

# IVTP General and Special Grant Provisions

---

- Are the terms and conditions of the grant award – “the fine print”.
- Mailed to the grantees along with the grant award documentation.
- I. Administrative Provisions
  - ✓ Where all of the applicable Code of Federal Regulations are referenced.

# General Provisions – Con't

---

- II. Modifications to the Grant
- ✓ Unilateral Grant Modification by Grant Officer (changes in federal statute, regulation, Executive Order, or other federal law).
- ✓ Grant Changes Requiring Grant Officer Approval (changes in scope, budget, grant objectives, and 2<sup>nd</sup> year funding).

# General Provisions – Con't

---

## ❑ III. Allowable Costs

- ✓ Expenditures that are allowable, allocable, and reasonable and in accordance with approved grant award agreement.
- ✓ IVTP/HVRP funds will not be used for housing or automobile purchasing, leasing, or renting purposes. See “supportive services” definition in glossary of terms.

# General Provisions – Con't:

---

- ❑ IV. Interest Earned from Program Income
- ✓ Grantees are to maintain IVTP/HVRP funds in an interest bearing account and are allowed to keep up to \$100 in interest earned per year for admin expenses.

# General Provision – Con't

---

- V. Property Acquisition and Management
- ✓ Prior Grant Officer approval for purchases of equipment with a per unit cost of \$5,000 or more.
- ✓ DOL reserves the right to take title of any and all property with a unit acquisition cost of \$1,000 or more if purchased with grant funds when the grant terminates or if the property is no longer required.

# General Provisions – Con't

---

- VII. Suspension and Termination Procedures
- ✓ Suspension - When a grantee has failed to comply with the terms, conditions, or standards of the grant, the Grant Officer may, on reasonable notice to the grantee, suspend or withhold further payments.

# General Provisions – Con't

---

- Grant Officer may terminate grants for cause or convenience.
- ✓ Cause – grantee failed to comply with terms of the grant award.
- ✓ Convenience – Both parties agree that the continuation of the project would not be beneficial.
- ✓ Grantee may also choose to “withdrawal” if they are unable to perform in accordance to grant agreement.

# General Provisions – Con't

---

- VIII. Encumbrance of Grant Funds
- ✓ Grant funds may not be encumbered/obligated by the grantee prior to or after the grant period of performance.
- ✓ Obligations prior to end of grant period may be liquidated (or paid out) after the grant expiration date.



# General Provisions – Con't

---

- IX. Site Visits
- The grantor, through its authorized representative (DVET/GOTR/GOTR Designee), has the right, at all reasonable times, to make site visits to review the project accomplishments and management control systems and to provide technical assistance.

# General Provisions – Con't

---

## ■ X. Order of Precedence

- ✓ Special Provisions
- ✓ General Provisions
- ✓ Applicable Solicitation for Grant Applications
- ✓ Grantee's Application for Federal Assistance (SF-424)

# IVTP Special Provisions

---

- I.A. General - The grantee shall conduct a Incarcerated Veterans' Transition Program (IVTP) as described in its application for federal assistance in accordance with all terms and conditions of the grant award.
- I.B. Program Requirements – the grantee shall provide services in accordance with the goals as described in their proposal.
- IVTP is an “employment focused” program.

# Participant Definition

---

- I.C.1 & 2. - Each enrolled IVTP participant must be a veteran and within 18 months of release from a participating correctional facility. In addition, all participants must be homeless or “at risk” of homelessness.
- The term “veteran” means a person who served in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable. [38 USC 101(2)].

# Homeless Definition

---

- Includes persons who lack a fixed, regular, and adequate nighttime residence. It also includes persons whose primary nighttime residence is either supervised public or private shelter designed to provide temporary living accommodations or a private place not designed for regular sleeping accommodations for human beings.

# Program Coordination

---

- I.C.3. Grantees shall coordinate their programs with other providers of services for veterans and for homeless individuals.
- Including: services provided under McKinney Homeless Assistance Act, Stand Down Events, DVOP/LVER, VWIP, DVA, State Workforce Agencies, One-Stop Centers, HUD, HHS, local non-profit organizations including community based and faith based organizations.

# Grantee Cooperation

---

- I.C.7. – IVTP Grantees shall cooperate with the Department of Labor, Department of Veterans Affairs, and the Inter-Agency Council on Homelessness for evaluation activities, monitoring activities, and requests for data.

# Project Awareness

---

- I.C.9. – IVTP grantees are responsible for providing project awareness, information sharing, and orientation activities for:
  - Providers of hands-on service to the homeless
  - Public entitlement and service agencies
  - Civic and Private Sector Groups
  - Veterans' Service Organizations



# Outreach Staff

---

- I.C.4. - Preference in hiring outreach staff, or staff with direct participant contact, such as case managers or counselors, whose salaries are paid for out of IVTP/HVRP funds shall be given to veterans who have experienced homelessness.

# Participant Records

---

- I.C.6. - Grantee shall maintain systematic participant enrollment information and participant tracking records.
- I.C.6. - Participant records shall be maintained for a minimum of two (2) years for follow-up purposes.

# Participant Records – Con't

---

- I.C.6. Participant records shall include:
- ✓ Verification of veteran status (DD214, VA Confirmation Report, VA Disability letter, or VA ID Card).
- ✓ Circumstances of homelessness.
- ✓ Assessments of health and mental health status.
- ✓ Current or previous social, health, or mental health services received.

# Participant Records – Con't:

---

- Education
- Employment History
- Family status
- Name of Correctional Institute
- Correctional ID #
- Actual Release Date

# Participant Records – Con't

---

- I.C.6. Employability Development Plan:
  - Which includes an assessment of barriers to employment including skills deficiencies and service needs as well as strengths; and
  - Specific services and referrals planned and benefits to be achieved as a result of the program participation.
  - Projected address upon release.

# Preliminary Assessment

---

- ✓ All IVTP/HVRP Grantees shall 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.
- ✓ Grantees will track progress of DVA claims and report outcomes in case management records.

# Carry-Over Participants

---

- New for PY 2005 – in VOPAR July 1st
- Carry-Over participants from one program year into the next program year
- Do not re-register carry-over participants
- Add carry-over participants to enrolled participants for all performance stats
- See glossary of terms “carry-over participants”.

# Reporting/Tracking:

---

- # of Assessments
- # of Participants Enrolled
- # of enrolled participants placed into unsubsidized employment
- # of retaining jobs for 30, 90, and 180 days
- Cost per placement
- Average wage at placement
- # of enrolled participants receiving specific employability services such as classroom training, on the job training, etc.



# Verification of Job Retention

---

- I.C.6. Grantees must verify job retention at 30, 90, and 180 days thru employer or participant verification and include documentation (pay stubs, employer letter, etc.) in case file.

# Payments Under the Grant

---

- II. All advances/reimbursements shall be drawn down “just in time” by the grantee through the U.S. Department of Health and Human Services Payment Management System (HHS PMS) via personal computer with SMARTLINK capability.
- All funds transferred electronically.
- HHS/PMS Problems – Grantees are to call Gene Contee direct at (202) 693-4479.

# Financial Reporting

---

- IV.A.1. Grantees are to submit a SF-269A Financial Status Report–Short Form for the period ending each federal fiscal quarter and 120 days after the expiration of the grant (final report).
- IV.A.2. Grantees shall also submit a quarterly HHS-PMS 272 Federal Cash Transaction Report to the GOTR/DVET no later than 15 days after receipt.

# Performance Reports

---

- IV.B.1. Grantees shall submit on a federal fiscal quarterly basis a comparison of actual accomplishments vs. planned performance levels (VOPAR).
- IV.B.3. Grantees report other pertinent information, i.e., personnel activity, community activities, admin and programmatic problems with proposed solutions on a quarterly basis to GOTR.

# Performance Reports

---

- IV.B.2 - If there is a deviation of +/- 15% from planned performance levels, a detailed explanation and a Corrective Action Plan (CAP) is to be submitted to GOTR/DVET.
- NOTE: +/-15% is a general rule of thumb – in some cases +/-15% deviations are good, i.e., more placements than planned, cost per placement less than planned, more training provided than planned, etc.

# Performance Reports

---

- IV.B.3. & IV.E. - Between scheduled reporting dates, the grantee shall immediately inform the GOTR/DVET of any significant developments affecting the recipient's ability to accomplish the work.
- Including information on tracking participants, working with the Department of Corrections (Parole and Probation), and other documentation issues.
- GOTR/DVET will provide technical assistance to help resolve grantee reported problems and issues, if, when, and where applicable.

# VOPAR Reporting

---

- All IVTP/HVRP grantees will enter their quarterly technical performance and financial status report information into USDOL-VETS Internet-based reporting system "VOPAR".
- VOPAR scheduled to add IVTP customized info beginning July 1<sup>st</sup>, 2005 (# of workshops/in-reach contacts)
- Any type of file can be attached into VOPAR for a specific grant at all levels - grantee, DVET/GOTR, RAVET, and National Office.

# Reporting Due Dates:

---

- IVTP Quarterly reports are due:
- 1<sup>st</sup> Qtr - July 30<sup>th</sup>
- 2<sup>nd</sup> Qtr – October 30<sup>th</sup>
- 3<sup>rd</sup> Qtr – January 30<sup>th</sup>
- 4<sup>th</sup> Qtr – April 30<sup>th</sup>
- 90 day final – July 30<sup>th</sup>
- 180 day follow-up – October 30<sup>th</sup>
- VOPAR changes quarters approximately two (2) weeks prior to report due date.



# VOPAR Reporting

---

- If all grantee financial status reports, technical performance reports, and all required reporting information is entered and attached into the VOPAR system, a hard copy report is not required to be submitted to the GOTR/DVET.
- However, original hard copies are still required to be mailed to the Grant Officer for official grant files (print outs from VOPAR are acceptable).
- GOTRs/DVETs/RAVETs/NO staff will review grantee performance data entered into VOPAR.

# Participant Follow-Up

---

- All IVTP/HVRP Grantees, at a minimum, are to perform and report follow-up activities for each participant at:
  - ✓ 90 days after placement into unsubsidized employment; and
  - ✓ 180 days after placement into unsubsidized employment.

# 90 Day Final Report

---

- IV.C. - No later than 120 days after the grant expiration date, the grantee must submit a final financial and programmatic report showing the results and performance as of the 90<sup>th</sup> day after the grant period.
- Enter 90 Day Final Report in VOPAR.

# 180 Day Follow-Up Report

---

- IV.D. No later than 210 days after the grant expiration date, the grantee must submit a follow-up report showing results and performance as of the 180<sup>th</sup> day after the grant period.
- Enter 180 Day F/U Report in VOPAR.

# 180 Day Follow-Up Report

---

- Final Narrative Report Identifying:
- Total Placements into Employment.
- # of Vets Still Employed @ 180 days.
- If vets are still employed at same or similar job, and if not, why not?
- Was training received applicable to jobs held?
- Average Hourly Wage At Placement.
- Why, if a veteran was placed into employment, are they not still employed?
- Program recommendations.

# Where to Submit Reports

---

- Grantees submit the quarterly financial and performance reports to:
  - ✓ USDOL (original)  
Procurement Services Center  
Room N-5416  
200 Constitution Avenue, NW,  
Washington, DC 20210
  - ✓ If all info not entered into VOPAR – copy to respective GOTR/DVET

# Grantee Change of Address

---

- Grantee has two weeks or fourteen calendar days from effective date of change of address to notify DVET/GOTR in writing.
- DVET/GOTR will forward the grantee change of address notification to the Regional and National Office – Competitive Grants Manager, and the Grant Officer.
- Grant Officer modifies the grant award agreement with new address.

# Special Provisions – Con't

---

## □ V. Grant Administration

- DVET serves as the Grant Officer Technical Representative (GOTR).
- GOTR monitors grantee performance and provides technical assistance.
- GOTR recommends approval of technical performance reports, financial status reports, Corrective Action Plans, requests for payment, and grant modifications requests.



# Special Provisions – Con't

---

- GOTRs can approve State and Local Government grantee requests for budget line item deviations up to **10%** of the total grant award (re: 29 CFR Part 97.30).
- GOTRs can approve all other grantee requests (including non-profit organizations) for budget line item deviations up to **5%** of the total grant award (re: 29 CFR Part 95.25).
- Budget line item deviations of approved SF 424A object class categories: personnel, travel, equipment, supplies, etc.
- GOTR/DVET is required to send copies of budget line item deviation requests and approvals to RAVET, National Office Competitive Grants Manager, and Grant Officer.

# Special Provisions – Con't

---

- VI. Travel
- Travel allowances (per diem) shall be reimbursed in accordance with grantee policy but shall not exceed the current Federal travel regulations.
- Travel performed with privately owned automobiles (POV) currently at 40.5 cents per mile.
- No costs will be reimbursed for travel to and from residence to place of work.

# Special Provisions – Con't

---

- VII. Printing and Duplicating
- ✓ Grantees may duplicate up to a maximum of 5,000 copies of one page or a total of 25,000 copies of multiple pages.

# Special Provisions – Con't

---

- VIII. Sub Awards – Grantees must request prior written approval to sub-award, transfer, or contract out any of the work under the grant award agreement.
- This provision does not apply to the purchase of supplies, material, equipment, or general support services.

# Special Provisions – Con't

---

- IX. Salary Payments
- Full-time or part-time staff whose salary is paid for by these funds can only charge actual time worked.
- Under no circumstances can the grantee charge staff time for more than 100% of their time worked for this and any other grant (example: single staff person / working on 2 grants = no more than 100% time charged between 2 grants).

# Special Provisions – Con't

---

- X. Limitations on Admin Costs
- Costs for administration shall not exceed 20% of the total grant award.
- Admin costs consists of all direct and indirect costs associated with the management of the program.
- For IVTP/HVRP purposes, all indirect costs are considered a part of admin costs, therefore, shall not exceed 20% of the total grant award.

# Special Provisions

---

- Please put the correct grant award number and electronic signature, where appropriate, on all pieces of correspondence.
- Please call or e-mail your GOTR if you have any problems, questions, or concerns.
- End of Presentation