

proposes to mine and/or rehabilitate a set of entries parallel to the existing Main North entries to reduce the miner's exposure to injury by using the specific terms and conditions listed in this petition for modification. The petitioner states that the majority of the development will consist of rehabilitation of existing entries and crosscuts, and some extraction of coal in areas between the existing gate sections. The petitioner asserts that application of the existing standard would result in a diminution of safety to the miners and the proposed alternative method would provide at least the same measure of protection as the existing standard.

#### 6. Ohio Valley Coal Company (The)

[Docket No. M-2005-018-C]

The Ohio Valley Coal Company, 56854 Pleasant Ridge Road, Alledonia, Ohio 43902 has filed a petition to modify the application of 30 CFR 75.350(b)(6) (Belt air course ventilation) to its Powhatan No. 6 Mine (MSHA I.D. No. 33-01159) located in Belmont County, Ohio. Due to deteriorating roof conditions in the Main North which extends from the junction of A-West Submain to the Portal of Hope, delivery and installation of supplemental supports will expose miners to hazardous conditions. The petitioner proposes to mine and/or rehabilitate a set of entries parallel to the existing Main North entries to reduce the miner's exposure to injury by using the specific terms and conditions listed in this petition for modification. The petitioner states that the majority of the development will consist of rehabilitation of existing entries and crosscuts, and some extraction of coal in areas between the existing gate sections. The petitioner asserts that application of the existing standard would result in a diminution of safety to the miners and the proposed alternative method would provide at least the same measure of protection as the existing standard.

#### Request for Comments

Persons interested in these petitions are encouraged to submit comments via Federal eRulemaking Portal: <http://www.regulations.gov>; e-mail: [zzMSHA-Comments@dol.gov](mailto:zzMSHA-Comments@dol.gov); Fax: (202) 693-9441; or Regular Mail/Hand Delivery/Courier: Mine Safety and Health Administration, Office of Standards, Regulations, and Variances, 1100 Wilson Boulevard, Room 2350, Arlington, Virginia 22209. All comments must be postmarked or received in that office on or before April 28, 2005. Copies of these petitions are available for inspection at that address.

Dated at Arlington, Virginia this 22nd day of March 2005.

**Rebecca J. Smith,**

*Acting Director, Office of Standards, Regulations, and Variances.*

[FR Doc. 05-6065 Filed 3-28-05; 8:45 am]

**BILLING CODE 4510-43-P**

### DEPARTMENT OF LABOR

#### Veterans' Employment and Training Service

#### Urban Homeless Veterans' Reintegration Program (HVRP) Grants for Program Year (PY) 2005

*Announcement Type:* Initial Solicitation for Grant Applications (SGA).

*Funding Opportunity Number:* SGA # 05-01.

*Catalogue of Federal Domestic Assistance #:* 17-805.

*Dates:* Applications are due on April 28, 2005.

Period of Performance is PY 2005, July 1, 2005 through June 30, 2006.

*Executive Summary* (Applicants For Grant Funds Should Read This Notice In Its Entirety): The U.S. Department of Labor (USDOL), Veterans' Employment and Training Service (VETS), announces a grant competition under 38 U.S.C. Section 2021, as added by Section 5 of Public Law 107-95, the Homeless Veterans Comprehensive Assistance Act of 2001 (HVCAA). Section 2021 requires the Secretary of Labor to conduct, directly or through grant or contract, such programs as the Secretary determines appropriate to expedite the reintegration of homeless veterans into the labor force.

Due to limited available funding and the high concentration of homeless veterans in the metropolitan areas of the 75 U.S. cities largest in population and the metropolitan area of San Juan, Puerto Rico, the only jurisdictions eligible to be served through this urban competition for HVRPs are those areas listed in Appendix I.

HVRP grants are intended to address two objectives: (1) To provide services to assist in reintegrating homeless veterans into meaningful employment within the labor force, and (2) to stimulate the development of effective service delivery systems that will address the complex problems facing homeless veterans. Successful applicants will design programs that assist eligible veterans by providing job placement services, job training, counseling, supportive services, and other assistance to expedite the reintegration of homeless veterans into the labor force. Successful programs

will also be designed to be flexible in addressing the universal as well as the local or regional problems that have had a negative impact on homeless veterans reentering the workforce.

Under this solicitation covering Fiscal Year (FY) 2005, VETS anticipates that up to \$2,000,000 will be available for grant awards up to a maximum of \$300,000 for each grant award. VETS expects to award approximately seven (7) grants. This notice contains all of the necessary information and forms to apply for grant funding. The period of performance for these PY 2005 grants will be July 1, 2005 through June 30, 2006. Two (2) optional years of funding may be available, depending upon Congressional appropriations, the agency's decision to exercise the optional year(s) of funding, and satisfactory grantee performance.

#### I. Funding Opportunity Description

The U.S. Department of Labor (USDOL), Veterans' Employment and Training Service (VETS), announces a grant competition under 38 U.S.C. Section 2021, as added by Section 5 of Public Law 107-95, the Homeless Veterans Comprehensive Assistance Act of 2001 (HVCAA). Section 2021 requires the Secretary of Labor to conduct, directly or through grant or contract, such programs as the Secretary determines appropriate to provide job training, counseling, and placement services (including job readiness, literacy training, and skills training) to expedite the reintegration of homeless veterans into the labor force.

##### 1. Program Concept and Emphasis

HVRP grants are intended to address two objectives: (a) To provide services to assist in reintegrating homeless veterans into meaningful employment within the labor force, and (b) to stimulate the development of effective service delivery systems that will address the complex problems facing homeless veterans.

For this Fiscal Year (FY) 2005 grant solicitation, VETS seeks applicants that will provide direct services through a case management approach that networks with Federal, State, and local resources for veteran support programs. Successful applicants will have clear strategies for employment and retention of employment for homeless veterans. Successful applicants will design programs that assist eligible veterans by providing job placement services, job training, counseling, mentoring, supportive services, and other assistance to expedite the reintegration of homeless veterans into the labor force. Successful applicants will also

design programs that are flexible in addressing the universal as well as the local or regional problems that have had a negative impact on homeless veterans reentering the workforce. The HVRP in PY 2005 will seek to continue to strengthen development of effective service delivery systems, to provide comprehensive services through a case management approach that address complex problems facing eligible veterans trying to transition into gainful employment, and to improve strategies for employment and retention in employment.

Due to the limited amount of funding and the high concentration of homeless veterans in the metropolitan areas of the 75 U.S. cities largest in population and the metropolitan area of San Juan, Puerto Rico, the only jurisdictions eligible to be served through this urban competition for HVRP are those areas listed in Appendix I.

## 2. Project Awareness Program Information and Orientation Activities

In order to promote networking between the HVRP funded program and local service providers (and thereby eliminate gaps or duplication in services and enhance the provision of assistance to participants), the grantee must provide project orientation workshops and/or program awareness activities that it determines are the most feasible for the types of providers listed below. Grantees are encouraged to demonstrate strategies for incorporating small faith-based and community organizations (defined as organizations with social services budgets of \$350,000 or less and six (6) or fewer full-time employees) into their outreach plans. Project orientation workshops conducted by grantees have been an effective means of sharing information and informing the community of the availability of other services; they are encouraged but not mandatory. Rather, grantees will have the flexibility to attend service provider meetings, seminars, and conferences, to outstation staff, and to develop individual service contracts as well as to involve other agencies in program planning.

*The grantee will be responsible for providing project awareness, program information, and orientation activities to the following:*

A. Direct providers of services to homeless veterans, including shelter and soup kitchen operators, to make them aware of the services available to homeless veterans to make them job-ready and to aid their placement into jobs.

B. Federal, State, and local agencies such as the Social Security

Administration (SSA), Department of Veterans Affairs (DVA), State Workforce Agencies (SWAs) and local One-Stop Centers (which integrate Workforce Investment Act (WIA) and other employment and training services), mental health services, and healthcare detoxification facilities: to familiarize them with the nature and needs of homeless veterans.

C. Civic and private sector groups, in particular Veterans' Service Organizations, support groups, job training and employment services, and community-based organizations (including faith-based organizations), to provide information on homeless veterans and their needs.

The grantee will also be responsible for participating in "Stand Down" events. A "Stand Down" is an event held in a locality, usually for one (1) to three (3) days, where services are provided to homeless veterans along with shelter, meals, clothing, employment services, and medical attention. This type of event is mostly a volunteer effort, which is organized within a community and brings service providers together such as the Department of Veterans Affairs, Disabled Veterans' Outreach Program Specialists (DVOP) and Local Veterans' Employment Representatives (LVER) staff from the State Workforce Agencies, Veteran Service Organizations, military personnel, civic leaders, and a variety of other interested persons, groups, and organizations. Many services are provided on-site with referrals also made for continued assistance after the Stand Down event. These events can often be the catalyst that enables homeless veterans to get back into mainstream society. The Department of Labor has supported replication of these events and many have been held throughout the nation.

*In areas where an HVRP is operating, grantees are expected and encouraged to participate fully and offer their services for all locally planned Stand Down event(s). Toward this end, up to \$8,000 of the requested HVRP grant funds may be used to supplement the Stand Down efforts, where funds are not otherwise available, and may be requested in the budget and explained in the budget narrative.*

## 3. Scope of Program Design

*In addition to the activities described above, the project design must include the following services:*

A. Outreach, intake, assessment, peer counseling to the degree practical, employment services, and follow-up support services to enhance retention in employment. Program staff providing

outreach services should have experience in dealing with, and an understanding of the needs of, homeless veterans. Outreach activities must include and coordinate with the DVOP and LVER staff in the State Workforce Agencies or in the workforce investment systems' One-Stop Career Centers, Veterans' Workforce Investment Program (VWIP), and the Department of Veterans Affairs.

B. Provision of or referral to employment services such as: job search workshops, job counseling, assessment of skills, resume writing techniques, interviewing skills, subsidized trial employment (work experience), job development services, job placement into unsubsidized employment, job placement follow-up services to enhance retention in employment.

C. Provision of or referral to training services such as: basic skills instruction, remedial education activities, life skills and money management training, on-the-job training, classroom training, vocational training, specialized and/or licensing training programs, and other formal training programs as deemed appropriate to benefit the participant. At least 80% of the enrolled HVRP participants must participate in training activities.

D. Grantees must perform a preliminary assessment of each participant's eligibility for Department of Veterans Affairs (DVA) service-connected disability, compensation, and/or pension benefits. As appropriate, grantees will work with the Veterans Service Organizations or refer the participants to DVA in order to file a claim for compensation or pension. Grantees will track progress of claims and report outcomes in case management records.

E. Coordination with veterans' services programs, including: DVOPs and LVERs in the workforce investment system's One-Stop Career Centers, as well as Veterans' Workforce Investment Programs (VWIPs), Department of Veterans Affairs (DVA) services, including its Health Care for Homeless Veterans, Domiciliary Care, Regional Benefits Assistance Program, and Transitional Housing under Homeless Provider Grant and per diem programs.

F. Networking with Veterans' Service Organizations such as: The American Legion, Disabled American Veterans, Veterans of Foreign Wars, Vietnam Veterans of America, the American Veterans (AMVETS).

G. Referral as necessary to health care, counseling, and rehabilitative services including, but not limited to: alcohol and drug rehabilitation, therapeutic services, Post Traumatic Stress Disorder

(PTSD) services, and mental health services as well as coordination with Stewart B. McKinney Homeless Assistance Act (MHAA) programs for health care for the homeless, and health care programs under the Homeless Veterans Comprehensive Assistance Act (HVCAA) of 2001.

H. Referral to housing assistance, as appropriate, provided by: local shelters, Federal Emergency Management Administration (FEMA) food and shelter programs, transitional housing programs and single room occupancy housing programs funded under MHAA and HVCAA, and permanent housing programs for disabled homeless persons funded under MHAA and HVCAA.

4. *Results-Oriented Model*: No specific model is mandatory, but successful applicants will design a program that is responsive to the needs of the local community and achieves the HVRP objectives. The HVRP objectives are to successfully reintegrate homeless veterans into the workforce and to stimulate the development of effective service delivery systems that will address the complex problems facing homeless veterans.

Under the Government Performance and Results Act (GPRA), Congress and the public are looking for program results rather than program processes. The outcome measurement established for HVRP grants is for grantees to meet a minimum entered employment rate of 58%, determined by dividing the number of participants who entered employment by the number of HVRP enrollments. (Actual performance outcomes will be reported quarterly using an Internet-based reporting system for HVRP with access provided to successful grantees after the award process has been completed.) While the percentage of HVRP enrollments that enter employment is an important outcome, it is also necessary to evaluate and measure the program's long-term results, through the 90-day and 180-day follow-up periods, to determine the quality and success of the program.

The applicant's program should be based on a results-oriented model. The first phase of activity should consist of the level of outreach necessary to introduce the program to eligible homeless veterans. Outreach also includes establishing contact with other agencies that encounter homeless veterans. Once the eligible homeless veterans have been identified, an assessment must be made of each individual's abilities, interests, needs, and barriers to employment. In some cases, participants may require referrals to services such as rehabilitation, drug or alcohol treatment, or a temporary

shelter before they can be enrolled into the HVRP program. Once the eligible homeless veteran is stabilized, the assessment must concentrate on the employability of the individual and whether the individual is to be enrolled into the HVRP program.

A determination should be made as to whether the HVRP enrolled participant would benefit from pre-employment preparation such as resume writing, job search workshops, related employment counseling, and case management, or possibly an initial entry into the job market through temporary jobs.

Additionally, sheltered work environments, classroom training, and/or on-the-job training must be evaluated. Such services should be noted in an Employability Development Plan to facilitate the staff's successful monitoring of the plan. Entry into full-time employment or a specific job-training program should follow, in keeping with the overall objective of HVRP, to bring the participant closer to self-sufficiency. Supportive services may assist the HVRP enrolled participant at this point or even earlier.

Job development, a crucial part of the employability process, usually occurs when there are no competitive job openings that the HVRP-enrolled participant is qualified to apply for, therefore, a job opportunity is created or developed specifically for that HVRP enrolled participant with an employer. HVRP-enrolled participants who are ready to enter employment and/or who are in need of intensive case management services are to be referred to the DVOP and LVER staff at a One-Stop Career Center. DVOP and LVER staff are able to provide HVRP-enrolled participants the following services: job development, employment services, case management and career counseling. Most DVOP and LVER staff received training in case management at the National Veterans' Training Institute. All DVOP and LVER staff provide employment-related services to veterans who are most at a disadvantage in the labor market. VETS' recommends working hand-in-hand with DVOP/LVER and other One-Stop Career Center staff to achieve economies of resources and to avoid duplication of services. DVOP/LVER staff may also be able to provide valuable assistance in tracking participants in their State wage record management information system for follow-up purposes at 90 and 180 days after a participant enters employment.

The applicant's program must include tracking of program participants. Tracking should begin with the referral to employment and continue through the 90-day and 180-day follow-up

periods after entering employment to determine whether the veteran is in the same or similar job. It is important that the grantee maintain contact with veterans after placement to ensure that employment-related problems are addressed. The 90-day and 180-day follow-ups are fundamental to assessing program results. Grantees need to budget for 90-day and 180-day follow-up activity so that it can be performed for those participants placed at or near the end of the grant performance period. All grantees, prior to the end of the grant performance period, must obligate sufficient funds to ensure that follow-up activities are completed. Such results will be reported in the final technical performance report.

## II. Award Information

1. *Type of Funding Instrument*: One (1) year grant.

2. *Funding Levels*: The total funding available for this Urban HVRP solicitation is up to \$2,000,000. It is anticipated that approximately seven (7) awards will be made under this solicitation. Awards are expected to range from \$75,000 to a maximum of \$300,000. The Department of Labor reserves the right to negotiate the amounts to be awarded under this competition. Please be advised that requests exceeding \$300,000 will be considered non-responsive and will not be evaluated.

3. *Period of Performance*: The period of performance will be for the twelve (12) month period of July 1, 2005 to June 30, 2006, unless modified by the Grant Officer. It is expected that successful applicants will begin program operations under this solicitation on July 1, 2005. All program funds must be obligated by June 30, 2006; a limited amount of funds may be obligated and reserved for follow-up activities and closeout.

4. *Optional Year Funding*: Should Congress appropriate additional funds for this purpose, VETS may consider up to an optional two (2) years of funding. The Government does *not*, however, guarantee optional year funding for any grantee. In deciding whether to exercise any optional year(s) of funding, VETS will consider grantee performance during the previous period of operations as follows:

A. The grantee must meet, at minimum, 85% of planned goals for Federal expenditures, enrollments, and placements in each quarter and/or at least 85% of planned cumulative goals by the end of the third quarter; and

B. The grantee must be in compliance with all terms identified in the

Solicitation for Grant Application (SGA) and grant award document; and

C. All program and fiscal reports must have been submitted by the established due dates and must be verified for accuracy.

### III. Eligibility Information

1. *Eligible Applicants:* Applications for funds will be accepted from State and local Workforce Investment Boards, local public agencies, for-profit/commercial entities, and nonprofit organizations, including faith-based and community organizations. Applicants must have a familiarity with the area and population to be served and the ability to administer an effective and timely program.

Eligible applicants will generally fall into one of the following categories:

- State and local Workforce Investment Boards (WIBs), established under Sections 111 and 117 of the Workforce Investment Act.
- Public agencies, meaning any public agency of a State or of a general purpose political subdivision of a State that has the power to levy taxes and spend funds, as well as general corporate and police powers. (This typically refers to cities and counties.) A State agency may propose in its application to serve one or more of the potential jurisdictions located in its State. This does not preclude a city or county agency from submitting an application to serve its own jurisdiction.
- For-profit/commercial entities.
- Nonprofit organizations. If claiming 501(c)(3) status, the Internal Revenue Service statement indicating 501(c)(3) status approval must be submitted.

Note that entities organized under Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities are not eligible to receive funds under this announcement. Section 18 of the Lobbying Disclosure Act of 1995, Public Law 104-65, 109 Stat. 691 (2 U.S.C. 1611) prohibits instituting an award, grant, or loan of federal funds to 501(c)(4) entities that engage in lobbying.

2. *Cost Sharing:* Cost sharing and/or matching funds are *not* required. However, we do encourage grantees to maximize the resources available to the project.

#### 3. *Other Eligibility Criteria:*

A. The proposal must include a participant outreach component that uses DVOP/LVER staff and/or trained outreach staff. Programs must be "employment-focused." An "employment-focused" program is a program directed toward: (1) increasing the employability of homeless veterans through training or arranging for the

provision of services that will enable them to work and (2) matching homeless veterans with potential employers.

B. Applicants are encouraged to utilize, through partnerships or sub-awards, experienced public agencies, private nonprofit organizations, private businesses, faith-based and community organizations, and colleges and universities (especially those with traditionally high enrollments of minorities) that have an understanding of unemployment and the barriers to employment unique to homeless veterans, a familiarity with the area to be served, and the capability to effectively provide the necessary services.

C. To be eligible for enrollment as a participant under this HVRP grant an individual must be homeless *and* a veteran defined as follows:

- The term "*homeless or homeless individual*" includes persons who lack a fixed, regular, and adequate nighttime residence. It also includes persons whose primary nighttime residence is either a supervised public or private shelter designed to provide temporary living accommodations; an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. [42 U.S.C. 11302 (a)].
- The term "*veteran*" means a person who served in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable. [38 U.S.C. 101(2)].

### IV. Application and Submission Information

1. *Address to Request an Application and Amendments:* Application announcements or forms will not be mailed. The **Federal Register** may be obtained from your nearest government office or library. Additional application packages may be obtained from <http://www.dol.gov/vets> or <http://www.fedgrants.gov/>. The application forms and their instructions, and other pertinent materials are included in the Appendices. If 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).

To receive amendments to this Solicitation, all applicants must register their name and address in writing with the Grant Officer at the following address: U.S. Department of Labor, Procurement Services Center, Attn: Cassandra Mitchell, Reference SGA

# 05-01, 200 Constitution Avenue, NW., Room N-5416, Washington, DC 20210, Phone Number: (202) 693-4570 (not a toll-free number).

#### 2. *Content and Form of Application:*

In addition to the cover letter, the grant application must consist of three (3) separate and distinct sections: the Executive Summary, the Technical Proposal, and the Cost Proposal. The information provided in these three (3) sections is essential to gain an understanding of the programmatic and fiscal contents of the grant proposal. *A complete grant application package must not exceed 75 single-sided pages and is to include:*

- An original, blue ink-signed, and two (2) copies of the cover letter.
- An original and two (2) copies of the Executive Summary (see below).
- An original and two (2) copies of the Technical Proposal (see below) that includes a completed Technical Performance Goals Form (Appendix D). Also include all attachments with the technical proposal.
- An original and two (2) copies of the Cost Proposal (see below) that includes an original, blue ink-signed, Application for Federal Assistance, SF-424 (Appendix A), a Budget Narrative, Budget Information Sheet SF-424A (Appendix B), an original, blue ink-signed, Assurances and Certifications Signature Page (Appendix C), a Direct Cost Description for Applicants and Sub-applicants (Appendix E), and a completed Survey on Ensuring Equal Opportunity for Applicants (Appendix F).

A. *Section 1—Executive Summary:* A one to two page "Executive Summary" reflecting the grantee's overall strategy, timeline, and outcomes to be achieved in their grant proposal is required. The Executive Summary should include:

- The proposed area to be served through the activities of this grant.
- The years the grantee has served the residents in the proposed area to be served.
- The projects and activities that will expedite the reintegration of homeless veterans into the workforce.
- A summary of outcomes, benefits, and value added by the project.

B. *Section 2—Technical Proposal* consists of a narrative proposal that demonstrates the need for this particular grant program, the services and activities proposed to obtain successful outcomes for the homeless veterans to be served; and 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., no*

less than 1 inch margins, and typewritten on one (1) side of the paper only. Note: Resumes, charts, standard forms, transmittal letters, Memorandums of Understanding, agreements, lists of contracts and grants, and letters of support are not included in the technical proposal narrative page count. If provided, include these documents as attachments to the technical proposal. Attachments to the technical proposal are included in the maximum 75 single-sided pages per grant application limitation.

**Required Content:** There are 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 V(1). *The required program activities are:* participant outreach and project awareness activities, pre-enrollment assessments, employment development plans for each enrolled participant, case management, job placement, job retention follow-up (at 90 and 180 days) after individual enters employment, utilization and coordination of employment services through the One-Stop System, including the DVOP and LVER staff, and with community linkages with other programs that provide support to homeless veterans. These activities are described in section I.3. of this SGA.

**The following format for the technical proposal is recommended: Need for the program:** The applicant must identify the geographical area to be served and provide an estimate of the number of homeless veterans in the designated geographical 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. Include labor market information and job opportunities in the employment fields and industries that are in demand in the geographical area to be served. Applicants are to clearly describe the proposed program awareness and participant outreach strategies.

**Approach or strategy to increase employment and job retention:** Applicants must be responsive to the Rating Criteria contained in Section V(1) and address all of the rating factors as thoroughly as possible in the narrative. **The applicant must:**

- Describe the specific supportive employment and training services to be provided under this grant and the sequence or flow of such services;
- Indicate the type(s) of training that will be provided under the grant and how it relates 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;

- Provide a follow-up plan that addresses retention after 90 and 180 days with participants who have entered employment;
- Include the completed Planned Quarterly Technical Performance Goals (and planned expenditures) form listed in Appendix D.

**Linkages with facilities that serve homeless veterans:** Describe program and resource linkages with other facilities that will be involved in identifying potential clients for this program. Describe any networks with other related resources and/or other programs that serve homeless veterans. Indicate how the program will be coordinated with any efforts that are conducted by public and private agencies in the community. Indicate how the applicant will coordinate with any continuum of care efforts for the homeless among agencies in the community. If a Memorandum of Understanding (MOU) or other service agreement with service providers exists, copies should be provided.

**Linkages with other providers of employment and training services to homeless veterans:** Describe the linkages, networks, and relationships the proposed program will have with other providers of services to homeless veterans; include a description of the relationship with other employment and training programs in the One Stop System such as Disabled Veterans' Outreach Program (DVOP), the Local Veterans' Employment Representative (LVER) program, and programs under the Workforce Investment Act such as the Veterans' Workforce Investment Program (VWIP); list the type of services that will be provided by each. Note the type of agreement in place, if applicable. Linkages with the workforce investment system are required. Describe any networks with any other resources and/or other programs for homeless veterans. If a Memorandum of Understanding (MOU) or other service agreement with other service providers exists, copies should be provided.

**Linkages with other Federal agencies:** Describe program and resource linkages with the Department of Housing and Urban Development (HUD), Department of Health and Human Services (HHS), and Department of Veterans Affairs (DVA), to include the Compensated Work Therapy (CWT) and per diem programs. If a Memorandum of Understanding (MOU) or other service

agreement with other service providers exists, copies should be provided.

**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 Memorandum of Understanding (MOU) or other service agreement with other service providers exist, copies should be provided.

**Organizational capability to provide required program activities:** The applicant's relevant current and prior experience (within the last three year period) in operating employment and training programs is to be clearly described, if applicable. A summary narrative of program experience and employment and training performance outcomes is required. *The applicant must provide information showing outcomes of employment and training programs that it has had in the past three (3) years in terms of enrollments and participants who have entered into employment.* An applicant that has operated a HVRP, other Homeless Employment and Training program, or VWIP program must also include the final or most recent technical performance report.

Please note that the Department of Labor grant review panel members, who will be reviewing all grant applications submitted as a result of this SGA, do not have access to any reporting information systems during the review process, therefore, if final or most recent technical performance reports are not submitted, the grant application may be considered non-responsive.

The applicant must also provide evidence of key staff capability. It is preferred that the grantee be a well established service provider and not in the initial start-up phase or process.

**Proposed housing strategy for homeless veterans:** Describe how housing resources for eligible homeless veterans will be obtained or accessed. These resources must be from linkages or sources other than the HVRP grant such as HUD, HHS, community housing resources, DVA leasing, or other programs.

**C. Section 3—The Cost Proposal must contain the following:** Applicants can expect that the cost proposal will be reviewed for allocability, allowability, and reasonableness.

(1) Standard Form SF-424, "Application for Federal Assistance" (with the original signed in blue-ink) (Appendix A) must be completed;

The Catalog of Federal Domestic Assistance number for this program is 17.805 and it must be entered on the SF-424, in Block 10.

The organizational unit section of Block 5 of the SF-424 must contain the Dun and Bradstreet Number (DUNS) of the applicant. Beginning October 1, 2003, all applicants for Federal grant funding opportunities are required to include a DUNS number with their application. See OMB Notice of Final Policy Issuance, 68 **Federal Register** 38402 (June 27, 2003). Applicants' DUNS number is to 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. To obtain a DUNS number call 1-866-705-5711 or access the following Web site: <http://www.dunandbradstreet.com/> Requests for exemption from the DUNS number requirement must be made to the Office of Management and Budget.

(2) Standard Form SF-424A "Budget Information Sheet" (Appendix B) must be included;

(3) As an attachment to SF-424A, the applicant must provide a detailed cost breakout 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;

*The Budget Narrative must include, at a minimum:*

- Breakout of all personnel costs by position, title, annual salary rates, and percent of time of each position to be devoted to the proposed project (including sub-grantees) by completing the "Direct Cost Descriptions for Applicants and Sub-Applicants" form (Appendix E);

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

- 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. Planned travel expenditures will not exceed 5% of the total HVRP funds requested. Mileage charges may not exceed 40.5 cents per mile or the current Federal rate;

- All associated costs for obtaining and retaining participant information pertinent to the follow-up survey, at 90 and 180 days after the program performance period ends;

- 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

- Matching funds, leveraged funds, and in-kind services are not required for HVRP grants. However, if matching funds, leverage funds, or in-kind services are to be used, an identification of all sources of leveraged or matching funds and an explanation of the derivation of the value of matching/in-kind services must be provided. When resources such as matching funds, leveraged funds, and/or the value of in-kind contributions are made available, please show in Section B of the Budget Information Sheet.

(4) A completed Assurance and Certification signature page (Appendix C) (signed in blue ink) must be submitted;

(5) All applicants must submit evidence of satisfactory financial management capability, which must include recent (within the last 18 months) financial and/or audit statements. All successful grantees are required to utilize Generally Accepted Accounting Practices (GAAP), maintain a separate accounting for these grant funds, and have a checking account;

(6) All applicants must include, as a separate appendix, a list of all employment and training government grants and contracts that it has had in the past three (3) years, including grant/contract officer contact information. VETS reserves the right to have a DOL representative review and verify this data;

(7) A completed Survey on Ensuring Equal Opportunity for Applicants (Appendix F) must be provided.

3. *Submission Dates and Times* (Acceptable Methods of Submission): The grant application package must be received at the designated place by the date and time specified or it will not be considered. Any application received at the Office of Procurement Services after 4:45 p.m. EDT, April 28, 2005, will not be considered unless it is received before the award is made and:

- It is determined by the Government that the late receipt was due solely to mishandling by the Government after receipt at the U.S. Department of Labor at the address indicated; or

- It was sent by registered or certified mail not later than the fifth calendar day before April 28, 2005; or

- It was sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee, not later than 5 p.m. at the place of mailing two (2)

working days, excluding weekends and Federal holidays, prior to April 28, 2005.

➤ Applicants may apply online at <http://grants.gov>. Applicants submitting proposals online are requested to refrain from mailing an application as well.

Any application received after the deadline will not be considered and will not be evaluated.

4. *Intergovernmental Review*: Not Applicable.

5. *Funding Restrictions*:

A. Proposals exceeding \$300,000 will be considered non-responsive and will not be evaluated.

B. There is a limit of one (1) application per submitting organization and physical location serving the same HVRP participant population. If two (2) applications from the same organization for the same physical location serving the same HVRP participant population are submitted, the application with the later date will be considered non-responsive. Please do not submit duplicate original grant applications as only one (1) grant application will be considered for funding purposes.

C. Due to the limited availability of funding, if an organization was awarded Fiscal Year 2003 or Fiscal Year 2004 HVRP funds for a specific physical location serving the same HVRP participant population and will be receiving second and possible third year funding, then that organization at that specific physical location serving the same HVRP participant population will be considered ineligible to compete for FY 2005 HVRP funds. Therefore, due to the limited funding availability, we are unable to award more than one (1) HVRP grant per organization at a specific physical location serving the same HVRP participant population.

D. There will not be reimbursement of pre-award costs unless specifically agreed upon in writing by the Department of Labor.

E. Entities described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities are not eligible to receive funds under this announcement because Section 18 of the Lobbying Disclosure Act of 1995, Public Law No. 104-65, 109 Stat. 691, prohibits the award of Federal funds to these entities.

F. The only potential areas that will be served through this urban competition for HVRPs in FY 2005 are the metropolitan areas of the 75 U.S. cities largest in population and the metropolitan area of San Juan, Puerto Rico (see Appendix I).

G. The U.S. Government is generally prohibited from providing direct financial assistance for inherently

religious activities. The grantee may work with and partner with religious institutions; however, direct Federal assistance provided under grants with the U.S. Department of Labor may not be used for religious instruction, worship, prayer, proselytizing or other inherently religious activities. 29 CFR part 2, Subpart D governs the treatment in government programs of religious organizations and religious activities; the grantee and sub-awardees are expected to be aware of and observe the regulations in this Subpart.

#### *H. Limitations on Administrative and Indirect Costs*

- Administrative costs, which consist of all direct and indirect costs associated with the supervision and management of the program, are limited to and will not exceed 20% of the total grant award.

- Indirect costs claimed by the applicant must be based on a Federally approved rate. A copy of the current negotiated approved and signed indirect cost negotiation agreement must be submitted with the application. Furthermore, indirect costs are considered a part of administrative costs for HVRP purposes and, therefore, may not exceed 20% of the total grant award.

- 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 within 90 days of grant award with the appropriate DOL Regional Office of Cost Determination or with the applicant's cognizant agency for indirect cost rates (See Office of Management and Budget web site at <http://www.whitehouse.gov/omb/grants/attach.html>).

- Indirect cost 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.

#### *6. Other Submission Requirements:*

The only acceptable evidence to establish the date of mailing of a late application sent by registered or certified mail is the U.S. Postal Service postmark on the envelope or wrapper and on the original receipt from the U.S. Postal Service. If the postmark is not legible, an application received after the above closing time and date shall be processed as if mailed late. "Postmark" means a printed, stamped or otherwise placed impression (*not* a postage meter machine impression) that is readily identifiable without further action as having been applied and affixed by an employee of the U.S. Postal Service on

the date of mailing. Therefore applicants should request that the postal clerk place a legible hand cancellation "bull's-eye" postmark on both the receipt and the envelope or wrapper. Applications cannot be accepted by e-mail or facsimile machine.

The only acceptable evidence to establish the date of mailing of a late application sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee is the date entered by the Post Office clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined above. Therefore, applicants should request that the postal clerk place a legible hand cancellation "bull's-eye" postmark on both the receipt and the envelope or wrapper.

The only acceptable evidence to establish the time of receipt at the U.S. Department of Labor is the date/time stamp of the Procurement Services Center on the application wrapper or other documentary evidence or receipt maintained by that office. Applications sent by other delivery services, such as Federal Express, UPS, etc., will also be accepted.

*All applicants are advised that U.S. mail delivery in the Washington, DC area has been erratic due to security concerns. All applicants must take this into consideration when preparing to meet the application deadline, as you assume the risk for ensuring a timely submission, that is, if, because of these mail problems, the Department does not receive an application or receives it too late to give proper consideration, even if it was timely mailed, the Department is not required to consider the application.*

### **V. Application Review Information**

*1. Application Evaluation Criteria:* Applications will receive up to 110 total points based on the following criteria:

#### *A. Need for the Project: 10 Points*

The applicant will document the need for this project, as demonstrated by: (i) The potential number or concentration of homeless individuals and homeless veterans in the proposed project area relative to other similar areas; (ii) the rates of poverty and/or unemployment in the proposed project area as determined by the census or other surveys; and (iii) the extent of the gaps in the local infrastructure to effectively address the employment barriers that characterize the target population.

#### *B. Overall Strategy To Increase Employment and Retention in Employment: 35 Points [and Up to 10 Additional Points (for a Total of 45 Points) if Overall Strategy Includes an Approach for Addressing Barriers to Employment Faced by Homeless Female Veterans as Described Below.]*

The application must include a description of the approach to providing comprehensive employment and training services, including job training, job development, obtaining employer commitments to hire, placement, and post-placement follow-up services. Applicants must address how they will target occupations in emerging industries. Supportive services 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. At least 80% of enrolled participants must participate in training activities. A description of the relationship with other employment and training programs delivered through the One-Stop Career Center System must be specified. Applicants 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.

*Additional Points:* Up to an additional 10 points under this section will be awarded to grant proposals that focus some of their effort on addressing the barriers to employment faced by homeless female veterans. For such purposes, it is recommended that grant applicants have an established network of service providers to assist the children of homeless veterans, including but not limited to, housing, child care, medical care, etc. It is recommended that formal Memorandum of Understandings with providers of children services be established and attached to the grant application request.

**Note:** The applicant must complete Appendix D, the Recommended Format for Planned Quarterly Technical Performance Goals, with proposed programmatic outcomes, including participants served, placement/entered employments and job retention.

#### *C. Quality and Extent of Linkages With Other Providers of Services to the Homeless and to Veterans: 20 Points*

The application must provide information on the quality and extent of the linkages this program will have with other providers of services to homeless veterans in the local community including faith-based and community

organizations. 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 be incorporated into the community's continuum of care approach and/or the ten (10) year plan to end homelessness. Describe how the proposed project links to the appropriate State Workforce Agency and One-Stop Center(s) including coordination and collaboration with DVOP/LVER and other One Stop Center staff, HUD, HHS, DVA, and/or other local community based programs and the services that will be provided as necessary on behalf of the homeless veteran participants to be served.

*D. Demonstrated Capability in Providing Required Program Services, Including Programmatic Reporting and Participant Tracking: 25 Points*

The applicant must describe its relevant prior experience in operating employment and training programs and providing services to participants similar to those that are proposed under this solicitation. Specific outcomes previously achieved by the applicant must be described, such as job placements, benefits secured, network coalitions, etc. The applicant must also address its capacity for timely startup of the program, programmatic reporting, and participant tracking. The applicant should describe its staff experience and ability to manage the administrative, programmatic and financial aspects of a grant program. Include a recent (within the last 18 months) financial statement or audit. Final or most recent technical reports for other relevant programs must be submitted, if applicable. Because prior HVRP experience is not a requirement for this grant, some applicants may not have any HVRP technical performance reports to submit but may have other similar type programmatic performance reports to submit as evidence of experience in operating other employment and training type programs.

*E. Quality of Overall Housing Strategy: 10 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 for housing purposes or purchasing or leasing of vehicles.*

*2. Review and Selection Process:*

Applications will initially be screened to ensure timeliness, completeness, and compliance with the SGA requirements. Applications that satisfy this initial screening will receive further review as explained below.

Technical proposals will be reviewed by a Department of Labor grant review panel using the point scoring system specified above in Section V(1). The review panel will assign scores after careful evaluation by each panel member and rank applications based on this score. The ranking will be the primary basis to identify applicants as potential grantees. The review panel may establish a competitive range, based upon the proposal evaluation, for the purpose of selecting qualified applicants. The review panel may further evaluate grant applications deemed within the competitive range by assigning a point system for proposed grantee performance goals in order to compare goals of other grant applications deemed within the competitive range. The review panel's conclusions are advisory in nature and not binding on the Grant Officer.

Cost proposals will be considered in two (2) ways. The Department of Labor review panel will screen all applicant cost proposals to ensure expenses are allocable, allowable, and reasonable. If the review panel concludes that the cost proposal contains an expense(s) that is not allocable, allowable, and/or reasonable, the application may be considered ineligible for funding. Further, VETS and the Grant Officer will consider applicant information concerning the proposed cost per placement, percentage of participants placed into unsubsidized employment, average wage at placement, 90 and 180-day retention in employment percentages, and geographical balance. The national average cost per placement for HVRP for last year was \$2,200.

The Government reserves the right to ask for clarification on any aspect of a grant application. The Government also reserves the right to discuss any potential grantee concerns amongst Department of Labor staff. 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. The Grant Officer's determination for award under SGA #05-01 is the final agency action. The

submission of the same proposal from any prior year HVRP competition does not guarantee an award under this Solicitation.

**VI. Award Administration Information**

*1. Award Notices*

A. The Notice of Award signed by the Grant Officer is the authorizing document and will be provided through postal mail and/or by electronic means to the authorized representative listed on the SF-424 Grant Application. Notice that an organization has been selected as a grant recipient does not constitute approval of the grant application as submitted. Before the actual grant award, the Grant Officer may enter into negotiations concerning such items as program components, funding levels, and administrative systems. If the negotiations do not result in an acceptable submittal, the Grant Officer reserves the right to terminate the negotiation and decline to fund the proposal.

B. A post-award conference will be held for those grantees awarded FY 2005 HVRP funds through this competition. The post-award conference is expected to be held in August 2005 and up to two (2) representatives must be present. The site of the post-award conference has not yet been determined, however, for planning and budgeting purposes, please allot five (5) days and use Denver, Colorado as the conference site. The post-award conference will focus on providing information and assistance on reporting, recordkeeping, grant requirements, and also include networking opportunities to learn of best practices from more experienced and successful grantees. Costs associated with attending this conference for up to two (2) grantee representatives will be allowed as long as they are incurred in accordance with Federal travel regulations. Such costs must be charged as administrative costs and reflected in the proposed budget.

*2. Administrative and National Policy Requirements*

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 that an entity's procurement procedures must provide 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, as applicable to the particular grantee:

- 29 CFR part 2, Subpart D—Equal Treatment in Department of Labor Programs for Faith-Based and Community Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.

- 29 CFR part 31—Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964.

- 29 CFR part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving or Benefiting from Federal Financial Assistance.

- 29 CFR part 33—Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Labor.

- 29 CFR part 35—Nondiscrimination on the Basis of Age in Programs and Activities Receiving Federal Financial Assistance from the Department of Labor.

- 29 CFR part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Assistance.

- 29 CFR part 37—Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998.

- 29 CFR part 93—Lobbying.
- 29 CFR part 95—Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations, and with Commercial Organizations.

- 29 CFR part 96—Federal Standards for Audit of Federally Funded Grants, Contracts and Agreements.

- 29 CFR part 97—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

- 29 CFR part 98—Federal Standards for Government-wide Debarment and Suspension (Non procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).

- 29 CFR part 99—Audit of States, Local Governments, and Nonprofit Organization.

- Applicable cost principles under OMB Circulars A-21, A-87, A-122, or 48 CFR part 31.

### 3. Reporting

The grantee will submit the reports and documents listed below:

#### A. Quarterly Financial Reports

No later than 30 days after the end of each Federal fiscal quarter, the grantee must report outlays, program income, and other financial information on a federal fiscal quarterly basis using SF-269A, Financial Status Report, Short Form, and submit a copy of the HHS/PMS 272 draw down report. These reports must cite the assigned grant number and be submitted to the appropriate State Director for Veterans' Employment and Training (DVET).

#### B. Quarterly Program Reports

No later than 30 days after the end of each Federal fiscal quarter, grantees also must submit a Quarterly Technical Performance Report to the DVET that contains the following:

- (1) A comparison of actual accomplishments to planned 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: identification of corrective action that will be taken to meet the planned goals, if required; and a timetable for accomplishment of the corrective action.

#### C. 90-Day Final Performance Report

No later than 120 days after the grant performance expiration date, the grantee must submit a final report showing results and performance as of the 90th day after the grant period, and containing the following:

- (1) Final Financial Status Report SF-269A Short Form (that zeros out all unliquidated obligations); and

- (2) Final Technical Performance Report comparing goals vs. actual performance levels.

#### D. 180-Day Follow-Up Report/Longitudinal Survey

No later than 210 days after the grant performance expiration date, the grantee must submit a Follow-Up Report/Longitudinal Survey showing results and performance as of the 180th day after the grant expiration date, and containing the following:

- (1) Final Financial Status Report SF-269A Short Form (if not previously submitted); and

- (2) 180-Day Follow-Up Report/Longitudinal Survey identifying:

- (a) The total combined (directed/assisted) number of veterans placed into employment during the entire grant period;

- (b) The number of veterans still employed after the 90 and 180 day follow-up period;

- (c) If the veterans are still employed at the same or similar job, and if not, what are the reason(s);

- (d) Whether training received was applicable to jobs held;

- (e) Wages at placement and at the 90 and 180 day follow-up period;

- (f) An explanation of 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.

### VII. Agency Contact

*Questions and applications are to be forwarded to:* Department of Labor, Procurement Services Center, Attention: Cassandra Mitchell, Reference SGA # 05-01, 200 Constitution Avenue NW., Room N-5416, Washington, DC 20210, phone number: (202) 693-4570 (this is not a toll-free number).

*Resources for the Applicant:* Applicants may review "VETS" Guide to Competitive and Discretionary Grants" located at [http://www.dol.gov/vets/grants/Final\\_VETS\\_Guide-linked.pdf](http://www.dol.gov/vets/grants/Final_VETS_Guide-linked.pdf). Applicants may also find these resources useful: The Department of Labor's Homeless and Service Providers of Homeless Information site at <http://www2.dol.gov/dol/audience/aud-homeless.htm>, America's Service Locator <http://www.servicelocator.org/> provides a directory of our nation's One-Stop Career Centers. The National Association of Workforce Boards maintains a Web site (<http://www.nawb.org/asp/wibdir.asp>) that contains contact information for the State and local Workforce Investment Boards. The web page for the Department of Labor, Center for Faith-Based & Community Initiatives (<http://www.dol.gov/cfbci>).

*Comments:* Comments are to be submitted to the Veterans' Employment and Training Service (VETS), U.S. Department of Labor, Room S-1312, 200 Constitution Avenue, NW., Washington, DC 20210, telephone (202) 693-4701. Written comments are limited to ten (10) pages or fewer and may be transmitted by facsimile to (202) 693-4755. Receipt of submissions, whether by U.S. mail, e-mail, or facsimile transmittal, will not be automatically acknowledged; however, the sender may request confirmation that a submission has been received, by telephoning VETS at (202) 693-4701 or (202) 693-4753 (TTY/TDD).

**APPLICATION FOR  
FEDERAL ASSISTANCE**

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b>	Applicant Identifier	
Pre-application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier	
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier	
<b>5. APPLICANT INFORMATION</b>				
Legal Name:		Organizational Unit:		
		Department:		
Organizational DUNS:		Division:		
Address:		Name and telephone number of person to be contacted on matters involving this application (give area code)		
Street:		Prefix: First Name:		
City:		Middle Name		
County:		Last Name		
State:	Zip Code	Suffix:		
Country:		Email:		
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> □□-□□□□□□□□		Phone Number (give area code)		Fax Number (give area code)
<b>8. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) □ □		<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) Other (specify)		
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> TITLE (Name of Program): □□-□□□□		<b>9. NAME OF FEDERAL AGENCY:</b>		
<b>12. AREAS AFFECTED BY PROJECT</b> (Cities, Counties, States, etc.):		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>		
<b>13. PROPOSED PROJECT</b> Start Date: Ending Date:		<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant b. Project		
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>		
a. Federal	\$ .00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON		
b. Applicant	\$ .00	DATE:		
c. State	\$ .00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372		
d. Local	\$ .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
e. Other	\$ .00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>		
f. Program Income	\$ .00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> No		
g. TOTAL	\$ .00			
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.</b>				
<b>a. Authorized Representative</b>				
Prefix	First Name	Middle Name		
Last Name		Suffix		
<b>b. Title</b>		<b>c. Telephone Number</b> (give area code)		
<b>d. Signature of Authorized Representative</b>		<b>e. Date Signed</b>		

## INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> A. State  B. County  C. Municipal  D. Township  E. Interstate  F. Intermunicipal  G. Special District  H. Independent School District </div> <div style="width: 45%;"> I. State Controlled Institution of Higher Learning  J. Private University  K. Indian Tribe  L. Individual  M. Profit Organization  N. Other (Specify)  O. Not for Profit Organization </div> </div>	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: <ul style="list-style-type: none"> <li>• "New" means a new assistance award.</li> <li>• "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.</li> <li>• "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter:  <div style="display: flex; justify-content: space-between; margin-left: 20px;"> <div style="width: 45%;"> A. Increase Award  C. Increase Duration </div> <div style="width: 45%;"> B. Decrease Award  D. Decrease Duration </div> </div> </li> </ul>	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

OMB Approval No. 0348-0044

**BUDGET INFORMATION - Non-Construction Programs****SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	0.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$ 0.00
b. Fringe Benefits					0.00
c. Travel					0.00
d. Equipment					0.00
e. Supplies					0.00
f. Contractual					0.00
g. Construction					0.00
h. Other					0.00
i. Total Direct Charges (sum of 6a-6h)	0.00	0.00	0.00	0.00	0.00
j. Indirect Charges					0.00
k. TOTALS (sum of 6i and 6j)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
7. Program Income	\$	\$	\$	\$	\$ 0.00

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Previous Edition Usable

Standard Form 424A (Rev. 7-97)  
Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$	0.00
9.					0.00
10.					0.00
11.					0.00
12. TOTAL (sum of lines 8-11)	\$	0.00 \$	0.00 \$	0.00 \$	0.00
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	\$		\$	\$	\$
13. Federal	0.00 \$		\$		
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	0.00 \$	0.00 \$	0.00 \$	0.00 \$	0.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				(e) Fourth
	(b) First	(c) Second	(d) Third		
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$	0.00 \$	0.00 \$	0.00 \$	0.00
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					

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Standard Form 424A (Rev. 7-97)

## INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**General Instructions**

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

**Section A. Budget Summary Lines 1-4 Columns (a) and (b)**

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

**Lines 1-4, Columns (c) through (g)**

For *new applications*, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For *continuing grant program applications*, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For *supplemental grants and changes* to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

**Line 5** - Show the totals for all columns used.

**Section B Budget Categories**

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

**Line 6a-i** - Show the totals of Lines 6a to 6h in each column.

**Line 6j** - Show the amount of indirect cost.

**Line 6k** - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

**Line 7** - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program

**INSTRUCTIONS FOR THE SF-424A (continued)**

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

**Section C. Non-Federal Resources**

**Lines 8-11** Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

**Column (a)** - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

**Column (b)** - Enter the contribution to be made by the applicant.

**Column (c)** - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

**Column (d)** - Enter the amount of cash and in-kind contributions to be made from all other sources.

**Column (e)** - Enter totals of Columns (b), (c), and (d).

**Line 12** - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

**Section D. Forecasted Cash Needs**

**Line 13** - Enter the amount of cash needed by quarter from the grantor agency during the first year.

**Line 14** - Enter the amount of cash from all other sources needed by quarter during the first year.

**Line 15** - Enter the totals of amounts on Lines 13 and 14.

**Section E. Budget Estimates of Federal Funds Needed for Balance of the Project**

**Lines 16-19** - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

**Line 20** - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

**Section F. Other Budget Information**

**Line 21** - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

**Line 22** - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

**Line 23** - Provide any other explanations or comments deemed necessary.

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**CERTIFICATIONS AND ASSURANCES****ASSURANCES AND CERTIFICATIONS SIGNATURE PAGE**

The Department of Labor will not award a grant or agreement where the grantee/recipient has failed to accept the ASSURANCES AND CERTIFICATIONS contained in this section. By signing and returning this signature page, the grantee/recipient is providing the certifications set forth below:

- A. Certification Regarding Lobbying, Debarment, Suspension, Other Responsibility Matters - Primary Covered Transactions and Certifications Regarding Drug-Free/Tobacco-Free Workplace,
- B. Certification of Release of Information
- C. Assurances - Non-Construction Programs
- D. Applicant is not a 501(c)(4) organization

APPLICANT NAME and LEGAL ADDRESS:

If there is any reason why one of the assurances or certifications listed cannot be signed, please explain. Applicant need only submit and return this signature page with the grant application. All other instruction shall be kept on file by the applicant.

---

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TITLE

---

APPLICANT ORGANIZATION

DATE SUBMITTED

**Please Note:** This signature page and any pertinent attachments which may be required by these assurances and certifications shall be attached to the applicant's Cost Proposal.

Recommended Format for Planned  
Quarterly Technical Performance Goals

Grantee Name: \_\_\_\_\_ Period of Performance: \_\_\_\_\_

<u>Performance Goals:</u>	<u>Enter All Data Cumulatively</u>				<b>90 DAY FINAL</b>	<b>180 F/U</b>
Quarters	1	2	3	4		
Assessments						
Participants Enrolled						
Placed in Trans. or Perm Housing						
Number Referred to VA for Benefits						
Number Placed into Employment						
Cost Per Placement						
Number Retaining Jobs for 90 days						
Number Retaining Jobs for 180 days						
Placement Rate						
Average Wage at Placement						

<b>Training Activities:</b>	Quarters	1	2	3	4	<b>90 DAY FINAL</b>
Class Room Training						
On-the-Job Training						
Remedial Education						
Literacy and Bilingual Training						
Institutional Skills Training						
Occupational Skills Training						
On-Site Industry Specific Training						
Customized Training						
Apprenticeship Training						
Upgrading and Retraining						
Life Skills and Money Management						
Other Training						

<b>Supportive Services:</b>	Quarters	1	2	3	4	<b>90 DAY FINAL</b>
Case Management						
Job Search Assistance						
Counseling/Vocational Guidance						
Job Club Workshops						
Unpaid Work Experience						
Compensated Work Therapy						
Tools/Fees/Specific Work Clothing						
Other Supportive Services						

<b>Planned Expenditures:</b>	Quarters	1	2	3	4	<b>90 DAY FINAL</b>
*Participant Services						
Admin Costs (Not to exceed 20% of total grant award)						
Stand Down (Not to Exceed \$5K)						
Total HVRP Expenditures						

\* Participant Services includes participant training and supportive services expenditures.

March 2005

## Direct Cost Descriptions For Applicants and Sub-Applicants\*

Position Title(s )	Annual Salary/Wage Rate	% of Time Charged to Grant	Proposed Administration Costs **	Proposed
Program Costs				

Sub-Total

Administration

Program

Fringe Benefits For All Positions

Contractual

Travel

Indirect Costs

Equipment

Supplies

Total Costs -----

Administration

Program

\*\* Administrative costs are associated with the supervision and management of the program and do not directly or immediately affect participants.

\* Direct costs for all funded positions for both applicant and sub-applicant(s) must be provided.



# **SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS**

*Federal Agency Use Only*

OMB No. 1225-0083 Exp. 02/28/2006

**NOTE:** Please place survey form directly behind the Standard Application for Federal Assistance (SF 424) fact sheet.

**Purpose:** This form is for applicants that are private nonprofit organizations (not including private universities). Please complete it to assist the federal government in ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for federal funding. Information provided on this form will not be considered in any way in making funding decisions and will not be included in the federal grants database.

1. Does the applicant have 501(c)(3) status?

☐ Yes ☐ No

2. How many full-time equivalent employees does the applicant have? (Check only one box).

☐ 3 or Fewer ☐ 15-50  
☐ 4-5 ☐ 51-100  
☐ 6-14 ☐ over 100

3. What is the size of the applicant's annual budget? (Check only one box.)

☐ Less Than \$150,000  
☐ \$150,000 - \$299,999  
☐ \$300,000 - \$499,999  
☐ \$500,000 - \$999,999  
☐ \$1,000,000 - \$4,999,999  
☐ \$5,000,000 or more

4. Is the applicant a faith-based/religious organization?

☐ Yes ☐ No

5. Is the applicant a non-religious community-based organization?

☐ Yes ☐ No

6. Is the applicant an intermediary that will manage the grant on behalf of other organizations?

☐ Yes ☐ No

7. Has the applicant ever received a government grant or contract (Federal, State, or local )?

☐ Yes ☐ No

8. Is the applicant a local affiliate of a national organization?

☐ Yes ☐ No

### **Survey Instructions on Ensuring Equal Opportunity for Applicants**

1. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
2. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
3. Annual budget means the amount of money your organization spends each year on all of its activities.
4. Self-identify.
5. An organization is considered a community-based organization if its headquarters/service location shares the same zip code as the clients you serve.
6. An "intermediary" is an organization that enables a group of small organizations to receive and manage government funds by administering the grant on their behalf.
7. Self-explanatory.
8. Self-explanatory

#### **Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1225-0083**. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** Departmental Clearance Officer, U.S. Department of Labor, 200 Constitution Avenue NW, Room N-1301, Washington, D.C. 20210. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Joyce I. Mays, Application Control Center, U.S. Department of Labor, 200 Constitution Avenue, NW, Washington, DC 20210.

**U.S. Department of Labor**  
**Veterans' Employment and Training Service**

**GLOSSARY OF TERMS**

**Adequate Employment** – See Unsubsidized Employment.

**Administrative Costs** - Administrative costs shall consist of all direct and indirect costs associated with the supervision and management of the program. These costs shall include the administrative costs, both direct and indirect, of sub-recipients and contractors. All indirect costs are considered administrative costs for HVRP/VWIP purposes, therefore, administrative costs including indirect costs shall not exceed 20% of the total grant award.

**Adult Basic Education** - Education for adults whose inability to speak, read, or write the English language or to effectively reason mathematically, constitutes a substantial impairment of their ability to get or retain employment commensurate with their real ability, which is designed to help eliminate such inability and raise the level, of education of such individuals with a view to making them less likely to become dependent on others, to improve their ability to benefit from occupational training and otherwise increase their opportunities for more productive and profitable employment, and to make them better able to meet their adult responsibilities.

**Ancillary Services** – Employment and training-related activities other than core training that may enhance a participant's employability.

**Apprenticeship Training** – A formal occupational training program that combines on-the-job training and related instruction and in which workers learn the practical and conceptual skills required for a skilled occupation, craft, or trade. It may be registered or unregistered.

**Assessment/Intake** - A process for screening individual applicants for program eligibility making the level of need determinations; making an initial determination what services or programs can best benefit the applicants; providing information about services, program eligibility, and the availability of those services, and the routing or selecting individual applicants for particular service delivery or program participation.

**Assisted Placements Into Unsubsidized Employment** - Assisted placements into unsubsidized employment should be recorded where the definition for placement with unsubsidized employment above is met, but the placement was arranged by an agency to which the homeless veteran was referred to. Grantees can report and take credit for one (1) assisted placement into unsubsidized employment per enrolled eligible participant. (Also see entered employment.)

**Average Hourly Wage At Placement** - The average hourly wage at placement is the average hourly wage rates at placement of all assisted placements plus direct placements.

**Assurance and Certifications** - The act of signifying intent to comply with applicable federal and State laws and regulations as a condition for receiving and expending USDOL grant funds.

**Barriers to Employment** - Characteristics that may hinder an individual's hiring promotion or participation in the labor force. Identification of these barriers will vary by location and labor market. Some examples of individuals who may face barriers to employment include: single parents, women, displaced homemakers, youth, public assistance recipients, older workers, substance abusers, teenage parents, certain veterans, ethnic minorities, and those with limited English speaking ability or a criminal record or with a lack of education, work experience, credential, child care arrangements, transportation or alternative working patterns.

**Campaign Badge veteran** - A veteran who served on active duty during a war (e.g., WWII), action (e.g., Korea, Vietnam, Desert Storm, Operation Enduring Freedom) or in a campaign or expedition for which a campaign badge or an expeditionary medal has been authorized (e.g. Haiti, Somalia, Bosnia and Grenada). A complete listing is available on the following web site maintained by the Office of Personnel Management (OPM):  
<http://www.opm.gov/veterans/html/vgmedal2.asp>

**Carry-Over Registrants** – is an unduplicated count of enrolled participants from a previous grant award period who were unemployed at the end of the grant expiration date and who continued to seek employment and supportive services from the grantee in the next grant award period. All services provided to carry-over registrants are to be recorded in the grant period that such services are received.

For example: the initial grant award period was from July 1<sup>st</sup> through June 30<sup>th</sup>, a participant was enrolled into the program but as of June 30<sup>th</sup> the participant was still unemployed, therefore, the participant (who is still seeking employment and supportive services from the grantee) will be carried over into the next grant award cycle beginning July 1<sup>st</sup>.

For example: a participant was enrolled into the program on May 23<sup>rd</sup> and was still unemployed and seeking grantee assistance as of July 1<sup>st</sup>, therefore, this participant is carried over into the next grant award period.

For example: a participant was enrolled into the program on February 20<sup>th</sup> and entered employment on June 1<sup>st</sup>, therefore, this participant does not carry over into the next grant award period.

**Note:** Carry-over registrants are added to the total number of enrolled participants and are to be included in all applicable performance statistics, targeted sub-groups, and calculations (i.e., cost per placement, placement into employment rate, number retaining employment for 90 and 180 days, average hourly wage at placement, etc.).

For example: 25 currently enrolled participants plus 10 carry-over participants from the previous grant award period equals 35 total enrolled participants.

- Out of the 35 enrolled participants, 27 were successful in gaining employment; therefore, the grantee achieved a 77% placement into employment rate (27 entered employments divided by 35 total enrolled participants equals 77%).

- Out of 35 enrolled participants, 27 were successful in gaining employment, and of those 27 who gained employment, 24 retained employment for 90 days, therefore, the grantee achieved a 89% 90-day retention in employment rate (24 retained employments divided by 27 total entered employments equals 89%).

**Case Management** - A client-centered approach in the delivery of intensive services, designed to prepare and coordinate comprehensive employment plans for participants, to assure access to the necessary training and supportive services, and to provide support during program participation and after job placement.

**Case Manager** - One who coordinates, facilitates or provides direct services to a client or trainee from application through placement, post placement follow-up, or other case closing, exclusively, through periodic contact and the provision of appropriate assistance.

**Classroom Training** - Any training of the type normally conducted in an institutional setting, including vocational education, which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs. It may also include training designed to enhance the employability of individuals by upgrading basic skills, throughout the provision of courses such as remedial education, training in the primary language of persons with limited English language proficiency, or English as a second language training.

**Close Out** - Grant close out is the process by which the Federal grantor agency (in the case of VETS grants, Department of Labor) determines that all applicable administrative actions and all required work of the grant have been completed by the grantee and the grantor.

**Cognizant Federal Agency** - The federal agency that is assigned audit or indirect cost rate approval responsibility for a particular recipient organization by the Office of Management and Budget (OMB Circular A-87 and A-102 [20 CFR, Part 97]).

**Community Based Organization** - means a private non-profit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment. Faith-Based organizations are considered a subset.

**Compensated Work Therapy (CWT)** - is a Department of Veterans Affairs (DVA) sponsored program for veteran inpatients and outpatients provided for under 38 U.S.C. 1718(a). CWT incorporates a work regiment with monetary incentives. DVA reimbursements to participants who are in the program are related to their productive capabilities. Every effort is to be made to create a realistic work environment - earnings should be commensurate with wages paid in the community for essentially the same quality and quantity of work and that payments to the patient be prompt and at regular intervals. Although industrial business practices are utilized to simulate usual working conditions, **therapy is still the primary objective**. The Department of Labor, Veterans' Employment and Training Service encourages and supports the use and integration of CWT to benefit the Homeless Veterans' Reintegration Program (HVRP) and Veterans' Workforce Investment Program (VWIP) enrolled participants by improving their job readiness. For HVRP and VWIP purposes, CWT is considered a supportive service and is not to be considered a placement into unsubsidized employment.

**Cost Per Placement** - The cost per placement into unsubsidized employment is obtained by dividing the total HVRP/VWIP funds expended by the total number of enrolled participants placed into employment.

For example: As of the 2<sup>nd</sup> quarter, the grantee expended \$150,000 and placed 50 enrolled participants into employment, therefore, the grantee cost per placement was \$3,000 (\$150,000 expended divided by 50 enrolled participants into employment equals \$3,000 cost per placement).

For example: As of the 90 day final report, the grantee expended \$300,000 and placed 100 enrolled participants into employment, therefore, the grantee cost per placement was \$3,000 (\$300,000 expended divided by 100 enrolled participants placed into employment equals \$3,000 cost per placement).

**Counseling/Vocational Guidance** - A form of assistance which provides guidance in the development of a participant's vocational goals and the means to achieve those goals; and/or assist a participant with the solution to one or more individual problems that may pose a barrier(s) to sustained employment. The participant is achieving vocational goals, e.g. PTSD counseling substance abuse, counseling job training, etc.

**Counselor** - (Employment/Vocational): A trained and qualified professional authorized to provide direct assistance (beyond advising and informing) through planning, testing, training and otherwise readying an individual for sustained employment.

**Covered Veteran** - Any of the following; (1) disabled veterans; (2) veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized; (3) veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order No. 12895; (4) Recently Separated Veterans.

**Customized Training** - A training program designed to meet the special requirements of an employer who has entered into an agreement with a Service Delivery Area to hire individuals who are trained to the employer's specifications. The training may occur at the employer's site or may be provided by a training vendor able to meet the employer's requirements. Such training usually requires a commitment from the employer to hire a specified number of trainees who satisfactorily complete the training.

**Department or agency** - Any agency of the Federal Government or the District of Columbia, including any Executive agency as defined in section 105 of title 5 and the United States Postal Rate Commission.

**Direct Placements Into Unsubsidized Employment** - A direct placement into unsubsidized employment must be a placement made directly by staff with an established employer who covers all employment costs for 20 or more hours per week at or above the federal minimum

wage. Day labor and other very short-term placements should not be recorded as placements into unsubsidized employment. Grantees can report and take credit for one (1) direct placement into unsubsidized employment per enrolled eligible participant. (Also see entered employment.)

**Disabled Veteran** - (1) A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary, or (2) A person who was discharged or released from active duty because of a service-connected disability.

**Disallowed Costs** – Disallowed costs are those charges to a grant that the grantor agency (or its representative) determines to be unallowable in accordance with the applicable Federal Cost Principles or other conditions in the grant.

**DVET** – Director of Veterans' Employment and Training

**DVOP** – (Disabled Veterans' Outreach Program) A program of Federal assistance through grants to States to staff full-time and half-time Disabled Veterans' Outreach Program Specialists as the State determines appropriate and efficient to carry out intensive services in accordance with 38 U.S.C. 4103A.

**Economically Disadvantaged** – An individual who (a) receives, or is a member of a family which receives, cash welfare payments under a Federal, state, or local welfare program; (b) has, or is a member of a family which has, received a total family income for the six-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, and welfare payments) which, in relation to family size, was not in excess of the higher of (i) the official poverty line (as defined by the Office of Management and Budget, and revised annually in accordance with section 673 (2) of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9902(2)), or (ii) 70 percent of the lower living standard income level; (c) is receiving (or has been determined within the 6-month period prior to the application for program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977; (d) qualifies as a homeless individual under section 103 of the Stewart B. McKinney Homeless Assistance Act; (e) is a foster child on behalf of whom state or local government payments are made; or (f) in cases permitted by regulations of the Secretary of Labor, is an individual with a disability whose income meets the requirements of clause (a) or (b), but who is a member of a family whose income does not meet such requirements.

**Eligible** - Meeting the minimum requisite qualifications to be considered for the provision of services or entry into a position under a funded program or as required by law.

**Employability Development Services (EDS)** - This includes services and activities that will develop or increase the employability of the participant. Generally, this includes vocational counseling, classroom and on-the-job training, pre-employment services (such as job seeking skills and job search workshops), temporary or trial employment, sheltered work environments and other related services and activities. Planned services should assist the participant in addressing specific barriers to employment and finding a job. These activities may be provided by the applicant or by a Sub-grantee, contractor or another source such as the local Workforce

Investment Act program or the DVOP personnel or LVERs. Such services are not mandatory but entries should reflect the services described in the application and the expected number of participants receiving or enrolled in such services during each quarter. Participants may be recorded more than once if they receive more than one service.

**Employment Development Plan** (EDP) – An individualized written plan or intervention strategy for serving an individual which, as a result of an assessment of the veteran's economic needs, vocational interests, aptitudes, work history, etc., defines a reasonable vocational or employment goal and the developmental services or steps required to reach the goal and which documents the accomplishments made by the individual.

**Employment Service** – the state level organization or public labor exchange system affiliated with the Department of Labor's United States Employment Service.

**Employment service delivery system** – A service delivery system at which or through which labor exchange services, including employment, training, and placement services are offered in accordance with the Wagner-Peyser Act.

**Enlistments** - Individuals who have expressed an interest, signed up for a workshop or enrollment in the program.

**Entered Employment** – Enrolled eligible participants who were placed in jobs or otherwise obtained employment as a result of grantee services used or received. Grantees are allowed to report and take credit for one (1) placement per enrolled eligible participant.

**Entered Employment Rate** – This is a method used to determine the percentage of participants who become employed during the grant award period. The percentage is calculated by dividing the total number of participants who were enrolled in the program (including carry-over participants from the previous grant award who were still unemployed at the end of the grant period) by the number of participants who were placed into jobs or otherwise obtained employment as a result of grantee services used or received (also see carry-over registrants).

**Enrolled Veteran** - Shall be synonymous with the term participant - A veteran who has been determined eligible for services at intake and who is receiving or scheduled to receive training services.

**ETA 9002** – Report reflects total services by Service Delivery Point (SDP) State Merit Staff.

**Faith-Based Organization** – see “community-based organization.”

**Follow-up** - The tracking of clients for a period of time up to 180 days after initial placement into employment, last referral date for services, or completion of training programs to determine current status, outcome or whether to offer additional services (such as additional referral, job retention advisement, etc.).

**Full-Time Equivalent** (FTE) – a personnel charge to the grant equal to 2,080 hours per year.

**FY** - Fiscal Year. For federal government purpose, any twelve-month period beginning on October 1 and ending on September 30.

**General Equivalency Diploma** (GED) – A high school equivalency diploma that is obtained by passing the General Educational Diploma Equivalency Test that measures the application of skills and knowledge generally associated with four (4) years of traditional high school instruction.

**Grant Officer's Technical Representative** (GOTR) - An individual (usually the DVET) serving on behalf of the Grant Officer who maintains and ensures the integrity of the approved grant agreement by reviewing and making recommendations regarding technical matters not involving a change in scope, cost, or conditions.

**Homeless or homeless individual** – includes persons who lack a fixed, regular, and adequate nighttime residence. It also includes persons whose primary nighttime residence is either a supervised public or private shelter designed to provide temporary living accommodations; an institution that provides a temporary residence for individuals intended to be institutionalized; or a private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. [Reference 42 U.S.C., Section 11302 (a)].

**Indirect cost** - A cost that is incurred for a common or joint purpose benefiting more than one cost objective and that is not readily assignable to the cost objective specifically benefited. All indirect costs are considered administrative costs for HVRP/VWIP purposes, therefore, administrative costs including indirect costs shall not exceed 20% of the total grant award.

**In-kind Services** – Property or services which benefit a federally-assisted project or program and which are contributed without charge to the grantee.

**Institutional Skills Training** – training conducted in an institutional setting and designed to ensure that individuals acquire the skills, knowledge, and abilities necessary to perform a job or group of jobs in an occupation for which there is a demand.

**Intake** – A process for screening individual applicants for program eligibility or making level of need determinations; making an initial determination of what services or program can best benefit the applicants; providing information about services, program eligibility, and the availability of those services, and the routing or selecting of individual applicants for particular service delivery or program participation.

**Intensive Services** - The provision of concentrated staff services to clients who indicate the need for facilitation or interventions to secure lasting employment. The case management approach to service delivery is a viable model for successfully providing such services and obtaining the clients goals.

**Job Club Workshop/Activities** – A form of job search assistance provided in a group setting. Usually job clubs provide instruction and assistance in completing job applications and

developing resumes and focus on maximizing employment opportunities in the labor market and developing job leads. Many job clubs use telephone banks and provide group support to participants before and after they interview for job openings.

**Job Development** - The process of marketing a program participant to employers, including informing employers about what the participant can do and soliciting a job interview for that individual with the employer (targeted job development); and the development of one or more job openings or training opportunities with one or more employers using a variety of techniques and means of contact.

**Job Placement Services** – Job placement services are geared towards placing participants in jobs and may involve activities such as job search assistance, training, or job development. These services are initiated to enhance and expedite participants' transition from training to employment.

**Job Search Assistance** - An activity, which focuses on building practical skills and knowledge to identify and initiate employer contact and conduct successful interview with employers. Various approaches may be used to include participation in a job club, receive instruction in identifying personal strengths and goals, resume application preparation, learn interview techniques, and receive labor market information. Job search assistance is often self-service activity in which individuals obtain information about specific job openings or general jobs or occupational information.

**Labor Exchange** - Refers to the services provided to job seekers and employers by the State Employment Services Agencies, or other designated entities. Preparatory services to job seekers may include assessment, testing, counseling, provision of labor market information, targeted job development, resulting in job referral and follow-up with former applicants and prospective employers. Employer-oriented services may include accepting job orders, screening applicants, referring qualified applicants and providing follow-up to foster job retention and develop additional job openings or training opportunities.

**Labor Exchange Delivery System (LEDS)** - Describes the system of matching jobs and training opportunities with applicants operating with Federal employment and job training funds.

**Labor Force** - The sum of all civilians classified as employed and unemployed and members of the Armed Forces stationed in the United States. [Bureau of Labor Statistics Bulletin 2175].

**Labor Market Area** – an economically-integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their place of residence.

**Life Skills/Money Management Training** - Activities and guidance provided to enrolled participants regarding the building of life skills including personal financial management, work ethics, development of supportive social networks, meal planning and preparation, personal hygiene and grooming, etc.

**Literacy and Bilingual Training** – See Adult Basic Education.

**LVER** (Local Veterans' Employment Representative Program) - A program of Federal assistance through grants to States to staff and support an allocated position level, appointed full-time or assigned half-time in accordance with 38 U.S.C. 4104 to perform a number of duties, to include: outreach to employers; conducting seminars; conducting job search workshops and job search groups; and facilitating employment, training, and placement services.

**Minimum Economic Need** – the level of wages paid to a program participant that will enable that participant to become economically self-sufficient.

**Minority Veterans** – for the purposes of the HVRP and VWIP programs, veterans who are Workforce Investment Act (WIA) eligible and are members of the following ethnic categories: African American, Hispanic, American Indian or Alaskan Native, Asian or Pacific Islander.

**National Veterans' Training Institute** (NVTI) - An agency contracted with USDOL/VETS to further develop and enhance the professional skills of veterans' employment and training service providers throughout the United States.

**Newly Separated Veteran** – A veteran who has been released from active duty within the last 36 months.

**Number Referred to VA for Benefits** – an unduplicated count of the number of enrolled participants who were referred to the Department of Veterans Affairs for services and benefit claims.

**Number Retaining Job for 90 Days** -To be counted as retaining a job for 90 days, continuous employment with one or more employers for at least 90 days must be verified and the definition for either direct placement or assisted placement into unsubsidized employment above is met. This allows clients who have moved into a position with a different employer to be recorded as retaining the job for 90 days as long as the client has been steadily employed for that length of time.

**Number Retaining Job For 180 Days** - To be counted as retaining a job for 180 days, continuous employment with one or more employers for at least 180 days must be verified, and the definition for either placement or assisted placement into unsubsidized employment above is met. This allows clients who have moved into a position with a different employer to be recorded as retaining the job for 180 days as long as the client has been steadily employed for that length of time.

**Occupational Skills Training** – Includes both (1) vocational education which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs, and (2) on-the-job training.

**Offender** – Any adult or juvenile who has been subject to any stage of the criminal justice process for whom services under this program may be beneficial or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

**On-the-Job Training (OJT)** – means training by an employer that is provided to a paid participant while engaged in productive work in a job that: (a) provides knowledge or skill essential to the full and adequate performance of the job; (b) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate. Usually in the OJT agreement, there is a promise on the part of the employer to hire the trainee upon successful completion of the training.

**On-Site Industry-Specific Training** – This is training which is specifically tailored to the needs of a particular employer and/or industry. Participants may be trained according to specifications developed by an employer for an occupation or group of occupations at a job site. Such training is usually presented to a group of participants in an environment or job site representative of the actual job/occupation, and there is often an obligation on the part of the employer to hire a certain number of participants who successfully complete the training.

**One-Stop/One Stop Service Delivery Point (SDP)** - A location that connects employment, education, and training services into a coherent network of resources at the local, state, and national level.

**Order of Precedence** – In the event of any inconsistency between any provisions of the HVRP/VWIP grants, the following order of precedence shall apply: 1) Special Provisions; 2) General Provisions; 3) Applicable Solicitation for Grant Applications; and 4) Grantee's Application for Federal Assistance.

**Outreach** - An active effort by program staff to encourage individuals in the designated service delivery area to avail themselves of program services.

**Outside Funds** – Resources pledged to the grant program that have a quantified dollar value. Such resources may include training funds from programs such as WIA Title I that are put aside for the exclusive use by participants enrolled in a program. Outside funds do not include in-kind services.

**Participant** – means an individual who has been determined to be eligible to participate in and who is receiving services (except follow-up services) under the program. Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving subsidized employment, training, or other services provided under the program. An individual who receives only outreach and/or intake assessment services does not meet this definition.

**Participants Enrolled** - A participant should be recorded as having been enrolled when an intake form has been completed, and services, referral, and/or employment has been received through the program. This will be an unduplicated count over the performance period, i.e., each participant is recorded only once, regardless of the number of times she or he receives assistance.

**Participants Services** - This cost includes supportive, training, or social rehabilitation services, which will assist in stabilizing the participant. This category should reflect all costs other than administrative.

**Placed Into Transitional Or Permanent Housing** - A placement into transitional or permanent housing should be recorded when a veteran served by the program upgrades his/her housing situation during the reporting period from shelter/streets to transitional housing or permanent housing or from transitional housing to permanent housing. Placements resulting from referrals by staff shall be counted. This item is however an unduplicated count over the year, except that a participant may be counted once upon entering transitional housing and again upon obtaining permanent housing.

**Placement into Employment** - the act of securing unsubsidized employment for or by a participant (also see entered employment). Grantees are allowed to report and take credit for one (1) placement (or entered employment) per enrolled eligible participant.

**Placement Rate** - This is a method used to determine the percentage of participants who become employed. The figure is calculated by dividing the number of total participants who were registered for services and enrolled in the program by the number of applicants or program participants who were placed into employment or otherwise entered employment.

**Pre-apprenticeship Training** - Any training designed to increase or upgrade specific academic, or cognitive, or physical skills required as a prerequisite for entry into a specific trade or occupation.

**Pre-enrollment Assessment** - The process of determining the employability and training needs of individuals before enrolling them into the program. Individual factors usually addressed during pre-enrollment assessment include: an evaluation and/or measurement of vocational interests and aptitudes, present abilities, previous education and work experience, income requirements, and personal circumstances.

**Preference** - The application of priorities in the consideration and selection through appointment or assignment of staff to funded positions, or in the provision of direct services and order of referral to listed openings in the order designated by statute regulation, and grant agreement.

**Priority of Service** - With respect to any qualified job-training program funded by the Department of Labor, that a covered person shall be given priority over a non-veteran for the receipt of employment, training, and placement services provided under that program, not withstanding any other provision of law.

**Program Resources** - Includes the total of both program or grant and outside funds.

**Program Year (PY)** - The 12-month period beginning July 1 in the fiscal year for which the appropriation is made, and ending on the following June 30.

**Qualified (for employment)** - Having the ability to perform the essential functions of the position with or without reasonable accommodation for an individual with a disability.

**Qualified (for job training program)** - Any workforce preparation, development, or delivery program or service that is directly funded, in whole or in part, by the Department of Labor.

**Rate of Placement Into Unsubsidized Employment** - The rate of placement into unsubsidized employment is obtained by dividing the number placed into unsubsidized employment, plus the number of assisted placements into unsubsidized employment by the number of clients enrolled.

**Recently Separated Veteran** - Refers to an individual who applies for program participation or assistance within 48 months of separation from active U.S. military service [29 U.S.C. 1503 (27) (c)].

**Remedial Education** - Education instruction, particularly in basic skills, to raise an individual's general competency level in order to succeed in vocational education or skill training programs or employment.

**Service Connected Disabled** - A veteran with a service-connected disability rated by the Department of Veterans Affairs at any level (0% to 100%).

**Service Delivery Point (SDP)** - Includes offices of the public employment delivery system operated directly or by contract with the State Workforce Agency as grantee within a State and may include One-Stop Career Centers, local employment service offices, and any satellite or itinerant offices at which labor exchange services are available.

**Solicitation for Grant Applications (SGA)** - A document which provides the requirements and instructions for the submission by eligible applicants identified in the document's text of requests for Federal domestic assistance (funds) for one or more programs or grants-in-aid.

**Special Disabled Veteran** - (1) A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary for a disability rated at (a) 30 percent or more, or (b) 10-or 20 percent in the case of a veteran who has been determined under section 3106 of this title to have a serious employment handicap; or (2) a person who was discharged or released from active duty because of a service-connected disability.

**Stand Down** - is an event held in a local community where a variety of social services are provided to homeless veterans. Stand Down organizers partner with local businesses and social service providers such as the State Workforce Agency including the Disabled Veterans' Outreach Program (DVOP) and Local Veterans' Employment Representative (LVER) staff,

Department of Veterans' Affairs, Department of Health and Human Services, Federal Emergency Management Agency (emergency food and shelter grants), Veteran Service Organizations, and local non-profit organizations including faith-based and community-based organizations. The Director for Veterans' Employment and Training Service (DVET) is a vital link to determining the needs of veterans within his/her respective State. VETS encourages and supports local Stand Down Events and may award up to \$8,000 per event per year. The DVET is the primary point of contact for all Stand Down inquiries.

**State** – Each of several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, and the Trust Territory of the Pacific Islands.

**State Workforce Agency (SWA)** - The State level organization, as affiliated with the former United States Employment Service.

**Subgrant** – An award of financial assistance in the form of money, or property in lieu of money, made under a grant by a grantee to an eligible subgrantee.

**Subgrantee** – The government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided.

**Suitable Employment** – See “Unsubsidized Employment.”

**Substance Abuser** – An individual dependent on alcohol or drugs, especially narcotics, whose dependency constitutes or results in a substantial barrier to employment.

**Supportive Services** – means services which are necessary to enable an individual eligible for training, but who cannot afford to pay for such services, to participate in a training program funded under the grant. Such supportive services may include transportation, health care, financial assistance (except as a post-termination service), drug and alcohol abuse counseling and referral, individual and family counseling, special services and materials for individuals with disabilities, job coaches, child care and dependent care, temporary shelter, financial counseling, and other reasonable expenses required for participation in the training program and may be provided in-kind or through cash assistance.

**Targeted Job Development** - The identification and marketing of a group of qualified applicants with similar occupations or employment barriers requiring personal visitation/phone contact with those employers likely to employ these individuals.

**Total Planned Expenditures** - Identified forecasted financial needs to accomplish programmatic objectives broken down into fiscal quarters.

**Unpaid Work Experience** – when an enrolled participant performs specific duties on a voluntary basis (does not receive any financial compensation) and gains specific work experience and/or skills.

**Unsubsidized Employment** – Employment not financed from funds provided under the grant. In the grant program the term “adequate” or “suitable” employment is also used to mean placement in unsubsidized employment which pays an income adequate to accommodate the participants’ minimum economic needs.

**Upgrading or Retraining** – Training given to an individual who needs such training to advance above an entry-level or dead-end position. This training shall include assisting enrolled eligible veterans in acquiring needed state certification to be employed in the same field as they were trained in the military (i.e., Commercial Truck Driving License (CDL), Emergency Medical Technician (EMT), Airframe & Power Plant (A&P), Teaching Certificate, etc.).

**Veteran for HVRP and VWIP Purposes** – the term “veteran” means a person who served in the United States active military, naval, or air service, and who was discharged or released there from under conditions other than dishonorable [38 U.S.C 101 (2)].

**Veterans’ Workforce Investment Program (VWIP)** – Competitively awarded employment and training grants to meet the needs of veterans with significant barriers to employment, with service-connected disabilities, who served on active duty in the armed forces during a campaign or expedition for which a campaign badge has been authorized, and recently separated veterans. The U.S. Department of Labor’s, Veterans’ Employment and Training Service awards VWIP grants as authorized under the Workforce Investment Act (WIA), Section 168.

**Vocational Exploration Training** – Through assessments such as interest inventories and/or counseling, a process of identifying occupations or occupational areas in which a person may find satisfaction and potential, and for which his or her aptitudes and other qualifications may be appropriate.

**Vocational Guidance** - The provision of information, suggestions, and advice through discussion with individuals who are considering a geographical or vocational choice or change, relating to their career decision.

**Wartime Veteran** - See “campaign veteran above.”

**Welfare and/or Public Assistance recipient** – An individual who, during the course of the program year, receives or is a member of a family who receives cash welfare or public assistance payments under a Federal, state, or local welfare program.

**Workforce Investment Act (WIA)** – The purpose of this Act is to establish programs to prepare youth and unskilled adults for entry into the labor force and to afford job training to those economically disadvantaged individuals and other individuals, including veterans, who face serious barriers to employment and who are in need of such training to obtain prospective employment. The Act requires the Assistant Secretary for Veterans’ Employment and Training to consult with the Secretary of the Department of Veterans Affairs to ensure that programs funded under VWIP of this Act meet the employment and training needs of service-connected disabled, campaign, and recently separated veterans and are coordinated, to the maximum extent feasible, with related programs and activities.

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**Work Experience** – A temporary activity (six months or less) which provides an individual with the opportunity to acquire the skills and knowledge necessary to perform a job, including appropriate work habits and behaviors, and which may be combined with classroom or other training. When wages are paid to a participant on work experience and when such wages are wholly paid for under WIA, the participant may not receive this training under a private, for profit employer.

**Youth** – An individual between 20 and 24 years of age.

Revised: 3/9/05 - km

USDOL/VETSLIST OF COMMON ACRONYMS

ADVET	Assistant Director for Veterans' Employment and Training
ASVET	Assistant Secretary (of Labor) for Veterans' Employment and Training
CAP	Corrective Action Plan
CFR	Code of Federal Regulations
CWT	Compensated Work Therapy
DOD	Department of Defense
DV	Disabled Veteran
DVA	Department of Veterans Affairs (see also VA)
DVET	Director for Veterans' Employment and Training Service
DVOP	Disabled Veterans' Outreach Program
DTAP	Disabled Veterans' Transition Assistance Program
EDP	Employment Development Plan
ES	Employment Service
ETA	Employment and Training Administration
FARS	Financial Accounting and Reporting System
FCJL	Federal Contractor Job Listing
FCP	Federal Contracting Program
FEMA	Federal Emergency Management Administration
FY	Fiscal Year
GOTR	Grant Officer's Technical Representative
GPRA	Government Performance and Results Act of 1994
HHS	Department of Health and Human Services
HHS/PMS	Health and Human Services/Payment Management System
HUD	Department of Housing and Urban Development
HVCAA	Homeless Veterans' Comprehensive Assistance Act - Title 38 USC, Section 2001
HVRP	Homeless Veterans' Reintegration Program
IEP	Individual Employment Plan
ISS	Individual Support System
IV-TP	Incarcerated Veterans' Transition Program
LEDS	Labor Exchange Delivery System
LESO	Local Employment Service Office
LMI	Labor Market Information
LVER	Local Veterans' Employment Representative
MHAA	McKinney-Vento Homeless Assistance Act - Title 42 USC, Section 11302(a)
MOU	Memorandum of Understanding
NOGA	Notice of Grant Award
NVTI	National Veterans' Training Institute
OASAM	Office of the Assistant Secretary for Administration and Management
OASVET	Office of the Assistant Secretary (of Labor) for Veterans' Employment and Training
OCD	Office of Cost Determination
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OJT	On-the-Job-Training
PAC	Post Award Conference
PB	Personnel Benefits
PL	Public Law
PS	Personal Services

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PY	Program Year
RAVET	Regional Administrator for Veterans' Employment and Training
SDP	Service Delivery Point
SDV	Special Disabled Veteran
SF	Standard Form
SGA	Solicitation For Grant Applications
SSA	Social Security Administration
SWA	State Workforce Agency
TAP	Transition Assistance Program
TEGL	Technical E Guidance Letter
UCX	Unemployment Compensation (Insurance) for ex-service members
UI	Unemployment Insurance
USC	United States Code
USDOL	United States Department of Labor
VA	Department of Veterans Affairs
VARO	Veterans' Administration Regional Office
VAMC	Veterans' Administration Medical Center
VETS	Veterans' Employment and Training Service
VEV	Vietnam-Era Veteran
VOE	Veterans and Other Eligible Persons
VPL	Veterans Program Letter
VR&E	Vocational Rehabilitation and Employment (formerly VR&C)
VSO	Veteran Service Organization
VWIP	Veterans' Workforce Investment Program (WIA, Section 168)
WIA	Workforce Investment Act of 1998
WIB	Workforce Investment Board

Rank	Area Name	Census Population	
		April 1, 2000	April 1, 1990
1	New York--Northern New Jersey--Long Island, NY--NJ--CT--PA CMSA	21,199,865	19,549,649
2	Los Angeles--Riverside--Orange County, CA CMSA	16,373,645	14,531,529
3	Chicago--Gary--Kenosha, IL--IN--WI CMSA	9,157,540	8,239,820
4	Washington--Baltimore, DC--MD--VA--WV CMSA	7,608,070	6,727,050
5	San Francisco--Oakland--San Jose, CA CMSA	7,039,362	6,253,311
6	Philadelphia--Wilmington--Atlantic City, PA--NJ--DE--MD CMSA	6,188,463	5,892,937
7	Boston--Worcester--Lawrence, MA--NH--ME--CT CMSA	5,819,100	5,455,403
8	Detroit--Ann Arbor--Flint, MI CMSA	5,456,428	5,187,171
9	Dallas--Fort Worth, TX CMSA	5,221,801	4,037,282
10	Houston--Galveston--Brazoria, TX CMSA	4,669,571	3,731,131
11	Atlanta, GA MSA	4,112,198	2,959,950
12	Miami--Fort Lauderdale, FL CMSA	3,876,380	3,192,582
13	Seattle--Tacoma--Bremerton, WA CMSA	3,554,760	2,970,328
14	Phoenix--Mesa, AZ MSA	3,251,876	2,238,480
15	Minneapolis--St. Paul, MN--WI MSA	2,968,806	2,538,834
16	Cleveland--Akron, OH CMSA	2,945,831	2,859,644
17	San Diego, CA MSA	2,813,833	2,498,016
18	St. Louis, MO--IL MSA	2,603,607	2,492,525
19	Denver--Boulder--Greeley, CO CMSA	2,581,506	1,980,140
20	San Juan--Caguas--Arecibo, PR CMSA	2,450,292	2,270,808
21	Tampa--St. Petersburg--Clearwater, FL MSA	2,395,997	2,067,959
22	Pittsburgh, PA MSA	2,358,695	2,394,811
23	Portland--Salem, OR--WA CMSA	2,265,223	1,793,476
24	Cincinnati--Hamilton, OH--KY--IN CMSA	1,979,202	1,817,571
25	Sacramento--Yolo, CA CMSA	1,796,857	1,481,102
26	Kansas City, MO--KS MSA	1,776,062	1,582,875
27	Milwaukee--Racine, WI CMSA	1,689,572	1,607,183
28	Orlando, FL MSA	1,644,561	1,224,852
29	Indianapolis, IN MSA	1,607,486	1,380,491
30	San Antonio, TX MSA	1,592,383	1,324,749
31	Norfolk--Virginia Beach--Newport News, VA--NC MSA	1,569,541	1,443,244
32	Las Vegas, NV--AZ MSA	1,563,282	852,737
33	Columbus, OH MSA	1,540,157	1,345,450
34	Charlotte--Gastonia--Rock Hill, NC--SC MSA	1,499,293	1,162,093
35	New Orleans, LA MSA	1,337,726	1,285,270
36	Salt Lake City--Ogden, UT MSA	1,333,914	1,072,227
37	Greensboro--Winston-Salem--High Point, NC MSA	1,251,509	1,050,304
38	Austin--San Marcos, TX MSA	1,249,763	846,227
39	Nashville, TN MSA	1,231,311	985,026
40	Providence--Fall River--Warwick, RI--MA MSA	1,188,613	1,134,350
41	Raleigh--Durham--Chapel Hill, NC MSA	1,187,941	855,545
42	Hartford, CT MSA	1,183,110	1,157,585
43	Buffalo--Niagara Falls, NY MSA	1,170,111	1,189,288
44	Memphis, TN--AR--MS MSA	1,135,614	1,007,306
45	West Palm Beach--Boca Raton, FL MSA	1,131,184	863,518
46	Jacksonville, FL MSA	1,100,491	906,727
47	Rochester, NY MSA	1,098,201	1,062,470
48	Grand Rapids--Muskegon--Holland, MI MSA	1,088,514	937,891

49	Oklahoma City, OK MSA	1,083,346	958,839
50	Louisville, KY--IN MSA	1,025,598	948,829
51	Richmond--Petersburg, VA MSA	996,512	865,640
52	Greenville--Spartanburg--Anderson, SC MSA	962,441	830,563
53	Dayton--Springfield, OH MSA	950,558	951,270
54	Fresno, CA MSA	922,516	755,580
55	Birmingham, AL MSA	921,106	840,140
56	Honolulu, HI MSA	876,156	836,231
57	Albany--Schenectady--Troy, NY MSA	875,583	861,424
58	Tucson, AZ MSA	843,746	666,880
59	Tulsa, OK MSA	803,235	708,954
60	Syracuse, NY MSA	732,117	742,177
61	Omaha, NE--IA MSA	716,998	639,580
62	Albuquerque, NM MSA	712,738	589,131
63	Knoxville, TN MSA	687,249	585,960
64	El Paso, TX MSA	679,622	591,610
65	Bakersfield, CA MSA	661,645	543,477
66	Allentown--Bethlehem--Easton, PA MSA	637,958	595,081
67	Harrisburg--Lebanon--Carlisle, PA MSA	629,401	587,986
68	Scranton--Wilkes-Barre--Hazleton, PA MSA	624,776	638,466
69	Toledo, OH MSA	618,203	614,128
70	Baton Rouge, LA MSA	602,894	528,264
71	Youngstown--Warren, OH MSA	594,746	600,895
72	Springfield, MA MSA	591,932	587,884
73	Sarasota--Bradenton, FL MSA	589,959	489,483
74	Little Rock--North Little Rock, AR MSA	583,845	513,117
75	McAllen--Edinburg--Mission, TX MSA	569,463	383,545

**BILLING CODE 4510-74-C**

Signed at Washington, DC this 23rd day of March, 2005.

**Lisa Harvey,**

*Acting Grant Officer.*

**Appendices**

Appendix A: Application for Federal Assistance SF-424

Appendix B: Budget Information Sheet SF-424A

Appendix C: Assurances and Certifications Signature Page

Appendix D: Recommended Format for Planned Quarterly Technical Performance Goals

Appendix E: Direct Cost Descriptions for Applicants and Sub-Applicants

Appendix F: Survey on Ensuring Equal Opportunity for Applicants

Appendix G: The Glossary of Terms

Appendix H: List of Common Acronyms

Appendix I: List of 75 Largest Cities Nationwide

[FR Doc. 05-6132 Filed 3-20-05; 8:45 am]

**BILLING CODE 4510-79-P**

**MORRIS K. UDALL SCHOLARSHIP AND EXCELLENCE IN NATIONAL ENVIRONMENTAL POLICY FOUNDATION**

**Sunshine Act Meetings**

**TIME AND DATE:** 9 a.m. to 12 p.m., Friday, April 22, 2005.

**PLACE:** The offices of the Morris K. Udall Scholarship and Excellence in National Environmental Policy Foundation, 130 South Scott Avenue, Tucson, AZ 85701.

**STATUS:** This meeting will be open to the public, unless it is necessary for the Board to consider items in executive session.

**MATTERS TO BE CONSIDERED:** (1) A report on the U.S. Institute for Environmental Conflict Resolution; (2) a report from the Udall Center for Studies in Public Policy; (3) a report on the Native Nations Institute; (4) Program Reports; and (5) a Report from the Management Committee.

**PORTIONS OPEN TO THE PUBLIC:** All sessions with the exception of the session listed below.

**PORTIONS CLOSED TO THE PUBLIC:** Executive sessions.

**CONTACT PERSON FOR MORE INFORMATION:**

Christopher L. Helms, Executive Director, 130 South Scott Avenue, Tucson, AZ 85701, (520) 670-5529.

Dated: March 24, 2005.

**Christopher L. Helms,**

*Executive Director, Morris K. Udall Scholarship and Excellence in National Environmental Policy Foundation, and Federal Register Liaison Officer.*

[FR Doc. 05-6245 Filed 3-25-05; 11:14 am]

**BILLING CODE 6820-FN-M**

**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION**

[Notice (05-062)]

**NASA Advisory Council (NAC), Aeronautics Research Advisory Committee; Meeting**

**AGENCY:** National Aeronautics and Space Administration (NASA).

**ACTION:** Notice of meeting change.

**SUMMARY:** In accordance with the Federal Advisory Committee Act, Pub. L. 92-463, as amended, the National Aeronautics and Space Administration announces a change of date for the meeting of the NASA Advisory Council, Aeronautics Research Advisory