

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 Women Veterans' and Homeless Veterans' with Children Reintegration Grant Program (HWVHWC) (referred to collectively as HVRP)

ANNOUNCEMENT TYPE: Initial

FUNDING OPPORTUNITY NUMBER: FOA-VETS-24-50

ASSISTANCE LISTING NUMBER: 17.805

KEY DATES: *The closing date for receipt of applications under this Announcement is 03/11/2024. We must receive applications no later than **11:59 p.m. Eastern Time.***

ADDRESSES: *Submit all applications in response to this solicitation through <https://www.grants.gov>. 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 February 8, 2024 at 10:00 a.m. Eastern Time and February 13, 2024 at 2:00 p.m. Eastern Time. While a review of the webcast is strongly encouraged to support successful grant applications, it is not mandatory. The two sessions will cover the same information, but prospective applicants are welcome to attend both sessions. The webcast will provide specific information related to this funding opportunity and guidance on how to apply. Applicants will also be able to ask questions during the webcast. Click on the link below to register for the respective session:

- February 8, 2024 at 10 a.m. EST: <https://events.teams.microsoft.com/event/5f121d10-8cd7-46d4-b127-5da942d1c362@e1f1c337-2599-4753-95d8-4853fb4b179c/registration>
- February 13, 2024 at 2 p.m. EST: <https://events.teams.microsoft.com/event/9cb77c0b-650d-4b4e-97ca-d95d988acbb5@e1f1c337-2599-4753-95d8-4853fb4b179c/registration>

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EXECUTIVE SUMMARY

The U.S. Department of Labor (DOL), Veterans' Employment and Training Service (VETS), announces the availability of approximately \$12,000,000 in grant funds authorized under Title 38 United States Code (U.S.C.) Sections 2021, 2021A, and 2023 for the Homeless Veterans' Reintegration Program.

The HVRP grant has a three-year period of performance (July 1, 2024 – June 30, 2027) and is funded incrementally on an annual basis. Under this Funding Opportunity Announcement (FOA), applicants may apply for up to \$600,000 for the first year of the project's operation in Program Year (PY) 2024. Applications must not exceed this amount. Applicants may receive subsequent increments in PYs 2025 and 2026, receiving up to a total of \$1,800,000 over the three-year period of performance.

In 2022, the Departments of Labor and Commerce published the Good Jobs Principles, which outline a shared vision of job quality by describing core elements of good jobs. Applicants are encouraged to consult these Principles as they shape their proposed projects. You can find the Principles here: <https://www.dol.gov/general/good-jobs/principles>. Successful applicants must demonstrate (through direct services or referrals) clear strategies to provide needed career exploration and placement services, career training, and support services to eligible veterans, so they may secure [good jobs](#) in stable, high-demand occupations earning livable wages. DOL/VETS requires applicants to propose strategies to achieve economic prosperity and address historical inequities. Such strategies may include the following:

- Addressing and advancing equity through adjustments in recruitment, service design, implementation, and support services that aim to remove barriers to the full and equal participation of marginalized communities, and through partnerships with a range of organizations that support the applicant's ability to reach out to and deliver equitable services to marginalized groups;
- Designing flexible approaches to service delivery to allow for in-person, virtual, socially distanced, or hybrid models of services and training;
- Demonstrating a need for the program based upon current statistical or empirical evidence, including the numbers and characteristics of the eligible veterans who are experiencing homelessness in the proposed service delivery area(s);
- Establishing strong support between public, private, and nonprofit organizations, especially those that are led by and/or include people who have experienced homelessness;
- Developing and implementing strategies with attainable goals for job training based on labor market information (LMI);
- Collaborating and coordinating 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;
- Implementing effective outreach on behalf of the participant to facilitate the delivery of effective job training, counseling, and other wraparound services, such as the provision of

housing, transportation, childcare, and necessary health services (including mental health), as the means for expediting the reintegration of eligible veterans into the labor force;

- Providing services specifically tailored to the needs of women veterans experiencing homelessness and homeless veterans with children;
- Providing services specifically tailored to the needs of veterans with disabilities and partnering with employers who provide the support, coaching, and mentorship to assist the veteran to retain employment;
- Providing services specifically tailored to the needs of incarcerated veterans and veterans returning home from jail or prison who are at risk of homelessness;
- Demonstrating the ability to provide services to episodically homeless veterans, as appropriate;
- Partnering with employers who give workers a voice on the job and a free and fair chance to collectively bargain, including permitting union organizer access to workers; and
- Partnering with employers who provide adequate health insurance that includes, mental health coverage, as well as pension/retirement coverage, and work-family benefits, such as paid family medical leave, paid sick leave, and other paid time off.

I. FUNDING OPPORTUNITY DESCRIPTION

A. PROGRAM PURPOSE

This announcement solicits applications for Homeless Veterans' Reintegration Program (HVRP), Incarcerated Veterans' Transition Program (IVTP), and the Homeless Women Veterans' and Homeless Veterans' with Children Reintegration Grant Program (HWVHVWC) (referred to collectively as HVRP).

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

According to the U.S. Department of Veterans Affairs (VA) [National Center on Homelessness Among Veterans](#), women make up about nine percent of veterans who are experiencing homelessness. Women veterans are more than twice as likely as non-veteran women to experience homelessness. Additionally, approximately two percent of veterans experiencing homelessness have children, and veteran women experiencing homelessness are more likely to be part of a family with children than male veterans.

The United States Interagency Council on Homelessness (USICH) reports in its [Emergency Community Practices](#) that, among veterans who experience homelessness, and particularly among those who have post-traumatic stress disorder (PTSD) or other behavioral health disorders, involvement in the criminal justice system may be a risk factor for homelessness and/or a consequence of homelessness. Research shows that nearly half of all veterans experiencing homelessness who have participated in VA homeless assistance programs have been involved in the justice system at some point in their lifetime.

The U.S. Department of Housing and Urban Development's (HUD) [House America Initiative](#) is a partnership between state, local, and tribal leaders to help combat the crisis of homelessness in the U.S. through funding provided by the American Rescue Plan (ARP). The House America Initiative provides an opportunity for state, local, and tribal leaders to set and achieve ambitious goals to re-house individuals experiencing homelessness. Additional federal resources to help with the homelessness crisis are located in Section VIII.A of this FOA.

According to HUD's 2023 [Annual Homeless Assessment Report \(AHAR\)](#) to Congress, the highest percentage of veterans experiencing homelessness were White (57 percent), followed by veterans who were Black, African American, or African (31 percent). People who identify as Black, African American, or African were considerably overrepresented among veterans experiencing homelessness. For examples, Black veterans comprised 36 percent of veterans experiencing sheltered homelessness and 25 percent of veterans experiencing unsheltered homelessness compared with 12 percent of all U.S. veterans.

Conversely, while 57 percent of veterans experiencing homelessness were White, they were underrepresented compared to their share of all U.S. veterans (75 percent).

The percentage of veterans experiencing homelessness who identify as Hispanic/Latino was considerably smaller than the percentage of Hispanics among people experiencing homelessness as individuals (13 percent vs. 24 percent).

Veterans who identify as American Indian, Alaska Native, or Indigenous were 3.6 percent of the homeless veteran population and made up a higher share of the unsheltered veteran population than the sheltered (5% vs 2%). Native Hawaiians or Pacific Islanders were 1.2 percent of the homeless veteran population.

Each year HUD, in collaboration with the VA, conducts a physical count of sheltered and unsheltered veterans experiencing homelessness. This count is referred to as the Point in Time (PIT) count. According to the [HUD 2023 AHAR](#), 35,574 veterans experienced homelessness on a single night in January 2023. This 2023 PIT count showed a seven percent increase in the number of veterans experiencing homelessness compared to the January 2022 PIT count.

To meet the fluctuations in the population and changing needs of veterans experiencing homelessness, DOL/VETS requires 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. The HVRP approach is focused on obtaining high-quality career outcomes for the veteran. Veterans are to receive the job training and employment services required to re-enter and be successful in the labor force. To realize long-term benefits for veterans experiencing homelessness, grant recipients must address the complex employment-related requirements and support services necessary to meet the needs of this population. This can be achieved either through direct services or through a robust referral system with established tools, resources, and partnerships to identify, recruit, prepare, and support veterans experiencing homelessness for employment success. Through direct services, a robust referral system, or a hybrid approach, grant recipients will provide job placement, job training, job development, career counseling, and resumé preparation services, among other services, to assist with obtaining high-quality career outcomes. Services are provided only if the individual is found to be eligible for and enrolled

into the program. Follow-up services are provided to participants to increase the success of employment and job retention.

The HVRP grant prioritizes ensuring fair and equitable treatment for all workers, providing opportunities for marginalized communities, and ensuring accessibility for underserved communities. Grant recipients will be better able to achieve more outcomes that are equitable for marginalized veterans by understanding the inequities that exist and by embedding equity into decision-making processes. Applicants are encouraged to address systemic and programmatic barriers that have created employment and economic inequities for historically marginalized populations, particularly Black, Latino, and Indigenous Native American persons, Asian Americans, Native Hawaiians, Pacific Islanders, and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, queer, and intersex (LGBTQI+) persons; persons with disabilities; persons who live in rural areas; justice-impacted individuals; and persons otherwise adversely affected by persistent poverty or inequality.

B. PROGRAM AUTHORITY

Title 38 U.S.C. Sections 2021, 2021A, and 2023 and the Public Law under which FY2024 funding is appropriated for 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 \$12,000,000 in grant funds to award the first year of the three-year period of performance. Applicants may apply for a ceiling amount of up to \$600,000 each year, with a total of up to \$1,800,000 for the three-year period of performance for program years covering July 1, 2024 – June 30, 2027. Applications under this FOA must not exceed \$600,000, which will cover the first year of operation. Additional information regarding the budget documents can be found in Section IV. B. 2(a).

Awards made under this Announcement are subject to the availability of federal funds. DOL/VETS has requested funding for new awards for PY2024, however, the actual level of funding, if any, depends on final congressional action. We are accepting applications to allow enough time to complete the grant process, should Congress appropriate funds for this program. If additional funds become available, we reserve the right to use such funds to select additional grantees from applications submitted in response to this Announcement. VETS may increase or decrease award amounts to successful applicants to maximize the use of available funding. VETS may increase or decrease the budget period within the period of performance, depending on the availability of funds, in future funding opportunity announcements.

B. PERIOD OF PERFORMANCE

The period of performance is 36 months with an anticipated start date of 07/01/2024, and an end date of 06/30/2027. 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:

- 00 (State governments)
- 01 (County governments)
- 02 (City or township governments)
- 04 (Special district governments)
- 06 (Public and State controlled institutions of higher education)
- 07 (Native American tribal governments (Federally recognized))
- 08 (Public housing authorities/Indian housing authorities)
- 11 (Native American tribal organizations (other than Federally recognized tribal governments))
- 12 (Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education)
- 13 (Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education)
- 20 (Private institutions of higher education)
- 22 (For profit organizations other than small businesses)
- 23 (Small businesses)
- 25 (Others (see text field entitled "Additional Information on Eligibility" for clarification))

U.S Territory or Possession

Native American Tribally Designated Organization

State and Local Workforce Development Boards established under the Workforce Innovation and Opportunity Act

Faith-based Organizations

Other State and Local Government Agencies

U.S Territories or Possessions

Native American Tribally Designated Organizations

State and Local Workforce Development Boards (SWDBs/LWDBs) established under the Workforce Innovation and Opportunity Act (WIOA)

Faith-based Organizations

Other State and Local Government Agencies

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	
The components of the application are saved in any of the specified formats and are not corrupt. (<i>We will attempt to open the document but will not take any additional measures in the event of problems with opening the document.</i>)	Section IV.C.2	
System for Award Management (SAM) Registration	Section IV.B.1	
SF-424, <i>Application for Federal Assistance</i> (one year, not to exceed \$600,000) that includes a Unique Entity Identifier Number	Section IV.B.1	
SF-424A, <i>Budget Information Form</i> (one year, not to exceed \$600,000)	Section IV.B.2	
Budget Narrative (one year, not to exceed \$600,000) (Sample Format: Attachment B – Budget Narrative Template)	Section IV.B.2	
Project Narrative	Section IV.B.3	
Recent Letter of Support (dated within the last 12 months from the date the FOA is published) from a local American Jobs Center (Submit as an attachment)	Section IV.B.3	
Chart of Past Performance (<i>Attachment C</i>)	Section IV.B.3	
VETS-704 form – <i>Abstract (tab 1 in Attachment A)</i> – submit as an Excel document	Section IV.B.4	

VETS-704 form – <i>VETS-700 Planned Goals Chart (tab 4 in Attachment A)</i> – fully complete and submit as an Excel document	Section IV.B.4	
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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. Applicants proposing to serve all three population categories fall under Category 1.
2. Category 2 (HWVHVWC) consists of applicants that propose to use 100 percent of their grant funding to serve homeless women veterans and homeless veterans with children. For the definition of “children,” refer to the definition of “child” at [38 U.S.C. § 101\(4\)](#).
3. Category 3 (IVTP) consists of applicants that propose to use 100 percent of their grant funding to serve incarcerated veterans and/or veterans returning home from jail or prison who are at risk of homelessness.

The Department plans to make at least one grant award under Category 2 and at least one under Category 3, contingent upon the receipt of responsive competitive applications under those categories.

Applicants **must identify in the *Abstract***/Attachment A - Tab 1 if an application is in Category 1 (HVRP), Category 2 (HWVHVWC), or Category 3 (IVTP). If the applicant does not explicitly identify one single category in the *Abstract*, the application will be reviewed under Category 1 (HVRP). There will be no additional changes or discussions of this category determination during or after the competition.

Applicants **must identify in the *Abstract***/Attachment A - Tab 1 the service delivery area(s) and Continuum of Care (CoC) locations for the proposed project. See the [HVRP FOA Glossary of Terms](#) for definitions. **The service delivery area(s) and CoC MUST be entered in the *Abstract***/Attachment A - Tab 1. DOL/VETS **will not** read the entire application to make this determination.

DOL/VETS will compare an applicant’s proposed service delivery area(s) and planned enrollments with participants served by an active grant in the same area. Applicants should reference [the SDA Saturation Map](#) for current HVRP grants and their service delivery areas to ensure no duplication of service.

Duplication of Services

DOL/VETS is committed to awarding grants to high-quality applicants serving geographic areas with excess homeless/unhoused populations. In making awards, DOL/VETS will consider the existing landscape of the homeless/unhoused population in the geographic area being targeted for service by an applicant.

DOL/VETS maintains a map of every HUD CoC served by current HVRP grant recipients and calculates the saturation level as follows: total number of HVRP planned enrollments in the CoC divided by the most recent HUD PIT count for the number of veterans experiencing homelessness in the CoC. CoCs with saturation levels of 100 percent or more indicate that

current HVRP grant recipients are already planning to enroll more participants than the estimated number of veterans experiencing homelessness for the CoC. DOL/VETS recognizes that the PIT count data may be outdated and/or may not fully account for the seasonality of homelessness.

Applicants proposing to serve areas that have a high level of saturation must explain why there is unmet demand in their Statement of Need. **Applicants must reference [the SDA Saturation Map](#) for current HVRP grant saturation levels for the geographic areas you propose to serve.**

Applicants are responsible for reporting if this application will result in duplication of services in an area being served by an active HVRP grant.

Applicants may submit more than one application for different service delivery areas. If the application's service delivery areas and CoC(s) overlap, the applicant must identify the need and specify how the areas being served will not result in a duplication of service.

Duplication occurs when two or more agencies or programs are engaged in or implementing the same activities or provide the same services to the same eligible beneficiaries within a geographic location or county, which arises often because of inadequate coordination of projects, resulting in inefficiency. Any duplication of services will be assessed prior to award disbursement and program implementation.

The applicant must upload the report in Grants.gov under “Other Attachment Forms.” The document should be labeled “Report on Duplication of Services.”

3. Eligible Participants

HVRP provides services to veterans experiencing homelessness or at-risk of homelessness.

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

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

Veterans served by this program include:

- A. Homeless veterans (as defined in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 – see definition below)
 - a. Includes individuals who were homeless but found housing during the 60-day period preceding the date of HVRP enrollment (recently housed);
 - b. Includes those at imminent risk (within 14 days) of homelessness; or

- B. Veterans who, at the time of enrollment in the program, are “at risk of homelessness” within the next 60 days;
- C. Veterans participating in the Department of Veterans Affairs supported housing program for which rental assistance is provided pursuant to section 8(o)(19) of the United States Housing Act of 1937 (42 U.S.C. § 1437f(o)(19)); the Tribal HUD–VA Supportive Housing (Tribal HUD–VASH) program; or veterans participating in the Department of Veterans Affairs Supportive Services for Veteran Families (SSVF) program authorized in 38 U.S.C. § 2044;
- D. Veterans who are receiving assistance under the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. § 4101 *et seq.*);
- E. Homeless women veterans and homeless veterans with children;
- F. Veterans described in 38 U.S.C. § 2023(d) or any other veterans who are returning home from jail or prison; and,
- G. Formerly incarcerated veterans who are at risk of homelessness.

At Risk of Homelessness:

The “at risk of homelessness” criteria is defined as an individual or family who:

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

Note: Written documentation of the participant’s status in the categories above is required, and self-attestation should be used only in rare instances to document the circumstances of “at risk of homelessness.” Recently housed veterans and veterans at imminent risk (14 days or less) of homelessness are considered homeless, not “at risk of homelessness” for HVRP eligibility purposes. Written documentation may be in any form and could include (for example) a letter from a landlord, shelter, or individual providing temporary housing, proof of SSVF participation, or documentation showing recent release from incarceration.

Veterans Transitioning from Incarceration:

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

“Homeless” is defined by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 as follows:

- An individual or family who lacks a fixed, regular, and adequate nighttime residence;
- An individual or family 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;
- An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by federal, state, or local government programs for low-income individuals or by charitable organizations, congregational shelters, and transitional housing);
- An individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where they temporarily resided;
- An individual or family who—
 - Will imminently lose their housing, including housing they own, rent, or live in without paying rent, housing they are sharing with others, and rooms in hotels or motels not paid for by federal, state, or local government programs for low-income individuals or by charitable organizations, as evidenced by—
 - A court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days;
 - The individual or family having a primary nighttime residence that is a room in a hotel or motel where they lack the resources necessary to reside there for more than 14 days; or
 - Credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and any oral statement from an individual or family seeking homeless assistance that is found to be credible shall be considered credible evidence for purposes of this clause;
 - Has no subsequent residence identified; and
 - Lacks the resources or support networks needed to obtain other permanent housing;
- Unaccompanied youth and homeless families with children and youth defined as homeless under other federal statutes who—
 - Have experienced a long-term period without living independently in permanent housing,
 - Have experienced persistent instability as measured by frequent moves over such period, and
 - Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment; or

- Any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions in the individual's or family's current housing situation, including where the health and safety of children are jeopardized, and who have no other residence and lack the resources or support networks to obtain other permanent housing.

IV. APPLICATION AND SUBMISSION INFORMATION

A. HOW TO OBTAIN AN APPLICATION PACKAGE

This FOA, found at www.Grants.gov, 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.

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

1. SF-424, Application for Federal Assistance

You must complete the SF-424, *Application for Federal Assistance* (available at <https://www.grants.gov/forms/forms-repository/sf-424-family>).

- 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 organization's legal name on the SF-424 must match the name registered in the System for Award Management at <https://www.sam.gov>. If unsure of the legal name of your organization, visit www.sam.gov to confirm.
- The organization's Employer Identification Number (EIN) and Unique Entity Identification (UEI) Number should match its information in www.sam.gov. If unsure of the EIN or UEI of your organization, visit www.sam.gov to confirm.
- 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/forms/forms-repository/sf-424-family>). You do not need to submit the SF-424B with the application.

a. Requirement for Unique Entity Identifier

All applicants for federal grant and funding opportunities must have a UEI and must supply their UEI on the SF-424. The UEI is a 12-character alphanumeric code that uniquely identifies all entities. Any entity registering to do business with the government is required to have one. UEIs are issued by SAM.gov and are a part of an entity's record in the Entity Information section of SAM.gov. If your organization does not have a UEI, one can be obtained for free at <https://sam.gov>.

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

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

(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. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov. Registration and renewal can take up to ten business days to 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 approve a federal award, the Grant Officer may determine that the applicant is not qualified to receive the federal award and use that determination as a basis for approving a federal award to another applicant.

2. Project Budget

You must complete the SF-424A *Budget Information Form* (available at <https://www.grants.gov/forms/forms-repository/sf-424-family>). In preparing the *Budget Information Form*, you must provide a concise narrative explanation to support the budget request, explained in detail below.

Budget Narrative

Applicants must provide a one-year budget that cannot exceed \$600,000 in total costs (direct and indirect) that supports the targeted population and the service delivery area(s); additionally, proposed allocations must be proportional to the resources needed to implement the proposed project and be allowable and allocable in accordance with 2 CFR Part 200, Subpart E, including 200.403. The allocation in the budget for staff conducting outreach must be proportional to the

outreach resources needed to accomplish a multi-county/multi-state outreach effort. Service delivery areas must be consistent with areas identified in the *Abstract*.

Line items in the budget must crosswalk with the proposed project design. For example, if the project design includes training for 30 veterans to obtain career certifications, there must be an allocation in the budget for 30 veterans to obtain career certifications.

The Budget Narrative must provide a description of costs associated with each object class cost category on the SF-424A. **All expenditures requested must comply with 2 CFR Part 200.** All planned expenditures must support the goals and objectives of the grant, and costs must be realistic, reasonable, and necessary to the operation of the grant. The Budget Narrative should also include a section describing any leveraged resources provided (as applicable) to support grant activities. DOL/VETS considers any resources contributed to the project, beyond the funds provided by the agency, as leveraged resources. Applicants are encouraged to leverage resources to increase stakeholder investment in the project and broaden and sustain the impact of the project itself. The Budget Narrative should include, as applicable, a description of the leveraged resources provided to support grant activities, the specific activities they will cover, the way they will support HVRP goals, and the funding source. Valuation of leveraged resources follows the same requirements as matching funds.

Please see Attachment B for a sample format of the Budget Narrative as a form-fillable template.

DOL/VETS does not allow the purchase of motor vehicles, buildings, or land.

Participant Support Costs

A participant support cost may only be provided to participants to enable their participation in HVRP services and must be tied to a specific HVRP service; it is not intended to meet every need of the participant. Needs are typically identified through the intake and assessment process and outlined in the employment plan. A participant support payment is made to, or on behalf of, eligible participants for temporary assistance required to support the individual's employment plan. A participant support cost should be reasonable and necessary to enable a participant to take part in services and activities related to the employment plan. A participant support cost should not duplicate a service a participant receives from another program (i.e., federal, state, local, etc., programs). Participant support costs under HVRP may include, but are not limited to:

- Assistance with transportation (including bikes, bus passes, gas cards, etc., if reasonable and necessary to obtain or retain employment);
- Assistance with childcare and dependent care, if eligible (see section IV.B.3.c.IV);
- Assistance with housing for formally incarcerated veterans after release and during re-entry, if eligible (see IV.B.3.c.IV);
- Uniforms or other appropriate work attire and work-related tools or other related items necessary for training or employment;
- Assistance with books, fees, supplies, and other necessary items for job-driven training;
- Payments and fees for employment and training-related applications, tests, and certifications;
- Fines and fees that are creating a barrier to employment, up to \$100 per participant;

- Reasonable and necessary costs to start a business (e.g., filing fees and licenses), up to \$500 per participant. The business must be documented with the IRS. Start-up costs exclude costs for products and materials to start a business;
- Licensing fees and background check fees;
- Participant workplace accommodations that enable a participant to participate in employment, training, or education;
- Automobile repair that is necessary for the participant to seek, accept, or participate in employment and training activities. This is limited to repairs of an immediate need and excludes routine and normal maintenance costs, up to \$400 per participant; or
- Other reasonable and necessary costs to assist the participant in overcoming a barrier to obtain or retain employment.

All participant support costs must be reasonable and necessary for the participant to overcome barriers to employment and to be successful in the program to find and maintain employment. Grant recipients must leverage resources and exhaust all other resources prior to incurring a participant support cost. All costs must support the goals and objectives of the grant and must be adequately documented within the participant case file. Please see 2 CFR § 200.403 on the factors affecting allowability of costs.

The use of a participant support cost is determined on an individual basis, and the awarded grant recipient will be required to have a standard operating procedure (SOP), which is a written procedure to ensure supportive services are implemented and executed consistently and equitably. The SOP must describe the means for justifying the cost to the HVRP program, how costs will be documented, and the procedures for issuing payment.

Recurring participant support costs are limited to 90 days, unless noted otherwise.

When planning to budget for participant support costs, applicants must consider the following:

- What HVRP service or activity does this participant support cost support?
- How does this help the participant in achieving their employment goals?
- Can these costs be covered by other entities?
- How long will the participant support cost for recurring expenses be incurred for the participant?
- How will the participant be able to cover this cost once placed into employment?

Participant support costs that may not be allocated to HVRP for participant support are:

- Assistance in paying for expenses that are directly refundable to the participant;
- Expenses related to titled or deeded items or when recovery of such expense is anticipated (e.g., rent or housing deposits, mortgage payments, homeowner's insurance, property taxes, car payments, purchase, rental, or lease of vehicles);
- Expenses for household items or supplies not directly related to the participant's employment plan;
- Expenses incurred prior to enrollment into the HVRP program;
- Expenses for training after the participant exits the program. **Note:** Other participant support costs may be incurred *after* the participant exits the program (during follow-up activities), but only if the cost is reasonable and necessary in order to retain employment;

- Membership fees not required to obtain employment; and
- Any other costs unallowable under 2 CFR Part 200.

Incentives

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

Examples of allowable incentives may include gift cards, such as gas cards or gift cards to a restaurant or grocery store, provided to participants as an incentive for completing training, providing placement verification documentation, etc. Incentives may not be used for entertainment, such as movie tickets, sporting event tickets, or other entertainment purposes. Incentives must not be used to purchase alcohol, e-cigarettes, e-liquids, tobacco, etc. Incentives may not be given to a veteran to simply entice them to enroll into the HVRP. Incentives are used throughout the program to provide recognition for achievements and accomplishing goals. For an incentive to be effective, participants must be aware of the existence of such incentive and understand the terms and standards of award to improve the likelihood of it leading to successful program outcomes or achievement of grant performance measures.

The Budget Narrative must explain in detail what specific form the incentive will take (e.g., gift cards, vouchers, etc.) and how it will be used to motivate program participants to achieve HVRP outcomes. Planned costs for incentives must be categorized under the “Other” cost category and not as a Participant Support Cost. Awarded grant recipients using HVRP funds for incentives must have an SOP in place that outlines a disbursement policy and tracking system to ensure supportive services are implemented and executed consistently and equitably before incentives are dispersed.

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

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

Note: Each object class cost category must include the total cost for the **first year of the period of performance only**. Use the following guidance for preparing the Budget Narrative.

Each category should include the total cost for the first year of the period of performance. Use the following guidance for preparing the Budget Narrative.

Personnel: List all staff positions (including individuals hired by an employment contract) 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. Applicants should include, in their budget, funds to cover travel to DOL-sponsored training events such as the annual post-award conference, professional conference, and/or any other offered trainings. Applicants must provide a justification for travel expenditures that exceed 10 percent of the one-year budget.

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 200.1 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 the cost categories of supplies (e.g., general office supplies, desk/chairs, laptops/printers, other specialty items) in the detailed budget, per category. Except for general office supplies (pens paper, etc.), list the item, quantity, and the unit cost per item. Supplies include all tangible personal property other than "equipment" (see 2 CFR 200.1 for the definition of Supplies).

Contractual: Under the Contractual line item, delineate contracts and subawards separately. Contracts are defined according to 2 CFR 200.1 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 200.1, 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 participant support costs, 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 does not have a current negotiated (including provisional) rate, and 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 200.1 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.

- **Modified Total Direct Cost (MTDC):** To avoid a serious inequity in the distribution of indirect costs, DOL defines MTDC as all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of \$25,000. You will also note that participant support costs are not included in modified total direct costs. Participant support costs are defined below.
- **2 CFR 200.1 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 federal grant amount requested for the first year only of the period of performance. All totals must match on each document.

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

Applicants should list the same requested federal grant amount on the SF-424, SF-424A, and Budget Narrative. If minor inconsistencies are found between the budget amounts specified on the SF-424, SF-424A, and the Budget Narrative, ETA will consider the SF-424 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 25 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. The Project Narrative must use the following format, using the same section headers identified below for each section of the Project Narrative.

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

a. Statement of Need

Scoring under this criterion will be based on the extent to which the below factors are clearly and accurately addressed.

Identify the proposed service area(s), including each state the grant will operate in, as well as relevant counties, parishes, independent cities, Native American tribal areas, and other applicable geographic areas. (This information must also be included in the *Abstract*/Attachment A. If there are discrepancies between the Statement of Need and the *Abstract*, DOL/VETS will consider the service delivery area(s) listed in the *Abstract* as the official request.)

Applicants must demonstrate a comprehensive understanding and provide current evidence (within two years from the date the FOA is released) to support the need for the proposed project, including any supporting evidence that identifies the nature and extent of the need and the reasons the proposed service delivery area(s) will benefit from HVRP services. Applicants must justify the proposed service delivery area(s) and explain how services will be provided within the entire service delivery area(s). Service delivery areas must align with the resources identified in the application (i.e., staff, funding, etc.) and reflect a size for which the applicant could reasonably and effectively provide services. The description must also include both quantitative and qualitative information as listed below:

- i. Applicants must provide demographic information of the population to be served in the proposed service delivery area(s) as identified in the *Abstract*/Attachment A. Specify the planned number of eligible veterans to be newly enrolled each year of the project. The planned number of enrollments must be supported by the number of eligible veterans in need of project services in your proposed service delivery area(s) and the demographic information of the population to be served. Describe the employment and job training needs of the local employers.
- ii. Applicants must provide estimates of sheltered and unsheltered veterans experiencing homelessness in the identified service delivery area(s) (cite the date and source of the reported estimates). The *Abstract* form provides [local estimates of veteran homelessness](#) by HUD's Continuum of Care (CoC); however, other data sources are encouraged. Applicants must cite all data sources. Examples of other data sources are VA Domiciliary/Grant and Per Diem (GPD) Program housing data or Supportive Services for Veteran Families (SSVF)/HUD data in the local area.
- iii. Applicants must provide labor market information (LMI) for the identified service delivery area(s), including in-demand occupations as determined by the Local Workforce Development Board (LWDB), industry, or employers.
- iv. Applicants must describe factors in the service delivery area(s) contributing to veteran homelessness or the circumstances creating the need for receiving an HVRP grant.

b. Expected Outcomes and Outputs

Scoring under this criterion will be based on the extent to which the following factors are clearly and accurately addressed:

Applicants must propose measurable outcomes to maximize the impact of federal grant dollars. Applicants must ensure performance goals are realistic, programmatically aligned, and supported by sound methods and strategies for accomplishing goals. Awardees are expected to commence programmatic activity starting July 1 of the PY (or the date prescribed in the Notice of Award). It is highly recommended that applicants consider potential delays in startup time (e.g., set-up of facilities, hiring of appropriate staff, outreach to networks to establish participant referrals, etc.), which may affect performance in early quarters. When developing planned goals, applicants are encouraged *not* to distribute planned goals equally across quarters in their first year of performance. Awardees will be held to the performance goals submitted in their application and must report quarterly on the progress toward their goals throughout the three-year period of performance.

Failure to meet performance goals may result in the grantor agency placing additional requirements on the award recipient that are designed to remedy non-compliance with the grant's terms and conditions and poor project performance. The inability to achieve performance goals may also have a significant impact on future awards.

Overall success or failure of a grant-funded project is based on performance indicators. Performance on each employment-based 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 employment-based performance indicators will be considered failure of that indicator and the awardee will be placed on a corrective action plan. Please refer to the [HVRP FOA Glossary of Terms](#) for definitions of the performance indicators. The applicant must provide numeric goals for the

following performance indicators in the Planned Goals Chart (see tab 4, *Planned Goals Chart* in Attachment A):

Number of participant enrollments (scored under the Statement of Need section, but the goal is entered into the *Planned Goals Chart*);

- Average hourly wage at placement;
- Placement rate (Rate = Employed/Exited);
- Cost per placement;
- Percentage of Enrollments Receiving Training Services;
- Percent of program participants who are in unsubsidized employment in the second quarter after exit from the program (Employment Rate in the 2nd Quarter After Exit);
- Percent of program participants who are in unsubsidized employment in the fourth quarter after exit from the program (Employment Rate in the 4th Quarter After Exit); and
- Median quarterly earnings of program participants who are in unsubsidized employment in the second quarter after exit from the program (Median Earnings 2nd Quarter After Exit).

For informational purposes, and to assist with goal-setting for the proposed grant, the PY 2022 national and state-level outcomes are provided in Attachment A, under tab 2, PY22 Outcomes by State. The state-level outcomes will auto-populate in tab 2 once the applicant enters the appropriate data within tab 1 of the VETS-704, Attachment A. The national-level outcomes are provided in the table below, as well as at the link provided in tab 2. These outcomes may be further adjusted to account for the ease or difficulty in serving a particular group based on their characteristics and other mitigating factors, and in light of local economic conditions in the service area. The *Planned Goals Chart* should be fully completed, including all fillable sections.

Table 1
Goal Setting Parameters

Performance Indicator	PY2022 National Average
Average hourly wage at placement	\$18.34
Placement Rate Overall (Rate = Employed/Exited)	55.2%
Cost Per Placement	\$5,237
Percentage of Enrollments Trained	71.3%
Percent of program participants who are in unsubsidized employment in the second quarter after exit from the program	36.4%
Percent of program participants who are in unsubsidized employment in the fourth quarter after exit from the program	26.8%

Median quarterly earnings of program participants who are in unsubsidized employment in the second quarter after exit from the program	\$8,650
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All applicants must propose a goal for average hourly wage at placement. DOL/VETS has created a calculator (see tab 3, Average Hourly Wage at Placement in Attachment A) using county-level living wage data so applicants may consider goals for the average hourly wage at placement that align with the living wage of the proposed service delivery area(s). (Source: Massachusetts Institute of Technology Living Wage Calculator, livingwage.mit.edu.) Awardees will be held to the average hourly wage at placement goal submitted in the *Planned Goals Chart* of their application.

c. Project Design

Applicants must describe their overall strategy for providing employment and job training services. Services must be delivered through a client-centered case management approach that imparts relevant skills and connects participants with high-quality career opportunities. The grant recipients that have had the most success in addressing veteran homelessness are those that have taken an expansive multi-disciplinary and comprehensive approach to the problem. Applicants must define the types of support services available to participants and the approaches to providing these support services. Applicants applying under Category 2 (HWVHVWC) or Category 3 (IVTP) are limited to serving only individuals who are part of that category's population. Applicants are to propose methods that the project will use to address the stated outcomes. Applicants must provide a plan of action that provides the scope of work and details of how the project will accomplish the proposed work. Applicants must account for all functions or activities identified in the application and cite factors that might accelerate or hinder work as well as describe how the project will overcome identified barriers. Applicants must fully describe how the partnerships in place for the project are comprehensive and effective in assisting the eligible veteran to overcome employment barriers.

(i) Outreach, Recruitment, and Engagement – Applicants must address and promote equity through their outreach, recruitment, and engagement plan. They must describe in their application how their program will conduct effective client outreach, recruitment, and engagement to meet participant enrollment goals and how this will advance equity for underserved and vulnerable veteran populations. Outreach, recruitment, and engagement must include a strategy that is culturally and linguistically effective, non-threatening, persistent over time, and offers a flexible array of services, including help with basic survival needs. All outreach efforts should be person-centered and emphasize building rapport and trust as a means of helping veterans obtain employment with appropriate services. These efforts should seek to reach and connect with all veterans who are sheltered and unsheltered within the applicant's proposed service delivery area(s), including veterans living in encampments or tent cities, as well as veterans in institutional settings, such as jails, residential treatment facilities, and hospitals.

Other effective outreach strategies that are vital to program success include participating in local Stand Down events planned in the applicant's service delivery area(s) and collaborating with HUD CoC Coordinated Entry. Coordinated Entry is a process that standardizes the way individuals and families at risk of or experiencing homelessness are identified, assessed for,

referred, and connected to housing and other services to assist with their needs. HVRP grant recipients should notify the housing department or public agency of the local municipal government (such as mayor, town executive, etc.) to ensure local awareness.

The outreach, recruitment, and engagement description must include a plan to demonstrate flexible approaches to allow for in-person, virtual, socially distanced, or hybrid models. The description must include evidence to support the proposed strategy with references from published research studies, government reports, or the applicant's experience showing the strategy yielded positive results.

(ii) Intake and Assessment – Applicants must describe and provide evidence of how they will design and implement an intake and assessment process, including allowing for in-person, virtual, socially-distanced, or hybrid models of assessments, to serve eligible veterans. This evidence must reference published research studies, government reports, or the applicant's experience that shows the strategy yielded positive results in the past.

The applicant must describe how the proposed intake process will remove barriers to ensure full and equal participation in the project. The applicant must also describe how they will determine eligibility. The intake process must demonstrate the collection of the necessary information on veterans seeking services 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 determines employment, job training, and related support services needed for the participant to meet their employment goals. The assessment must also determine if a veteran participant is job ready.

The applicant must demonstrate how the assessment process will ensure that racial, gender, and other biases do not affect the determination of a participant's readiness to enter employment following the receipt of services and training, including the use of information about the individual's medical, social, and environmental needs as well as their behavioral and cognitive status. For example, when responding to this requirement, the applicant must describe the process of assessing veterans experiencing homelessness, including the names of any formal assessment tools, the theoretical purpose of the assessment, and the anticipated results or benefit.

(iii) Employment and Job Training – American Job Centers (AJC), which are funded through DOL, are designed to provide a full range of assistance to job seekers under one roof. Because HVRP is an employment-focused grant program, collaboration with the public workforce system through AJCs is key. AJCs can provide supplementary services to the veterans experiencing homelessness that are being served by the grant program. Since additional resources and information can be provided at these AJCs, coordination between them and the recipient is vital to provide the maximum number of resources to veterans experiencing homelessness. Applicants to HVRP should contact their AJC as soon as possible to obtain the Letter of Support required in this FOA's application package per Section III.C. Organizations wishing to contact their local AJC can reference contact information on the [DOL website](#) or [CareerOneStop website](#), which is sponsored by DOL.

Applicants must describe the employment and job-driven training services available to participants to obtain and retain high-quality career outcomes, particularly in high-demand industries such as construction, electrical, manufacturing, and cybersecurity. Job-driven training received by participants may be provided directly through the grant or provided to participants

through partnerships with an AJC, the GI Bill, Veteran Readiness and Employment (VR&E), State Vocational Rehabilitation (VR) programs, or other training providers. Job-driven training is targeted to the specific industries, occupations, and skills that are in demand locally and must enable a participant to become employable or seek a higher grade of employment. Training must align with participants' employment goals. Some examples of job training that may be provided to participants are on-the-job training (OJT); registered apprenticeships; customized job training, upgrading, or retraining; entrepreneurial or other work-based learning; and occupational skills training provided by the applicant or a third-party training provider. Life skills, financial management, resumé writing, interview preparation, and other job readiness or preparation services **are not considered** job-driven training. Employment and training programs must target in-demand occupations indicated in the LMI provided in the Statement of Need. Please note that placement into an unsubsidized apprenticeship is considered placement into employment. Please visit the [Apprenticeship Job Finder webpage](#) where you can search for training providers.

Applicants must also describe how they will develop formal employment and job-training plans, based on the individual job-training needs assessment, for each veteran. In addition to strategies to address the participant's employment goals, the job-training plan should reflect, as appropriate, other approaches to help the participant achieve self-sufficiency, including referrals to other services or programs. 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. This evidence must reference research studies, government reports, or the applicant's experience demonstrating that the strategy yielded positive results in the past.

Strategies described in an employment and job-training plan must focus on employment opportunities that add value and impart relevant, sought-after skills within the existing job market. Strategies should align with, and leverage, other federal, state, or local education and job-training program resources. Applicants must describe the array of employment and job training available to participants. For definitions of various types of job training, please refer to the [HVRP FOA Glossary of Terms](#).

Because of the benefits of coordinating with multiple resources available to veterans experiencing homelessness, all grant recipients are strongly encouraged to enroll their participants in an AJC. Enrollment occurs when the participant receives a Wagner-Peyser Act-funded Employment Service, a JVSG-funded Disabled Veterans' Outreach Program (DVOP) service, or a WIOA Title I-funded service, such as WIOA Title I service for adults or dislocated workers. Grant recipients and the local AJC must coordinate and learn about the services that are offered to veterans experiencing homelessness, as well as the workforce services that may benefit veterans. Such coordination may include grant recipient staff making a visit to the local AJC or a virtual meeting facilitated by the HVRP recipient to learn about these services offered. Registration alone in the state workforce system does not constitute enrollment. Participants should meet with AJC staff and receive one or more applicable services.

(iv) Linkages and Support Services – Persistent, coordinated, and creative outreach efforts are important to not only identify but also engage veterans experiencing or at risk of homelessness and connect them to the services they need to obtain and retain employment. It is critical that applicants align with a diverse range of partners to ensure support services are equity-based. To ensure the proposed project is cultivating successful linkages and support service providers, applicants should employ and partner with veterans with lived experience, particularly people

belonging to marginalized populations and those with recent experience with homelessness and homeless service systems. Applicants should describe what linkages they will leverage and how they will support this goal of coordinated service delivery. Stable housing, health care (including mental health), transportation, childcare, and other support services are critical in helping veterans experiencing homelessness reintegrate into the labor force. Applicants must describe how they will leverage resources by coordinating with other local and national organizations and support service programs, including penal institutions and halfway houses, to assist HVRP participants in overcoming barriers to employment. DOL/VETS promotes collaboration with other organizations to leverage federal, state, and local resources to the maximum extent possible in support of reintegrating veterans experiencing homelessness. **An awarded grant will be required to have an SOP in place to ensure supportive services are implemented and executed consistently and equitably.**

Housing Costs and Veterans Returning Home from Jail and Prison:

Housing is a critical element for successful reintegration into the workforce. HVRP funds may be used for housing, but only for eligible participants who meet the definition of a veteran at risk of homelessness who is transitioning from certain institutions, in accordance with 38 U.S.C. § 2023. This definition includes 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 of homelessness, absent referral and counseling services provided under the program. DOL/VETS considers an “at risk” determination to involve factors deemed appropriate by the grant recipient; however, DOL/VETS does not permit grant recipients to determine that a veteran is “at risk” if the veteran is not scheduled to be released from jail or prison within 12 months. HVRP recipients should promote equity in the pursuit for housing solutions for these eligible participants.

As part of the plan for support services, applicants must propose a specific housing assistance strategy. Recipients are encouraged to connect veterans experiencing homelessness with the Administration’s [American Rescue Plan](#) and [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act](#) funding to assist in housing. The housing strategy must clearly indicate how participants will be housed or rapidly connected to housing. Applicants must highlight the provisions that will be made for program participants to access emergency, temporary, transitional, and/or permanent housing through various community resources. Examples of 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;
- The Federal Emergency Management Agency’s (FEMA) food and shelter programs, which provide emergency food and shelter;
- The HUD-VA Supportive Housing (VASH) program, which provides permanent housing for eligible homeless veterans;
- The HUD CoC program, which coordinates housing for any homeless individual and assists in locating other affordable housing alternatives and permanent supportive housing options; and
- Local and state housing authorities.

Applicants that propose, in their Budget Narrative, to use funds for housing assistance (an allowable cost only for veterans recently released from jail or prison) must identify how they will exhaust other housing options such as those 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 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, the applicant must secure at least three (3) samples of rent for housing units located in the specific community and zip code of the desired housing that meet the needs of eligible veterans recently released from jail or prison. If a veteran who was recently released from jail or prison can obtain housing by any other means, such as through other federal or state programs, then HVRP grant funds cannot be used for such housing assistance.

Childcare Costs for Veterans with Children:

HVRP funds may be used to provide childcare services for participants that meet the definition of homeless veterans with children, in accordance with 38 U.S.C. § 2021A, to expedite the reintegration of homeless women veterans and [homeless veterans](#) with children into the labor force. For the purposes of defining child or dependent, DOL/VETS uses the definition of “child” at [38 U.S.C. §101\(4\)\(A\)](#).

The use of grant funds for childcare services (allowable only to participants that meet the definition of a homeless veteran with children) is limited to 45 days, and the amount of assistance must be reasonable considering the average cost of childcare within the local community. Applicants that propose, in their Budget Narrative, to use funds for childcare services for these eligible participants must identify how they will exhaust other resources before identifying grant funds for this purpose. A grant recipient must provide proof of co-enrollment with the American Job Center (AJC) and refer homeless veterans with children participants to AJC partners, such as the Temporary Assistance for Needy Families (TANF) program or other [federal benefit services](#), for childcare services. If a veteran with children can obtain funding for childcare services by any other means, such as through other federal or state programs, then HVRP grant funds cannot be used for such childcare costs.

(v) Employer Engagement – HVRP applicants must have sound strategies for placing veterans into unsubsidized employment. Such strategies must include effective methods for developing and maintaining strong relationships with employers, conducting job development activities, and carrying out job search assistance activities. Applicants must describe a clear plan of how they will proactively engage 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(s) who have wage progression models as workers advance in their jobs;
- Assessment of employers’ talent needs, work environment, and other factors relevant to candidate placement;
- Identification of employers that offer caregiving supports like flexible schedules, telework, childcare facilitation, and backup childcare;

- Identification of employers that classify workers as employees and not independent contractors; or
- The provision of, or capacity to connect employers to, services and candidate placement (e.g., registered apprenticeships, on-the-job training, and work-based learning; ongoing support and retention; and veteran and civilian employee supports and resources.)

The engagement plan must include both public and private employers. Applicants should use the map of public investments on [invest.gov](https://www.invest.gov) to identify, and engage with infrastructure, clean-energy, and manufacturing employers that have received federal funding. The proposed employer engagement must be designed to achieve meaningful or gainful (i.e., family-sustaining) employment opportunities resulting in actual placement of HVRP participants into quality employment in the local job market. Applicants must provide LMI that supports the plan to engage employers. Applicants must describe a clear plan to proactively engage prospective employers that provide working conditions patterned on the [Good Jobs Principles](#).

HVRP grant applications should describe how they will connect veterans experiencing homelessness with opportunities for good-quality jobs that pay living wages in safe and healthy workplaces while ensuring workers have a free and fair choice to organize, join a union, and bargain collectively with their employers. They should connect with employers who provide “earn while you learn” models and continuing education programs for employees to earn credentials and degrees relevant to their career pathways and provide mentoring and coaching to employees.

(vi) Reaching Historically Marginalized Veterans – HVRP applicants must address how they will promote equity through their proposed project, including outreach strategies that address historical inequities. HVRP grant recipients must describe how they plan to ensure outreach to historically marginalized veterans. Historically marginalized communities include Black, Latino, and Indigenous and Native American persons, Asian Americans, Native Hawaiians, Pacific Islanders, and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, queer, and intersex (LGBTQI+) persons; persons with disabilities; persons who live in rural areas; persons who are currently or formerly incarcerated, and persons otherwise adversely affected by persistent poverty or inequality.

(vii) Reaching Underserved Communities – HVRP strives to provide services to veterans experiencing homelessness in as many communities as possible throughout the nation. According to the AHAR, every state has a population of veterans experiencing homelessness. To serve these populations, it is imperative resources are provided in those communities. HVRP applicants must address how they will serve communities not currently being served by an HVRP grant.

(viii) Employment Adjustment Services – Due to numerous barriers and challenges that veterans experiencing homelessness face in their transition to careers and stable housing, applicants must describe how they will provide employment adjustment services. Employment adjustment services are designed to help a newly employed veteran adjust to a new job and are considered part of the veteran employment plan.

A career counselor or job coach typically provides these services during the first month or so of employment. They offer guidance on any issues the newly employed individual encounters, including areas such as the following:

- Counseling to help the newly hired veteran adjust to new routines, schedules, and work environments;
- Building relationships with coworkers;
- Financial literacy;
- Enhancing customer service skills;
- Identifying high-quality career pathways and training based on the veteran's long-term personal, medical, and behavioral needs;
- Understanding and adapting to the company's culture; and
- Counseling to help the newly employed veteran work through the job situations that they find most troublesome.

d. Organizational, Administrative, and Fiscal Capacity

Applicants must describe 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 properly manage and execute program funds. They must describe staff skills, experience (including lived experience), history, knowledge, qualifications, and capabilities. 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.

DOL is committed to its funds creating Good Jobs not only for grant participants and beneficiaries but also for grant recipient staff. When they provide their own staff better working conditions, applicants demonstrate credibility and expertise on workforce development. DOL also believes that improved working conditions for grantee staff will lead to more effective grant administration and long-term impact of grant projects. Applicants must describe the working conditions they provide to their employees and how they seek to assure these conditions are of high quality to recruit and retain staff. For additional background on DOL's vision for high-quality working conditions, we recommend you consult [The Good Jobs Principles](#).

1. **Pay and benefits:** How will your organization provide its workers competitive pay and benefits that allow your staff to afford the documented cost-of-living in your area of the country? Grant recipients are advised to reference the [O*NET website](#) to determine fair wages (including benefits) for occupation and geographic area.
 - a. If the applicant plans on using grant funds to pay at better rates or improve pay of staff, please indicate how you will ensure this use of funds will not reduce the number of participants served or the quality of services provided.
 - b. If there are other conditions that impact your ability to provide family-sustaining pay and benefits—for example, state-mandated pay schedules or limitations due to extremely small organization size—please identify these issues and explain how you work to provide quality working conditions that reward and retain staff.
2. **Worker voice:** How will your organization provide a culture that values workers and allows them the opportunity to organize and bargain collectively if they chose to do so?
3. **Equity:** What steps will your organization take to assure transparent hiring and employment practices that avoid unlawful discrimination, include underrepresented

populations in your workforce, and ensure accessible workplaces and opportunities for advancement?

4. **Safety and dignified working conditions:** How will you implement a safety and health management program that has the three basic elements of management leadership, worker participation, and a systematic approach to finding and fixing hazards to be effective?
5. **Stability and dignity:** How will your organization provide safe and stable working conditions and maximize transparency in the factors considered in hiring and firing? Where applicable, the applicant must address its use of electronic monitoring or algorithms in issues affecting conditions of employment and how it communicates with workers about its use of the tools.

Applicants must also address their capacity for implementing the program, programmatic reporting, and participant tracking, including follow-up tracking services to capture and report post-exit outcomes within 120 days. 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 follow-up 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 after exit or until the end of the period of performance (June 30, 2027).

e. Past Performance - Programmatic Capability

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

f. 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 Narrative 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 (Attachment A – tab 1, *Abstract*)

You must submit the *Abstract*/Attachment A – tab 1. Tabs 2 and 3 of Attachment A will auto-populate based on the data entered in tab 1 (*Abstract*). Omission of the *Abstract*/Attachment A will result in your application being disqualified. See III.C.1. for a list of required items that will result in the disqualification of your application if not submitted. If your organization is selected for an award, the information included in the *Abstract*/Attachment A may be published on USASpending.gov, a public-facing website that acts as the official open data source for federal spending information. DOL/VETS will use the *Abstract* as the official service delivery area(s) of record. The *Abstract* must include the following:

- Applicant's name;
- Project category (HVRP, HWVHVWC, IVTP);
- Identification of the service delivery area(s), including each state in which the grant will operate, as well as relevant counties, parishes, independent cities, Native American tribal areas, and other applicable geographic areas;
- Purpose of the project;
- Activities to be funded by the grant;
- Expected outcomes of the project;
- Intended beneficiaries of the project;
- Subrecipient activities, if applicable;
- Name of and associated number of the HUD Continuum of Care (CoC), if applicable;
- Name of local American Job Center (AJC);
- Requested amount for each individual year of the grant (i.e., Year 1 Total, Year 2 Total, and Year 3 Total). While HVRP funds a maximum amount of \$600,000 per year, applicants can submit any amount under this cap that is justified by and aligned with their budget and budget narrative; and
- Congressional District Information: When completing the SF-424 for this application, Block 16a is the congressional district of the applicant organization named in Block 8 of the form. Block 16b is the congressional district for the service area noted in Block 14 of the form. In this *Abstract*, we are looking for the congressional district of your **home office**. The home office is the main location where the program is administered. The home office is typically where the HVRP program manager, or equivalent, is assigned. This may be different from the address (corporate office location) used to identify the applicant organization in Block 8 of the SF-424. If your home office is the same as the address listed in Block 8, repeat that information here and state that the home and corporate office locations are the same.

2. Required Letter of Support

All applicants must provide a letter of support from a local AJC. Omission of the Letter of Support will result in the disqualification of your application.

The Letter of Support must be dated within the last 12 months from the date the FOA is published, be submitted on official AJC letterhead, and include the following information:

- Number and title of this FOA;
- Name and address of legal applicant organization;
- Clear demonstration of the AJC's level of collaboration, contribution, and/or commitment to the project;
- Summary of any actual or planned agreements; and
- Printed name and signature of the AJC's authorized official.

3. VETS-700 Planned Goals (Attachment A – tab 4, *Planned Goals Chart*)

Applicants must **fully complete** and submit the information requested in Attachment A – tab 4, *Planned Goals Chart*. This attachment must be submitted as an Excel file in the format provided.

Omission of this Excel attachment (VETS-704, Attachment A) will result in disqualification of your application.

4. Past Performance Documentation

Applicants must **fully complete** and submit the information requested in Attachment C, *Chart of Past Performance*.

Omission of past performance within the *Chart of Past Performance* form (Attachment C) will result in disqualification of your application.

b. Requested Attachments

We request the following attachments, but their omission will not disqualify the application. The omission of the attachment will, however, impact scoring unless otherwise noted.

1. Indirect Cost Rate Agreement

If you are requesting indirect costs based on a Negotiated Indirect Cost Rate Agreement (NICRA) or Cost Allocation Plan (CAP) 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 labeled "NICRA" or "CAP."

2. Financial System Risk Assessment Information

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

C. SUBMISSION DATE, TIME, PROCESS AND ADDRESS

Due Date for Applications:

March 11, 2024

We must receive your application by 03/11/2024. You must submit your application electronically on <https://www.grants.gov> **no later than 11:59 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 11:59 p.m. Eastern Time on the closing date. We will not accept applications sent by e-mail, telegram, or facsimile (FAX).

1. Hardcopy Submission

No applications submitted in hardcopy by mail or hand delivery (including overnight delivery) will be accepted for this funding opportunity.

2. Electronic Submission through Grants.gov

Applicants submitting applications must ensure successful submission **no later than 11:59 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 verifies only 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 (GRANTXXXXXXX) 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, contact one of the following:

- 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

We will consider only applications successfully submitted no later than 11:59 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.

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 does not have a current negotiated (including provisional) 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 200.1 for definition), which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as the non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time. (See 2 CFR 200.414(f) for more information on use of the de minimis rate.)

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

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

Pursuant to P.L. 117-103, Division H, Title V, Section 505, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all non-Federal entities receiving Federal funds shall clearly state: 1. The percentage of the total costs of the program or project which will be financed with Federal money; 2. The dollar amount of Federal funds for the project or program; and 3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

3. Use of Grant Funds for Participant Wages

HVRP grant funds may be used for participant wages. Examples of wage subsidies include On-the-Job Training (OJT), subsidized state- or federally approved registered apprenticeships, and/or transitional jobs (TJ) strategies. The participant must be engaged in job training, with the employer expected to hire the participant at the end of the job training. Funds may be used to pay job training wages for up to 90 days, based on HUD housing figures (see Massachusetts Institute of Technology’s [Living Wage Calculator](#)), for up to 50 percent of the apprentice’s wages. To use HVRP funds for OJT, subsidized registered apprenticeships, and/or TJ wages, grant recipients must demonstrate the participant’s need for subsidizing job training wages and develop an agreement with the employer that stipulates the terms of the subsidy and duration of the job training and must lead to employment. The agreement must stipulate that HVRP funds will reimburse the employer for the agreed-upon earnings to be subsidized, not more than 50 percent. Subsidized job training is not a job placement. Awardees will be required to have an SOP in place to ensure this process is implemented and executed consistently and equitably.

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)	14
2. Expected Outcomes and Outputs (See Section IV.B.3.b. Expected Outcomes and Outputs)	7
3. Project Design (See Section IV.B.3.c. Project Design)	39
4. Organizational, Administrative, and Fiscal Capacity (See Section IV.B.3.e. Organizational, Administrative, and Fiscal Capacity)	9
5. Past Performance – Programmatic Capability (See Section IV.B.3.f. Past Performance – Programmatic Capability)	20
6. Budget and Budget Justification (See Section IV.B.2. Project Budget)	11
TOTAL	100

1. Statement of Need

Maximum Points: 14

Panelists will evaluate and award up to 14 points for this criterion based on the requirements in Section IV.B.3.a and the items below.

- Identification and justification of proposed service delivery area(s) (SDA) (1 pt)
- Demonstration of the need for the proposed project, including evidence identifying the nature and extent of the need and reasons the proposed SDA will benefit from HVRP services (2 pts). *Evidence must be within the last two years from the date the FOA is released, or 1 point will be deducted.*
- Explanation of how services will be provided within the entire SDA (2 pts)
- Description of SDA that aligns with the resources identified in the application and reflects a size for which the applicant could reasonably and effectively provide services (1 pt)
- Quantitative and Qualitative Information (up to 8 pts):
 - Demographic information of the population to be served in the proposed SDA as identified in the *Abstract* (1pt)
 - The planned number of eligible veterans to be newly enrolled in the project (1 pt)
 - The planned number of enrollments supported by the number of eligible veterans in need of the project services in the proposed SDA (1pt). *Cannot exceed the estimated number of sheltered and unsheltered veterans experiencing homelessness in the SDA.*
 - Description of the employment and job training needs of the local employers (1 pt)

- Estimation of sheltered and unsheltered veterans experiencing homelessness in the identified SDA (2 pts). *Estimation must be cited including the date and source of the reported estimate, or one point will be deducted.*
- Labor market information (LMI) for the identified SDA, including in-demand occupations as determined by the Local Workforce Development Board (LWDB), industry, or employer (1 pt)
- Description of factors in the service delivery area(s) contributing to veteran homelessness or the circumstances creating the need for receiving an HVRP grant (1 pt)

2. Expected Outcomes and Outputs

Maximum Points: 7

Panelists will evaluate and award up to 7 points (up to 1 point for each performance indicator) for this criterion based on the requirements in this section, Section IV.B.3.b, and the Competitive Grants Planned Goals Chart (tab 4, *Planned Goals Chart*, in Attachment A – VETS-704).

Performance Indicator	0 Points	1 Point	0 Points
Percentage of Enrollments Trained *minimum of 55.0%	Less than 60.0%	Between 60.0% and 80.0%	Greater than 80.0%
Placement Rate: percentage of enrollments placed into employment at exit	Less than 50.0%	Between 50.0% and 90.0%	Greater than 90.0%
Average Hourly Wage at Placement *as shown on tab 3, Avg Hourly Wage at Placement Calculator. “Average Living Wage for Primary State SDA” in the applicant’s completed VETS-704 (Attachment A)	Less than 90.0% of the *Average Living Wage for Primary State SDA	Between 90.0% and 110.0% of the *Average Living Wage for Primary State SDA	Greater than 110.0% of the *Average Living Wage for Primary State SDA
Cost Per Placement *maximum of \$16,000	Less than \$4,000	Between \$4,000 and \$12,000	Greater than \$12,000
Employment Rate 2 nd Quarter After Exit: percentage of participants enrolled who are in unsubsidized employment in the second quarter after exit	Less than 35.0%	Between 35.0% and 70.0%	Greater than 70.0%

Employment Rate 4 th Quarter After Exit: percentage of participants enrolled who are in unsubsidized employment in the fourth quarter after exit	Less than 20.0%	Between 20.0% and 50.0%	Greater than 50.0%
Median Earnings 2 nd Quarter After Exit: the median quarterly earnings of participants who are in unsubsidized employment in the second quarter after exit	Less than \$5,000	Between \$5,000 and \$11,000	Greater than \$11,000

3. Project Design

Maximum Points: 39

Panelists will evaluate and award up to a total of 39 points based on the requirements in Section IV.B.3.c.

Outreach, Recruitment, and Engagement (up to 8 points)

Panelists will evaluate and award up to 8 points based on the requirements in Section IV.B.3.c.i.

- Description of how outreach, recruitment and engagement will be conducted (2 pts)
- Description of how effective client outreach, recruitment, and engagement will meet enrollment goals (2 pts)
- Description of how outreach, recruitment, and engagement will advance equity for underserved and vulnerable veteran populations (1 pt)
- Description of strategies that will be utilized during outreach, recruitment, and engagement that are culturally and linguistically effective, non-threatening, persistent over time, and offer a flexible array of services, including help with basic survival needs (1 pt)
- Demonstration of flexible approaches for in-person, virtual, socially distanced, or hybrid models (1 pt)
- Evidence to support the proposed outreach, recruitment, and engagement strategy description with references from published research studies, government reports, or the applicant's experience showing the strategy yielded positive results (1 pt)

Intake and Assessment (up to 9 points)

Panelists will evaluate and award up to 9 points based on the requirements in Section IV.B.3.c.ii.

- Description of how the intake process will be designed and implemented (1 pt)
- Description of how the assessment process will be designed and implemented (1 pt)
- Description of plan for the intake and assessment process to be used in-person, virtually, socially distanced, or hybrid (1 pt)
- Evidence to support the proposed intake and assessment strategy description with references from published research studies, government reports, or the applicant's experience showing the strategy yielded positive results (1 pt)

- Description of how the proposed intake process will remove barriers to ensure full and equal participation in the project (1 pt)
- Description of how eligibility will be determined and the process to collect the necessary eligibility documentation (1 pt)
- Demonstration that the assessment will determine employment, job training, and related support services needed for the participant to meet their employment goals, as well as determine if a veteran participant is job ready (2 pts)
- Demonstration of how the assessment process will ensure that racial, gender, and other biases will not affect the determination of a participant's readiness to enter employment following the receipt of services and training (1 pt)

Employment and Job Training (up to 9 points)

Panelists will evaluate and award up to 9 points based on the requirements in Section IV.B.3.c.iii.

- Coordination with the American Job Center, including the required letter of support (1 pt)
- Description of the employment and job-driven training services available to participants to obtain and retain high-quality career outcomes (describe all services provided directly through the grant or provided to participants through partnerships) (2 pts)
- Description of the development of formal employment and job-training plans, based on the individual job-training needs assessment, for each veteran (2 pts)
- Description of how the participants' progress will be managed and documented (1 pt)
- Evidence to support the proposed employment and job-training strategy description with references from published research studies, government reports, or the applicant's experience showing the strategy yielded positive results (1 pt)
- Description of strategies in an employment and job-training plan focusing on employment opportunities that add value and impart relevant, sought-after skills within the existing job market (1 pt)
- Description of the array of employment and job training available to participants (1 pt)

Linkages and Support Services (up to 2 points)

Panelists will evaluate and award up to 2 points based on the requirements in Section IV.B.3.c.iv.

- Description of leveraging resources by coordinating with other local and national organizations and support service programs (2 pts)

Employer Engagement (up to 5 points)

Panelists will evaluate and award up to 5 points based on the requirements in Section IV.B.3.c.v.

- Explanation of strategies for placing veterans into unsubsidized employment, to include effective methods for developing and maintaining strong relationships with employers, conducting job development activities, and carrying out job search assistance activities (1 pt)
- Description of a clear engagement plan to proactively engage public and private employers (1 pt)

- Engagement plan includes how to achieve meaningful or family-sustaining employment opportunities resulting in actual placement in quality employment (1 pt)
- LMI that supports the engagement plan (1 pt)
- Description of a clear plan to proactively engage prospective employers that provide working conditions patterned on the Good Jobs Principles (1 pt)

Reaching Historically Marginalized Veterans (up to 2 points)

Panelists will evaluate and award up to 2 points based on the requirements in Section IV.B.3.c.vi.

- Description of the promotion of equity through their proposed project, including outreach strategies that address historical inequities (1 pt)
- Description of the plan to ensure outreach to historically marginalized veterans (1 pt)

Reaching Underserved Communities (up to 2 points)

Panelists will evaluate and award up to 2 points based on the requirements in Section IV.B.3.c.vii.

- Description of how they will serve communities not currently being served by an HVRP grant (2 pts)

Employment Adjustment Services (up to 2 points)

Panelists will evaluate and award up to 2 points based on the requirements in Section IV.B.3.c.viii.

- Description of how they will provide employment adjustment services (2 pts)

4. Organizational, Administrative, and Fiscal Capacity

Maximum Points: 9

Panelists will evaluate and award up to 9 points for this criterion based upon the requirements in Section IV.B.3.d.

- Explanation of fiscal and administrative controls in place to properly manage and execute program funds (1 pt)
- Description of staff skills, experience (including lived experience), history, knowledge, qualifications, and capabilities (1 pt)
- Evidence to demonstrate the ability to sustain the project once federal funding ceases (1 pt)
- Description of a diverse funding base or illustration of an organizational strategic plan that will lead to the attainment of financial resources beyond those secured through this FOA (1 pt)
- Description of the working conditions provided to employees and how to seek assurance that these conditions are of high quality to recruit and retain staff (refer to Section IV.B.3.d for The Good Jobs Principles) (1 pt)
- Description of the applicant's capacity for:
 - Implementation of the program (1 pt)
 - Programmatic reporting (1 pt)
 - Participant tracking (including follow-up tracking services to capture and report post-exit outcomes with 120 days) (1 pt)

- Description of all associated cost for obtaining and retaining participant information that is pertinent to report post-exit outcomes, including any costs of using a third party to substantiate employment results (1 pt)

5. Past Performance–Programmatic Capability

Maximum Points: 20

Applicants will be awarded up to 20 points for this criterion based upon the requirements in this section and Section IV.B.3.e.

All applicants will receive points based on their *Chart of Past Performance*. Panelists will evaluate outcomes provided in the applicant’s *Chart of Past Performance* and award points for each indicator based on the scale below.

Performance Indicator	0 Points	1 Point	3 Points	5 Points
Participants Served/Enrolled or similar measure	0 to 49.9% of the goal	50.0% to 84.9% of the goal	85.0% to 99.9% of the goal	100% or more of the goal
Placement into Employment/Training or similar measure	0 to 49.9% of the goal	50.0% to 84.9% of the goal	85.0% to 99.9% of the goal	100% or more of the goal
Employment/Training Retention or similar measure	0 to 49.9% of the goal	50.0% to 84.9% of the goal	85.0% to 99.9% of the goal	100% or more of the goal
Median earnings of program participants in the second quarter after exit from the program or substantially similar indicator	0 to 49.9% of the goal	50.0% to 84.9% of the goal	85.0% to 99.9% of the goal	100% or more of the goal

6. Budget and Budget Narrative

Maximum Points: 11

Panelists will evaluate and award up to 11 points for this criterion based upon the requirements in this section and Section IV.B.2.

- Demonstration of realistic and reasonable costs that are aligned with the proposed project activities and outcomes (3 pts)
- Planned costs that are necessary to implement the project and do not include items not allowed by DOL/VETS, such as purchase of construction costs, motor vehicles, buildings, or land (2 pts)
- Description of costs associated with each line item on the SF-424A, per FOA instructions (e.g., the personnel line item includes the number of full-time equivalents and the percent of time they will serve the program, and the inclusion of a complete description of leveraged resources provided (as applicable) to support grant activities and participant supportive services) (6 pts)

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 <https://www.grants.gov>, which constitutes a binding offer by the applicant.

DOL/VETS' commitment is to ensure the most effective distribution of HVRP funds to maximize the number of homeless veterans served through the program. Consequently, DOL/VETS will consider the saturation levels of grant recipients versus homeless veteran population in a given geographical area. DOL/VETS will not award a new grant in an area where the estimated homeless veteran population is currently served by active grant recipients. In other words, if the homeless population currently served by an active grant would not necessitate an additional grant, then the applicant's proposal, even if otherwise viable, will not be selected for funding. Applicants should reference [the SDA Saturation Map](#) for current HVRP grants and their service delivery areas.

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 the following:

- 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 the following:

- 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 VETS most recent policy on this topic.

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 Financial System Risk Assessment form as an attachment to their application (see Attachment D for suggested template) 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.

VI. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

All award notifications will be posted on the VETS Homepage at <https://www.dol.gov/agencies/vets/>. Applicants selected for award will be contacted directly

before the grant's execution. Non-selected applicants will be notified by mail or email and may request a written debriefing on the significant weaknesses of their application.

Selection of an organization as a recipient does not constitute approval of the grant application as submitted. 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. ADMINISTRATIVE 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 Part 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, subpart F (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 the Government Funding Transparency Act of 2008, Pub. Law 110-252, Title VI, Chap. 2, Sec. 6202), 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 you 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 VETS 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 the handling of confidential information:

- i. You must ensure that PII and sensitive data developed, obtained, or otherwise associated with DOL/VETS 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 VETS 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 VETS grant must be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using recipient-issued equipment, managed information technology (IT) services, and designated locations approved by VETS. Accessing, processing, and storing of VETS grant PII data on personally owned equipment, at off-site locations, (e.g., employee's home), and non-recipient managed IT services, (e.g., Yahoo mail), is strictly prohibited unless approved by VETS.
- 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 VETS for any purpose not stated in the grant agreement.

- ix. Access to any PII created by the VETS grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.
- 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 VETS 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 VETS to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that you are complying with the confidentiality requirements described above. In accordance with this responsibility, you must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.
- xiii. You must retain data received from VETS only for the period of time required to use it for assessment and other purposes, or to satisfy applicable federal records retention requirements, if any. Thereafter, you agree that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

e. **Record Retention**

You must follow federal guidelines on record retention, which require 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 200.334-.338 for more specific information, including information about the start of the record retention period for awards that are renewed quarterly or annually, and when the records must be retained for more than three years.

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 recipient or subrecipient purchases property or services needed to carry out the project or program under a federal award. For additional information on subrecipient and contractor determinations, see 2 CFR § 200.331 (see also 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 an entity, usually but not limited to non-federal entities, that receives a subaward from a pass-through entity to carry out part of a federal award, but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.

You must follow the provisions at 2 CFR 200.331-.333 regarding subrecipient monitoring and management. Also see 2 CFR 200.308(c)(6) regarding prior approval requirements for subawards. When awarding subawards, you are 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 VETS at the end of the final year of the grant.

h. Appeal Rights

§ 200.342 Opportunities to object, hearings, and appeals

Upon taking any remedy for non-compliance, the [Federal awarding agency](#) must provide the [non-federal entity](#) an opportunity to object and provide information and documentation challenging the suspension or [termination](#) action, in accordance with written processes and procedures published by the Federal awarding agency. The Federal awarding agency or [pass-through entity](#) must comply with any requirements for hearings, appeals or other administrative proceedings to which the non-Federal entity is entitled under any statute or regulation applicable to the action involved.

§ 200.346 Collection of amounts due

(a) Any funds paid to the non-Federal entity in excess of the amount to which the non-Federal entity is finally determined to be entitled under the terms of the Federal award constitute a debt to the Federal Government. If not paid within 90 calendar days after demand, the Federal awarding agency may reduce the debt by:

- (1) Making an administrative offset against other requests for reimbursements;
- (2) Withholding advance payments otherwise due to the non-Federal entity; or
- (3) Other action permitted by Federal statute.

(b) Except where otherwise provided by statutes or regulations, the Federal awarding agency will charge interest on an overdue debt in accordance with the Federal Claims Collection Standards ([31 CFR parts 900 through 999](#)). The date from which interest is computed is not extended by litigation or the filing of any form of appeal.

Please refer to the DOL-specific Uniform Guidance regulations, [2 CFR 2900.22\(b\)](#), which outlines appeals, as well as [2 CFR 2900.20](#), Federal Agency Audit Responsibilities.

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).

4. Special Program Requirements

a. DOL Evaluation

As a condition of grant award, grantees are required to participate in an evaluation, if undertaken by DOL. The evaluation may include an implementation assessment across grantees, an impact and/or outcomes analysis of all or selected sites within or across grantees, and a benefit/cost analysis or assessment of return on investment. Conducting an impact analysis could involve random assignment (which involves random assignment of eligible participants into a treatment group that would receive program services or enhanced program services, or into control group(s) that would receive no program services or program services that are not enhanced). We may require applicants to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grantees must agree to: (1) make records available to the evaluation contractor on participants, employers, and funding; (2) provide access to program operating personnel, participants, and operational and financial records, and any other relevant documents to calculate program costs and benefits; and (3) in the case of an impact analysis, facilitate the assignment by lottery of participants to program services, including the possible increased recruitment of potential participants; and (4) follow evaluation procedures as specified by the evaluation contractor under the direction of DOL.

b. Performance Goals

Please note that applicants will be held to outcomes provided at application, including wages at exit and placement numbers and failure to meet those outcomes may result in technical assistance or other intervention by VETS such as issuance of a Corrective Action Plan. Failure to meet performance goals may also have a significant impact on future grants with VETS. Grant recipients that request a reduction of planned goals throughout their period of performance, in accordance with the most current guidance on this subject, may be subject to reduced funding.

c. 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. Grant recipients may request training and technical assistance based on their needs. There is no cost to HVRP grant recipients for NVTAC services. All grant recipients are required to contact NVTAC to arrange an introductory consultation within the first quarter of their award.

d. Stand Down Events

VETS funds Stand Down (SD) activities through a separate VETS Stand Down application. For detailed information on how to apply, visit <https://www.grants.gov/web/grants/view-opportunity.html?oppId=345327>.

HVRP Grantees are encouraged to participate in 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 service providers together 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.

e. National Veterans' Training Institute

The National Veterans' Training Institute (NVTI), <https://www.nvti.org/> is funded by DOL/VETS. NVTI provides specialized training to further develop and enhance the professional skills of service providers for veterans' employment and training throughout the United States. NVTI offers training to HVRP grantees on veteran focused employment programs, HVRP grant management and oversight, veterans' benefits, case management and other veteran centered courses. HVRP grantees can enroll and participate in a number of training courses for free. Courses are available in multiple formats (Online Cohort, Self-Paced, Virtual/In-person and Online Curriculum) by submitting an application to their state Director for Veterans' Employment and Training (DVET): [Registering for NVTI Classes](#). Additionally, there are publicly available grant related resources, including webinars, podcasts, microlearnings and others, are available at <https://www.nvti.org/Resources>.

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

Grant recipients are required to report quarterly financial data on the SF-425 Federal Financial Report (FFR), which is due no later than 30 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are March 31, June 30, September 30, and December 31. A final FFR for the last quarter of the period of performance must be submitted no later than 120 calendar days after the quarter ends. See 2 CFR 200.344. On the final FFR, grant recipients must be sure to include any subaward amounts so we can calculate final indirect costs, if applicable. Grant recipients must communicate with their state's Director for Veterans' Employment and Training (DVET) for assistance when completing this requirement. See the following link for a directory of DOL/VETS state directors: <https://www.dol.gov/vets/aboutvets/regionaloffices/map.htm>.

To comply with the Uniform Administrative Guidance at 2 Code of Federal Regulations (CFR) 2900.14, and to align with U.S. Department of Labor (DOL) Employment and Training

Administration (ETA), the Veterans' Employment and Training Service (VETS) requires all grant recipients to transition to reporting on an accrual basis of accounting.

2. Quarterly Technical Performance Reports (TPR)

The grantee must submit a quarterly performance report within 30 days after the end of each calendar-year quarter. The report must include quarterly information on performance goals. The last quarterly progress report will serve as the grant's Final Performance Report. Submission requirements will be provided to grantees upon award. We will also provide you with guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis.

You must meet DOL reporting requirements. Specifically, you must submit the reports and documents listed below to DOL electronically. These forms can be found on the DOL [HVRP website](#). The dates below are the due dates for quarterly final reports, technical performance reports, and technical performance narrative report.

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

The deadline to submit quarterly reports does not change in instances when the reporting due date falls on a weekend or holiday. Recipients can submit reports at any time in advance of the due date.

3. Quarterly Technical Performance Narrative Report (TPN)

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

4. 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 documentation. The grantee has 120 calendar days to complete all required closeout documentation, including the closeout Federal Financial Report. All special conditions of award placed on the award must be resolved prior to closeout. See 2 CFR § 200.344 for additional guidance on closeout of federal awards. If the grantee does not submit all reports in accordance with this section within one year of the period of performance end date, VETS will report the grantee's material failure to comply with the terms and conditions of the award with the OMB-designated integrity and performance system (currently FAPIIS). VETS may also pursue other enforcement actions per § 200.339.

5. Continuity of Operations

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

VII. AGENCY CONTACTS

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

C. SKILLSCOMMONS RESOURCES

SkillsCommons (<https://www.skillscommons.org>) offers an online library of curriculum and related training resources to obtain industry-recognized credentials in manufacturing, IT, healthcare, energy, and other industries. The website contains thousands of Open Educational

Resources (OER) for job-driven workforce development, which were produced by grantees funded through 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.

D. APPRENTICESHIP

To view apprenticeship resources for career seekers, employers, and educators, visit <https://www.apprenticeship.gov/> and <https://www.dol.gov/agencies/eta/apprenticeship>.

E. RESOURCES FOR SERVING HOMELESS VETERANS

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

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

The USICH also developed an [American Rescue Plan \(ARP\) resource list](#), which is a consolidated listing of resources funded through the ARP that organizations and individuals can use to access much-needed resources. They also have compiled a list of resources for [Disasters During a Pandemic](#), which can help homeless services systems prepare for, respond to, and recover from disasters. For strategies and actions on addressing equity, USICH has produced the following document: [How to Start Addressing Racial Disparities in Your Community | United States Interagency Council on Homelessness \(USICH\)](#).

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.

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

The 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.

The VA's [Supportive Services for Veteran Families \(SSVF\) program](#) rapidly rehouses homeless veterans and their families.

The VA's [Grant and Per Diem \(GPD\) program](#) funds emergency and transitional housing programs. Within the VA, the Veterans Health Administration (VHA)'s [Office of Health Equity](#) provides data, tools, research, and other resources to help eliminate racial and ethnic disparities experienced by veterans.

The [Federal Emergency Management Agency's \(FEMA\) food and shelter program](#) provides emergency food and shelter.

The HUD-[VA Supportive Housing \(VASH\) program](#) provides permanent housing for eligible homeless veterans.

The HUD [CoC program](#) coordinates housing for any homeless individual and assists in locating other affordable housing alternatives and permanent supportive housing options. HUD also has racial equity resources, data toolkits, and research reports resources on the [Racial Equity – HUD Exchange](#).

The Consumer Financial Protection Bureau publishes [resources](#) to help with rental and utilities assistance.

The Center for Disease Control (CDC) has provided [Social Determinates of Health at CDC](#) that influence health outcomes. They are the conditions in which people are born, grow, work, live, and age and the wider set of forces and systems shaping the conditions of daily life.

The U.S. [Administration on Aging](#) connects individuals to services for older adults and their families.

For information on federal benefits that may be available to veterans experiencing homelessness, [benefits.gov](#) is a consolidated, single source of benefit information to help citizens understand which benefit programs they may be eligible for and how to apply.

National Post-Award Conference (PAC): VETS hosts a virtual National Post-Award Conference (PAC) for new and returning grant recipients to receive training and updates on HVRP requirements, policy, and other basic information. This typically occurs mid-to-late July, and awarded applicants will receive additional details from their GOTR.

IX. OMB INFORMATION COLLECTION

OMB Information Collection No 1225-0086, Expires July 31, 2025.

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 50 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 01/29/2024 in Washington, D.C. by:
Kia Mason
Grant Officer, Employment and Training Administration