

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 administrative, programmatic and 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 may not be used to purchase housing or vehicles.

**X. Post-Award Conference**

A Post-Award conference will be held for those grantees awarded PY 2003 HVRP funds from the competition. It is expected to be held in May or June, 2003. 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.

**XI. 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, if required; and (ii) a timetable for accomplishment of the corrective action.

**C. 90 Day Follow-Up Report**

The grantee must submit no later than 120 days after the grant performance expiration date a report containing the following:

1. Financial Status Report (SF-269A) (copy to be provided following grant awards); and
2. Technical Performance Report—(Program Goals).

**D. Six (6) Month Follow-Up/Closeout 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); and
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 after the 6 month follow-up period; (c) whether the veterans are still employed at the same or similar job, if not what are the reasons; (d) whether the training received was 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.

**XII. Administrative Provisions**

**A. Limitation on Administrative and Indirect Costs**

1. 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.

2. 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.

3. 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. Administrative Standards and Provisions**

Unless specifically provided in the grant agreement, DOL's 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 provide 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, if applicable:

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.
4. 29 CFR part 97—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
5. 29 CFR part 98—Federal standards for 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. 29 CFR parts 30, 31, 32, 33 and 36—Equal Employment Opportunity in Apprenticeship and Training; Nondiscrimination in Federally-Assisted Programs of the Department of Labor, Effectuation of Title VI of the