



## **HVRP Listening Session: VPL 04-24 HVRP Award Amendments and GO Memo 01-24 Incremental Funding Procedures for Program Year 2024 Questions and Answers**

**Q: Where can I find information on whether there are open seats for National Veterans' Training Institute (NVTI) courses and when they are available?**

**A:** The [NVTI Class Schedule](#) provides information on the upcoming available courses. Interested staff can complete the online application for a course by [Registering for NVTI Classes](#). The NVTI Registrar will inform the applicant of availability of open seats and when the next training is available if the course of interest reaches capacity.

**Q: One issue I have heard from staff is the amount of homework that is involved. It is difficult for us to require staff to work on their own time. Is there homework required on all the multiple-day courses?**

**A:** NVTI tries to not have homework at all if they can help it, but they do have recommended reading in some cases. For the 9610 Special Populations Courses, there is a prerequisite course that is required. It is a self-paced course that takes a couple of hours to complete, but there is no homework outside of that.

**Q: Where can we access Grant Officer's Memoranda (GO Memo) 01-24 Incremental Funding Procedures for Program Year 2024?**

**A:** GO Memo 01-24 and its attachment are available on the [Active Policy Directory](#).

**Q: When will the next notice for incremental funding come out?**

**A:** The notice for Incremental Funding (IF) for Program Year (PY) 2024 was posted on the Active VETS Policy page and sent out to federal employees on December 22, 2023. Grant Officer's Technical Representatives (GOTR) were to share the email with their grant recipients. If this was not sent directly to all grant recipients, we recommend checking with your Regional Office. Anyone can [subscribe to VETS Police Guidance](#) to receive notifications when an announcement is sent out about uploaded documents. You can also receive updates by subscribing to the National Veterans' Training Institute (NVTI) [Mailing list](#) and by sending an email to [contact@nvtac.org](mailto:contact@nvtac.org) to request to be added to their distribution list.

**Q: What is the due date for the incremental funding application?**

**A:** The due date for the incremental funding application will always be listed in the policy. For GO Memo 01-24 Incremental Funding Procedures for Program Year 2024, the due date is Tuesday, February 20, 2024.

**Q: Are there recommended or not-recommended types of training now that the range has been changed to 55 percent to 100 percent?**

**A:** No. The type of training that qualifies under the Percentage of Enrollments Trained indicator has not changed. What will change is that the indicator will no longer use the 80 percent goal for all grants. Rather, grant recipients will propose their own goal, just as they have done for all the other



performance indicators. The proposed goal will be added to the grant's Planned Goals chart beginning PY24 Q1 and will apply to all subsequent quarters in the grant's period of performance. The percentage must be between 55 percent and 100 percent rounded to the nearest whole number, without decimals.

**Q: If we will not obligate all our funds this year, do we estimate an amount and then put this amount into the SF-424, SF-424A, and budget narrative, or should we still request the full amount we would like to be funded?**

**A:** The National Office staff recommends that grantees talk to their GOTR and work within their organization to see how much funding they have remaining, what their costs are going to be for PY 2024, and what sort of funding amounts remain from prior program years that could be used as an offset. The amount requested must not exceed the amount referenced in the VETS-704 Abstract of the initial grant application, and once IF funds are committed by a grantee program for Fiscal Year (FY) 2024, there will not be an opportunity to request extra money for next program year if the IF forecast was too low. A grantee's GOTR and organization are going to be the best resources for making budget forecasts.

**Q: We have been awarded an Incarcerated Veteran' Transition Program (IVTP) grant. The DOL contact tells us to put in the full amount on the SF-424, 424A, etc., for all three years. Is that the case with this submission or only for one year?**

**A:** The Funding Opportunity Announcement (FOA) has not asked for the full amount of the three years in any SF-424 or 424A since 2020. If that had occurred with your award, we would have likely issued a condition of award and requested that you submit a one-year budget. Our current guidance is that we are collecting an SF-424 and 424A for one program year. We do not collect for all three years. For the IVTP grant, we recommend that you talk to your GOTR, and we can assist with resolving any further questions.

**Q: Will requesting less in the second or third year of this budget period result in less funding being awarded in subsequent budget periods when applying for a three-year grant?**

**A:** If you do apply for a new three-year award, it will be based on the criteria that is in the FOA and not whether a grant recipient has requested incremental funding.

**Q: Is the "Grant Announcement, Other Attachments" where the Transmittal Memo would be uploaded?**

**A:** Yes

**Q: When is the new FOA expected?**

**A:** At the time of the HVRP Listening Session, the new FOA is undergoing the clearance process. Once it is released, there will be a prospective applicant webinar posted on [grants.gov](https://grants.gov) that will be able to answer questions on the FOA.



**Q: Will the upcoming \$600,000 ceiling for awards in PY24 (beginning July 1, 2024) be retroactive?**

**A:** There is no retroactivity. It is for grants that begin July 1, 2024, that will have a \$600,000 per year ceiling for PY 2024, 2025, and 2026 under the FOA. The FOA is budgeted against what VETS anticipates having for FY 2024, subject to the availability, as well as in consideration of your grants that are applying for their second- and third-year increments. The maximum amounts we forecast are from your year two or year three from your VETS-704 abstract. We have all that information and the totals for the grants entering year two and year three to formulate the budget and then determine how much funding is available. There is no retroactivity to the \$600,000 ceiling, but the grants that apply for incremental funding in 2025 that were awarded initially in 2024 will still have up to that ceiling, if in your abstract, for year two and year three.