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 Veterans' with Families Program (HFVVWF) (**referred to collectively as HVRP**)

ANNOUNCEMENT TYPE: *Initial*

FUNDING OPPORTUNITY NUMBER: *FOA-VETS-20-01*

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: *17.805*

KEY DATES: *The closing date for receipt of applications under this Announcement is* **April 27, 2020**. 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: Kia Mason, Grant Officer
Reference FOA-VETS-20-01
200 Constitution Avenue, NW, Room N4716
Washington, D.C. 20210

For complete application and 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.

A Prospective Applicant Webcast will be available on April 3, 2020 at https://attendee.gotowebinar.com/register/6335361116275947276. While a review of this Webcast is strongly encouraged to support successful grant applications, it is not mandatory.

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EXECUTIVE SUMMARY

The Veterans' Employment and Training Service (VETS), U.S. Department of Labor (DOL, or the Department, or we), announces the availability of approximately $22 million in grant funds. The funds are authorized by Title 38 of United States Code (U.S.C.) Sections 2021 and 2023 for programs to assist homeless veterans, incarcerated veterans, female veterans, and veterans with families (referred to here as the HVRP program).

Under this Funding Opportunity Announcement (FOA), DOL will award grants with a 36-month period of performance, which DOL expects to begin on July 1, 2020 and end on June 30, 2023. This performance period includes necessary implementation, start-up, and follow-up tracking activities. Annual funding for the second and third years is contingent on the availability of funds.

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;
- 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. [1]

I. FUNDING OPPORTUNITY DESCRIPTION

A. PROGRAM PURPOSE

The purpose of this 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

[1] A chronically homeless person is an individual who has been continuously homeless for one year or more or has experienced at least four episodes of homelessness in the last three years with a combined length of time homeless of at least 12 months. **Note**: This definition of chronically homeless differs from the definition used by the U.S. Department of Housing and Urban Development, as the DOL definition does not require the chronically homeless individual to have a verified disability.

veterans. DOL defines family-sustaining employment as paid employment, in line with the homeless veteran's aspirations, talents, and abilities. Ideally, the employment should provide 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.

In *Homelessness in America: Focus on Veterans,* the United States Interagency Council on Homelessness (USICH) stated that just over 9 percent of all adults experiencing homelessness in the United States are veterans of the U.S. Military. [2] Most veterans who experience homelessness are men over age 50 in urban areas. Older veterans are expected to be a majority of the population of veterans who experience, or are at risk of, homelessness in the coming years. As members of this group get older, they are likely to have increasingly complex and age-related needs. Women make up about 9 percent of veterans who are experiencing homelessness. According to the U.S. Department of Veterans Affairs (VA), female veterans are more than twice as likely as female non-veterans to experience homelessness.[3] Fewer than 3 percent of veterans experiencing homelessness were in families with children. The VA further reports that veteran women experiencing homelessness are more likely to be part of a family with children than male veterans. USICH reported, among veterans who experience homelessness, and particularly among those who have Post Traumatic Stress Disorder or other behavioral health disorders, involvement in the criminal justice system may be both a risk factor for homelessness and/or a consequence of homelessness. About half of all veterans experiencing homelessness who have participated in VA homeless assistance programs are involved in the justice system.[4]

The U.S. Department of Housing and Urban Development (HUD) has released the 2019 Point in-Time (PIT) count, which reflects that 37,085 veterans experienced homelessness on a single night in January 2019. The 2019 PIT count suggests a reduction of 2.1 percent of veterans experiencing homelessness since 2018.[5]

To meet the fluctuations in population and the changing needs of veterans experiencing homelessness, VETS expects grant recipients to provide an array of client-centered services utilizing a case management approach that directly assists homeless veterans and provides critical linkages to a variety of support services available in their local communities. This program is focused on obtaining employment. Veterans should receive the job training and employment services they need to re-enter the labor force. In order to realize long-term benefits for veterans experiencing homelessness, grant recipients must address the complex employment-

[2] U.S. Interagency Council on Homelessness (June 2018), *Homelessness in America: Focus on Veterans*, https://www.usich.gov/resources/uploads/asset_library/Homelessness_in_America._Focus_on_Veterans.pdf.
[3] U.S. Department of Veterans Affairs, National Center on Homelessness Among Veterans, July 2016, Homeless Evidence & Research Round Table Series: *Women Veterans and Homelessness*, https://www.va.gov/HOMELESS/nchav/docs/HERS-Womens-Proceedings.pdf.
[4] U.S. Interagency Council on Homelessness (June 2015), *Breaking the Cycle of Veteran Incarceration and Homelessness: Emerging Community Practices*, https://www.usich.gov/resources/uploads/asset_library/Justice_Involved_Veterans.pdf.
[5] 2019 Annual Homeless Assessment Report: Part 1 – *PIT Estimates of Homelessness in the U.S.* https://www.hudexchange.info/resource/5948/2019-ahar-part-1-pit-estimates-of-homelessness-in-the-us/.

related needs and provide support services to meet the needs of this population, either through direct services or through a robust referral system establishing tools, resources, and partnerships to identify, recruit, prepare, and support veterans experiencing homelessness. Grant recipients should therefore provide job placement, job training, job development, career counseling, and resumé preparation services.

B. PROGRAM AUTHORITY

Title 38 U.S.C. Sections 2021 and 2023 authorizes this program.

II. AWARD INFORMATION

A. AWARD TYPE AND AMOUNT

Funding will be provided in the form of a grant. We expect availability of approximately $22 million in grant funds. Applicants may apply for an amount of up to $500,000 for the first year of a three-year project totaling up to $1,500,000, which will be funded incrementally over the 3-year period of performance (July 1, 2020 – June 30, 2023), with an annual funding ceiling of $500,000. Awards made under this Announcement 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 this Announcement.

B. PERIOD OF PERFORMANCE

The period of performance is 36 months with an anticipated start date of July 1, 2020. This performance period includes all necessary implementation, start-up activities, and follow-up activities.

III. ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

The following organizations are eligible to apply:

- State Government
- County Government
- City or Township Government
- Special District Government
- 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
- Non-profit 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. Including such funds is not one of the application screening criteria and applications that include any form of cost sharing or match will not receive additional consideration during the review process. Instead, the agency considers any resources contributed to the project beyond the funds provided by the agency as leveraged resources. Section IV.B.2 provides more information on leveraged resources.

C. OTHER INFORMATION

1. Application Screening Criteria

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. We urge you to use this checklist to ensure that your application contains all required items. 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	
Eligibility	Section III.A	
If submitted through Grants.gov, the components of the application are saved in any of the specified formats and are not corrupt. (*We will attempt to open the document, but will not take any additional measures in the event of problems with opening*.)	Section IV.C.2	
SAM Registration	Section IV.B.1	
SF-424, Application for Federal Assistance reflects first year increment of not more than $500,000	Section IV.B.1	
SF-424 includes a DUNS Number	Section IV.B.1	
SF-424A, Budget Information Form reflects first-year increment of not more than $500,000	Section IV.B.2	
Budget Narrative	Section IV.B.2	
Project Narrative	Section IV.B.3	

A letter of support from a State Workforce Agency (SWA) or a local American Job Center (AJC) This letter must be included as an attachment.	Section IV.B.3	
A letter of support from a HUD Continuum of Care (CoC).[6] If serving multiple CoCs, only one letter is required, regardless of the number of CoCs identified as the service delivery area.	Section IV.B.3	
Abstract (included as an attachment)	Section IV.B.4	
Completed Competitive Grants Goals Chart (see Attachment B)	Section IV.B.4	

2. Population Categories and Number of Applications Applicants May Submit

This FOA establishes three population categories:

(1) Category 1 (HVRP) consists of applicants that meet the requirements of this FOA, but do not fall under categories 2 or 3.

(2) Category 2 (HFVVWF) consists of applicants that propose to use 100 percent of their grant funding to serve homeless female veterans and veterans with families.

(3) Category 3 (IVTP) consists of applicants that propose to use 100 percent of their grant funding to serve incarcerated and/or recently incarcerated veterans at risk of homelessness.

The Department plans to make at least one grant award under Category 2 and at least one under Category 3, if we receive competitive applications.

Applicants must identify, **in the abstract**, if an application is **Category 1** (HVRP), **Category 2** (HFVVWF), 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 (HVRP). There will be no additional changes or discussions of this category determination during or after the competition.

Applicants must identify one or more service delivery area for each unique application submitted; a service delivery area is defined as a county, parish, independent city, or Native American tribal area. See Attachment A for definitions. **The service delivery area and**

[6] The Continuum of Care (CoC) program is designed to promote community-wide commitment to the goal of ending homelessness; provide funding for efforts by non-profit providers and state and local governments to rehouse homeless individuals and families quickly while minimizing the trauma and dislocation faced by homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness. See https://www.hudexchange.info/programs/coc/.

corresponding category MUST be stated clearly in the abstract. DOL **will not** read the entire application to make this determination.

Applicants will receive two bonus points if the applicant's proposed service delivery area overlaps with a qualified Opportunity Zone as designated by the Secretary of the Treasury (see IRS Notices 2018–48 and 2019–42); applicants will not receive additional bonus points for more than one Opportunity Zone. For more information on Opportunity Zones, go to https://www.irs.gov/newsroom/opportunity-zones-frequently-asked-questions.

DOL will not accept multiple grant applications, regardless of the category type with the same service delivery area by the same applicant. If DOL receives multiple applications from the same applicant for the same service delivery area, regardless of the category type, DOL will consider only the most recently received application that meets the deadline. If the most recent application is deemed non-responsive for any reason, DOL will not replace it with an earlier application.

3. Eligible Participants

a) Participants Eligible to Receive Training

Veterans served by this program include:

- Homeless veterans (including veterans who were homeless at some point within the 60-day period preceding the date on which the veteran begins to participate in the program);
- Veterans who, at the time of enrollment in the program, are "at risk" of homelessness within the next 60 days;[7]
- 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.);
- Veterans described in section 2023(e) of Title 38 of the U.S. Code, and any veterans recently released from being incarcerated who are at risk of homelessness; and
- Veterans participating in the Department of Veterans Affairs Rapid Rehousing and Prevention program.

Note: While these veterans at risk of homelessness are eligible participants, this FOA encourages applicants to focus on veterans who are currently homeless.

A Homeless Veteran is defined as:

- A person who lacks a fixed, regular, and adequate nighttime residence;

[7] Please note that VETS expects grantees' participants to include no more than 10 percent who are housed but "at risk" of homelessness.

- A person living in a supervised public or privately-operated shelter designed to provide temporary living arrangements;
- A person who resided in a shelter or place not meant for human habitation and who is exiting an institution where they temporarily resided;
- 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;
- A person who will imminently lose his or her primary nighttime residence, provided that: (i) the residence will be lost within 60 days of the date of application for homeless assistance; (ii) no subsequent residence has been identified; and (iii) the individual or family lacks the resources or support networks needed to obtain other permanent housing;
- An unaccompanied youth defined as homeless under other federal statutes, who has experienced a long period without permanent housing; who has experienced persistent instability as measured by frequent moves over such period; and who 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
- A person 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 family's current housing situation, including conditions in which the health and safety of children are jeopardized, and who has no other residence and lacks the resources or support network to obtain other permanent housing.

An Incarcerated Veteran is defined as:

- A veteran who is a resident of a penal institution, or an institution that provides long-term care for mental illness, and is at risk for homelessness absent referral and counseling services provided under the demonstration program.

IV. APPLICATION AND SUBMISSION INFORMATION

A. HOW TO OBTAIN AN APPLICATION PACKAGE

This FOA, found at www.Grants.gov and https://www.doleta.gov/grants/find_grants.cfm, contains all of the information and links to forms needed to apply for grant funding.

B. CONTENT AND FORM OF APPLICATION SUBMISSION

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

1. SF-424, "Application for Federal Assistance";
2. Project Budget, composed of the SF-424A and Budget Narrative;
3. Project Narrative; and

4. Attachments to the Project Narrative.

Note: Applications will contain a project narrative and budget narrative reflecting the full three-year period of performance, but grantees will submit an SF-424, SF-424A, and budget narrative for each program year of the grant award according to guidelines from DOL.

1. SF-424, "Application for Federal Assistance"

You must complete the SF-424, "Application for Federal Assistance" (available at https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1.

- 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 https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1). You do not need to submit the SF-424B with the application.

a) Requirement for 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 free through the D&B website: https://fedgov.dnb.com/webform/displayHomePage.do.

Grant recipients authorized to make subawards must meet these requirements related to DUNS Numbers:

- Grant recipients must notify potential subawardees that no entity may receive a subaward unless the entity has provided its DUNS number.
- Grant recipients may not make a subaward to an entity unless the entity has provided its DUNS number.

(See Appendix A to 2 CFR Part 25.)

b) 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 to 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 use that determination as a basis for making a federal award to another applicant.

2. Project Budget

You must complete the SF-424A Budget Information Form (available at https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1), which reflects first year increment of not more than $500,000. In preparing the Budget Information Form, you must provide a concise narrative explanation to support the budget request, explained in detail below.

a) Budget Narrative

Applicants must provide a budget narrative that reflects a three-year period of performance and supports the location of the target population and the veterans to be served. Additionally, proposed allocations must be proportional to the resources needed to implement the proposed project. For example, in the project narrative, applicants may propose to serve a large service delivery area that includes several counties or states. 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.

The budget narrative must crosswalk with the proposed project design. For example, if the project design includes training for 30 veterans to attend a vocational school for a Commercial Driver's License (CDL), there must be an allocation in the budget for 30 veterans to attend a vocation school that trains students for CDL licenses.

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

Although applicants will submit the SF-424A only for the first year, each category of the budget narrative must include the total cost for **each program year** of the period of performance. Use the following guidance for preparing the Budget Narrative.

Personnel: List all staff positions by title (both current and proposed) including the roles and responsibilities. For each position, give the annual salary, the percentage of time devoted to the project, and the amount of each position's salary funded by the grant.

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

Travel: For grantee staff only, specify the purpose, number of staff traveling, mileage, per diem, estimated number of in-state and out-of-state trips, and other costs for each type of travel. The applicant must include funds and allowable expenses to provide for travel to and from an annual post-award conference, professional conference, and/or trainings at an estimated national location (Washington, D.C.). 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 item, quantity, and the unit cost per item.

Items with a unit cost of less than $5,000 are 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) in the detailed budget and list the item, quantity, and the unit cost per item. Supplies include all tangible personal property other than "equipment" (see 2 CFR 200.94 for the definition of Supplies).

Contractual: Under the Contractual line item, delineate contracts and subawards separately. Contracts are defined according to 2 CFR 200.22 as a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. A subaward, defined by 2 CFR 200.92, means an award provided by a pass-through entity to a subrecipient for the subrecipient 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 that is a beneficiary of a federal program.

For each proposed contract and subaward, specify the purpose and activities to be provided, and the estimated cost.

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

Other: Provide clear and specific detail, including costs, for each item so that we are able to determine whether the costs are necessary, reasonable, and allocable. List items, such as stipends or incentives, not covered elsewhere.

Indirect Costs: If you include an amount for indirect costs (through a Negotiated Indirect Cost Rate Agreement or De Minimis) on the SF-424A budget form, then include one of the following:

a) If you have a Negotiated Indirect Cost Rate Agreement (NICRA), provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in your cost allocation base. Also, provide a current version of the NICRA.

or

b) If you intend to claim indirect costs using the 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR 200.414(f). Clearly state that your organization has never received a Negotiated Indirect Cost Rate Agreement (NICRA), and your organization is not one described in 2 CFR 200, Appendix VII(D)(1)(b).

Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (see 2 CFR 200.68 below for definition) as their cost allocation base. Provide an explanation of which portion of each line item, along with the associated costs, are included in your cost allocation base. Note that there are various items not included in the calculation of Modified Total Direct Costs. See the definitions below to assist you in your calculation.

- **2 CFR 200.68 Modified Total Direct Cost (MTDC)** means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards 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 in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

  The definition of MTDC in 2 CFR 200.68 no longer allows for any sub-contracts to be included in the calculation. You will also note that participant support costs are not included in modified total direct cost. Participant support costs are defined below.

- **2 CFR 200.75 Participant Support Cost** means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects.

See Section IV.B.4. and Section IV.E.1 for more information. Additionally, the following link contains information regarding the negotiation of Indirect Cost Rates at DOL: https://www.dol.gov/agencies/oasam/centers-offices/business-operations-center/cost-determination.

Note that the SF-424, SF-424A, and Budget Narrative must include the annual federal grant amount requested. This is a three-year grant application; however, the SF-425, SF-424A, and budget narrative must include the Federal grant amounts only for the first year (July 1, 2020 – June 30, 2021) of the three-year period of performance.

Do not show leveraged resources on the SF-424 and SF-424A. You should describe leveraged resources in the Budget Narrative.

DOL will consider the SF-424 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.

3. Project Narrative

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

The Project Narrative is limited to 15 double-spaced single-sided 8.5 x 11 inch pages 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 all of the information needed to complete the Project Narrative. Carefully read and consider each section, and include all required information in your Project Narrative. The agency will evaluate the Project Narrative using the evaluation criteria identified in Section V.A. You must use the same section headers identified below for each section of the Project Narrative.

a) Statement of Need

Present current evidence (within the last two years) 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 will benefit from HVRP services. The description must include both quantitative and qualitative information as listed below.

(1) Clearly state the selected population category (as described in Section III.C.2), the specific service delivery area they propose to serve and if their service delivery area is urban or non-urban (see Attachment D). DOL defines a service delivery area as a county, parish, independent city, or Native American tribal area.
(2) Specify the total planned number of eligible veterans (as discussed in Section III.C.3.) to be enrolled by the project annually. The number of enrollments must be supported by the number of eligible veterans in need of project services in the proposed service delivery area and the demographic information of the population to be served. Describe the employment and job training needs of the local employers.
(3) Provide estimates of sheltered and unsheltered homeless veterans in the identified service delivery area (cite the date of the reported estimates). Local estimates of veteran homelessness can be found at https://www.hudexchange.info/resource/5948/2019-ahar-part-1-pit-estimates-of-homelessness-in-the-us/.
(4) Provide and cite labor market information (LMI) for the identified 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 in demand.
(5) Describe factors in the service delivery area contributing to the problem or the circumstances creating the need.
(6) Provide unemployment and poverty rates for the identified service delivery area.
(7) Explain how you propose to support the Mayor or Governor's pledge to end homelessness, if applicable.

VETS will use the distinction between urban and non-urban areas to derive performance goals for the project. Utilize Attachment D, which identifies the 75 largest Metropolitan Statistical Areas (MSAs) in population in 2018, as estimated by the U.S. Census Bureau; these are considered urban areas. Areas not listed in Attachment D are considered non-urban. For applicants proposing to serve both urban and non-urban areas, identify the service delivery area as urban if over half of the population proposed is in an urban area.

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. That 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. That justification must also include the name of the current grantee and the number of veterans by category it serves (see Attachment C).

b) Expected Outcomes and Outputs

Grantees are required to have measurable outcomes in order to maximize the impact of federal grant dollars. For this FOA, each applicant must submit first year performance goals. Each grantee will be required to report on its progress toward its goals on a quarterly basis throughout the three-year period of performance. This is the second year grantees will report

outcomes on three WIOA performance indicators, scored as part of the application, Section V.A. 2.

Grantees will be held to performance goals submitted each year of the period of performance. Failure to meet those goals may result in technical assistance, or intervention by VETS. Inability to achieve performance goals may have a significant impact on competition for a new award.

Overall success or failure of a grant-funded project is based on seven performance indicators. Performance on each active participant performance 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 a critical performance indicator will be considered failure of that indicator. Please refer to Attachment A for definitions of the performance indicators. You will provide numeric goals for the following performance indicators in the Competitive Grants Goals Chart (see Attachment B):

The critical performance indicators are as follows:

(1) number of participants enrolled (addressed in the Statement of Need section and Attachment B; not included in the chart below for scoring purposes);
(2) placement rate for all exiters;
(3) average hourly wage at placement;
(4) placement rate for the chronically homeless;[8]
(5) percentage of program participants who are in unsubsidized employment in the second quarter after exit from the program;
(6) percentage of program participants who are in unsubsidized employment in the fourth quarter after exit from the program; and
(7) median earnings of program participants who are in unsubsidized employment in the second quarter after exit from the program.

We recognize there are differences in labor markets, both when developing participant performance indicators and when comparing urban to non-urban areas. For example, applicants in non-urban areas of the country may not have the same training resources available as in urban areas. Additionally, some areas of the country have higher unemployment rates. Therefore, to account for these differences when proposing goals, we ask applicants to use the adjusted Program Year (PY) 2018 values in Table 1 as a starting point.

[8] A chronically homeless person is an individual who has been continuously homeless for one year or more or has experienced at least four episodes of homelessness in the last three years with a combined length of time homeless of least 12 months. Please note this definition of chronically homeless differs from the definition used by the Department of Housing and Urban Development (HUD) as the individual is not required to have a verified disability.

Table 1
Goal Setting Parameters

	Urban Area Average	Non-Urban Area Average
Cost Per Enrollment[9]	$2,334	$2,637
Placement Rate for All Exiters	68 percent	62 percent
Average Hourly Wage at Placement	$15.38	$12.95
Placement Rate for the Chronically Homeless	63 percent	63 percent
Program participants who are in unsubsidized employment in the second quarter after exit from the program	52 percent	46 percent
Program participants who are in unsubsidized employment in the fourth quarter after exit from the program	49 percent	43 percent
Median earnings of program participants who are in unsubsidized employment in the second quarter after exit from the program.	$5,672	$5,100

The averages in Table 1 were derived from PY 2018 actual HVRP outcome data reported by 164 grant recipients. The highest and lowest five data outliers were removed when calculating the averages. Applicants should note that a grant is considered to be operating in an urban area if its service area falls into one of the 75 largest MSAs as determined by the Bureau of the Census (see Attachment D). For applicants proposing to serve both urban and non-urban areas, identify the service delivery area as urban if over half of the population proposed to serve is in an urban area.

An "extremely low planned outcome" is a performance outcome value that 90 percent or more of the grants awarded are expected to meet or exceed in PY 2020. The "extremely low planned outcomes" were determined using PY 2018 actual outcome data. Applications selected for funding that submitted extremely low active participant planned outcomes will be subject to revision as a condition of the grant award.

The participant indicator and the associated extremely low planned outcome values are in Table 2.

[9] This may be useful to determine the total amount of funding requested, for example, if an urban area applicant proposes to enroll 150 participants in the Statement of Need, which the applicant should base on the identified need in the service delivery area, then the estimated funding request would be $350,100 ($2,334 x 150 = $350,100).

Table 2
Extremely Low Planned Outcome Values

	Extremely Low Planned Outcome Value
Placement Rate for All Exiters	Less than 50 percent
Average Hourly Wage at Placement	Less than $11.73 per hour
Placement Rate for the Chronically Homeless	Less than 46 percent
Program Participants Who Are in Unsubsidized Employment in the Second Quarter After Exit from the Program	Less than 40 percent
Program Participants Who Are in Unsubsidized Employment in the Fourth Quarter After Exit from the Program	Less than 33 percent
Median Earnings of Program Participants Who Are in Unsubsidized Employment in the Second Quarter After Exit from the Program	Less than $3,119

c) Project Design

Applicants must describe their overall strategy for providing employment and job training services. Applicants must deliver services 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 over time. Describe the types of support services and the approaches to provide these support services. Notably, applicants applying under Category 2 (HFVVWF) or Category 3 (IVTP) are limited to serving only individuals who are part of that Category's population group. Applicants are to propose methods that the project will use to address the stated outcomes and outputs. Applicants are to develop a plan of action that describes the scope and detail of how the project will accomplish the proposed work. Applicants are to account for all functions or activities identified in the application. Applicants are to cite factors that might accelerate or decelerate the work and state the reason for taking the proposed approach rather than other approaches. Applicants are to identify any potential barriers and describe how the project will be able to overcome those barriers. Applicants are to fully describe how the partnerships in place for the project are comprehensive.

i. Participant Outreach, Recruitment, and Engagement–Applicants must describe in their application how their program will conduct effective client outreach, recruitment, and engagement to meet participant enrollment goals, including the use of Stand Down events, and collaboration with American Job Centers. For example, effective outreach strategies may include HUD CoC coordinated entry or inclusion in a local or state plan to end homelessness. 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 positive results.

Outreach, recruitment, and engagement must include a phase that is non-threatening, persistent over time, and offers a flexible array of services, including help with basic survival needs.

ii. **Intake and Assessment**–Applicants must describe and provide evidence of how they will design and implement an intake and assessment process to serve eligible participants. This evidence must refer to published research studies, government reports, or the applicant organization's experience that shows the strategy yielded positive results in the past.

The applicant's proposed intake process must demonstrate 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 should determine employment, job training, and related support services needed for the participant to meet employment goals.

The assessment process must demonstrate how the applicant will determine 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 his or her behavioral and cognitive status. For example, when responding to this requirement, the applicant must describe the process of assessing homeless veterans. The applicant must list assessment tools, including the theoretical purpose of the assessment. For each tool listed, the applicant must describe the anticipated results or benefit.

iii. **Employment and Job Training**–Applicants must describe in their application the employment and job training strategy that will be made available to participants in obtaining and retaining meaningful employment. Job training received by participants may be provided directly through the grant or provided to participants through partnerships with an AJC, the GI Bill, Vocational Rehabilitation and Employment (VR&E), State Vocational Rehabilitation (VR) programs, or other training organizations. A minimum of 80 percent of proposed participants must participate in at least one job-training program through a third party or through the grantee's direct services. Some examples of job training that may be provided to participants are on-the-job training (OJT), apprenticeships, customized job training, upgrading or retraining (or other work-based learning), and occupational skills training provided by an educational institution. Employment and training programs must target in-demand occupations indicated in the Labor Market Information provided in the Statement of Need. Applicants should be aware that placement into an unsubsidized apprenticeship is considered placement into employment.

Applicants must also describe in their application how they will develop a formal employment and job-training plan, based on the individual job training needs assessment, for each participant. Applicants must indicate how they will manage and document participant

progress. The description must include evidence to support the proposed employment and job training strategy. For example, evidence might be a narrative describing how the job training process works. This evidence must reference research studies, government reports, or the applicant organization's experience demonstrating that the strategy yielded positive results in the past.

Strategies described in a service plan must focus on employment opportunities that add value and impart relevant, sought-after skills within the existing job market, and they should align with and leverage other federal education and job training program resources. Optimally, this plan should include a focus on the referenced in-demand occupations or jobs as determined by the LWDB. Applicants must describe the array of employment and job training they will make available to participants. For definitions of various types of job training provided to HVRP grantees, see Attachment A.

All grant recipients are required to enroll their participants in an AJC and receive direct service from a Wagner-Peyser Act, Jobs for Veterans State Grant, or WIOA-Title I-funded service. Refer to Veterans' Program Letter (VPL) 03-16, https://www.dol.gov/sites/dolgov/files/VETS/legacy/files/VPL-03-16.pdf, or the most recent policy on this subject, for complete details.

iv. **Linkages and Support Services**–Stable housing, health care, and other support services are critical in helping homeless veterans reintegrate into the labor force. Applicants must describe how they will collaborate and coordinate with other support service programs, including penal institutions and halfway houses, as appropriate. Linkages must also include employment and career supporting resources. Applicants must also identify support services leveraged with local and national organizations to support HVRP participants for overcoming barriers to employment to include, but not limited to, physical rehabilitation, drug or alcohol treatment, childcare, transportation, and mental health services.

While HVRP funds cannot be used for housing directly, except in the case of eligible IVTP participants, housing is a critical element for successful reintegration into the workforce. As part of the support services plan, the applicant must clearly indicate specific resources and how they will be used to support participants to get connected to housing. Applicants must highlight the provisions they will make for program participants to access emergency, temporary, transitional, and/or permanent housing through various community resources. **A successful application will be required to have a standard operating procedure to ensure this benefit is implemented and executed consistently and equitably.** Examples of these resources include, but are not limited to, the following:

- The Supportive Services for Veteran Families (SSVF) program, which rapidly rehouses homeless veterans and their families;
- The 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 provide emergency food and shelter;
- HUD's Veterans Affairs Supportive Housing (VASH) program, which provides permanent housing for eligible homeless veterans;
- HUD CoC program, which coordinates housing for any homeless citizen and assists in locating other affordable housing alternatives and permanent supportive housing options; and
- Local and state housing authorities.

As previously stated, grant funds may not be spent directly on housing assistance except for IVTP-eligible program participants. Applicants that propose to use funds for housing assistance in their budget narrative for recently incarcerated veterans must identify how they will exhaust other housing options offered by penal institutions, community based housing providers, or other housing assistance options before identifying grant funds for this purpose. 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, applicants must secure at least three (3) samples of rent for housing units located in the specific community of the desired housing that meets the needs of the eligible recently incarcerated veteran. 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. **For all non-IVTP participants, applicants cannot spend any grant funds on housing. A successful application will be required to have a standard operating procedure to ensure this benefit is implemented and executed consistently and equitably.**

v. **Employment Adjustment Services**–Due to the transient nature of homeless veterans, and barriers they face, applicants must describe how they will provide employment adjustment services. Employment adjustment services are designed to help a newly-employed veteran adjust to his or her new job and are considered part of the veteran employment plan. These services are typically provided pre-exit, during the first month of employment by a career counselor or job coach. Guidance may include areas such as the following:

- Adjusting to new routines, schedules, and work environments;
- Building relationships with co-workers;
- Enhancing customer service skills;
- Understanding and adapting to a company's culture; and
- Working through the job situations that the veteran finds most troublesome.

vi. **Employer Engagement**–Applicants must describe a clear plan to proactively engage employers. Examples of employer engagement activities include, but are not limited to, the following:

- Outreach and networking plans with employers, including engagement with prevalent or growing industry sectors in the applicant's service delivery area;
- Assessment of employers' talent needs, work environment, and other factors relevant to candidate placement; and
- The provision of or capacity to connect employers to services in addition to candidate placement (e.g., apprenticeships, on-the-job training, work-based learning, ongoing support and retention, veteran and civilian employee supports and resources, and employer recognition).

The engagement plan should include both public and private employers. The proposed employer engagement must be designed to achieve meaningful or gainful employment opportunities resulting in placement of HVRP participants into employment in the job market. Applicants must provide labor market information that supports the plan to engage employers.

d) Organizational, Administrative, and Fiscal Capacity

Applicants must describe in the application how their organization will manage the operational, administrative, programmatic, and financial reporting requirements specified within this FOA. They must explain the fiscal and administrative controls they have in place to manage and execute program funds properly. They must describe staff skills, experience, history, knowledge, qualifications, and capabilities, and they must provide an organizational chart for staff funded by the grant. The description must include evidence to demonstrate the organization's ability to sustain the project once federal funding ceases. They must describe in their application a diverse funding base or illustrate an organizational strategic plan that will lead to the attainment of financial resources beyond those secured through this FOA.

Applicants must also address their capacity for timely implementation of the program, programmatic reporting, and participant tracking, which should also include follow-up tracking services to capture and report post-exit outcomes. Follow-up tracking services for each participant must begin the first quarter after the quarter of exit and end the fourth quarter after the quarter of exit. Applicants must describe all associated costs for obtaining and retaining participant information that is pertinent to report post-exit outcomes, including any costs of using a third party to substantiate an applicant's employment results.

The grant recipient will be responsible for tracking and reporting outcomes during the 36-month period of performance, which includes tracking and reporting outcomes for each exited participant up to 12 months or until the end of the period of performance (June 30, 2023).

e) Past Performance – Programmatic Capability

Applicants that have previously operated a HVRP, HFVVWF, or IVTP grant in the last three program years (July 1, 2016 – June 30, 2019) will receive points based on past performance demonstrated by the Technical Performance Report for those program years. Applicants **do not** need to submit this report. However, applicants **must provide in the Abstract the grant number** for a completed grant that aligns with the population category type and service

delivery area proposed in the application, as geographically close as possible. **Omission of the grant number in the Abstract will impact the scoring of this application; in that case, the application will receive zero points for this factor.**

The seven critical performance indicators that will be evaluated are as follows:

(1) number of participants enrolled;
(2) placement rate for all exiters;
(3) average hourly wage at placement;
(4) placement rate for the chronically homeless;[10]
(5) percentage of program participants who are in unsubsidized employment in the second quarter after exit from the program;
(6) percentage of program participants who are in unsubsidized employment in the fourth quarter after exit from the program; and
(7) median earnings of program participants who are in unsubsidized employment in the second quarter after exit from the program.

Applicants that have not recently (in the last three program years) or have never operated a HVRP, HFVVWF, or IVTP grant are required to choose a grant operated during the time period July 1, 2016 – June 30, 2019 similar in size, scope, and relevance to the grant they are applying for, HVRP, HFVVWF, or IVTP program. Each applicant must submit a chart of past performance for the most recently completed relevant grant that identifies the seven below-listed (or substantially similar) performance metrics and outcomes for the grant (see Attachment E for suggested Chart of Past Performance Template). Omission of the first four below-listed (or substantially similar) metrics will result in 0 points for each missing metric. We recognize, however, that these applicants may lack available data for the last three metrics (or substantially similar metrics); therefore, omission of data for the last three metrics will result in applicants receiving 1 point for each missing metric.

Applicants should use the performance indicators most similar to the following:

(1) number of participants enrolled;
(2) placement rate for all exiters;
(3) average hourly wage at placement;
(4) placement rate for the chronically homeless;
(5) percentage of program participants who are in unsubsidized employment in the second quarter after exit from the program;
(6) percentage of program participants who are in unsubsidized employment in the fourth quarter after exit from the program; and

[10] A chronically homeless person is an individual who has been continuously homeless for one year or more or has experienced at least four episodes of homelessness in the last three years with a combined length of time homeless of least 12 months. Please note this definition of chronically homeless differs from the definition used by the Department of Housing and Urban Development (HUD) as the individual is not required to have a verified disability.

(7) median earnings of program participants who are in unsubsidized employment in the second quarter after exit from the program.

VETS views these metrics as important to demonstrate successful career outcomes for homeless veterans. These metrics are performance indicators that previously funded applicants will be evaluated against in this FOA; they must demonstrate how the applicant's past success in a similar program has prepared its organization to succeed in operating an HVRP project.

f) Opportunity Zone–Bonus Points

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 8,700 of these highest-poverty communities across the country. Applicants must clearly state in the abstract if their proposed service delivery area covers a qualified Opportunity Zone.

The proposed service delivery area must wholly or partially cover a qualified Opportunity Zone as designated by the Secretary of the Treasury. The list of designated Opportunity Zones can be found at https://www.cdfifund.gov/Pages/Opportunity-Zones.aspx.

g) Budget and Budget Narrative

The Budget and Budget Narrative will be used to evaluate this section. Please see Section IV.B.2 for information on the requirements. The Budget and Budget Narrative do not count against the page limit requirements for the Project Narrative.

4. Attachments to the Project Narrative

In addition to the Project Narrative, you must submit attachments. All attachments must be clearly labeled. We will exclude only those attachments listed below from the page limit. The Budget and Budget Justification do not count against the page limit requirements for the Project Narrative.

You must not include additional materials such as resumés or general letters of support. You must submit your application in one package because documents received separately will be tracked separately and will not be attached to the application for review.

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

a) Required Attachments

(1) Abstract

You must submit an up to two-page abstract summarizing the proposed project including, but not limited to, the scope of the project, the total amount of funding for the three-year period of performance (July 1, 2020 – June 30, 2023), and first year proposed outcomes. Omission of

the abstract will not result in your application being disqualified; the lack of the required information in the abstract, however, may impact scoring. See III.C.1 for a list of items that will result in the disqualification of your application. The abstract must include:

- The applicant's name;
- Project Category (HVRP, HFVVWF, IVTP);
- Identification of the service delivery area(s);
- Number of participants to be served annually;
- Total funding for the three-year period of performance (July 1, 2020 – June 30, 2023);
- Name of HUD Continuum of Care (CoC);
- Name of State Workforce Agency (SWA) or local American Job Center (AJC);
- Opportunity Zone identification for applicants that propose services in a qualified Opportunity Zone; and
- For previously funded grantees, a grant number for the completed HVRP, HFVVWF, or IVTP grant in the last three program years (July 1, 2016 – June 30, 2019).

(2) Required Letters of Support

- State Workforce Agency (SWA) or Local American Job Center (AJC); and
- HUD Continuum of Care (CoC). If serving multiple CoCs, only one letter is required regardless of the number of CoCs identified as the service delivery area.

(3) Competitive Grants Goals Chart

Applicants must submit a completed Competitive Grants Goals Chart as an Excel file; see Attachment B.

b) Requested Attachments

We request the following attachments, but their omission will not cause us to disqualify the application. Furthermore, the omission of the attachment will impact scoring unless otherwise noted.

(1) Indirect Cost Rate Agreement

If you are requesting indirect costs based on a Negotiated Indirect Cost Rate Agreement approved by your federal Cognizant Agency, then attach the most recently approved Agreement. (For more information, see Section IV.B.2. and Section IV.E.1.) This attachment does not impact scoring of the application.

When submitting in Grants.gov, this document must be uploaded as an attachment to the application package and specifically labeled "NICRA" or "CAP."

(2) Financial System Assessment Information

All applicants are requested to submit Funding Opportunity Announcement Financial System Assessment Information. See Section V.B.2 for a sample template and additional instructions. This attachment does not impact the scoring of the application.

(3) Chart of Past Performance

Applicants that have not recently (in the last three program years) or have never operated a HVRP, HFVVWF, or IVTP program must submit a chart of past performance for the most recently completed relevant grant that identifies performance metrics and the performance outcomes for the grant (see Attachment E for suggested Chart of Past Performance Template).

C. SUBMISSION DATE, TIME, PROCESS, AND ADDRESS

We must receive your application by **April 27, 2020**. You must submit your application either electronically on https://www.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 minimize the risk of late receipt. We will not review applications received after 4:00:00 p.m. Eastern Time on the closing date. We will not accept applications sent by e-mail, telegram, or facsimile (FAX).

1. Hardcopy Submission

All applications submitted in hardcopy by mail or hand delivery (including overnight delivery) must be received at the designated place by the specified closing date and time. Applicants submitting applications in hard copy by mail or hand delivery must submit a copy-ready version free of bindings, staples, or protruding tabs to ease in the 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) or flash drive. If we identify discrepancies between the hard copy submission and CD/flash drive copy, we will consider the application on the CD/flash drive as the official submission for evaluation purposes. Failure to provide identical applications in hardcopy and CD/flash drive format may have an impact on the overall evaluation.

If an application is submitted both by 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.

Address mailed applications to the:

U.S. Department of Labor
Employment and Training Administration
Office of Grants Management
Attention: Kia Mason, Grant Officer
Reference FOA-VETS-20-01
200 Constitution Avenue, NW, Room N4716
Washington, D.C. 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 at the **3rd Street Visitor Entrance**. All overnight delivery submissions will be considered to be hand-delivered and must be received at the designated place by the specified closing date and time.

2. Electronic Submission through Grants.gov

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

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

a) How to Register to Apply through Grants.gov

Read through the registration process carefully before registering. These steps may take as long as four weeks to complete, and this time should be factored into plans for timely electronic submission in order to avoid unexpected delays that could result in the rejection of an application.

Applicants must follow the online instructions for registration at https://www.grants.gov/web/grants/applicants/organization-registration.html. We recommend that you prepare the information requested before beginning the registration process. Reviewing and assembling required information before beginning the registration process will alleviate last-minute searches for required information and save time.

An application submitted through Grants.gov constitutes a submission as an electronically signed application. The registration and account creation with Grants.gov, with E-Biz Point of Contact (POC) approval, establishes an Agency Organizational Representative (AOR). When an application is submitted through Grants.gov, the name of the AOR who submitted the application is inserted into the signature line of the application, serving as the electronic signature. The E-Biz POC must authorize the individual who is able to make legally binding commitments on behalf of your organization as the AOR; this step is often missed and it is crucial for valid submissions.

b) How to Submit an Application to DOL via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared online environment where members of a grant team may simultaneously access and edit different webforms within an application. For a complete workspace overview, refer to https://www.grants.gov/web/grants/applicants/workspace-overview.html.

For access to complete instructions on how to apply for opportunities, refer to https://www.grants.gov/web/grants/applicants/apply-for-grants.html.

When a registered applicant submits an application with Grants.gov, an electronic time stamp is generated within the system when the application is successfully received by Grants.gov. Grants.gov will send the applicant AOR an email acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) with the successful transmission of the application, serving as proof of timely submission. The applicant will receive two email messages to provide the status of the application's progress through the system.

- The first email will contain a tracking number and will confirm receipt of the application by Grants.gov.
- The second email will indicate the application has either been successfully validated or has been rejected due to errors.

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 responsibility to ensure a timely submission. While it is not required that an application be successfully validated before the deadline for submission, it is prudent to reserve time before the deadline in case it is necessary to resubmit an application that has not been successfully validated. Therefore, enough time should be allotted for submission (24-48 hours) and, if applicable, additional time to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). It is important to note that if enough time is not allotted and a rejection notice is received after the due date and time, DOL will not consider the application.

To ensure consideration, the components of the application must be saved as .doc, .docx, .xls, .xlsx, .rtf or .pdf files. If submitted in any other format, the applicant bears the risk that compatibility or other issues will prevent DOL 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 https://www.grants.gov/web/grants/applicants/applicant-faqs.html.

We encourage new prospective applicants 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.

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 https://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, 7 days a week but closed on federal holidays. If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number.

Late Applications

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

We will not consider any hard copy application 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 not 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 professional overnight delivery service to the addressee not 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.

D. INTERGOVERNMENTAL REVIEW

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

E. FUNDING RESTRICTIONS

All proposed project costs must be necessary and reasonable and in accordance with federal guidelines. Determinations of allowable costs will be made in accordance with the Cost Principles, 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.

1. 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. (See Section IV.B.4. for more information on NICRA submission requirements.)

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, for which you may apply at any time. (See 2 CFR 200.414(f) for more information on use of the de minimis rate.)

2. Intellectual Property Rights

Pursuant to 2 CFR 2900.13, to ensure that the federal investment of DOL funds has as broad an impact as possible and to encourage innovation in the development of new learning materials, the grantee will be required to license to the public all work created with the support of the grant under 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 https://creativecommons.org/licenses/by/4.0.

Instructions for marking your work with CC BY can be found at https://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 grant 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 licensing 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 federal purposes: i) the copyright in all products developed under the grant, including a subaward or contract under the grant or subaward; and ii) any rights of copyright to which the recipient, subrecipient, or a contractor purchases ownership under an award (including, but not limited to, curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. The grantee may not use federal funds to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the Department has a license or rights of free use in such work. If revenues are generated through selling products developed with grant funds, including intellectual property, DOL treats such revenues as program income. Such program income is added to the grant and must be expended for allowable grant activities.

If applicable, the following standard ETA disclaimer needs to be on all products developed in whole or in part with grant funds.

"This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. 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."

3. Use of Grant Funds for Participant Wages

HVRP grant funds may only be used for participant wages in the following manner: Job training wage subsidies are limited to OJT, subsidized apprenticeships, and/or transitional jobs (TJ) strategies in which the participant is in job training and the employer expects 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 as established by HUD, at http://www.universallivingwage.org/wagecalculator.html, for up to 20 hours per week. In order to use HVRP funds for OJT, subsidized apprenticeships. and/or TJ wages, the grantee 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, duration of the job training, and expected outcome. The agreement must stipulate that HVRP funds will reimburse the employer for the agreed-upon earnings to be subsidized. Subsidized job training is not a job placement. **A successful application will be required to have a standard operating procedure to ensure this benefit is implemented and executed consistently and equitably.**

F. OTHER SUBMISSION REQUIREMENTS

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

V. APPLICATION REVIEW INFORMATION

A. CRITERIA

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

Criterion	Points (maximum)
1. Statement of Need (See Section IV.B.3.a. Statement of Need)	12
2. Expected Outcomes, and Outputs (See Section IV.B.3.b. Expected Outcomes and Outputs)	12
3. Project Design (See Section IV.B.3.c. Project Design)	26
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)	28
6. Budget and Budget Narrative (See Section IV.B.2. Project Budget)	10
TOTAL	**100**
7. Opportunity Zone – Bonus Points (See Section IV.B.3.f)	**2**
	102

1. Statement of Need
(up to 12 points)
Panelists will evaluate and award up to 12 points for this criterion based on the requirements in Section IV.B.3.a.

2. Expected Outcomes and Outputs
(up to 12 points)
Panelists will evaluate and award up to 12 points (up to 2 for each critical performance indicator) for this criterion based on the requirements in Section IV.B.3.b, Expected Outcomes and Outputs and the Competitive Grants Goals Chart.

Performance Indicator	0 Points	1 Point	2 Points
Placement Rate for all Exiters (a maximum of 2 points)	Lower than 50 percent	Urban: 50 to 68 percent Non-Urban: 50 to 62 percent	Urban: Higher than 68 percent Non-Urban: Higher than 62 percent
Average Hourly Wage at Placement (a maximum of 2 points)	Lower than $11.73 per hour	Urban: $11.73 to $15.38 per hour Non-Urban: $11.73 to $12.95 per hour	Urban: Higher than $15.38 per hour Non-Urban: Higher than $12.95

Placement Rate for the Chronically Homeless[11] (a maximum of 2 points)	Lower than 46 percent	46 to 63 percent	Higher than 63 percent
Percentage of Program Participants who are in Unsubsidized Employment in the Second Quarter after Exit from the Program (a maximum of 2 points)	Lower than 40 percent	Urban: 40 to 52 percent Non-Urban: 40 to 46 percent	Urban: Higher than 52 percent Non-Urban: Higher than 46 percent
Percentage of Program Participants who are in Unsubsidized Employment in the Fourth Quarter after Exit from the Program (a maximum of 2 points)	Lower than 33 percent	Urban: 33 to 49 percent Non-Urban: 33 to 43 percent	Urban: Higher than 49 percent Non-Urban: Higher than 43 percent
Median Earnings of Program Participants who are in Unsubsidized Employment in the Second Quarter after Exit from the Program. (a maximum of 2 points)	Lower than $3,119	Urban: $3,119 to $5,672 Non-Urban: $3,119 to $5,100	Urban: Higher than $5,672 Non-Urban: Higher than $5,100

3. <u>Project Design</u>
(up to 26 points)

i. **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.

ii. **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.

[11] A chronically homeless person is an individual who has been continuously homeless for one year or more or has experienced at least four episodes of homelessness in the last three years with a combined length of time homeless of least 12 months. **Please note** this definition of chronically homeless differs from the definition used by the Department of Housing and Urban Development (HUD) as the individual is not required to have a verified disability.

iii. **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.

iv. **Linkages and Support Services (up to 6 points)**
Panelists will evaluate and award up to 6 points for this sub-criterion based on the requirements in Section IV.B.3.c.iv.

v. **Employment Adjustment Services (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.v.

vi. **Employer 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.vi.

4. <u>Organizational, Administrative, and Fiscal Capacity</u>
(up to 12 points)
Panelists will evaluate and award up to 12 points for this criterion based upon the requirements in Section IV.B.3.d.

5. <u>Past Performance–Programmatic Capability</u>
(up to 28 points)
Applicants who have previously completed a HVRP, HFVVWF, or IVTP grant in the last three program years (July 1, 2016 – June 30, 2019) will receive points based on past performance demonstrated by the Technical Performance Report. VETS will award points for this criterion based upon the requirements outlined below for the following performance indicators:

(1) Number of enrollments;
(2) Placement rate overall;
(3) Average hourly wage at placement; and
(4) Placement rate for the chronically homeless.
(5) Percentage of program participants who are in unsubsidized employment in the second quarter after exit from the program;
(6) Percentage of program participants who are in unsubsidized employment in the fourth quarter after exit from the program; and
(7) Median earnings of program participants who are in unsubsidized employment in the second quarter after exit from the program.

Applicants that have not recently (in the last three program years) or have never operated a HVRP, HFVVWF, or IVTP program will be evaluated based on the four metrics (or substantially similar metrics) identified in Section IV.B.3.e. These applicants must provide data for the seven metrics (or substantially similar metrics) above. Omission of the first four above-listed (or substantially similar) metrics will result in 0 points for each missing metric. We recognize, however, that these applicants may lack available data for the last three metrics (or substantially

similar metrics); therefore, omission of data for the last three metrics will result in applicants receiving 1 point for each missing metric.

Points will be awarded using the following scale:

100 percent or above	4 points
99 percent to 85 percent	2 points
84 percent or below	1 points

6. Budget and Budget Narrative
(up to 10 points)
Panelists will evaluate and award up to 10 points for this criterion based upon the requirements in Section IV.B.2.

7. Opportunity Zone – Bonus Points
(2 bonus points)
Panelists will evaluate and award 2 bonus points for this criterion based upon the requirements in Section IV.B.3.f.

B. REVIEW AND SELECTION PROCESS

1. Merit Review and Selection Process

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

The government may elect to award the grant(s) with or without discussion with the applicant. Should a grant be awarded without discussion, the award will be based on the applicant's signature on the SF-424, including electronic signature via E-Authentication on Grants.gov, which constitutes a binding offer by the applicant.

2. Risk Review Process

Prior to making an award, ETA will review information available through various sources, including its own records and 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 at 2 CFR Part 2998 (Non-procurement Debarment and Suspension). This risk evaluation may incorporate results of the evaluation of the applicant's eligibility (application screening) or the quality of its application (merit review). If ETA determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. Criteria to be evaluated include:

i. Financial stability;
ii. Quality of management systems and ability to meet the management standards prescribed in the Uniform Grant Guidance;
iii. 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;
iv. 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;
v. The applicant's ability to effectively implement statutory, regulatory, and other requirements imposed on recipients.

NOTE: As part of ETA's Risk Review process, the Grant Officer will determine:

- If the applicant had any restriction on spending for any VETS grant due to adverse monitoring findings; or
- If the applicant received a High Risk determination in accordance with Veterans' Program Letter, https://www.dol.gov/sites/dolgov/files/VETS/legacy/files/07-18-att1.pdf.

Depending on the severity of the findings and whether the findings were resolved, the Grant Officer may, at their discretion, elect not to fund the applicant for a grant award regardless of the applicant's score in the competition.

All applicants are requested to submit the following information as an attachment to their application (suggested template below) for ETA to assess the applicant's Financial System. This information will be taken into account as one component of ETA's Risk Review Process.

Applicants may use the suggested template or answer the questions in a separate attachment. It is unlikely that an organization will be able to manage a federal grant without the following system/processes in place. Applicants are expected to have these in place before applying for a grant with VETS.

U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION (ETA)

FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM ASSESSMENT

SECTION A: PURPOSE

The financial responsibility of grantees must be such that the grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate administrative and financial systems including the accounting systems should meet the following criteria as contained in 2 CFR 200 and 2 CFR 2900.

(1) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure
of funds for each grant.

(2) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.

(3) The accounting system should provide accurate and current financial reporting information.

(4) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

SECTION B: GENERAL

1. Complete the following items:

a. When was the organization founded/incorporated *(month, day, year)*	b. Principal officers Titles
c. Employer Identification Number:	
d. Number of Employees Full Time: Part Time:	

2. Is the organization or institution affiliated with any other organization: Yes No If yes, please provide details as to the nature of the company (for profit, nonprofit, LLC, etc) and if it provides services or products to the organization in relation to this grant.	3. Total Sales/Revenues in most recent accounting period. *(12 months)* $

SECTION C: ACCOUNTING SYSTEM

1. Has any Government Agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification and allocation of costs under Federal contracts/grants? Yes No

a. If yes, provide name, and address of Agency performing review:	b. Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc. Note: If review occurred within the past three years, omit questions 2-8 of this Section and Section D.

2. Which of the following best describes the accounting system:	State administered	Internally Developed	Web-based

3. Does the accounting system identify the receipt and expenditure of program funds separately for each contract/grant?	Yes	No	Not Sure
4. Does the accounting system provide for the recording of expenditures for each grant/contract by the component project and budget cost categories shown in the approved budget?	Yes	No	Not Sure
5. Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective?	Yes	No	Not Sure

6. If the organization proposes an overhead rate, does the accounting system provide for the segregation of direct and indirect expenses?	Yes	No	Not Sure
7. Does the organization have an approved indirect cost rate or cost allocation plan? If so, who approved it (Federal Cognizant Agency or a Pass-through Entity)? What are the effective dates?	Yes	No	Not Sure
8. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of: a. Total funds available for a grant? b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)?	 Yes Yes	 No No	 Not Sure Not Sure
9. Does the organization or institution have an internal control structure that would provide reasonable assurance that the grant funds, assets and systems are safeguarded?	Yes	No	Not Sure

SECTION D: FINANCIAL STABILITY

1. Is there any legal matter or an ongoing financial concern that may impact the organization's ability to manage and administer the grant?
Yes No
If yes, please explain briefly.

SECTION E: FINANCIAL STATEMENTS

1. Did an independent certified public accountant (CPA) ever examine the financial statements? Yes No

2. If an independent CPA review was performed please attach a copy of their latest report and any management letters issued.
Enclosed N / A

3. If an independent CPA was engaged to perform a review and no report was issued, please provide details and an explanation below:

SECTION F: ADDITIONAL INFORMATION

1. Use this space for any additional information *(indicate section and item numbers if a continuation)*

VI. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

All award notifications will be posted on the VETS Homepage (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. 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.

B. ADMISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. Administrative Program Requirements

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

i. 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).
ii. All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), 2 CFR Part 180 (OMB Guidance to Agencies on Government-wide Debarment and Suspension (Non-procurement)), and, where applicable, 2 CFR Part 200 (Audit Requirements).
iii. 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.
iv. 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.
v. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
vi. 29 CFR Part 35—Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
vii. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
viii. 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.
ix. The Department of Labor will follow the procedures outlined in the Department's Freedom of Information Act (FOIA) regulations (29 CFR Part 70). If DOL receives a FOIA request for your application, the procedures in DOL's FOIA regulations for responding to requests

for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See generally 5 U.S.C. § 552; 29 CFR Part 70.

x. Standard Grant Terms and Conditions of Award—see the following link: https://www.doleta.gov/grants/resources.cfm.

2. Other Legal Requirements

a) Religious Activities

The Department 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.

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, and the Strengthening Transparency and Accountability in Federal Spending Act of 2008), as follows.

- Except for those excepted from the Transparency Act under sub-paragraphs 1, 2, and 3 below, you must ensure that you have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should 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 https://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.

- Federal awards to individuals who apply for or receive federal awards as natural persons (e.g., unrelated to any business or non-profit organization he or she may own or operate in his or her name);
- Federal awards to entities that had a gross income, from all sources, of less than $300,000 in the entities' previous tax year; and
- Federal awards, if the required reporting would disclose classified information.

d) Safeguarding Data Including Personally Identifiable Information (PII)

Applicants submitting applications in response to this FOA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Department of Labor and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order. By submitting an application, you are assuring that all data exchanges conducted through or during the course of performance of this grant will be conducted in a manner consistent with applicable federal law and TEGL 39-11 (issued June 28, 2012). All such activity conducted by ETA 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:

i. You must ensure that PII and sensitive data developed, obtained, or otherwise associated with DOL/ETA funded grants is securely transmitted.
ii. 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 ETA or contractors.
iii. You must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. You must maintain such PII in accordance with the ETA standards for information security described in TEGL 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.
iv. 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.
v. You further acknowledge that all PII data obtained through your ETA 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 ETA. Accessing, processing, and storing of ETA 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 ETA.
vi. 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.

vii. 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.
viii. You must not extract information from data supplied by ETA for any purpose not stated in the grant agreement.
ix. Access to any PII created by the ETA 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.
x. All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may be accessed only from secure locations.
xi. PII data obtained by the recipient through a request from ETA must not be disclosed to anyone but the individual requestor, except as permitted by the Grant Officer or by court order.
xii. You must permit ETA 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.
xiii. You must retain data received from ETA 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 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 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.

f) Use of Contracts and Subawards

You must abide by the following definitions of contract, contractor, subaward, and subrecipient.

Contract: Contract means a legal instrument by which a non-federal entity (defined as a state or local government, Indian tribe, institution of higher education (IHE), non-profit

organization, for-profit entity, foreign public entity, or a foreign organization that carries out a federal award as a recipient or subrecipient) 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 subaward (see definition of Subaward below).

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

Subaward: Subaward means an award provided by a pass-through entity (defined as a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program) to a subrecipient for the subrecipient to 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 that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient: Subrecipient means a non-federal entity that receives a subaward 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 subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.

The applicant must follow the provisions at 2 CFR 200.330-.332 regarding subrecipient monitoring and management. Also see 2 CFR 200.308(c)(6) regarding prior approval requirements for subawards. When awarding subawards, the applicant is required to comply with provisions on government-wide suspension and debarment found at 2 CFR Part 180 and codified at 2 CFR Part 2998.

g) Closeout of Grant Award

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

3. Other Administrative Standards and Provisions

Except as specifically provided in this FOA, our acceptance of an application and an award of federal funds to sponsor any programs(s) does not provide a waiver of any grant requirements and/or procedures. For example, the OMB Uniform Guidance requires that an entity's procurement procedures ensure that all procurement transactions are conducted, as much as practical, to provide full and open competition. If an application identifies a specific entity to provide goods or services, the award does not provide the justification or basis to sole-source the procurement (i.e., avoid competition).

In accordance with 2 CFR § 200.302(b)(7), grant recipients are required to have written procedures for determining the allowability of costs charged to the federal grants under 2 CFR part 200, subpart E (Cost Principles). A successful applicant will be required to maintain

Standard Operating Procedures (SOP) for the use of funds that support a successful job placement for an eligible participant. These SOP may apply to costs that include, but are not limited to, the purchasing of light refreshments, transportation passes, vehicle repairs, day-care services for eligible participants, work tools and clothing, subsidizing wages, and use of funds for housing for eligible participants.

4. Special Program Requirements

a) DOL Evaluation

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. The evaluation will 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 (that would receive program services or enhanced program services) or control group (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 information needed for performance reporting. While grantees are required to request participants' SSNs, however, participants cannot be denied services if they choose not to 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. Participation in the evaluation of performance of DOL grants and cooperation of the recipient is a required condition of the 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 the National Veterans' Technical Assistance Center (NVTAC). NVTAC (https://nvtac.org/) provides training and technical assistance on veterans' homelessness issues to grantees, employers, veteran service organizations, and agency partners. VETS expects HVRP grantees 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

The applicant's project is responsible for participating in Stand Down (SD) events. A Stand Down is an event held in a locality for one or more days where services are provided to veterans experiencing homelessness. These services may include hygiene kits, meals, clothing, employment services, and medical attention. These events are organized within a community and bring together service providers such as the VA, HUD, the local Continuum of Care,

Disabled Veterans' Outreach Program (DVOP) specialists from the State Workforce Agencies, veteran service organizations, civic leaders, and a variety of other interested persons, groups, and support organizations. Many of these organizations provide services onsite with referrals for continued assistance after the SD event. These events often serve as the catalyst that enables homeless veterans to get back into mainstream society.

VETS funds SD activities through a separate VETS Stand Down application. Go to https://www.grants.gov/web/grants/view-opportunity.html?oppId=299798 for access to detailed information on applying for a SD grant award.

C. 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 (due October 30, January 30, April 30, and July 30). Applicants who receive an award must communicate with the Director for Veterans' Employment and Training (DVET) in their state for assistance when completing this requirement. See this 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 Technical Performance Report (TPR) and the Technical Performance Narrative (TPN). The grantee must submit quarterly progress reports within 30 days after the end of each calendar year quarter.

3. Closeout

After the period of performance has ended, all HVRP grants will enter the closeout period. Grantees will receive a closeout package, which includes required closeout documents. The grantee has 90 days to complete all required closeout documentation, including the closeout financial report. All special conditions of the award that have not been addressed by the grantee must be resolved prior to closeout. See 2 CFR § 200.343 for additional guidance on closeout of federal awards. **Withdrawals after the 90-day closeout period are prohibited unless approved by the Grant Officer.**

VII. AGENCY CONTACTS

For further information about this FOA, please contact Ne'Kia Davis, Grants Management Specialist, Office of Grants Management, at (202) 693-6204. Applicants should e-mail all technical questions to davis.nekia.j@dol.gov and must specifically reference FOA-VETS-20-01, and along with question(s), include a contact name, fax and phone number. This Announcement is available at https://www.grants.gov.

VIII. OTHER INFORMATION

A. WEB-BASED RESOURCES

DOL maintains a number of web-based resources that may be of assistance to applicants. These include the CareerOneStop portal (https://www.careeronestop.org), which provides national and state career information on occupations; the Occupational Information Network (O*NET) Online (https://online.onetcenter.org), which provides occupational competency profiles; and America's Service Locator (https://www.servicelocator.org), which provides a directory of our nation's American Job Centers (formerly known as One-Stop Career Centers).

B. INDUSTRY COMPETENCY MODELS AND CAREER CLUSTERS

ETA 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 https://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.

C. WORKFORCEGPS RESOURCES

We encourage you to view the information on workforce resources gathered through consultations with federal agency partners, industry stakeholders, educators, and local practitioners, and made available on WorkforceGPS at https://workforcegps.org.

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.

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.

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.

D. 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 DOL'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.

E. APPRENTICESHIP

To view apprenticeship resources for career seekers, employers, and educators, visit https://www.apprenticeship.gov/ and https://doleta.gov/oa/veterans.cfm.

F. RESOURCES FOR SERVING HOMELESS VETERANS

U.S. Interagency Council on Homelessness (USICH), https://www.usich.gov/, leads national efforts to prevent and end homelessness in America. It drives action among the 19 federal member agencies that comprise the Council and fosters the efficient use of resources in support of best practices at every level of government and in the private sector.

The National Center on Homelessness Among Veterans, https://www.va.gov/HOMELESS/nchav/index.asp, promotes recovery-oriented care for veterans who are homeless or at risk for homelessness.

National Veterans' Technical Assistance Center, https://nvtac.org/, provides training and technical assistance to the Homeless Veterans' Reintegration Programs (HVRPs), and others who are committed to helping veterans experiencing homelessness find employment.

National Alliance to End Homelessness, https://endhomelessness.org/, is an organization committed to preventing and ending homelessness in the United States.

National Coalition for Homeless Veterans, http://www.nchv.org/, is a resource and technical assistance center for a national network of community-based service providers.

IX. OMB INFORMATION COLLECTION

OMB Information Collection No 1225-0086, Expires July 31, 2022.

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, D.C. 20210. Comments may also be emailed to: DOL_PRA_PUBLIC@dol.gov.

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

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

Signed March 27, 2020, in Washington, D.C. by:

Kia Mason
Grant Officer, Employment and Training Administration