

Conference Minutes

New Capital Grant Awardees Call for November 19, 2008 @ 1 p.m. Eastern 1-800-767-1750 # 58099

I. Announcements

A. 2008 Capital Grant Awardees Training Conference

1. Scheduled for February 9&10, 2008 at the Embassy Suites, Tampa, Florida.
2. Training is for 2008 Capital Grant Awardees Only
3. The grant and per Diem Program will be covering the cost of the hotel only.
4. The cost of travel and per diem will be the responsibility of the awarded agency.
5. Please select two agency members, one from management and one from fiscal, to attend this conference.
6. Please DO NOT call and make hotel reservations, the rooms for the attendees have been reserved.
7. A follow up letter will be sent to you following this conference call with details.

B. Reminder GPD New Capital Grant Awardees Call 3rd Wednesday of the month at 1pm. 800-767-1750 access code 58099

1. Next month's conference call guest speaker will be Dennis Hancher, VACO Office of Construction and Facilities Management.
 - a. Dennis will be discussing Construction and Facilities Management Review.
 - b. Please familiarize yourself by reviewing this section in your Capital Grant and Recipient Guide in preparation for next month's presentation
 - c. Information can be found on the GPD Provider Site:
<http://www1.va.gov/homeless/page.cfm?pg=35>

C. Agenda items for future calls should be sent to Susan Langer at

Susan.langer@va.gov and Mike Lamb at mike.lamb@va.gov

D. Fax numbers: Please contact Sue Sigwart, Administrative Officer in GPD Field Office with your fax number.

II. Agenda

A. Scope of future calls

1. Each month we will have a guest speaker
 - a. Chelsea Watson, Deputy Director provided an overview of VA's disbursement mechanism through Health and Human Services (HHS).
 - b. Michelle Lewis, Budget Analyst provided an overview of forms that need to be completed and submitted to the GPD Field Office and an overview "How do I get my money-101." Michelle Lewis can be reached at 1-877-332-0334 for guidance and questions on financial documents.

B. Program Development Specialist role

1. Mike Lamb and Susan Langer, Program Development Specialists

- a. Provide direction and counsel to new Capital Grant Awardees to facilitate project development and program implementation as outlined in your original grant applications.
- b. Coordinate with awardees and other VA staff to anticipate potential challenges or gaps in your organization's ability to move projects to operational status.
- c. Monitor progress in completing grant application milestones.
- d. Request in writing an updated milestone report to include revised timeline, explanation of project's delay, and corrective action plan.

C. Items from the field

Here is a list of web pages that you may find helpful;

GPD Website: <http://www1.va.gov/homeless/page.cfm?pg=3>

GPD Regulations: http://www1.va.gov/homeless/docs/GPD_Regs_38_CFR_Part_61.pdf

GPD Provider Site: <http://www1.va.gov/homeless/page.cfm?pg=35>

Federal Register Site: <http://www.gpoaccess.gov/fr/browse.html>

Mike Lamb: mike.lamb@va.gov

Susan Langer: susan.langer@va.gov

Our next conference call will be December 17, 2008 @ 1pm 1-800-767-1750

Access code: 58099