

Homeless Veterans' Reintegration Program (HVRP) National Post-Award Conference (PAC) Frequently Asked Questions (FAQ) Day Three: June 27, 2023

GrantSolutions (GS)

1. *How can you view grants in GS?*

To view grants in GS, a grantee staff member must, at a minimum, have a GS account and be assigned to the grant.

Payment Management System (PMS)

2. *I am ready to close out from our last grant, and I cannot find the fourth quarter (Q) Federal Financial Report (FFR) in PMS. Is this normal?*

If there is a missing FFR, please contact your Grant Officer's Technical Representative (GOTR) to help identify the issue. If this is the Final FFR generated by PMS, it will be labeled as Final and not quarterly, as you may be expecting. The report period end date for your Final FFR will be set in accordance with [2 Code of Federal Regulations \(C.F.R.\) §200.344](#)

3. *Will authorizing officials receive email reminders about due dates?*

Notices from PMS are sent to the individuals identified when setting up accounts/roles in PMS. Roles established in GS are not the same as roles in PMS.

4. *When completing Q4 for the final three-year grant, if there are expenditures left over when submitting the Technical Performance Report (TPR)/Technical Performance Narrative (TPN), does an FFR go with the report as well?*

An FFR is required for every Q of the grant lifecycle. The last FFR is the Final FFR, and it must be completed during the timeframe established for closeout. The TPR and TPN must be submitted in accordance with [2 C.F.R. 200.329\(c\)\(1\)](#), which is no later than 30 calendar days after the reporting period.

5. *What remarks go into TPN item eight?*

Section eight of the TPN is minimal performance in Q5–8. Performance measures on the quarterly TPR flagged with a yellow “!” TPN Action indicator are meeting minimum performance expectations and do not require corrective action. However, you are required to describe the results of your analyses of this underperformance. If any of the post-exit Employment Rate or Median Earnings measures in the performance report show a yellow “!” TPN Action indicator, please provide the following:

- The indicator(s) showing underperformance;
- The underlying cause(s) for not meeting the performance goal(s);
- Remedies you are presently taking to address and improve performance; and
- If the underperformance is related to a continuing issue from the previous Q(s), include what remedies you have previously taken to address and improve performance.

6. *Can the certifier and preparer be the same person?*

This would depend on your organization's structure and how this is set up in PMS. Usually, the two roles are separate individuals, as one acts as the verifier of the other.

7. *Does the grantee complete the Final FFR as a quarterly report or as a closeout report?*

The Final FFR is used for closeout. The difference between quarterly reports and the final one is that there cannot be any Unliquidated Obligations listed on the Final FFR, and its due date is set in accordance with [2 C.F.R. 200.344](#) so as not to confuse the requirements of submitting the TPR and TPN in accordance with [2 C.F.R. 200.329\(c\)\(1\)](#).

Veterans' Employment and Training Service (VETS) Grantee Reporting System (VGRS)

1. *How will VGRS support organizations that already enter HVRP data into another database? We export our data from another database and use that to fill in the TPR. Does this system mean we'll need to do duplicative data entry?*

Yes. It is possible there are ways to automate some of the data entry, but VETS would have to ask the developers if the VGRS platform could support that functionality.

2. *Can you clarify how many users can enter the system?*

VETS is currently planning for no fewer than two users per grant, but that number may change before the system goes live.

3. *When does online reporting through VGRS start?*

We are planning to start using VGRS for program year (PY) 2024, Q1, so it would be open for data entry no later than July 2024. The VGRS report submission would take place in October 2024.

Performance Indicators and Outcomes

1. *Does any percentage above 84 percent round up to a yellow?*

No, you must meet the 85.0 percent of goal threshold; achieving 84.9 percent of the goal does not round up to 85 percent.

2. *For those in year 2 or beyond, we are populating the new form with all the previous participant information as well, correct?*

No, not all participant information is necessary, only those participants that are considered “carryovers” from the previous PY should be populated in the PY23 TPR. See the *TPR - Carryover Participants* section of the [HVRP TPR/TPN Desk Guide](#) for detailed instructions on how to record enrollment, training, and services.

Corrective Action Plans (CAP) and High Risk

1. *Does the grantee have to fill in the goals chart, or will it be pre-populated?*

The grantee should fill in the Planned Goals chart for Q1 in the TPR based on the chart shown in your grant award. The GOTR will verify the values and lock the inputs.

TPR

1. *Are we allowed to use the funds from PY23 to complete the commitment we have made to the veterans (i.e., incentive items and follow-up if excess funds are available after the three-year grant)?*

HVRP funds are **only available during the three-year Period of Performance (PoP)**. If the grant’s three-year PoP ends at the end of PY23, no future expenditures may be incurred against that three-year award. Grant recipients must expend funds on the first-in, first-out basis, meaning that grant expenditures must first be charged to the funding increments awarded earliest in the PoP and thus have the oldest period of availability. Please work with your GOTR for technical assistance for your particular situation.

2. *If a grantee just ended their last year of a three-year period, do they have to submit Q5-8 reports?*

No, grant recipients are not required to submit their final PY, Q5-Q8 reports, as those occur after the PoP ends (source: [HVRP TPR/TPN Desk Guide](#), Overview of the TPR and TPN).

3. *Does the form automatically save as .xlsb, or do we need to manually select this?*

The TPR automatically saves as an .xlsb file.

4. *What are all the categories of training, and what counts as training in each category? We provide a lot of support for our veterans but are unsure what counts and what does not.*

Some examples of job training that may be provided to participants are on-the-job training (OJT), apprenticeships, customized job training, upgrading, or retraining, or other work-based learning, and occupational skills training provided by the applicant or a third-party training provider. Life skills, financial management, resumé writing, and

interviewing preparation do not count towards the 80 percent job-training requirement. Employment and training programs must target in-demand occupations indicated in the Labor Market Information provided in the Statement of Need. Please note that placement into an unsubsidized apprenticeship is considered placement into employment. Please see the [Glossary of Terms](#) for the definitions of the different types of training a grant recipient may take credit for on the Technical Performance Report (TPR) (e.g., apprenticeship, career technical training, customized training, occupational skills training, etc.). Please work with your GOTR for technical assistance on specific types of training.

5. *For those that just ended our third year on June 30th, do we not do Q5-8 follow-up for the third year, even if we got a new three-year period?*

Yes, that is correct; see answer to question 2 of this section for reference.

6. *Will the updated version have "form view"? Has the New Enrollment Entry tab replaced that?*

PY23 TPR v.1.1 will not have the old form view.

7. *Are we allowed to use the funds from PY23 to complete the commitment we have made to the veterans (i.e., incentive items)?*

PY23 started on July 1, 2023. Grant recipients that received incremental funding for PY23 will carry over any unspent PY22 funds into the current program year. Grant recipients must expend funds on the first-in, first-out basis, meaning that grant expenditures must first be charged to the funding increments awarded earliest in the PoP and thus have the oldest period of availability. Please work with your GOTR for technical assistance for your particular situation.

8. *Is the HVRP Participant Tracking Sheet a mandatory form we'll need to have in the participant files?*

No, it is not required.

9. *What are the required forms that need to be in case files or is this in the individual organization's own internal policies and procedures?*

Required components of the case file per the fiscal year (FY) 2023 Terms and Conditions: A(14.) Grant recipients are required to maintain all records and reports, including participant case records for any activities and services outlined in the Funding Opportunity Announcement (FOA). At a minimum, an HVRP grant recipients' participant case file must include:

1. Source documentation of veteran status;
2. Verification of veterans' homelessness or at risk of homelessness status;

3. An HVRP intake which includes the collection of necessary information to determine eligibility for the program;
4. An assessment that provides a comprehensive evaluation that may include education, skills, employment history, desired career, and employment barriers;
5. Individual Employment Plan that documents a plan of action and services designed to overcome the barriers that exist and achieve the employment goals identified;
6. Case notes documenting activities such as contact with the participant, services provided, training, and referrals to other agencies in order to gain/retain meaningful employment;
7. Supporting financial records for participant support costs incurred for the participant spent in accordance with the grant recipient's budget narrative and [2 C.F.R. 200.1](#); and
8. Verification of employment (though the employer or participant for wages and hours worked) for the Q placed and for each Q after exit during the follow-up period during the PoP.

Program requirements and the FOA state that an awarded grant will be required to have a standard operating procedure (SOP) in place to ensure supportive services are implemented and executed consistently and equitably.

FFR

1. *Once funds on a prior year of performance are exhausted, what is the FFR type of report selection I need to make?*

The PMS will generate the appropriate FFR for each Q of the PoP. If there is a system error and a FFR is not generated, you may contact your GOTR to assist in determining the correction(s) needed. Currently, grant recipients are required to continue submitting quarterly reports for the duration of the PoP, even when all funds in the prior program year have been exhausted. Exhausting funds will not trigger the system to generate a Final FFR.

2. *How do I account for prior year funds that must be used as “first-in, first-out” into the new program year? On the old TPR or the new TPR?*

Grant recipients should report expenditures on the PY TPR(s) that coincide(s) with the PY the funds were awarded. If you are carrying in funds for the first PY beyond Q8, and the current version of the TPR does not provide adequate columns, please contact your GOTR for technical assistance on how to report carry-in expenditures for Q9-12 correctly (this is only applicable if you are carrying-in funds from your first year into your third year, which will be Q9-12 of your PoP); this is typically a rare occurrence.