



National Veterans'
Technical Assistance Center

Homeless Veterans' Reintegration Program (HVRP) Fiscal Year (FY) 2023 Funding Opportunity Announcement (FOA) Prospective Applicant Webinar

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National Veterans' Technical Assistance Center (NVTAC) Team



Sarah Chung

Training and Technical Assistance Coach

✉ contact@nvtac.org



Steve Dudasik

Training and Technical Assistance Coach

✉ contact@nvtac.org



Jenn Steigerwald

Training and Technical Assistance Coach

✉ contact@nvtac.org

HVRP

Logistics

- Due to the anticipated number of participants on today's webinar, all participants are muted.
- Please send any unanswered questions to hvrpfoa@dol.gov.

Today's Session

- HVRP
- Elements of the FOA
- FOA contact information

The HVRP Umbrella



“This announcement solicits applications for Homeless Veterans’ Reintegration Program (HVRP), Incarcerated Veterans’ Transition Program (IVTP), and the Homeless Women Veterans’ and Veterans’ with Children Program (HWVHVWC) (referred to collectively as HVRP)” (Section I.A. of the FOA).

FOA

Program Purpose

“The intent of HVRP, an employment-focused competitive Federal grant program, is to enable America’s veterans to reach their full employment potential and obtain high-quality career outcomes for veterans experiencing homelessness. The Department encourages applicants to propose strategies to achieve economic prosperity, address historical inequities, and provide equitable access and outcomes to marginalized groups” (Section I.A. of the FOA).

Program Authority

“Title 38 U.S.C. Sections 2021, 2021A, and 2023 and the Consolidated Appropriations Act, 2023 (Public Law 117-328) authorize this program” (Section I.B. of the FOA).

Award Type and Amount

“Applicants may apply for a ceiling amount of up to \$500,000 each year, with a total of up to \$1,500,000 for the three-year period of performance for program years covering July 1, 2023 – June 30, 2026. Applications must not exceed this amount. Although this grant has a three-year period of performance, budget documents must reflect the first year of funding only. 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. If additional funds become available, we reserve the right to use such funds to select additional grant recipients from applications submitted in response to this Announcement” (Section II.A. of the FOA).

Period of Performance

“The period of performance is 36 months with an anticipated start date of 07/01/2023, and an end date of 06/30/2026. This performance period includes all necessary implementation, start-up activities, and follow-up activities” (Section II.B. of the FOA).

Eligible Applicants (1 of 2)

- State governments, county governments, city or township governments, special district governments, U.S territories or possessions, other state and local government agencies
- Public and state controlled institutions of higher education, private institutions of higher education
- Native American tribal governments (Federally recognized), public housing authorities/Indian housing authorities, Native American tribally designated organizations
- Native American tribal organizations (other than Federally recognized tribal governments)

Eligible Applicants (2 of 2)

- Nonprofits having or without a 501(c)(3) status with the IRS, other than institutions of higher education
- For-profit organizations other than small businesses, small businesses, faith-based organizations
- State and Local Workforce Development Boards (SWDBs/LWDBs) established under the Workforce Innovation and Opportunity Act (WIOA)

(Section III.A. of the FOA)

Eligible Participants (1 of 2)

- “(a) Homeless veterans (including veterans who were homeless, but have found housing during the 60-day period preceding the date on which the veteran begins to participate in the program);
- (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;” (Section III.C.3. of the FOA).

Eligible Participants (2 of 2)

- “(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 section 2023(d) of Title 38 of the U.S. Code or any other veterans who are transitioning from incarceration; and,
- (g) Veterans recently released from incarceration who are at risk of homelessness” (Section III.C.3. of the FOA).

Services Provided

- “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” (Executive Summary of the FOA).
- “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” (Section I.A. of the FOA).

Application and Submission Information

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” (Section IV.A. of the FOA).

Content and Form of Application Submission

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

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

You must ensure that the funding amount requested is consistent across all parts and sub-parts of the application” (Section IV.B. of the FOA).

Budget Narrative

“Applicants must provide a one-year budget of up to \$500,000 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 with 2 CFR 200 subpart E and 2 CFR 200.403. ...

Line items in the budget must crosswalk with the proposed project design.

...

The budget narrative should provide 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” (Section IV.B.2.a. of the FOA).

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. ...

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” (Section IV.B.3. of the FOA).

Project Narrative Required Attachments – Abstract/Attachment A (1 of 3)

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;

Project Narrative Required Attachments – Abstract (2 of 3)

- Activities to be funded by the grant;
- Expected outcomes of the project;
- Intended beneficiaries of the project;
- Subrecipient activities, if applicable;
- New or previous HVRP grant recipient;
- For previously funded applicants, one grant number for a completed HVRP, HWVHVWC (formally HFVWWF) or IVTP grant operated in the last three program years (ending June 30, 2020, June 30, 2021, or June 30, 2022);

Project Narrative Required Attachments – Abstract (3 of 3)

- Name of and associated number of the HUD Continuum of Care (CoC), if applicable;
- Name of local American Job Center (AJC); and
- 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 \$500,000 per year, applicants can submit any amount under this cap that is justified by and aligned with their budget and budget narrative.

(Section IV.B.4.a.1. of the FOA)

Project Narrative Required Attachments – Required Letter of Support

“All applicants must provide a letter of support from a Local American Job Center (AJC). Omission of the Letter of Support will result in the disqualification of your application.

The Letter of Support must reflect a recent/current date, 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” (Section IV.B.4.a.2. of the FOA).

Project Narrative Required Attachments – Veterans' Employment and Training Services (VETS)-700

Planned Goals

“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” (Section IV.B.4.a.3. of the FOA).

Project Narrative Required Attachments – Past Performance Documentation

“Applicants that have never operated or not recently completed (in the last three program years) an HVRP, HWVHVWC (formerly HFVVWF), or IVTP grant, must submit a Chart of Past Performance for the most recently completed relevant grant (see Attachment C for suggested template). When submitting in Grants.gov, this document must be uploaded as an attachment to the application package and labeled ‘Past Performance.’

Applicants that have previously completed an HVRP, HWVHVWC, or IVTP grant in the last three program years will receive points based on past performance demonstrated by the TPR (VETS-701). Applicant must provide the applicable grant number in the Previous Grant Number field of the *Abstract/Attachment A*. **Do not** submit copies of the VETS-701 reports (TPR)” (Section IV.B.4.a.4. of the FOA).

Requested Attachments

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’” (Section IV.B.4.b. of the FOA).

Submission Date, Time, and Process

- “We must receive your application by 03/30/23. You must submit your application electronically on <https://www.grants.gov> **no later than 11:59 p.m. Eastern Time on the closing date**” (Section IV.C. of the FOA).
- No applications submitted in hardcopy or sent by e-mail, telegram, or facsimile (FAX) will be accepted (Section IV.C. of the FOA).

Intergovernmental Review

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

Funding Restrictions

- “All proposed project costs must be necessary and reasonable and in accordance with federal guidelines. Determinations of allowable costs will be made in accordance with the Cost Principles, now found in the Office of Management and Budget’s 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-[Department of Labor] 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” (Section IV.E. of the FOA).
- “DOL/VETS does not allow the purchase of motor vehicles, buildings, or land” (Section IV.B.2.a. of the FOA).

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.)” (Section IV.E.1. of the FOA).

Indirect Costs – Option 2

“Any organization that does not have a current negotiated (including provisional) rate, with the exceptions noted at 2 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.)” (Section IV.E.1. of the FOA).

Use of Grant Funds for Participant Wages

“To use HVRP funds for OJT, subsidized 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, 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. Subsidized job training is not a job placement. **Awardees will be required to have a standard operating procedure (SOP) in place to ensure this process is implemented and executed consistently and equitably**” (Section IV.E.3. of the FOA).

Other Submission Requirements

“You may withdraw an application by written notice to the Grant Officer at any time before an award is made” (Section IV.F. of the FOA).

Application Review Information

Criteria

- “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)	16
2. Expected Outcomes and Outputs (See Section IV.B.3.b. Expected Outcomes and Outputs)	12
3. Project Design (See Section IV.B.3.c. Project Design)	27
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)	21
6. Budget and Budget Justification (See Section IV.B.2. Project Budget)	15
TOTAL	100

Section V.A. of the FOA

Review and Selection Process – Merit

Review and Selection Process

“A technical merit review panel will carefully evaluate applications against the selection criteria to determine the merit of applications. ... The Grant Officer reserves the right to make selections based solely on the final scores or to take into consideration other relevant factors when applicable” (Section V.B.1. of the FOA).

Review and Selection Process – Saturation Levels

“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 in a designated geographical area 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 List of Grant Recipients/Attachment B for current HVRP grants and their service delivery areas” (Section V.B.1. of the FOA).

Review and Selection Process – Risk Review Process

“Prior to making an award, [Employment and Training Administration] ETA will review information available through various sources, including its own records and any [Office of Management and Budget] OMB-designated repository of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), Dun and Bradstreet, and ‘Do Not Pay’” (Section V.B.2. of the FOA).

Award Administration Information

Award Notices

“All award notifications will be posted on the [Veterans’ Employment and Training Service] 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 e-mail 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” (Section VI.A. of the FOA).

Administrative and National Policy Requirements – Administrative Program Requirements

“All grant recipients will be subject to all applicable federal laws and regulations, including the OMB Uniform Guidance, and the terms and conditions of the award” (Section VI.B.1. of the FOA).

Administrative and National Policy Requirements – Other Legal Requirements (1 of 4)

“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” (Sections VI.B.2.a. and VI.B.2.b. of the FOA).

Administrative and National Policy Requirements – Other Legal Requirements (2 of 4)

“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). ...

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” (Sections VI.B.2.c. and VI.B.2.d. of the FOA).

Administrative and National Policy Requirements – Other Legal Requirements (3 of 4)

“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” (Section VI.B.2.e. of the FOA).

f. Use of Contracts and Subawards

You must abide by the definitions of contract, contractor, subaward, and subrecipient as described in the FOA (Section VI.B.2.f. of the FOA).

g. Closeout of Grant Award

Any entity that receives an award under this Announcement must close its grant with [Department of Labor/Veterans’ Employment and Training Service] DOL/VETS at the end of the final year of the grant” (Section VI.B.2.g. of the FOA).

Administrative and National Policy Requirements – Other Legal Requirements (4 of 4)

“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. ...

§ 200.346 Collection of amounts due

... 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” (Section VI.B.2.h. of the FOA).

Administrative and National Policy Requirements – Other Administrative Standards and Provisions

“Except as specifically provided in this FOA, our acceptance of an application and an award of federal funds to sponsor any programs(s) does not provide a waiver of any grant requirements and/or procedures” (Section VI.B.3. of the FOA).

Administrative and National Policy Requirements – Special Program Requirements

These are described in section VI.B.4. of the FOA and include information regarding DOL evaluation, performance goals, NVTAC, stand down events, and the National Veterans' Training Institute (NVTI).

Reporting – Quarterly Financial Reports



“Grant recipients are required to report quarterly financial data on the SF-425 Federal Financial Report (FFR), which is due no later than 30 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are March 31, June 30, September 30, and December 31. A final FFR for the last quarter of the period of performance must be submitted no later than 120 calendar days after the quarter ends. See 2 CFR 200.344. ... 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>” (Section VI.C.1. of the FOA).

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

“The grant recipient must submit a quarterly performance report within 30 days after the end of each calendar-year quarter. ... Submission requirements will be provided to grant recipients 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” (Section VI.C.2. of the FOA).

Reporting – Quarterly TPR (2 of 2)

“The dates below are the due dates for quarterly final reports, technical performance reports, and technical performance narrative reports.”

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

Section VI.C.2. of the FOA

Reporting – Quarterly Technical Performance Narrative Report (TPN)

“In addition to the TPR, the grant recipient must submit the TPN within 30 days after the end of each calendar year quarter during which the grant is within the period of performance for the award” (Section VI.C.3. of the FOA).

Reporting – Closeout

“After the period of performance has ended, all HVRP grants will enter the closeout period. Grant recipients will receive a closeout package, which includes required closeout documentation” (Section VI.C.4. of the FOA).

Reporting – Continuity of Operations

“To ensure that grant recipients are able to continue performance under a broad range of circumstances, an awarded grant will be required to submit a Continuity of Operations Plan (COOP) to the Grant Officer Technical Representative (GOTR) 120 days after receiving the Notice of Award” (Section VI.C.5. of the FOA).

Agency Contacts and Resources

Agency Contacts

“For further information about this FOA, please contact Glenwood Williams, 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-23-01, and along with question(s), include a contact name and phone number. This Announcement is available at <https://www.grants.gov>” (Section VII. of the FOA).

Resources

- www.grants.gov
- [SF-424](#)
- [HVRP Website](#)
- [HVRP Funding Opportunity Announcement](#)

Thank You!
