



# **Homeless Veterans' Reintegration Program (HVRP) Post-Award Conference (PAC): Roles and Responsibilities for Program Managers**

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# Today's Speaker



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# Today's Session



## Roles and Responsibilities for Program Managers

- HVRP Reminders – An Overview of the Program
- Common Roles and Responsibilities for Program Managers
- Federal Performance and Financial Reporting Requirements
- Implementing Your Program Narrative (PN) and Budget Narrative (BN)
- Policies and Standard Operating Procedures (SOP)
- The Relationship with your Grant Officer's Technical Representative (GOTR) and National Veterans Technical Assistance Center (NVTAC) Coach
- Understanding VETS' HVRP Corrective Action Plans (CAP) High-Risk (HR) Designations
- Oversight and Monitoring of Your Own HVRP



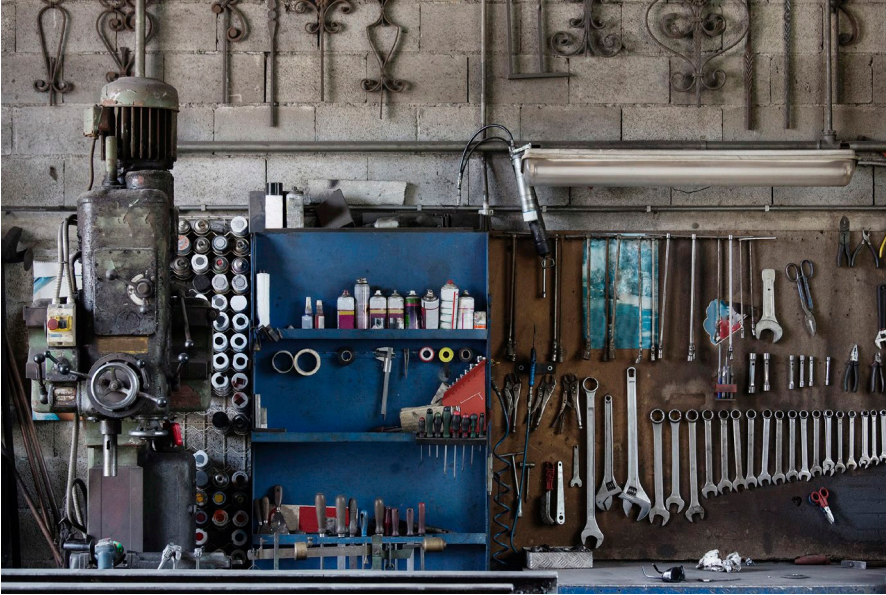
# **HVRP Reminders – An Overview of the Program**

# Overview of the Program



- Deliver career exploration opportunities, placement, and supportive services to veterans experiencing or at risk of homelessness, empowering them to secure employment in stable, high-demand occupations paying wages consistent with the relevant market.
- Establish strong partnerships with public, private, and nonprofit organizations to assist veterans in overcoming barriers to employment.
- Provide job-driven training (JDT) targeted at in-demand occupations to enable veterans to become employable or seek a higher employment grade.

# Overview – Core Services



- Knowledge of Population
- Outreach, Recruitment, and Engagement
- Intake
- Assessment
- Case Management
- JDT
- Placement
- Collaboration
- Retention and Follow-Up

# Overview – Period of Performance (PoP)



The HVRP is three program years long funded incrementally.

	PoP Year 1				PoP Year 2				PoP Year 3				Closeout
Program Year & Quarter	Jul-Sep 2025	Oct-Dec 2025	Jan-Mar 2026	Apr-Jun 2026	Jul-Sep 2026	Oct-Dec 2026	Jan-Mar 2027	Apr-Jun 2027	Jul-Sep 2027	Oct-Dec 2027	Jan-Mar 2028	Apr-Jun 2028	Jul-Oct 2028 (120-day period)
FY 2025													
FY 2026													
FY 2027													

## Key

- Expenditures
- Funds not available

## HVRP Funding Stream Timeline

# Overview – Period of Performance (cont.)



## What Happens Throughout the Period of Performance?

Calendar Year (CY)  Month	CY 2025										CY 2026												CY 2027											
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Federal Fiscal Year (FY)	FY 2025					FY 2026												FY 2027								FY 2028								
FY Quarter (Q)	FYQ3		FYQ4			FYQ1			FYQ2			FYQ3			FYQ4			FYQ1		FYQ2			FYQ3		FYQ4			FYQ1						
Program Year (PY)	PY 2024		PY 2025												PY 2026								PY 2027											
PY Quarter	PYQ4		PYQ1			PYQ2			PYQ3			PYQ4			PYQ1		PYQ2		PYQ3			PYQ4		PYQ1			PYQ2							
Follow-Up Tracking Quarter	PYQ8		PYQ5			PYQ6			PYQ7			PYQ8			PYQ5		PYQ6		PYQ7			PYQ8		PYQ5			PYQ6							
Key Actions	• PYQ4 and PYQ8 Reports • Annual FOA Panel		• New 3-Year PoP awards • Year 2 and Year 3 IF awards • PYQ1 and PYQ5 Reports			• Closeout Due Oct 28 • PYQ2 and PYQ6 Reports			• Incremental Funding Amendments Due • Annual FOA Release • PYQ3 and PYQ7 Reports			• PYQ4 and PYQ8 Reports • Annual FOA Panel			• New 3-Year PoP awards • Year 2 and Year 3 IF awards • PYQ1 and PYQ5 Reports			• Closeout Due Oct 28 • PYQ2 and PYQ6 Reports		• Incremental Funding Amendments Due • Annual FOA Release • PY Q3 and Q7 Reports			• PYQ4 Reports • PYQ8 Reports • Annual FOA Panel		• New 3-Year PoP awards • Year 2 and Year 3 IF awards • PYQ1 and Q5 Reports			• Closeout Due Oct 28 • PYQ2 and Q6 Reports						

FOA Release and award subject to the availability of funds





# **Common Roles and Responsibilities for Program Managers**

# Common Roles and Responsibilities for Program Managers

- May supervise staff
- Build relationships with external stakeholders
- Manage the budget
- Oversight and enforcement of organization's policies and SOPs
- Administrative support



- Prevent waste, abuse, and fraud
- Data management and reporting
- Collaboration
- Retention and follow-up
- Represent the organization in working with VETS' GOTRs



# **Federal Performance and Financial Reporting Requirements**

# 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.

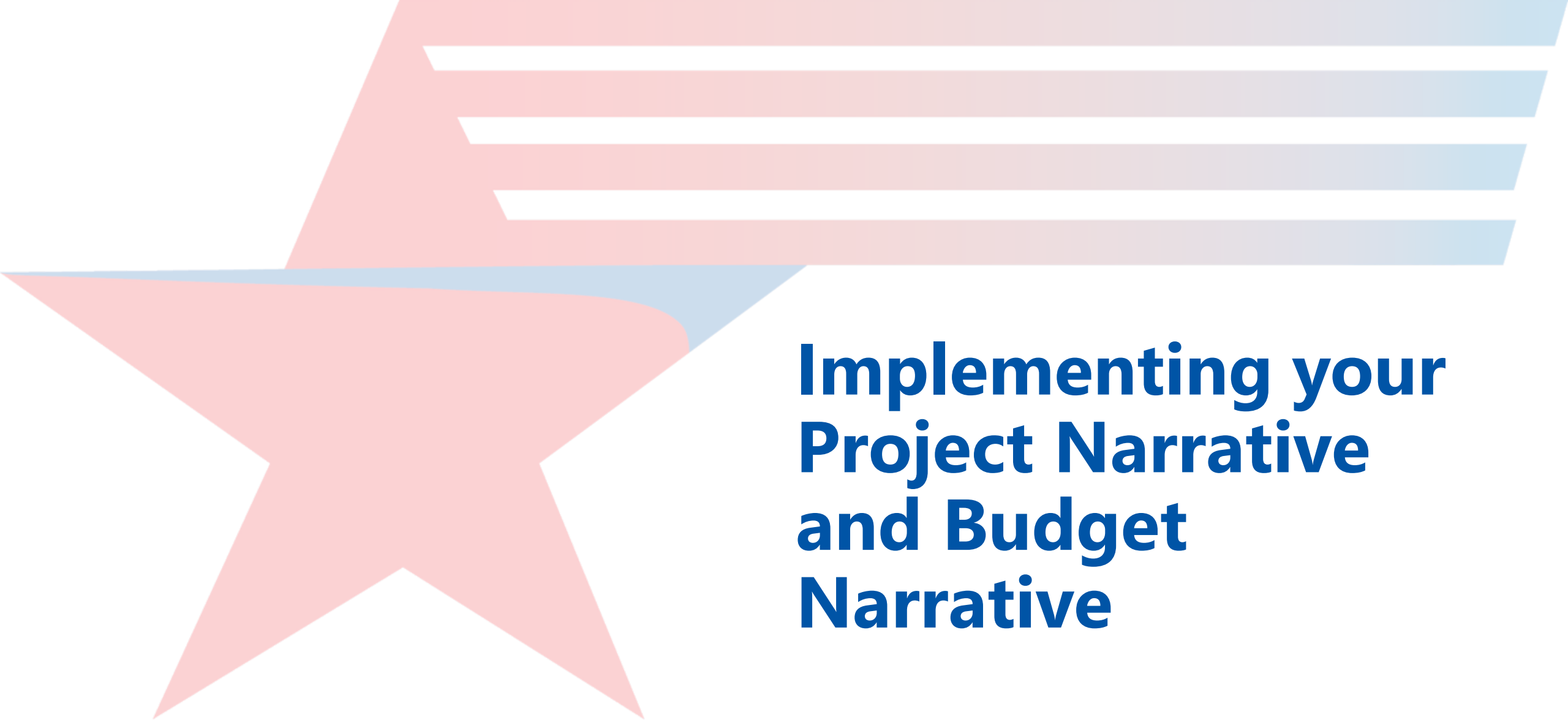
Quarter	Quarter End Date	Grant Recipient Submission Due Date	GOTR Review/Certification
1 and 5	September 30	October 30	November 15
2 and 6	December 31	January 30	February 15
3 and 7	March 31	April 30	May 15
4 and 8	June 30	July 30	August 15

# 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 (TA) 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



# **Implementing your Project Narrative and Budget Narrative**

# Project Narrative



- Read and understand it. Is it practical and achievable given the requirements of the HVRP and your budget?
- Is it how you will carry out the program in compliment to VPL 06-24 HVRP Requirements and Functions?
- Your Project Narrative tells VETS how you will carry out the HVRP. We will evaluate the effectiveness of it by our GOTRs through On-Site Reviews (OSR), TA, and supportive coaching through NVTAC.

# Budget Narrative



- The blueprint for how you will financially achieve your organization's goals of the HVRP.
- Understand that there are federal regulations that permit the expenditure of grants funds.
  - Refer to 2025 PAC sessions on HVRP Allowable Costs and Case Management Documentation and KPMG HVRP Audit Results Review and Debrief.
    - Become knowledgeable in VPL 04-24 HVRP Award Amendments.
    - Maintain dialog with GOTR on expenditures.
      - Evaluate the need to revise your budget.
      - Consult with GOTR for TA if there are any doubts if something is necessary, reasonable, allocable, and allowable.
- A word on Incremental Funding: If you are underspending, you need to be proactive in establishing a dialogue with your GOTR on courses of action related to budget revisions and future funding requests.





# **Policies and Standard Operating Procedures**

# Policies and SOPs

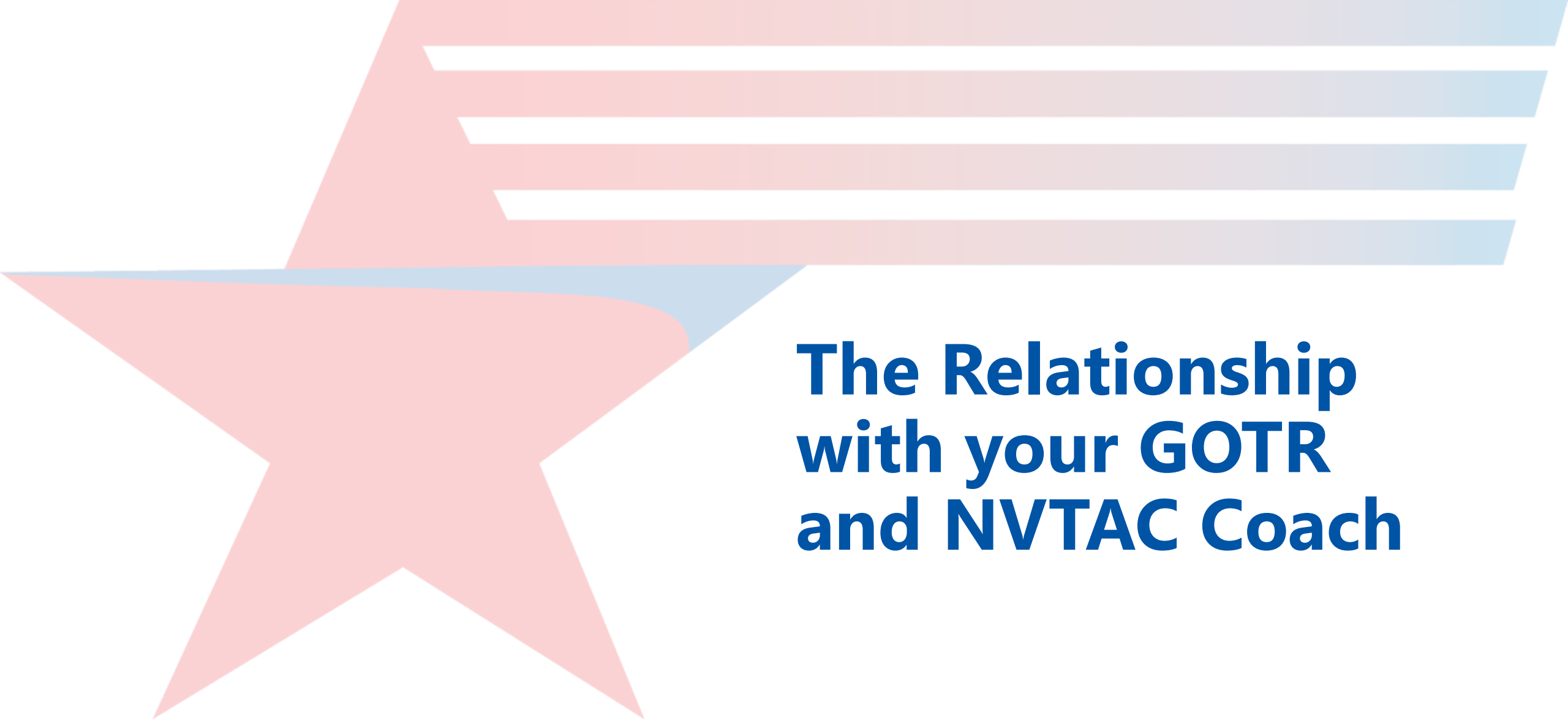


## VETS' Policies You Must Know:

1. VPL [06-24](#) Homeless Veterans' Reintegration Program Requirements and Functions
2. VPL [04-24](#) Homeless Veterans' Reintegration Program Award Amendments
3. VPL [03-24](#) Homeless Veterans' Reintegration Program Performance, Management, and Reporting

## Grant Recipient Policies and SOPs You Must Have:

1. Participant Support Cost SOP
2. Incentives SOP
3. Financial and Administrative Policies and Procedures, reference VPL 06-24 Section VI. C.
4. Continuity of Operations Plan (COOP)



# **The Relationship with your GOTR and NVTAC Coach**

# The Relationship with Your GOTR



- Routine and frequent communication. They are your federal representatives to help you carry out the HVRP the way DOL/VETS intended.
- Experts in what VETS requires of you via policy guidance
- Assist with leveraging resources and partnerships with local, state, federal and other programs
- Establish a rhythm for touchpoints and progress updates.
- The quarterly performance report periods are not your only touchpoints

# The Relationship with Your GOTR (cont.)

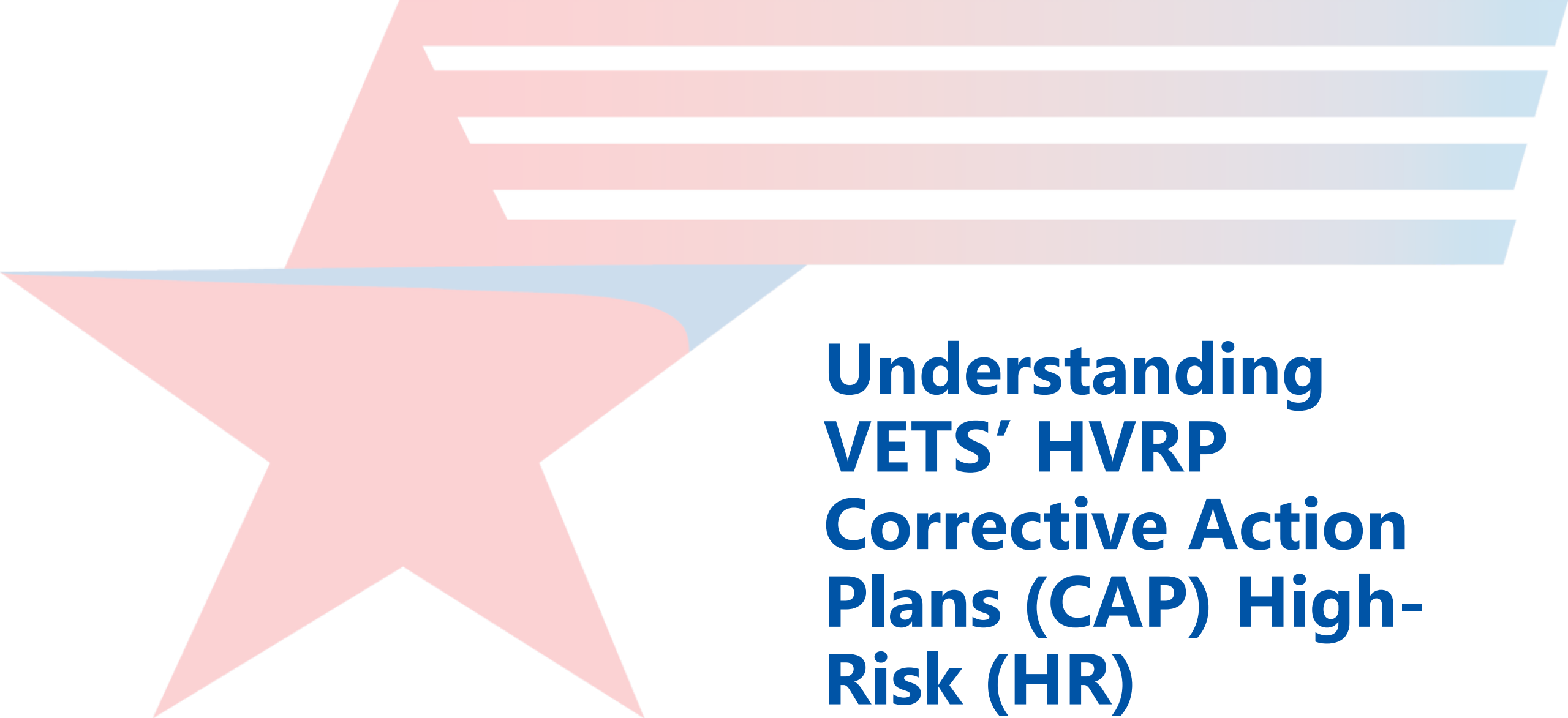


- Understand VPL 04-24 HVRP Award Amendments
- Your assigned GOTR can provide TA to help you develop an amendment to your program or budget, as well as advise when one is not necessary.
- Open and honest dialogue is needed to overcome adversity. GOTRs can leverage their knowledge and relationships with other programs to help you become successful.

# The Relationship with Your NVTAC Coach



- If you're ever feeling overwhelmed with staffing, onboarding, or enrollments, don't hesitate to reach out to the NVTAC coach you had your initial consultation with. They are happy to share resources and support to help you succeed—you're not alone in this!
- When you meet with your NVTAC coach, whether for your initial consultation or for TA, be sure to include all your direct support staff like case managers or employment specialists.
- Don't forget to make sure your team is on the NVTAC mailing list so they can stay in the loop with our monthly newsletter, Community of Practice events, and updates on resources and opportunities to boost your grant's performance.



# **Understanding VETS' HVRP Corrective Action Plans (CAP) High- Risk (HR) Designations**

# Where Can I Find Information on CAPs?



- [Veterans' Program Letter \(VPL\) 03-24](#), and its accompanying [Technical Assistance Guide \(TAG\)](#)
  - The what and how of VPL 03-24 that describe what necessitates a CAP and what the two types of CAPs are: **1) performance-based** and **2) administrative and managerial, which require corrective action.**
  - Notification and approval process of a performance-based CAP is through the performance outputs of the Technical Performance Report (TPR) (action indicators) within the VETS Grantee Reporting System (VGRS). The use of the Technical Performance Narrative (TPN) and acceptance of the quarterly performance reports within the quarterly reporting process and timeline are outlined in VPL 03-24 Section VI.



# Attachment 1: HVRP CAP Technical Assistance Guide



Notification, approval, and removal process of administrative and managerial CAP is in writing and utilizes GrantSolutions for filing.



CAPs can span multiple program years (PY) within the PoP for both performance-based and administrative and managerial.



States that grant recipients do not have to develop or modify a CAP for poor performance within their final quarterly performance report (PoP year 3, quarter [Q] 12).

# CAP Frequently Asked Questions (FAQ) – One



- **FAQ: Does a grant recipient continue a CAP from one PY to another, or do we wait to see how we do at the end of Q1 of the next PY?**
- **Answer:**
  - Failure to meet one or more of the performance indicators provided in Table 1 of the TAG in PoP Q1 through Q11 will require a CAP within the narrative section of the quarterly report for that quarter.
  - CAPs can span multiple PYs until performance indicators meet minimum expectations or an administrative or managerial CAP has come into compliance.

Status	PY1 Q1 PoP Q1	PY1 Q2 PoP Q2	PY1 Q3 PoP Q3	PY1 Q4 PoP Q4	PY2 Q1 / PY1 Q5 / PoP Q5	PY2 Q2 / PY1 Q6 / PoP Q6	PY2 Q3 / PY1 Q7 / PoP Q7	PY2 Q4 / PY1 Q8 / PoP Q8	PY3 Q1 / PY2 Q5 / PoP Q9	PY3 Q2 / PY2 Q6 / PoP Q10	PY3 Q3 / PY2 Q7 / PoP Q11	PY3 Q4 / PY2 Q8 / PoP Q12
Red	5	5	7	7	8	8	8	8	8	8	8	8
Yellow	4	4	6	6	7	7	7	7	7	7	7	7
Green	5	5	7	7	8	8	8	8	8	8	8	8

# CAP FAQ – Two



- **FAQ: Which Qs do the action indicators apply to for the different measures?**
- **Answer:** VPL 03-24 Attachment 1 CAP TAG addresses this through description and the utilization of tables.

Additionally, the HVRP Quarterly Performance Report Desk Guide on HVRP [Resources](#) website further describes how the action indicators apply to measures.

Performance Indicator	Red	Yellow	Green
1. Number of Participants Enrolled	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12
2. Average Hourly Wage at Placement	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12
3. Placement Rate	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12
4. Placement Rate Episodically Homeless or Cost per Placement	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12
5. Percentage of Enrollments Receiving Training Services	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12
6. Employment Rate 2 <sup>nd</sup> Quarter After Exit	PY1 Q3-Q6 PY2 Q3-Q6 PY3 Q3-Q4 PoP Q3-Q12	PY1 Q3-Q6 PY2 Q3-Q6 PY3 Q3-Q4 PoP Q3-Q12	PY1 Q3-Q6 PY2 Q3-Q6 PY3 Q3-Q4 PoP Q3-Q12
7. Median Earnings 2 <sup>nd</sup> Quarter After Exit	PY1 Q3-Q6 PY2 Q3-Q6 PY3 Q3-Q4 PoP Q3-Q12	PY1 Q3-Q6 PY2 Q3-Q6 PY3 Q3-Q4 PoP Q3-Q12	PY1 Q3-Q6 PY2 Q3-Q6 PY3 Q3-Q4 PoP Q3-Q12
8. Employment Rate 4 <sup>th</sup> Quarter After Exit	PY1 Q5-Q8 PY2 Q5-Q8 PY3 N/A PoP Q5-Q12	PY1 Q5-Q8 PY2 Q5-Q8 PY3 N/A PoP Q5-Q12	PY1 Q5-Q8 PY2 Q5-Q8 PY3 N/A PoP Q5-Q12

# Where Can I Find Information on HR Designations?



- [VPL 03-24](#) and its accompanying [TAG](#)
  - Grant recipient may receive HR designation where the grant is at risk of failure directly related to performance and specific common examples of grant recipient non-compliance.
  - Only authorized by the Grant Officer.
  - Grant Officer can place additional conditions for the HVRP award
    - HR designations can require additional or more detailed financial and/or performance reports.
    - Provides grant recipients a timeframe of three consecutive Qs to improve performance or address/resolve non-compliance issues before the Grant Officer considers remedies for non-compliance that are listed in 2 Code of Federal Regulations (C.F.R.) §§ [200.339](#) – [200.340](#).
    - May impact the ability to receive future HVRP awards.

# HR Designation FAQ

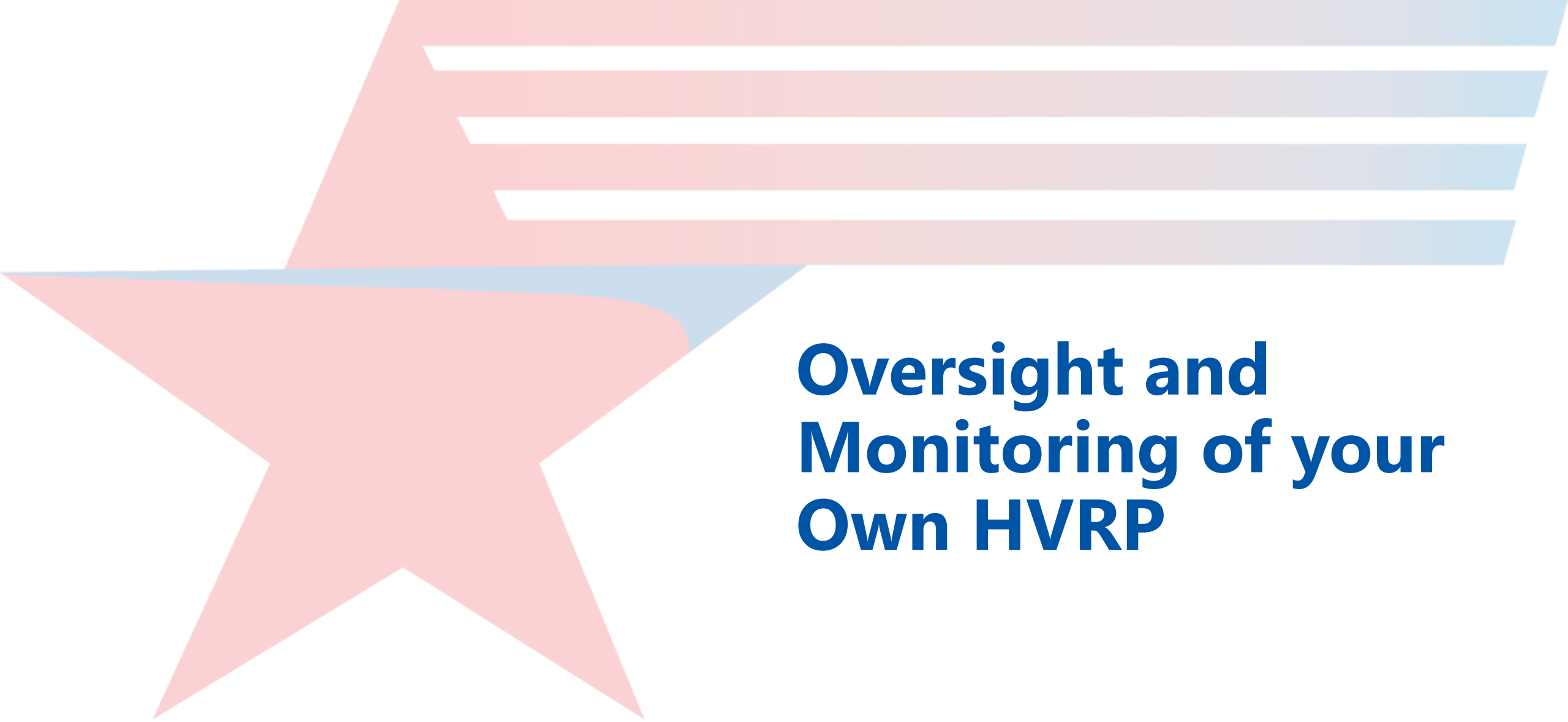


**FAQ: How many measures must a grant recipient fail to be considered HR?**



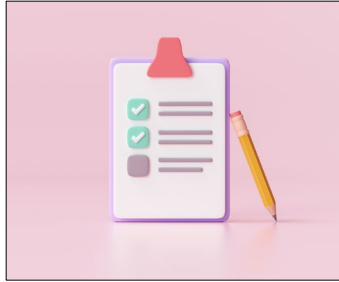
**Answer: VETS lists five indicators; the grant recipient fails to meet minimum performance expectations for at least three of them for three consecutive Qs.**

- Enrollments;
- Average Hourly Wage at Placement;
- Placement Rate;
- Cost Per Placement; and
- Percentage of Enrollments Trained



# **Oversight and Monitoring of your Own HVRP**

# HVRP Grant Recipient Monitoring Tools



## HVRP On-Site Review Assessment Tool Template

- Similar form that GOTRs use for conducting OSRs beginning in PY 2025
- Evaluates compliance and quality
- May be used by grant recipient for internal assessment and implementation of the HVRP



## HVRP Participant File Review Template

- Similar workbook that GOTRs use for conducting OSRs beginning in PY 2025
- Checklist to evaluate participant case file contents for documentation standards in accordance with VPL 06-24
- Data validation tracker for VGRS—Does VGRS data match the participant case file?

HVRP Website > Recipient Information > [Program Documents](#)

# Questions?



If we are unable to address any questions today, please forward your questions through your GOTR. Your GOTR will answer your question, or your inquiry will be forwarded through your regional office to be addressed.





**Thank you!**