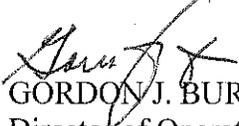




July 2, 2008

DIRECTOR'S MEMORANDUM: 10-08

FOR: ALL REGIONAL ADMINISTRATORS AND DIRECTORS FOR VETERANS' EMPLOYMENT AND TRAINING

FROM: 
GORDON J. BURKE, JR.
Director of Operations and Programs

SUBJECT: 2008 Competitive Grantees Training Session for the Homeless Veterans' Reintegration Program, Veterans' Workforce Investment Program.

- I. **Purpose:** This memorandum provides information on the 2008 Competitive Grantees Training Session to be held Tuesday, August 5th through Thursday, August 7th, 2008, in Washington, D.C.
- II. **Background:** The Veterans' Employment and Training Service (VETS) conducts one (1) national technical assistance and training session for approximately 100 competitive grantees each year. All organizations receiving new or continued funding under the Homeless Veterans' Reintegration Program (HVRP) and Veterans' Workforce Investment Program (VWIP) are required to attend the 2008 training session as indicated in their respective Solicitation for Grant Applications.

Attendees at the 2008 Competitive Grantees Training Session will receive post-award grant information and training on general and special grant provisions, reporting requirements, E-grants, and a variety of presentations by partner agencies and organizations.

Select VETS regional staff (region competitive grants leads), Grant Officer Technical Representatives (GOTRs) or their designees, HVRP and VWIP grantee staff, various partners, and invited guests attend the annual conference to receive training, network, and share best practices. Selected State Workforce Agency Disabled Veterans' Outreach Program (DVOP) Specialists and Local Veterans' Employment Representatives (LVERs) may attend; however their attendance is not being required this year. Regional Administrators are to recommend attendance by state staff working with new grantees,

for state staff recently assigned to work with current grantees, and other State staff on an as needed basis. A separate Veterans' Program Letter will be distributed with instructions for participation by DVOP, LVER, and other State Workforce Agency staff.

In an effort to build grantee capacity, we will facilitate discussions on "best practices" and suggest that all grantees take advantage of this opportunity to network and share their experiences. In addition, we will be providing training for GOTRs and other VETS staff on managing VETS competitive grants. This training will also be open for attendance by grantee staff. As it is developed, the conference agenda will be available on the registration site listed below.

- III. Conference Participants:** Conference participants will include a maximum of two (2) grantee representatives for each current competitive grant for HVRP and VWIP and newly awarded grants effective July 1, 2008. If any grantee feels it necessary to send more than two representatives, they can do so however, per the SGAs and grant provisions, they can only charge to our grants, travel expenses for up to two individuals. Travel for other individuals must be paid through other sources. Additional conference participants include, respective Director for Veterans' Employment and Training (DVET)/GOTR or designee, RAVET recommended DVOP/LVER/other State Workforce Agency staff designated as the point of contact for each competitive grant, the Competitive Grants Lead along with program and support staff, VETS Regional and National Office staff, partner organizations, and other invited guests. We anticipate approximately 300 to 350 conference attendees.

VETS National Office is requesting that all primary Regional Competitive Grants Expert Cluster (CGEC) Representatives attend the entire conference and travel on Sunday, August 3rd in order to participate in the dry run session scheduled for Monday, August 4th, and to assist in addressing last minute conference preparations. Regional CGEC Representatives will be conducting several core training sessions and need this additional time to prepare, practice, and coordinate team efforts. Travel costs for CGEC staff and other designated VETS conference trainers/presenters will be paid by the National Office.

- IV. Conference Dates and Location:** Pre-conference registration will begin Monday, August 4th from 1:30 p.m. to 6:00 p.m. and Tuesday morning from 7: a.m. to 8:00 a.m. The conference will begin on Tuesday, August 5, 2008, at 8:00 a.m. and will conclude Thursday, August 7, 2008, at 4:30 p.m. Therefore, Monday, August 4th and Friday, August 8th are considered travel days for most participants. In order to ensure participants attend the entire conference, please arrange hotel accommodations and arriving flights accordingly with departure flights after the conference concludes on Thursday, August 7, 2008, or anytime on Friday, August 8, 2008.

The conference will be held at the following location:

HYATT REGENCY WASHINGTON ON CAPITOL HILL
400 NEW JERSEY AVE NW

WASHINGTON, DC 20001-US

Internet registration for the conference and hotel accommodations at the website cited below is mandatory for all conference participants:

<http://quest.cvent.com/i.aspx?5S,M3,00e72849-fb78-4c29-8f09-39316e3c0331>

To register for the conference: Please go to the above website and click on the upper tab marked, "Conference Registration".

To make hotel reservations: Please go to the above website and click on the upper tab marked "Hotel Reservations".

Attendance by DVOP, LVER, and other State Agency Workforce staff must be recommended by the RAVET and approved by the VETS National Office. Once approved, VETS Office of Agency Management and Budget will make appropriate travel arrangements. Further guidance will be provided in the forthcoming VPL.

- V. Conference Travel:** All competitive HVRP and VWIP grantees and VETS staff attending the conference will arrange and pay for all of their own travel costs. When registering at the website, listed in section III, participants will be asked to provide their name, contact information, and their credit card number to reserve a hotel room.

For VETS field staff the proper accounting code can be obtained from the Regional budget analyst.

VI. Individual / Participant Travel:

Invited federal employees who require travel orders will coordinate such orders per standard procedures (generally, the National Office will fund via coordination with the Regional Offices). Invitational travel orders will be issued to non-federal participants attending the event who live beyond the national office perimeter, or whose permanent duty station is not within the DC Metro area. Reasonable expenses incurred while attending this event are reimbursable by vouchering through the standard federal travel claim process.

Participants residing within the DC metro area will neither receive orders, nor receive reimbursement for expenses.

VII. Food and Beverage:

Consistent with federal travel regulations, VETS cannot provide food or beverage using appropriated funds. This includes dinners, buffets, breakfast, and snacks during breaks.

Federal employees may only submit vouchers for meals and incidental costs up to the daily maximum allowed for the metropolitan DC area;

VIII. Lodging:

The coordinating vendor for this event, Premier Consultants, Inc, will hold a block of rooms for individuals who require lodging and elect the Hyatt Regency. Individuals electing to reserve rooms will do so using either their government credit card (federal employees), or personal credit cards (non-federal employees)

For participants who elect alternative lodging, a list of surrounding lodging facilities can be obtained through Premier Consultants, Inc.

IX. Conference Attire: Conference participant dress is business casual (no jeans, shorts, or tee-shirts).

X. Actions Required:

- A. Regional Administrators for Veterans' Employment and Training (RAVETs) are to ensure and confirm attendance by all appropriate DVETs/GOTRs or their designees, other designated Regional Office staff, primary Regional CGEC Representatives, and designated VETS conference trainers/presenters. Attendance by back-up CGEC members is encouraged but is being left to RAVET discretion;
- B. Given the short timeline, DVETs should immediately consult with appropriate State administrators to determine which, if any, DVOP/LVER staff will be recommended to attend the conference. The attached spreadsheet with contact information for attendees is to be forwarded to the RAVET no later than COB Friday July 11th. This spreadsheet is requesting more information than in the past but this information is needed by our OAMB since VETS will be making travel arrangements for these attendees.
- C. Regional offices are asked to roll-up the names of individuals from their State spreadsheets onto the regional spreadsheet and forward it to the competitive grants lead. This information must be received no later than COB Monday July 14th;
- D. DVETs/GOTRs or their designees are to immediately notify all current and newly awarded (effective as of July 1, 2008) competitive grantees of their required attendance at this conference. The names of all HVRP and VWIP grantees can be found on the VETS website under "Announcements". DVETs/GOTRs are encouraged to send a "congratulations" letter to the new grantee(s) as a form of introduction, and to inform them of the upcoming conference. The grant officer is in the process of sending out invitation letters to all grant award recipients and is expected to be completed with this project by July 3rd, 2008;
- E. Once provided, DVETs/GOTRs are to review their respective grantee(s) award documentation, paying particular attention to the approved goals charts and budget narratives. DVETs/GOTRs will be reviewing the goals charts and budget narratives

with their respective grantees and Regional CGEC Representatives during the upcoming conference in an effort to address any errors and/or omissions that need to be corrected prior to data collection.

XI. Supporting Tasks:

A. Office of Grants and Transition Programs:

- Work with Premier Consultants to finalize agenda, training documents, and teaching tools.
- Provide Premier Consultants, Inc with a list of prospective attendees, including guest speakers

B. Office of Agency Management and Budget:

- Conduct general oversight of conference support:

Contracts: Angela Freeman and Loretta Alston

Budget: Linda Chambers

Travel: Shirley Snyder

C. Premier Consultants:

- Reserve the facility meeting room and necessary audiovisual equipment.
- Obtain conference supplies to include pens, pad-folios, paper and bags.
- Make logistical arrangements for guest speakers
- Work with Shirley Snyder and Lakeisha Morton of VETS-OAMB to ensure all travel arrangements are coordinated correctly
- Perform general duties associated with overall conference facilitation

XII. Inquiries: For further information, please contact Miguel Hernandez, Competitive Grants Lead at hernandez.miguel@dol.gov.

XIII. Expiration Date: August 31, 2008.

XIV. Attachments: 1. PY 2008 DV – LV Attendees