



2024

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



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## 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 at any time via email at [contact@nvtac.org](mailto: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 introduction to the intersection of HVRP and the AJC
- Connecting to Partners at the Local Level: Includes an introduction to national programs and initiatives that HVRP partners with at the local level
- Quarter (Q) 1 Checklist: Provides new grant recipients with a categorized list of actions to complete within Q1 of their HVRP grant

**Sincerely,**

**The NVTAC Team**

# HVRP Overview

HVRP<sup>1</sup> is an employment-focused, competitive grant program of 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) 2022 alone, HVRP served 17,389 veterans nationwide.

## **Title 38 United States Code (USC) 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 also has two primary goals: (1) to provide career exploration, training, placement, and supportive services to veterans experiencing or at risk of homelessness, empowering them to secure good jobs in stable, high-demand occupations paying livable wages and (2) establish strong partnerships between public, private, and nonprofit organizations, especially those that employ and partner with veterans who have experienced homelessness, to deliver equitable services to marginalized veterans experiencing or at risk of homelessness to assist in overcoming barriers to employment.

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<sup>1</sup> 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.

HVRP grant recipients accomplish these goals and 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, Recruitment, and Engagement:** HVRP grant recipients use a flexible, non-threatening approach to meet veterans where they are. Outreach also includes activities to engage partners and employers.

**Intake:** An eligibility process for screening individual applicants in which (a) an initial determination of eligibility is made; (b) program information is provided; and (c) individual applicants are selected for participation in the program.

**Assessment:** A collection of education and employment history, identification of barriers to employment, including skill deficits, and service needs as well as strengths.

**Case Management:** HVRP grant recipients use a client-centered approach in the delivery of intensive services designed to address barriers and develop comprehensive employment plans for participants, ensure access to the necessary training and supportive services that impart relevant skills and connect participants with high-quality career opportunities, and provide continued support during program participation and after job placement.

**Job-Driven Training (JDT) and Placement:** HVRP grant recipients provide training that is 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 the AJC.

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

**Retention and Follow-up:** HVRP grant recipients provide ongoing support to track participant outcomes and promote job retention.

*For more information, tips, and resources on HVRP core services, please see the [2024 HVRP Grant Recipient Program Guide](#).*



## National Priorities and Goals, Local Implementation

DOL/VETS identifies a set of national goals for HVRP each PY. 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:

- Veterans experiencing or at risk of homelessness
- Homeless women veterans and homeless veterans with children
- Justice-involved veterans

## 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.
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 facilitated peer-to-peer sessions to connect grant recipients serving similar areas and/or populations to provide insight 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. A GOTR is an individual serving on behalf of the Grant Officer to maintain and ensure the integrity of the approved grant agreement. DOL/VETS State Directors for Veterans' Employment and Training (DVET) serve as the GOTR. An HVRP grant recipient's designated GOTR is listed in the Program Official Contact Information within the Notice of Award (NoA). Training and TA are 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 and Partnerships		✓	
Coordinated Entry and Homelessness Systems		✓	
Enrollment at the AJC		✓	✓
Financial Management (i.e., Close-Out)			✓
Grant Amendments			✓
Outreach, Intake, and Assessment		✓	
Job Development and Placement		✓	
Outreach to Veterans, Employers, or Partners		✓	
Project Budget (i.e., SF-424, SF-424A, Budget Narrative)			✓
Quarterly Reporting (i.e., Technical Performance Report [TPR] and Technical Performance Narrative [TPN])			✓
Training for New Staff		✓	
Working with Special Populations		✓	
Participant Training		✓	
HVRP Staff Retention		✓	
Follow-Up Strategies		✓	
Corrective Action Plans (CAP)		✓	✓

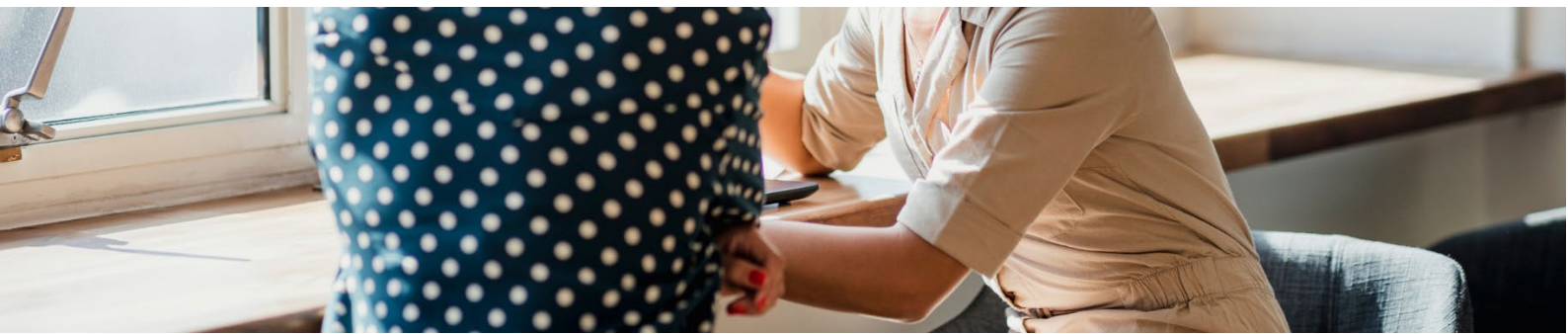
All NVTAC inquiries and requests for training and TA should be directed to [contact@nvtac.org](mailto:contact@nvtac.org). Upon receipt of your request, a coach will be assigned to provide individualized support.

## 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 2,300 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.





## 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)

#### AJCs

HVRP grant recipients partner with local AJCs to co-enroll participants. For more information, tips, and resources on AJCs, please see the 2024 HVRP Grant Recipient Program Guide.

#### Jobs for Veterans State Grants (JVSG)

The JVSG program provides federal funding, through a formula grant, to 54 State Workforce Agencies (SWA) to hire dedicated staff to provide individualized career- and training-related services to eligible veterans and eligible persons with employment barriers, as well as other authorized populations, and help employers fill their workforce needs with job-seeking veterans.

- The JVSG funding supports the Disabled Veterans' Outreach Program (DVOP) specialist position, Local Veterans' Employment Representative (LVER) staff, and Consolidated Position staff.
- DVOP specialists provide individualized career services to eligible veterans and eligible spouses experiencing significant barriers to employment, as well as other additional populations authorized by the Secretary, with an emphasis on assisting veterans who are economically or educationally disadvantaged. Veterans facing these barriers include veterans experiencing homelessness and vocational rehabilitation clients.

- LVER staff conducts outreach to employers to advocate for the hiring of veterans. They also work with businesses, contractors, and employer organizations to develop career opportunities for veterans.
- Consolidated Position staff serve in a dual role as a DVOP specialist and an LVER.

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

### **National Veterans' Training Institute (NVTI)**

NVTI provides specialized training and professional skills enhancement for veteran 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. HVRP grant recipients can get started with understanding what NVTI offers by visiting the following links.

- [Learning Ecosystem](#)
- [HVRP Journey Map](#)
- [Class Descriptions](#)

NVTI also offers a Veteran Service Provider Career Roadmap Certificate Program [track](#) to help staff to visualize and prepare for long-term career development and extended learning. Find out more at the [Career Roadmap Certificate Guide Document and Frequently Asked Questions \(FAQ\)](#).

Courses for HVRP:

- 9617: Federal Grants Management for HVRP Recipients (virtual classes) August 20 – 23 and September 10 – 13, 2024.
- 9620: Advanced Case Management (in-person) August 20, 2024. NVTI will pay for all travel expenses for HVRP staff. Check out the [NVTI Travel FAQs](#).
- 9612: Preventing and Healing Burnout in Veteran Service Providers (virtual) August 28, 2024.
- Any of the Career Coaching for Special Populations on the NVTI [Class Schedule](#).

To learn more about NVTI, visit the [NVTI website](#). For on-demand resources, please visit the [NVTI On-Demand Learning page](#).

***For more information, tips, and resources on partnerships and collaboration, please see the 2024 HVRP Grant Recipient Program Guide.***

## Appendix A – HVRP Startup Checklist

The following checklist can be used as a starting point to get your grant on solid footing within Q1 of the 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"> <li>• Hire all staff in accordance with the Budget Narrative and DOL Good Jobs Initiative</li> <li>• Develop staff training plan and organization specific HVRP Guide</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
Forms, Policies, and Processes	<ul style="list-style-type: none"> <li>• Set up petty cash account policy, procedures, and documentation requirements</li> <li>• Establish policies, processes, and forms to document grant operations and services:               <ul style="list-style-type: none"> <li>▪ Operations – data safety, client privacy, etc.</li> <li>▪ Services – eligibility assessment, intake/enrollment, assessment of needs (vocational, training, etc.), job training, case management, job development/placement, job retention strategies, etc.                   <ul style="list-style-type: none"> <li>○ Examples: certification of homeless status, IEP, release of information</li> </ul> </li> </ul> </li> <li>• Develop required standard operating procedures (SOP) for the use of grant funds</li> <li>• Create a system for participant case files that includes all required elements</li> <li>• Review all HVRP-related policies (See <a href="#">Active Policy Directory</a>)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Grants Management/ Reporting	<ul style="list-style-type: none"> <li>• Review the NoA, with special attention to any conditions, the planned goals, and Budget Narrative               <ul style="list-style-type: none"> <li>▪ Ensure the HVRP team is aware of planned goals (i.e., enrollment of eligible veterans, placement of veterans into competitive employment) for Q1 and the timeline for completion of the goals</li> </ul> </li> <li>• Submit a Continuity of Operations Plan (COOP) to the GOTR no later than 120 days after receiving the initial NoA</li> <li>• Meet with your GOTR to discuss the project</li> <li>• Establish data collection procedures and familiarize yourself with the quarterly reporting requirements and documents; create a data backup system</li> <li>• Agency accounting is prepared to draw down funds or has done so</li> <li>• Expenses are on budget</li> </ul>	<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"> <li>• Create administrative, co-enrollment, and referral partnerships with:               <ul style="list-style-type: none"> <li>▪ Veteran housing resources (i.e., Supportive Services for Veterans Families [SSVF], Grant and Per Diem [GPD], Housing and Urban Development - Veteran Affairs Supportive Housing [HUD-VASH], Health Care for Homeless Veterans [HCHV])</li> <li>▪ Veteran employment resources (i.e., Compensated Work Therapy [CWT], Homeless Veterans Community Employment Services [HVCES]/community employment coordinators [CEC])</li> <li>▪ Homeless systems (i.e., Continuum of Care [CoC], Coordinated entry system, local "By Name List," local housing providers)</li> <li>▪ Legal resources (i.e., Veteran Treatment Courts, Veterans Justice Outreach Programs (VJO), criminal justice system)</li> </ul> </li> <li>• Initiate linkages with organizations providing job training and placement assistance such as the AJC, local colleges and universities, apprenticeships, training providers, etc.</li> <li>• Connect with local employers to establish ongoing partnerships</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Category	Task	Complete
Outreach	<ul style="list-style-type: none"> <li>• Create an orientation for veterans entering the program</li> <li>• Develop marketing materials for the HVRP (i.e., logo, flyers, business cards, ads, infographics)</li> <li>• Create a plan for outreach to potential participants, employers, and resource providers that includes direct engagement, engagement with secondary providers, and marketing strategies</li> <li>• Connect with veteran service organizations and other resources interacting with your target community (street outreach teams, emergency shelters, food banks, etc.)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Supportive Services	<ul style="list-style-type: none"> <li>• Set up technology access and internet connection for veterans (on-site computers, tablets)</li> <li>• Have items for participant transportation and incentives (bus passes, gas cards, etc.) available</li> <li>• Connect with other organizations that can provide additional resources and wrap-around services (housing, food, healthcare, mental health care, etc.)</li> <li>• Initiate participation in local Homeless Management Information System (HMIS)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Other	<ul style="list-style-type: none"> <li>• Engage agency leadership and board of directors by informing them of the award, organization's progress, and vision for the program</li> <li>• Connect to NVTAC liaisons and review NVTAC website</li> <li>• Register for NVTI training courses</li> <li>• Attend or make plans to attend a Regional and/or National Post-Award Conference</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>