



# **Homeless Veterans' Reintegration Program (HVRP) Post-Award Conference (PAC): Terms and Conditions, Incremental Funding, and Closeout**

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# Today's Speaker



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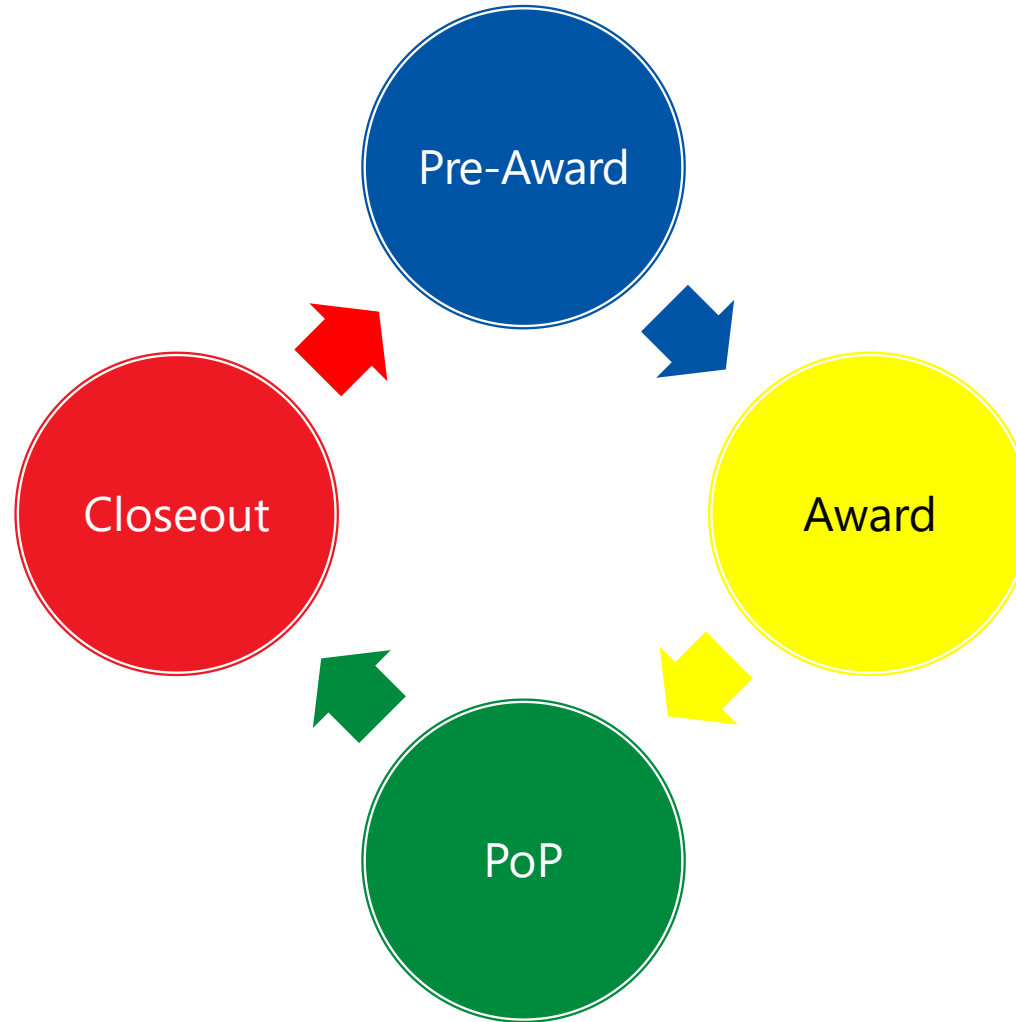
**U.S. Department of Labor-Veterans' Employment and  
Training Service (DOL-VETS)**



# Today's Session

- Grant Lifecycle
- Terms and Conditions
- Incremental Funding throughout the Period of Performance (PoP)
- Closeout

# Grant Lifecycle





# Terms and Conditions: What Are They?

- Effective the date of award issuance
- Accompanies initial Notice of Award (NOA) as a supplemental attachment or may be a part of the PDF that contains the NOA.
- Applicable through the PoP and Closeout
- Latest version applicable to awards issued in program year (PY) 2023 available on the [HVRP website](#) under General Information
- Lists your assigned Grant Officer's Technical Representative (GOTR)



# Terms and Conditions: Organization

- Organized into eight parts:
  - Part A: General Award, System for Award Management, and Uniform Guidance
  - Part B: Indirect Costs, Budget, and Cost Share (Match)
  - Part C: Funds and Special or Temporary Restrictions
  - Part D: Costs – Limitations, Items, and Restrictions
  - Part E: Reporting, Audit, and Closeout
  - Part F: National Policy and Restrictions
  - Part G: National Prohibitions and Other Restrictions
  - Part H: Attachments

# Terms and Conditions: Highlights Part A(5)



- Part A(5.) System for Award Management:
  - A System for Award Management (SAM) registration is required for an entity to be able to apply for federal awards, to request amendments to existing awards, and to enable them to close out expiring awards.
  - DOL advises award recipients and other awardees of federal awards, such as cooperative agreements registered in SAM, to review their registration information, particularly their financial information and points of contact.
  - DOL further encourages award recipients to review the expiration date of their SAM registration and begin the renewal process well in advance to ensure that their registration remains valid. If the award recipient has not logged in and updated its entity registration record within at least the past 365 days, its record will expire and go into inactive status.

# Terms and Conditions Highlights Part A(9)



- Part A(9.) Subawards
  - The provisions of the T/C will be applied to any subawards; the recipient is responsible for monitoring for compliance.
  - The recipient (of the HVRP award) is responsible for monitoring the subrecipient, ensuring that the Terms and Conditions are in all subaward packages and that the subrecipient complies with all applicable regulations and the Terms and Conditions of this award (2 C.F.R. 200.101(b)).



# Terms and Conditions Highlights Part A(14) (1 of 3)



- Part A(14.) Program Requirements
  - The Funding Opportunity Announcement (FOA) contains the program requirements for this award. Additionally, grant recipients are required to maintain all records and reports, including participant case records, for any activities and services outlined in the FOA. At a minimum, an HVRP grant recipient's participant case file must include:
    - Source documentation of veteran status;
    - Verification of veteran's homelessness or at risk of homelessness status;
    - An HVRP Intake, which includes the collection of necessary information to determine eligibility for the program;

# Terms and Conditions Highlights Part A(14) (2 of 3)



- Part A(14.) Program Requirements
  - Continued;
    - An assessment that provides a comprehensive evaluation that may include education, skills, employment history, desired career, and employment barriers;
    - Individual Employment Plan that documents a plan of action and services designed to overcome the barriers that exist and achieve the employment goals identified;
    - Case notes documenting activities such as contact with the participant, services provided, training, and referrals to other agencies in order to gain/retain meaningful employment;

# Terms and Conditions Highlights Part A(14) (3 of 3)



- Part A(14.) Program Requirements
  - Continued;
    - Supporting financial records for participant support costs incurred for the participant spent in accordance with the grant recipient's budget narrative and 2 C.F.R. 200.1; and
    - Verification of employment (through the employer or participant for wages and hours worked) for the quarter placed and for each quarter after exit during the follow-up period during the PoP.

# Terms and Conditions Highlights Part B(3)



- Part B(3.) Budget- Approved
  - The approved budget documents are Section H of the Terms and Conditions. They include: SF-424, the SF-424A, and the Budget Narrative.
  - The award recipient **must confirm that all costs are allowable, reasonable, necessary, and allocable before charging any expense.** Pursuant to [2 C.F.R. 2900.1](#), the approval of the budget as awarded does not constitute prior approval of those items specified in [2 C.F.R part 200](#) and [2 C.F.R. part 2900](#) or as a part of the grant award as requiring prior approval. The Grant Officer is the only official with the authority to provide such approval.

# Terms and Conditions Highlights Part B(4)



- Part B(4.) Budget Flexibility

- Award recipients are not permitted to make transfers that would cause any funds to be used for purposes other than those consistent with this federal program.
- Any changes within a specific cost category on the SF-424A do not require a grant amendment unless the change results in a cumulative transfer among direct cost categories exceeding 10 percent of total budget.
- It is recommended that the assigned GOTR or point of contact review any within-line changes to the award recipient's budget prior to implementation to ensure they do not require an amendment.
- For programs where the federal share of the project is below the Simplified Acquisition Threshold (SAT) of \$250,000, recipients are not required to obtain the Grant Officer's approval when transferring funds among direct cost categories.  
**For HVRP, the SAT is the entire PoP, so the three-year (36 month) PoP must be less than \$250,000.00 for this condition to apply.**

# Terms and Conditions Highlights Part C(1)



- Part C(1.) Funds
  - Upon receipt of a NOA, in order to draw funds from the U.S. Department of Health and Human Services (HHS) Payment Management System (PMS), **an active account must be established. To establish an account, award recipients must complete a Standard Form (SF)-1199A and PMS Access form (shown as the PMS New User Access Request on the [PMS website](#)) ([User Access](#)).** DOL is responsible for completing portions of the SF-1199A and submitting the completed SF-1199A to the Division of Payment Management, which operates PMS. **Federal award recipients do not need to complete these forms if they already have an account with PMS.**

# Terms and Conditions Highlights Part C(2)



- Part C(2.) Funds - Return and Refunds
  - **DOL does not accept paper checks** for any type of returned funds. For active grants, all returns of funds are to be submitted electronically through the PMS operated by the HHS via the same method as a drawdown. For grants that have been canceled or are expired (typically older than five years), incoming payments, including returns and recoveries to DOL, must be made via the [Pay.gov website](https://www.pay.gov).

# Terms and Conditions Highlights Part D(8)



- Part D(8.) Travel - Mileage Reimbursement Rates
  - Pursuant to [2 C.F.R. 200.475\(a\)](#), all award recipients must have policies and procedures in place related to travel costs; however, for reimbursement on a mileage basis, this federal grant award cannot be charged more than the maximum allowable mileage reimbursement rates for federal employees. Mileage rates must be checked annually at the [General Services Administration \(GSA\)'s Privately Owned Vehicle \(POV\) Mileage Reimbursement Rates](#) webpage to ensure compliance.



# Terms and Conditions Highlights Part E(4) and E(6) (1 of 2)



- Part E(4.) Audits-
  - DOL award recipients that expend \$750,000 or more in a year from any federal awards must have an audit conducted for that year in accordance with the requirements contained in [2 C.F.R. 200.501](#).
- Part E(6.) Closeout/Final Year Requirements-
  - At the end of the grant period, the award recipient will be required to close the grant with the DOL. The grant award and cooperative agreement recipient will be notified approximately 15 days prior to the end of the PoP that the closeout process will begin when the PoP ends. See the [Employment and Training Administration \(ETA\)'s Grant Closeout webpage](#) for further information on the closeout process. The recipient's responsibilities at closeout may be found at [2 C.F.R. 200.344](#). **Failure to meet closeout requirements may impact future awards, result in your organization being reported to the U.S. Office of Management and Budget (OMB)'s designated integrity and performance system, or VETS may pursue other actions per [2 C.F.R. 200.339](#).**

# Terms and Conditions Highlights Part E(4) and E(6) (2 of 2)



- Part E(6.) Closeout/Final Year Requirements, continued-
  - The award recipient **must be able to provide documentation for all direct and indirect costs that are incurred.** For instance, **if an organization is claiming indirect costs, the required documentation is a Negotiated Indirect Cost Rate Agreement (NICRA) or a Cost Allocation Plan (CAP) issued by the award recipient's Federal Cognizant Agency (FCA).** For those approved to utilize a de minimis rate for indirect costs, the grant agreement or cooperative agreement is sufficient documentation. Not having documentation for direct or indirect costs **will result in costs being disallowed and subject to debt collection.**
  - The only liquidation that can occur during closeout is the liquidation of accrued expenditures (NOT obligations) for goods and/or services received during the PoP specified in this award (see [2 C.F.R. 2900.15](#)).

# Terms and Conditions Highlights Part F(2)



- Part F(2.) Domestic Preferences for Procurements
  - To the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of [2 C.F.R. 200.322](#) must be included in all subawards, including all contracts and purchase orders for work or products under this award.

# Terms and Conditions Highlights Part F(5)



- Part F(5.) Intellectual Property Rights

- The following language must be on all workforce products developed in whole or in part with grant funds:

"This workforce product was funded by a grant awarded by the U.S. Department of Labor (DOL)'s Veterans' Employment and Training Service (VETS). The product was created by the recipient and does not necessarily reflect the official position of DOL/VETS. DOL/VETS makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the instituting that created it."

# Terms and Conditions Highlights Part F(6)

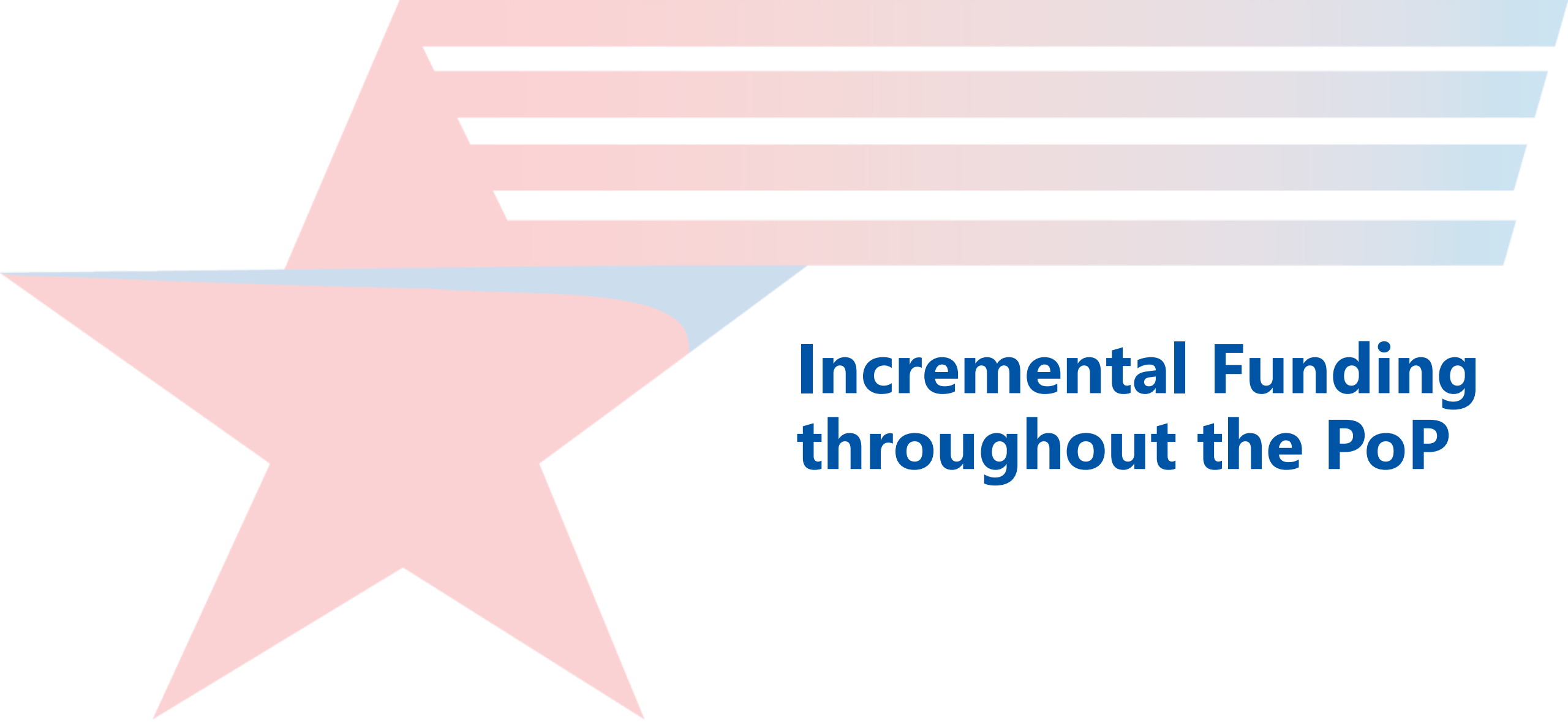


- Part F(6.) Promoting Equitable Delivery of Government Benefits and Equal Opportunity
  - Grant award and cooperative agreement recipients must execute the terms and conditions of their award in a manner that advances equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. This extends to all award activities including, but not limited to, service delivery, selection of subrecipients and contractors, and procurement of goods and services.

# Terms and Conditions Highlights Part G(11)



- Public Communications – Certain Information Required
- When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all non-federal entities receiving federal funds shall clearly state:
  - 1) The percentage of the total costs of the program or project which will be financed with federal money;
  - 2) The dollar amount of federal funds for the project or program; and
  - 3) The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.
- NOTE: See Steven's Amendment Desk Aid on the [HVRP website](#)



**Incremental Funding  
throughout the PoP**

# Incremental Funding throughout the PoP



- The first year of funding is received at the time of initial award, and funding for years two and three is received through an annual amendment process in GrantSolutions.
- Funding requests for years two and three must not exceed the amount referenced in the Abstract of the initial grant application submitted under the applicable FOA.
- Funds are available for the entire PoP but must be used according to SF-424A and Budget Narrative.



# Incremental Funding throughout the Period of Performance - Availability of Funds



- Example three-year PoP funding stream timeline: This graphic demonstrates when funds were awarded and are available for expenditure for a grant that was awarded a three-year PoP, incrementally funded, in PY23.

Program Year & Quarter	PoP Year 1				PoP Year 2				PoP Year 3				Closeout
	July-Sep 2023	Oct-Dec 2023	Jan-Mar 2024	Apr-Jun 2024	Jul-Sep 2024	Oct-Dec 2024	Jan-Mar 2025	Apr-Jun 2025	Jul-Sep 2025	Oct-Dec 2025	Jan-Mar 2026	Apr-Jun 2026	Jul-Sep 2026
FY 2023													
FY 2024													
FY 2025													

KEY

Expenditures
Funds Not Available

## HVRP Funding Stream Timeline

- 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 abstract of the initial grant application is required.

# Amendments: Document Requirements Table



Amendment Type:	BUDGET REVISION	CHANGE IN SCOPE	CHANGE IN KEY PERSONNEL	INCREMENTAL FUNDING	ADMINISTRATIVE CHANGES	Purchase or Lease of Equipment of \$5,000 or more	Period of Performance Extension	Merger, Successor-in-interest, Transfer
<b>Form Required:</b>								
SF-424	√**	√**	√	√	√		√**	√
SF-424A Form	√**	√**		√				
Budget Narrative	√	√**		√				
Project Narrative		√		√*				
Transmittal Letter	√	√	√	√	√	√	√	√
Planned Goals Chart		√*		√*				

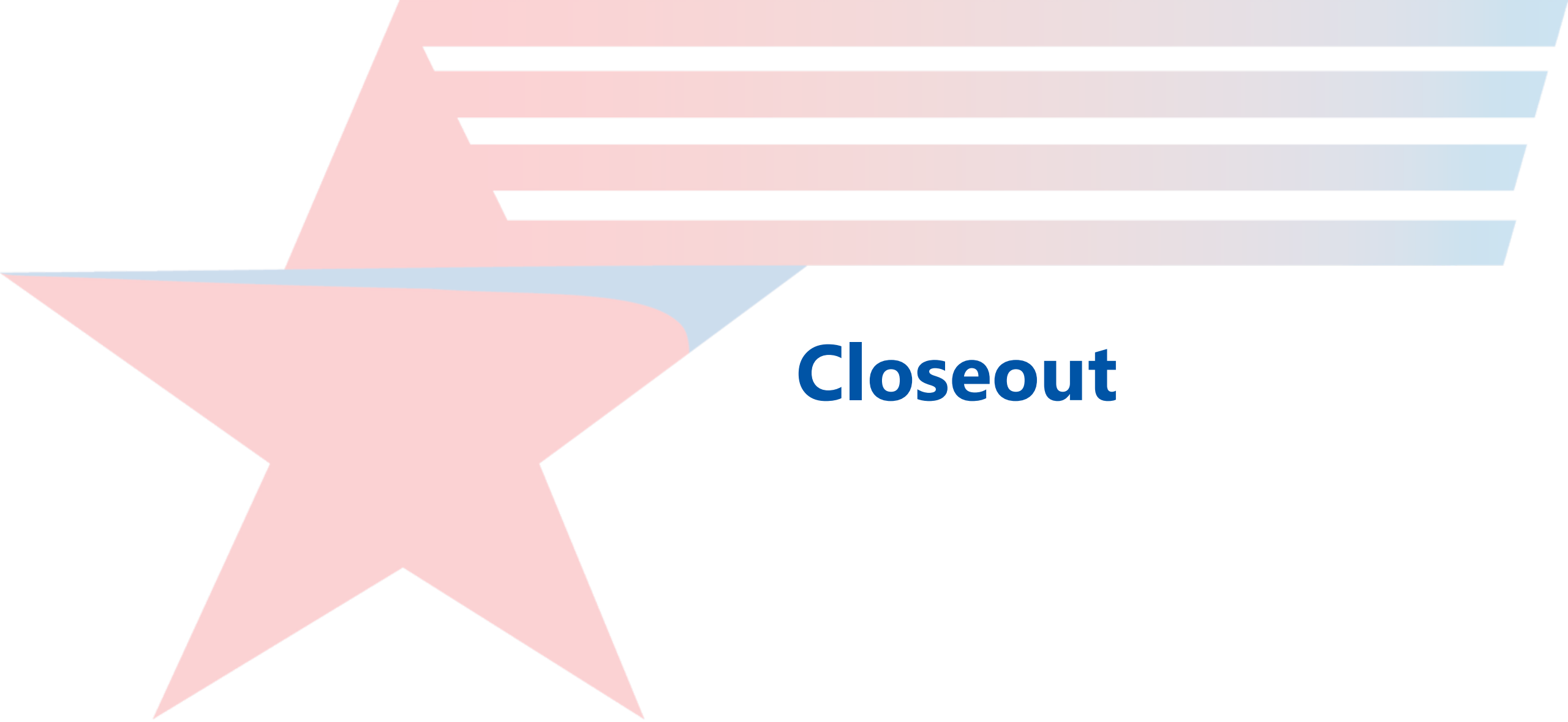
\*IF affected

\*\*IF information on form changes

# Incremental Funding throughout the Period of Performance Notice to Grant Recipients



- Notice provided to grant recipients via an annual Grant Officer Memorandum during the month of December. Example reference for PY22 is [Grant Officer's Memorandum No. 01-23](#) and its [accompanying technical assistance guide](#). Note for PY24 grant recipients with a three-year PoP that ends June 30, 2025, and June 30, 2026, are eligible to apply for incremental funding.
- Incremental Funding **Policy and Training Coming December 2023.**



**Closeout**

# Closeout



Grant Recipient	GOTR
<ul style="list-style-type: none"><li>• Receive Grant Note Correspondence via GrantSolutions typically 15 days before the grant expires.</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</li><li>• Review expenditures in all FFRs</li><li>• Complete Certification for Grantee Performance form</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>

[Grant Closeout | U.S. Department of Labor \(dol.gov\)](https://www.dol.gov)

# Closeout Timeline



**June 30, 2022**

End of the PoP

**July 30, 2022**

Final 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 C.F.R. 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
- [VETS Grant Closeout Process for Recipients Training video 2022](#)
- **2023 Closeout Training invitation for August 10<sup>th</sup> will be sent from the National Veterans' Training Institute (NVTI). [Subscribe to the mailing list](#) to receive the invitation.**



**Thank you!**