45	West Palm Beach--Boca Raton, FL MSA	1,131,184	863,518
46	Jacksonville, FL MSA	1,100,491	906,727
47	Rochester, NY MSA	1,098,201	1,062,470
48	Grand Rapids--Muskegon--Holland, MI MSA	1,088,514	937,891
49	Oklahoma City, OK MSA	1,083,346	958,839
50	Louisville, KY--IN MSA	1,025,598	948,829
51	Richmond--Petersburg, VA MSA	996,512	865,640
52	Greenville--Spartanburg--Anderson, SC MSA	962,441	830,563
53	Dayton--Springfield, OH MSA	950,558	951,270
54	Fresno, CA MSA	922,516	755,580
55	Birmingham, AL MSA	921,106	840,140
56	Honolulu, HI MSA	876,156	836,231
57	Albany--Schenectady--Troy, NY MSA	875,583	861,424
58	Tucson, AZ MSA	843,746	666,880
59	Tulsa, OK MSA	803,235	763,954
60	Syracuse, NY MSA	732,117	742,177
61	Omaha, NE--IA MSA	716,998	639,580
62	Albuquerque, NM MSA	712,738	589,131
63	Knoxville, TN MSA	687,249	585,960
64	El Paso, TX MSA	679,622	591,610
65	Bakersfield, CA MSA	661,645	543,477
66	Allentown--Bethlehem--Easton, PA MSA	637,958	595,081
67	Harrisburg--Lebanon--Carlisle, PA MSA	629,401	587,986
68	Scranton--Wilkes-Barre--Hazleton, PA MSA	624,776	638,466
69	Toledo, OH MSA	618,203	614,128
70	Baton Rouge, LA MSA	602,894	528,264
71	Youngstown--Warren, OH MSA	594,746	600,895
72	Springfield, MA MSA	591,932	587,884
73	Sarasota--Bradenton, FL MSA	589,959	489,483
74	Little Rock--North Little Rock, AR MSA	583,845	513,117
75	McAllen--Edinburg--Mission, TX MSA	569,463	383,545

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DEPARTMENT OF LABOR

Office of the Assistant Secretary for Veterans' Employment and Training

Homeless Veterans' Reintegration Program Competitive Grants for FY 2002

AGENCY: Office of the Assistant Secretary for Veterans' Employment and Training, Labor.

ACTION: Notice of availability of funds and solicitation for grant applications (SGA) for Homeless Veterans' Reintegration Programs (SGA 02–10).

SUMMARY: All applicants for grant funds should read this notice in its entirety. The U.S. Department of Labor, Veterans' Employment and Training Service (VETS), announces a grant competition for Homeless Veterans Reintegration Programs (HVRP) authorized under the Homeless Veterans' Comprehensive Assistance Act of 2001 (HVCAA). This notice contains all of the necessary information and forms needed to apply for grant funding. Such programs will assist eligible veterans who are homeless by providing employment, training and support services assistance. Under this solicitation, VETS anticipates that up to $5.5 million will be available for grant awards in Program Year (PY) 2002 and expects to award up to thirty grants. The HVRP programs are designed to be flexible in addressing the universal as well as local or regional problems barring homeless veterans from the workforce. The program in PY 2002 will continue to strengthen the provision of comprehensive services through a case management approach, the attainment of supportive service resources for homeless veterans entering the labor force, and strategies for employment and retention.

This notice describes the background, application process, description of program activities, evaluation criteria, and reporting requirements for this SGA. The information and forms contained in the Supplementary Information Section constitute the official application package. All necessary information and forms needed to apply for grant funding are included.

Forms or Amendments: If another copy of a Standard form is needed, go online to *http://www.nara.gov.* To receive amendments to this Solicitation (Please reference SGA 02–10), *all applicants must register their name and address with the Grant Officer at the following address:* U. S. Department of Labor, Procurement Services Center,

Room N–5416, 200 Constitution Avenue, NW., Washington, DC 20210.

Closing Date: Applications are to be submitted, including those hand delivered, to the address below by no later than 4:45 p.m., Eastern Standard Time, May 31, 2002.

ADDRESSES: Applications must be directed to the U.S. Department of Labor, Procurement Services Center, Attention: Cassandra Willis, Reference SGA 02–10, Room N–5416, 200 Constitution Avenue, NW., Washington, DC 20210.

FOR FURTHER INFORMATION CONTACT: All applicants are advised that U.S. mail delivery in the Washington, DC area has been erratic due to the recent concerns involving anthrax contamination. All applicants must take this into consideration when preparing to meet the application deadline. It is recommended that you confirm receipt of your application by contacting Cassandra Willis, U.S. Department of Labor, Procurement Services Center, telephone (202) 693–4570, prior to the closing deadline. [This is not a toll-free number].

SUPPLEMENTARY INFORMATION:

Homeless Veterans' Reintegration Program Solicitation

I. Purpose

The U.S. Department of Labor (DOL), Veterans' Employment and Training Service, (VETS) is requesting grant applications for the provision of employment and training services in accordance with the Homeless Veterans' Reintegration Program at section 5 of the Homeless Veterans' Comprehensive Assistance Act of 2001 (HVCAA), Pub. L. No. 107–95 (2001). These instructions contain general program information, requirements, and forms for application for funds to operate a Homeless Veterans Reintegration Program (HVRP).

II. Background

Section 5 of the Homeless Veterans Comprehensive Assistance Act of 2001 amended the Homeless Veterans' Reintegration Programs at 38 U.S.C. § 2021, and provides ''the Secretary * * * shall conduct, directly or through grant or contract, such programs as the Secretary determines appropriate to provide job training, counseling, and placement services (including job readiness and literacy and skills training) to expedite the reintegration of homeless veterans into the labor force.''

In accordance with the HVCAA, the Assistant Secretary for Veterans' Employment and Training (ASVET) is making approximately $5.5 million of the funds available to award grants for HVRPs in selected cities in PY 2002 under this competition. The Homeless Veterans' Reintegration Project was the first nationwide Federal program that focused on placing homeless veterans into jobs. Both types of projects, urban and rural, in the past have provided valuable information on approaches that work in the different environments.

III. Application Process

A. Potential Jurisdictions To Be Served

Due to the demonstration nature of the Act, the amount of funds available, and the emphasis on establishing or strengthening existing linkages with other recipients of funds under the HVCAA, the only potential jurisdictions which will be served through this urban competition for HVRPs in PY 2002 are the metropolitan areas of the 75 U.S. cities largest in population and the city of San Juan, Puerto Rico. All potential HVRP jurisdictions are listed in Appendix G.

B. Eligible Applicants

Applications for funds will be accepted from State and Local workforce investment boards, local public agencies, and nonprofit organizations, including faith-based and community organizations, which have familiarity with the area and population to be served and can administer an effective program. Eligible applicants will fall into one of the following categories:

1. State and Local Workforce Investment Boards (WIBS) as defined in Section 111 and 117 of the Workforce Investment Act, are eligible applicants, as well as State and local public agencies.

2. Local public agency, meaning any public agency of a general purpose political subdivision of a State which has the power to levy taxes and spend funds, as well as general corporate and police powers. (This typically refers to cities and counties.) A State agency may propose in its application to serve one or more of the potential jurisdictions located in its State. This does not preclude a city or county agency from submitting an application to serve its own jurisdiction.

Applicants are encouraged to utilize, through sub-awards, experienced public agencies, private nonprofit organizations, and private businesses and faith-based and community organizations that have an understanding of unemployment and the barriers to employment unique to homeless veterans, a familiarity with the area to be served, and the capability to effectively provide the necessary services.

3. Also eligible to apply are private nonprofit organizations that have operated an HVRP or similar employment and training program for the homeless or veterans and proven a capacity to manage grants and have or will provide the necessary linkages with other service providers. *Entities described in Section 501(c)(4) of the Internal Revenue Codes that engage in lobbying activities are not eligible to receive funds under this announcement* as Section 18 of the Lobbying Disclosure Act of 1995, Public Law No. 104–65, 109 Stat. 691, prohibits the award of Federal funds to these entities.

C. Funding Levels

The total amount of funds available for this solicitation is $5.5 million. It is anticipated that up to 30 awards may be made under this solicitation. Awards are expected to range from $200,000 to $250,000. The Department of Labor reserves the right to negotiate the amounts to be awarded under this competition. Please be advised that requests exceeding the $250,000 will be considered non-responsive.

D. Period of Performance

The period of performance will be for twelve (12) months from date of award. It is expected that successful applicants will commence program operations under this solicitation by July 1, 2002.

E. Second-Year Option

As stated in Section II of this Part, the Homeless Veterans' Reintegration Program is authorized and codified by statute at Pub. L. No. 107–95, § 5 (2001). Should there be action by Congress to appropriate funds for this purpose, a second-year option may be considered. The Government does *not,* however, guarantee second year funding for any awardee. Should VETS decide that an option year for funding be exercised, the grantees' performance during the first period of operations will be taken into consideration as follows:

1. By the end of the third quarter, the grantee must achieve at least 75% of the twelve month total goals for Federal expenditures, enrollments, and placements, or

2. The grantee must meet 85% of goals for Federal expenditures, enrollments, and placements if planned activity is NOT evenly distributed in each quarter; and

3. The grantee is in compliance with all terms identified in the solicitation for grant applications.

4. All program and fiscal reports were submitted by the established due date and may be verified for accuracy.

All instructions for modifications and announcement of fund availability will be issued at a later date. The HVRP funds for this competition are for a maximum period of one year with a second year funding option. The period of performance will be for twelve months from the date of the award. VETS expects that successful applicants will commence program operations under this solicitation on July 1, 2002. Program funds must be expended by June 30, 2003, not including the 6-month follow-up period referred to in the budget narrative.

F. Submission of Proposal

A cover letter, an original and two (2) copies of the proposal must be submitted to the U.S. Department of Labor, Procurement Service Office, Room N–5416, 200 Constitution Avenue, NW., Washington, DC 20210. To aid with the review of applications, USDOL also encourages Applicants to submit one additional paper copy of the application (four total). Applicants who do not provide additional copies *will not* be penalized. The proposal must consist of two (2) separate and distinct parts: (1) One completed, blue ink-signed original SF 424 grant application with two (2) copies of the Technical Proposal; and two (2) copies of the Cost Proposal.

G. Acceptable Methods of Submission

The grant application package must be received at the designated place by the date and time specified or it will *not* be considered. Any application received at the Office of Procurement Services after 4:45 p.m. ET, May 31, 2002, will *not* be considered unless it is received before the award is made and:

1. It was sent by registered or certified mail not later than the fifth calendar day before May 31, 2002;

2. It is determined by the Government that the late receipt was due solely to mishandling by the Government after receipt at the U.S. Department of Labor at the address indicated; or

3. It was sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two (2) working days, excluding weekends and Federal holidays, prior to May 31, 2002.

The only acceptable evidence to establish the date of mailing of a late application sent by registered or certified mail is the U.S. Postal Service postmark on the envelope or wrapper and on the original receipt from the U.S. Postal Service. If the postmark is not legible, an application received after the above closing time and date shall be processed as if mailed late. ''Postmark'' means a printed, stamped or otherwise placed impression (*not* a postage meter machine impression) that is readily identifiable without further action as having been applied and affixed by an employee of the U.S. Postal Service on the date of mailing. Therefore applicants should request that the postal clerk place a legible hand cancellation ''bull's-eye'' postmark on both the receipt and the envelope or wrapper.

The only acceptable evidence to establish the date of mailing of a late application sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee is the date entered by the Post Office receiving clerk on the ''Express Mail Next Day Service-Post Office to Addressee'' label and the postmark on the envelope or wrapper and on the original receipt from the U.S. Postal Service. ''Postmark'' has the same meaning as defined above. Therefore, applicants should request that the postal clerk place a legible hand cancellation ''bull's-eye'' postmark on both the receipt and the envelope or wrapper.

The only acceptable evidence to establish the time of receipt at the U.S. Department of Labor is the date/time stamp of the Procurement Services Center on the application wrapper or other documentary evidence or receipt maintained by that office. Applications sent by other delivery services, such as Federal Express, UPS, etc., will also be accepted; however, the applicant bears the responsibility of timely submission.

All applicants are advised that U.S. mail delivery in the Washington, DC area has been erratic due to the recent concerns involving anthrax contamination. All applicants must take this into consideration when preparing to meet the application deadline, as you assume the risk for ensuring a timely submission; that is, if, because of these mail problems, the Department does not receive an application or receives it too late to give proper consideration, even if it was timely mailed, the Department is not required to consider the application.

H. Required Content

There are four program activities that all applications must contain in order to be found technically acceptable under this SGA. These activities are:

Pre-Enrollment Assessments;
Employment Development Plans for all clients;
Case Management
Job Placement and job retention follow up (at 90 and 180 days) after individual enters employment.

The proposal will consist of two (2) separate and distinct parts, a technical proposal and a cost proposal:

PART 1—THE TECHNICAL PROPOSAL will consist of a narrative proposal that demonstrates: the applicant's knowledge of the need for this particular grant program; an understanding of the services and activities proposed to obtain successful outcomes for the homeless veterans served; and the capability to accomplish the expected outcomes of the proposed project design. The technical proposal will consist of a narrative not to exceed fifteen (15) pages double-spaced, font size no less than 11pt. and typewritten on one side of the paper only. [The applicant must complete the forms, i.e. Quarterly Technical Performance Goals chart provided in the SGA.]

1. *The proposal should include an outreach component.* It is recommended that the applicants coordinate these activities through veteran service providers and community-based and faith-based organizations that have experience working and serving the veteran population. This requirement can be modified to allow the project to utilize veterans in other positions where there is direct client contact if extensive outreach is not needed, such as intake, counseling, peer coaching, and follow up. This requirement applies to projects funded under this solicitation.

2. *Projects will be required to show linkages with other programs and services which provide support to homeless veterans.* Coordination with the Disabled Veterans' Outreach Program (DVOP) Specialists and Local Veterans' Employment Representatives (LVER) in the jurisdiction is required.

3. *Projects will be ''employment focused''.* The services provided will be directed toward (a)increasing the employability of homeless veterans through training or arranging for the provision of services which will enable them to work; and (b) matching homeless veterans with potential employers.

The following format is strongly recommended:

1. Need for the project: the applicant must identify the geographical area to be served and provide an estimate of the number of homeless veterans and their needs, poverty and unemployment rates in the area, the gaps in the local community infrastructure that contribute to the employment and other barriers faced by the targeted veterans, and how the project would respond to these needs. Include the outlook for job opportunities in the service area.

2. Approach or strategy to increase employment and job retention:

Applicants must be responsive to the Rating Criteria contained in Section VIII and address all of the rating factors as thoroughly as possible in the narrative. The applicant must: (a) provide the length of training, the training curriculum and how the training will enhance the eligible veterans' employment opportunities within that geographical area; (b) describe the specific supportive, employment and training services to be provided under this grant and the sequence or flow of such services—flow charts may be provided; (c) provide a plan for follow up to address retention after 90 and 180 days with participants who entered employment. (See discussion on results in Section VI. D.); and (d) include the required chart of proposed performance goals and planned expenditures listed in Appendix D.

3. Linkages with other providers of employment and training services to the homeless veterans: Describe the linkages this program will have with other providers of services to homeless veterans outside of the HVRP grant; include a description of the relationship with other employment and training programs such as Disabled Veterans' Outreach Program (DVOP), the Local Veterans' Employment Representative (LVER) program, and programs under the Workforce Investment Act; and list the type of services provided by each. Note the type of agreement in place, if applicable. Linkages with the workforce development system [including State Employment Security Agencies (State Workforce Agencies)] must be delineated. Describe any linkages with any other resources and/or other programs for Homeless veterans. Indicate how the program will be coordinated with any efforts for the homeless that are conducted by agencies in the community.

4. Linkages with other federal agencies: Describe any program and resource linkages with Department of Housing and Urban Development (HUD), Department of Health and Human Services (HHS), and Department of Veterans Affairs (DVA) for the homeless, to include the Compensated Work Therapy (CWT) and Per Diem programs. Indicate how the applicant will coordinate with any ''continuum of care'' efforts for the homeless among agencies in the community.

5. Proposed supportive service strategy for veterans: Describe how supportive service resources for veterans will be obtained and used. If resources are provided by other sources or linkages, such as Federal, State, local or faith-based and community programs, the applicant must fully explain the use of these resources and why they are necessary.

6. Organizational capability in providing required program activities: The applicant's relevant current or prior experience in operating employment and training programs should be clearly described. The applicant must provide information showing outcomes of all past programs in terms of enrollments and placements. An applicant which has operated a HVRP or other Homeless Veterans' Employment and Training program, JTPA IV-C program, or VWIP program, must include final or most recent technical performance reports. For those applicants with no prior grant experience, a summary narrative of program experience and employment and training performance outcomes is required. The applicant must also provide evidence of key staff capability.

7. Proposed housing strategy for homeless veterans: Describe how housing resources for homeless veterans will be obtained or accessed. These resources should be from linkages or sources other than the HVRP grant such as HUD, HHS, community housing resources, DVA leasing, or other programs. The applicant must explain whether HVRP resources will be used and why this is necessary.

Nonprofit organizations must submit evidence of satisfactory financial management capability, which must include recent financial and/or audit statements. (This information is subject to verification by the government—Veterans' Employment and Training Service reserves the right to have a representative within each State provide programmatic and fiscal information about applicants and forward those findings to the National Office during the review of the applications).

Note: Resumes, charts, standard forms, transmittal letters, and letters of support are not included in the page count. [If provided, include these documents as attachments to the technical proposal.]

PART 2—COST PROPOSAL must contain: (1) The Standard Form (SF) 424, ''Application for Federal Assistance'', (2) the Standard Form (SF) 424A ''Budget Information Sheet'' in Appendix B, and (3) a detailed cost break out of each line item on the Budget Information Sheet. Please label this page or pages the ''Budget Narrative'' and ensure that costs reported on the SF 424A correspond accurately with the Budget Narrative. In addition to the cost proposal the applicants must include the Assurance and Certification signature page, Appendix C. Copies of all required forms with instructions for completion are provided as appendices to this SGA.

The Catalog of Federal Domestic Assistance number for this program is 17.805. It must be entered on the SF 424, Block 10.

IV. Budget Narrative Information

As an attachment to the Budget Information Sheet (SF 424A), the applicant must provide, at a minimum, and on separate sheet(s), the following information:

A. A breakout of all personnel costs by position, title, salary rates, and percent of time of each position to be devoted to the proposed project (including subawardees);

B. An explanation and breakout of extraordinary fringe benefit rates and associated charges (i.e., rates exceeding 35% of salaries and wages);

C. An explanation of the purpose and composition of, and method used to derive the costs of each of the following: travel, equipment, supplies, subawards/contracts, and any other costs. The applicant must include costs of any required travel described in this Solicitation. Mileage charges will not exceed 36.5 cents per mile;

D. A plan, which includes all associated costs, for retaining participant information pertinent to a longitudinal follow up survey, six (6) months after the program performance period ends;

E. Description/specification of and justification for equipment purchases, if any. Tangible, non-expendable, personal property having a useful life of more than one year and a unit acquisition cost of $5,000 or more per unit must be specifically identified; and

F. Identification of all sources of leveraged or matching funds and an explanation of the derivation of the value of matching/in-kind services. If resources/matching funds and/or the value of in-kind contributions are made available please show in Section B of the Budget Information Sheet.

V. Participant Eligibility

To be eligible for participation under HVRP, an individual must be homeless and a veteran defined as follows:

A. The term ''homeless or homeless individual'' includes persons who lack a fixed, regular, and adequate nighttime residence. It also includes persons whose primary nighttime residence is either a supervised public or private shelter designed to provide temporary living accommodations; an institution that provides a temporary residence for individuals intended to be institutionalized; or a private place not

designed for, or ordinarily used as, a regular sleeping accommodation for human beings. (Reference 42 U.S.C. section 11302 (a)).

B. The term ''veteran'' means a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable. [Reference 38 U.S.C. Section 101(2)]

VI. Project Summary

A. Program Concept and Emphasis

The HVRP grants under Section 5 of the Homeless Veterans Comprehensive Assistance Act of 2001 are intended to address two objectives: (1) To provide services to assist in reintegrating homeless veterans into meaningful employment within the labor force; and (2) to stimulate the development of effective service delivery systems that will address the complex problems facing homeless veterans.

These programs are designed to be flexible in addressing the universal as well as local or regional problems barring homeless veterans from the workforce. The program in FY 2002 will continue to strengthen the development of effective service delivery systems, to provide comprehensive services through a case management approach that will address the complex problems facing eligible veterans trying to transition into gainful employment, and improve strategies for employment and retention.

B. Scope of Program Design

The project design must provide for the following services:

—Outreach, intake, assessment, counseling to the degree practical, and employment services. Outreach must be provided at shelters, day centers, soup kitchens, VA medical centers, and other programs for the homeless. Program staff providing outreach services should be a veteran who has experience in dealing with, and an understanding of the needs of the homeless.

Coordination with veterans' services programs and organizations such as:

—Disabled Veterans' Outreach Program (DVOP) Specialists, Local Veterans' Employment Representatives (LVERs) in the State Employment Security/Job Service Agencies (SESAs) or in the newly instituted workforce development system's One-Stop Centers, and Veterans' Workforce Investment Programs (VWIPs);
—Department of Veterans' Affairs (DVA) services, including its Health Care for Homeless Veterans, Domiciliary, and other programs, including those offering transitional housing; and
—Veteran service organizations such as The American Legion, Disabled American Veterans, the Veterans of Foreign Wars, Vietnam Veterans of America, and the American Veterans (AMVETS);

Referral to necessary treatment services, rehabilitative services, and counseling including, but not limited to:

—Alcohol and drug;
—Medical;
—Post Traumatic Stress Disorder;
—Mental Health;
—Coordinating with MHAA Title VI programs for health care for the homeless or [health care programs under the HVCAA];

Referral to housing assistance provided by, for example:

—Local shelters;
—Federal Emergency Management Administration (FEMA) food and shelter programs;
—Transitional housing programs and single room occupancy housing programs funded under MHAA Title IV [and under HVCAA];
—Permanent housing programs for the handicapped homeless funded under MHAA Title IV [and under HVCAA];
—Department of Veterans' Affairs programs that provide for leasing or sale of acquired homes to homeless providers; and
—Transitional housing leased by HVRP funds (HVRP funds cannot be used to purchase housing or vehicles);

Employment and training services such as:

—Basic skills instruction;
—Basic literacy instruction;
—Remedial education activities;
—Job search activities, including job search workshops;
—Job counseling;
—Job preparatory training, including resume writing and interviewing skills;
—Subsidized trial employment (Work Experience);
—On-the-Job Training;
—Classroom Training;
—Job placement in unsubsidized employment;
—Placement follow up services; and
—Services provided under WIA Program Titles.

C. Results-Oriented Model

No model is mandatory, but the applicant must design a program that is responsive to local needs, and will carry out the objectives of the program to successfully reintegrate homeless veterans into the workforce.

With the advent of implementing the Government Performance and Results Act (GPRA), Congress and the public are looking for program results rather than program processes. While entering employment is a viable outcome, it will be necessary to measure results over a longer term to determine the success of programs. The following program discussion must be considered in a results-oriented model. The first phase of activity must consist of the level of outreach that is necessary to reach eligible veterans. Such outreach will also include establishing contact with other agencies that encounter homeless veterans. Once the eligible participants have been identified, an assessment must be made of their abilities, interests and needs. In some cases, these participants may require referrals to services such as social rehabilitation, drug or alcohol treatment or a temporary shelter before they can be enrolled into core training. When the individual is stabilized, the assessment should focus on the employability of the individual and their enrollment into the program. A determination should be made as to whether they would benefit from pre-employment preparation such as resume writing, job search workshops, related counseling and case management, and initial entry into the job market through temporary jobs, sheltered work environments, or entry into classroom or on-the-job training. Such services should also be noted in an Employability Development Plan so that successful completion of the plan may be monitored by the staff. Entry into full-time employment or a specific job training program should follow, in keeping with the objective of HVRP to bring the participant closer to self-sufficiency. Supportive services may assist the participant at this stage or even earlier. Job development is a crucial part of the employability process. Wherever possible, DVOP and LVER staff must be utilized for job development and placement activities for veterans who are ready to enter employment or who are in need of intensive case management services. Many of these staff members have received training in case management at the National Veterans' Training Institute and have a priority of focus, assisting those most at a disadvantage in the labor market. VETS urges working hand-in-hand with DVOP/LVER staff to achieve economies of resources.

The following program discussion emphasizes that follow-up is an integral program component. *Follow-up to determine whether the veteran is in the same or similar job at the 90 and 180 day period after entering employment is required.* It is important that the grantee maintain contact with the veterans after

placement to assure that employment related problems are addressed. *The 90 and 180 day follow-up is fundamental to assessing the results of the program success.* Grantees need to budget for this activity so that follow-up can and will occur for those placed at or near the end of the grant performance period. Such results will be reported in the final technical performance report.

Retention of records will be reflected in the Special Grant Provisions to be provided at the time of any award.

VII. Related HVRP Program Development Activities

Community Awareness Activities

In order to promote linkages between the program and local service providers (and thereby eliminate gaps or duplication in services and enhance provision of assistance to participants), the grantee must provide project orientation and/or service awareness activities that it determines are the most feasible for the types of providers listed below. Project orientation workshops conducted by grantees have been an effective means of sharing information and revealing the availability of other services; they are encouraged but not mandatory. Rather, the grantee will have the flexibility to attend service provider meetings, seminars, conferences, outstation staff, develop individual service contracts, and involve other agencies in program planning. This list is not exhaustive. The grantee will be responsible for providing appropriate awareness, information sharing, and orientation activities to the following:

A. *Providers of hands-on services to the homeless veteran,* such as shelter and soup-kitchen operators, to make them fully aware of services available to homeless veterans to make them job-ready and place them in jobs.

B. *Federal, State and local entitlement services* such as the Social Security Administration (SSA), Department of Veterans' Affairs (DVA), State Employment Security Agencies (SESAs) and their local Job Service offices, One-Stop Centers (which integrate WIA, labor exchange, and other employment and social services), detoxification facilities, etc., to familiarize them with the nature and needs of homeless veterans.

C. *Civic and private sector groups,* and especially veterans' service and community-based organizations (including faith-based organizations), to describe homeless veterans and their needs.

D. *Stand Down Support*

A ''Stand Down'' as it relates to homeless veterans is an event held in a locality usually for three days where services are provided to homeless veterans along with shelter, meals, clothing, and medical attention. This type of event is mostly volunteer effort, which is organized within a community and brings service providers together such as the DVA, Disabled Veterans' Outreach Program Specialists, Local Veterans' Employment Representatives from the State Employment Service Agencies, veteran service organization, military personnel, civic leaders, and a variety of other interested persons and organizations. Many services are provided on-site with referrals also made for continued assistance after the event.

This can often be the catalyst that enables the homeless veterans to get back into mainstream society. The Department of Labor has supported replication of this event. Many such events have been held throughout the nation.

In areas where an HVRP is operating, the grantees are encouraged to participate fully and offer their services for any planned Stand Down event. Towards this end, up to $5,000 of the currently requested HVRP grant funds may be used to supplement the Stand Down effort where funds are not otherwise available, and should be reflected in the budget and budget narrative.

VIII. Rating Criteria for Award

Applications will be reviewed by a DOL panel using the point scoring system specified below. Applications will be ranked based on the score assigned by the panel after careful evaluation by each panel member. The ranking will be the primary basis to identify applicants as potential grantees. Although the Government reserves the right to award on the basis of the initial proposal submissions, the Government may establish a competitive range, based upon the proposal evaluation, for the purpose of selecting qualified applicants. The panel's conclusions are advisory in nature and not binding on the Grant Officer. The government reserves the right to ask for clarification or hold discussions, but is not obligated to do so.

The Government further reserves the right to select applicants out of rank order if such a selection would, in its opinion, result in the most effective and appropriate combination of funding, program and administrative costs e.g., cost per enrollment and placement, demonstration models, and geographical service areas. While points will not be assessed for cost issues, cost per entered employment will be given serious consideration in the selecting of awards. The Grant Officer's determination for award under SGA 02–10 is the final agency action. The submission of the same proposal from any prior year HVRP or Homeless Veterans Employment and Training (HVET) competition does not guarantee an award under this Solicitation.

Panel Review Criteria

1. Need for the Project: 15 points

The applicant will document the extent of need for this project, as demonstrated by: (1) the potential number or concentration of homeless individuals and homeless veterans in the proposed project area relative to other similar areas of jurisdiction; (2) the rates of poverty and/or unemployment in the proposed project area as determined by the census or other surveys; and (3) the extent of gaps in the local infrastructure to effectively address the employment barriers that characterize the target population.

2. Overall Strategy to Increase Employment and Retention: 40 points

The application must include a description of the proposed approach to providing comprehensive employment and training services, including job training, job development, any employer commitments to hire, placement, and post placement follow-up services. Applicants must address their intent to target occupations in expanding industries, rather than declining industries. The supportive services to be provided as part of the strategy of promoting job readiness and job retention must be indicated. The applicant must identify the local human resources and sources of training to be used for participants. A description of the relationship, if any, with other employment and training programs such as SESAs (DVOP and LVER Programs), VWIP, other WIA programs, and Workforce Investment or Development Boards or entities where in place, must be presented. Applicant must indicate how the activities will be tailored or responsive to the needs of homeless veterans. A participant flow chart may be used to show the sequence and mix of services.

Note: The applicant MUST complete the chart of proposed program outcomes to include participants served, placement/entered employments and job retention. (See Appendix D). Of the 40 points possible in the strategy to increase employment and retention, 10 points will be awarded to grant proposals that plan on a six-month employment retention rate of 50 percent, or 15 points will be awarded to proposals that show a six-month

employment retention rate of 70 percent.

3. Quality and Extent of Linkages with Other Providers of Services to the Homeless and to Veterans: 10 points

The application must provide information on the quality and extent of the linkages this program will have with other providers of services to benefit the homeless veterans in the local community outside of the HVRP grant. For each service, the applicant must specify who the provider is, the source of funding (if known), and the type of linkages/referral system established or proposed. Describe, to the extent possible, how the project would fit into the community's continuum of care approach to respond to homelessness and any linkages to HUD, HHS or DVA programs or resources to benefit the proposed program.

4. Demonstrated Capability in Providing Required Program Services: 20 points

The applicant must describe its relevant prior experience in operating employment and training programs and providing services to participants similar to that which is proposed under this solicitation. Specific outcomes achieved by the applicant must be described in terms of clients placed in jobs, etc. The applicant must also address its capacity for timely startup of the program. The applicant should delineate its staff capability and ability to manage the financial aspects of a grant program, including a recent (within the last 12 months), financial statement or audit if available. Final or most recent technical reports for other relevant programs must be submitted if applicable. Because prior grant experience is not a requirement for this grant, some applicants may not have any technical reports to submit.

5. Quality of Overall Housing Strategy: 15 points

The application must demonstrate how the applicant proposes to obtain or access housing resources for veterans in the program and entering the labor force. This discussion should specify the provisions made to access temporary, transitional, and permanent housing for participants through community resources, HUD, DVA lease, or other means. HVRP funds will not be used to purchase housing or vehicles.

Applicants can expect that the cost proposal will be reviewed for allowability, allocation of costs, and reasonableness of placement and enrollment costs.

IX. Post Award Conference

A post-award conference will be held for those grantees awarded PY 2002 HVRP funds from the competition. It is expected to be held in August or September 2002. Up to two grantee representatives must be present; a fiscal and a program representative is recommended. The site of the Post-Award conference has not yet been determined, for planning and budgeting purposes, please use five days and use Washington, DC as the conference location. The conference will focus on providing information and assistance on reporting, record keeping, and grant requirements, and also include best practices from past projects. Costs associated with attending this conference for up to two grantee representatives will be allowed as long as they were incurred in accordance with Federal travel regulations. Such costs must be charged as administrative costs and reflected in the proposed budget.

X. Reporting Requirements

The grantee will submit the reports and documents listed below:

A. Financial Reports

The grantee must report outlays, program income, and other financial information on a quarterly basis using SF 269A, Financial Status Report, Short Form. This form will cite the assigned grant number and be submitted to the appropriate State Director for Veterans' Employment and Training (DVET) no later than 30 days after the ending date of each Federal fiscal quarter (i.e., October 30, January 30, April 30 and July 30) during the grant period.

B. Program Reports

Grantees must submit a Quarterly Technical Performance Report 30 days after the end of each Federal fiscal quarter to the DVET that contains the following:

1. A comparison of actual accomplishments to established goals for the reporting period and any findings related to monitoring efforts;

2. An explanation for variances of plus or minus 15% of planned program and/or expenditure goals, to include: (i) Identification of corrective action which will be taken to meet the planned goals, and (ii) a timetable for accomplishment of the corrective action.

C. 90 Days Report Package

The grantee must submit no later than 90 days after the grant expiration date a final report containing the following:

1. Financial Status Report (SF–269A) (copy to be provided following grant awards).

2. Technical Performance Report—(Program Goals).

3. Narrative Report identifying—(a) major successes of the program; (b) obstacles encountered and actions taken (if any) to overcome such obstacles; (c) the total combined number of veterans placed in employment during the entire grant period; (d) the number of veterans still employed at the end of the grant period; (e) an explanation regarding why those veterans placed during the grant period, but not employed at the end of the grant period, are not employed; and (f) any recommendations to improve the program.

D. Six (6) Month Final Report

No later than 210 days after the grant performance period ends, the grantee must submit a follow up report containing the following:

1. Final Financial Status Report (SF–269A).

2. Final Narrative Report identifying—(a) the total combined (directed/assisted) number of veterans placed during the entire grant period; (b) the number of veterans still employed during follow up; (c) are the veterans still employed at the same or similar job, if not what are the reasons; (d) was the training received applicable to jobs held; (e) wages at placement and during follow up period; (f) an explanation regarding why those veterans placed during the grant, but not employed at the end of the follow up period, are not so employed; and (g) any recommendations to improve the program.

XI. Administration Provisions

A. Limitation on Administrative and Indirect Costs

1. Direct Costs for administration, plus any indirect charges claimed.

2. Indirect costs claimed by the applicant must be based on a federally approved rate. A copy of the negotiated, approved, and signed indirect cost negotiation agreement must be submitted with the application.

3. If the applicant does not presently have an approved indirect cost rate, a proposed rate with justification may be submitted. Successful applicants will be required to negotiate an acceptable and allowable rate with the appropriate DOL Regional Office of Cost Determination within 90 days of grant award.

4. Rates traceable and trackable through the State Workforce Agency's Cost Accounting System represent an acceptable means of allocating costs to DOL and, therefore, can be approved for use in grants to State Workforce Agencies.

B. Allowable Costs

Determinations of allowable costs will be made in accordance with the following applicable Federal cost principles:

State and local government—OMB Circular A–87

Nonprofit organizations—OMB Circular A–122

C. Administrative Standards and Provisions

Accept as specifically provided, DOL acceptance of a proposal and an award of federal funds to sponsor any program(s) does not provide a waiver of any grant requirements and/or procedures. For example, the OMB circulars require and an entity's procurement procedures must require that all procurement transactions will be conducted, as practical, to provide open and free competition. If a proposal identifies a specific entity to provide the services, the DOL award does not provide the justification or basis to sole-source the procurement, i.e., avoid competition.

All grants will be subject to the following administrative standards and provisions:

1. 29 CFR Part 93—Lobbying.

2. 29 CFR Part 95—Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-profit Organizations, and with Commercial Organizations.

3. 29 CFR Part 96—Federal Standards for Audit of Federally Funded Grants, Contracts and Agreements. This rule implements, for State and local governments and Indian tribes that receive Federal Assistance from the DOL, Office of Management and Budget (OMB) Circular A–128 ''Audits of State and Local Governments'' which was issued pursuant to the Single Audit Act of 1984, 31 U.S.C. Section 7501–7507. It also consolidates the audit requirements currently contained throughout the DOL regulations.

4. 29 CFR Part 97—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

5. 29 CFR Part 98—Government wide Debarment and Suspension (Nonprocurement) and Government wide Requirements for Drug-Free Workplace (Grants).

6. 29 CFR Part 99—Audit Of States, Local Governments, and Non-profit Organization.

7. Section 168(b) of WIA—Administration of Programs. Please note that Sections 181–195 may also apply.

8. 29 CFR Parts 30, 31, 32, 33 and 34—Equal Employment Opportunity in Apprenticeship and Training; Nondiscrimination in Federally-Assisted Programs of the Department of Labor, Effectuation of Title VI of the Civil Rights Act of 1964; and Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefitting from Federal Financial Assistance (Incorporated by Reference). These rules implement, for recipients of federal assistance, non-discrimination provisions on the basis of race, color, national origin, and handicapping condition, respectively.

9. Appeals from non-designation will be handled under 20 CFR Part 667.260

10. 29 CFR Part 97—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Government.

Signed at Washington, DC. this 23rd day of April, 2002.

Lawrence J. Kuss,

Grant Officer.

Appendices

Appendix A: Application for Federal Assistance SF Form 424

Appendix B: Budget Information Sheet

Appendix C: Assurances and Certifications Signature Page

Appendix D: Technical Performance Goals Form

Appendix E: Direct Cost Descriptions for Applicants and Sub-Applicants

Appendix F: The Glossary of Terms

Appendix G: List of 75 largest U.S. Cities

BILLING CODE 4510–79–P

(A)

OMB Approval No. 0348-0043

APPLICATION FOR FEDERAL ASSISTANCE

	2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION: Application ☐ Construction ☐ Non-Construction; Preapplication ☐ Construction ☐ Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name:	Organizational Unit:
Address *(give city, county, State, and zip code)*:	Name and telephone number of person to be contacted on matters involving this application *(give area code)*

6. EMPLOYER IDENTIFICATION NUMBER *(EIN)*:

☐☐ — ☐☐☐☐☐☐☐

7. TYPE OF APPLICANT: *(enter appropriate letter in box)* ☐

A. State
B. County
C. Municipal
D. Township
E. Interstate
F. Intermunicipal
G. Special District
H. Independent School Dist.
I. State Controlled Institution of Higher Learning
J. Private University
K. Indian Tribe
L. Individual
M. Profit Organization
N. Other (Specify) _____

8. TYPE OF APPLICATION:

☐ New ☐ Continuation ☐ Revision

If Revision, enter appropriate letter(s) in box(es) ☐ ☐

A. Increase Award B. Decrease Award C. Increase Duration
D. Decrease Duration Other*(specify)*:

_____

9. NAME OF FEDERAL AGENCY:

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

☐☐ — ☐☐☐

TITLE:

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

12. AREAS AFFECTED BY PROJECT *(Cities, Counties, States, etc.)*:

13. PROPOSED PROJECT		**14. CONGRESSIONAL DISTRICTS OF:**	
Start Date	Ending Date	a. Applicant	b. Project

15. ESTIMATED FUNDING:

a. Federal	$ .00
b. Applicant	$ .00
c. State	$ .00
d. Local	$ .00
e. Other	$ .00
f. Program Income	$ .00
g. TOTAL	$ .00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE _____

b. No. ☐ PROGRAM IS NOT COVERED BY E. O. 12372
☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ **Yes** **If "Yes," attach an explanation.** ☐ **No**

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Type Name of Authorized Representative	b. Title	c. Telephone Number
d. Signature of Authorized Representative		e. Date Signed

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Standard Form 424 (Rev. 7-97)
Prescribed by OMB Circular A-102

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes 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 regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:
1.	Self-explanatory.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).
3.	State use only (if applicable).
4.	If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.
5.	Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
7.	Enter the appropriate letter in the space provided.
8.	Check appropriate box and enter appropriate letter(s) in the space(s) provided: -- "New" means a new assistance award. -- "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. -- "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.
9.	Name of Federal agency from which assistance is being requested with this application.
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.
11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
12.	List only the largest political entities affected (e.g., State, counties, cities).
13.	Self-explanatory.
14.	List the applicant's Congressional District and any District(s) affected by the program or project.
15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate *only* the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

(B)

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		$	$	$	$	$
2.						
3.						
4.						
5. Totals		$	$	$	$	$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1)	(2)	(3)	(4)	(5)
a. Personnel	$	$	$	$	$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges *(sum of 6a-6h)*					
j. Indirect Charges					
k. TOTALS *(sum of 6i and 6j)*	$	$	$	$	$
7. Program Income	$	$	$	$	$

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Prescribed by OMB Circular A-102

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SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	$	$	$	$
9.				
10.				
11.				
12. TOTAL *(sum of lines 8-11)*	$	$	$	$

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$	$	$	$	$
14. Non-Federal					
15. TOTAL *(sum of lines 13 and 14)*	$	$	$	$	$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	$	$	$	$
17.				
18.				
19.				
20. TOTAL *(sum of lines 16-19)*	$	$	$	$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

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Standard Form 424A (Rev. 7-97) Page 2

INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes 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 regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program

INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

(C)

CERTIFICATIONS AND ASSURANCES

ASSURANCES AND CERTIFICATIONS SIGNATURE PAGE

The Department of Labor will not award a grant or agreement where the grantee/recipient has failed to accept the ASSURANCES AND CERTIFICATIONS contained in this section. By signing and returning this signature page, the grantee/recipient is providing the certifications set forth below:

A. Certification Regarding Lobbying, Debarment, Suspension, Other Responsibility Matters - Primary Covered Transactions and Certifications Regarding Drug-Free/Tobacco-Free Workplace,

B. Certification of Release of Information

C. Assurances - Non-Construction Programs

D. Applicant is not a 501(c)(4) organization

APPLICANT NAME and LEGAL ADDRESS:

If there is any reason why one of the assurances or certifications listed cannot be signed, please explain. Applicant need only submit and return this signature page with the grant application. All other instruction shall be kept on file by the applicant.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL TITLE

APPLICANT ORGANIZATION DATE SUBMITTED

Please Note: **This signature page and any pertinent attachments which may be required by these assurances and certifications shall be attached to the applicant's Cost Proposal.**

(D)

RECOMMENDED FORMAT FOR PLANNED QUARTERLY TECHNICAL PERFORMANCE GOALS

(data entered cumulatively)

Performance Goals

	1ST QTR	2ND QTR	3RD QTR	4TH QTR
Assessments				
Participants Enrolled				
Placed Into Transitional Or Permanent Housing				
Direct Placements Into Unsubsidized Employment				
Assisted Placements Into Unsubsidized Employment				
Combined Placements Into Unsubsidized Employment (Direct & Assisted)				
Cost Per Placement				
Number Retaining Jobs For 90 Days				
Number Retaining Jobs For 180 Days				
Rate of Placement Into Unsubsidized Employment				
Average Hourly Wage At Placement				

Employability Development Services - (As Applicable)

Classroom Training				
On-The-Job Training				
Remedial Education				
Vocational Counseling				
Pre-employment Services				
Occupational Skills Training				
_____				
_____				
_____				
_____				

Planned Expenditures

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Total Expenditures	$	$	$	$
Administrative Costs	$	$	$	$
Participant Services*	$	$	$	$

*Services may include training and/or supportive.

(E)

Direct Cost Descriptions For Applicants and Sub-Applicants*

Position Title(s)	Annual Salary/Wage Rate	% of Time Charged to Grant	Proposed Administration Costs **	Proposed Program Costs

	Administration	Program
Sub-Total		
Fringe Benefits For All Positions		
Contractual		
Travel		
Indirect Costs		
Equipment		
Supplies		
Total Costs ----------		

** Administrative costs are associated with the supervision and management of the program and do not directly or immediately affect participants.

* Direct costs for all funded positions for both applicant and sub-applicant(s) must be provided.

(F)

HVRP PERFORMANCE GOAL DEFINITIONS

1. Assessments. This process includes addressing the supportive services and employability and training needs of individuals before enrolling them in an HVRP program. Generally, this includes an evaluation and/or measurement of vocational interests and aptitudes, present abilities, previous education and work experience, income requirements, addressing supportive service needs, substance abuse treatment needs, counseling needs, temporary or transitional housing needs, personal circumstances and other related services.

2. Participants Enrolled. A client should be recorded as having been enrolled when an intake form has been completed, and services, referral, or employment has been received through the HVRP program. This should be an unduplicated count over the year: i.e., each participant is recorded only once, regardless of the number of times she or he receives assistance.

3. Placed Into Transitional Or Permanent Housing. A placement into transitional or permanent housing should be recorded when a veteran served by the program upgrades his/her housing situation during the reporting period from shelter/streets to transitional housing or permanent housing or from transitional housing to permanent housing. Placements resulting from referrals by HVRP staff shall be counted. This item is however an unduplicated count over the year, except that a participant may be counted once upon entering transitional housing and again upon obtaining permanent housing.

4. Direct Placements Into Unsubsidized Employment. A direct placement into unsubsidized employment must be a placement made directly by HVRP-funded staff with an established employer who covers all employment costs for 20 or more hours per week at or above the minimum wage. Day labor and other very short-term placements should not be recorded as placements into unsubsidized employment.

5. Assisted Placements Into Unsubsidized Employment. Assisted placements into unsubsidized employment should be recorded where the definition for placement with unsubsidized employment above is met, but the placement was arranged by an agency to which the HVRP referred the homeless veteran, such as a Job Training Partnership Act (JTPA) program.

6. Cost Per Placement. The cost per placement into unsubsidized employment is obtained by dividing the total HVRP funds expended by the total of direct placements plus assisted placements.

7. Number Retaining Job For 30 Days. To be counted as retaining a job for 30 days, continuous employment with one or more employers for at least 30 days must be verified and the definition for either direct placement or assisted placement into unsubsidized employment above is met. This allows clients who have moved into a position with a different employer to be recorded as retaining the job for 30 days as long as the client has been steadily employed for that length of time.

8. Number Retaining Job For 90 Days. To be counted as retaining a job for 90 days, continuous employment with one or more employers for at least 90 days must be verified, and the definition for either placement or assisted placement into unsubsidized employment above is met. This allows clients who have moved into a position with a different employer to be recorded as retaining the job for 90 days as long as the client has been steadily employed for that length of time.

9. Rate of Placement Into Unsubsidized Employment. The rate of placement into unsubsidized employment is obtained by dividing the number placed into unsubsidized employment (HVRP), plus the number of assisted placements into unsubsidized employment by the number of clients enrolled.

10. Average Hourly Wage At Placement. The average hourly wage at placement is the average hourly wage rates at placement of all assisted placements plus direct placements.

11. Employability Development Services. This includes services and activities which will develop or increase the employability of the participant. Generally, this includes vocational counseling, classroom and on-the-job training, pre-employment services (such as job seeking skills and job search workshops), temporary or trial employment, sheltered work environments and other related services and activities. Planned services should assist the participant in addressing specific barriers to employment and finding a job. These activities may be provided by the applicant or by a subgrantee, contractor or another source such as the local Job Partnership Training Act program or the Disabled Veterans'Outreach Program (DVOP) personnel or Local Veterans' Employment Representatives (LVERs). Such services are not mandatory but entries should reflect the services described in the application and the expected number of participants receiving or enrolled in such services during each quarter. Participants may be recorded more than once if they receive more than one service.

12. Total Planned Expenditures. Total funds requested. Identify forecasted expenditures needed for each fiscal quarter.

13. Administrative Costs. Administrative costs shall consist of all direct and indirect costs associated with the supervision and management of the program. These costs shall include the administrative costs, both direct and indirect, of subrecipients and contractors.

14. Participant Services. This cost includes supportive, training, or social rehabilitation services which will assist in stabilizing the participant. This category should reflect all costs other than administrative.

(G)

Rank	Area Name	Census Population	
		April 1, 2000	April 1, 1990
1	New York--Northern New Jersey--Long Island, NY--NJ--CT--PA CMSA	21,199,865	19,549,649
2	Los Angeles--Riverside--Orange County, CA CMSA	16,373,645	14,531,529
3	Chicago--Gary--Kenosha, IL--IN--WI CMSA	9,157,540	8,239,820
4	Washington--Baltimore, DC--MD--VA--WV CMSA	7,608,070	6,727,050
5	San Francisco--Oakland--San Jose, CA CMSA	7,039,362	6,253,311
6	Philadelphia--Wilmington--Atlantic City, PA--NJ--DE--MD CMSA	6,188,463	5,892,937
7	Boston--Worcester--Lawrence, MA--NH--ME--CT CMSA	5,819,100	5,455,403
8	Detroit--Ann Arbor--Flint, MI CMSA	5,456,428	5,187,171
9	Dallas--Fort Worth, TX CMSA	5,221,801	4,037,282
10	Houston--Galveston--Brazoria, TX CMSA	4,669,571	3,731,131
11	Atlanta, GA MSA	4,112,198	2,959,950
12	Miami--Fort Lauderdale, FL CMSA	3,876,380	3,192,582
13	Seattle--Tacoma--Bremerton, WA CMSA	3,554,760	2,970,328
14	Phoenix--Mesa, AZ MSA	3,251,876	2,238,480
15	Minneapolis--St. Paul, MN--WI MSA	2,968,806	2,538,834
16	Cleveland--Akron, OH CMSA	2,945,831	2,859,644
17	San Diego, CA MSA	2,813,833	2,498,016
18	St. Louis, MO--IL MSA	2,603,607	2,492,525
19	Denver--Boulder--Greeley, CO CMSA	2,581,506	1,980,140
20	San Juan--Caguas--Arecibo, PR CMSA	2,450,292	2,270,808
21	Tampa--St. Petersburg--Clearwater, FL MSA	2,395,997	2,067,959
22	Pittsburgh, PA MSA	2,358,695	2,394,811
23	Portland--Salem, OR--WA CMSA	2,265,223	1,793,476
24	Cincinnati--Hamilton, OH--KY--IN CMSA	1,979,202	1,817,571
25	Sacramento--Yolo, CA CMSA	1,796,857	1,481,102
26	Kansas City, MO--KS MSA	1,776,062	1,582,875
27	Milwaukee--Racine, WI CMSA	1,689,572	1,607,183
28	Orlando, FL MSA	1,644,561	1,224,852
29	Indianapolis, IN MSA	1,607,486	1,380,491
30	San Antonio, TX MSA	1,592,383	1,324,749
31	Norfolk--Virginia Beach--Newport News, VA--NC MSA	1,569,541	1,443,244
32	Las Vegas, NV--AZ MSA	1,563,282	852,737
33	Columbus, OH MSA	1,540,157	1,345,450
34	Charlotte--Gastonia--Rock Hill, NC--SC MSA	1,499,293	1,162,093
35	New Orleans, LA MSA	1,337,726	1,285,270
36	Salt Lake City--Ogden, UT MSA	1,333,914	1,072,227
37	Greensboro--Winston-Salem--High Point, NC MSA	1,251,509	1,050,304
38	Austin--San Marcos, TX MSA	1,249,763	846,227
39	Nashville, TN MSA	1,231,311	985,026
40	Providence--Fall River--Warwick, RI--MA MSA	1,188,613	1,134,350
41	Raleigh--Durham--Chapel Hill, NC MSA	1,187,941	855,545
42	Hartford, CT MSA	1,183,110	1,157,585
43	Buffalo--Niagara Falls, NY MSA	1,170,111	1,189,288
44	Memphis, TN--AR--MS MSA	1,135,614	1,007,306

45	West Palm Beach--Boca Raton, FL MSA	1,131,184	863,518
46	Jacksonville, FL MSA	1,100,491	906,727
47	Rochester, NY MSA	1,098,201	1,062,470
48	Grand Rapids--Muskegon--Holland, MI MSA	1,088,514	937,891
49	Oklahoma City, OK MSA	1,083,346	958,839
50	Louisville, KY--IN MSA	1,025,598	948,829
51	Richmond--Petersburg, VA MSA	996,512	865,640
52	Greenville--Spartanburg--Anderson, SC MSA	962,441	830,563
53	Dayton--Springfield, OH MSA	950,558	951,270
54	Fresno, CA MSA	922,516	755,580
55	Birmingham, AL MSA	921,106	840,140
56	Honolulu, HI MSA	876,156	836,231
57	Albany--Schenectady--Troy, NY MSA	875,583	861,424
58	Tucson, AZ MSA	843,746	666,880
59	Tulsa, OK MSA	803,235	763,954
60	Syracuse, NY MSA	732,117	742,177
61	Omaha, NE--IA MSA	716,998	639,580
62	Albuquerque, NM MSA	712,738	589,131
63	Knoxville, TN MSA	687,249	585,960
64	El Paso, TX MSA	679,622	591,610
65	Bakersfield, CA MSA	661,645	543,477
66	Allentown--Bethlehem--Easton, PA MSA	637,958	595,081
67	Harrisburg--Lebanon--Carlisle, PA MSA	629,401	587,986
68	Scranton--Wilkes-Barre--Hazleton, PA MSA	624,776	638,466
69	Toledo, OH MSA	618,203	614,128
70	Baton Rouge, LA MSA	602,894	528,264
71	Youngstown--Warren, OH MSA	594,746	600,895
72	Springfield, MA MSA	591,932	587,884
73	Sarasota--Bradenton, FL MSA	589,959	489,483
74	Little Rock--North Little Rock, AR MSA	583,845	513,117
75	McAllen--Edinburg--Mission, TX MSA	569,463	383,545

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DEPARTMENT OF LABOR

Office of the Secretary

Draft Guidelines for Ensuring and Maximizing the Quality, Objectively, Utility, and Integrity of Information Disseminated by the Department of Labor; Request for Comment

AGENCY: Office of the Secretary, Labor

ACTION: Notice.

SUMMARY: The Department of Labor (DOL) draft Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by Department of Labor are available for public comment on the DOL web site: *http://www2.dol.gov/dol/cio/public/programs/infoguidelines/guidelines.htm.*

DATES: Comments must be received on or before May 31, 2002.

ADDRESSES: Comments on the draft guidelines must be submitted in writing by postal mail, fax, or e-mail to Mrs. Theresa M. O'Malley, Executive Office, Information Technology Center, Department of Labor, Room N–1301, 2000 Constitution Avenue, NW., Washington, DC 20210; fax number (202) 693–4228, or e-mail *mailto:Omalley-Theresa@dol.gov.*

FOR FURTHER INFORMATION CONTACT: Mrs. Theresa M. O'Malley, Executive Office, Information Technology Center, telephone (202) 693–4216 (this is not a toll-free number), fax number (202)693–4228, or e-mail*mailto:Omalley-Theresa@dol.gov.*

SUPPLEMENTARY INFORMATION: On February 22, 2002, the Office of Management and Budget (OMB) published a **Federal Register** Notice (67 FR 8452–8460) Guidelines for Ensuring and Maximizing the Quality, Objectively, Utility, and Integrity of Information Disseminated by Federal Agencies, Republication. The guidelines state that each agency must prepared a draft report, no later than May 1, 2002, (as amended, **Federal Register** Notice (67 FR 9797) March 4, 2002) providing the agency's information quality guidelines and explaining how such guidelines will ensure and maximize the quality, objectivity, utility, and integrity of information including statistical information disseminated by the agency. This report must also detail the administrative mechanisms developed by that agency to allow affected persons to seek and obtain