



Homeless Veterans' Reintegration Program (HVRP) Post-Award Conference (PAC): Key Policy Guidance, Financial and Performance Reporting

July 23, 2024

Today's Speaker



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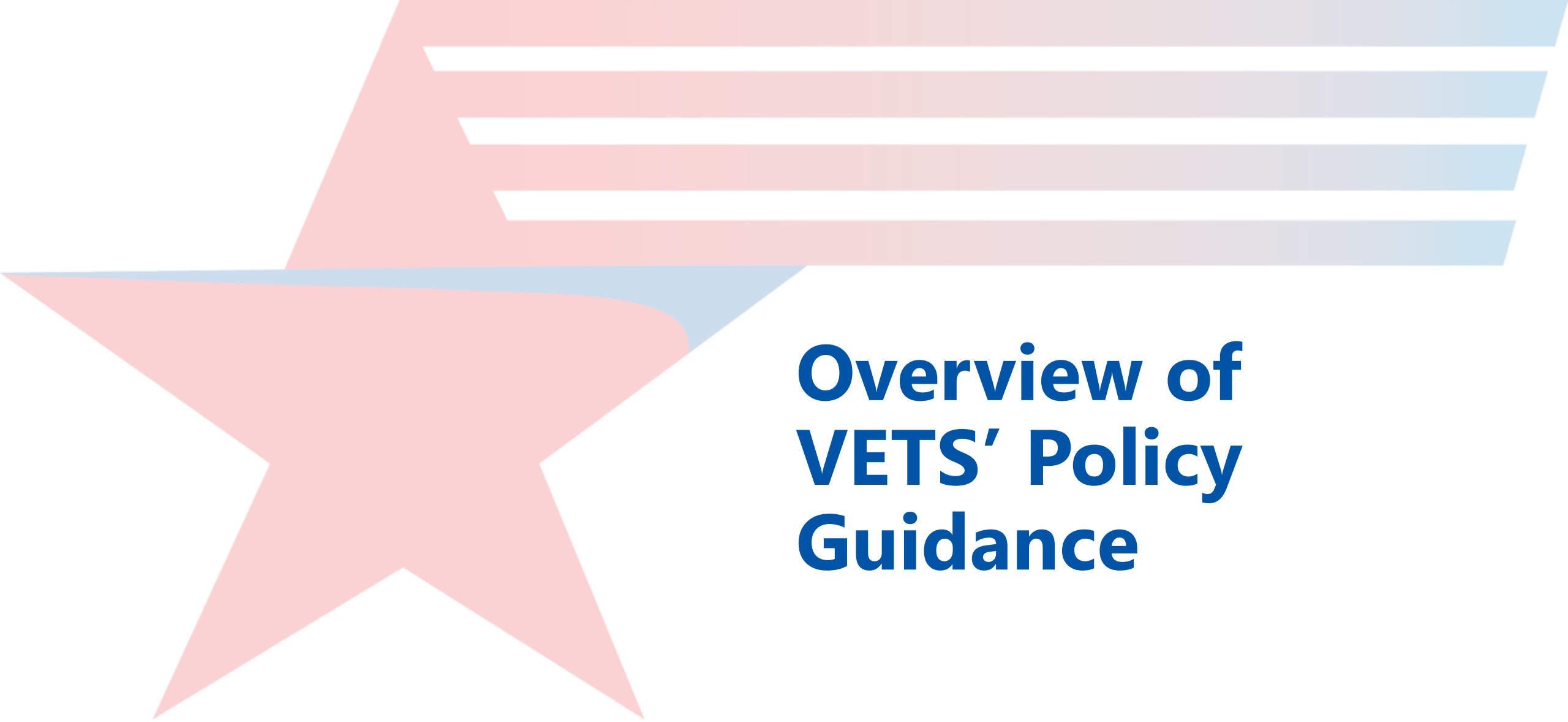
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Today's Session

- Overview of VETS' Policy Guidance
- Key Policy Guidance for your HVRP
- Financial and Performance Reporting Requirements
- Tie in with Additional PAC Sessions
- Study Up On



Overview of VETS' Policy Guidance

Overview of VETS' Policy Guidance (1 of 2)



- VETS' Veterans' Program Letter (VPL) – Policy guidance about VETS programs to grant recipients. VPLs transmit program policy, implementation guidance, procedures, and other information to parties under a grant or contract agreement with VETS.
 - Can have supporting attachments such as a Technical Assistance Guide, a checklist, or other tools and resources to assist in following the VPL.
- VETS' Grant Officer Memorandum (GO Memo) – Policy notices from the Grant Officer to VETS grant recipients. They are used to communicate changes to the Terms and Conditions of the grant to ensure recipients are aware of a critical process change or in response to an emergent situation that requires some action or change.
 - Can have supporting attachments such as a Technical Assistance Guide, a checklist, or other tools and resources to assist in following the GO Memo.

Overview of VETS' Policy Guidance (2 of 2)



- Located on the [VETS Active Policy Directory](#)
 - Search function available for “HVRP” to separate from other VETS’ program policy guidance
- Related resources hyperlinked within the policies subject line of the table
 - Resources for grant recipients to help understand implementing the policy for their HVRP

↑↓	Date	Type	Number	Subject	↑↓
02	2023/12/26	VPL	04-24	VPL 04-24 Homeless Veterans' Reintegration Program Award Amendments (PDF) Tags: hvrp, amendments Related Resource: HRVP Award Amendments Change Request Form, HVRP Award Amendment Desk Guide (PDF)	
03	2023/12/26	VPL	04-24 Att. A	VPL 04-24 HVRP Award Amendments Attachment A- Technical Assistance Guide (PDF) Tags: hvrp	
04	2023/12/18	GO	01-24	Homeless Veterans' Reintegration Program Grants – Incremental Funding Procedures for Program Year 2024 (PDF) Tags: hvrp, incremental funding, amendment, tag	
05	2023/12/18	GO	01-24 Att. 1	Attachment 1 Incremental Funding Technical Assistance Guide for PY 2024 Incremental Funding Requests (PDF) Tags: hvrp, incremental funding, tag	
06	2023/11/28	VPL	03-24	Homeless Veterans' Reintegration Program Performance, Management, and Reporting (PDF) Tags: hvrp, quarterly, performance, financial, reporting, high risk, CAP, closeout Related Resource: HVRP Cash vs. Accrual Desk Aid (PDF) , PY23 TPR TPN Desk Guide (PDF) , Grantee Grant CO Webinar (nvti.org, PDF) PDF PDF	



Key Policy Guidance for Your HVRP

- HVRP Participant Eligibility
 - [VPL 02-23](#) and Attachment(s): [1](#) and [2](#)
- Performance, Management, and Reporting
 - [VPL 03-24](#) and Attachment(s) 1: [Corrective Action Plan Technical Assistance Guide](#), and 2 [High Risk Designation Technical Assistance Guide](#)
- Grant Award Amendments
 - [VPL 04-24](#) and Attachment A: [Award Amendments Technical Assistance Guide](#)
- Grant Incremental Funding procedures (annual issuance)
 - [GO Memo 01-24](#) and Attachment 1: [Technical Assistance Guide for Program Year \(PY\) 2024 Incremental Funding Requests](#)

Financial and Performance Reporting Requirements



[VPL 03-24](#) and Attachment(s) 1: [Corrective Action Plan Technical Assistance Guide](#), and 2 [High-Risk Designation Technical Assistance Guide](#)

Active Policy Directory

Show 10 entries

Search:

↑↓	Date ↑↓	Type ↑↓	Number ↑↓	Subject ↑↓
01	2023/11/28	VPL	03-24	Homeless Veterans' Reintegration Program Performance, Management, and Reporting.(PDF) Tags: hvrp, quarterly, performance, financial, reporting, high risk, CAP, closeout Related Resource: HVRP Cash vs. Accrual Desk Aid (PDF) , PY23 TPR TPN Desk Guide (PDF) , Grantee Grant CO Webinar (nvti.org, PDF)
02	2023/11/28	VPL	03-24 Att. 1	HVRP Corrective Action Plan TAG (PDF) Tags: hvrp, quarterly, performance, financial, reporting, high risk, CAP
03	2023/11/28	VPL	03-24 Att. 2	HVRP High Risk Designations TAG (PDF) Tags: hvrp, quarterly, performance, financial, reporting, high risk, CAP

Financial and Performance Reporting Requirements – Breakdown of the VPL



Sections of the VPL are broken out by specific topic that describes the requirements of the grant recipient in:

1. Records Management (Section V)
2. Quarterly Performance Reports (Section VI)
3. Quarterly Financial Reports (Section VII)
4. Quarterly Report Due Dates (Section VIII)
5. Program Risk Management (Section IX)
6. End of Grant Reporting (Section X)

Financial and Performance Reporting Requirements – Creating and Maintaining Records (1 of 2)



Recipients must maintain a case file for each participant containing the required documentation for enrollment in the program. At a minimum, an HVRP grant recipient's 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;

Financial and Performance Reporting Requirements – Creating and Maintaining Records (2 of 2)



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 Code of Federal Regulations (CFR) 200.1; and
8. Verification of employment (through the employer or participant for wages and hours worked) for the quarter placed and for each quarter after exit during the follow-up period during the Period of Performance (PoP).

Financial and Performance Reporting Requirements – Performance Reports



On a quarterly basis, grant recipients must submit VETS' performance reports, which collect program data that compares actual performance to goals. These reports detail key milestones and achievements, challenges encountered, reasons why performance indicators were not met, and strategies to correct poor performance.

Quarter	Quarter End Date	Grant Recipient Submission Due Date	GOTR Review/Certification
1 and 5	September 30	October 30	November 15
2 and 6	December 31	January 30	February 15
3 and 7	March 31	April 30	May 15
4 and 8	June 30	July 30	August 15

Financial and Performance Reporting Requirements – Financial Reports



- On a quarterly basis, grant recipients must report expenditures on an accrual basis using the Federal Financial Report (FFR) SF-425 electronically through the [Payment Management System](#)
- It is highly recommended that grant recipients work with their Grant Officer's Technical Representative (GOTR) for quality checks and technical assistance prior to the due date to ensure reports are submitted accurately and timely.

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3	March 31	April 30	May 15
4	June 30	July 30	August 15



**Tie in with
Additional PAC
Sessions**

Tie in with Additional PAC Sessions



- Wednesday July 24th

- ⇒ **GrantSolutions (GS) 101:** This session will provide an overview and live demonstration of registering, navigating, and using the VETS grants management platform for grant recipients.
- ⇒ **Financial Management:** This session will provide information on expenditures, recordkeeping, and requesting funding throughout your HVRP grant's PoP.
- ⇒ **Payment Management System (PMS):** This session will familiarize grant recipients with navigating the PMS to find, track, complete, and submit their quarterly Federal Financial Reports (FFR).

- Thursday July 25th

- ⇒ **Conditions of Awards and Amendments:** This session provides an overview of how to comply with any conditions imposed by the Grant Officer on your award and what type of revisions to your program or budget requires prior written approval from the Grant Officer.
- ⇒ **Performance and Reporting:** This session will provide grant recipients with an understanding of VETS' quarterly performance reporting process, including an introduction to the new VETS Grantee Reporting System (VGRS) and a detailed overview of the performance indicators outcomes and scoring methodology.

Study Up On



- *Familiarize yourself*
 - ⇒ [Active HVRP Policy](#)
 - ⇒ [HVRP Website](#)
 - ⇒ [HVRP Acronym Desk Aid](#)
 - ⇒ [HVRP Glossary of Terms](#)



Questions?

What additional questions do you have about key policy guidance and financial and performance reporting?



Thank you!