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

Grant Recipient Training
January 16, 2024

Today's Trainer

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Agenda – VPL 04-24

- A brief Word from NVTI Program Manager Brandon Webb

- Overview of Veterans' Program Letter (VPL) 04-24

- Types of General Amendments

- Changes Not Requiring Award Amendments

- VPL 04-24 HVRP Award Amendments Technical Assistance Guide (TAG)

- VPL 04-24 HVRP Award Amendments TAG Table

- GrantSolutions Grant Recipient Resources

- Questions?

NVTI Pilot Course

Preventing and Healing Burnout in Veteran Service Providers

- 1-day, virtual course

Date: Thursday, January 25, 2024

Time: 8 a.m. – 4 p.m. CT

Registration:

- The online application can be found here: Registering for NVTI Classes.

- Registration cutoff is when the maximum class size of 24 is reached.

- If more than 24 people register, they will be waitlisted in case any students withdraw.

NVTI Focus Groups

NVTI will be hosting four separate focus groups to gain some insights on the program's existing products and structure as well as to gather ideas about the direction for the future.

- HVRP Staff – February 8
  - 3 staff with two years or less in role
  - 3 who have taken an NVTI class in the last year

- Supervisors of HVRP/JVSG staff – February 28
  - 6 (3 HVRP and three JVSG supervisors) who have taken an NVTI class in the last year

Journey Map and Veteran Service Provider Certificate Program

HVRP Journey Map:

Provides recommendations for which learning opportunities would be best for HVRP staff to attend in time increments.

Veteran Service Provider Certificate Program:

• Career Roadmap Certificate Guide Document and FAQ

• Track: Veteran Service Provider Staff Career Roadmap

Courses with Open Seats

- Jan. 23-25: 9613: Business-Driven Workforce Solutions
- Jan. 23-25: 9603: Leadership for the Integrations of Veterans' Services (Manager/Supervisor Focused)
- Jan. 24: 9650: Unconscious Bias

9610: Special Populations Courses
- Jan. 30: Serving Veterans with Substance Use Disorders
- Feb. 6: Serving American Indian/Alaska Native Veterans
- Feb. 7: Serving Rural Veterans

Interested staff can complete the online application here: Registering for NVTI Classes.

VPL 04-24 HVRP Award Amendments

HVRP Listening Session: VPL 04-24 HVRP Award Amendments Overview

- Released to the public January 5, 2024

- Rescinds previously active policies associated with amendments:
  - VPL 05-19, Exception for the Provision of Emergency Services by Homeless Veterans' Reintegration Program Grantees Outside of their Approved Service Delivery Area;
  - VPL 06-18 and 06-18 Change 1, Grant Modification Process for Grants Awarded Under the Homeless Veterans' Reintegration Program;
  - VPL 03-18, Grant Modification Requests Due to Unanticipated Circumstances Resulting in Poor Performance; and
  - Grant Officer's Memorandum (GO Memo) 01-17, Updated Information Regarding the Negotiated Indirect Cost Rate (NICRA), Modified Guidance Regarding Grant Modifications, and SF-425.

- Provides grant recipients with a Technical Assistance Guide and a Desk Guide

HVRP Listening Session: VPL 04-24 HVRP Award Amendments, Overview Cont.

- Creates two categories of amendments for HVRP:
  1. Incremental Funding – supported by the annual release of a GO Memo, recently GO Memo 01-24 and its TAG
  2. General Amendments – supported by this VPL and its TAG

- Supports the use of the HVRP Budget Narrative Template

- Requires the use of the HVRP Award Amendments Change Request Form in certain instances where grant recipients are requesting to change their planned goals or SDAs

- Outlines instances where amendments are no longer or not required

- Addresses compliance with COAs

HVRP Listening Session: VPL 04-24 HVRP Award Amendments, Types of General Amendments

A. Statement of Work Changes

B. Administrative Changes

C. Budget Realignment

D. Purchase of equipment with a unit cost of $5,000 or more

Conditions of Award (COA) – instances where the Grant Officer (GO) requires condition-specific instructions where the requirement to submit an amendment is necessary

HVRP Listening Session: VPL 04-24 HVRP Award Amendments, Changes Not Requiring Amendment

A. Change to a Negotiated Indirect Cost Rate Agreement (NICRA), Cost Allocation Plan (CAP), or Election to Utilize the 10 percent De Minimis Rate -- if the newly approved indirect cost rate is expected to result in moving more than 10 percent of the total grant award between cost categories then Section V.C.i applies.

B. Budget Changes -- No prior approval is needed for cost-related changes, including re-budgeting of funds or deviating purchases from the budget narrative, unless the change results in 1) Transfer of 10 percent or more of funds among direct cost categories, 2) Transfer of funds budgeted for participant support costs to other categories of expense.

C. Personnel Line Changes -- Changes to HVRP staff, position, or percent of time charged to HVRP do not require an amendment application unless the change results in a transfer of 10 percent or more among direct cost categories or a change to the SOW.

HVRP Listening Session: VPL 04-24 HVRP Award Amendments, Technical Assistance Guide (TAG)

Provides Grant Recipients:

1. A detailed description of each general amendment listed in VPL 04-24 Section V

2. Provides the criteria and administrative requirements VETS will accept for the SOW changes

3. Details VETS requirements when grant recipients are requesting administrative changes

4. A table that easily shows the type of HVRP award amendment, the applicable GrantSolutions naming convention of the amendment type and the applicable documents required to be submitted with the amendment type

HVRP Listening Session: VPL 04-24 HVRP Award Amendments, Technical Assistance Guide (TAG) Table

Required Documents and Forms	Condition of Award (COA)	Budget Revision	Statement of Work Changes	Change in Key Personnel	Incremental Funding	Admin. Changes	Purchase of Equipment of $5,000 or more	PoP Extension	Self-Termination
GrantSolutions Amendment Type Selection	DOL-Budget Realignment	DOL-Budget Realignment	DOL - Statement of Work Change	DOL - Change in Authorized Signature or POC	DOL - Incremental Funding	DOL - Statement of Work Change	DOL - Equipment Approval (Non-Monetary)	DOL - No Cost PoP Extension	DOL - Decrease PoP (Non-Monetary)
Transmittal Memo	√	√	√	√	√	√	√	√	√
SF-424	√*				√				
SF-424A Form	√*	√**	√**		√				
Budget Narrative	√*	√	√**		√				
Project Narrative	√*		√*		√*				
HVRP Award Amendments Change Request Form	√**	√**	√**		√**			√**	

*If affected   **If Information changed

HVRP Listening Session: VPL 04-24 HVRP Award Amendments, GrantSolutions Grant Recipient Resources

- [DOL VETS Specific GrantSolutions Training Sessions](#)

- [GrantSolutions General FAQ](#)

- [Grant Recipient GrantSolutions Grants Management Module Training](#)

Questions?

If we are unable to address any questions today, please forward your questions through your Grant Officer's Technical Representative (GOTR). Your GOTR will answer your question, or your inquiry will be forwarded through your regional office to be addressed.

Agenda – GO Memo

- Purpose & Goals

- Where do I start?

- Required Documents

- Additional Documents if applicable

- SAM – System for Award Management

- Submission of the Incremental Funding Amendment

- Conditions of Award

- Questions?

Purpose & Goals

- To provide an overview of the Incremental Funding amendment process 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 01-24

Where do I start? Where do I start? (What's available to me?)

- Utilize the tools & resources available to you.

  - Review complete Grant Officer-approved Program Year (PY) 2023 award package **available for reference** as you work through the current request. ***NOTE:*** *If there was a COA, ensure you're working from any documents that the Grant Officer required for correction or resubmission.*

  - Plan with your team and your GOTR, determine a submission and review procedure, and follow timelines.

  - Review Grant Officer's Memorandum 01-24 and its Technical Assistance Guide (TAG)

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

- Is your program submitting its Year 2 Incremental Funding (IF) Request? Be sure to refer to your award under **FOA-23-01**.

- Is your program submitting its Year 3 IF Request? Be sure to refer to your prior PY23 request for the most current information to compare with your PY24 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 for training on using the system at the GrantSolutions [Grant Recipient Support and References](#) webpage.

Where do I start?
(How much does my HVRP Need?)

- Is your program still spending funds as carryover in accordance with VPL 03-24?

  - When making funding level requests, grant recipients should prudently consider any potential carryover of funds from prior PYs when developing their one-year PY24 budget. Grant recipients may request less than the planned amount referenced in the VETS-704 Abstract of the initial grant application should unobligated balances of prior PY funding increments offset their budget for PY24.

  - The difference between your abstract amount and the funding request, if less, will go towards the HVRP in fiscal year (FY) 2024.

Required Documents

- Transmittal Memorandum (TM) – **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**

Additional Documents, if Applicable

- Project Narrative – **Uploaded to GrantSolutions online, if applicable**

- HVRP Award Amendments Change Request Form– **Uploaded to GrantSolutions online, if applicable**

Required Documents – Transmittal Memorandum

- Must be uploaded into GrantSolutions, must indicate the funding amount requested and 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 01-24 - Attachment 1 Technical Assistance Guide for Homeless Veterans Program Grants – PY 2024 Incremental Funding Requests (TAG) for more detailed information.

Required Documents – Transmittal Memorandum, cont.

- Special Performance Requirement for PY24
  - VETS will remove the 80 percent goal applicable to all grant recipients beginning PY24.
  - Grant recipients **must use the TM to declare** their Percentage of Enrollments Trained cumulative goal for PY24 and beyond.
  - The percentage must be between 55 percent and 100 percent rounded to the nearest whole number, without decimals.
  - Grant recipients should consider current and past performance for establishing their goal.
  - **Your established goal** will be effective beginning July 1, 2024, measured under the Percentage of Enrollments Receiving Training Services indicator, and subject to VETS policy on performance, VPL 03-24.

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

- Must 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.

Funding Request for each individual year of the grant (up to $500,000 each year.)*			
Year 1	Year 2	Year 3	Total Amount
			$500

*Applicants may receive a maximum amount of $500,000 per year, however, applicants may submit a lesser amount that aligns with their budget and budget narrative.

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 that aligns with their budget and budget narrative.

Year 1 Total:

Year 2 Total:

Year 3 Total:

Required Documents – SF-424 (Individual Family of Documents), cont.

Points 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**, must reflect the amount on the SF-424, and must crosswalk to the Budget Narrative and the TM.

- Section A – ensure the CFDA (17.805) number (column B) and the estimated federal funding amount in columns E and G reflect the amount of award requested – must crosswalk to the SF-424, Budget Narrative, and TM.

- 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 and 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.

- Consider using the HVRP Budget Narrative Template.
  - Located on the HVRP Website under Program Documents.

Required Documents – Budget Narrative, cont.

Take your time with this document.

- When it comes to Supplies and Other:
  - Provide a clear and transparent methodology for totals versus itemizing. EXAMPLE: General office supplies (pens, paper, notebooks, folders, wipes) – $125 per month x 12 months = $1500.
  - Supplies for participants should be placed in the "Other" line item.
  - Project startup costs (e.g., purchase of laptops, office furniture, printers, and supplies with a useful life of more than one PY) should not be written into second- or third-year budget requests, unless there is reasonable justification for repurchasing described within this section.
- Refer to the TAG - Section IV Budget Narrative Guidance attachment for further information.

Additional Documents if Applicable – Project Narrative

Points of Emphasis:

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

Changes to the grant can include the following examples:

- A grant recipient who is requesting to change the statement of work (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 04-24 Homeless Veterans' Reintegration Program Award Amendments

Additional Documents if Applicable – HVRP Award Amendments Change Request Form

Points of Emphasis:

- **Only required** to be submitted with IF amendment if grant recipients are **requesting to realign their quarterly goals or requesting to change their cumulative goals and/or their service delivery area (SDA).**

- 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 require sufficient justification, as well as approval by the Grant Officer, in accordance with VPL 04-24.

Additional Documents if Applicable – HVRP Award Amendment Change Request Form

- Only grant recipients requesting to change their SDA and/or change/realign their goals must submit the HVRP Award Amendments Change Request Form, available on the [VETS website](#) under Program Documents.

- No changes to SDA(s) or planned goals? No need to complete.

- Requesting to change goals? Must meet the requirements of VPL 04-24.

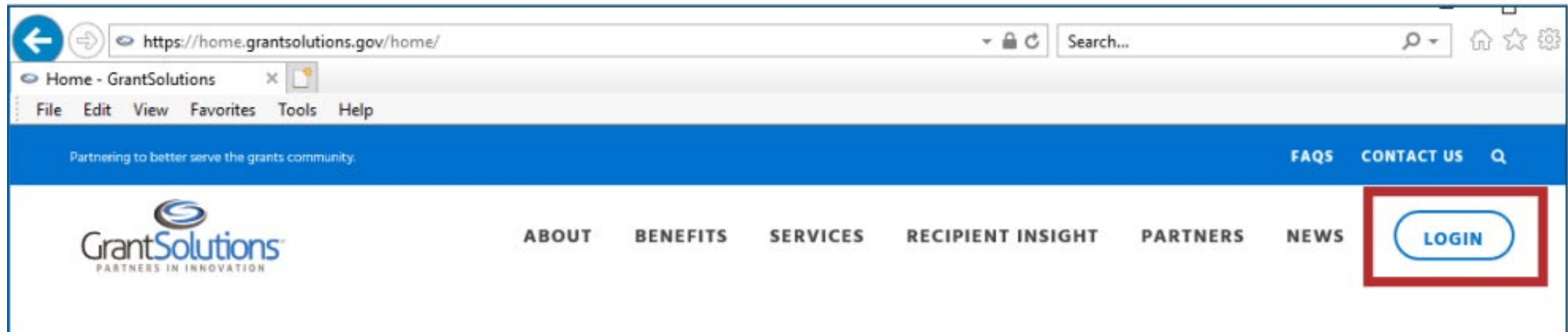# System for Award Management (SAM) Verification

- Ensure this has not expired – if it isn't current, your second or third increment award cannot be issued by the Grant Officer.

Submission of the Incremental Funding Amendment, Step 1

- Grant Recipients will use GrantSolutions as the approved method of requesting Incremental Funding for PY24.

Log in to GrantSolutions

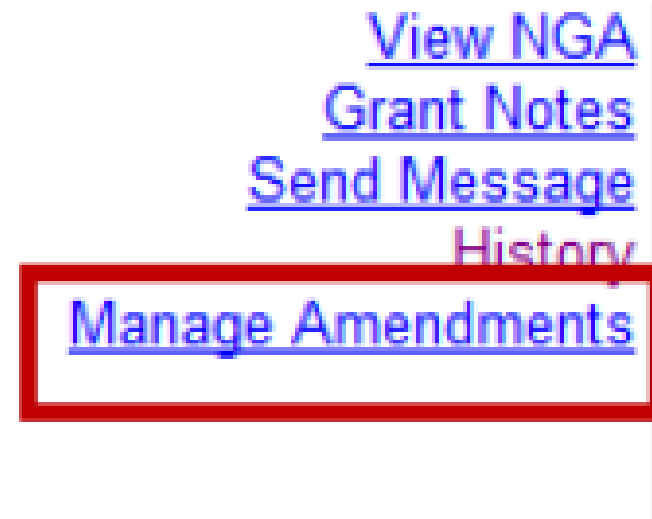# Submission of the Incremental Funding Amendment, Step 2

The "GrantSolutions Login" screen appears. Log in with your GrantSolutions username and password, PIV card, or Login.gov account if applicable.
The "My Grants List" screen appears.
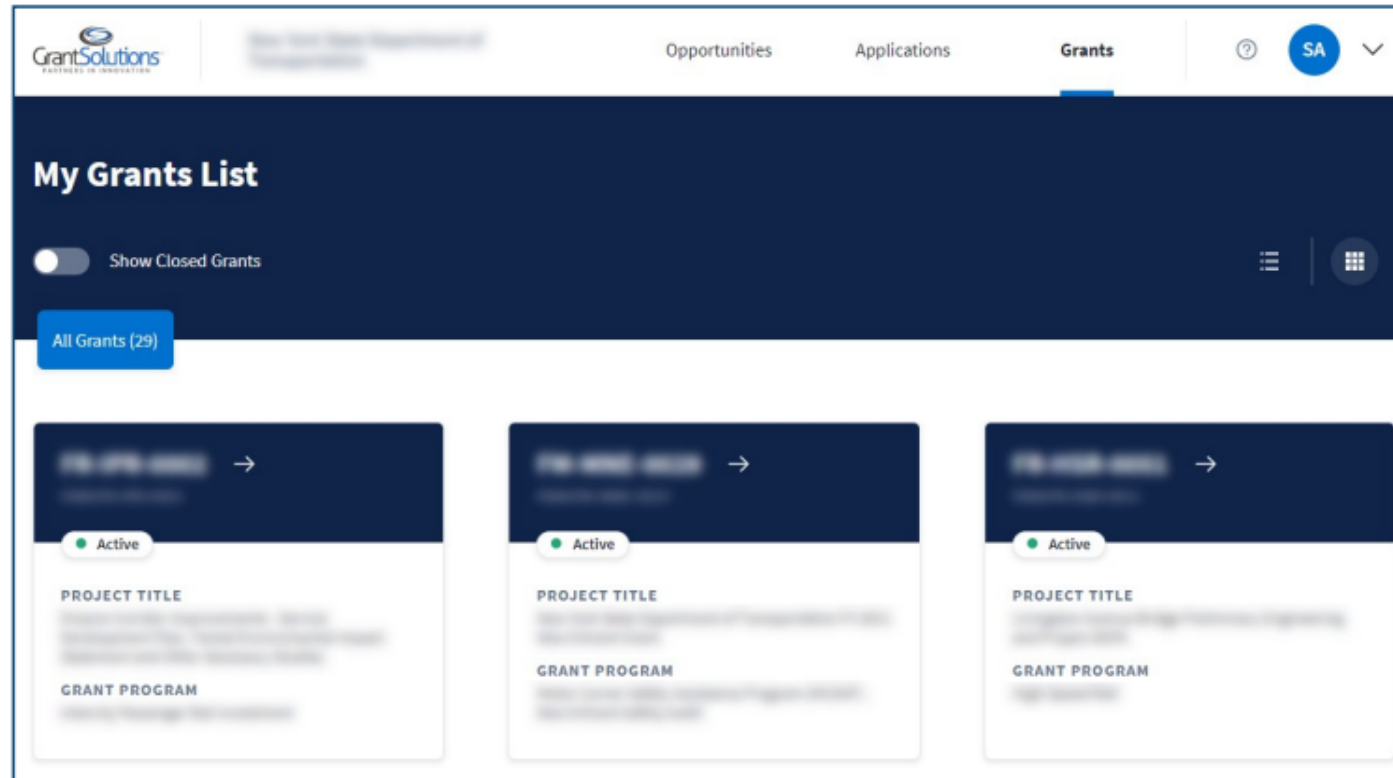
Submission of the Incremental Funding Amendment, Step 3

- From the "My Grants List" screen, click the **Manage Amendments** link.

View NGA
Grant Notes
Send Message
History
Manage Amendments

Submission of the Incremental Funding Amendment, Step 4

Amendment Type

- ○ Change Grantee Address (Type 6)
- ○ DOL - Budget Realignment (Type 6)
- ○ DOL - Change in Authorized Signature or POC (Type 6)
- ○ DOL - De-Ob or Re-Ob (Type 6)
- ○ DOL - Decrease POP (Non-Monetary) (Type 6)
- ○ DOL - Equipment Approval (Non-Monetary) (Type 6)
- ○ DOL - Funding Level Change (Type 6)
- ○ DOL - Grant Closeout (Type 6)
- ● DOL - Incremental Funding (Type 6)
- ○ DOL - No Cost POP Extension (Type 6)
- ○ DOL - Other (Non-Monetary) (Type 6)
- ○ DOL - Statement of Work Change (Type 6)

[Create Amendment] [Cancel]

Submission of the Incremental Funding Amendment – Required Forms

Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424 Application for Federal Assistance (Version 4.0)	Enter Online Enter Comments	0 Uploaded Files 0 Mail-in Items	⚠
SF-424A Budget Information - Non-Construction	Enter Online Enter Comments	0 Uploaded Files 0 Mail-in Items	⚠
Program Narrative	**Enclosure(s)**	**Attachment(s)**	**Status**
Budget Narrative Upload	Enter Comments	0 Uploaded Files 0 Mail-in Items	⚠
Grant Announcement	**Enclosure(s)**	**Attachment(s)**	**Status**
Other attachments	Enter Comments	0 Uploaded Files 0 Mail-in Items	⚠

Amendment Package Status: Received (Post Award Paper Submission)

[Application Notes]   [Verify Submission]   [Close]

Submission of the Incremental Funding Amendment – Submission Overview

Timeline: **February 20, 2024**: 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.

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.

Grant recipients 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, and 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 Modified Total Direct Cost (MTDC).

2 CFR 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. Part 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 February 20, 2024