

**HOMELESS VETERANS' REINTEGRATION PROGRAM (HVRP)
HOMELESS FEMALE VETERAN & VETERAN WITH FAMILIES (HFVVWF)
INCARCERATED VETERANS TRANSITION PROGRAM (IVTP)
2013 SPECIAL GRANT PROVISIONS
(Updated 7/16/13)**

I. SCOPE

A. General

The grantee will conduct a Homeless Veterans' Reintegration Program (HVRP)/Homeless Female Veteran & Veteran with Family (HFVVWF), or an Incarcerated Veterans Transition Program (IVTP) 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);

- Number of participants retaining employment in each of the three quarters after their exit quarter (basis for the Employment Retention Rate or ERR);
- 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 will be required to meet a minimum performance of 85% of planned goals to be considered compliant.

C. Special Program Requirements

1. Program participants must be veterans who served in the active military, naval, or air service, and who were discharged or released under conditions other than dishonorable.¹

To be eligible to participate in the HVRP, a veteran, as described in C.1. above, 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*” now 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—

¹ (2) 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 101).

- 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.

In many HVRP programs, minority, female, economically disadvantaged, homeless, and/or disabled Veterans can be targeted to receive priority assistance.

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-awardee, 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 a self-attestation.
- Verification of veteran status DD214 which must reflect "other than dishonorable discharge",

- VA confirmation report and/or identification card²;
 - 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:
 - ✓ An assessment of barriers to employment including, skill deficits and service needs as well as strengths; and
 - ✓ 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)
 - Verification of employment for the quarter placed, the exit quarter and during each quarter after the exit quarter through the employer or participant.³
6. Upon request, the grantee will cooperate with the U.S. Department of Labor (USDOL) 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.
 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.

² The HINQ card from the VA is only an initial acceptance of veterans status, the grantee's file must include a request and eventually a copy of the DD-214.

³ Verification of employment can include wage records from the AJC, employer verification, or a paystub with the correlating period of employment.

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 also will be responsible for providing or referring each participant to additional 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 is not considered as training activities which contribute to the 80% training benchmark requirement.

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

13. The grantee will be responsible for performing 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 will be responsible for coordination with other veterans' services programs including Jobs for Veterans State Grant funded 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 employers interested in the hiring of the target population being served, as well as, other VETS grantees within the local community, VA services when and where applicable, including its Health Care for Homeless Veterans, VA Veterans Justice Outreach Specialists, Domiciliary Care,

Regional Benefits Assistance Program, and Transitional Housing under Homeless Provider Grant and Per Diem programs.

15. The grantee will be responsible for networking with local VSOs such as the American Legion, Disabled American Veterans, Veterans of Foreign Wars, Vietnam Veterans of America, American Veterans etc., as appropriate.
16. The grantee will be 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, mental health services as well as 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.
17. The grantee will be responsible for participant referral to housing assistance, as appropriate provided by local shelters, Federal Emergency Management Administration food and shelter programs, transitional housing programs and single room occupancy housing programs funded by Housing and Urban Development, Veterans Affairs Supportive Housing, and MHAA Title IV (and under HVCAA), and permanent housing programs for disabled homeless persons funded under MHAA Title IV (and under HVCAA).
18. The grantee will be responsible for providing the USDOL with information pertinent to a longitudinal survey for all enrolled participants at 90, 180, and 270 days after the active performance period.
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. In addition, some final negotiations may occur regarding equipment purchases. Therefore, any grantee so notified should be prepared to provide a detailed list of the equipment planned to be purchased and its intended use.
20. Upon notification of award, the grantee must be fully staffed and operational within thirty (30) days. Those grantees that cannot meet this requirement are subject to being placed on a Corrective Action Plan as the delay affected program and financial outcomes.

II. PAYMENTS UNDER THE GRANT

The grantee will draw down advances/reimbursements through the U.S. Department of Health and Human Services Payment Management System (HHS/PMS) via personal computer with SMARTLINK capability. If the grantee has a problem or needs to redeposit funds into their HHS/PMS account, they should contact Nicole Dunning

at nicole.dunning@psc.hhs.gov. When approved, requests for funds will be transferred electronically to the grantee's financial institution as arranged with HHS. A revised direct deposit form must be submitted whenever there are changes in financial institutions and /or approved signatures.

- A. Advance payments are authorized only as provided in the Code of Federal Regulations (CFR) at 29 CFR Part 97.21 (b) and (c) for state, local and Indian tribal governments and 29 CFR Part 95 for all others, as specified in the provisions of this grant.
- B. The amount of advances requested will be based on actual and immediate cash needs in order to minimize Federal cash on hand in accordance with policies established in Treasury Department Circular 1075 (31 CFR Part 205).
- C. The timing and amount of advances will be as close as administratively feasible to actual disbursements by the grantee for all direct and allowable indirect program costs.
- D. The Grant Officer may, after providing due notice to the grantee, discontinue the advance payment method and allow payments only by reimbursement, when a grantee receiving advance payments demonstrates unwillingness or inability to establish procedures to minimize the time elapsing between the receipt of the cash advance and its disbursement.
- E. In addition to the preceding limitations, advances will not be requested for amounts in excess of the amount determined by dividing the approved funding level for the grant by the number of months approved for operation, **unless specific amounts have been approved in advance and are incorporated into the grant award within these provisions.** In no case will the total amount advanced exceed the currently approved funding level of the grant.
- F. All program funds, including all funds reserved to be used for the three quarters (nine months) of follow-up activities, must be obligated by the grantee by June 30 of each Program Year (PY), 2014. During the period of follow-up (Quarters 5-7), the grantee are only authorized to draw down funds incurred during that quarter and must crosswalk to their reported expenditures; these obligated funds can only be utilized for activities/services pertaining to the direct support of prior PY participants.

III. INTEREST EARNED ON FEDERAL FUNDS

Recipients will maintain advances of USDOL funds in interest bearing accounts. Interest earned on USDOL advances deposited in such accounts will be remitted promptly, but at

least quarterly, to the grant officer. A recipient that is a State Government may retain interest amounts up to \$100 per year for administrative expenses.

IV. GRANT MODIFICATION FOR BUDGET DEVIATIONS

- A. Grantees are **required to report deviations** from budget and program plans and **must** request written approval from the Director for Veterans' Employment and Training (DVET) as the Grant Officer's Technical Representative (GOTR) for direct cost category revisions (budget line item deviations). Grantees must receive approval of such requests **prior to implementing** any desired operational or financial changes to the approved grant.

For grantees that are State or local government agencies - the DVET/GOTR is authorized to approve direct cost category revision requests, also known as budget line item deviations that are less than 10% of the total grant award. Budget line item deviations that are 10% or more of the total grant award must be approved by the Grant Officer. Approval is requested by submitting a formal grant modification to the DVET/GOTR who will forward it to the Grant Officer through the appropriate Regional Office and the VETS National Office.

For all grantees other than State and local government agencies, including non-profit organizations - budget line item deviations that are less than 5% of the total grant award may be approved by the DVET/GOTR. Budget line item deviations that are 5% or more of the total grant award must be approved by the Grant Officer. Approval is requested by submitting a formal grant modification to the DVET/GOTR who will forward it to the Grant Officer through the appropriate Regional Office and the VETS National Office.

All direct cost category revision requests (budget line item deviations) must be requested and approved 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;

For example:

<u>SF 424A</u>	<u>Approved</u>	<u>Requested</u>	<u>Deviation</u>
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Personnel	\$200,000	\$190,000	-\$10,000
Fringe Benefits	\$ 50,000	\$ 55,000	+\$ 5,000
Supplies	\$ 15,000	\$ 10,000	-\$ 5,000
Travel	\$ 5,000	\$ 10,000	+ 5,000
Other	\$ -0-	\$ 5,000	+ 5,000
			\$0
Total Grant Award:	\$270,000	\$270,000	-0-

Total Budget Realignment: \$15,000 or 5.6% must be approved at the Grant Officer level.

We are requesting a budget line item deviation to decrease personnel by \$10,000 as it took several weeks to fill the case manager position left vacant on August 1st; increase fringe benefits by \$5,000 to accommodate a 2.7% cost of living allowance increase; a \$5,000 decrease in supplies; and a \$5,000 increase in travel as we forgot to include travel expenses for the annual National Post-Award/Technical Assistance/Training Session to be held in Denver, CO; and \$5,000 increase in Other for gas vouchers for participants who provide 90 and 180 day employment retention information.

-----Example Side-by-Side Budget Comparison -

For modifications that are less than 10% for non-state entities and less than 5% for State grantees the DVETs/GOTR will forward copies of the grant modification request with DVET approval letters to their Regional Administrators, who will, forward it to the VETS National Office attn: Competitive Grants Lead. The Competitive Grants Lead will review the action and ensure copies are forwarded to the Grant Officer for the official grant file.

For modifications that exceed the 10% - 5% approval by the DVET those DVETs/GOTRs will forward original grant modification request packages that require Grant Officer approval with a DVET recommendation for approval or disapproval to their respective Regional Administrators, who will, in turn, forward it along with their recommendation for approval or disapproval to the VETS National Office Attn: Director of National Programs. The Director of the Office of National Programs will make their recommendation for approval or disapproval and forward to the Grant Officer for final decision and processing.

V. REPORTING REQUIREMENTS

- A. The grantee must submit final 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 Veterans' Program Letter (VPL) issued by VETS. Accurate and timely reports are due no later than 30 calendar days after the end date of each program year quarter during the active performance period:

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

And for each follow-up performance period:

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

- B. All pages of all reporting documents submitted by grantees must include the appropriate grant number. If the grantee does not meet the required reporting date and/or the DVET/GOTR must return the reports for corrections and the report is not received back by the required 30 calendar days after the ending date of the quarter, it will be considered late and may necessitate a corrective action plan.
- C. Between scheduled reporting dates, grantees will immediately 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 action that will be taken. The DVET/GOTR may request a CAP for other reasons detailed in the VPL.
- E. Quarterly reports submitted by grantees are reviewed and approved by the DVET/GOTR and the Regional Administrator. Upon notification that a report has been approved at the Regional level, grantees must submit a signed, hard copy of all documents to the Grant Officer at the address provided in the most current VPL on Competitive Grant Quarterly Reports.
- 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. Approve grantee requested direct cost category transfers (budget line item deviations) of less than 10% of the total grant award in direct cost category transfers (reference 29 CFR Part 95 and 29 CFR Part 97, as applicable) for State and local government agencies. Approve grantee requested direct cost category transfers (budget line item deviations) of less than 5% of the total grant award in direct cost category transfers (reference 29 CFR Part 95 and 29 CFR Part 97, as applicable) for grantees other than State and local governments, including non-profit organizations.
 5. Review and make recommendations regarding approval of requests for payment.
- B. Requests for actions requiring Grant Officer approval, such as requests for budget line item revisions of 10% or more for State and local governments and 5% or more for grantees other than State and local governments, including non-profit organizations, of the total grant award, modifications to the original grant agreement, 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 NLT 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 early in the grant lifecycle.
- E. When a grantee experiences a change of address, 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, (attn. Competitive Grants Lead), 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 to this fact in the voucher or in other documents submitted for reimbursement. Travel allowances (per diem) will be reimbursed in accordance with the grantee's established policy, but in no event will such allowances 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. 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.

Grantees will request prior written approval from the DVET/GOTR through the Regional and National Office – Competitive Grants Lead for Grant Officer approval to sub-award, transfer, or contract out any of the work under this grant award agreement unless specifically specified as such in the original grant agreement. 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.⁴

XII. LIMITATION ON ADMINISTRATIVE COSTS

Costs for administration will not exceed twenty (20) percent of the total amount of the grant. Administrative costs will consist of all direct and indirect costs associated with the management of the program. These costs will include the administrative costs, both direct and indirect, of sub-recipients and contractors. For USDOL/VETS purposes, all indirect costs are considered administrative costs, therefore, will not exceed 20% of the total grant award.

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;

⁴ Salary payments under HVRP must be in compliance with Public Law 109-234.

- 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, 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.

XIV. GRANT CLOSE OUT

A grant close out package will be sent to the grantee by the Grant Officer (or E-grants/USDOL Grantee Reporting System when available) following the expiration of the period of performance. This package will be completed and returned by the grantee within 30 days of receipt and will include any repayment of unexpended grant funds.

ADDENDUM #1
HOMELESS FEMALE VETERAN-VETERAN WITH FAMILIES
(HFVWF)
PY 2013

This guidance provided below is specific to the additional requirements for serving Homeless Female Veterans and Veterans with Families and do 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.**

ADDENDUM #2
INCARCERATED VETERANS TRANSITION PROGRAM (IVTP)
PY 2013

This guidance provided below is specific to the additional requirements for serving Incarcerated Veterans and does not supplant the current HVRP Special Provisions.

To be eligible for enrollment into the IVTP veterans must have been incarcerated for at least one day or are within 18 months of transitioning out of incarceration and/or are within 6 months after release, and be “at risk” of homelessness. Grantees must also indicate how they intend to provide preventative intervention with those Incarcerated veterans who have not yet received a sentence for the purpose of providing an alternative to such a sentence and to get them re-employed and back into the workforce.

In addition to the standard HVRP Case File requirements an IVTP participant’s case management file should include the below as appropriate or relevant.

- Outreach and “in-reach⁵” activities conducted.
- Outreach and/or “in-reach” activities coordination with the
- Disabled Veterans’ Outreach Personnel (DVOP) and staff in the local SWAs or in the workforce investment systems’ American Job Centers?
- Outreach and/or “in-reach” activities must also include coordination with the programs and initiatives conducted by the VA such as the Veterans Integrated Service Network (VISN) and their Health Care for Reentry Veterans Specialist.
- Any collaboration with staff and/or grantees associated with Employment and Training Administration’s (ETA) Prisoner Re-entry Initiative (PRI).
- Coordination with Pre-Sentencing and/or Diversion Programs. The programs should include, but not limited to, a collaboration with VA’s Veterans Justice Outreach Specialists who will be working with the local jails and detention centers to advise law enforcement and the local criminal justice system about VA resources to assist recently returning Veterans.
- Information on tracking participants, working with Department of Corrections (Parole and Probation).

⁵ “in-reach” refers to working with those veterans still in a jail or Correctional Institution.

- Identify and describe how the program incorporates mental health treatment and community resources from the VA's Veterans Justice Outreach Specialists who are working with the local jails and detention centers to advise law enforcement and the local criminal justice system about VA resources to assist returning Veterans.

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