



Homeless Veterans' Reintegration Program (HVRP) Post-Award Conference (PAC): Key Policy Guidance

August 5, 2025



Today's Speaker



Chris Brown

*Management and Program Analyst-HVRP Lead
Veterans' Employment and Training Service (VETS)
U.S. Department of Labor*

✉ brown.chris.e@dol.gov

📞 (202) 693-2990

Today's Session

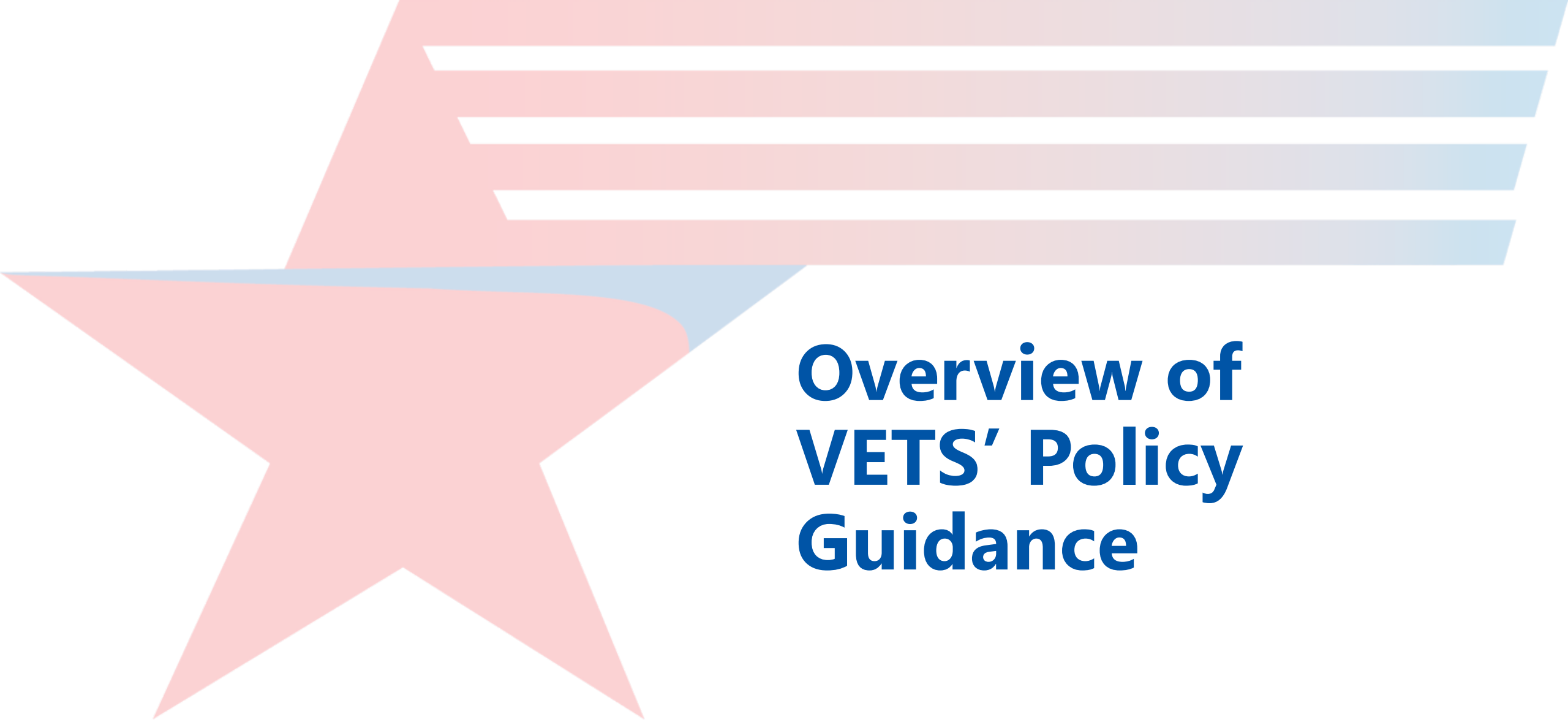


- Overview of VETS' Policy Guidance
- Key Policy Guidance for your HVRP
- HVRP Program Requirements and Functions
- HVRP Performance, Management, and Reporting
- HVRP Award Amendments
- Tie in with Additional PAC Sessions
- Study Up On

House Rules



- **This session is being recorded.**
- Please mute all microphones.
- Please raise your hand.
- Place all questions or comments in the “chat” for discussion at the end of the presentation, if time permits. If we do not get to your question today, it will be answered within the Q&A document provided to attendees.
- A copy of the slide deck, recording, and Q&A document will be provided to attendees within two weeks via email and will be posted on the Post-Award Conferences [website](#).
- U.S. Department of Labor does not authorize attendees to use electronic or mechanical recording devices during this meeting.



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)



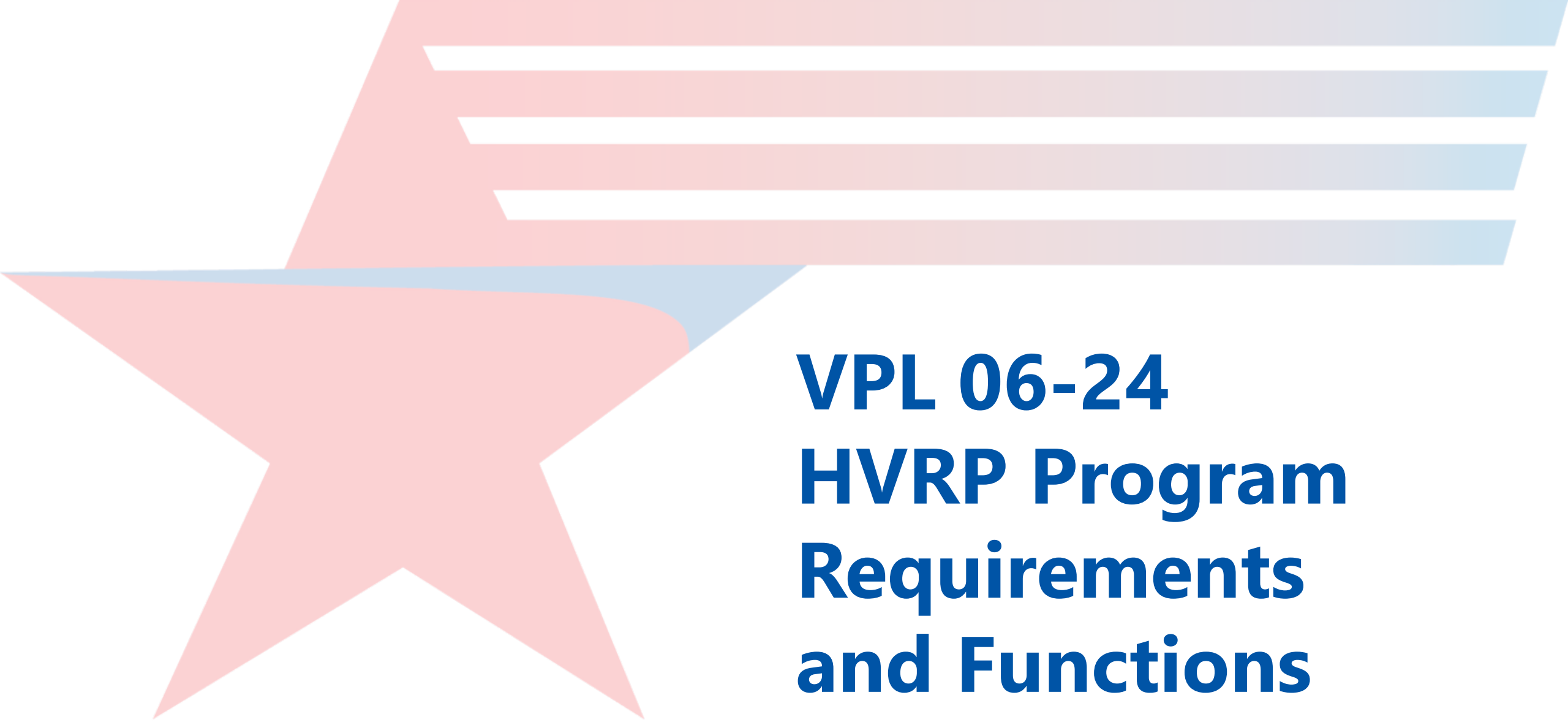
- Located on the [VETS Active Policy Directory](#)
 - Search function available for “HVRP” to separate from other VETS’ program policy guidance
- Related resources hyperlinked within the policies subject line of the table
 - Resources for grant recipients to help understand implementing the policy for 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: HVRP 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 Requirements and Functions
 - [VPL 06-24](#)
- Performance, Management, and Reporting
 - [VPL 03-24](#) and Attachments 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 01-25](#) and Attachment 1: [Technical Assistance Guide for Program Year \(PY\) 2025 Incremental Funding Requests](#)



VPL 06-24
HVRP Program
Requirements
and Functions

VPL 06-24 HVRP Requirements and Functions

Anatomy – Breakdown of the VPL



Sections of VPL [06-24](#) are broken out by specific topics that cover:

1. Participant Eligibility (Section V), formerly covered in VPL 02-23
2. Grant Recipient Project Requirements (Section VI), formerly outlined in annual FOA
3. Participant File Maintenance and Requirements (Section VII), formerly communicated in the Terms and Conditions of the HVRP grant agreement
4. Functions of HVRP Staff (Section VIII), formerly outlined in annual FOAs' project design

VPL 06-24 HVRP Requirements and Functions

Anatomy – Breakdown of the VPL, continued



Sections of VPL [06-24](#) are broken out by specific topics that cover:

5. Participant Support Costs (Section IX), formerly outlined in annual FOAs, 2 C.F.R. Part 200 Subpart E – Cost Principles
6. Incentives (Section X), formerly outlined in annual FOAs, 2 C.F.R. Part 200 Subpart E – Cost Principles
7. VETS' monitoring of the HVRP, addressed in VPL 02-23, VPL 03-24

VPL 06-24 HVRP Requirements and Functions

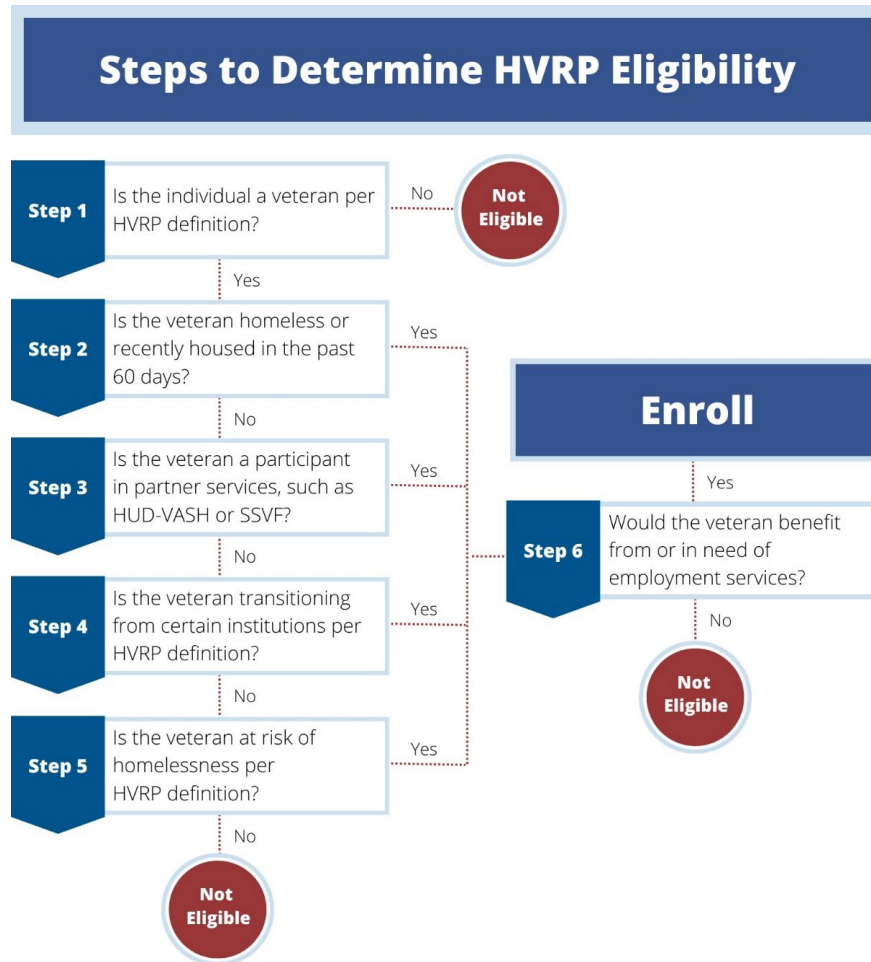
Section V. Participant Eligibility



- Participant eligibility:
 - Provides grant recipients with a six-step flowchart to determine HVRP eligibility; this simplifies the eligibility determination process to minimize service delays.
 - Revised the criterion list for “veteran at risk of homelessness” for the veteran to meet **any** of the criteria that the HVRP defines as being at risk of homelessness.
 - **Maintains no limit to the percentage of enrollment of veterans in the grant program who meet the HVRP definition of being at risk of homelessness.**
 - Check out the Appendix – Terms in the VPL are hyperlinked to it for reference.

VPL 06-24 HVRP Requirements and Functions

Section V. Participant Eligibility, Cont.



The VPL includes tables for each step described in this chart that list the type of documentation and the documentation standards associated with each step.

VPL 06-24 HVRP Requirements and Functions Anatomy – Section VI. Grant Recipient Project Requirements



- A. Coordination with the National Veterans' Technical Assistance Center (NVTAC)
- B. Standard Operating Procedures (SOP)
- C. Financial and Administrative Policies and Procedures
- D. Continuity of Operations Plan (COOP)
- E. Public Communications – Certain Information Requirements – commonly referred to as the "Stevens Amendment" – see the [Desk Aid and Q&A](#)

VPL 06-24 HVRP Requirements and Functions

Anatomy – Section VIII. Functions of HVRP Staff



- Seven Functions that HVRP traditionally communicated via FOA, now required
 1. Outreach
 2. Intake and Enrollment: Enrollment into HVRP via VETS' Grantee Reporting System
 3. Case Management: 3 main components
 - a) Needs Assessment
 - b) Individual Employment Plan (IEP)
 - c) Employment and Supportive Services
 - i. Job Search Assistance
 - ii. Supportive Services
 4. Collaboration
 5. Job-Driven Training
 6. Job Placement
 7. Follow-Up Services

VPL 06-24 HVRP Requirements and Functions

Anatomy – Section XI. VETS' Monitoring of the HVRP, the On-Site Review



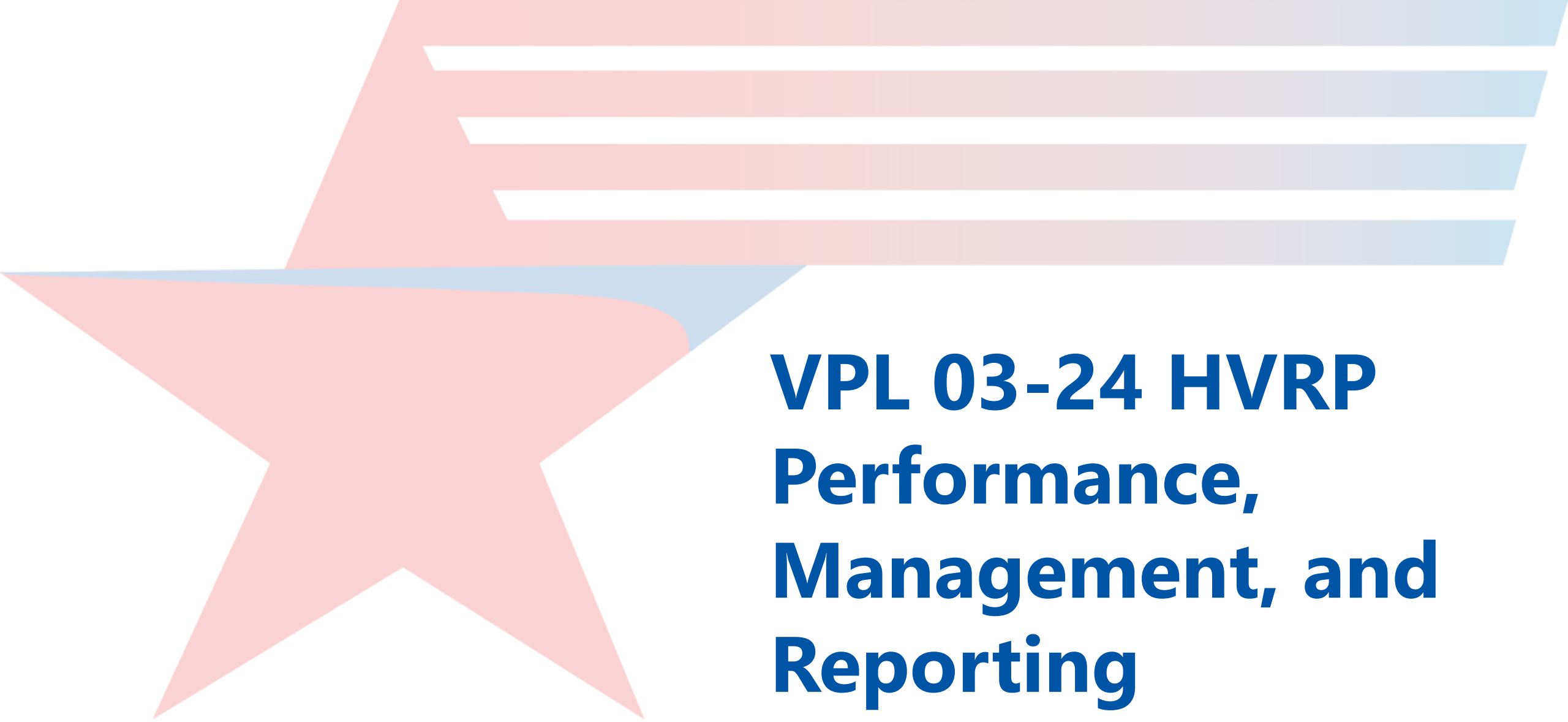
- VETS monitors HVRP grant recipients' performance and compliance with policy and directives periodically throughout the period of performance (PoP). VETS uses the term on-site review (OSR) to refer to both on-site and virtual monitoring.
 - VPL sets the expectations grant recipients should have for federal staff conducting the OSR, and grant recipients must work with their Grant Officer's Technical Representative (GOTR) to complete this activity.
 - VETS provides grant recipients tools for internal monitoring that mirror VETS staff assessment tool on the HVRP website under [Program Documents](#).

VPL 06-24 HVRP Requirements and Functions Anatomy

– Section XI. VETS' Monitoring of the HVRP, Evaluating Program Costs for Financial Compliance



- VETS procured a contract to conduct audits to evaluate program costs for financial compliance with the HVRP Terms and Conditions and the Uniform Administrative Requirements, 2 C.F.R. Part 200, Subparts D and E, and Part 2900, Subparts D and E.
 - The contractor is an authorized representative of VETS.
- The selection and frequency of these financial-focused audits are based on risk, considering factors such as late or inaccurate financial reporting, whether the grant recipient is on a performance-based or administrative and managerial Corrective Action Plan (CAP) or is designated as high risk, or other factors identified by the GOTR to their Regional Administrator (RAVET).
 - In most cases, there is reason to believe the grant selected will benefit from the audit as well as provide VETS with data to assist in improving current program guidance and grant recipient training.



VPL 03-24 HVRP Performance, Management, and Reporting

Financial and Performance Reporting Requirements



[VPL 03-24](#) and Attachments 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 – 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.

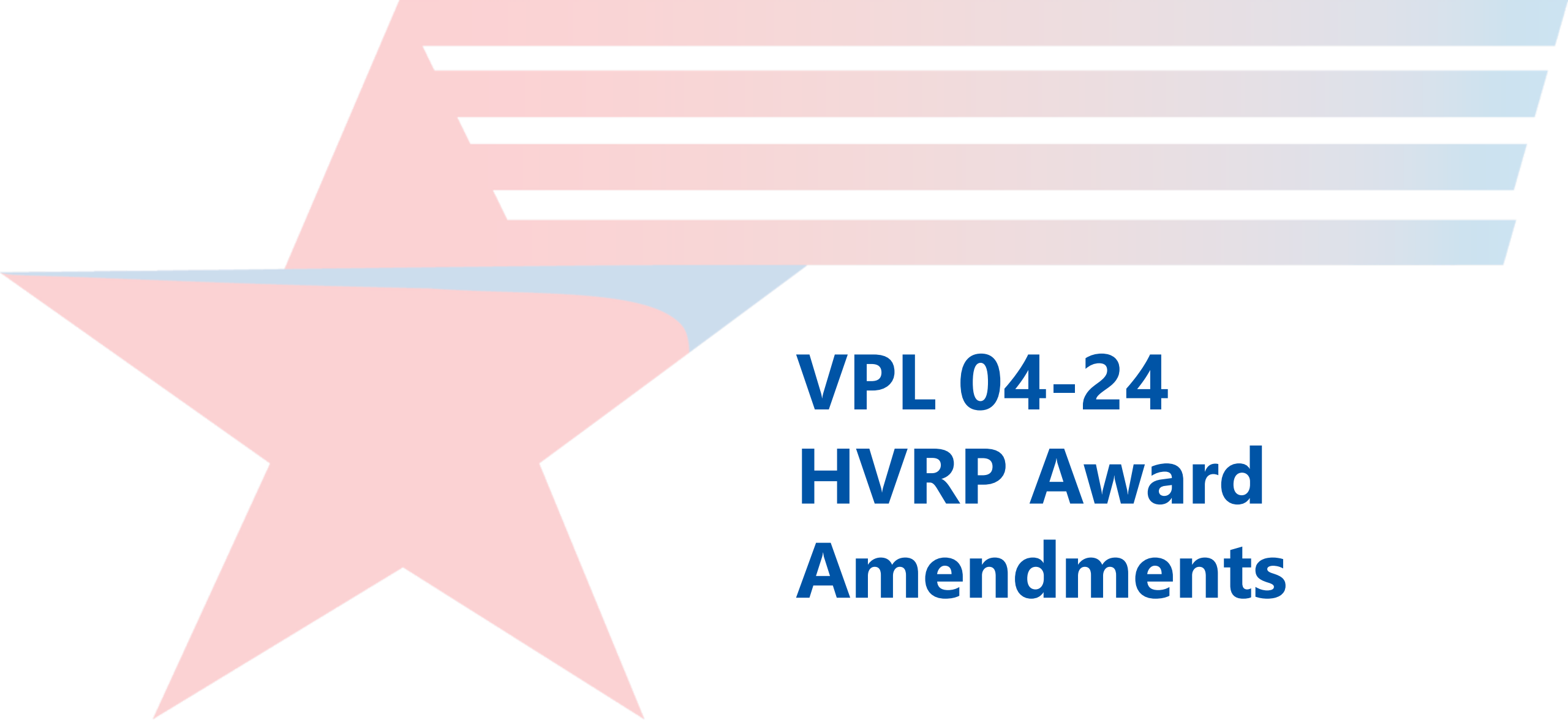
Quarter	Quarter End Date	Grant Recipient Submission Due Date	GOTR Review/Certification
1 and 5	September 30	October 30	November 15
2 and 6	December 31	January 30	February 15
3 and 7	March 31	April 30	May 15
4 and 8	June 30	July 30	August 15

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 GOTR for quality checks and technical assistance prior to the due date to ensure reports are submitted accurately and timely.

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



VPL 04-24
HVRP Award
Amendments

HVRP Award Amendments: What are They?



- Written approvals in the form of a Notice of Award (NoA) issued by the Grant Officer (GO) for any changes to the grant award that VETS requires prior approval in order to take effect
- Are submitted in GrantSolutions at least 30 days prior to the proposed effective date
- VETS applicable Active Policy and Guidance on Requirements for amendments:
 - [VPL 04-24 HVRP Award Amendments](#)
 - [HVRP Award Amendments Technical Assistance Guide](#)
 - [HVRP Award Amendment Forms and Documents Desk Guide](#)
 - Current Budget Narrative Template and HVRP Award Amendments Change Request Form located on the HVRP website under [Program Documents](#)



**Tie-in with
Additional PAC
Sessions**

Tie-in with Additional PAC Sessions



- Wednesday August 6th

- ⇒ **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.
- ⇒ **KPMG HVRP Audit Results Review Debrief:** This session is designed to highlight common findings noted in past HVRP audits and provide leading practices for grant monitoring and financial management.
- ⇒ **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).
- ⇒ **HVRP Allowable Costs and Case Management Documentation:** A deeper dive in what the HVRP can pay for and what is required in the case file in accordance with VPL 06-24.

- Thursday August 7th

- ⇒ **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.
- ⇒ **Roles and Responsibilities for Program Managers:** This session will provide information on the roles and responsibilities for HVRP program managers
- ⇒ **HVRP Website Walkthrough:** This session will provide an overview of all of the tools and resources available for HVRP grants recipients to understand and administer the program.

Study Up On



- Familiarize yourself
 - ⇒ [HVRP Policies and Requirements](#)
 - ⇒ [HVRP Website Recipient Information](#)
 - ⇒ [HVRP Glossary of Terms](#)

Questions?

What additional questions do you have about key policy guidance?



Thank you!