

VI. Required Content

There are seven program activities that all applications must contain to be found technically acceptable under this SGA. Programs must be “employment focused” and must be responsive to the rating criteria in section IX. These activities are:

1. Outreach;
2. Pre-enrollment assessments;
3. Employment Development Plans for all clients;
4. Case management;
5. Job placement and job retention follow-up (at 90 and 180 days) after individual enters employment.
6. Utilization of DVOP and LVER staff in service delivery.
7. Programs must show community linkages with other programs and services which provide support to homeless veterans.

VII. Proposal Content

The proposal consists of two separate and distinct parts, part 1 is the technical proposal and part 2 is the cost proposal. The information provided in these two parts is essential in gaining an understanding of the programmatic and fiscal contents of the grant proposal.

A. *Part 1—The Technical Proposal* consists 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 narrative must not exceed fifteen (15) pages double-spaced, font size no less than 11 pt., and typewritten on one side of the paper only. (The applicant also must complete the forms, *i.e.*, Technical Performance Goals chart provided in the SGA, Appendix D.)

The proposal must include an outreach component which uses veterans whenever possible to provide outreach. Coordination with the Disabled Veterans’ Outreach Program (DVOP) Specialists and Local Veterans’ Employment Representatives (LVER) in the jurisdiction is required.

Programs must 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 for the technical proposal is strongly recommended:

1. *Need for the program:* 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 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 VII); 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.

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. 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 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 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