



HVRP PY23 Incremental Funding Requests

Grant Recipient Training
January 5, 2023

Today's Trainer



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Agenda

- Purpose and Goals
- Where do I Start?
- Required Documents
- Additional Documents if Applicable
- SAM
- Submission of the Incremental Funding Amendment
- Conditions of Award
- Questions?



Purpose and Goals

- To provide an overview of the Incremental Funding amendment process in order to reduce the overall errors that result in Conditions of Award (COA) – *explained later in this presentation*).
- Establish a foundation of information so those working the Incremental Funding amendment can develop their plan of action to submit quality, complete, and timely requests in accordance with [Grant Officer's Memorandum 01-23](#).

Where do I Start? What's Available to me?



- Utilize the tools and resources available to you.
 - Review complete Grant Officer (GO) approved PY22 award package **available for reference** as you work through the current request.
***NOTE:** If there was a condition of award, ensure you're working from any documents that the Grant Officer required correction or resubmission.*
 - Plan with your team and your Grant Officer's Technical Representative (GOTR), determine a submission and review procedure, and follow timelines.
 - Review [Grant Officer's Memorandum 01-23](#).

Where do I start? (What's my Reference Document)



- Is your program submitting its 2nd year Incremental Funding (IF) Request? Be sure to refer to your award under **FOA-22-01**.
- Is your program submitting its 3rd year IF Request? Be sure to refer to your prior PY22 request for the most current information to compare with your PY23 request.
- You're only using the prior award information as a **guide** to help with consistency and to help highlight any variances before submission to your GOTR.
- Familiarize yourself with GrantSolutions. Grant recipients have resources available to them on how to submit an IF amendment at the following website: <https://www.dol.gov/grants/grant-solutions/training>.



Required Document

- Letter of Memorandum – **Uploaded to GrantSolutions online** (signed by the authorized representative)
- SF-424 – Application for Federal Assistance (**Completed within GrantSolutions online**)
- SF-424A – Budget Information (**Completed within GrantSolutions online**)
- Budget Narrative – **Uploaded to GrantSolutions online**
- Approved and current Negotiated Indirect Cost Rate Agreement (NICRA), or Cost Allocation Plan (CAP) **Uploaded to GrantSolutions online, if applicable**

Additional Documents if Applicable

- Project Narrative – **Uploaded to GrantSolutions online, if applicable**
- [Incremental Funding amendment Planned Goals Change Request Planned Goals Chart](#) – **Uploaded to GrantSolutions online, if applicable**

Required Documents – Letter of Memorandum



- Must be uploaded into GrantSolutions, must indicate the funding amount requested, whether there are any changes to the scope of the grant agreement, and must be signed by the authorized individual who is authorized to enter into this grant agreement with the Department of Labor (DOL).
- Refer to Grant Officer's Memorandum 01-23 – Attachment 1 [Technical Assistance Guide for Homeless Veterans Program Grants – PY 2023 Incremental Funding Requests](#) (TAG) for more detailed information.

Required Documents – SF-424 (Individual Family of Documents)



- Use Online Form in GrantSolutions.
- Requested amount **must not exceed** the amount referenced in the Abstract of the initial grant application submitted under the grant recipients' awards applicable funding opportunity announcement.

<p>Funding Request for Each Individual Year of the Grant (up to \$500,000 each year):</p> <p>Year 1 Total: _____</p> <p>Year 2 Total: _____</p> <p>Year 3 Total: _____</p>	<p>Funding Request for each individual year of the grant (up to \$500,000 each year.) Applicants may receive a maximum amount of \$500,000 per year, however, applicants may submit a lesser amount <u>that aligns</u> with their budget and budget narrative.</p> <p>Year 1 Total: _____</p> <p>Year 2 Total: _____</p> <p>Year 3 Total: _____</p>
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Required Documents – SF-424 (Individual Family of Documents)



Point of Emphasis

- Block 2: Mark **Revision** and select **A: Increase Award**.
- Do not alter pre-populated information, unless it is incorrect.
- Refer to the [TAG](#) for more detailed information on specific entry pertaining to blocks that are not pre-populated.

Required Documents – SF-424A Budget Information



Points of Emphasis:

- This form must be completed online in GrantSolutions, reflect the amount on the SF-424, and must crosswalk to the Budget Narrative, and the Letter of Memorandum.
- Section A – ensure the CFDA (17.805) number (column b) and the estimated federal funding amount in columns e and g are inputted.
- Refer to the [TAG](#) for more detailed information on specific entry pertaining to blocks that are not pre-populated.

Required Documents – Budget Narrative



- **Take your time with this document.**
- **Use whole numbers**
 - The Budget Narrative's total should match both the SF-424A, the SF-424, and the Letter of Memorandum.
 - Review each line item carefully – line-item totals should match the line items on the SF-424A.
 - Review the methodology proposed for each line item – ensure the math is correct so the total matches the SF-424A.

Required Documents – Budget Narrative



- **Take your time with this document.**
 - When it comes to Supplies, provide a clear and transparent methodology for office supply totals versus itemizing. EXAMPLE: General office supplies (pens, paper, notebooks, folders, wipes) – \$125 per month x 12 months = \$1,500.
 - If you are proposing to purchasing laptops, printers, etc., we would want to know the per-unit cost to determine reasonableness.
 - Refer to the [TAG](#) – Section IV Budget Narrative Guidance attachment for further information.

Required Documents – Approval Letters for: Negotiated Indirect Cost Rate Agreement (NICRA), De Minimis or Cost Allocation Plan (CAP)



- Your program may have chosen not use an indirect cost rate; refer to current award SF-424A Section B6, J. Indirect Charges.
- If your program does use an indirect cost rate - variations submitted by the grant recipient include:
 - Current Approved NICRA or CAP.
 - Verification of a request for an updated NICRA or CAP has been submitted.
 - De Minimis (not to exceed 10 percent) and use of the Modified Total Direct Cost (MTDC).
 - *For multi-page NICRA and CAP documents – provide only the documents that verify approval with the Office of Cost Determination vs. the entire approval package.*

Required Documents – Approval Letters for: Negotiated Indirect Cost Rate Agreement (NICRA), De Minimis or Cost Allocation Plan (CAP)



Additional Information on De Minimis:

- Grant recipients can request a De Minimis rate not to exceed 10 percent. With this – additional rules apply.
- This rate is available for grant recipients that do not currently have a current negotiated (including provisional) rate, see 2 C.F.R. § 200.414(f) for more information on use of the De Minimis rate.
- Review the Terms and Conditions of your program's award Part B: Indirect Costs, Budget and Cost Share.
- Training from National Veterans' Training Institute (NVTI) – [Indirect Cost 101](#)

Additional Documents if Applicable – Project Narrative



Points of Emphasis:

Is only required if the grant recipient requests changes to the project or scope of work.

Changes to the grant can include the following examples:

- A grant recipient who is requesting to change the scope (i.e., service delivery area) of their award.
- A grant recipient who wants to sub-award some of their program to a contractor.
- A grant recipient requesting a change to their cumulative goals in accordance with [VPL 03-18 - Grant Modification Request Due to Unanticipated Circumstances Resulting in Poor Performance](#)

Additional Documents if Applicable – Incremental Funding amendment Planned Goals Change Request – Planned Goals Chart



Points of Emphasis:

- **Only required** to be submitted with Incremental Funding amendment if Grant recipients **requesting to realign their quarterly goals** or are **requesting to change their cumulative goals**.
- Grant recipients are held to the cumulative performance goals submitted in their application for each year of their period of performance.
- Changes to the planned cumulative goals are a change in the condition of the award and requires sufficient justification, as well as approval by the Grant Officer, in accordance with [VPL 03-18](#).

Additional Documents if Applicable – Incremental Funding amendment Planned Goals Change Request – Planned Goals Chart



<https://www.dol.gov/agencies/vets/programs/hvrp>

Program Documents

- GOTR TPR/TPN Checklist ([DOCX](#) | [PDF](#))
- [On-site Assessment Form 2017](#) (PDF)
- [Corrective Action Plan and High Risk Guide](#) (PDF)
- [Incremental Funding Planned Goals Change Request - Planned Goals Chart](#) (XLSB)

United States Department of Labor
Veterans' Employment & Training Service
Summary of Proposed Goals by Quarter & Overall for the Project

OMB Approval 1293-0014 | Expires 6/30/2023
Homeless Veterans' Reintegration Program (HVRP)

Funding Amount: _____
Applicant Name: _____
Grantee State: _____

Planned Measures	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
# of Participants Enrolled									0
# Placed in Transitional or Permanent Housing									0
# Placed into Employment									0
Average Hourly Wage at Placement									0.00
Placement Rate Overall (rate = employed/enrolled)	0.0%	0.0%	0.0%	0.0%					0%
# Exited									0
# Earned Wages in the 2nd Full Quarter After Employment Rate in the 2nd Quarter After Exited			0.0%	0.0%	0.0%	0.0%			0.0%
Median Quarterly Earnings in the 2nd Quarter After Exited									Remember to enter overall >>>
# Earned Wages in the 4th Full Quarter After Exited									0
Employment Rate in the 4th Quarter After Exited					0.0%	0.0%	0.0%	0.0%	0.0%
Episodic Homeless - # Enrolled									0
Episodic Homeless - # Exited									0
Episodic Homeless - # Placed into Employment									0
Placement Rate - Episodic Homeless	0.0%	0.0%	0.0%	0.0%					0%

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System for Award Management (SAM) Verification



- Ensure this has not expired – if it isn't current your second or third increment cannot be funded.

Submission of the Incremental Funding Amendment



- Grant Recipients will use GrantSolutions as the approved method of requesting Incremental Funding for PY 2023.

[Log in to Grantsolutions](#)

The screenshot displays the 'My Grants List' interface. At the top, there is a toggle for 'Show Closed Grants' and a search bar with the placeholder text 'Enter Grant # (you must enter the exact grant # to search)'. Below the search bar, there are six grant cards arranged in two rows of three. Each card shows the grant ID, FAIN number, status (Active), project title, and grant program.

Grant ID	FAIN	Status	Project Title	Grant Program
23555DV000055	FAIN:23555DV000055	Active	JVSG Testing - directed announcement	JVSG Jobs for Veterans State Grants
23555DV000057	FAIN:23555DV000057	Active	JVSG Testing - directed announcement	JVSG Jobs for Veterans State Grants
22555DV000048	FAIN:22555DV000048	Active	JVSG Training Demo B	JVSG Jobs for Veterans State Grants
23A60AP000007	FAIN:23A60AP000007	Active		
23A60AP000003	FAIN:23A60AP000003	Active		
23A60AP000004	FAIN:23A60AP000004	Active		


Submission of the Incremental Funding Amendment



10/01/2023 12/31/2024

Current Budget Period: 10/01/2023–09/30/2024 (1 of 1)

Details History Reports **Amendments** Notes



Coming Soon!

We're continuously working on upgrading GrantSolutions experience. This feature is coming soon, but in the meantime you can view amendments for this grant in the classic experience.

[View Amendments](#)

Submission of the Incremental Funding Amendment



- Grant Recipients will use GrantSolutions as the approved method of requesting Incremental Funding for PY 2023.

GrantSolutions.gov

Account Management | Funding Opportunity | Applications | Grants | Online Data Collection | Help/Support

Select Amendment Type

Grant Number	22560HV001075-1
Project Period	05/06/2022 to 05/05/2023
Budget Period	05/06/2022 to 05/05/2023
Amendment Type	<input type="radio"/> DOL - Additional Funding Request (Grantee - submitted) (Type 6) <input type="radio"/> DOL - Budget Revision / Re-Alignment (Type 6) <input type="radio"/> DOL - Change in Authorized Signature [or POC] (Type 6) <input checked="" type="radio"/> DOL - Equipment Approval (Type 6) <input checked="" type="radio"/> DOL - Incremental Funding (Type 6) <input type="radio"/> DOL - No Cost POP Extension (Type 6) <input type="radio"/> DOL - Statement of Work Change (Type 6)

Create Amendment Cancel

Submission of the Incremental Funding Amendment



Post Award Action: DOL - Incremental Funding

Work in Progress (Post Award)

This is your GrantSolutions Application Control Checklist (EACC). You will use the EACC to track the status of your application.

To complete your application electronically, enter information by using the online forms and/or adding attachments (upload/mail-in). Required items are noted by the exclamation point image. If an enclosure has not been verified, a red 'X' image is displayed.

Please verify that all documents submitted with the application package appear as expected in the Original Submission PDF. Not all file types may accurately print to PDF.

Print Application:

[Original Submission](#)

Please verify that all documents submitted with the application package appear as expected in the Original Submission PDF. Not all file types may accurately print to PDF.

Applicant	[REDACTED]
Grant Number	[REDACTED]
Application Number	(To be assigned)
Action	DOL - Incremental Funding
Project Title	HWRP Training Announcement

Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Other attachments	Enter Comments	Unloaded Files Mail-In Items	
Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424 Application for Federal Assistance (Version 4.0)	Enter Online Enter Comments	Unloaded Files Mail-In Items	
SF-424A Budget Information - Non-Construction	Enter Online Enter Comments	Unloaded Files Mail-In Items	
Program Narrative	Enclosure(s)	Attachment(s)	Status
Budget Narrative Upload	Enter Comments	Unloaded Files Mail-In Items	

Amendment Package Status: Work in Progress (Post Award)

[Verify Submission](#)

[Close](#)

Submission of the Incremental Funding Amendment



- Timeline: **January 18, 2023**: Incremental Funding amendments are due to the GOTR via GrantSolutions.
- Grant recipients and GOTRs are encouraged to work together in assembly and completion of the Incremental Funding amendment application. Email documents for review prior to GrantSolutions Submission.
- Incremental Funding amendments with errors can only be returned within the GrantSolutions System by VETS Office of Grants and Training. Returned applications will revert to an unsubmitted status until revised and resubmitted.

Conditions of Award



What are Conditions of Award (COA)?

- This means the Grant Officer approved the award but with certain conditions that must be met within a pre-determined amount of time.
- Grantee's not meeting the conditions and timeline for submission run the risk of impacting their funding.

Conditions of Award



To reduce some common reasons for Grant Officer imposed conditions – please pay extra attention to the following areas:

- Review the Budget Narrative and ensure you are checking for allowable/reasonable costs.
- Ensure budget items are accounted for, clearly relayed, are allowable and that the figures in the Budget Narrative, the SF-424A, and the SF-424 match and that the math is correct.
- If your program uses the De Minimis rate, ensure your program is properly accounting for its MTDC.

Conditions of Award



- Make sure the NICRA or Cost Allocation Plan is current – if not, describe in the Letter of Memorandum the program's efforts to update this rate.

2 C.F.R. § 200 Uniformed Guidance



- When you reference the uniformed guidance – ensure you're using the most updated version. The updated version can be found below:
- [2 C.F.R. § 200 Uniformed Guidance](#)

Questions?



If we are unable to address any questions today, please forward your questions through your GOTR. Your GOTR will answer your question, or your inquiry will be forwarded through your regional office to be addressed.



Thank you!

Incremental Funding amendments are due to the GOTR on January 18, 2023