

infrastructure that contribute to the employment and other barriers faced by the targeted veterans, and how the program would respond to these needs. Include Labor Market Information (LMI) on 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 IX and address all of the rating factors as thoroughly as possible in the narrative. The applicant must: (a) Outline the type(s) of training available—is training for demand occupations, 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 V.c.); 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 Representatives (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 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. If Memoranda of Understanding (MOU) or other service agreements exist with other service providers, copies should be provided.

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. If Memoranda of Understanding (MOU) or other service agreements exist with other service providers, copies should be provided.

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, if Memoranda of Understanding (MOU) or other service agreements exist with other service providers, copies should be provided.

6. Organizational capability to provide required program activities: The applicant's relevant current or prior experience in operating employment and training programs should be clearly described. A summary narrative of program experience and employment and training performance outcomes is required. The applicant must also provide evidence of key staff capability to support veterans seeking employment and training opportunities.

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 is not allowed to use HVRP resources to support housing needs.

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

B. Part 2—Cost Proposal must contain: (1) The Standard Form (SF) 424, "Application for Federal Assistance", (original, signed in blue-ink) (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. All applicants must submit evidence of satisfactory financial management capability, which must include recent financial and/or audit statements.

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

All applicants must include, as a separate appendix, a list of all government grants and contracts that it has had in the past three (3) years, including grant/contract officer contact information. Veterans' Employment and Training Service reserves the right to have a representative within each State review and verify this data. Applicants can expect that the cost proposal will be reviewed for allowability, allocability, and reasonableness.

VIII. The Cost Proposal 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 sub-awardees);

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, sub-awards/ contracts, and any other costs. The applicant must include costs of any required travel described in this Solicitation. Mileage charges will not exceed 36 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. A 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. An 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.