

efforts that are conducted by public and private agencies in the community. If a Memoranda of Understanding (MOU) or other service agreements exist with service providers, copies should be provided.

(d) *Linkages with other providers of employment and training services to the homeless veterans:* Describe the networks the program will have with other providers of services to homeless veterans other than the IV-TP grant; include a description of the relationship with other employment and training programs such as DVOP, the Local Veterans' Employment Representative (LVER) program, and programs under the Workforce Investment Act; and list the type of services that will be provided by each. Note the type of agreement in place, if applicable. Linkages with the workforce development system must be delineated. Describe any networks with any other resources and/or other programs for incarcerated veterans. Indicate how the program will be coordinated with any efforts for the homeless that are conducted by agencies in the community. If a Memoranda of Understanding (MOU) or other service agreements exist with other service providers, copies should be provided.

(e) *Linkages with other Federal agencies:* Describe program and resource linkages with Department of Housing and Urban Development (HUD), Department of Health and Human Services (HHS), and Department of Veterans Affairs (VA) for the veteran population 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 a Memoranda of Understanding (MOU) or other service agreements exist with other service providers, copies should be provided.

(f) *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 how they will be applied. If a Memoranda of Understanding (MOU) or other service agreements exist with other service providers, copies should be provided.

(g) *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 provide information showing outcomes of all past programs in terms of enrollments and placements. An applicant that has operated a HVRP, other Homeless Employment and Training program, or VWIP program, must include the final or most recent technical performance reports. The applicant must also provide evidence of key staff capability. It is preferred that grantees be well established and not in the start-up phase or process. If claiming 501(c)(3) status, the Internal Revenue Service statement indicating 501(c)(3) status approval must be submitted.

(h) *Proposed housing strategy for previously incarcerated veterans:* Describe how housing resources for incarcerated veterans will be obtained or accessed. These resources must be from linkages or sources other than the IV-TP grant such as HUD, HHS, community housing resources, VA leasing, or other programs.

2. *Part 2—The Cost Proposal must contain:*

a. Standard Form (SF) 424, "Application for Federal Assistance", (original and signed in blue-ink) in Appendix A; and

b. The organizational unit section of Block 5 of the SF 424 must contain the Dun and Bradstreet number of the applicant. Please note that beginning October 1, 2003, all applicants for Federal grant funding opportunities are required to include a Dun and Bradstreet (DUNS) number with their application. See OMB Notice of Final Policy Issuance, 68 FR 38402 (June 27, 2003). Applicants' DUNS numbers should be entered into Block 5 of SF 424. The DUNS number is a nine digit identification number that uniquely identifies business entities. There is no charge for obtaining a DUNS number (although it may take 14–30 days). To obtain a DUNS number, access the following Web site: <http://www.dunandbradstreet.com/> or call 1–866–705–5711. Requests for exemption from the DUNS number requirement must be made to OMB; and

c. Standard Form (SF) 424A "Budget Information Sheet" in Appendix B; and

d. 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; and

e. Direct Cost Description for Applicants and Sub-Applicants in Appendix E.

f. A completed Survey on Ensuring Equal Opportunity for Applicants in Appendix F; and

g. Assurance and Certification signature page (original signed in blue ink) in 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. Grantees are required to utilize Generally Accepted Accounting Practices, maintain a separate accounting for these grant funds, and have a checking account. 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 employment and training 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 DOL representative within each State review and verify this data. *Applicants can expect that the cost proposal will be reviewed for allocations, allowances, and reasonableness.*

3. *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) 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-grantees) (Appendix E);

(b) Explanation and breakout of extraordinary fringe benefit rates and associated charges (*i.e.*, rates exceeding 35% of salaries and wages), if necessary;

(c) Explanation of the purpose and composition of, and method used to derive the costs of each of the following: travel, equipment, supplies, sub-grants/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, or the current federal rate;

(d) All associated costs, for retaining participant information pertinent to a follow-up survey, six (6) months after the program performance period ends;

(e) 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