

Conference Minutes

New Capital Grant Awardees Call for June 17th, 2009 at 1:00 P.M. Eastern
1-800-767-1750 # 58099

I. Announcements

A. Quarterly Reports

1. July Quarterly Reports are due July 1st, 2009
2. E-mail reports directly to Susan Langer and/or Mike Lamb
 - a. Susan's e-mail: susan.langer@va.gov
 - b. Mike's e-mail: mike.lamb@va.gov
 - c. Quarterly Reports can be faxed. Do NOT fax them to the GPD Field Office call Mike and/or Susan to obtain fax number

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

1. July guest speaker will be Jeff Quarles, Clinical Manager, Grant and Per Diem Program
 - a. Jeff will present on the role of the GPD Liaison
 - b. Please familiarize yourself by reviewing this section in your Capital Grant Recipient Guide in preparation for this 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 Mike Lamb at mike.lamb@va.gov and Susan Langer at susan.langer@va.gov

II. Agenda

A. Featured speaker

1. Michelle Lewis, Budget Analyst, VA Grant and per Diem Program
How to Complete the 424C
 - a. As a recipient, you are responsible to ensure that the SF 424C is current, accurate, and complete
 - b. If it is no longer current, accurate or complete then the SF 424C must be revised and submitted to the GPD Field Office
 - c. Increases to the budget will result in a downward adjustment to the VA %.
 - d. Adjustments to the VA% should be factored into your reimbursement requests
 - e. Contact Michelle Lewis at toll free 1-877-332-0334 for assistance

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 July 15th, 2009 @ 1pm 1-800-767-1750
access code #58099**

