National Veterans'
Technical Assistance Center

2024 Homeless Veterans' Reintegration Program (HVRP) Bidders' Conference

Today's Presenters

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Agenda

- HVRP Overview
- HVRP Participant Eligibility
- Want to Become an HVRP Grant Recipient?
- Applying for a Grant
- Things to Consider
- Grant Requirements
- Reporting Requirements
- Best Practices for a Strong Application
- Frequently Asked Questions (FAQ)
- References

HVRP Overview

HVRP Overview

- **What is HVRP?**
  - A job-focused federal grant
- **Who funds HVRP?**
  - U.S. Department of Labor's Veterans' Employment and Training Service (DOL/VETS)
- **How long does HVRP funding last?**
  - The HVRP grant has a three-year period of performance (For program year [PY] 2025, it is July 1, 2025 – June 30, 2028) and is funded incrementally on an annual basis
  - The Funding Opportunity Announcement (FOA) will provide the funding levels for which applicants may apply for
- **Why HVRP?**
  - To provide veterans experiencing and at risk of homelessness with the training and tools they need to build successful careers

Title 38 United States Code (U.S.C.) § 2021, 2021A, and 2023 and the Public Law under which fiscal year (FY) 2024 funding is appropriated for this program

HVRP Goals

- Provide career exploration, training, and supportive services to veterans at risk of or experiencing homelessness, helping them find good jobs with livable wages in stable, high-demand fields
- Build strong partnerships between public, private, and nonprofit organizations that work with or employ veterans experiencing homelessness. This helps deliver equitable services to marginalized veterans and overcome barriers to employment

HVRP Umbrella

- HVRP includes three specific programs:
  - Homeless Veterans' Reintegration Program (HVRP)
  - Incarcerated Veterans' Transition Program (IVTP)
  - Homeless Women Veterans and Homeless Veterans with Children (HWVHVWC)

HVRP Core Services (1 of 4)

- **Knowledge of Population:** Understand the unique needs of the veterans in their area and tailor services to those needs
- **Outreach, Recruitment, and Engagement:** Use a flexible and non-threatening approach to meet veterans where they are. Outreach also includes activities to engage partners and employers
- **Intake:** Screen potential participants to (a) determine eligibility; (b) provide the veteran with program information; and (c) select appropriate participants for program enrollment

HVRP Core Services (2 of 4)

- **Assessment:** Collect information on the participant's education level, employment history, barriers to employment (i.e., skill deficits), service needs, and strengths
- **Case Management:** Offer client-centered services designed to address barriers and develop employment plans, ensure access to training and supportive services, connect participants with high-quality career opportunities, and provide continued support before and after job placement

HVRP Core Services (3 of 4)

- **Job-Driven Training (JDT):** Provide training that is targeted to the specific industries, occupations, and skills that are in demand locally
- **Placement:** Assist participants to become employed based on their employment goals either through direct service, referrals, or the participants themselves

HVRP Core Services (4 of 4)

- **Collaboration:** Partner with public and private partners to provide supportive services and access to housing
- **Retention and Follow-Up:** Provide ongoing support to track participant outcomes and promote job retention

HVRP Participant Eligibility

HVRP Participant Eligibility

To qualify for HVRP services, an individual must:

1. Meet the definition of a "veteran"; **and**
2. Experiencing homelessness or at risk of homelessness or participating in a qualifying partner service, or transitioning from certain institutions; **and**
3. In need of or would benefit from employment services.

HVRP Participant Eligibility: Veteran

- Eligible participants must be a “veteran,” which is a person who served in the United States Armed Forces with at least one day of federal active duty
- More information on the veteran definition can be found in 38 U.S.C. § 101

HVRP Participant Eligibility: Homeless and At Risk of Homelessness

Eligible participants who meet the veteran definition on the previous slide must meet one of the following:

- Veterans **experiencing homelessness** must meet the criteria as defined in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009
- Veterans **at risk of homelessness**
- Veterans **participating in a partner program**
- Veterans **transitioning from penal institutions and long-term care mental health facilities**
- For more information on the definitions of the terms above, please see *Appendix: HVRP Definitions and Obtaining Documentation* in Veterans' Program Letter (VPL) 06-24

Want to Become an HVRP Grant Recipient?

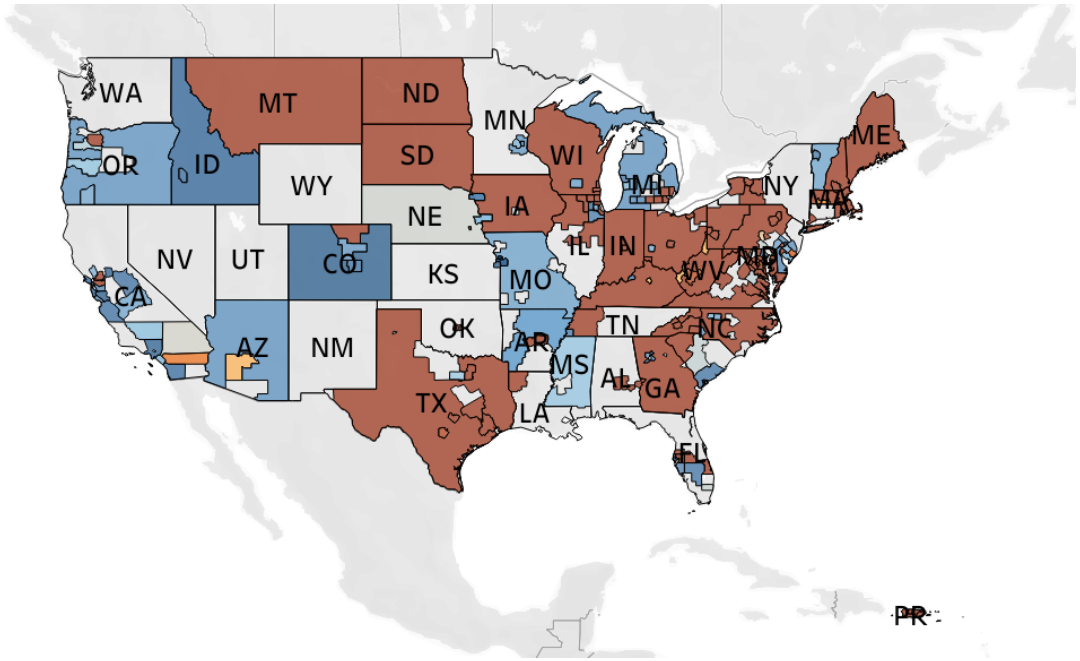
Eligible Applicants

Historically, the following organizations have been eligible to apply:

- State governments
- County governments
- City or township governments
- Special district governments
- Public and state-controlled institutions of higher education
- Native American tribal governments (federally recognized)
- Public housing authorities/Indian housing authorities
- Native American tribal organizations (other than federally recognized tribal governments
- Nonprofits having a 501(c)(3) status with the Internal Revenue Service (IRS), other than institutions of higher education
- Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For profit organizations (other than small businesses)
- Small businesses
- U.S. Territories or Possessions, Native American Tribally designated organizations
- State and Local Workforce Development Boards (SWDBs/LWDBs) established under the Workforce Innovation and Opportunity Act (WIOA)
- Faith-based organizations
- Other state and local government agencies

Identify Regions in Need

- HVRP Service Delivery Area (SDA) Saturation Map and Service Gap Map
  - Use the map and data tables to identify Continuum of Care (CoC) with veterans experiencing homelessness in need of HVRP services
  - Note: A FOA version of the map will be posted prior to the FOA's publication



Saturation Map

- Applicants should reference the SDA Saturation Map for HVRP grants and their SDAs to ensure their proposed SDA does not duplicate service in oversaturated areas
  - The map/table displays every Department of Housing and Urban Development (HUD) CoC served by HVRP grant recipients
  - Saturation levels for each CoC are determined by taking the number of planned enrollments by HVRP grants in the CoC divided by the most recent HUD Point-In-Time (PIT) count for the number of veterans experiencing homelessness in the CoC.
    - *Example: Maine (ME) Statewide CoC*
      - *Planned Enrollments: 145*
      - *PIT Count: 123*
      - *Saturation Level: 145 / 123 = 1.1788 or 117.9%*
  - The map also displays the county(ies) or county equivalents served by HVRP grant recipients (SDA County Map) and the CoCs that are not currently served by an HVRP grant (Service Gap Map)

Applying for a Grant

How to Prepare

- Read the 2024 FOA
  - The 2024 FOA can serve as a guide; however, since FOAs are updated each year, applicants must read the complete 2025 FOA when it's released
  - Released January 29, 2024, and closed March 11, 2024
- Reach us at contact@nvtac.org to join our mailing list and receive updates on:
  - The 2024 Bidder's Conference Recording, Slides, and Q&A
  - The 2025 Prospective Applicant Webinar
- Become familiar with HVRP policies and Uniform Guidance (UG) requirements

SAM.gov

- Starting January 18, 2025, fully registered and active SAM.gov accounts will become a baseline system requirement for submitting applications for funding opportunities on Grants.gov
- As a result, all grant recipients must have and maintain an active SAM.gov registration from the time of application through the end of the grant's period of performance
- An applicant must renew their SAM.gov registration every 12 months or it will expire
- Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the FOA deadline
- Expired SAM.gov renewal is a minimum of 10 business days
- Applicants are encouraged to check their entity status in Sam.gov
- The Unique Entity Identifier (UEI) replaced the DUNS number

Grants.gov

- Registering with Grants.gov is a one-time process and required to apply for the FOA
- DOL/VETS encourages applicants to register several weeks before the deadline as processing delays may occur, and it can take several weeks to complete the entire registration process.
- Create your organization applicant profile
- Search for the grant and subscribe for updates
- Review the Forecast and FOA to understand what is required
- Determine user roles in Grants.gov for your application
- Familiarize yourself with Workspace

Applying for Funding (1 of 2)

- Apply through Grants.gov when the FOA is released
- Read through the registration process carefully before registering
- Time should be factored into plans for timely electronic submission to avoid unexpected delays that could result in the rejection of an application
- When a registered applicant submits an application with Grants.gov, an electronic time stamp is generated within the system when the application is successfully received by Grants.gov
- Grants.gov applicants can apply online using Workspace
- Paper applications and late submissions will not be accepted
- It is recommended that applications are submitted earlier than the due date to account for technology issues

Applying for Funding (2 of 2)

- The FOA will provide the funding levels for which applicants may apply for
- Content and Form of the HVRP Application
  - Standard Form (SF)-424, Application for Federal Assistance: identifies details of the organization applying for the grant, including their Employer Identification Number (EIN), UEI, and System for Award Management (SAM) registration
  - Project Budget
    - SF-424A: concise narrative explanation to support the budget request
    - Budget Narrative: one-year budget of proposed allocations and a description of costs
  - Other requirements and attachments outlined in the 2025 FOA

Things to Consider

Budget Narrative

- The Budget Narrative's total should match both the SF-424A and the SF-424
- Review each line item carefully – line-item totals should match the line items on the SF-424A.
- Review the methodology proposed for each line item – ensure the math is correct so the total matches the SF-424A.
- Consider using the Optional HVRP Budget Narrative Template
- Completed HVRP Budget Narrative Template Example
- Review the GO Memo 01-25 PY25 Incremental Funding Requests Technical Assistance Guide for additional guidance on each Budget Narrative Object Category

Participant Support Costs

- Participant support costs **must** relate to the participants employment plan
- Examples of historically allowable participant support costs:
  - Transportation
  - Uniforms/work attire/work-related tools
  - Books/fees/supplies for JDT
  - Fees for employment and training applications, tests, and certifications
  - Automobile repair
  - Child care/dependent care assistance
  - Housing assistance (allowable cost only for a veteran who is transitioning from a penal institution or a long-term care mental health facility)
  - Other reasonable and necessary costs
- For more information on participant support costs, please see VPL 06-24

Grant Requirements

HVRP Grant Operation

- Grant recipients are required to execute the program based on their approved project and budget narratives in accordance with applicable terms and conditions of the award, statutes, regulations, and VETS' policies
- All expenditures must comply with 2 (Code of Federal Regulations) C.F.R. § 200
- Any changes to the approved award shall only be made in accordance with 2 C.F.R. § 200 and VPL 04-24, HVRP Award Amendments, or the most current guidance on amendments

Grant Recipient Requirements

- Coordination with National Veterans' Technical Assistance Center (NVTAC)
- Standard Operating Procedures (SOP): required to ensure participant support costs and participant incentive costs are implemented and executed consistently and equitably and that the associated expenditures meet the requirements in 2 C.F.R. § 200.302(b)(7), the FOA, and the terms and conditions
- Financial and Administrative Policies and Procedures
- Continuity of Operations Plan (COOP)
- Public Communications requirements: recipients of federal funds disclose certain information when issuing statements and other documents
- Participant File Maintenance and Requirements
- Functions of HVRP staff
- For more information on Grant Recipient Project Requirements, please see VPL 06-24

HVRP Case Management Activities

- **Assessment**: A collection of education and employment history, identification of barriers to employment, including skill deficits, and service needs as well as strengths
- **Developing an Individual Employment Plan (IEP):** An intervention strategy for serving an individual who, as a result of a needs assessment, vocational interests, aptitudes, work history, etc., defines a reasonable vocational or employment goal
- **Job Search**: An activity focusing on building practical skills, identifying and initiating employer contact, and conducting successful interviews with employers
- **Job Placement**: Participants who secure or attain employment during the period of enrollment either through direct involvement by the grant recipient, through a robust referral system, or through the participant's own efforts
- **Follow-up Services**: Grant recipients will provide post-exit follow-up services to participants enrolled and placed during the current period of performance for four quarters after exit, to increase the participant's success in employment retention

Collaboration

- Grant recipients collaborate with public and private partners at all levels (federal, state, local) to provide supportive services and access to housing
- They should leverage resources by coordinating with other local and national organizations and support service programs
  - Examples include penal institutions and halfway houses, to assist HVRP participants in overcoming barriers to employment
- Includes understanding all resources and supports essential to employment outcomes

Employer Outreach

- Understand the employment and job training needs of local employers
- Establish strategies for employer engagement to:
  - Engage, develop, and maintain strong relationships with employers
  - Place veterans into unsubsidized employment
- Implement effective outreach on behalf of the participant to expedite their reintegration into the labor force
- Empower veterans to secure good jobs in stable, high-demand occupations paying livable wages

Veteran Outreach

- Conducting outreach, recruitment, and engagement are necessary to meet participant enrollment goals and require creating a strategic plan to reach veterans in your SDA who meet eligibility requirements and would benefit from employment services
- Effective outreach is…
  - **Accessible:** reach and connect with veterans where they are, including those in sheltered or unsheltered conditions and in institutional settings
  - **Non-threatening:** focus on building rapport
  - **Flexible:** demonstrate flexible approaches to allow for in-person, virtual, socially distanced, or hybrid models
  - **Client-centered:** tailor the message to the individual
- Ensure outreach considers how to reach historically marginalized veterans

Reporting Requirements

HVRP Reporting Requirements

- Follow the Project Narrative or technical proposal submitted in their approved grant application, including performance goals and budget
- Responsible for tracking and reporting outcomes
- Grant recipients must submit VETS' quarterly reports within 30 days after the end of each calendar-year quarter in the VETS Grantee Reporting System (VGRS)
- Grant recipients are required to report quarterly financial data on the SF-425 Federal Financial Report (FFR)
  - Due no later than 30 calendar days after the end of each specified reporting quarter

Quarterly Report Due Dates

The dates below are the due dates for quarterly and final reports:

Reporting Period	Reporting Due Date
July 1-September 30	October 30
October 1-December 31	January 30
January 1-March 31	April 30
April 1-June 30	July 30

Best Practices for a Strong Application

Common PY24 Application Errors

- Ensure you read the entirety of the FOA and understand the required attachments that must be submitted
- Your application **will not be successful** if you do not submit all required attachments. PY24 FOA examples include:
  - No SF-424A
  - No Project Narrative
  - No Budget Narrative
  - No or incomplete Abstract
  - No or incomplete Planned Goals Chart (did not input goals)
  - No Chart of Past Performance
  - No Letter of Support

PY24 Application Error Examples

- Self-attesting is not the same as describing how you will implement the requirement required in the Project Narrative
- Letter of Support did not meet requirements of FOA
  - Was not on letterhead
  - Did not have a wet or digital signature/was not signed
- Project Narrative did not meet requirements of FOA
  - Submitted a business plan or a proposal for new nonprofit they would like to start
- The SDA Project Narrative did not match their Abstract SDA
- Funding request exceeded the maximum amount in the FOA
- Chart of Past Performance information was for a grant that had not completed their Period of Performance

FAQ

Application FAQ (1 of 3)

Q: If you propose to serve more than one geographical area/state, should you submit separate applications for each area?

A: It is not required to submit separate applications for each geographic area you intend to serve. For example, an organization can propose to serve veterans in up to four states in the Abstract form of a single application. The organization will need to identify each state or territory in which the grant will operate, as well as relevant counties, parishes, independent cities, and/or Native American tribal areas. Conversely, an organization could submit multiple applications for SDAs that are undersaturated if they justify the need.

Application FAQ (2 of 3)

Q: If you have two HVRP grants, are you eligible to apply for a third?

A: The number of HVRP grants an applicant has been awarded or the number of grants the applicant is actively operating is not included in the eligibility criteria under the FOA. If the entity meets the eligibility criteria in accordance with section III.A. of the 2025 HVRP FOA, the entity may apply.

Application FAQ (3 of 3)

Q: Is there a list of recent HVRP grant recipients?

A: Yes. NVTAC maintains a grant recipient map on the NVTAC website that offers information about all current HVRP grant recipients who are providing services through June 30, 2025. You can search for a grant recipient near you by state, county, or CoC.

There may be a grant recipient currently servicing your potential SDA, but that SDA may be available if that grant recipient's Period of Performance concludes in 2025, or that geographic area allows for more than one HVRP grantee before reaching a high level of saturation. Please refer to the Saturation Map.

Funding FAQs (1 of 2)

Q: If awarded the HVRP grant, is the funding provided based on a proposed budget submitted by the applicant, or is there a predetermined amount allowed per grant recipient?

A: When applying for HVRP, the applicant must provide a one-year budget that cannot exceed an amount specified in the FOA in total costs (direct and indirect) that supports the targeted population and the SDA(s). If selected, the awardee will be provided funding based on this one-year budget. There is no predetermined amount allowed per grant recipient.

Funding FAQs (2 of 2)

Q: Is HVRP funding performance-based or point of service, and is it provided as a lump sum or reimbursed to the grant recipient? What are the financial parameters of this grant?

A: The HVRP grant has a three-year period of performance and is funded incrementally on an annual basis. Applications cannot exceed the ceiling amount in the FOA. Applicants can receive subsequent increments in PYs 2025 and 2026.

Q: Is there a match requirement?

A: This program does not require cost-sharing or matching funds.

Grant Recipient Support FAQ

Q: Will DOL/VETS help me if I need help in running my grant?

A: Yes! VETS State Directors for Veterans' Employment and Training (DVET) serve as the Grant Officer's Technical Representative (GOTR). An HVRP grant recipient's designated GOTR is listed in the Program Official Contact Information within the Notice of Award (NoA). The GOTR provides grant recipients technical assistance and monitors and conducts periodic on-site reviews to ensure program and financial performance by the grant recipient is acceptable. NVTAC also provides technical assistance designed to increase grant recipients' ability to establish and operate successful HVRP grants at no cost to the grant recipient.

Grant Operations FAQ (1 of 4)

Q: Does the HVRP grant allow for subrecipients?

A: Yes! Applicants may propose in their application under the Project and Budget Narrative that they plan to have a partner classified as a contractor or subrecipient. However, only one organization must apply for the HVRP grant. This organization's name, EIN, and UEI must appear on the SF-424. If selected for an award, the applicant is responsible for complying with all federal award requirements, per 2 C.F.R. § 200.300(b).

Grant Operations FAQ (2 of 4)

Q: Does HVRP connect with other community partners to help veterans experiencing homelessness?

A: Yes, grant recipients are expected to provide enrolled veterans with critical linkages to a variety of support services available in their local communities. These services are necessary for or support their employment goal and overall stability. HVRP connects veterans with community partners at local, state, and federal levels that address a variety of needs (housing, medical care, mental health care, food, veterans' benefits, transportation, childcare, etc.). It is critical that applicants align with a diverse range of partners to ensure support services are equity-based.

Grant Operations FAQ (3 of 4)

Q: Does HVRP provide the case managers, or does the organization applying for the grant hire the case managers?

A: The organization applying for the HVRP grant is responsible for staffing their program, including case managers, according to the Personnel section of their approved Budget Narrative.

Grant Operations FAQ (4 of 4)

Q: Can a nonprofit applicant have a for-profit partner when applying for the grant?

A: One organization must apply for the HVRP grant. This organization's name, EIN, and UEI must appear on the SF-424. If selected for an award, the applicant is responsible for complying with all federal award requirements, per 2 C.F.R. 200.300(b). The applicant/recipient may partner with other organizations, which may include for profit entities, to support the successful reintegration of veterans experiencing homelessness into the labor force.

Applicants may propose in their application under the project and budget narrative that they plan to have a partner classified as a contractor or subrecipient. Guidance in determining the categorization may be found at 2 C.F.R. 200.331. The applicant/recipient is responsible for determining a partner's classification as a contractor or subrecipient, if applicable. The applicant should describe and categorize the proposed partnerships in their project narrative.

The Uniform Guidance stipulates that the classification of a subrecipient must be based on function and substance per the criteria outlined in 2 C.F.R. 200.331. A subrecipient may not earn or keep any profit resulting from federal financial assistance unless explicitly authorized by the terms and conditions of the federal award, per 2 C.F.R. 200.400(g). The HVRP terms and conditions do not authorize recipients or subrecipients to earn or keep a profit. A recipient is responsible for ensuring a subrecipient's services exclude profit.

Allowable Cost FAQs (1 of 3)

Q: Are staff salaries an allowable expense?

A: Yes! Staff salaries are an allowable expense. During the HVRP application process, the applicant will propose a Budget Narrative that includes personnel costs. This will include staff positions and titles, responsibilities, annual salary, etc.

Allowable Cost FAQs (2 of 3)

Q: Is funding available to provide outreach, engagement, and follow-up services, or is funding only meant to support job training and addressing barriers?

A: HVRP grant recipients are expected to engage in or provide all the following services: outreach/engagement with veterans, resource partners, and employers, addressing barriers to employment, job training, and follow-up services for 12 months after placement into employment. Therefore, funding can be used to support the provision of these services by HVRP staff. However, it should be noted that a participant support cost may only be provided to participants to enable their participation in HVRP services and must be tied to a specific HVRP service; it is not intended to meet every need of the participant. Furthermore, the specific type and amount of resources available to carry out these services is dependent on each grant's Budget Narrative, which offers a description of costs associated with each object class cost category.

Allowable Cost FAQs (3 of 3)

Q: Are legal services an allowable cost?

A: Supportive services are provided to assist enrolled HVRP participants with reintegration back into the labor force. A participant support cost must be reasonable and necessary to enable a participant to take part in services and activities related to the employment plan and to assist the participant in overcoming a barrier to obtaining or retaining employment. Justice involvement can be considered a barrier to employment and, as such, legal services may sometimes be an allowable expense. However, this assistance could only be provided on a case-by-case basis, as allowed by the grant recipient's approved budget, and for a limited time as recurring participant support costs are limited to 90 days. Prospective applicants should not expect to provide legal services as a regular part of HVRP service provision.

Veteran Eligibility FAQ (1 of 3)

Q: Does a veteran have to be justice-involved to qualify for HVRP?

A: No. A veteran does not have to be justice-involved to qualify for HVRP, which serves all eligible populations of veterans. To qualify for HVRP, an individual must meet the definition of a “veteran” AND “homeless” or “at risk of homelessness.” Categories of HVRP eligibility for “homeless” and “at risk of homelessness” include, but are not limited to, veterans who are transitioning from being incarcerated and veterans recently released (within the last 18 months from the date of HVRP enrollment) from incarceration who are at risk of homelessness.

Veteran Eligibility FAQ (2 of 3)

Q: Can an HVRP participant be enrolled in dual federally funded programs?

A: Yes, veterans can be enrolled in multiple federally funded programs. For example, a veteran can seek assistance with employment from HVRP, Jobs for Veterans State Grants (JVSG) staff at their local State Workforce Agency (SWA), and Veteran Readiness and Employment (VR&E) at the same time, if desired. However, participant support costs should not duplicate other services a participant receives from another program (i.e., federal, state, local, etc., programs).

Veteran Eligibility FAQ (3 of 3)

Q: Would individuals exiting inpatient mental health services qualify as homeless like those who are recently released from incarceration?

A: Yes. In accordance with 38 U.S.C. § 2023(2)(B)(4)(d), veterans transitioning from incarceration who qualify as homeless for HVRP are defined as a veteran who is a resident of a penal institution or an institution that provides long-term care for mental illness and is at risk of homelessness absent referral and counseling services provided under the program.

References

Active Policy Guidance

There are three active policies that HVRP grant recipients must adhere to:

- **VPL 06-24: HVRP Requirements and Functions**
  - Provides guidance on all mandatory program requirements and functions
- **VPL 04-24: HVRP Award Amendments**
  - Provides guidance on the submission of grant award amendments
- **VPL 03-24: HVRP Performance, Management, and Reporting**
  - Provides guidance on submitting and managing performance and financial reports

Related Grant Officer's Memorandum (GO Memo):

- **GO Memo 01-25: Incremental Funding Procedures for PY25**
  - Provides updated guidance regarding the incremental funding request procedures for PY25 using the GrantSolutions (GS) system

HVRP Guidance References

- The U,S,C, contains federal laws. HVRP is authorized under Sections 2021, 2021A, and 2023 of 38 U.S.C.
- The C.F.R. contains federal rules
  - 2 C.F.R. § 200 provides rules on administrative requirements, cost principles, and audit requirements for Federal awards
  - 2 C.F.R. § 2900 provides specific rules from DOL on administrative requirements, cost principles, and audit requirements for federal awards
- VETS HVRP-related policies can be found in the Policy Directory
- Terms and Conditions are the specific rules and requirements that both the recipient and the DOL must follow. These are included with each grant award
- Please see the DOL/VETS HVRP webpage for more information

Prospective HVRP Applicant Resources

- Prospective HVRP applicants can find helpful resources and tools to prepare to apply for the 2025 FOA on the Prospective HVRP Applicant Resources page of NVTAC.org

National Veterans' NVTAC Technical Assistance Center

Thank you!

Email: contact@nvtac.org

Website: nvtac.org