

**HOMELESS VETERANS' REINTEGRATION PROGRAM (HVRP)
2009 SPECIAL GRANT PROVISIONS**

I. SCOPE

A. General

The grantee will conduct a Homeless Veterans' Reintegration Program (HVRP) as described in its Application for Federal Assistance in accordance with all terms and conditions of this grant agreement.

B. Program Requirements

The grantee will provide services in accordance with the Performance goals as described in their proposal and incorporated into the attached grantee Planned Common Measures Quarterly Technical Performance Goals form. At a minimum, grantees will perform and report on the actual performance for the following goals:

- Number of assessments;
- Number of participants enrolled into the program;
- Number of participants placed in transitional or permanent housing;
- Number of participants referred to the Department of Veterans Affairs for benefits and/or services;
- Number of participants placed into unsubsidized employment;
- Number of participants who now receive "fixed financial benefits" as a result of grantee Case Management and referral process (for example: Department of Veterans Affairs (DVA) pension benefits, DVA disability benefits, DVA retirement benefits, Social Security, Social Security Disability Insurance, etc.);
- Number of participants retaining employment for 90 days after their exit quarter;
- Number of participants retaining employment for 180 days after their exit quarter;
- Cost per placement into **unsubsidized** employment;

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- Average hourly wages and number of hours worked per week for all participants placed into employment;
- 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 un-liquidated obligations) for participant services, administrative costs, and Stand Down activities (if applicable).

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 there from under conditions other than dishonorable.

To be eligible for participating in the Homeless Veterans' Reintegration Program a veteran, as described in C.1. above, must be homeless as defined in the Homeless Veterans' Comprehensive Assistance Act of 2001 (HVCAA), P.L. 107-95).

The term "homeless or homeless individual" includes persons who lack a fixed, regular, and adequate nighttime residence. It also includes persons whose primary nighttime residence is a supervised public or privately operated shelter designed to provide temporary living accommodations; an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. [42 U.S.C. 11302 (a)]. Inadequate nighttime residence examples include: sleeping in the streets, in the woods, in public parks, in cars, on outside benches, under bridges, in tents, in caves, under a lean-to, etc. Inadequate nighttime residence does not include living with relatives or friends.

2. The grantee will coordinate this program with other providers of services for veterans and for homeless individuals, including services provided under other

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titles of McKinney Homeless Assistance Act, where applicable, and cooperate with the State as is 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 outreach staff and other 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 uniform compilation and analysis of programmatic data necessary for verification of veteran status and length of employment, case management, reporting, monitoring, and evaluation purposes. Participant records will be maintained for a minimum of two years for follow-up purposes.

Participant records (and quarterly VOPAR reporting) will include the number of veterans enrolled and the number of veterans placed who fall into the following subgroups:

- Gender: Male and female (that adds-up to total participants);
- Ethnic Background: Caucasian, African-American, Hispanic, Native American, other minority (that adds up to 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) (that adds up to total participants);

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- Special Groups (that may not add up to total participants): special disabled, disabled, newly separated veteran (within 36 months of discharge from the military), Campaign Badge Recipients, Operation Iraqi Freedom and/or Operation Enduring Freedom, welfare and/or other public assistance recipients, chronically homeless, and Stand Down participants; and
- When did the participant perform their last 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 (that adds up to total participants).

Staff will also document in each participant record:

- Family status;
- Verification of veteran status (DD214, Department of Veterans Affairs confirmation report and/or identification card)
- Circumstances of homelessness;
- Assessments of health and mental health status;
- Current or previous social, health, or mental health services received; and
- Education, employment history, and marketable skills/licenses/credentials.
- An Individual Employment Plan (IEP) for each individual participant will be maintained in the participant case management record which contains the following:

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- ✓ An assessment of barriers to employment including, skill deficits and service needs as well as strengths; and
 - ✓ Specific services and referrals planned and benefits to be achieved as a result of program participation.
- Duration and outcome of employment or service;
 - Average hourly wages and number of hours worked per week of all participants placed into employment at ninety days and at 180 days after the exit quarter;
 - Grantees must verify employment retention at 90, and at 180 days after the exit quarter through the employer or participant and provide documentation of this verification in the participant case management files.
6. Upon request, the grantee will cooperate with the Department of Labor Interagency Council on Homelessness, the Department of Veterans Affairs, and the National HVRP Technical Assistance Center concerning requests for grantee information on performance activities, monitoring activities, and requests for specific data as approved by the Department of Labor, Veterans' Employment and Training Service.
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 the veterans and the homeless; Public entitlement and service agencies; and Civic and private sector groups.
9. The grantee will be responsible for the provision of

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or referral to for each participant employment services such as: job search workshops, job counseling, mentoring, assessment of skills, resume writing techniques, interviewing skills, subsidized trial employment (work experience), job development services, job placement into unsubsidized employment, job placement follow-up services to enhance retention in employment, as deemed appropriate to benefit the participant.

10. The grantee will be responsible to provide or provide referral services for participants to receive training services such as: basic skills instruction, remedial education activities, life skills and money management training, on-the-job training, classroom training, vocational training, specialized and/or licensing training programs, and other formal training programs as deemed appropriate to benefit the participant. **At least 80% of the enrolled participants must receive and participate in training activities.**
11. The grantee will be responsible for performing a preliminary assessment of each participant's eligibility for Department of Veterans Affairs (DVA) service-connected disability, compensation, and/or pension benefits. As appropriate, grantees will work with the Veterans Service Organizations or refer the participants to DVA in order to file a claim for compensation or pension. Grantees will track progress of claims and report outcomes in case management records.
12. The grantee will be responsible for coordination with other veterans' services programs, including: Disabled Veterans' Outreach Program Specialists (DVOPs), Local Veterans' Employment Representatives (LVERs) in the State Workforce Agencies (SWAs) or in the workforce development system's One-Stop Centers, as well as other Department of Labor, Veterans' Employment and Training Service grantees within the local community, DVA services when and where applicable, including its Health Care for Homeless Veterans, Domiciliary Care, Regional Benefits Assistance Program, and Transitional Housing under Homeless Provider Grant and per diem programs, as appropriate.

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13. The grantee will be responsible for networking with local Veterans' Service Organizations such as: The American Legion, Disabled American Veterans, Veterans of Foreign Wars, Vietnam Veterans of America, the American Veterans (AMVETS), and etc., as appropriate.
14. The grantee will be responsible for participant referral as necessary to health care, counseling, and rehabilitative services including, but not limited to: alcohol and drug rehabilitation, therapeutic services, Post Traumatic Stress Disorder (PTSD) services, and mental health services as well as coordination with McKinney Homeless Assistance Act (MHAA) Title VI programs for health care for the homeless, and health care programs under the Homeless Veterans Comprehensive Assistance Act of 2001.
15. The grantee will be responsible for participant referral to housing assistance, as appropriate, provided by: local shelters, Federal Emergency Management Administration (FEMA) food and shelter programs, transitional housing programs and single room occupancy housing programs funded under MHAA Title IV (and under HVCAA), and permanent housing programs for disabled homeless persons funded under MHAA Title IV (and under HVCAA).
16. The grantee will be responsible for providing the Department of Labor with information pertinent to a longitudinal survey for all enrolled participants at 90, 180, and 270 days after the active performance period (see section IV. - Reporting Requirements).
17. At the annual Post Award/Technical Assistance/Training Conference, final negotiations may occur for some grantees regarding placements and/or other performance goals as proposed in grantee's application for federal funds. In addition, some final negotiations may occur regarding equipment purchases. Therefore, for those applicable grantees it is recommended that you provide a detailed list of the planned equipment to be purchased and its intended use.

II. PAYMENTS UNDER THE GRANT

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Advances/reimbursements will be drawn down by the grantee 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 an issue or problem or needs to redeposit funds into their HHS/PMS account, please contact Nicole Dunning at (301) 443-0395. 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 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.

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III. INTEREST EARNED ON FEDERAL FUNDS

Recipients will maintain advances of DOL funds in interest bearing accounts. Interest earned on DOL advances deposited in such accounts will be remitted promptly, but at least quarterly, to the grant officer. A recipient that is a State may retain interest amounts up to \$100 per year for administrative expense.

IV. REPORTING REQUIREMENTS

A. Financial Reporting Requirements

1. The grantee must data enter into E-grants a Standard Form (SF) 269A, Financial Status Report, to report outlays, program income, un-liquidated obligations, and other financial information.
2. As part of the quarterly reporting requirements, the grantee must electronically submit a SF 269A and all HHS/PMS 272s in lieu of Standard Form 272, Federal Cash Transaction Report no later than 30 calendar days after the ending date of each Federal fiscal year quarter during the active performance period:
 - 1st Qtr by no later than October 30th;
 - 2nd Qtr by no later than January 30th;
 - 3rd Qtr by no later than April 30th;
 - 4th Qtr by no later than July 30th;

As well as for the follow-up performance periods:

- 90 day (5th Qtr) by no later than October 30th;
 - 180 day (6th Qtr) by no later than January 30th;
 - 270 day or Final Report (7th Qtr) by no later than April 30th;
3. All grantees are required to report deviations from budget and program plans, and must request prior written approval from DVET/GOTR for direct cost category revisions (budget line item deviations).

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For State and local government grantees (as indicated on the SF 424 Block 7, Type of Applicant), direct cost category revision requests (budget line item deviations) that are less than 10% of the total grant award, the DVET/GOTR is authorized to approve such grantee requests. For State and local government grantees direct cost category revision requests (budget line item deviations) that are more than 10% of the total grant award, a formal grant modification request must be sent to the DVET/GOTR and through the Regional and National Office - Competitive Grants Lead for Grant Officer approval.

For all grantees other than State and local government including non-profit organizations (as indicated on the SF 424 Block 7, Type of Applicant), direct cost category revision requests (budget line item deviations) that are less than 5% of the total grant award, the DVET/GOTR is authorized to approve such grantee requests. For all grantees other than State and local government including non-profit organizations, direct cost category revision requests (budget line item deviations) that are more than 5% of the total grant award, a formal grant modification request must be sent to the DVET/GOTR and through the Regional and National Office - Competitive Grants Lead for Grant Officer approval.

All direct cost category grant modification requests (budget line item deviations) must be requested and approved in writing and are to include:

- a. Grantee cover letter with justification(s) for the deviation(s);
- b. A side-by-side comparison of SF 424A budget line items approved and requested with deviation(s) calculated (see below example);
- c. An original signed SF 424;
- d. SF 424A;
- e. Revised budget narrative;

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- f. Revised Direct Cost Description of Applicants and Sub-Applicants;
- g. DVET/GOTR recommendation memorandum; and
- h. RAVET recommendation memorandum, if necessary

For example:

<u>SF 424A</u>	<u>Approved</u>	<u>Requested</u>	<u>Deviation</u>
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
Total Deviation:			\$ 15,000
Total Grant Award:	\$270,000	\$270,000	-0-

Total Deviation: \$15,000 or 5%; which can be approved at the DVET 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 -----

DVETs/GOTRs will forward copies of the less than 5%/10% grant modification request package and the DVET approval letters to their respective Regional Administrators, who in turn will forward it to the National Office attn: Competitive Grants Lead. The Competitive Grants Lead will review and ensure copies are forwarded to the Grant Officer for the official grant file.

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DVETs/GOTRs will forward the original more than 5%/10% grant modification request package and the DVET recommendation for approval/disapproval memos to their respective Regional Administrators, who in turn will forward It along with their recommendation for approval/disapproval to the National Office attn: Competitive Grants Lead. Competitive Grants Lead will make their recommendation for approval/disapproval and forward to the Grant Officer for final approval and processing.

4. A grant close out package will be sent by the Grant Officer (or E-grants when available) to the grantee following the expiration of the period of performance. This package will be completed and submitted by the grantee within 30 days of receipt and will include any repayment of unexpended grant funds.
5. All pages of the financial reports will cite the assigned grant number and be submitted as follows:

See Section VI B. and C. below for the address and frequency of submitting quarterly financial reports (same address and frequency as quarterly technical performance reports).

B. Reporting of Program Performance

1. The recipient must submit a quarterly technical performance report not later than 30 calendar days after the ending date of each Federal fiscal year quarter (October 30, January 30, April 30, and July 30) during the grant agreement period as part of the required quarterly report containing the following information:
 - a. A comparison of actual accomplishments to established goals for the reporting period and response to any findings related to monitoring efforts. This comparison will be on the same level of detail as specified in

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the program approved in the grant document. It will address quantifiable as well as non-quantifiable goals.

- b. If established goals have not been met, provide a detailed narrative explanation and an explanation of the corrective action(s) which will be taken, as well as a timetable for accomplishment of the corrective action(s).
- c. Other pertinent information, including a description of grant-related activities occurring during the report period. This may include personnel activity (hiring-training), community orientation/awareness activity, programmatic activity (job development). Also identify administrative and programmatic problems, which may affect performance and proposed solutions.
- d. As a part of the *Quarterly Technical Performance Report* narrative, all grant recipients (both HVRP and VWIP grantees) must report the number of participants placed into employment under each of the following specific green jobs sectors and/or industries, as identified and defined under the Green Jobs Act of 2007:
 - 1) Energy-efficient building, construction, and retrofits industries;
 - 2) Renewable electric power industry;
 - 3) Energy efficient and advanced drive train vehicle industry;
 - 4) Bio-fuels industry;
 - 5) Deconstruction and materials use industries;

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- 6) Energy efficiency assessment industry serving the residential, commercial, or industrial sectors; and
- 7) Manufacturers that produce sustainable products using environmentally sustainable processes and materials.

In addition, all grantees will be required to report as a part of the required *Technical Performance Report*, the total number of participants placed into employment under each of the specific green jobs sectors and/or industries listed above as a part of the 90-Day and 180-Day Follow-Up Reports, as well as the 270-Day Final Report.

- e. The grantee must also report in VOPAR the number of veterans enrolled and the number of veterans placed who fall into the following subgroups:
 - Gender: Male and female (that adds-up to total participants);
 - Ethnic Background: Caucasian, African-American, Hispanic, Native American, other minority (that adds up to 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) (that adds up to total participants);
 - Special Groups (that may not add up to total participants): special disabled, disabled, newly separated veteran (within 36 months of discharge from the military), Campaign Badge Recipients, Operation Iraqi Freedom and/or Operation Enduring Freedom, welfare and/or other public assistance recipients, chronically homeless, and Stand Down participants; and

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- When did the participant perform their last 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.
2. The quarterly technical performance report will be submitted concurrently with the SF 269A, Financial Status Report. The technical performance Report is to be submitted quarterly with each quarterly report being a cumulative report for the entire program year.
3. Electronic Reporting - All grantees will enter their quarterly technical performance data and attach narratives, success stories, etc. into the U.S. Department of Labor, Veterans' Employment and Training Service, Outcomes and Performance Accountability Reporting (VOPAR) System according to the reporting requirements and timetables as described in Sections IV.B. above at the below Internet site:

<http://vopar.heitechservices.com>

(Until Further notice)

Please ensure all pages of the reporting documents have the appropriate grant number and an electronic signature, where appropriate.

Hard copy quarterly reports are still required to be mailed to:

Department of Labor

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**Procurement Services Center
200 Constitution Avenue NW, Room S-4307
Washington, DC 20210**

5. Between scheduled reporting dates, the recipient will also immediately inform the DVET/GOTR of any significant developments affecting the recipient's ability to accomplish the work. DVETs/GOTRs will provide grantees with necessary technical assistance, when and where appropriate as problems arise.

6. 90-Day Follow-Up Report

No later than 120 days after the active grant performance period (October 30), the grantee must submit a follow-up report showing results and performance as of the 90th day after the grant active performance period or September 30 and containing the following:

(1) **Financial Status Report SF-269A Short Form** showing expenditures and obligations through the reporting period; and

(2) **Technical Performance Report** as described in Section IV.B.1.above, including updated 90 and 180 day after exit quarter retention in employment data for all participants that entered into employment during the active grant performance period.

6. 180-Day Follow-Up Report

No later than 210 days after the active grant performance period or January 31, the grantee must submit a follow-up report showing results and performance as of the 180th day after the active performance period or December 31, and containing the following:

(1) **Financial Status Report SF-269A Short Form** showing expenditures and obligations through the reporting period; and

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- (2) **Technical Performance Report** as described in Section IV.B.1.above, including updated 90 and 180 day after exit quarter retention in employment data for all participants that entered into employment during the active grant performance period.

7. 270-Day "Final" Report

No later than 300 days after the active grant performance period or April 30th the grantee must submit a "**final**" follow-up/longitudinal report showing results and performance as of the 270th day after the active performance period or March 31st, and containing the following:

- (1) "**Final**" **Financial Status Report SF-269A**;
and

- (2) **Technical Performance Report** as described in Section IV.B.1.above, including updated 90 and 180 day after the exit quarter retention in employment data for all participants that entered into employment during the active grant performance period and containing the following:

- a. The total number of veterans placed into employment during the entire grant period;

- b. The number of veterans still employed after the 180 day after exit quarter follow-up period;

- c. If the veterans are still employed at the same or similar job, and if not, what are the reason(s);

- d. Whether training received was applicable to jobs held;

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e. Average hourly wage at placement and number of hours worked per week during the follow-up period;

f. An explanation regarding why those veterans placed in employment during the grant period, but not employed at the end of the 180 day after the exit quarter follow-up period, are not so employed; and

g. Any beneficial suggestions to improve the overall program.

8. Corrective Action(s)

When necessary, the grantee will initiate a Corrective Action Plan (CAP). A CAP will be required if, on a quarterly basis, actual grant accomplishments vary by a margin of +/-15% or more from the planned goals. In cases where the DVET/GOTR determines there is a need for a CAP and it has not been initiated by the grantee, the DVET/GOTR will make the grantee aware of the requirement and will give the grantee a due by date for submission of the CAP. After receipt of the CAP, the DVET/GOTR will send a letter to the grantee indicating that the CAP is approved or disapproved. If disapproved, DVET/GOTR will make beneficial suggestions to improve the proposed CAP and request resubmission until CAP is satisfactory to both parties.

Please note that this is a general rule of thumb, in some cases +/-15% deviations are beneficial to the program such as more placements into employment or training than planned, less cost per placement than planned, higher average wage at placement than planned, etc.

All +/-15% deviations from the planned goals, that have a negative impact on the grantee's ability to accomplish planned goals, must be fully explained in the grantee's quarterly technical report and a CAP is to be initiated, developed, and submitted by the grantee to the DVET/GOTR for approval.

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Please note that the CAP approval process is being programmed into the VOPAR system and is expected to be functioning shortly.

The CAP must identify the activity or expenditure source, which has the +/-15% deviation, describe the reason(s) for the variance, provide specific proposed corrective action(s), and a timetable for accomplishment of the corrective action. The plan may include intent to modify the grant when appropriate (e.g., as set forth in 29 CFR Part 97.30 and 29 CFR Part 95).

After the CAP has been submitted and approved, it is to also be submitted as an addendum to the Quarterly Technical Performance Report and also be submitted as an attachment into VOPAR.

C. Hard Copy Reports

Every page of all reports must cite the assigned grant number. All hard copy reports for the official grant file are to be submitted as follows:

1. The original Financial Status Report, SF 269A (short form) for each reporting quarter, a copy of the HHS-PMS 272 draw down information, and each Quarterly Technical Performance Report (print-out of the VOPAR overview report will suffice) to:

**U.S. Department of Labor
Procurement Services Center
Room S-4307
200 Constitution Avenue, N.W.
Washington, D.C. 20210**

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D. Change of Address

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 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 and National Office - Competitive Grants Lead, and the Grant Officer.

V. GRANT ADMINISTRATION

A. The Director for Veterans' Employment and Training (DVET) as identified in the (U.S. Department of Labor - Veterans' Employment and Training Service (VETS) -- Staff Directory) will serve as the Grant Officer's Technical Representative (GOTR) and will monitor performance by the grantee. The GOTR is authorized to approve and/or conduct the following:

1. Technical matters not involving a change in the scope, cost, or conditions of the grant award agreement.
2. Quarterly Technical Performance and Financial Status Reports.
3. Grantee submitted Corrective Action Plans.
4. 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).
5. The DVET is authorized to review and recommend approval of requests for payment.

B. Requests for actions requiring Grant Officer approval, such as requests for budget line item revisions of more than 10% of the total grant award, modifications to the original grant agreement, and purchases of nonexpendable personal property will be submitted by

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the grantee to the DVET/GOTR who will include recommendations with the request and forward them both to the Grant Officer thru their Regional and 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 as well as at least one (1) on-site review during each program year.

VI. TRAVEL

- A. The grantee/recipient 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 this grant in accordance with the established policy of the grantee. Such transportation cost will not be reimbursed in an amount greater than the cost of first class rail or of economy air travel, unless economy air travel and economy air travel space are not available and the grantee certifies to these facts 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 parameters established 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, at the current federal rate, not to exceed the cost by the most direct economy air route between the points so traveled. If more than one person travels in such automobiles, no additional charge will be made by the grantee for such travel.
- C. It is understood and agreed that no travel costs whatsoever for grantee personnel travel from place of residence to and from the normally assigned worksite will be reimbursed by the Government directly.

VII. PRINTING AND DUPLICATING

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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, United

States Code. 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. 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 Departmental Printing Officer. Nothing in this clause will preclude the procurement of writing, editing, preparation of manuscript copy, preparation of related illustrative material.

- B. 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 U.S. Department of Labor logo or seal on the item or items produced. Any reference to the Department used to promote the agency is unallowable.

- C. **Printed Materials**: In all circumstances, the following must be displayed on printed materials prepared by the grantee while in receipt of DOL 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

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names, commercial products, or organizations imply endorsement by the U.S. Government."

- D. **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.
- E. **Use of USDOL Logo**: Prior to the use of the USDOL Logo, the Grant Officer or Grant Officer Technical Representative 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 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."

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VIII. 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.

IX. 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.

X. 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.

XI. INDIRECT CHARGES

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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 (the agency that is providing the most federal funds);
- B. Name, address and phone number (including area code) of the Government auditor;
- C. Documentation from the cognizant agency indicating:
 - 1. Indirect cost rate and the base against which the rate should be applied;
 - 2. Effective period (dates) for the rate;
 - 3. Date last rate was computed and negotiated;
- D. If no government audit agency computed and authorized the rate claimed, provide brief explanation of computation, who computed and the date; 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.

Revised: 7/9/09 - kf/mjp