

**GRANT OFFICER'S MEMORANDUM NO. 03-23**

**FOR:** HOMELESS VETERANS' REINTEGRATION PROGRAM (HVRP)  
GRANT RECIPIENTS  
ALL STATE WORKFORCE AGENCY (SWA) ADMINISTRATORS  
ALL VETERANS' EMPLOYMENT AND TRAINING SERVICE STAFF

**FROM:** KIA MASON  
Grant Officer

**SUBJECT:** Homeless Veterans' Reintegration Program Grants – Reporting HVRP  
Grant Numbers at American Job Centers (AJC)

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**I. PURPOSE:**

This memo provides updated guidance to the U.S. Department of Labor (DOL), Veterans' Employment and Training Service's (VETS) Homeless Veterans' Reintegration Program (HVRP) grant recipients, and State Workforce Agency (SWA) administrators regarding the data elements for homeless veteran program participants that are uniquely identified within the Participant Individual Record Layout (PIRL).

**II. OVERVIEW:**

As of July 1, 2016, VETS requires HVRP competitive grant recipients to enroll all participants in the public workforce system through the local AJC. [Veterans' Program Letter 03-16](#), Enrollment of Homeless Veterans Program Participants into a Workforce Innovation and Opportunity Act (WIOA) Workforce Program at an American Job Center (AJC), provides guidance on the applicable PIRL elements for reporting outcomes on homeless veterans served by an HVRP grant recipient **and** the Wagner-Peyser Act-funded Employment Service, a JVSG-funded Disabled Veterans' Outreach Program (DVOP) specialist, or a WIOA Title I-funded program. HVRP competitive grant recipients must provide the first five digits of the DOL grant number during the AJC enrollment process, as directed by PIRL data element 310 ([ETA-9172](#)). Recipients with a period of performance beginning on or after July 1, 2023, will receive a unique federal award identification number (FAIN) that changes the placement and number of digits in the grant number sequence. This change conflicts with reporting instructions in ETA-9172.

**III. ACTIONS REQUIRED:**

- At the beginning of each Program Year (PY), the Grant Officer's Technical Representative (GOTR) will provide the SWA with the 5-digit grant number for each HVRP grant awarded during that PY, as appropriate.

- HVRP grant recipients must provide the five-digit DOL grant number when enrolling participants at the AJC in accordance with the information in the table below:

Grant Number Format	Grant Number Example	Number to provide to AJC
If the grant number starts with “HV,” report the <b>first five</b> numerical digits of the FAIN.	HV- <b>12345</b> -22-60-5-34	12345
If “HV” appears in the middle of the grant number, report the <b>last five</b> digits of the FAIN.	23560HV <b>000012</b>	00012

**IV. INQUIRIES:**

Questions regarding this memorandum must be directed to the grant recipient’s respective GOTR.

**V. EXPIRATION DATE:**

This guidance will be reviewed for relevance on or before June 30, 2025. It shall remain in effect until rescinded or superseded.