

**HOMELESS VETERANS' REINTEGRATION PROGRAM (HVRP) and
HOMELESS FEMALE VETERANS AND HOMELESS VETERANS WITH FAMILIES
(HFVWWF)
2014 SPECIAL GRANT PROVISIONS
(Updated 6/24/14)**

I. SCOPE

A. General

The grantee will conduct a Homeless Veterans' Reintegration Program (HVRP) or Homeless Female Veterans & Veterans with Family (HFVWWF) as described in its Application for Federal Assistance in accordance with all terms and conditions of the grant agreement and these Special Grant Provisions.

U.S.C. Section 2021, provides that "the Secretary of Labor [the Secretary] shall conduct, directly or through grant or contract, such programs as the Secretary determines appropriate to provide job training, counseling, and placement services (including job readiness, literacy, and skills training) to expedite the reintegration of homeless veterans into the labor force."

B. Program Requirements

The grantee will provide services in accordance with the performance goals submitted in their proposal and incorporated into the attached grantee **Competitive Grants Planned Goals Chart**. At a minimum, grantees will perform and report on the actual performance for the following goals:

- Number of assessments;
- Number of participants enrolled in the program;
- Number of participants enrolled in training;
- Number of participants placed in transitional or permanent housing;
- Number of participants referred to the Department of Veterans Affairs (VA) for benefits and/or services;
- Number of participants placed into unsubsidized employment;
- Hourly wage at placement for those participants placed into unsubsidized employment;
- Number of participants retaining employment in the quarters after their exit quarter (basis for the Entered Employment Rate or EER);
- Cost per placement into unsubsidized employment;
- For all participants placed into employment, hourly wage and number of hours worked per week for each quarter;
- Employment development services as described in the grantee's planned performance goals including all training activities and supportive services provided to enrolled participants; and

- Actual quarterly expenditures (including unliquidated obligations) for participant services, administrative costs.

Grantees must meet a minimum performance of 85% of planned goals to be considered compliant.

C. Special Program Requirements

1. Program participants must be veterans. The term "veteran" means a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable. (38 USC Sec 101).

To be eligible to participate in the HVRP, a veteran, as described in C.1., must be homeless as defined in The McKinney-Vento Homeless Assistance Act as amended by The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009:

The term “*homeless, homeless individual or homeless person*” includes:

- An individual or family who lacks a fixed, regular, and adequate nighttime residence;
- An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing);
- An individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided; and
- An individual or family who:
 - Will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, as evidenced by—
 - A court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days;
 - The individual or family having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days; or
 - Credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days; and
 - Any oral statement from an individual or family seeking homeless assistance that is found to be credible shall be considered credible evidence for purposes of this clause;
 - Has no subsequent residence identified; and
 - Lacks the resources or support networks needed to obtain other permanent housing.

- Unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes who—
 - Have experienced a long term period without living independently in permanent housing;
 - Have experienced persistent instability as measured by frequent moves over such period; and
 - Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.
- 2. The grantee will coordinate this program with other providers of services for veterans and for homeless individuals, including services provided under other titles of McKinney Homeless Assistance Act (MHAA), where applicable, and cooperate with the State as appropriate to accomplish overall coordination.
- 3. Preference in hiring outreach staff, or staff with direct participant contact, such as case managers or counselors, whose salaries are paid by this grant will be given to veterans who have experienced homelessness. The grantor agency will not place additional requirements for specific educational attainment beyond those attainments required by the employer organization and/or other funding source.
- 4. The grantee, or sub-grantee, will provide appropriate orientation and training to all staff to enable them to assist veterans in obtaining employment and training opportunities.
- 5. The grantee will maintain systematic participant enrollment information and participant tracking records designed to facilitate the analysis of programmatic data necessary for verification of veteran status, length of employment, case management, reporting, monitoring, and evaluation purposes. Participant records will be maintained for a minimum of two years after the completion of the grant for follow-up purposes.

Participant records and quarterly reporting in the Veterans' Employment and Training Service (VETS) Operations and Programs Activity Reporting (VOPAR) system will include the number of veterans enrolled and the number of veterans placed into employment who fall into the following subgroups:

- Gender: Male and female (sum of which equals total participants);
- Ethnic Background: Caucasian, African-American, Hispanic, Native American, other minority (sum of which equals total participants);
- Age groups of participants: 18-19 years old, 20-24, 25-29, 30-34, 35-44, 45-54, 55-64, 65 years and over (sum of which equals total participants);

- Special Groups (may not equal total participants): Special disabled, disabled, newly separated (within 36 months of discharge from the military), Campaign Badge Recipient, Operation Iraqi Freedom and/or Operation Enduring Freedom, welfare and/or other public assistance recipients, economically disadvantaged, homeless, chronically homeless, and Stand Down participants (if applicable); and
- Date participant last performed military service: 0 – 3 years ago; 4 – 7 years ago; 8 – 11 years ago; 12 – 15 years ago; 16 – 19 years ago; 20 or more years ago (equals total participants).

Staff will also document in each participant record (Case Management Folder):

- Verification of veterans’ homelessness or “at-risk” from a shelter, Continuum of Care provider, the VA, landlord, or the grantee can have the veteran provide self-attestation;
 - Verification of veteran status DD214 which must reflect “other than dishonorable discharge”;
 - VA confirmation report and/or identification card¹;
 - Education, employment history, marketable skills, licenses, and credentials;
 - An Individual Employment Plan (IEP) maintained and updated in the participant case management record, which contains the following:
 - a. An assessment of barriers to employment including, skill deficits and service needs as well as strengths; and
 - b. Specific services plan, including training services (if applicable), referrals planned and benefits to be achieved as a result of program participation.
 - Duration and outcome of employment or service;
 - Supportive services in the quarter received;
 - Supporting financial records (i.e. tools, clothes, training vouchers); and
 - Verification of employment for the quarter placed, the exit quarter and during each quarter after the exit quarter through the employer or participant.²
6. Upon request, the grantee will cooperate with the U.S. Department of Labor (USDOL), the Interagency Council on Homelessness, the VA, and the HVRP National Technical Assistance grantee(s) concerning requests for grantee information on performance activities, monitoring activities, and requests for specific data as approved by the USDOL/VETS.

¹ The HINQ card from the VA is only an initial acceptance of veteran’s status, the grantee’s file must include a request and eventually a copy of the DD-214.

² Verification of employment can include wage records from the AJC, employer verification, or a paystub with the correlating period of employment.

7. The grantee will not reduce efforts or eliminate services provided to this targeted population under existing program resources by substituting services or funding provided under this grant.
8. The grantee will be responsible for providing appropriate project awareness, information sharing, and orientation activities for other providers of hands-on service to veterans, public entitlement and service agencies, and civic and private sector groups.
9. Grantees are expected to lead or participate fully in local Stand Down events. Each HVRP grantee who desires to hold a Stand Down event will be expected to apply separately for the funding in accordance with the Solicitation for Grant Applications (SGA) on Stand Down events.
10. The grantee will be responsible for providing or referring each participant to employment services such as job search workshops, job counseling, mentoring, assessment of skills, resume writing techniques, interviewing skills, OJT, job development services, job placement into unsubsidized employment, and job placement follow-up services to enhance retention in employment as deemed appropriate to benefit the participant.
11. The grantee will be responsible for providing or referring all participants to supportive services such as basic skills instruction, remedial education activities, life skills and money management training.
12. The grantee will be responsible for providing or referring each participant to additional job skills and training services such as: classroom training, on-the-job training, occupational skills training, apprenticeship, upgrading/retraining and skill specific vocational training, specialized and/or licensed training programs, and other formal training programs. All proposed training programs should be completed within the program year. **At least 80% of the enrolled HVRP participants must participate in these additional job skills training activities.** Providing basic skills instruction, remedial education activities, and life skills and money management training are not considered training activities and do not contribute to the 80% training requirement.

Veterans enrolled in HVRP programs may be eligible for services under other Workforce Investment Act (WIA) titles that assist economically disadvantaged or dislocated workers with employment, training, and other workforce development services.

13. The grantee will perform a preliminary assessment of each participant's eligibility for VA service-connected disability, compensation, and/or pension benefits. As appropriate, grantees will work with the Veterans Service Organizations (VSOs) or refer the participants to the VA in order to file a claim for compensation or pension. Grantees will track progress of claims and report outcomes in case management records.

14. The grantee is responsible to coordinate with other veterans' services programs. These include the Disabled Veterans' Outreach Program (DVOP) specialists who can assist with Case Management/Intensive Services and Local Veterans' Employment Representative (LVER) staff who can assist in identifying prospective employers. Additional services include other VETS grantees within the local community, applicable VA services, Health Care for Homeless Veterans, VA Veterans Justice Outreach Specialists, Domiciliary Care, the Regional Benefits Assistance Program, and Transitional Housing under Homeless Provider Grant and Per Diem programs.
15. The grantee is responsible for networking with local VSOs. These include the American Legion, Disabled American Veterans, Veterans of Foreign Wars, Vietnam Veterans of America, American Veterans, and others.
16. The grantee is responsible for referring participants to health care, counseling, and rehabilitative services. This includes, but is not limited to, alcohol and drug rehabilitation, therapeutic services, Post Traumatic Stress Disorder services, and mental health services. Coordination with MHAA Title VI programs for health care for the homeless, and health care programs under the Homeless Veterans Comprehensive Assistance Act (HVCAA) of 2001, and is greatly encouraged.
17. The grantee will be responsible for participant referral to housing assistance, provided by local shelters, Federal Emergency Management Agency food and shelter programs, transitional housing programs and single room occupancy housing programs funded by Housing and Urban Development. Additional organizations include Veterans Affairs Supportive Housing, MHAA Title IV and HVCAA, and permanent housing programs for disabled homeless persons funded by MHAA Title IV and by HVCAA.
18. The grantee will be responsible for providing pertinent information for a longitudinal survey of all enrolled participants 90, 180, and 270 days after the performance period begins.
19. Final negotiations on placements and/or other performance goals proposed in some grantees' application for Federal funds may occur at the Post-Award Technical Assistance Conference. Final negotiations may also occur concerning equipment purchases. Grantees should be prepared to provide detailed lists of equipment purchases and intended use.
20. Upon notification of award, the grantee must be fully staffed and operational within thirty (30) days. Grantees that cannot meet this requirement are subject to being placed on a Corrective Action Plan.

II. PAYMENTS UNDER THE GRANT

The grantee will draw down funds through the U.S. Department of Health and Human Services Payment Management System (HHS/PMS). If the grantee has a problem or questions on their HHS/PMS account, they should contact Nicole Dunning at Nicole.Dunning@psc.hhs.gov. Upon approval, requests for funds will be transferred electronically to the grantee's financial institution as arranged with HHS. An updated direct

deposit form must be submitted whenever there are changes in financial institutions and /or approved signatures.

All program funds must be obligated by June 30 of each Program Year (PY) 2014. During the period of follow-up (Quarters 5-7), the grantee is authorized to draw down funds incurred during that period and must crosswalk to their reported expenditures; these obligated funds are only allowable for activities/services directly supporting prior PY participants.

III. INTEREST EARNED ON FEDERAL FUNDS

Recipient will maintain advances of USDOL funds in interest bearing account. Interest earned on USDOL advances will be remitted, at least quarterly, to the Grant Officer. State Government grantees may retain interest amounts up to \$100 per year for administrative expenses.

IV. BUDGET CHANGES

- A. Grantees must request changes to approved budget and program plans. Grantees must forward their request to the Director for Veterans' Employment and Training (DVET) or Grant Officer's Technical Representative (GOTR) for direct cost category revisions (budget line item changes) and program scope revisions. Grantees must receive **prior written** approval of such requests before **implementing** operational or financial changes. A change request must be submitted by the grantee to the DVET/GOTR who writes a recommendation for approval or denial that is included in the change request package and forwarded to the Regional Administrator for Veterans Employment and Training (RAVET). The RAVET is authorized to approve budget changes that are up to 10% of the total grant award that do NOT represent a change in scope or in conditions of the grant. Budget changes that exceed 10% of the total grant award, or that represent a change in scope, must receive approval from the Grant Officer. For such modifications, the change request is routed to the Grant Officer for consideration.

All change requests, such as budget line item changes, must be requested in writing and must include:

1. Grantee cover letter with justification(s) for the deviation(s);
2. A side-by-side comparison of SF 424A budget line items approved and those requested with deviation(s) calculated (see below example);
3. An original signed SF 424;
4. SF 424A;
5. Revised budget narrative;
6. Revised Direct Cost Description of Applicants and Sub-Applicants;

V. REPORTING REQUIREMENTS

- A. The grantee must submit electronic quarterly fiscal and performance reports via the USDOL's grant financial management system, E-grants, and VOPAR. Specific guidance on the content and submission of these reports is provided to grantees via the Veterans' Program

Letter (VPL) issued by VETS. Accurate and timely reports are due on the last day of the month following the end of each quarter:

- 1st Quarter by no later than October 31st;
- 2nd Quarter by no later than January 31st;
- 3rd Quarter by no later than April 30th;
- 4th Quarter by no later than July 31st;

For each follow-up performance period:

- 5th Quarter (90-Day) by no later than October 31st;
- 6th Quarter (180-Day) by no later than January 31st;
- 7th Quarter (Final) by no later than April 30th;

- B. All reporting documents include the appropriate grant number. Required reports that are not submitted on time are considered late. Late reports may result in a corrective action plan.
- C. Grantees must inform the DVET/GOTR of any significant developments affecting their ability to provide timely reports or meet planned goals. DVETs/GOTRs will provide and document technical assistance provided to the grantees
- D. Corrective Action Plan (CAP) - Any grantee that does not meet the minimum targets for the critical performance measures identified in the most current VPL on Competitive Grant Quarterly Reports must provide the DVET/GOTR a CAP detailing the corrective actions that will be taken. The DVET/GOTR may request a CAP for reasons detailed in the VPL.
- E. Quarterly reports submitted by grantees are reviewed and approved by the DVET/GOTR and the Regional Administrator. Once approved, all documents are submitted to the Grant Officer identified in the most current VPL.
- F. Follow-up services in accordance with the grantees approved application or modification must be performed and reported by the grantee for each eligible HVRP participant who enters employment during the active performance period; therefore, grantees must provide their DVETs/GOTR with an account of time spent working with those participants. This should include: time distribution accounting by the staff, overhead, additional services and/or direct supportive purchases directly related to the follow-up. This will prevent an overlap of PY funds to prior participants under the new grant award.

VI. GRANT ADMINISTRATION

- A. The state DVET serving as the GOTR will monitor performance by the grantee. The DVET/GOTR is authorized to:
 - 1. Approve technical matters not involving a change in the scope, cost, or conditions of the grant award agreement.
 - 2. Approve quarterly technical performance and financial status reports.

3. Approve grantee submitted CAPs.
 4. Review all grantee requested direct cost category changes and grant award indirect cost category transfers (reference 29 CFR Part 95 and 29 CFR Part 97, as applicable) for State and local government agencies.
 5. Make recommendations regarding payment request approval.
- B. Requests for actions requiring Grant Officer approval, such as budget changes in excess of 10% of the total grant award, modifications to the original grant scope, and purchases of nonexpendable personal property will be submitted by the grantee to the DVET/GOTR. The DVET/GOTR will review and recommend approval/disapproval and forward to the Grant Officer through the Regional Office and the VETS National Office.
- C. The DVET/GOTR is not authorized to direct any action that results in a change in scope, cost, terms, or conditions of this grant unless specifically outlined in these Special Grant Provisions.
- D. The DVET/GOTR will conduct quarterly desk audits and at least one (1) on-site review during each program year. The on-site review will be conducted no later than the end of the third quarter and included with the quarterly review. New grantees should have their on-site review conducted in the second quarter to provide technical assistance and identify potential issues in the grant lifecycle.
- E. When a grantee changes contact and address information, the grantee is responsible for notifying the DVET/GOTR in writing (on letter head with original signature of the authorizing representative) of the new address including the effective date. Grantees will have two (2) weeks or fourteen (14) calendar days after the effective date of the change of address to notify the DVET/GOTR. The DVET/GOTR will forward the grantee change of address notification to the Regional Office and VETS National Office, and to the Grant Officer.

VII. TRAVEL

- A. The grantee will be reimbursed for actual transportation costs and travel allowances (per diem) of personnel who are authorized to undertake out-of-town, overnight travel under the grant in accordance with the established policy of the grantee. Transportation costs will not be reimbursed in an amount greater than the cost of first class rail or of economy air travel, unless economy air travel is not available and the grantee certifies this documentation. Travel allowances (per diem) will be reimbursed in accordance with the grantee's established policy, and should not exceed the maximum amount allowed by the current Federal Travel Regulations.
- B. The grantee will be reimbursed for the cost of travel performed by its personnel in their privately owned automobiles and or company vans/vehicles at the current Federal rate, not to exceed the cost by the most direct economy air route between the points if so traveled. If more than one person travels in such automobiles, no additional charge will be made by the grantee for such travel. Costs for maintenance or repairs will not be reimbursed by the grant.

Automotive insurance will be reimbursed by Cost Allocation of all grants that benefit from use of the vehicle per OMB Circulars A-87 or A-122.

- C. It is understood and agreed that no travel costs for grantee personnel from place of residence to and from the normally assigned worksite will be directly reimbursed by the Government.

VIII. SUPPORTIVE SERVICES

Grant funds utilized for repairs or maintenance for the participant vehicle must be reasonable; if the cost of repair is over \$100 written prior approval from the DVET/GOTR is required. If prior approval is not received the costs may be disallowed.

Incentives should be provided to participants only after employment is obtained and not at enrollment.

Work clothing and tools should not be provided until after the participant is employed in a job that requires specific work clothing and/or specific tools, or unless items are required for training. Appropriate attire for interview purposes is allowable.

IX. PRINTING AND DUPLICATING

The grantee will comply with all duplicating and printing regulations issued by the Joint Committee on Printing under the authority of Sections 103, 501, and 502, Title 44 U.S.C. The term "duplicating" as used herein means material produced on single unit duplicating equipment not larger than 11 by 17 inches and which have a maximum image of 10 3/4 x 14 1/4 inches using direct image plates not requiring the use of negatives. The term "printing" as used herein will be construed to include and apply to the processes of composition, plate making, presswork, binding, and microform.

- A. **Duplication:** Under this grant agreement, the grantee may duplicate up to a maximum of 5,000 copies of one page or 25,000 copies in the aggregate of multiple pages.

The grantee will not use funds under this grant to provide duplicating in excess of the quantities stated above nor provide printing without the written authorization of the Joint Committee on Printing. Such authorization will be obtained from the Grant Officer through the DVET/GOTR. Nothing in this clause will preclude the procurement of writing, editing, preparation of manuscript copy, preparation of related illustrative material.

- B. **Printed Materials:** The grantee that receives prior approval from the Grant Officer to use USDOL funds to support printing activities may not display for promotional purposes the USDOL logo or seal on the item or items produced. However, an acknowledgment of such funding may be conveyed through language such as:

- "Preparation of this item was funded by the Department of Labor."
- Any reference to the Department used to promote the Federal agency is unallowable.

In any and all circumstances, for items approved by the Grant Officer to be printed, the following must be displayed on printed materials prepared by the grantee while in receipt of USDOL grant funding:

- “Preparation of this item was funded by the United States Department of Labor under Grant No. [insert the appropriate grant number].”
- All printed materials must also include the following notice: “This document does not necessarily reflect the views or policies of the U.S. Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.”

C. Public References to Grant: When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds must clearly state:

- The percentage of the total costs of the program or project, which will be financed with Federal money;
- The dollar amount of Federal financial assistance for the project or program; and
- The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

D. Use of USDOL Logo: Prior to the use of the USDOL Logo, the Grant Officer or GOTR must approve such use. In addition, once approval is given the following guidance is provided:

- The USDOL logo may be applied to USDOL-funded material prepared for distribution, including posters, videos, pamphlets, research documents, national survey results, impact evaluations, best practice reports, and other publications of global interest. The grantee(s) must consult with USDOL on whether the logo may be used on any such items prior to final draft or final preparation for distribution. In no event will the USDOL logo be placed on any item until USDOL has given the Grantee written permission to use the logo on the item.
- All documents must include the following notice: “This documentation does not necessarily reflect the views or policies of the U.S. Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.”

X. SUB-AWARDS

Sub-awards must be awarded in accordance with 29 CFR 95.40. In compliance with Executive Orders 12876 as amended, 13220, 12928, 13021 as amended, and 13279, the grantee is encouraged to provide sub awarding opportunities to Historically Black Colleges

and Universities, Hispanic Serving Institutions, Tribal Colleges and Universities, and faith and community based organizations.

Approval to sub-award, transfer, or contract out any of the work under this grant award agreement must receive written approval by the Grant Officer prior to execution, unless specifically specified as such in the original grant agreement. Grantees must submit such requests to the DVET/GOTR. This provision does not apply to the purchase of supplies, material, equipment, or general support services.

XI. SALARY PAYMENTS

Staff whose salary are in whole or in part paid for with funds under this grant may only be reimbursed for actual time worked that is chargeable to the grant. Under no circumstances may any staff or the organization that they work for be reimbursed through this grant, or any other grant/contract program, more than 100 percent of one Full-Time Equivalent (FTE) for each authorized position.³

XII. LIMITATIONS ON ADMINISTRATIVE COSTS

Costs for administration will not exceed 20 percent of the total amount of the grant. Administrative costs will consist of all direct and Indirect costs associated with the administration of the program. These costs will include the Administrative costs, both direct and Indirect, of grantees, sub-grantees and contractors. For USDOL/VETS purposes, all Indirect costs are considered Administrative costs, therefore, will not exceed 20% of the total grant award. Program costs, excluding Indirect costs, must total 80% or above.

XIII. INDIRECT CHARGES (Negotiated Indirect Cost Rate Agreements - NICRA)

If indirect charges are claimed in the proposed budget, the recipient must provide on a separate sheet, the following information:

- A. Name and address of cognizant Federal Audit Agency;
- B. Name, address and phone number (including area code) of the Government auditor;
- C. Documentation from the cognizant agency indicating:
 - Indirect cost rate and the base against which the rate should be applied;
 - Effective period (dates) for the rate;
 - Date last rate was computed and negotiated; and
- D. If no government audit agency computed and authorized the rate claimed for the current funding period, provide brief explanation of the rate computation, the name of the person who computed the rate and the date it was computed; if the applicant is awarded a grant, the proposed indirect rate must be submitted to a Federal audit agency within 90 days of award for approval. The recipient will call the Office of Cost Determination at 202-693-4100 for the initial contact.

³ Salary payments must be in compliance with Public Law 109-234.

XIV. GRANT CLOSE OUT

A grant close out package will be sent to the grantee by the Grant Officer following the expiration of the period of performance. This package will be completed and returned by the grantee and will include any repayment of unexpended grant funds.

- Grantees shall submit, within 90 calendar days after the date of completion of the award, all financial, performance, and other reports as required by the terms and conditions of the award.
- Grantees shall liquidate all obligations and/or accrued expenditures incurred under the award not later than 90 calendar days after the funding period or the date of completion.
- Grantees shall promptly refund any balances of unobligated cash that DOL has advanced or paid and that is not authorized to be retained by the recipient for use in other projects. OMB Circular A-129 governs unreturned amounts that become delinquent debts.
- Grantees shall account for any real and personal property acquired with Federal funds or received from the Federal Government.

ADDENDUM #1
HOMELESS FEMALE VETERANS AND HOMELESS VETERANS WITH
FAMILIES (HFVVWF)
PY 2013

This guidance is specific to the requirements for serving Homeless Female Veterans and Homeless Veterans with Families. This guidance does not supplant the current HVRP Special Provisions.

To be considered eligible as a “**Veteran with families**” the veteran must be able to show that they are the primary caretaker of any dependent children under the age of 18.

For clarification of the definition of a child see 38 USC Section 101 (<http://www.law.cornell.edu/uscode/text/38/101>)

Grantees must demonstrate that they have hired staff with experience in serving female homeless Veterans and/or be able to demonstrate a capability to provide family counseling and youth development services for homeless Veterans with families.

Each grantee must have a professional network of resources available for referral, if not available through the grantee. With each identified resource service provider, an MOU is **preferable**. The resources at a minimum should include:

1. List of providers offering safe, transitional housing support for female homeless Veterans and/or homeless Veterans with dependent children for up to two years, if not provided by grantee’s own housing assets.
2. Mental health, primary care, substance abuse treatment, access to pediatric care, sexual trauma therapy, PTSD therapy, and other health-related services through VA medical facilities or accredited community health service providers under an approved fee-basis contract with the appropriate VA medical center in the service area.
3. List of identified partner community resources that can provide support and legal assistance to homeless female Veterans and/or homeless Veterans with families in areas of family law, domestic violence, child support enforcement, and poor credit history.
4. List of identified community resources [MOU(s)] that can provide child care and/or after care support for homeless Veterans with families while the Veteran is engaged in work-related education, employment programs, when Veterans are scheduled for appointments relating to their individual development plans and for retention in employment.

In addition to standard HVRP Case File requirements, HFVVWF Case Folders should **demonstrate a client-centered (one-on-one) case management approach.**