



# Homeless Veterans' Reintegration Program (HVRP) Post-Award Conference: Conditions of Award (CoA) and Amendments

July 25, 2024

# Today's Speaker



## Chris Brown

*HVRP Lead*

*U.S. Department of Labor, Veterans' Employment and Training Service (DOL/VETS), Office of National Programs*

✉ [brown.chris.e@dol.gov](mailto:brown.chris.e@dol.gov)

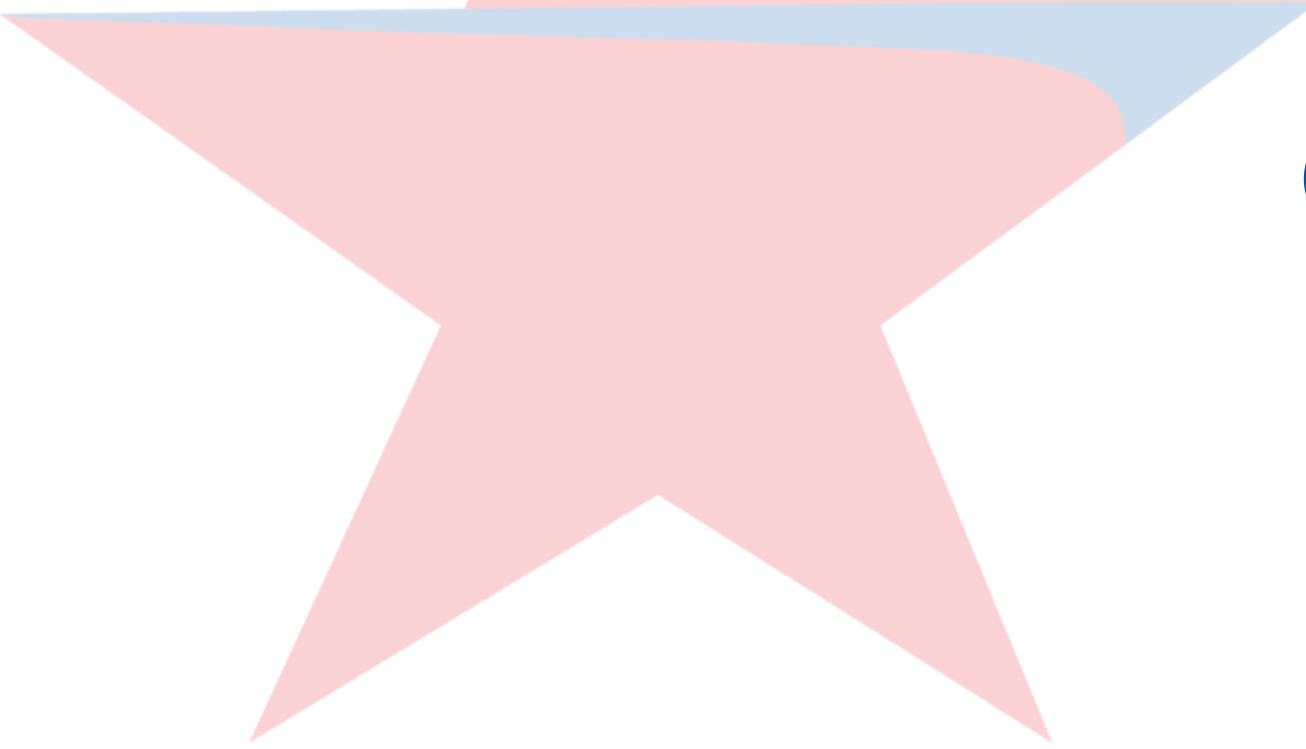
📞 (202) 693-2990



## Tamara Holland

*HVRP Grants Management Specialist*

*U.S. Department of Labor, Veterans' Employment and Training Service (DOL/ETA)*



**CoA**

# What is a CoA?



- Accompanies initial or supplemental Notice of Award (NoA) as a supplemental narrative attachment.
- Sets forth requirements for the grant recipient directing them to take a specific action as a post-award requirement.
- Read the CoA, follow up with your Grant Officer's Technical Representative (GOTR), and comply with the instructions.

*FOA-VETS-  
Homeless Veterans' Reintegration Program  
Conditions of Award*

|

**Grant Recipient Name:**

**Grant Number:**

As part of the Condition of Award (CoA) to receiving the Homeless Veterans' Reintegration Program award, the U.S. Department of Labor (DOL), Employment and Training Administration (ETA) on behalf of the Veterans' Employment and Training Service (VETS) has identified the following areas that require further clarification and/or amending.

The grant award recipient must respond to the items cited **within 45 days** of receipt by submitting an amendment request in GrantSolutions (GS) or by providing their Grant Officer's Technical Representative (GOTR) with the requested documentation.

The amendment request must address all items identified as a CoA and include a cover letter on organizational letterhead, signed by the Authorized Representative.

Please note that a submittal of the required document(s) does not constitute approval by ETA/VETS. Your GOTR will review the documentation before the Grant Officer formally approves the amendment to the grant agreement. Once approved, the revised document(s) will comprise the official amendment to this grant agreement and the CoA will be resolved.

Should you have any questions regarding this award, please contact your GOTR.



# CoA Instructions and Due Dates

- Not all conditions will require the submission of an amendment in GrantSolutions. Read your letter.
- Sets forth requirements for the grant recipient.
- **Grant recipients have 45 days to comply with the submission of an amendment in GrantSolutions or provide their GOTR with the specified documentation in the CoA letter.**
- Indirect Cost CoAs may have a greater period for submission based on the Terms and Conditions (T&C) and the CoA. Failure to comply with having a Negotiated Indirect Cost Rate Agreement (NICRA) or a Cost Allocation Plan (CAP) may result in the repayment to DOL for any/all indirect charges incurred while operating with an expired NICRA or CAP.

# Specific Conditions Assigned to Awards (1 of 6)



- Grant recipients not meeting the conditions and timeline for submission run the risk of impacting their funding or additional conditions imposed.
- 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, are relayed clearly, and are allowable, and the figures in the Budget Narrative, the Standard Form (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).

# Specific Conditions Assigned to Awards (2 of 6)



## All First-Time HVRP Grant Recipient Organizations

- Grant award recipients must submit a copy of their organization's financial and administrative policies and procedures for the following internal control activities, which require written procedures. The included citations provide the specific criteria that must be addressed for each internal control:
  - Payments ([2 Code of Federal Regulations \[C.F.R.\] 200.302\(b\)\(6\)](#) and [2 C.F.R. 200.305](#));
  - Allowable costs ([2 C.F.R. 200.302\(b\)\(7\)](#) and [2 C.F.R. 200.403](#));
  - Procurement ([2 C.F.R. 200.318](#));
  - Competition ([2 C.F.R. 200.319](#));
  - Method for evaluation and selection ([2 C.F.R. 200.320](#));
  - Compensation - personal services and fringe benefits ([2 C.F.R. 200.430](#) and [2 C.F.R. 200.431](#));
  - Employee relocation costs ([2 C.F.R. 200.464](#)); and
  - Travel costs ([2 C.F.R. 200.475](#)).

## Specific Conditions Assigned to Awards (3 of 6)



All First-Time HVRP Grant Recipient Organizations, submission of financial and administrative policies and procedures continued;

- Conditional approval to expend \$50,000 of award listed on NoA.
- Not authorized to incur costs above \$50,000 until the organizational financial and administrative policies and procedures are submitted, reviewed, and approved.
- A Full Notice to Proceed will be incorporated into your grant agreement as an official amendment, and all funds will be released upon meeting this condition.



# Specific Conditions Assigned to Awards (4 of 6)



## Duplication of Service (DoS) Notice

The grant recipient must work with the GOTR to resolve the duplication of service by taking one of the following three courses of action within 45 calendar days of the federal award date identified on the top right of the NoA:

- 1. Adjust number of planned enrollments in oversaturated Continuums of Care (CoC).**
  - Recipient must initiate a Statement of Work (SOW) change **amendment** in GrantSolutions along with a revised VETS-704.
- 2. Change the service delivery area (SDA)** by replacing counties in oversaturated CoCs with counties in undersaturated or unserved CoCs.
  - Recipient must initiate a SOW change **amendment** in GrantSolutions along with a revised VETS-704.
- 3. Submit evidence to the GOTR** that supports the number of planned enrollments in the oversaturated CoCs.
  - If accepted, the GOTR will create a GrantSolutions **Grant Note**, indicating that no further action is required.

# Specific Conditions Assigned to Awards (5 of 6)



- Performance CoA. The grant recipient must work with the GOTR to submit a revised Attachment A VETS-704 within 45 calendar days of the federal award date identified on the top right of the NoA. The grant recipient will initiate a SOW change amendment in accordance with Veterans' Program Letter (VPL) 04-24 in GrantSolutions.
- The National Office (NO) will provide GOTRs with two supporting documents:
  1. A write up that identifies the errors and required revisions to the Abstract and/or Planned Goals Chart (PGC), to include screenshots that compare the differences between the original and corrected versions; and
  2. A copy of the grant recipient's VETS-704 that incorporates all the required corrections in the CoA (i.e., shows what "right" looks like).

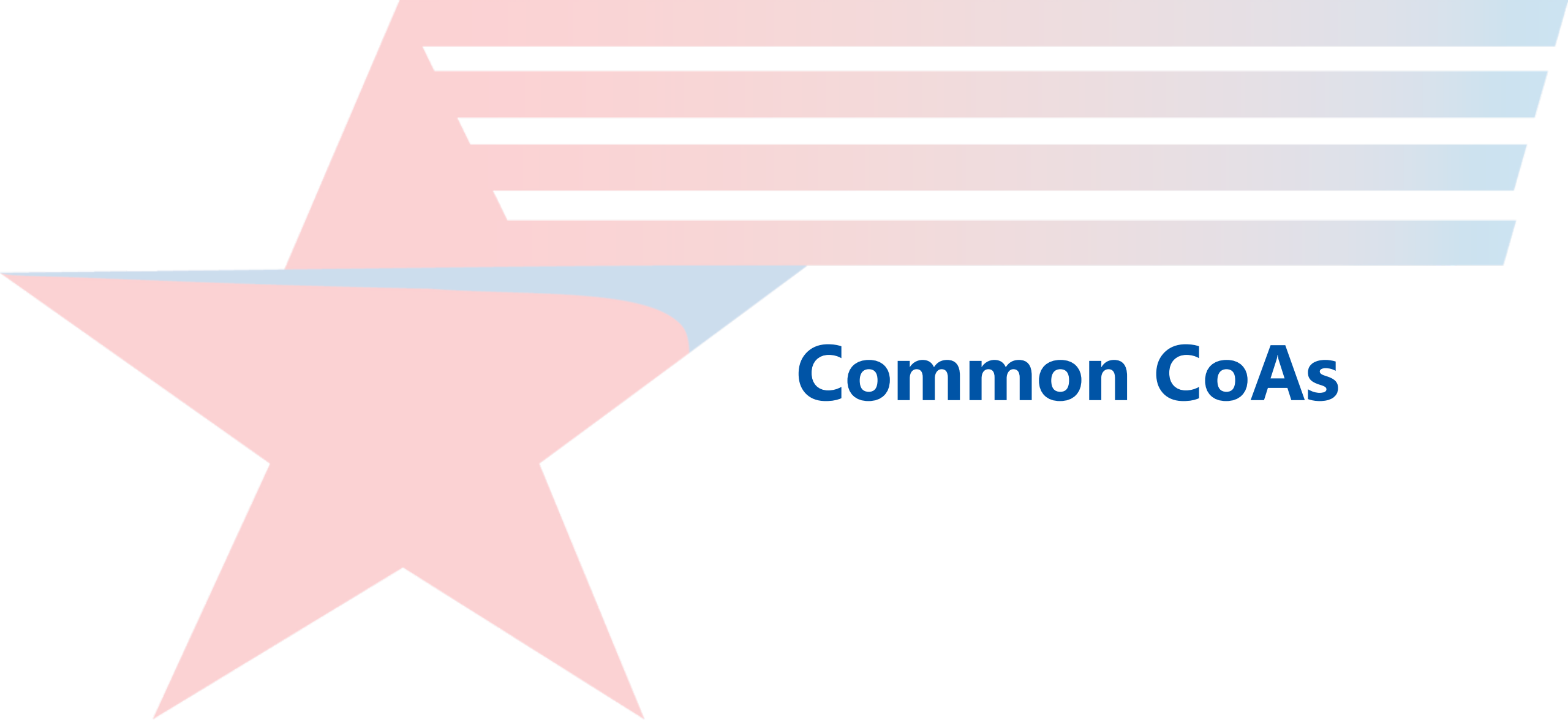
Example Issues	Example Resolution
<ol style="list-style-type: none"><li>1. <b>Exits Mismatch:</b> In the PGC tab, the # of Participants Exited – Cumulative Goal for quarter (Q) 12 (222) is 33 fewer participants than the # of Participants Enrolled – Cumulative Goal for Q12 (255), which results in an artificially inflated Placement Rate – Cumulative Goal for Q12 (74.3%).</li><li>2. <b>Placement Rate Change:</b> Once the corrections to issue #1 are addressed, it results in changes to the quarterly and cumulative Placement Rate goals.</li><li>3. <b>Employment Rate 2nd Quarter After Exit (ER2QAE) Change:</b> Corrections to the number of exiters result in changes to the quarterly and cumulative ER2QAE goals.</li><li>4. <b>Employment Rate 4th Quarter After Exit (ER4QAE) Change:</b> Corrections to the number of exiters result in changes to the quarterly and cumulative ER4QAE goals.</li></ol>	<ol style="list-style-type: none"><li>1. <b>Exits Mismatch:</b> Changed the number of exiting participants in the # of Participants Exited – Quarterly Goals for Q1-Q12, resulting in a Q12 Cumulative Goal change to 255 total participants exited.</li><li>2. <b>Placement Rate Goal Change:</b> The Placement Rate – Quarterly Goals and Cumulative Goals changed; the cumulative goal for Q12 changed from 74.3% to 64.7%.</li><li>3. <b>ER2QAE Goal Change:</b> The ER2QAE – Quarterly Goals and Cumulative Goals changed; the cumulative goal for Q12 changed from 50.9% to 44.1%.</li><li>4. <b>ER4QAE Goal Change:</b> The ER4QAE – Quarterly Goals and Cumulative Goals changed; the cumulative goal for Q12 changed from 35.1% to 30.6%.</li></ol>

# Specific Conditions Assigned to Awards (6 of 6)



Planned Goals	Program Year (PY) 1				Program Year (PY) 2				Program Year (PY) 3			
	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
<b># of Participants Enrolled - Quarterly Goal</b>	22	22	21	20	22	22	21	20	22	22	21	20
<b># of Participants Enrolled - Cumulative Goal</b> <small>-Q4 must equal the # of Participants Served by the Project Annually. -Q8 must equal the # of Participants Served by the Project Annually x 2. -Q12 must equal the # of Participants Served by the Project Annually x 3.</small>	22	44	65	85	107	129	150	170	192	214	235	255
<b>Percentage of Enrollments Trained - Cumulative Goal</b> <small>Minimum is 55%</small>	80%											
<b>Number of Enrollments with Training - Cumulative Goal</b> <small>-Formula: Percentage of Enrollments Trained - Cumulative Goal x # of Participants Enrolled - Cumulative Goal. -This is the unduplicated count of participants enrolled who received training services across the PoP.</small>	18	35	52	68	86	103	120	136	154	171	188	204
<b># of Participants Exited - Quarterly Goal</b>	15	12	22	25	15	12	22	25	15	12	22	25
<b># of Participants Exited - Cumulative Goal</b> <small>-This cannot exceed the # of Participants Enrolled - Cumulative Goal (Row 19) for the quarter. -Q12 must equal the # of Participants Enrolled - Cumulative Goal Q12.</small>	15	27	49	74	89	101	123	148	163	175	197	222
<b># of Exited Participants Placed into Employment - Quarterly Goal</b>	15	10	15	15	15	10	15	15	15	10	15	15
<b># of Exited Participants Placed into Employment - Cumulative Goal</b> <small>-This cannot exceed the # of Participants Exited - Cumulative Goal (Row 23) for the quarter.</small>	15	25	40	55	70	80	95	110	125	135	150	165
<b>Placement Rate - Quarterly Goal</b> <small>Formula: # of Exited Participants Placed into Employment - Quarterly Goal / # of Participants Exited - Quarterly Goal.</small>	100.0%	83.3%	68.2%	60.0%	100.0%	83.3%	68.2%	60.0%	100.0%	83.3%	68.2%	60.0%
<b>Placement Rate - Cumulative Goal</b> <small>Formula: # of Exited Participants Placed into Employment - Cumulative Goal / # of Participants Exited - Cumulative Goal.</small>	100.0%	92.6%	81.6%	74.3%	78.7%	79.2%	77.2%	74.3%	76.7%	77.1%	76.1%	74.3%

Planned Goals	Program Year (PY) 1				Program Year (PY) 2				Program Year (PY) 3			
	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
<b># of Participants Enrolled - Quarterly Goal</b>	22	22	21	20	22	22	21	20	22	22	21	20
<b># of Participants Enrolled - Cumulative Goal</b> <small>-Q4 must equal the # of Participants Served by the Project Annually. -Q8 must equal the # of Participants Served by the Project Annually x 2. -Q12 must equal the # of Participants Served by the Project Annually x 3.</small>	22	44	65	85	107	129	150	170	192	214	235	255
<b>Percentage of Enrollments Trained - Cumulative Goal</b> <small>Minimum is 55%</small>	80%											
<b>Number of Enrollments with Training - Cumulative Goal</b> <small>-Formula: Percentage of Enrollments Trained - Cumulative Goal x # of Participants Enrolled - Cumulative Goal. -This is the unduplicated count of participants enrolled who received training services across the PoP.</small>	18	35	52	68	86	103	120	136	154	171	188	204
<b># of Participants Exited - Quarterly Goal</b>	18	14	24	29	18	14	24	29	18	14	24	29
<b># of Participants Exited - Cumulative Goal</b> <small>-This cannot exceed the # of Participants Enrolled - Cumulative Goal (Row 19) for the quarter. -Q12 must equal the # of Participants Enrolled - Cumulative Goal Q12.</small>	18	32	56	85	103	117	141	170	188	202	226	255
<b># of Exited Participants Placed into Employment - Quarterly Goal</b>	15	10	15	15	15	10	15	15	15	10	15	15
<b># of Exited Participants Placed into Employment - Cumulative Goal</b> <small>-This cannot exceed the # of Participants Exited - Cumulative Goal (Row 23) for the quarter.</small>	15	25	40	55	70	80	95	110	125	135	150	165
<b>Placement Rate - Quarterly Goal</b> <small>Formula: # of Exited Participants Placed into Employment - Quarterly Goal / # of Participants Exited - Quarterly Goal.</small>	83.3%	71.4%	62.5%	51.7%	83.3%	71.4%	62.5%	51.7%	83.3%	71.4%	62.5%	51.7%
<b>Placement Rate - Cumulative Goal</b> <small>Formula: # of Exited Participants Placed into Employment - Cumulative Goal / # of Participants Exited - Cumulative Goal.</small>	83.3%	78.1%	71.4%	64.7%	68.0%	68.4%	67.4%	64.7%	66.5%	66.8%	66.4%	64.7%



# Common CoAs

# Common CoAs



Budget

Indirect Costs  
(Exceeded  
allowable limit -  
NICRA)

Indirect Costs  
(Exceeded  
allowable limit -  
10% De Minimis)

VETS-700  
Planned Goals  
Chart

Budget  
(Miscategorized  
Costs)



# Revised Documentation CoA

- The SF-424 line 18a, SF-424A, and Budget Narrative must reflect a one-year budget.
- The SF-424A totals must match the Budget Narrative

## Sample CoA Language

### Condition **X** – Revised SF-424A and Budget Narrative

The grant award recipient must submit an amendment request with a revised SF-424A and Budget Narrative that reflects the first-year increment for this award.

## Example Source Documents

18. Estimated Funding (\$):	
* a. Federal	344,695.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	344,695.00

SF-424

i. Total Direct Charges (sum of 6a-6h)	\$1,011,301.00
j. Indirect Charges	\$22,784.00
k. TOTALS (sum of 6i and 6j)	\$1,034,085.00

SF-424A

**Three - Year Budget Narrative**  
**Amount of Request: \$1,011,301**

# Budget CoA (1 of 8)



## Sample CoA Language

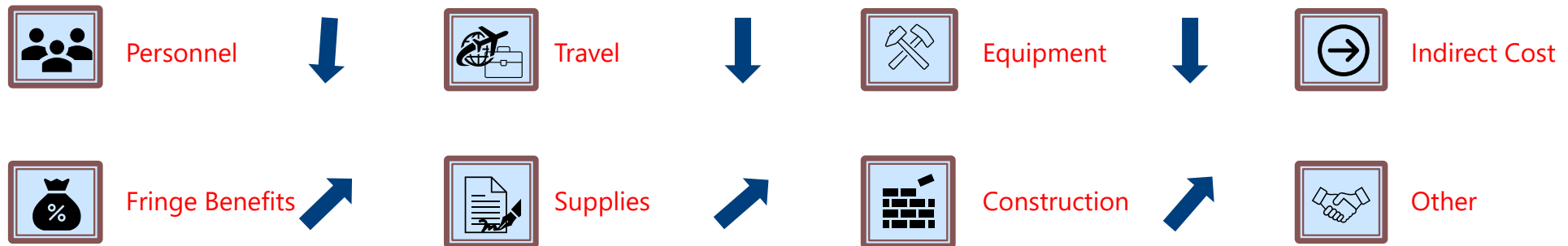
### Condition X – Budget

The grant award recipient must submit an amendment request, which includes the following:

A SF-424A whose totals align with any revised subtotals indicated on the revised budget narrative, including any claimed indirect costs.

- 1) A revised Budget Narrative which addresses and breaks down the entirety of each line reflected on the SF-424A as outlined in the Funding Opportunity Announcement. The Budget Narrative must also contain costs per entry in each category and add up to the indicated line item total with enough information to ascertain whether the represented totals are mathematically accurate.

Specifically, the budget narrative must clarify the following:





# Budget CoA (2 of 8)

## Personnel:

Should provide all staff positions by title (both current and proposed) including the roles and responsibilities. Individuals hired by an employment contract should be listed in this category. For each position, the following should be listed:

- Annual salary
- Percentage of time devoted to the project
- Amount of each position's salary funded by the grant.

Personnel		
Amt	Percentage	Total
\$100,000.00	25%	\$25,000.00
\$80,000.00	90%	\$72,000.00
\$55,000.00	100%	\$55,000.00
\$27,000.00	100%	\$27,000.00
	<b>Total</b>	<b>\$179,000.00</b>

### Sample CoA Language

Specifically, the budget narrative must clarify the following:

- Personnel – Please provide the .... *(insert the issue)*

#### SAMPLE BUDGET NARRATIVE

- I. PERSONNEL – TOTAL \$179,000
- Program Director (1) - Responsible for program implementation, staff supervision and compliance with program performance goals. (0.25 FTE @ \$100,000 = \$25,000)
- Case Manager (1) - Responsible for direct case management and aftercare for participants. (0.90 FTE @ \$80,000 = \$72,000)
- Engagement Specialist (1) - Responsible for retention and engagement of participants and employers and aftercare for participants. (1.0 FTE @ \$55,000 = \$55,000)
- Program Support (1) - Responsible for assisting with the coordination of supportive services. (1.0 FTE @ \$27,000 = \$27,000)





# Budget CoA (4 of 8)



## Travel

- Must be for grant recipient staff only
- The following should be provided:
  - The purpose
  - Number of staff traveling
  - Mileage
  - Per diem
  - Estimated number of in-state and out-of-state trips
  - Other costs for each type of travel
- Expenditures do not exceed 10 percent of the total HVRP funds requested in the application. If so, a justification must be provided.

### Sample CoA Language

Specifically, the budget narrative must clarify the following:

- Travel – Please provide further written justification for *Mileage and expenses*, specifically: Expenses. The narrative only provides a calculation for mileage.

Travel				
Staff	Quantity	Cost per unit	Miles	Total
1	1	\$485.000	0	\$485.00
1	3	\$258.000	0	\$774.00
1	3	\$60.000	0	\$180.00
1	1	\$400.000	0	\$400.00
1	12	\$0.67	355	\$2,854.20
1	1	\$0.00	0	\$0.00
1	1	\$0.00	0	\$0.00
1	1	\$0.000	0	\$0.00
<b>Total</b>				<b>\$4,693.20</b>
Match Totals				<b>\$4,693.20</b>

### SAMPLE BUDGET NARRATIVE

#### I. TRAVEL TOTAL \$4,693

This includes attendance for one FTE to attend the National Coalition for Homeless Veterans (NCHV) and/or the National Association for Workforce Professionals. It includes registration fees (\$485), three nights of hotel stay (\$774), meals (\$180), and airfare with baggage fees (\$400). Attending these events helps our staff gain insights and connections to better serve veterans and improve their job prospects. (Subtotal \$1,839.)

Mileage and expenses for staff site visits and community outreach events, which are estimated at \$237.85/month. (355 miles/month x 0.67) x 12 = Subtotal \$2,854

# Budget CoA (5 of 8)



## Equipment

- Per unit cost of \$5,000 or more (1 item = \$5,000)
- The following should be provided:
  - Item
  - Quantity
  - Unit cost per item



### Sample CoA Language

Specifically, the budget narrative must clarify the following:

- Equipment – *Printer and Copier* – Please move to Supplies or Other. Items listed in this category must be valued at \$5,000.00 or more. Please also break down cost per item.

#### SAMPLE BUDGET NARRATIVE

I.	Equipment	TOTAL \$1,000
	Printer and Copier – to be purchased for staff usage.	

# Budget CoA (6 of 8)



## Supplies

- Supplies include all tangible personal property other than “equipment”
- The following should be provided:
  - Cost categories of supplies (e.g., office supplies)
  - For items other than office supplies, the item, quantity, and unit cost per item must be provided.

Supplies		
<u>Cost Per Unit</u>	<u>Units</u>	<u>Total</u>
\$1,200.00	2	\$2,400.00
\$600.00	1	\$600.00
\$12.00	12	\$144.00
\$62.00	2	\$124.00
\$24.99	12	\$299.88
\$75.00	8	\$600.00
\$6.00	10	\$60.00
	<b>Total</b>	<b>\$4,227.88</b>
	<b>Totals</b>	<b>\$4,227.88</b>

## Sample CoA Language

Specifically, the budget narrative must clarify the following:

- Supplies – Laptops (8) @ 5,000 each = \$40,000. Please review all items listed under this category for reasonableness, as all proposed project costs should be necessary and reasonable in accordance with the federal guidelines. In addition, please provide further written justification.

## SAMPLE BUDGET NARRATIVE

- I. Supplies TOTAL \$4,227.00
- Multi-Function Device -Copier/Printer (2) @ = \$1,200 = \$2,400. Boxed Paper (\$50.00 mthly x 12 = \$600. Pens (12) boxes x 12 = \$144.00. External Storage hard drive USB (2) @ 62.00 each = \$124.00. File Folders (12) X \$24.99 = \$299.88. Ink cartridges (8) @ 75.00 each = \$600.00. Rolls of tissue (10) @ \$6.00 a pack = \$60.00. (subtotal = \$4,227.88)

# Budget CoA (7 of 8)



## Supplies (continued)

- Miscategorized Cost
  - Items listed that are not tangible

**Examples:** Software, Services, Licenses, Microsoft Office products, Information Technology (IT) Solutions and Security Networks



### Sample CoA Language

#### Condition X – Budget (Miscategorized Costs)

The grantee must submit a budget amendment request which includes a completed SF-424A and budget narrative which aligns with the total on the SF-424. The budget narrative must address and break down the entirety of each line reflected on the SF-424A as outlined on pgs. 9-12 of the Funding Opportunity Announcement. The budget narrative must also contain costs per entry in each category which add up to the indicated line item total with enough information to ascertain whether the represented totals are mathematically accurate. Specifically, the budget narrative must clarify the following:

- **Supplies** – this line item is for all tangible personal property other than “equipment”. Please move CPR and Professional Development to Other.

Please submit a revised budget narrative and matching SF-424A (if applicable) to your Grant Officer Technical Representative (GOTR) within 30 days from receipt of award. Your GOTR will review the documentation and then submit it to the Grant Officer for formal approval as an amendment to the grant agreement.

# Budget CoA (8 of 8)



## Other

- Participant costs should be listed in this category.
- The following should be provided:
  - Clear and specific detail, including costs for each item.
  - A breakdown of costs is not required for items such as boots or clothing for participants. For example, if a grant recipient spends \$150 on each participant for clothing based on needs and do not provide a breakdown, it is acceptable.

### *Sample CoA Language*

Specifically, the budget narrative must clarify the following:

- Other – Please provide clear and specific details as written justification, including costs, for items listed under Client Assistance, specifically *Meals*, and Incentives.
- Other – Please review all items listed under this category for reasonableness, as all proposed project costs should be necessary and reasonable in accordance with the federal guidelines. In addition, please provide further written justification as some cost listed are duplicated.
  - *Books, fees, supplies, etc. for job training @ \$25,000.00*
  - *Employment and training-related application fees, including tests and certifications @ \$10,000.*
  - *Other allowable incidentals @ 15,000*



# Indirect Cost CoA

## Indirect Costs: (if applicable)

- Provides a breakdown of how the calculation was derived.
  - Is there a cost agreement matching the narrative?
  - Is the base amount and rate included?
  - Are the proper exclusions deducted from the base amount?

### Sample CoA Language

#### Condition X – Indirect Costs (Exceeded allowable limit - NICRA)

Based on the current Negotiated Indirect Cost Rate Agreement, the grant award recipient has exceeded their allowable indirect cost limit. The grant award recipient must review the period, base, and rate in their approved agreement and submit an amendment request to revise their SF-424A and Budget Narrative to reflect an allowable indirect cost amount.

#### Condition X – Indirect Costs (Exceeded allowable limit – 10% De Minimis)

The grant award recipient has elected to charge the de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. Based on the definition of MTDC in the Uniform Guidance at [2 CFR 200.1](#), the grant award recipient has exceeded the allowable limit.

#### SAMPLE BUDGET NARRATIVE

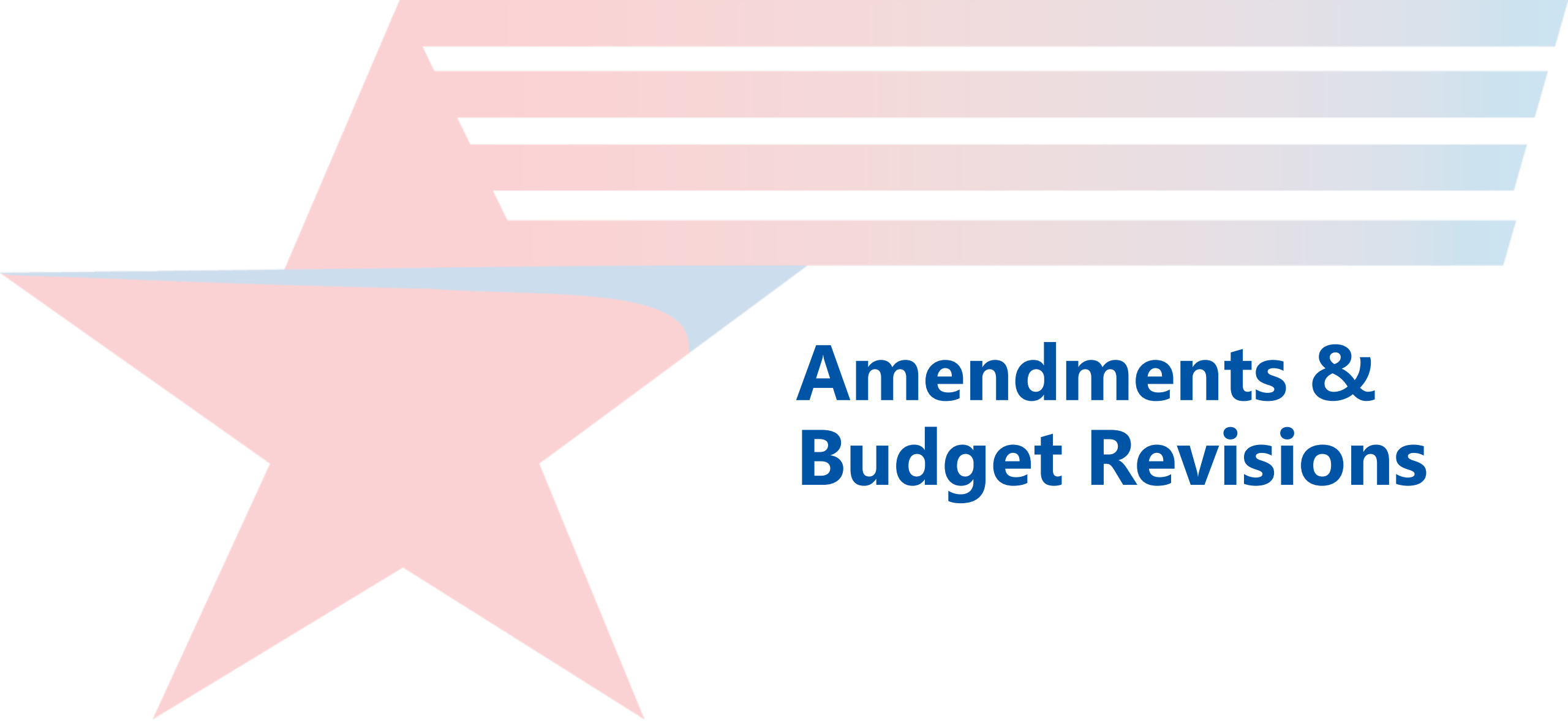
I. INDIRECT COST TOTAL \$48,437.40

ABC org has an approved indirect cost agreement. Our approved indirect cost rate for FY2024 is 27.06% of total direct salaries and wages excluding fringe benefits (\$179,000 x 27.06% = \$48,437.40).

#### SAMPLE BUDGET NARRATIVE

I. INDIRECT COST TOTAL \$23,064.41

ABC Org has never received a negotiated indirect rate cost rate. Budgeted Indirect Costs have been allocated based on the 10% de minimis rate calculation. The Modified Total Direct Costs (MTDC) budgeted for the grant year is \$230,644.09 (Less participate support and rent). The Indirect Cost total is 10% of the MTDC  $\$230,644.09 \times 10 = \$23,064.41$ .



# **Amendments & Budget Revisions**





# Amendments: What are They?

- Written approvals in the form of a NoA issued by the Grant Officer (GO) for any changes to the grant award that VETS requires prior approval in order to take effect
- Are submitted in GrantSolutions at least 30 days prior to the proposed effective date.
- VETS applicable Active Policy and Guidance on Requirements for amendments:
  - [VPL 04-24 HVRP Award Amendments](#)
    - [HVRP Award Amendments Technical Assistance Guide](#)
      - [HVRP Award Amendments Forms and Documents Desk Guide](#)
        - [HVRP Budget Narrative Template](#)
        - [HVRP Award Amendments Change Request Form](#)

# Amendments: What Requires an Amendment?



- A. Statement of Work Changes
- B. Administrative Changes
- C. Budget Realignment, *exceeding 10 percent budget flexibility*
- D. Purchase of equipment with a unit cost of \$5,000 or more

CoA – instances where the GO requires condition-specific instructions where the requirement to submit an amendment is necessary

# Amendments: What Does Not Require an Amendment?



- A. Change to a NICRA, CAP, or Election to Utilize the 10 percent De Minimis Rate
- 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.

# Amendments: What's required to be submitted?



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

# Amendments: How Are They Submitted? (1 of 3)



- Via GrantSolutions following steps provided in the [GrantSolutions Grants Management Module \(GMM\) Grant Recipient Guide](#)
- [Log in to Grantsolutions](#)

**My Grants List**

Show Closed Grants

All Grants (91)

Enter Grant # (you must enter the exact grant # to search)

<b>23555DV000055</b> → FAIN:23555DV000055 Active PROJECT TITLE JVSG Testing - directed announcement GRANT PROGRAM JVSG Jobs for Veterans State Grants	<b>23555DV000057</b> → FAIN:23555DV000057 Active PROJECT TITLE JVSG Testing - directed announcement GRANT PROGRAM JVSG Jobs for Veterans State Grants	<b>22555DV000048</b> → FAIN:22555DV000048 Active PROJECT TITLE JVSG Training Demo B GRANT PROGRAM JVSG Jobs for Veterans State Grants
<b>23A60AP000007</b> → FAIN:23A60AP000007 Active	<b>23A60AP000003</b> → FAIN:23A60AP000003 Active	<b>23A60AP000004</b> → FAIN:23A60AP000004 Active

# Amendments: How Are They Submitted? (2 of 3)




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](#)

# Amendments: How Are They Submitted? (3 of 3)



**Select Amendment Type**

Grant Number: [REDACTED]

Project Period: 09/30/2016 to 09/29/2021

Budget Period: 09/30/2018 to 09/29/2019

Amendment Type

- Balance of Funds (Type 6)
- Budget Revision (Type 6)
- Budget Revision (Type 3)
- Carryover Request (Type 6)
- Change Grantee Address (Type 6)
- Change in PI/PD (Type 6)
- Change in Grantee Authorizing Official (Type 6)
- Change in Scope (Type 6)
- EIN Change (Deobligate) (Type 6)
- EIN Change (Reobligate) (Type 6)
- Grant Closeout Action (Type 6)
- Mandatory Grant Project Extension (Type 6)
- NGA Revision (Type 6)
- Name change (Type 6)
- No Cost Extension (Type 6)
- Revision & Extension (Type 6)
- Supplement (Type 6)
- Supplement & Extension (Type 6)
- Supplement & Revision (Type 6)



## Amendments: When Will They Be Approved?

- Amendments should be submitted at least 30 days prior to the proposed effective date of the change, but budget realignments must be submitted at least 30 days prior to the proposed effective date for the requested change.
- All amendments are proposals until approved by the GO.
- Approvals for amendments are via the issuance of an NoA
- Review NoA Item 30 Remarks as it relates to the details of the approval.
- **Your GOTR is not authorized to change any of the terms or conditions of the award or approve prior approval requests. Any changes to the terms or conditions or prior approvals must be approved by the GO.**



# 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!**