HVRP Start-Up Checklist[i]

NVTAC
National Veterans Technical Assistance Center

Category	TASK	Completed
**30 Day HVRP Checklist - The following are items an HVRP grantee might need to address to ramp-up a new program within 30-45 days after grant award:**	
Staffing	• All staff hired and working as a team	☐
	• I have a plan for staff training this quarter	☐
Forms, Policies, and Processes	• Established processes fort intake, vocational assessment, case management, job matching veterans, service plan development, job retention strategies, etc.	☐
	• Developed forms to document services (certification of homeless status, intake/assessment form, Individual Employment Plan form, job development plan form, job retention form, etc.)	☐
	• Petty cash account policy, procedures set up	☐
	• Client case file system is up and running	☐
Grants Management/ Reporting	• Discussed my project with my DVET	☐
	• Agency accounting is prepared to draw down funds or has done so	☐
	• July expenses were on budget	☐
	• Enrolled 5-10% of my annual job ready homeless or at-risk veterans	☐
	• Made 5-10% of annual job placements	☐
	• July's data is ready for reporting to VETS; start entering data in TPR; make sure you have a data backup system in place	☐
Partnerships/ Collaboration	• Held face-to-face meetings with AJC, SSVF, VASH, CoC to establish administrative, co-enrollment and referral partnerships	☐
	• Initiated linkages with local Veterans Court, VJO and criminal justice system	☐
	• Made initial connections with local housing providers to make and receive referrals	☐
	• Became a resource in your local Coordinated Entry	☐
Outreach	• We are using our community's "By Name List" to identify potential participants	☐
	• Developed marketing materials	☐
	• Created an orientation for veterans entering the program	☐
	• Engaged more than 5 employers	☐
Supportive Services	• Set up computers or access for veterans to use computers; internet connected	☐
	• Participant transportation (tokens, bus passes, etc.) set up and available	☐
	• Initiated participation in local HMIS	☐
Other	• Engaged agency leadership and Board of Directors by informing them of the award, your progress and vision for the program	☐
	• Connected with my TA Center liaison and reviewed the website	☐