outreach efforts should seek to reach and connect with all veterans who are sheltered and unsheltered within the applicant's proposed service delivery area(s)
  - Including veterans living in encampments or tent cities, as well as veterans in institutional settings, such as jails, residential treatment facilities, and hospitals
- See Section IV.B.3.c.i of the FOA for full details and requirements for Outreach, Recruitment, and Engagement

(Section IV.B.3.c.i of the FOA)

# Project Narrative: Project Design – Intake and Assessment (1 of 2)

- Applicants must describe and provide evidence of how they will design and implement an intake and assessment process, including allowing for in-person, virtual, socially-distanced, or hybrid models of assessments, to serve eligible veterans
    - The evidence must reference published research studies, government reports, or the applicant's experience that shows the strategy yielded positive results in the past
  - Applicants must describe how the proposed intake process will remove barriers to ensure full and equal participation in the project
  - Must include a description of how the applicant will determine eligibility
- (Section IV.B.3.c.ii of the FOA)

# Project Narrative: Project Design – Intake and Assessment (2 of 2)

- Applicants must demonstrate how the assessment process will ensure that racial, gender, and other biases do not affect the determination of a participant's readiness to enter employment following the receipt of services and training, including the use of information about the individual's medical, social, and environmental needs as well as their behavioral and cognitive status
- Applicants must demonstrate that the assessment will determine employment, job training, and related support services needed for the participant to meet their employment goals, as well as determine if a veteran participant is job ready
- See Section IV.B.3.c.ii of the FOA for full details and requirements for Project Design Intake and Assessment

(Section IV.B.3.c.ii of the FOA)

# Project Narrative: Project Design – Employment and Job Training (1 of 2)

- American Job Centers (AJC) can provide supplementary services to the veterans experiencing homelessness that are being served by HVRP grant recipients
  - HVRP applicants should contact their AJC as soon as possible to obtain the Letter of Support required in the FOA application package per FOA Section III.C
- Organizations wishing to contact their local AJC can reference contact information on the [DOL website](#) or [CareerOneStop website](#)

(Section IV.B.3.c.iii of the FOA)

# Project Narrative: Project Design – Employment and Job Training (2 of 2)

- Applicants must describe the employment and job-driven training services available to participants to obtain and retain high-quality career outcomes
  - Particularly in high-demand industries, such as construction, electrical, manufacturing, and cybersecurity
- Applicants must describe how they will develop formal employment and job-training plans based on the individual job-training needs assessment for each veteran
  - In addition to strategies to address the participant's employment goals, the job-training plan should reflect, as appropriate, other approaches to help the participant achieve self-sufficiency, including referrals to other services or programs
- See Section IV.B.3.c.ii of the FOA for full details and requirements for Project Design Employment and Job Training

(Section IV.B.3.c.iii of the FOA)

# Project Narrative: Project Design – Linkages and Support Services

- Persistent, coordinated, and creative outreach efforts are important to identify and engage veterans experiencing or at risk of homelessness and connect them to the services they need to obtain and retain employment
- Applicants should describe what linkages they will leverage and how they will support this goal of coordinated service delivery
- Applicants must describe how they will leverage resources by coordinating with other local and national organizations and support service programs, including penal institutions and halfway houses, to assist HVRP participants in overcoming barriers to employment
- Awarded HVRP grants will be required to have an SOP in place to ensure supportive services are implemented and executed consistently and equitably
- See Section IV.B.3.c.iv of the FOA for full details and requirements for Project Design Linkages and Support Services

(Section IV.B.3.c.iv of the FOA)

# Project Narrative: Project Design – Employer Engagement

- Applicants must have sound strategies for placing veterans into unsubsidized employment
  - Must include effective methods for developing and maintaining strong relationships with employers, conducting job development activities, and carrying out job search assistance activities
- Applicants must describe a clear plan of how they will proactively engage both public and private employers
- Applicants should describe how they will connect veterans experiencing homelessness with opportunities for good-quality jobs that pay living wages in safe and healthy workplaces while ensuring workers have a free and fair choice to organize, join a union, and bargain collectively with their employers
- See Section IV.B.3.c.v of the FOA for full details and requirements for Project Design Employer Engagement

(Section IV.B.3.c.v of the FOA)

# Project Narrative: Project Design – Reaching Historically Marginalized Veterans

- HVRP applicants must address how they will promote equity through their proposed project, including outreach strategies that address historical inequities
- Historically marginalized communities include Black, Latino, and Indigenous and Native American persons, Asian Americans, Native Hawaiians, Pacific Islanders, and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, queer, and intersex (LGBTQI+) persons; persons with disabilities; persons who live in rural areas; persons who are currently or formerly incarcerated, and persons otherwise adversely affected by persistent poverty or inequality
- See Section IV.B.3.c.vi of the FOA for full details and requirements for Project Design Reaching Historically Marginalized Veterans

(Section IV.B.3.c.vi of the FOA)



# Project Narrative: Project Design – Reaching Underserved Communities

- According to the Annual Homeless Assessment Report (AHAR), every state has a population of veterans experiencing homelessness
- HVRP applicants must address how they will serve communities not currently being served by an HVRP grant
- See Section IV.B.3.c.vii of the FOA for full details and requirements for Project Design Reaching Underserved Communities

(Section IV.B.3.c.vii of the FOA)

# Project Narrative: Project Design - Employment Adjustment Services

- Due to numerous barriers and challenges that veterans experiencing homelessness face in their transition to careers and stable housing, applicants must describe how they will provide employment adjustment services
- Employment adjustment services are designed to help a newly employed veteran adjust to a new job and are considered part of the veteran employment plan
- A career counselor or job coach typically provides these services during the first month or so of employment
- See Section IV.B.3.c.viii of the FOA for full details and requirements for Project Design Employment Adjustment Services

(Section IV.B.3.c.viii of the FOA)

# Project Narrative: Organizational, Administrative, and Fiscal Capacity

- Applicants must describe the working conditions they provide to their employees and how they seek to assure these conditions are of high quality to recruit and retain staff
- For additional background on DOL's vision for high-quality working conditions, we recommend you consult [The Good Jobs Principles](#)
- See Section IV.B.3.d of the FOA for full details and requirements for Organizational, Administrative, and Fiscal Capacity

(Section IV.B.3.d of the FOA)

# Project Narrative: Budget and Budget Narrative

- Please see Section IV.B.2 of the FOA for full details on the Budget and Budget Narrative requirements
- Applicants must demonstrate realistic and reasonable costs that are aligned with the proposed project activities and outcomes
- Applicants must provide a description of planned costs associated with each object class cost category on the SF-424A that are necessary to implement the project and do not include items not allowed by DOL/VETS, such as purchase of construction costs, motor vehicles, buildings, or land
  - All expenditures requested must comply with 2 C.F.R. Part 200
- The Budget and Budget Narrative will be scored based on the criteria described in Section V.A.6 of the FOA

(Section IV.B.3.f of the FOA)

# Project Narrative: Past Performance – Programmatic Capability

- Past performance is an important indicator of how successful an applicant will be when providing HVRP services
  - Applicants will receive points based on past performance data
- Applicants must fully complete Attachment C, Chart of Past Performance, with performance from one previously completed grant that was similar in size, scope, and relevance to the requested grant.
- The grant can be a federally or non-federally funded grant or cooperative agreement but not a contract.
- Past performance will be scored based on the criteria described in Section V.A.5 of the FOA

(Section IV.B.3.e of the FOA)

# Required Attachments

As stated in Section IV.B.4.a of the FOA, the following attachments are **required**:

- Abstract (Attachment A – tab 1, *Abstract*)
- Required Letter of Support
- Veterans' Employment and Training Service (VETS)-700 Planned Goals (Attachment A – tab 4, *Planned Goals Chart*)
- Past Performance Documentation within Attachment C, *Chart of Past Performance*.

(Section IV.B.4.a of the FOA)

# Attachments to the Project Narrative

- Applicants must submit all attachments with the Project Narrative
- All attachments must be clearly labeled
- Applicants must submit applications in one package
  - Documents received separately will be tracked separately and will not be attached to the application for review

(Section IV.B.4 of the FOA)

# Requested Attachments

As stated in Section IV.B.4.b of the FOA, the following attachments are **requested**:

- Indirect Cost Rate Agreement
- Financial System Risk Assessment Information (see Attachment D for suggested template)

(Section IV.B.4.b of the FOA)



# Application and Submission Information

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# Submission Date, Time, and Process

- Applicants must be received electronically on [grants.gov](https://grants.gov) no later than 11:59 p.m. Eastern Time March 11, 2024
- Applicants are encouraged to submit their application before the closing date to minimize the risk of late receipt
- Applications received after 11:59 p.m. Eastern Time on the closing date **will not be reviewed**
- Applications sent by e-mail, telegram, or facsimile (FAX) **will not be accepted**

(Section IV.C of the FOA)

# Registering to Apply through Grants.gov



- Applicants must follow all directions for registration listed on [grants.gov](https://www.grants.gov)
- The steps for registration may take up to four weeks to complete and applicants should factor that time into their plan to submit a timely application
- Contact [support@grants.gov](mailto:support@grants.gov) or call 1-800-518-4726 or 606-545-5035 to reach a grants.gov Customer Support Representative
- Grants.gov will reject applications if the applicant's registration in the System for Award Management (SAM) is expired
- Only applications that have been successfully submitted by the deadline and later successfully validated will be considered
- It is the applicant's responsibility to ensure a timely submission

(Section IV.C.2 of the FOA)

# Intergovernmental Review

- This funding opportunity is not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.”  
(Section IV.D of the FOA)

# Funding Restrictions

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

(Section IV.E of the FOA)

# Indirect Costs – Option 1

- Applicants may use a Negotiated Indirect Cost Rate Agreement (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
- For more information on NICRA submission requirements, see Section IV.B.4. of the FOA

(Section IV.E.1 of the FOA)

# Indirect Costs – Option 2

- Any organization that does not have a current negotiated (including provisional) rate, with the exceptions noted at 2 C.F.R. 200.414(f) in the Cost Principles, may elect to charge a de minimis rate of 10 percent of modified total direct costs (see 2 C.F.R. 200.1 for definition), which may be used indefinitely
- If chosen, this methodology once elected must be used consistently for all federal awards until such time as the non-federal entity chooses to negotiate for a rate, which the non-federal entity may apply to do at any time
- For more information on use of the de minimis rate, see 2 C.F.R. 200.414(f)  
(Section IV.E.1 of the FOA)

# Modified Direct Cost Definition

- To avoid a serious inequity in the distribution of indirect costs, DOL defines Modified Total Direct Cost (MTDC) as all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward or subcontract
  - Regardless of the period of performance of the subawards and subcontracts under the award
- MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward or subcontract in excess of \$25,000

(Section IV.E.1 of the FOA)



# Use of Grant Funds for Participant Wages (1 of 2)

- HVRP grant funds may be used for participant wages
  - Examples of wage subsidies include On-the-Job Training (OJT), subsidized state- or federally approved registered apprenticeships, and/or transitional jobs (TJ) strategies
  - The participant must be engaged in job training, with the employer expected to hire the participant at the end of the job training
  - Funds may be used to pay job training wages for up to 90 days, based on Department of Housing and Urban Development (HUD) housing figures (see Massachusetts Institute of Technology's Living Wage Calculator), for up to 50 percent of the apprentice's wages

(Section IV.E.2 of the FOA)

# Use of Grant Funds for Participant Wages (2 of 2)

- To use HVRP funds for OJT, subsidized registered apprenticeships, and/or TJ wages, grant recipients must demonstrate the participant's need for subsidizing job training wages and develop an agreement with the employer that stipulates the terms of the subsidy and duration of the job training and must lead to employment
- The agreement must stipulate that HVRP funds will reimburse the employer for the agreed-upon earnings to be subsidized, not more than 50 percent.  
Subsidized job training is not a job placement
- Awardees will be required to have an SOP in place to ensure this process is implemented and executed consistently and equitably

(Section IV.E.2 of the FOA)

# Other Submission Requirements

- You may withdraw an application by written notice to the Grant Officer at any time before an award is made

(Section IV.F of the FOA)

# Application Review Information

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# Criteria

As stated in Section V.A of the FOA, 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)	14
2. Expected Outcomes and Outputs (See Section IV.B.3.b. Expected Outcomes and Outputs)	7
3. Project Design (See Section IV.B.3.c. Project Design)	39
4. Organizational, Administrative, and Fiscal Capacity (See Section IV.B.3.e. Organizational, Administrative, and Fiscal Capacity)	9
5. Past Performance – Programmatic Capability (See Section IV.B.3.f. Past Performance – Programmatic Capability)	20
6. Budget and Budget Narrative (See Section IV.B.2. Project Budget)	11
<b>TOTAL</b>	<b>100</b>

(Section V.A of the FOA)

# Review and Selection Process – Merit

## Review and Selection Process

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

(Section V.B.1 of the FOA)

# Review and Selection Process – Saturation Levels

- The U.S. Department of Labor - Veterans' Employment and Training Service's (DOL-VETS) commitment is to ensure the most effective distribution of HVRP funds to maximize the number of homeless veterans served through the program, and, consequently, will consider the saturation levels of grant recipients versus the homeless veteran population in a given geographical area
- A new grant **will not** be awarded in an area where the estimated homeless veteran population is currently served by active grant recipients
- Applicants should reference the [Service Delivery Area \(SDA\) Saturation Map](#) for current HVRP grants and their service delivery areas

(Section V.B.1 of the FOA)

# Review and Selection Process – Risk Review Process

- Prior to making an award, Employment and Training Administration (ETA) will review information available through various sources, including its own records and any U.S. Office of Management and Budget (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”
- 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, and the criteria can be found in Section V.B.2 of the FOA
- Applicants are requested to submit the Financial System Risk Assessment form as an attachment to their application for ETA to assess the applicant’s financial system

(Section V.B.2 of the FOA)



# Award Administration Information

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# Award Notices

- All award notifications will be posted on the VETS homepage
- 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
- Before the actual grant is awarded, we may enter into negotiations about such items as program components, staffing and funding levels, and administrative systems in place to support grant implementation
  - If the negotiations do not result in a mutually acceptable submission, the Grant Officer reserves the right to terminate the negotiations and decline to fund the application. We reserve the right not to fund any application related to this FOA

(Section VI.A of the FOA)

# Administrative Program Requirements



- All grant recipients will be subject to all applicable federal laws and regulations, including the OMB Uniform Guidance, and the terms and conditions of the award
- The grant(s) awarded under this FOA will be subject to the administrative standards and provisions listed in Section VI.A.1 of the FOA

(Section VI.A.1 of the FOA)

# Other Legal Requirements (1 of 4)

- **Religious activities** (Section VI.A.2.a of the FOA)
  - DOL notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. § 2000bb, applies to all federal law and its implementation. If an applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled to receive federal financial assistance under this grant solicitation and maintain that hiring practice. If a faith-based organization is awarded a grant, the organization will be provided with more information.
- **Lobbying or Fundraising the U.S. Government with Federal Funds** (Section VI.A.2.b of the FOA)
  - In accordance with Section 18 of the Lobbying Disclosure Act of 1995 (Public Law 104-65) (2 U.S.C. § 1611), non-profit entities incorporated under Internal Revenue Service Code section 501(c)(4) that engage in lobbying activities are not eligible to receive federal funds and grants. No activity, including awareness-raising and advocacy activities, may include fundraising for, or lobbying of, U.S. federal, state, or local governments (see 2 C.F.R. 200.450 for more information).

# Other Legal Requirements (2 of 4)

- **Transparency Act Requirements** (Section VI.A.2.c of the FOA)
  - You must ensure that you have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by the Government Funding Transparency Act of 2008, Pub. Law 110-252, Title VI, Chap. 2, Sec. 6202)
- **Safeguarding Data Including Personally Identifiable Information (PII)** (Section VI.A.2.d of the FOA)
  - By submitting an application, you are assuring that all data exchanges conducted through or during the course of performance of this grant will be conducted in a manner consistent with applicable federal law and [Training and Employment Guidance Letter \(TEGL\) 39-11](#) (issued June 28, 2012)

# Other Legal Requirements (3 of 4)

- **Record Retention** (Section VI.B.2.e of the FOA)
  - Grant recipients must follow federal guidelines on record retention, which require that you maintain all records pertaining to grant activities for a period of at least three years from the date of submission of the final expenditure report
  - See 2 C.F.R. 200.334-.338 for more specific information, including information about the start of the record retention period for awards that are renewed quarterly or annually, and when the records must be retained for more than three years
- **Use of Contracts and Subawards** (Section VI.B.2.f of the FOA)
  - Grant recipients must abide by the definitions of contract, contractor, subaward, and subrecipient listed in Section VI.A.2.f of the FOA

# Other Legal Requirements (4 of 4)

- **Closeout of Grant Award** (Section VI.B.2.g of the FOA)
  - Any entity that receives an award under this Announcement must close its grant with DOL-VETS at the end of the final year of the grant
- **Appeal Rights** (Section VI.B.2.h of the FOA)
  - § 200.342 Opportunities to object, hearings, and appeals
  - § 200.346 Collection of amounts due

# 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

(Section VI.B.3 of the FOA)



# Special Program Requirements (1 of 3)



- **DOL Evaluation** (Section VI.B.4.a of the FOA)
  - As a condition of grant award, grant recipients are required to participate in an evaluation, if undertaken by DOL
  - The evaluation may include an implementation assessment across grant recipients, an impact and/or outcomes analysis of all or selected sites within or across grant recipients, and a benefit/cost analysis or assessment of return on investment
- **Performance Goals** (Section VI.B.4.b of the FOA)
  - Applicants will be held to outcomes provided at application, including wages at exit and placement numbers and failure to meet those outcomes may result in technical assistance or other intervention by DOL-VETS such as issuance of a Corrective Action Plan

# Special Program Requirements (2 of 3)



- **National Veterans' Technical Assistance Center (NVTAC)** (Section VI.B.4.c of the FOA)
  - NVTAC provides training and technical assistance on veterans' homelessness issues to grant recipients, employers, veteran service organizations, and agency partners
  - All grant recipients are required to contact NVTAC to arrange an introductory consultation within the first quarter of their award
- **Stand Down (SD) Events** (Section VI.B.4.d of the FOA)
  - SD grants are awarded through a separate [SD application](#)
  - HVRP grant recipients are encouraged to participate in SD events

# Special Program Requirements (3 of 3)



- **National Veterans' Training Institute (NVTI)** (Section VI.B.4.e of the FOA)
  - NVTI provides specialized training to further develop and enhance the professional skills of service providers for veterans' employment and training throughout the United States
  - NVTI offers training to HVRP grant recipients on veteran-focused employment programs, HVRP grant management and oversight, veterans' benefits, case management, and other veteran-centered courses

# Reporting – Quarterly Financial Reports



- Grant recipients are required to report quarterly financial data on the SF-425 Federal Financial Report (FFR), which is due no later than 30 calendar days after the end of each specified reporting quarter
- Reporting quarter end dates are March 31, June 30, September 30, and December 31
- A final FFR for the last quarter of the period of performance must be submitted no later than 120 calendar days after the quarter ends (See 2 C.F.R. 200.344)
- On the final FFR, grant recipients must be sure to include any subaward amounts so we can calculate final indirect costs, if applicable
- Grant recipients must communicate with their state's Director for Veterans' Employment and Training (DVET) for assistance when completing this requirement  
(Section VI.C.1 of the FOA)

# Reporting – Quarterly Technical Performance Reports (TPR) (1 of 2)

- Grant recipients must submit a quarterly performance report within 30 days after the end of each quarter during which the grant is within the period of performance for the award
- The report must include quarterly information on performance goals. The last quarterly progress report will serve as the grant's Final Performance Report
- Submission requirements will be provided to grant recipients upon award

(Section VI.C.2 of the FOA)

# Reporting – Quarterly TPR (2 of 2)

The dates below are the due dates for quarterly and Final Performance Reports: TPRs and Technical Performance Narrative (TPN) reports.

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

(Section VI.C.2 of the FOA)

# Reporting – Quarterly TPN

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

(Section VI.C.3 of the FOA)

# Reporting – Closeout

- After the period of performance has ended, all HVRP grants will enter the closeout period
- Grant recipients will receive a closeout package, which includes the required closeout documentation
- The grant recipient has 120 days to complete all required closeout documentation, including the final *Federal Financial Report*
- All special conditions of award placed on the award must be resolved prior to closeout
- See 2 C.F.R. § 200.344 for additional guidance on closeout of federal awards

(Section VI.C.4 of the FOA)



# Reporting – Continuity of Operations

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

(Section VI.C.5 of the FOA)

# Agency Contacts and Resources

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# Agency Contacts

- For further information about the FOA, please contact Tamara Holland, Grants Management Specialist, Office of Grants Management, at [HVRPFOA@dol.gov](mailto:HVRPFOA@dol.gov)
- Applicants should email all technical questions to [HVRPFOA@dol.gov](mailto:HVRPFOA@dol.gov) and must specifically reference FOA-VETS-24-50, and along with question(s), include a contact name and phone number

(Section VII of the FOA)

# Resources

- [grants.gov](https://www.grants.gov)
- [HVRP Website](#)
- [HVRP FOA](#)
- For more information on web-based resources, WorkforceGPS resources, SkillsCommons resources, apprenticeship, and resources for serving homeless veterans, please see Section VIII of the FOA

# Thank You!

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