



Veterans' Employment
and Training Service

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

August 18, 2026

Today's Speaker



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*U.S. Department of Labor, Veterans' Employment and Training
Service (DOL/VETS), Office of National Programs*

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

Need to Know



- This session is being recorded
- AI recording or transcription is not authorized
- Mute your microphone
- Place all questions or comments in the chat
- A copy of the questions and answers (Q&A), slide deck, and recording will be posted on www.nvtac.org

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](#) and the [HVRP Policies and Requirements](#) webpages
 - Search 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	2026/04/17	GO	02-26	Payment Management System Mandatory Payment Request Justification (PDF) Tags: jvsg, hvrp, defend the spend, dts, drawdown Related Resources: Cash vs Accrual Desk Aid
03	2026/04/17	GO	02-26 Att. 1	PMS Justification Frequently Asked Questions (PDF) Tags: jvsg, hvrp, defend the spend, dts, drawdown Related Resources: Cash vs Accrual Desk Aid
04	2026/1/09	GO	01-26	Homeless Veterans' Reintegration Program Grants - Incremental Funding Procedures for Program Year 2026 (PDF) Tags: hvrp, incremental funding, If, amendment, TAG, PY 2026 Related Resource: HVRP Budget Narrative Template (XLSB) , HVRP Program Year 2026 Incremental Funding Document and Application Checklist for Grant Recipients (XLSX)
05	2026/1/09	GO	01-26 Att. 1	Attachment 1 Incremental Funding Technical Assistance Guide for PY 2026 Incremental Funding Requests (PDF) Tags: hvrp, incremental funding, IF, amendment, TAG, PY 2026 Related Resource: HVRP Budget Narrative Template (XLSB) , HVRP Program Year 2026 Incremental Funding Document and Application Checklist for Grant Recipients (XLSX)
08	2025/09/08	VPL	02-25	Homeless Veterans Reintegration Program Performance Management and Reporting (PDF) Tags: hvrp, quarterly, performance, financial, reporting, high risk, CAP, closeout Related Resources: HVRP Quarterly Performance Report Desk Guide under HVRP Resources
09	2025/09/08	VPL	02-25 Att. 1	HVRP Corrective Action Plan Technical Assistance Guide (PDF) Tags: hvrp, quarterly, performance, financial, reporting, high risk, CAP, closeout Related Resources: HVRP Quarterly Performance Report Desk Guide under HVRP Resources
10	2025/09/08	VPL	02-25 Att. 2	HVRP High Risk Designation Technical Assistance Guide (PDF) Tags: hvrp, quarterly, performance, financial, reporting, high risk, CAP, closeout Related Resources: HVRP Quarterly Performance Report Desk Guide under HVRP Resources

Key Policy Guidance for Your HVRP

- HVRP Requirements and Functions
 - [VPL 02-26](#)
- Performance, Management, and Reporting
 - [VPL 02-25](#) 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 01-26](#) and Attachment 1: [Technical Assistance Guide for Program Year \(PY\) 2025 Incremental Funding Requests](#)

Key Policy Guidance for Your HVRP, cont.

- Payment Management System (PMS) Mandatory Payment Request Justification
 - [GO Memo 02-26](#)
 - [PMS Frequently Asked Questions \(FAQ\)](#)

U.S. Department of Labor

Veterans' Employment and Training Service
Washington, D.C. 20210



GRANT OFFICER'S MEMORANDUM NO. 02-26

FOR: ALL VETERANS' EMPLOYMENT AND TRAINING SERVICE GRANT RECIPIENTS
ALL VETERANS' EMPLOYMENT AND TRAINING SERVICE STAFF

FROM: KIA MASON Grant Officer Digitally signed by KIA MASON
Date: 2025.04.17
11:10:07 -0400

SUBJECT: Payment Management System Mandatory Payment Request Justification

I. PURPOSE

This memo provides guidance to the U.S. Department of Labor (DOL), Veterans' Employment and Training Service's (VETS) grant recipients (recipients) with information regarding the Payment Management System's (PMS) mandatory payment request justification, VETS' review and approval of payment request justifications, and examples of acceptable request justifications.

II. OVERVIEW

DOL uses the U.S. Department of Health and Human Services' (HHS) PMS to disburse funds to its recipients. A recipient submits a payment request to PMS, which is approved or rejected by PMS staff based on the recipient's payment drawdown history, authorized award amount, and remaining award balances.

As of March 17, 2025, all recipients are now required to include a justification with each payment request submitted to PMS. HHS has created a new mandatory field on the PMS payment request screen that directs recipients to provide a brief justification for each payment request submitted for approval. This new field is part of the implementation of section 3 of Executive Order (E.O.) 14222, [Implementing the President's "Department of Government Efficiency" Cost Efficiency Initiative](#), which requires that each agency "record every payment issued by the agency," along with "a brief, written justification for each payment submitted by the agency employee who approved the payment." The recipient justification provided in PMS will help inform VETS' own justification and approval or denial of the payment.

VPL 02-26 HVRP Program Requirements and Functions

VPL 02-26 HVRP Requirements and Functions Anatomy – Breakdown of the VPL

Sections of [VPL 02-26](#) are broken out by specific topics that cover:

1. Participant Eligibility (Section V)
2. Grant Recipient Project Requirements (Section VI)
3. Participant File Maintenance and Requirements (Section VII)
4. Functions of HVRP Staff (Section VIII)

VPL 02-26 HVRP Requirements and Functions

Anatomy – Breakdown of the VPL, cont.

Sections of [VPL 02-26](#) are broken out by specific topics that cover:

5. Participant Support Costs (Section IX), formerly outlined in annual Funding Opportunity Announcements (FOA), 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 (Section XI)

VPL 02-26 HVRP Requirements and Functions

Section V. Participant Eligibility Update and Clarification

Participant eligibility update and clarification:

To be determined eligible as at risk of homelessness, the veteran must meet one of the following eligibility categories:

- Veterans who are at risk of homelessness within 15–60 days from the date of HVRP enrollment (veterans who are at risk of homelessness within 14 days are considered at “imminent risk” and are defined as homeless) (see 38 U.S.C. § 2021); **OR**
- Veterans recently released (within the last 18 months from the date of HVRP enrollment) from incarceration who are at risk of homelessness.

VPL 02-26 HVRP Requirements and Functions Section

V. Participant Eligibility Update and Clarification, cont.

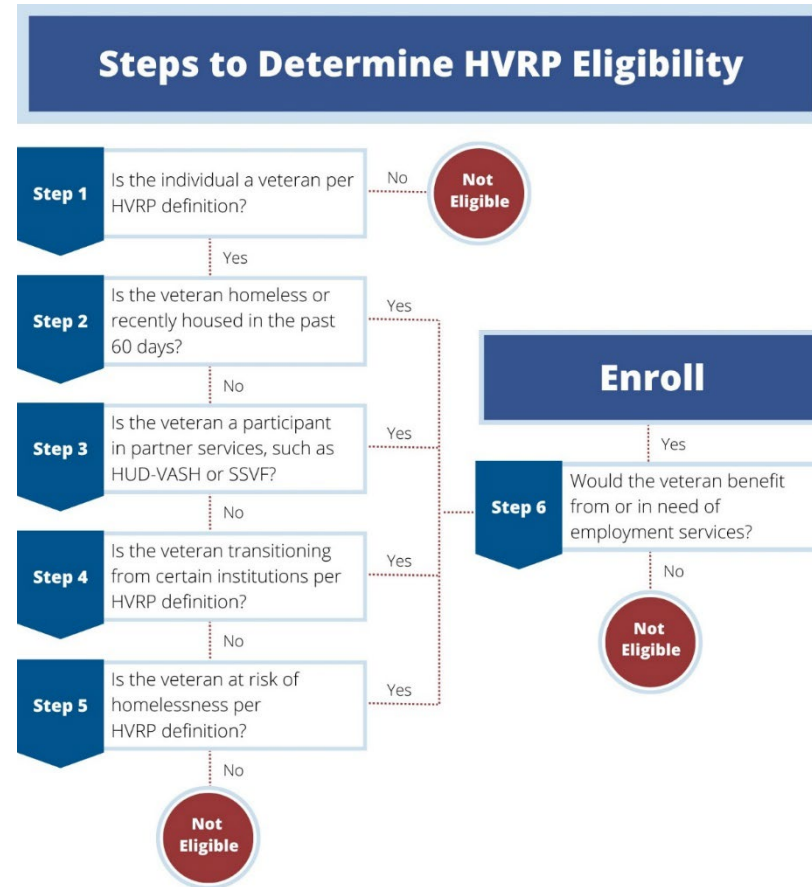
The veteran must also meet both criteria listed below:

1. at risk of losing their current housing with no alternative safe housing options immediately available to prevent them from moving to an emergency shelter or other circumstances described in the [homeless veteran](#) definition, and
2. do not have sufficient resources to prevent housing loss, e.g., financial, social, and house stability determinants.

Please note that veterans meeting the definition of homelessness, transitioning from certain institutions, or participating in a partner program do not need to meet the definition of “at risk of homelessness.” Veterans who are within 14 days of homelessness are considered at “imminent risk” and are considered as homeless.

VPL 02-26 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 02-26 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 02-26 HVRP Requirements and Functions Anatomy – Section VI. Grant Recipient Project Requirements, cont.

F. General Allowable Costs to the HVRP

G. Unallowable Costs to the HVRP

H. Physical Location in Service Delivery Area

I. Staffing

- Personnel Position
- Staff Time Allocation Limits
- Organization Limitations for Staffing
- Personnel Reporting Expectations
- Local wage requirements for Case Managers and Employment Specialists

VPL 02-26 HVRP Requirements and Functions Anatomy –

Section VIII. Functions of HVRP Staff

Seven Functions

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 02-26 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 02-26 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 02-25 HVVRP Performance, Management, and Reporting

Financial and Performance Reporting Requirements



[VPL 02-25](#) and Attachments 1: [Corrective Action Plan Technical Assistance Guide](#) and 2: [High-Risk Designation Technical Assistance Guide](#)

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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, in the [VETS Grantee Reporting System \(VGRS\)](#), 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 19th

- **HVRP Audit Results Review and 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).
- **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.

Thursday August 20th

- **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 02-26](#).
- **Roles and Responsibilities for Program Managers:** This session will provide information on the roles and responsibilities for HVRP program managers

Study Up On



Familiarize yourself

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

Thank you!
