



# HVRP National Post Award Conference

INCREMENTAL FUNDING AND  
GRANT CLOSEOUT

JULY 28, 2022

# Agenda

- 
- Deputy Assistant Secretary  
Margarita Devlin
  - Incremental Funding
  - Grant Closeout
  - What's Next



## Deputy Assistant Secretary for Operations and Management Margarita Devlin



**Margarita Devlin, MA, CRC**, a member of the Senior Executive Service, is the Deputy Assistant Secretary for Operations and Management at the U.S. Department of Labor, Veterans' Employment and Training Service (VETS). VETS provides oversight for grants and contracts that support employment for veterans and transitioning service members; conducts investigations to protect veteran workers' rights, including USERRA and Veterans Preference; conducts outreach to employers, and provides administrative and operational support for efforts that serve veterans, transitioning service members, and military spouses. In Fiscal Year 2020, over 2,800 DOL and DOL VETS funded employees served over 370,000 veterans and military spouses across all VETS programs. VETS has a budget of more than \$316M.

Prior to coming to VETS in July 2021, Ms. Devlin served with the U.S. Department of Veterans Affairs (VA) for over 25 years in various positions of increasing responsibility. Ms. Devlin began her VA career as a Certified Rehabilitation Counselor and progressed through leadership positions within VBA, VHA, and at the VA Department level.

Ms. Devlin most recently served as the Veterans Health Administration's (VHA) Chief Learning Officer (CLO). In her prior role as CLO, she was the principal advisor to the Under Secretary for Health for the analysis, development, delivery, implementation, and evaluation of education and training programs, products, and services that support workforce development and continuing education for the VHA's staff. This included more than 377,000 health care professionals and staff and 120,000 residents and trainees at over 1,255 sites caring for 8.92 million veterans.

Before serving as VHA's Chief Learning Officer, Ms. Devlin served as Principal Deputy Under Secretary for Benefits in Washington, DC. In this position, she was responsible at the Veterans Benefits Administration (VBA) for the administration of benefit programs including education, home loan guaranty, disability compensation, pension, veteran readiness and employment, life insurance, and military-to-civilian transition assistance.

Ms. Devlin holds a Bachelor of Arts degree in Psychology and a Master of Arts degree in Rehabilitation Counseling from the University of South Florida, Tampa FL.

# Incremental Funding





# HVRP Funding Stream Timeline

- This graphic demonstrates when funds were awarded and are available for expenditure, for a grant that was awarded a 3-year Period of Performance, incrementally funded, in Program 2020.
- In the base year, a 424, 424A, and Budget Narrative was submitted, and the request was submitted for incremental funding year 1 and 2
- Each year's 424 A and Budget Narrative will follow that award until all funds are expended.
- Each Incremental funding request, a new 424, 424A, and Budget Narrative that is equal to or less than the amount requested in the base year is required.

Program Year	Jul-Sep 2020	Oct-Dec 2020	Jan-Mar 2021	Apr-Jun 2021	Jul-Sep 2021	Oct-Dec 2021	Jan-Mar 2022	Apr-Jun 2022	Jul-Sep 2022	Oct-Dec 2022	Jan-Mar 2023	Apr-Jun 2023	Jul-Sep 2023	Oct-Dec 2023	Jan-Mar 2024	Apr-Jun 2024	Jul-Sep 2024
FY 2020	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Funds not available	Funds not available	Funds not available	Funds not available	Funds not available
FY 2021	Funds not available	Funds not available	Funds not available	Funds not available	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Funds not available	Funds not available	Funds not available	Funds not available	Funds not available
FY 2022	Funds not available	Funds not available	Funds not available	Funds not available	Funds not available	Funds not available	Funds not available	Funds not available	Expenditures	Expenditures	Expenditures	Expenditures	Funds not available	Funds not available	Funds not available	Funds not available	Funds not available

**Key**

Expenditures
Funds not available



# What Affects Incremental Funding

## ■ Grant Application

- Each application listed the base year budget and each subsequent year total

## ■ Grant Award

- The application was awarded as an HVRP grant

## ■ Annual Spending

- If there are unspent funds from the previous year, consider requesting less

## ■ NICRA/CAPS

- If requesting indirect costs and the negotiated rates have expired



# What Affects Incremental Funding

- **Missing Required Documents and Expired SAM**
  - The Federal Government cannot release funds without required documents, signatures, and an active SAM
- **Budget Totals Do Not Match**
  - The SF 424, 424A, and Budget Narrative
- **Lack of Communication with GOTR**
  - Talk about any changes, don't surprise VETS
- **Fraud and Abuse**
  - May lead to grant termination



**Save  
the  
Date!**

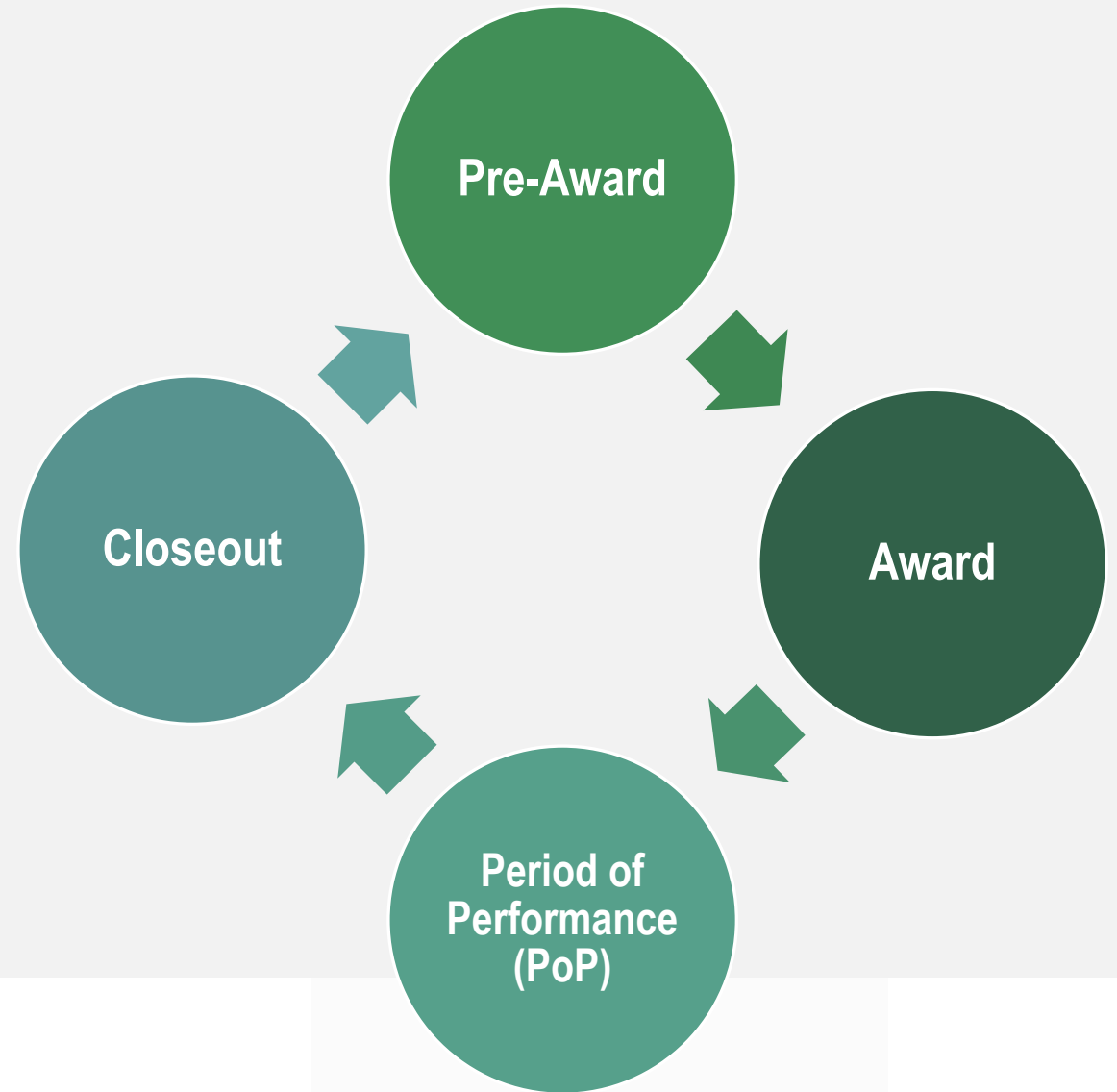
**Incremental Funding  
Policy and Training  
Coming December 2022**



# Grant Closeout

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# Grant Closeout Begins at Award





# Changes to DOL Grant Closeout Process

- In 2021, the Employment and Training Administration (ETA) began the process to update and streamline the grant closeout process.
- On May 6, 2022, ETA published in the Federal Register the necessity to submit the required data on the Closeout Documents
  - Detailed Statement of Cost (DSC),
  - Government Property Closeout Inventory Certification, and
  - Property Inventory Listing (if applicable).



PMS Transition  
June 22, 2022

GS Transition  
June 27, 2022



# Closeout Process

Grant Recipient	GOTR
<ul style="list-style-type: none"><li>• Receive email typically 15 days before the grant expires. <b>In 2023, the email will come from GS</b></li><li>• Receive closeout package in the email</li><li>• Documentation is due within 120 days of end of the POP</li><li>• Assumes responsibility for any subrecipients</li></ul>	<ul style="list-style-type: none"><li>• Certify grant recipient performance<ul style="list-style-type: none"><li>• Review expenditures in all FFRs</li><li>• Complete Certification for Grantee Performance form</li></ul></li><li>• Provide technical assistance to the recipient</li><li>• Maintain communication and document efforts during closeout to ensure processes progresses in a timely manner</li></ul>



# Closeout Timeline Example

**June 30, 2022**  
End of the POP

**July 30, 2022**  
Quarterly FFR due

**October 28, 2022**

- All closeout documents due
- Last day to draw down funds

- All closeout documents due no later than 120 days after the PoP end date [2 CFR 200.343\(a\)](#)
- 121+ days after the PoP end date: closeout specialist reviews documents for compliance
- Grants must be closed out within one year from the end of the PoP



# Closeout Delays

- Missing or expired NICRA/CAP
- Missing quarterly FFRs
- Spending not tracked
- Missing source documentation
- Invalid budget amendments
  - Those that required an amendment were never submitted to VETS during the PoP
- Not all obligations and/or accrued expenditures are closed
- Unobligated funds/cash isn't refunded
- Non-responsive grantees



# Closeout Web Resources

- [NTVI](#)
- [WorkforceGPS](#)
  - [Grants Application and Management Community of Practice](#)
    - Financial Reporting
    - Subrecipient Management and Oversight
    - Indirect Cost Rates
    - Policies and Procedures
    - Capital Assets and More
- [DOLETA.gov/Grants](#)
  - Funding Opportunities
  - How to Apply
  - Managing Your Awarded Grant
  - Resources and Information
    - Terms and Conditions
    - Technical Assistance Guides
    - Uniform Guidance Quick Reference Sheet
- [GOTR](#)





**Closeout webinar**

**Grant Recipient  
September 14, 2pm ET**



- **All GS and PMS issues must be shared with your GOTR the National Office will coordinate to assist in resolving**  
My team and the GO cannot get to the priority SD awards or amendments
- **NVTI has openings for our Career Coaching Courses ([Webb.Brandon.C.@dol.gov](mailto:Webb.Brandon.C.@dol.gov))**  
American Indian/Alaska Native and Rural Veterans  
Serving Older Veterans (55+) and Serving Younger Veterans (18-25)  
Supporting Veterans with Disabilities and Accessibility Needs  
LGBTQ+ and Women Veterans  
Veterans Experiencing Homelessness and Justice-Involved Veterans

# Key Achievements

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Celebrating the wins —  
Program Year 20, ending  
June 30, 2021

- Enrolled 14,744
- Placed 61%
- Avg. Wage at Placement \$16.23



# Reflecting back



## ■ We are in it together!

- Transitioning to new IT systems, with one on the way! – be patient
- Read the FY 22 FOA, SOW, and Terms & Conditions – grant success depends on it
- Buy local, buy American
- Free training at NVTI both virtual and in-person
- NVTAC is here to help you, reach out early and often – [Contact@NVTAC.org](mailto:Contact@NVTAC.org)
- Don't let required documents and forms expire, PLEASE!: NICRA, CAP, SAM
- Monitor your spending and be realistic, request less – be good stewards of our taxpayer's money



**EQUITY**



**TRAINING**



**EMPLOYMENT**

# National Office HVRP TEAM



**Chris Brown**  
HVRP Governance Lead



**Ebony Mack**  
HVRP Program Lead



**Michelle Mills**  
Supervisory Prog. Mgr



**Amanda Denogean**  
Management Analyst



**Dave Seay**  
Management Analyst



**Kate McCord**  
Data Analytics Lead



**Maria Temiquel**  
Director of the Office of Grants and Training

Thank you