

2023

Homeless Veterans'
Reintegration Program (HVRP)
Grant Recipient Welcome Packet



Contents

Welcome to the Homeless Veterans' Reintegration Program (HVRP)	3
HVRP Overview	4
HVRP's Dual Purpose: Reintegrating Individuals into the Workforce and Building Strong Systems .	4
National Priorities and Goals, Local Implementation.....	5
Introduction: NVTAC	5
NVTAC Website	6
Training and TA Topics and Contacts	7
HVRP and AJC Overview	7
AJC Overview.....	7
HVRP Participant Enrollment at the AJC.....	8
HVRP: Connecting to Partners at the Local Level	9
U.S. Department of Labor (DOL).....	9
U.S. Department of Veterans Affairs (VA).....	11
U.S. Department of Housing and Urban Development (HUD)	11
Appendix A – HVRP Startup Checklist	13
Appendix B - Local Partner Information Log	14



Welcome to the Homeless Veterans' Reintegration Program (HVRP)

Congratulations on being selected for an HVRP grant!

This HVRP Grant Recipient Welcome Packet is a collection of resources designed by the National Veterans' Technical Assistance Center (NVTAC) to provide basic information to HVRP grant recipients. While it is not all-inclusive, it will provide a starting point as you navigate your grant.

This document will provide the information required to start work on your HVRP grant. In addition to your contacts at the U.S. Department of Labor, Veterans' Employment and Training Service (DOL-VETS), NVTAC is here to support you throughout the life of your grant. Feel free to contact your NVTAC team any time via email at contact@nvtac.org.

The following are included in this resource:

- HVRP Overview: Provides a brief introduction to HVRP
- NVTAC Overview: Provides an overview of services provided to HVRP grant recipients
- HVRP and the American Job Center (AJC): Provides an overview of the intersection of HVRP and the AJC
- Connecting to Partners at the Local Level: Includes an overview of national programs and initiatives that HVRP partners with at the local level, and a quick reference template to record partner contact information
- 30-Day Checklist: Provides new grant recipients with a categorized list of actions to complete within the first 30–45 days of their HVRP grant

The NVTAC Team

HVRP Overview

HVRP¹ is an employment-focused, competitive grant program through DOL-VETS. It is the only federal grant to focus exclusively on competitive employment for veterans experiencing homelessness. Over the years, HVRP's targeted approach has been very successful. In Program Year (PY) 2021 alone, HVRP served 16,923 veterans nationwide.

Title 38 U.S.C. Section 2021

“The Secretary of Labor shall 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 and literacy and skills training) to expedite the reintegration of homeless veterans into the labor force.”

HVRP's Dual Purpose: Reintegrating Individuals into the Workforce and Building Strong Systems

HVRP has three core objectives: (1) to provide services to assist in reintegrating veterans experiencing homelessness into meaningful employment within the labor force, (2) to stimulate the development of effective service delivery systems that will address the complex problems facing homeless veterans, and (3) remove barriers to the full and equal participation of marginalized communities through partnerships with a range of organizations that support the ability to reach out to and deliver equitable services to marginalized veterans experiencing or at risk of homelessness. HVRP grant recipients accomplish these objectives through a variety of core services:

Knowledge of Population: Grant recipients understand the unique needs of the veterans they serve and structure their services to meet those needs.

Outreach: Grant recipients use a flexible, non-threatening approach to meet veterans where they are. Outreach also includes activities to engage partners and employers.

Assessment/Intake: Grant recipients assess each veteran to determine program eligibility

¹ Includes HVRP, Incarcerated Veterans Transition Program (IVTP), and Homeless Women Veterans and Homeless Veterans with Children reintegration grant program (HWVHWC), collectively referred to as HVRP.

and to gauge job readiness and willingness to engage in employment services.

Case Management: A veteran-centered approach is used to develop an Individual Employment Plan (IEP) based on the veteran's strengths, barriers, and preferences, which guide the service delivery process.

Job-Driven Training/Placement: Grant recipients provide training targeted to the specific industries, occupations, and skills that are in demand locally. Training services can be provided in-house, through partners in the community, or through the AJC.

Collaboration: Grant recipients collaborate with public and private partners at all levels (federal, state, local) to provide supportive services and access to housing.



National Priorities and Goals, Local Implementation

DOL-VETS identifies a set of national goals for HVRP each program year. Each grant recipient will be responsible for helping DOL-VETS achieve its national goals by fulfilling the terms of their grant awards and achieving their proposed performance goals.

HVRP serves three categories of veteran populations:

- Homeless women veterans and homeless veterans with children
- Incarcerated veterans
- All other veterans experiencing homelessness who meet the criteria of the latest Funding Opportunity Announcement (FOA)

Introduction: NVTAC

DOL-VETS funds NVTAC to provide support, training, and technical assistance (TA) to HVRP grant recipients to meet the following objectives:

1. Provide comprehensive, informed services to nonprofits, employers, Veterans Service Organizations, and government agency partners to meet the goals of HVRP; and

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2. Serve as a liaison between DOL-VETS program leadership and grant recipients to ensure timely and thorough communication of information.
 3. Remove barriers to the full and equal participation of marginalized communities through partnerships with a range of organizations that support the ability to reach out to and deliver equitable services to marginalized veterans experiencing or at risk of homelessness.

To meet the identified objectives, NVTAC offers the following resources at no cost to grant recipients:

Direct, Customized Training and TA: Customized training and consultation for individual grant recipients are offered both on-site and remotely through digital platforms. Direct training and TA can cover various topics based on grant recipient needs, and NVTAC coaches provide continued support throughout the grant lifecycle.

Virtual Learning Opportunities: Grant recipients can participate in regularly scheduled webinars, extended online courses, and self-paced training modules on the core components of HVRP.

Peer-to-Peer Collaboration: Recognizing the value of peer learning and support, NVTAC hosts monthly Community of Practice (CoP) calls, allowing grant recipients nationwide to connect and collaborate. Additionally, by request, NVTAC offers peer-to-peer facilitated sessions to connect grant recipients serving similar areas and/or populations to provide mentorship and share best practices.

Best Practices and Research: NVTAC identifies best and promising practices related to positive outcomes for veterans experiencing homelessness and translates the latest research into practical applications that help grant recipients improve veteran outcomes.

NVTAC Website

NVTAC provides comprehensive grant recipient support and fosters partnerships that ultimately improve employment outcomes for veterans experiencing homelessness. The [NVTAC website](#) is a one-stop resource to access a variety of tools and resources to support grant recipients. These resources include:

- Quarterly Performance Reporting Listening Session recordings
- Virtual training modules
- Recorded webinars
- Customizable HVRP forms
- Resources for veterans and employers

- CoP recordings

Training and TA Topics and Contacts

NVTAC works closely with each grant recipient's Grant Officer's Technical Representative (GOTR) to provide customized support to ensure successful HVRP grants. Training and TA is available on a wide variety of topics. The following table is a quick reference for topics covered by NVTAC and GOTRs:

For questions about...	Contact:	NVTAC	GOTR
Collaboration/Partnerships		✓	
Coordinated Entry		✓	N/A
Enrollment at the American Job Center		✓	✓
Financial Management		N/A	✓
Grant Modification			✓
Intake and Assessment		✓	N/A
Job Development and Placement		✓	
Outreach to Veterans, Employers, or Partners		✓	N/A
Program Budget			✓
Quarterly Reporting		N/A	✓
Technical Performance Report (TPR)			✓
Training for New Staff		✓	N/A
Working with Special Populations		✓	

All NVTAC inquiries and requests for training and TA should be directed to contact@nvtac.org. Upon receipt of your request, a coach will be assigned to provide individualized support.

HVRP and AJC Overview

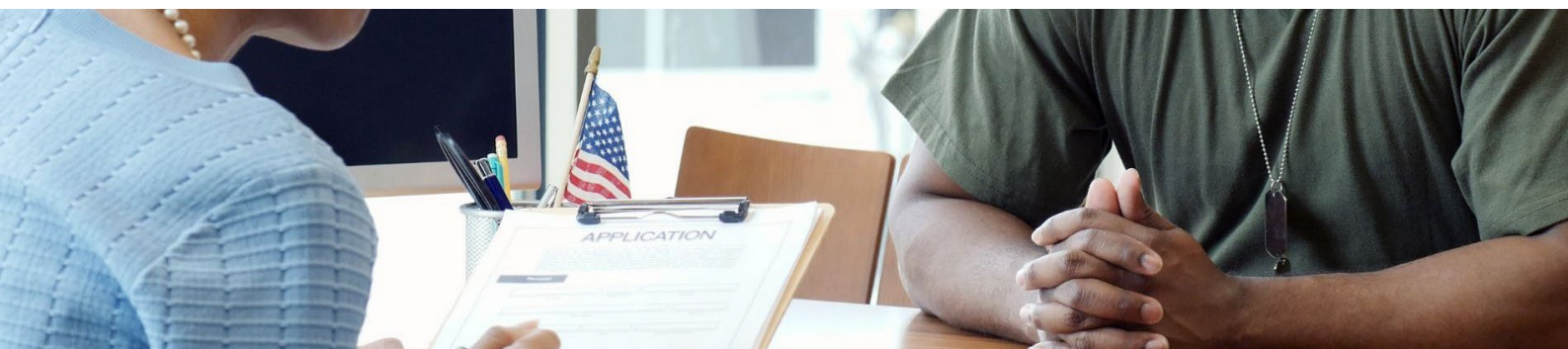
AJC Overview

AJCs, also referred to as one-stop centers, provide job seekers with a range of services. Established under the Workforce Investment Act and reauthorized in the Workforce Innovation

and Opportunity Act of 2014 (WIOA), the network of nearly 2,500 AJCs across the country offers a variety of employment-related services, including career counseling, job training, and job search assistance. Each AJC is unique and offers customized services based on local workforce conditions and available resources. Services offered at AJCs include:

- Job training and employment workshops
- Job search assistance
- Career counseling
- Labor market and employer information
- Hiring events and business service information
- Referrals to community resources and other agencies
- Supportive services
- Unemployment insurance information

Job seekers can visit a local AJC in person or online. To find your local AJC, visit [CareerOneStop](#).



HVRP Participant Enrollment at the AJC

Collaboration between HVRP grant recipients and the AJCs began on July 1, 2016. In accordance with [Veterans' Program Letter No. 02-23](#) and the HVRP FOA, HVRP grant recipients are required to enroll all participants in the public workforce system through the local AJC. Enrollment occurs when the HVRP participant receives a Wagner-Peyser-Act-funded employment service, a Jobs-for-Veterans-State-Grants-funded Disabled Veterans' Outreach Program Specialist service, or another WIOA-Title I-funded service.

Enrollment with the AJC provides veterans experiencing homelessness access to additional resources, including training opportunities, supportive services, state vocational rehabilitation, integrated case management, and direct connections to employers and employment opportunities through the Local Veterans' Employment Representative staff. Enrollment at the AJC also benefits HVRP grant recipients, AJC staff, and DOL-VETS. Leveraging resources and partnerships across

programs create an integrated approach to improve employment outcomes for veterans experiencing homelessness.

To ensure successful partnerships with local AJCs, grant recipients should:

- Properly enroll all participants
- Ensure a staff member is present during the enrollment process to facilitate accurate reporting and strong working relationships
- Invite local AJC staff to share information on their services and encourage AJC staff to learn about your services
- Ensure new staff members are fully trained on AJC services and enrollment requirements



HVRP: Connecting to Partners at the Local Level

A core objective of HVRP is to stimulate the development of effective service delivery systems that address the complex problems facing veterans experiencing homelessness. Successful grant recipients understand that a systematic approach requires collaboration with public and private partners at all levels (federal, state, and local) to meet the various needs of individual veterans. Available partnership opportunities vary from community to community. However, there are several national programs with local representatives or grant recipients that are integral to grant recipient collaboration efforts:

U.S. Department of Labor (DOL)

American Job Centers (AJCs)

HVRP grant recipients are required to co-enroll all participants at the local AJC. To meet this requirement, participants must register for and receive a service through the AJC. For more information, see the HVRP and the AJC section above.

Jobs for Veterans State Grants (JVSG)

The JVSG program provides federal funding to state workforce agencies to hire staff dedicated to serving veterans. States co-locate the following staff members at one or more of their AJCs:

- Disabled Veterans' Outreach Program (DVOP) specialists provide individualized career and training-related services to veterans and eligible persons with significant barriers to employment.
- Local Veterans' Employment Representatives (LVERs) work to increase employment opportunities for veterans by conducting employer outreach, promoting access to training, and encouraging placement of veterans in vacant positions.

To learn more about JVSG, visit the [JVSG website](#).

National Veterans' Training Institute (NVTI)

NVTI provides specialized training and professional skills enhancement for veterans' service providers' staff. Focusing primarily on training individuals who help veterans secure long-term employment, NVTI is committed to ensuring that those who are tasked with this critical responsibility have the knowledge and tools necessary to perform their jobs effectively.

To learn more about NVTI, visit [the NVTI website](#).

Senior Community Service Employment Program (SCSEP)

SCSEP is a community service and work-based job training program for unemployed, low-income Americans aged 55 or older. Enrollment priority is given to veterans and qualified spouses, as well as individuals that are over 65, have a disability, are experiencing homelessness, or meet other eligibility criteria. SCSEP grant recipients include state agencies and national nonprofit organizations that administer the program. To learn more about SCSEP, visit the [SCSEP website](#). To find the local SCSEP grant recipient in your area, visit the [Older Worker Program Finder](#).



U.S. Department of Veterans Affairs (VA)

Homeless Providers Grant and Per Diem (GPD) Program

The purpose of GPD, as defined by the VA, is “to promote the development and provision of supportive housing and/or supportive services with the goal of helping veterans experiencing homelessness achieve residential stability, increase their skill levels and/or income, and obtain greater self-determination.” In addition to funding community agencies, the program offers case management grants to support housing retention for veterans who were previously homeless and are transitioning to permanent housing. For more information, visit the [GPD website](#).

Homeless Veterans Community Employment Services (HVCES) Program

HVCES was created to help employers recruit, interview, and hire job-ready veterans experiencing homelessness. Based in VA Medical Centers, Community Employment Coordinators (CEC) work with businesses to develop new and improved hiring practices for veterans experiencing homelessness, connect veterans to employment and supportive services, and collaborate with public and private-sector partners. Learn more through the [HVCES website](#). You can find your local CEC through the [Community Employment Coordinators' Contact List](#).

Supportive Services for Veteran Families (SSVF) Program

SSVF was created to promote housing stability among low-income veteran families who reside in, or are transitioning to, permanent housing. Grants are awarded to nonprofit organizations and consumer cooperatives offering supportive services, including outreach, case management, referrals to VA and local resources, and temporary financial assistance. For more information, including a list of current SSVF grantees, visit the [SSVF website](#).

Veterans Justice Outreach (VJO) Program

VJO was created to avoid the unnecessary criminalization of mental illness and extended incarceration of veterans by ensuring eligible persons have timely access to Veterans Health Administration services during or after their involvement in the legal system. VJO specialists provide direct outreach, assessment, and case management for justice-involved veterans and liaise with local justice system partners (i.e., police, jails, and courts). For more information, and to find the closest VJO specialist, visit the [VJO website](#).

U.S. Department of Housing and Urban Development (HUD)

Continuum of Care (CoC)

The CoC program supports and encourages coordination between local organizations in their efforts to address homeless and housing-related issues, including veteran homelessness. CoC funding enables nonprofit organizations, state and local governments, and other grant recipients

to quickly rehouse veterans experiencing homelessness and families, expand access to community programs, and promote self-sufficiency. For more information and to find your local CoC, visit the [CoC website](#).

U.S. Department of Housing and Urban Development and VA Supportive Housing (HUD-VASH)

The HUD-VASH program, through a cooperative partnership, provides long-term case management, supportive services, and permanent housing support for veterans experiencing homelessness. Eligible veterans receive VA-provided case management and supportive services to support stability and recovery from physical and mental health, substance use, and functional concerns contributing to, or resulting from, homelessness. HUD provides “Housing Choice” Section 8 vouchers designated for HUD-VASH to participating Public Housing Authorities to assist with rent payment. The program’s goals include promoting maximal veteran recovery and independence to sustain permanent housing in the community for the veteran and the veteran’s family. For more information about HUD-VASH, visit the [HUD-VASH website](#), and learn more about vouchers through the [HUD-VASH Vouchers](#) page.

Appendix A – HVRP Startup Checklist

The following checklist can be used as a starting point to get your grant on solid footing within the first 30-45 days of award. Not all tasks are required but may guide program developers in the initial phase of grant implementation. This checklist is designed for grant recipient internal use.

Category	Task	Complete
Staffing	<ul style="list-style-type: none"> All staff is hired and working as a team Developed staff training plan 	<input type="checkbox"/> <input type="checkbox"/>
Forms, Policies, and Processes	<ul style="list-style-type: none"> Established processes for intake, vocational assessment, case management, job matching for veterans' service plan development, job retention strategies, etc. Developed forms to document services (certification of homeless status, intake/assessment form IEP form, etc.) Set up petty cash account policy, procedures, and documentation requirements Got client case file system up and running 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Grants Management/ Reporting	<ul style="list-style-type: none"> Reviewed the original application package submitted, including performance goals, and the grant award letter Program Manager has discussed project with GOTR Agency accounting is prepared to draw down funds or has done so July expenses were on budget Enrolled 5–10 percent (of annual goal) of eligible veterans Placed 5–10 percent (of annual goal) of veterans in competitive employment July's data is ready for reporting to DOL-VETS; first reporting phase will occur after the first quarter of the program year, but data collection procedures are in place from the outset; entered data in the TPR; data backup system is in place 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Partnerships/ Collaboration	<ul style="list-style-type: none"> Held virtual or face-to-face meetings with AJC, SSVF, VASH, CoC to establish administrative, con-enrollment, and referral partnerships Connected with local employers to initiate ongoing partnerships Initiated partnerships with organizations that provide training opportunities for veterans Initiated linkages with local Veterans Court, VJO, and criminal justice system Made initial connections with local housing providers to make and receive referrals Coordinated with local Coordinated Entry System 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Outreach	<ul style="list-style-type: none"> Used local "By Name List" to identify potential participants Connected with local street outreach teams and shelters Developed marketing materials Created an orientation for veterans entering the program 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Supportive Services	<ul style="list-style-type: none"> Set up computers or access for veterans; internet connected Participant transportation and incentives (tokens, bus passes, etc.) set up and available Initiated participation in local Homeless Management Information System (HMIS) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Other	<ul style="list-style-type: none"> Engaged agency leadership and board of directors by informing them of the award, organization's progress, and vision for the program Connected to NVTAC liaisons and reviewed NVTAC website Attended or made plans to attend a regional and/or national Post Award Conference 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Appendix B - Local Partner Information Log

Following is a quick-reference table to catalog information and contact information for local partners in your area:

Partner	Areas Served	Organization Name	Contact Name	Contact Email	Contact Phone
AJC					
DVOP					
LVER					
SCSEP					
GPD					
CEC					
SSVF					
VJO					
CoC					
HUD-VASH					