

announcement as section 18 of the Lobbying Disclosure Act of 1995, Pub. L. 104-65, 109 Stat. 691, prohibits the award of Federal funds to these entities.

## 2. Cost Sharing

Cost sharing and matching funds are not required for this SGA.

## 3. Other

### A. Funding Levels

The total funding available for this solicitation is up to \$1,000,000. It is anticipated that up to four (4) awards will be made under this solicitation. Awards are expected to range from \$200,000 to a maximum of \$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.

### B. Period of Performance

The period of performance will be for twelve (12) months from date of award unless modified. It is expected that successful applicants will begin program operations under this solicitation on February 24, 2004. Program funds must be obligated by February 23, 2005; however, a limited amount of funds should be reserved for follow-up activities and closeout.

### C. Optional Year Funding

Should there be action by Congress to appropriate additional funds for this purpose, optional year funding may be considered. The Government does *not*, however, guarantee optional year funding for any Grantee. Should VETS decide that an optional year funding be exercised, the Grantees' performance during the previous period of operations will be taken into consideration (*see* IV. 5.C.).

## IV. Application and Submission Information

### 1. Address To Request Application

Application announcements or forms will not be mailed. The **Federal Register** may be obtained from your nearest government office or library. In addition, a copy of this notice and the application requirements may be downloaded from the Veterans Employment and Training Services Web site at <http://www.dol.gov/vets>. If additional copies of the standard forms are needed, they can also be downloaded from: [http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html).

## 2. Content and Form of Application Submission

A. A cover letter, an original, and two (2) copies of the proposal must be submitted to: U.S. Department of Labor, Procurement Services Center, 200 Constitution Avenue, NW., Room N-5416, Attn: Cassandra Willis, Washington, DC 20210; Phone (202) 693-4570.

It is recommended that applicants confirm application receipt by contacting the above listed point of contact prior to the closing date (this is not a toll-free number). Applicants are advised that postal reaction to anthrax contamination of U.S. mail occasionally caused mail delivery delays that must be considered when taking into account the application deadline.

B. The proposal must consist of two (2) separate and distinct parts, the Technical Proposal and the Cost Proposal as well as the Standard Form 424. All proposals will include:

(1) One completed, blue ink-signed original SF 424, Application for Federal Assistance;

(2) An original and two (2) copies of the Technical Proposal; including proposed Technical Performance Goals Form in Appendix D; and

(3) An original and two (2) copies of the Cost Proposal.

C. The information provided in these two parts is essential to gain an understanding of the programmatic and fiscal contents of the grant proposal.

1. *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 ex-offender veterans served; and evidence of the applicant's ability 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.)

**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.

The proposal must include an outreach component that uses either DVOP/LVER staff or a trained outreach cadre and must include correctional personnel to provide information and

“inreach” within the correctional institution. Coordination with the Department of Veterans' Affairs Regional Benefits Office, DVOPs and LVERs in the jurisdiction is required. Programs must be “employment focused”. The services provided will be directed toward: (a) Increasing the employability of incarcerated veterans through training or arranging for the provision of services which will enable them to work after release; and (b) matching veteran ex-offenders with potential employers. The following format for the technical proposal is strongly recommended:

(a) *Need for the program.* The applicant must identify the geographical area to be served and provide an estimate of the number of incarcerated veterans in the designated area. Include poverty and unemployment rates in the area and identify the disparities in the local community infrastructure that exacerbate the employment barriers faced by the targeted veterans. Indicate how the project would respond to these obstacles and include labor market information (LMI) on the prospect for job opportunities in emerging areas, *i.e.*, service area.

(b) *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) Indicate the type(s) of training available to include its applicability to the jobs that are in demand, length of training, training curriculum and how the training will improve 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 follow-up plan that addresses retention after 30, 90 and 180 days with participants who have 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.

(c) *Linkages with correctional programs, services and facilities that serve the homeless veterans:* Describe program and resource linkages with correctional services and facilities that will be involved in identifying potential clients for this program. Describe any networks with other related resources and/or other programs of a correctional nature that serves incarcerated veterans. Indicate how the program will be coordinated with any correctional