# HVRP Quarterly Listening Session

December 14, 2022

Today's Session

- **What?** National forum for information sharing between VETS and HVRP grantees

- **How to prepare?** Share your QUESTIONS and CONCERNS in ADVANCE of the session (HVRP@dol.gov) and/or DURING the session in the chat

- **Follow-up?** Presentation slides, Q&A, and the recording from each session will be posted to NVTAC.org

- **When?** Second Wednesday of the last month of each quarter at 3:00 p.m. ET (exceptions during holiday periods)

Today's Topics

- Incremental Funding

- Conditions of Award (COA)

- Continuity of Operations Plan (COOP) and Standard Operating Procedures (SOPs)

- Bidders' Conference

- Submitting Quarterly Reports

- Open Discussion
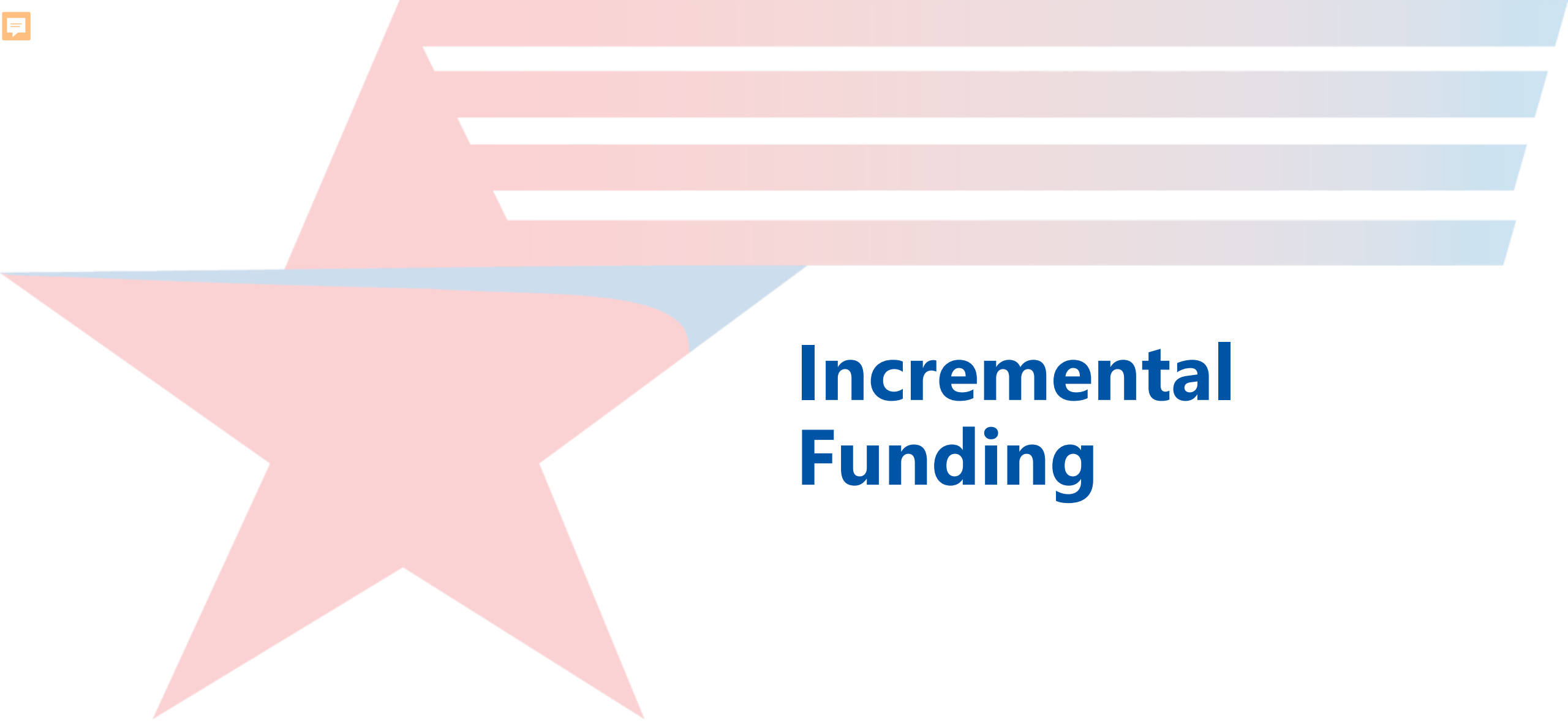
Incremental Funding

Program Year 2023 Incremental Funding

- A Grant Officer's Memorandum will provide policy information on grant recipients' request for incremental funding for program year (PY) 2023 at the end of December 2022.

- Issuance of Technical Assistance Guide to accompany Grant Officer's Memorandum.

- Ensure GrantSolutions Project Assignments and roles are correct.

- Grant recipient training is posted online: https://www.dol.gov/grants/grant-solutions/training. Grant recipients having technical difficulties should contact GrantSolutions Help Desk at help@grantsolutions.gov or phone number 1.866.577.0771. Hours of Operation: Monday through Friday 7 a.m. – 8 p.m. ET (closed on Federal holidays).

Conditions of Award (COA)

PY 22 Conditions of Award

- The Grant Officer is in the process of issuing Conditions of Award for PY22 HVRP grants. The majority of the COAs have been issued, there are a few remaining which should be complete by the end of next week.

- All COAs must be addressed via a grant recipient-initiated amendment in GrantSolutions. An amendment is any post-award action taken on a grant that requires Grant Officer approval.

- Conditions of Award are resolved once the Grant Officer initiates a future Notice of Award (NOA) noting fulfillment. HVRP Grant Recipients will not be notified **if they do not have conditions placed on them**.

Continuity of Operations Plan and Standard Operating Procedures

Continuity of Operations/Standard Operating Procedures

- **What is a Continuity of Operations Plan (COOP)?** COOP refers to the internal efforts a grant recipient must take to assure that the capability exists to continue essential functions in response to a broad spectrum of emergencies or operational interruptions.

- **Why do I need Standard Operating Procedures (SOPs)?** While DOL-VETS does not have specific requirements for individual SOPs, there is an expectation that grantees have basic policies/procedures in place for operational functions. See 2 C.F.R. § 200.303 which provides guidance on internal controls for organizations.

- **Where can I find examples of SOPs/COOPs?** NVTAC developed helpful tools to guide grant recipients to develop COOPs and SOPs. Examples and resources can be found at:

HVRP Customizable Forms – National Veterans' Technical Assistance Center (nvtac.org)

Bidders' Conference

HVRP Bidders' Conference

- The National Veterans' Technical Assistance Center (NVTAC) will provide a comprehensive overview of the HVRP program and the types of organizations and partners that are often successful, in advance of the 2023 Funding Opportunity Announcement (FOA).

- Thursday, December 15, 2022, 3 – 4:30 p.m. EST

- [Webinar Registration - Zoom](#)

Submitting Quarterly Reports

TPR vs. TPN vs. FFR

- Please ensure you submit the Technical Performance Report (TPR) to your Grant Officer's Technical Representative (GOTR) on time. If you are unable to complete or submit your SF-425 Federal Financial Report (FFR) prior to the deadline, enter your best estimate expenditure information in the TPR.

- VETS understands that a delayed FFR may impact the completion of the accompanying Technical Performance Narrative (TPN).

- Reach out to your GOTR as soon as possible to discuss any anticipated delays to your quarterly reports.

File Naming Methodology Reminder

File Type	File Name					Format
VETS-701 Technical Performance Report	**12345** Grant Award Number	**PY22** Program year covered by the report	**Q1** Report Quarter (1-8)	**TPR** Report Type	**.xlsb** Excel Format	MS Excel Macro Enabled Binary The workbook containing the TPR should always be saved as an Excel binary file to enable the proper operation of macros and special formulas.
	Finalized File Name: 12345-PY22-Q1-TPR.xlsb					

Reminder–Quarterly Reporting Schedule

Quarter	Quarter End Date	Grantee Submission Due Date	GOTR Review/Certification
1st	September 30	October 30	November 15
2nd	**December 31**	**January 30**	**February 15**
3rd	March 31	April 30	May 15
4th	June 30	July 30	August 15

Open Discussion

- Promising practices or lessons learned to share?

- Additional questions or concerns?

Upcoming Events

- Thursday, December 15, 2022 – Bidders' Conference

- Thursday, January 5, 2023 – Incremental Funding Listening Session

- Wednesday, March 8, 2023 – HVRP Quarterly Listening Session

How do I get on the mailing list for the HVRP Quarterly Listening Sessions?

- Please send your contact information, including your grant number to contact@nvtac.org requesting to be added to the HVRP email list.

Thank you!

Please reach out to your GOTR with your questions and concerns on HVRP policy, operations, and reporting.