

(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 of placement and enrollment costs.

#### **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 may 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.

#### **IX. 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 geographic service areas. While points will not be awarded for cost issues, cost per entered employment will be given serious consideration in the selection of awardee. The Grant Officer's determination for award under SGA 03-03 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: (a) The potential number or concentration of homeless individuals and homeless veterans in the proposed project area relative to other similar areas of jurisdiction; (b) the high rates of poverty and/or unemployment in the proposed project area as determined by the census or other surveys; and (c) 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 how they will 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 services 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 (including 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, entered employment/placements and job retention. (See Appendix D.) Of the 40 points possible in the strategy to increase employment and retention, 5 points will be awarded to grant proposals that demonstrate the ability to maintain a six month employment retention rate of 50 percent or greater.

##### **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