HVRP Listening Session: GO Memo No. 01-26 Incremental Funding Procedures for Program Year (PY) 2026

Grant Recipient Training

January 29, 2026

Today's Speakers

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Agenda – GO Memo

- Purpose and Goals
- Where do I Start?
- Required Documents
- Additional Documents if Applicable
- System for Award Management (SAM)
- Submission of the Incremental Funding (IF) Amendment
- Conditions of Award (COA)
- Common Questions and Answers (Q&A)
- PY25 IF Common Errors Resulting in Returns
- Questions for IF
- NVTI Courses, HVRP Journey Map, and Veteran Service Provider (VSP) Certificate Program
- Questions for NVTI

Purpose and Goals

- To provide an overview of the IF Amendment process to reduce the overall errors that result in the COA (explained later in this presentation).
- Establish a foundation of information so those working on the IF Amendment can develop their plan of action to submit quality, complete, and timely requests in accordance with Grant Officer's Memorandum (GO Memo) No. 01-26

Where do I Start? (What's Available to Me?)

- Utilize the tools and resources available to you.
  - Review complete Grant Officer-approved PY25 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 Grant Officer's Technical Representative (GOTR), determine a submission and review procedure, and follow timelines.
  - Review GO Memo No. 01-26 and its Technical Assistance Guide (TAG)
  - Utilize the grant recipient checklist. It is updated for 2026.

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

- Is your program submitting its Year 2 IF Request? Be sure to refer to your award under **Funding Opportunity Announcement (FOA)-25-01**.
- Is your program submitting its Year 3 IF Request? For the most current information, refer to your prior PY25 request or your latest approved budget when comparing it to your PY26 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 (GS). Grant recipients have resources available to them for training on using the system at the GS Grant Recipient Support and References webpage.

Where do I Start? (How Much Does my HVRP Need?) (1 of 7)

- Is your program still spending funds as carryover in accordance with Veterans' Program Letter (VPL) 02-25?
  - Grant recipients **must consider** estimated carryover of funds from prior PYs while developing their one-year budget for PY26 and must use carryover funding on a first-in, first-out (FIFO) basis, utilizing the earliest awarded increment first.
    - It may be necessary to request less funding (or possibly no funding at all) for PY26 compared to the amount indicated in the VETS-704 Abstract/Planned Goals Chart (PGC).

Where do I Start? (How Much Does my HVRP Need?) (2 of 7)

Your Accounting System Should Be Your Friend

- Identifies expenditures for program funds separately for each grant.
- Record expenditures by budget categories.
- Segregation of direct and indirect expenditures

Where do I Start? (How Much Does my HVRP Need?) (3 of 7)

Crunch Your Numbers: Scenario to Request Less IF Funds for Next 12-Month Budget (Supplies and Other)

Standard Form (SF) 424A Object Class Category – Approved Budget	Period of Performance (PoP) Year 1 Funding Amount/Budget	PoP Year 1 Expenditures	PoP Year 1 Unobligated Balance of Funds	PoP Year 2 IF Request	PoP Year 2 Funding Amount/Budget (Includes PoP Year 1 Funding Available)
Personnel	$ 202,125.00	$ 202,125.00	$ -	$ 202,125.00	$ 202,125.00
Fringe	$ 37,875.00	$ 37,875.00	$ -	$ 37,875.00	$ 37,875.00
Equipment	$ -	$ -	$ -	$ -	$ -
Supplies	$ 9,000.00	$ 8,000.00	$ 1,000.00	$ 8,000.00	$ 9,000.00
Travel	$ 5,992.00	$ 5,992.00	$ -	$ 5,992.00	$ 5,992.00
Construction	$ -	$ -	$ -	$ -	$ -
Other	$ 30,008.00	$ 6,008.00	$ 24,000.00	$ 6,008.00	$ 30,008.00
Contractual	$ 15,000.00	$ 15,000.00	$ -	$ 15,000.00	$ 15,000.00
Subtotal	$ 300,000.00	$ 275,000.00	$ 25,000.00	$ 275,000.00	$ 300,000.00
Indirect/De Minimis	$ -	$ -	$ -	$ -	$ -
Total	$ 300,000.00	$ 275,000.00	$ 25,000.00	$ 275,000.00	$ 300,000.00

Where do I Start? (How Much Does my HVRP Need?) (4 of 7)

Crunch Your Numbers: Scenario to Request Less IF Funds for Next 12-Month Budget (Unfilled Staff Position)

SF-424A Object Class Category – Approved Budget	PoP Year 1 Funding Amount/Budget	PoP Year 1 Expenditures	PoP Year 1 Unobligated Balance of Funds	PoP Year 2 IF Request	PoP Year 2 Funding Amount/Budget (Includes PoP Year 1 Funding Available)
Personnel	$ 204,320.00	$ 146,320.00	$ 58,000.00	$ 146,320.00	$ 204,320.00
Fringe	$ 31,812.00	$ 22,968.00	$ 8,844.00	$ 22,968.00	$ 31,812.00
Equipment	$ -	$ -	$ -	$ -	$ -
Supplies	$ 8,587.00	$ 8,587.00	$ -	$ 8,587.00	$ 8,587.00
Travel	$ 3,927.00	$ 3,927.00	$ -	$ 3,927.00	$ 3,927.00
Construction	$ -	$ -	$ -	$ -	$ -
Other	$ 10,348.00	$ 10,348.00	$ -	$ 10,348.00	$ 10,348.00
Contractual	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 258,994.00	$ 192,150.00	$ 66,844.00	$ 192,150.00	$ 258,994.00
Indirect/De Minimis	$ 45,006.00	$ 32,266.00	$ 12,740.00	$ 32,266.00	$ 45,006.00
Total	$ 304,000.00	$ 224,416.00	$ 79,584.00	$ 224,416.00	$ 304,000.00

Where do I Start? (How Much Does my HVRP Need?) (5 of 7)

Crunch Your Numbers: Scenario to Request Less IF Funds

SF-424A Object Class Category – Approved Budget	PoP Year 1 Funding Amount/Budget	PoP Year 1 Expenditures	PoP Year 1 Unobligated Balance of Funds	PoP Year 2 IF Request	PoP Year 2 Funding Amount/Budget (Includes PoP Year 1 Funding Available)	PoP Year 2 Expenditures	PoP Year 2 Unobligated Balance of Funds	PoP Year 3 IF Request	PoP Year 3 Funding Amount/Budget (Includes PoP Year 1 Funding Available)
Personnel	$ 204,320.00	$ 146,320.00	$ 58,000.00	$ 146,320.00	$ 204,320.00	$ 88,320.00	$ 116,000.00	$ 88,320.00	$ 204,320.00
Fringe	$ 31,812.00	$ 22,968.00	$ 8,844.00	$ 22,968.00	$ 31,812.00	$ 13,750.00	$ 18,062.00	$ 13,750.00	$ 31,812.00
Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supplies	$ 8,587.00	$ 8,587.00	$ -	$ 8,587.00	$ 8,587.00	$ 1,000.00	$ 7,587.00	$ 1,000.00	$ 8,587.00
Travel	$ 3,927.00	$ 1,000.00	$ 2,927.00	$ 1,000.00	$ 3,927.00	$ -	$ 3,927.00	$ -	$ 3,927.00
Construction	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other	$ 10,348.00	$ 10,348.00	$ -	$ 10,348.00	$ 10,348.00	$ 15.00	$ 10,333.00	$ 15.00	$ 10,348.00
Contractual	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subtotal	$ 258,994.00	$ 189,223.00	$ 69,771.00	$ 189,223.00	$ 258,994.00	$ 103,085.00	$ 155,909.00	$ 103,085.00	$ 258,994.00
Indirect/De Minimis	$ 45,006.00	$ 32,266.00	$ 12,740.00	$ 32,266.00	$ 45,006.00	$ 32,266.00	$ 12,740.00	$ 32,266.00	$ 45,006.00
Total	$ 304,000.00	$ 221,489.00	$ 82,511.00	$ 221,489.00	$ 304,000.00	$ 135,351.00	$ 168,649.00	$ 135,351.00	$ 304,000.00

Where do I Start? (How Much Does my HVRP Need?) (6 of 7)

- **Declination of IF or requesting less than originally requested in the VETS-704 Abstract/PGC will not impact consideration for future awards.**
- **Having unexpended funds exceeding 10 percent of the 3-year award at the end of your PoP may negatively impact an organization's past performance score in future HVRP Funding Opportunity Announcement (FOA) applications.**

Where do I Start? (How Much Does my HVRP Need?) (7 of 7)

- Grant recipients requesting PY26 funding must provide a justifiable reason for any unobligated balances from prior PYs and a feasible plan to expend those prior funds in their transmittal memorandum (TM).
  - Your justification will discuss the amount of unobligated budget line items for each 12-month PY budget.
  - Your plan may include:
    - Move funds (up to 10 percent) without an amendment (not an option for participant support costs).
    - Create a plan with GOTR to submit an amendment.
      - Move more than 10 percent of the total PY budget amount between cost categories.
      - Move any amount from the Participant Funds category to another cost category.
    - Make no changes to the approved budget and risk having unexpended funds at the end of your PoP.

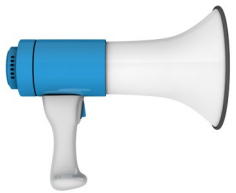
Required Documents

- TM – **Uploaded to GS online** (signed by the authorized representative)
- SF-424 – Application for Federal Assistance (**Completed within GS online**)
- SF-424A – Budget Information (**Completed within GS online**)
- Budget Narrative – **Uploaded to GS online**

New guidance for 2026: VETS will not consider requests to change the grant's service delivery area (SDA) and/or performance goals within the IF amendment application. Any changes to the grant's outcomes or deliverables and/or SDA must be submitted in accordance with VPL 04-24 after Wednesday, July 1, 2026, if applicable.

Documents no Longer Accepted with Incremental Funding Amendment Applications

- VETS-704 Abstract/PGC
- Project Narrative
- HVRP Award Amendment Change Request Form (HAACR)



New guidance for 2026: VETS will not consider requests to change the grant's SDA and/or performance goals within the IF amendment application. Any changes to the grant's outcomes or deliverables and/or SDA must be submitted in accordance with VPL 04-24 after Wednesday, July 1, 2026, if applicable.

Required Documents – TM

- Must be uploaded into GS.
- Must indicate the funding amount requested and whether there are any changes to the grant agreement requiring Grant Officer approval (see VPL 04-24).
- Must be signed by the authorized individual who is authorized to enter into this grant agreement with DOL.

Refer to GO Memo No. 01-26 – Attachment 1 TAG for PY26 Incremental Funding Requests for more detailed information.

Required Documents – TM, cont.

Attention to detail is critical.

- Does your TM list the correct grant number and award amount requested?
- Are you simply redating and signing last year's?

New to PY 2026: The TM must contain a justifiable reason for unobligated balances from prior PYs and provide a feasible plan to expend the excess prior PY funds.

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

- This form **must be completed online in GS**.
- Requested amount **must not exceed** the amount referenced in the VETS-704 Abstract/PGC of the initial grant application submitted under the grant recipients' awards applicable FOA.

Funding Request for each individual year of the grant (up to $600,000 each year.)*			
Year 1	Year 2	Year 3	Total Amount
			$0

*Applicants may receive a maximum amount of $600,000 per year, however, applicants may submit a lesser amount that aligns with their budget and budget narrative. The first year amount MUST match the SF-424, SF-424A, and budget narrative.

Enter the funding request for Year 1 and estimated funding requests f

The Request Year 1 amount MUST match the SF-424, SF-424A, and budget nar
Funding requests for Year 2 & Year 3 must not exceed the amount below, but m
unexpended Year 1 funds at the end of the first program year.
Once awarded, funds are available for the entire period of performance (PoP). A
funding requests for Year 2 and/or Year 3 if unexpended funds remain at the en

Request Year 1	Estimate Year 2	Estimate Year 3	PoP Total
$500,000	$500,000	$500,000	$1,500,000

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 and checklist for more detailed information on specific entry pertaining to blocks that are not pre-populated.

Required Documents – SF-424A Budget Information – Non-Construction Programs

Points of Emphasis:

- This form **must be completed online in GS**, must reflect the amount on the SF-424, and must crosswalk to the Budget Narrative and the TM.
- Section A – ensure the Catalog of Federal Domestic Assistance (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 and checklist for more detailed information on specific entry pertaining to blocks that are not pre-populated or not utilized by VETS' HVRP.

Required Documents – Budget Narrative

Take your time with this document.

- Use whole numbers.
  - The Budget Narrative's total should match 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.
- Consider using the HVRP Budget Narrative Template, version 2.2
  - 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 = $1,500.
  - 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.

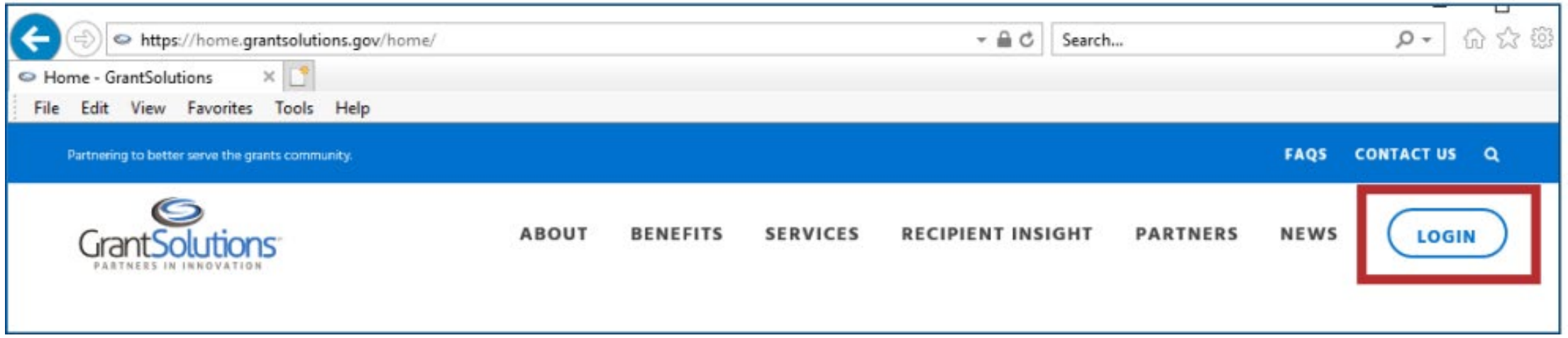
SAM Verification

- 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

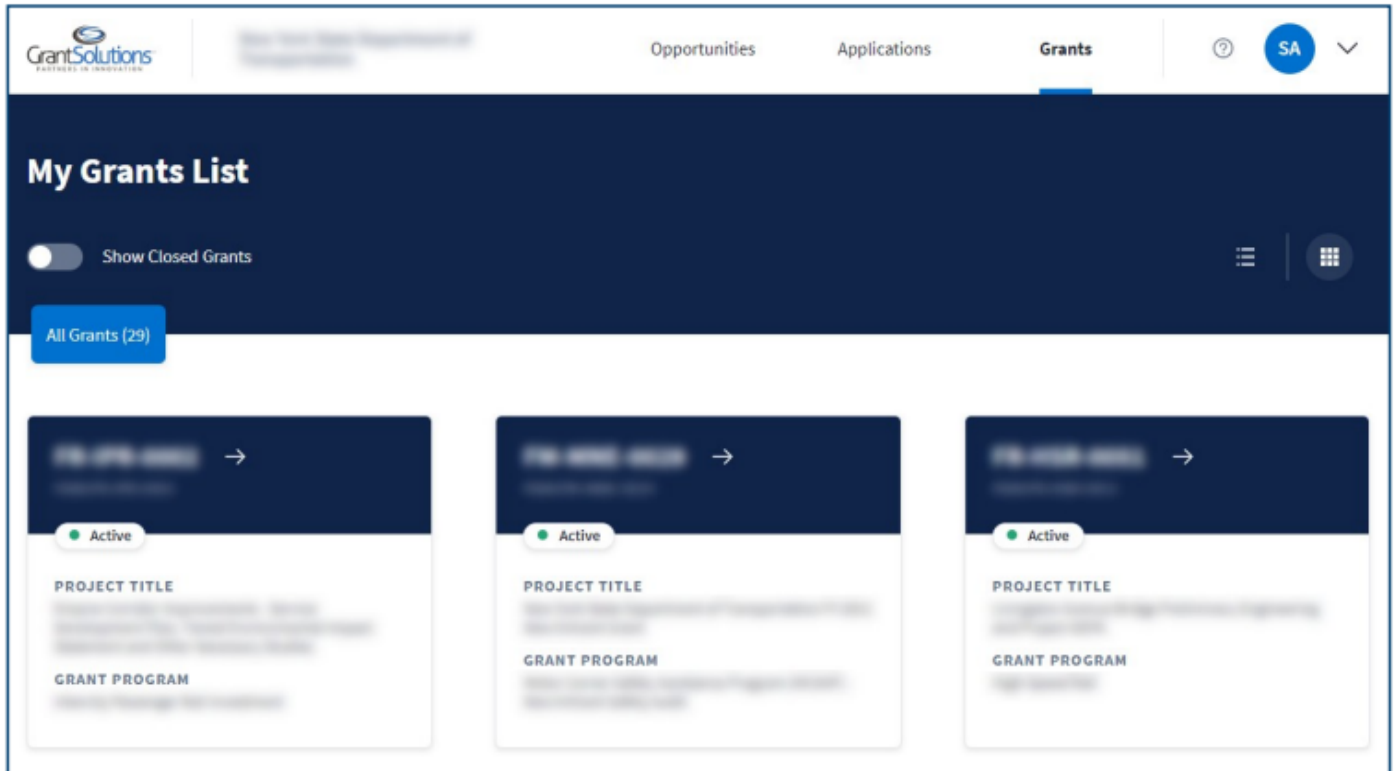
- Grant Recipients will use GS as the approved method of requesting IF for PY26.

Log in to GS



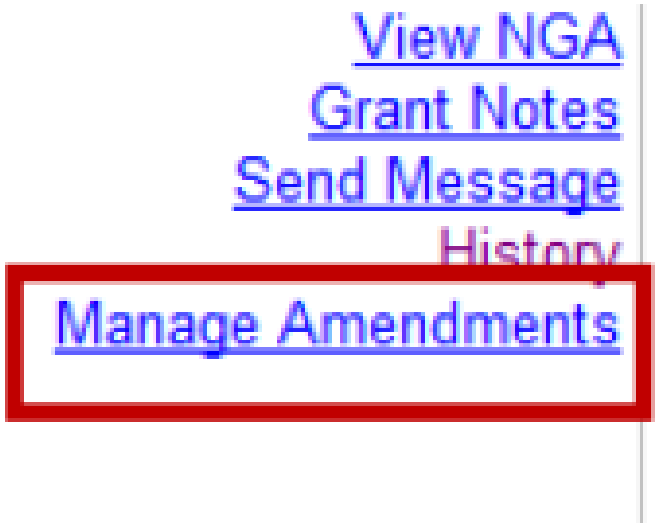
Submission of the Incremental Funding Amendment, Step 2

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.



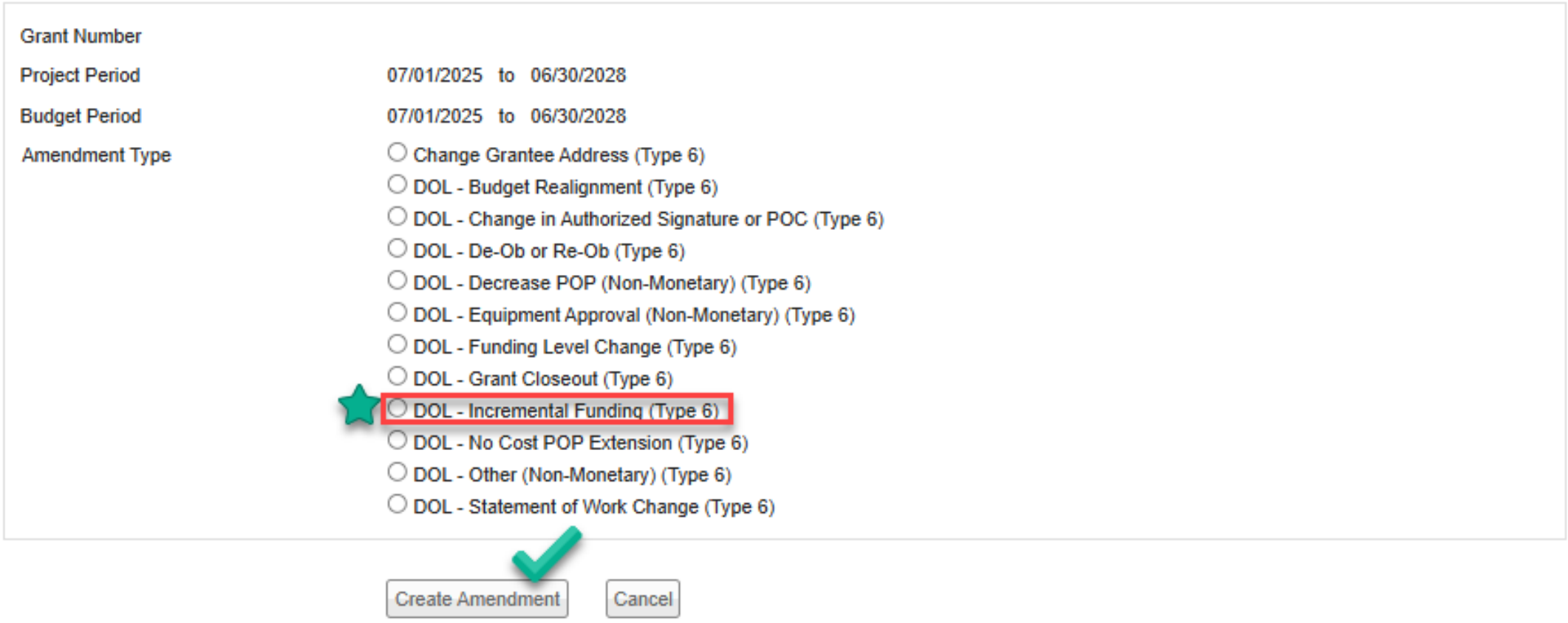
Submission of the Incremental Funding Amendment, Step 3

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



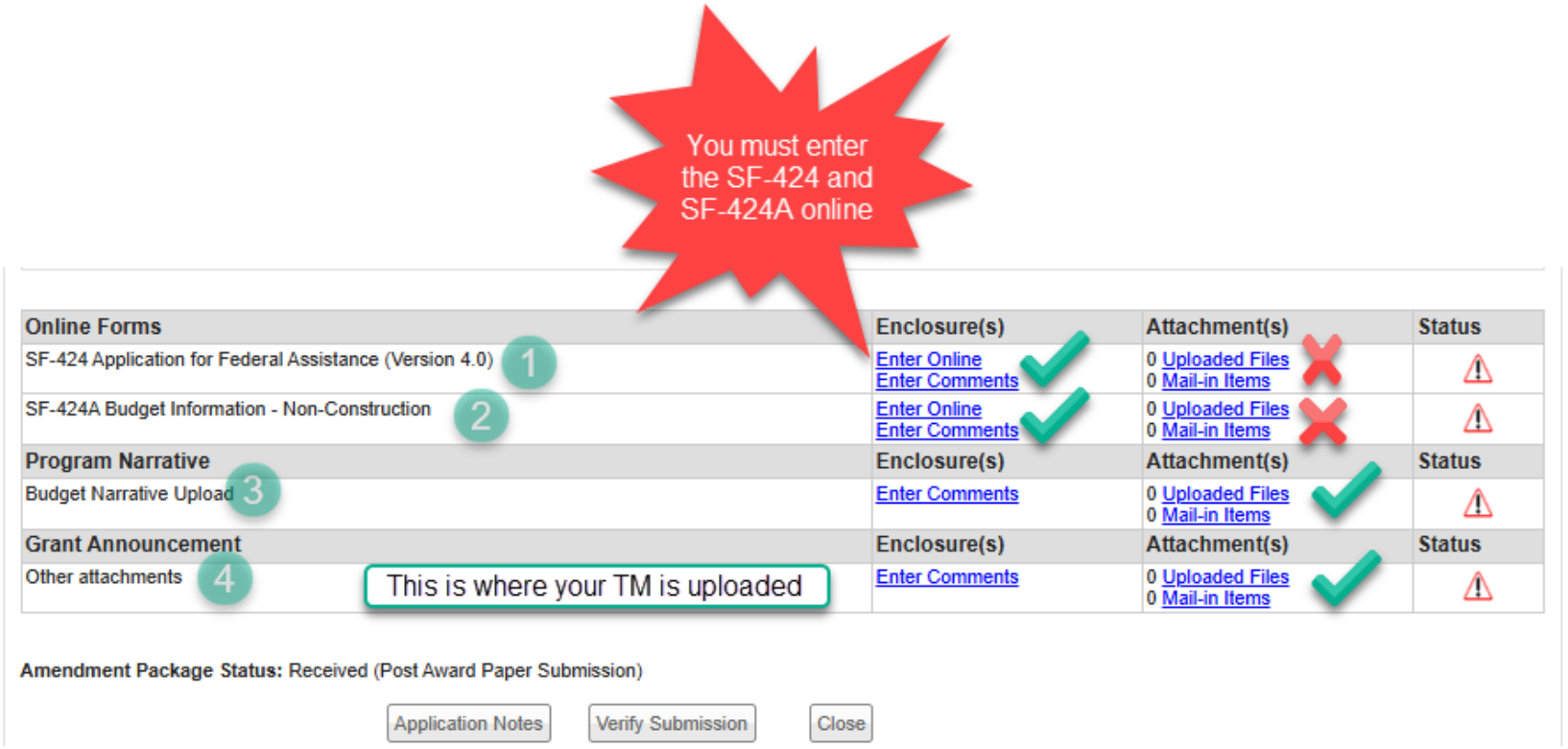
Submission of the Incremental Funding Amendment, Step 4

Select Amendment Type



Submission of the Incremental Funding Amendment – Required Forms

TWO FORMS ENTERED ONLINE and TWO DOCUMENTS UPLOADED!



Submission of the Incremental Funding Amendment – Submission Overview

Timeline: **February 13, 2026**: IF Amendments are due to the GOTR via GS.

Grant recipients and GOTRs are encouraged to work together in assembly and completion of the IF Amendment application. Email documents for review prior to GS submission.

Returned applications will revert to an unsubmitted status until revised and resubmitted.

Conditions of Award (1 of 3)

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 (2 of 3)

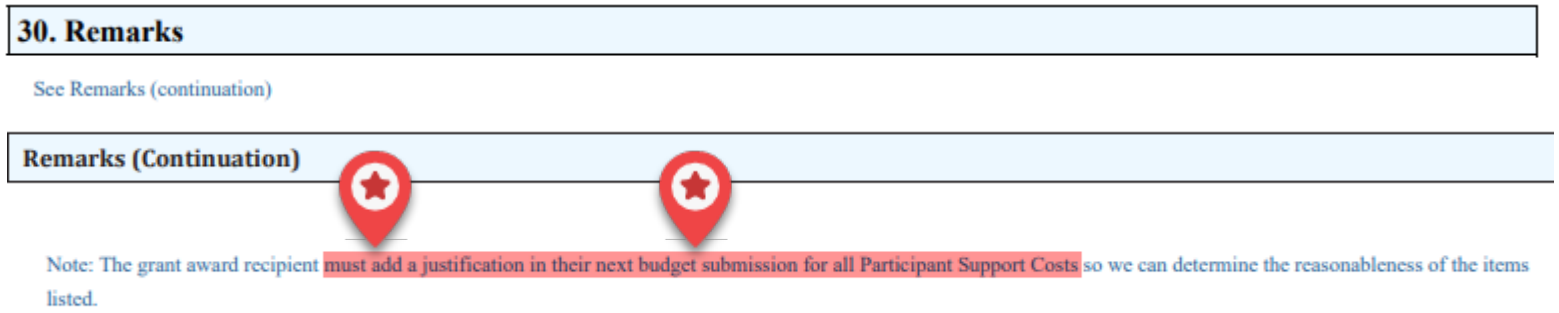
To reduce some common reasons for Grant Officer-imposed conditions, please pay extra attention to the following areas:

- Review the Budget Narrative and ensure you are checking for allowable/reasonable costs.
- Ensure budget items are accounted for, clearly described, allowable, and that figures match across the Budget Narrative, the SF-424A, and the SF-424 and are calculated correctly.
- If your program uses the De Minimis rate, ensure your program is properly accounting for its Modified Total Direct Cost (MTDC).

Conditions of Award (3 of 3)

Some grants received instructions from the Grant Officer in their last Notice of Award (NoA) for IF 2025 and in new PY25 Awards, versus a CoA requiring an amendment.

- Review your monetary NoA for IF 2025 or your new award Item 30 Remarks.
  - Is there a note?



2 Code of Federal Regulations (C.F.R.) 200 Uniformed Guidance

When you reference the uniformed guidance, ensure you're using the most updated version, which is available at the following link:

2 C.F.R. Part 200 Uniformed Guidance

Common Q&A (1 of 5)

Q: Could you provide clarification on what a grant recipient should do to correct the SF-424 when the Authorized Representative signature does not match the TM?

A: Block 21 of the SF-424 must contain the name and contact information of the Authorized Representative. There are fields for it all the way from Prefix to email. That information must match the signatory on the TM. Below that is the signature block, which is automatically populated with the name of the individual who submits the amendment. If the Authorized Representative is not the submitter, the name of the person who completes and submits the amendment will appear instead.

The only correction needed is if the Name and Contact Information in block 21 (not signature block name) does not match the Authorized Representative who signed the TM.

Common Q&A (2 of 5)

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 grant recipients 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 PY26, and what sort of funding amounts remain from prior PY(s) that could be used as an offset. The amount requested must not exceed the amount referenced in the VETS-704 Abstract/PGC of the initial grant application, and once IF funds are committed by a grant recipient program for Fiscal Year 2026, there will not be an opportunity to request extra money for next PY if the IF forecast was too low. A grant recipient's GOTR and their own organization's finance staff are going to be the best resources for making budget forecasts.

Common Q&A (3 of 5)

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 in the FOA and not whether a grant recipient has requested incremental funding.

Q: Should the TM be uploaded in the "Grant Announcement, Other Attachments" section?

A: Yes.

Common Q&A (4 of 5)

Q: Would the grant recipient request to decrease their funding on the SF-424 Application for Federal Assistance in the IF application if it is less than the VETS-704 Abstract/PGC amount?

A: The grant recipient wouldn't be requesting VETS to decrease their funding. A grant requesting less than the planned amount referenced in the VETS-704 Abstract/PGC of their initial grant application, because unobligated balances from prior PY funding increments offset their budget for IF, submits a request for reduced funding due to carryover. **In the SF-424, the grant recipient will always select "A: Increase Award" in Block 2.**

Common Q&A (5 of 5)

Q: Will requesting less than or completely declining funding listed on our VETS-704 Abstract/PGC for the second or third year negatively impact our organization?

A: A grant recipient's declination of PY26 incremental funding or requesting less than originally listed in their VETS-704 Abstract/PGC will not negatively impact consideration for future awards.

Funding Request for each individual year of the grant (up to $600,000 each year.)*			
Year 1	Year 2	Year 3	Total Amount
			$0

*Applicants may receive a maximum amount of $600,000 per year, however, applicants may submit a lesser amount that aligns with their budget and budget narrative. The first year amount MUST match the SF-424, SF-424A, and budget narrative.

Enter the funding request for Year 1 and estimated funding requests f

The Request Year 1 amount MUST match the SF-424, SF-424A, and budget nar
Funding requests for Year 2 & Year 3 must not exceed the amount below, but m
unexpended Year 1 funds at the end of the first program year.
Once awarded, funds are available for the entire period of performance (PoP). A
funding requests for Year 2 and/or Year 3 if unexpended funds remain at the en

Request Year 1	Estimate Year 2	Estimate Year 3	PoP Total
$500,000	$500,000	$500,000	$1,500,000

PY25 IF Common Errors Resulting in a Return (1 of 8)

TM

- The grant recipient requested an amount that exceeded the amount referenced in the VETS-704 Abstract/PGC of the initial grant application submitted under the applicable FOA.
- Missing narrative statement requirements: i.e., justifiable reason for unobligated balances from prior PYs and provide a feasible plan to expend the excess prior PY funds, or statement confirming whether or not the grant recipient charges indirect costs and describes type.
- Including the wrong TM in the IF application (for organizations with multiple grants)
- Including last years' memo that does not meet the requirements of GO Memo No. 01-26.

PY25 IF Common Errors Resulting in a Return (2 of 8)

SF-424 and SF-424A

- The SF-424 contained discrepancies between the Congressional Districts of the Applicant and Program/Project when compared to the last-approved award.
- The SF-424 and SF-424A were not completed online in GS. PDF form from grants.gov uploaded.
- The SF-424 and SF-424A online in GS was completely blank.
- The Authorized Representative on the SF-424 and TM did not match the NOA or original award application, no documents were uploaded showing change in Authorized Representative, **and no change request(s) were described in the TM.**
- Multiple Budget Narratives were uploaded and neither crosswalked to the online SF-424A.
- The SF-424 and SF-424A did not contain whole dollar amounts.

PY25 IF Common Errors Resulting in a Return (3 of 8)

Personnel Section of the Budget Narrative

- The grant recipient did not include the roles and responsibilities as they pertain to the award in the Personnel section of the Budget Narrative.
- The grant recipient's Personnel costs include contracted service support from a business entity for services that were also used in calculation of the base for Fringe.
  - Fringe percent rate times Personnel FTE.
  - Contractual cost should have been excluded from Personnel and placed under Contractual and Fringe calculated against the actual cost for Personnel.

PY25 IF Common Errors Resulting in a Return (4 of 8)

Travel Section of the Budget Narrative

- Errors in cost methodology when totaling trip cost against the required methodology for this line item.
- The grant recipient did not provide what kind of Post-Award Conference (PAC) – state, regional, or national – nor the location of the PAC for the reviewer to determine if the amounts charged were reasonable and the rates were accurate.
- No mileage rate given in the Budget Narrative, just a fixed amount per person.

PY25 IF Common Errors Resulting in a Return (5 of 8)

Travel Section of the Budget Narrative – National Coalition for Homeless Veterans (NCHV) Conference-Specific Issues

- Claimed full-day rates for trips including first and last.

NCHV Annual Conference	Washington DC	Lodging	Night	$	258.000	4.0	4	1	100.00%	$ 4,128.00
NCHV Annual Conference (Airfare)	Washington DC	Transportation	Round-Trip	$	335.040	1.0	4	1	100.00%	$ 1,340.16
NCHV Per Diem (First and last day)	Washington DC	Other	N/A	$	59.000	2.0	4	1	100.00%	$ 472.00
NCHV Per Diem (2nd and 3rd day)	Washington DC	Other	N/A	$	79.000	2.0	4	1	100.00%	$ 632.00
NCHV Travel from Airport to Hotel & Conference	Washington DC	Transportation	Round-Trip	$	100.000	1.0	4	1	100.00%	$ 400.00

- Per diem not correctly calculated for a 4-day trip for the NCHV conference in Washington, DC.

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	$92	$23	$26	$38	$5	$69.00

- Grant recipient batched entire NCHV conference trip as one item of cost using the HVRP Budget Narrative Template.

PY25 IF Common Errors Resulting in a Return (6 of 8)

Supplies Section of the Budget Narrative

- Items categorized as Supplies but described as intended for participant use in support of their occupations.
- The grant recipient left the justification section of the Budget Narrative Template blank and just listed Office Supplies.

PY25 IF Common Errors Resulting in a Return (7 of 8)

Other Section of the Budget Narrative

- Grant recipient listed one total cost for "Client Training" without any justification.
- Grant recipient had no cost methodology for “Participant Support.”
- Grant recipient identified an item of cost as "Emergency Support" with a sum for each, times 12 months.

PY25 IF Common Errors Resulting in a Return (8 of 8)

Indirect Costs Section of the Budget Narrative

- Included the cost of rent in their MTDC base.
- Negotiated Indirect Cost Rate Agreement (NICRA) rate was higher than latest approved on file in GS' Grant Note.
- Included items in “Participant Support” that are not participant support – Rent for the grant recipient.
- The grant recipient took the sum of the federal funding and subtracted the exclusions of the base, when they should have added Personnel, Fringe, Travel, Supplies, Contractual, and Other, then subtracted rent and participant support.

PY25 IF Common Errors Resulting in a Return Must Fixes (1 of 2)

Indirect Costs Section of the Budget Narrative

- *De minimis, NICRA, or Cost Allocation Plan provide an explanation of how the indirect costs are calculated. This explanation should include which portions of each line item, along with the associated costs, are included in your cost allocation base.*

What Right Looks Like

Type of Rate Agreement	Base	Rate	Total Indirect Costs
De Minimus	$ 88,056.00	15.00%	$ 13,208.40
	$ -		$ -
	$ -		$ -
	$ -		$ -
	$ -		$ -
	$ -		$ -
Total Indirect Costs			**$ 13,208.40**
Total Indirect Costs - Rounded to the Nearest Whole Dollar		**(must match SF-424A)**	**$ 13,208**
Justification of Costs (max 3,225 characters including spaces)			
MTDC: Personnel ($68,000), Fringe ($17,784), Travel ($972), Supplies ($300), and Other ($1,000) that excludes participant support ($3,000) and rent $(4,500). MTDC+ $88,056*.15%= $13,208.40 indirect budget charge.			

What Wrong Looks Like

Type of Rate Agreement	Base	Rate	Total Indirect Costs
NICRA	$ 88,056.00	15.00%	$ 13,208.40
	$ -		$ -
	$ -		$ -
	$ -		$ -
	$ -		$ -
	$ -		$ -
Total Indirect Costs			**$ 13,208.40**
Total Indirect Costs - Rounded to the Nearest Whole Dollar		**(must match SF-424A)**	**$ 13,208**
Justification of Costs (max 3,225 characters including spaces)			
We have a NICRA $88,056 X 15%= $13,208			

PY25 IF Common Errors Resulting in a Return Must Fixes (2 of 2)

Lack or No Justification

- *Provide a proper explanation rather that writing out the math problem that the Budget Narrative Template automatically calculates for you.*

Questions?

If we are unable to address any questions today regarding incremental funding, 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.

NVTI Courses, HVRP Journey Map and VSP Certificate Program

Fiscal Year (FY) 2026 Anticipated Course Offerings

Virtual Courses – 117 ~ In-Person Courses – 15

In-Person Offerings aside from the Disabled Veterans' Outreach Program (DVOP) & Local Veterans' Employment Representative (LVER) Courses

- 9603: Leadership for the Integration of Veterans' Services: 1
- 9604: Managing Case Management: 1
- 9620: Advanced Case Management: 1

****3 Course Bundle/Skills Conference** One Time Only in FY26!**

- 9618: Providing Resume Writing Support
- 9619: Mission Ready: Coaching Veterans for Interview
- 9623: Presenting with Purpose: Communication Strategies for Impact

Planned New Courses

- Engaging with Employers to Advance Veteran Employment Outcomes
- HVRP Position Specifics

Webinars, Microlearning, & Podcasts

Webinars

- Grants Closeout for Federal Staff
- Grants Closeout for Recipients
- Indirect Costs for Federal Staff
- Indirect Costs for Recipients
- Apprenticeships

Microlearning

- Understanding the DD214 for Veteran Service Providers
- A Day in the Life of an HVRP Recipient

Podcasts

- Apprenticeships
- Encouraging/Motivating Veterans to Seek Employment

Website Updates

Class Descriptions page now highlights the FY26 Course Offerings and the FY26 Remaining Course Offerings on the schedule. Offering numbers will update monthly.

DVOP specialist and CP staff: 9608: Disabled Veterans' Outreach Program (DVOP) Specialist Core Competency Development

Duration: 3.5 days for completion
FY26 Course Offerings: 18 Total – 10 Virtual, 8 In-Person
FY26 Remaining Course Offerings: 4 Virtual, 2 In-Person

Course Schedule

Continuous Enrollment NVTI Courses

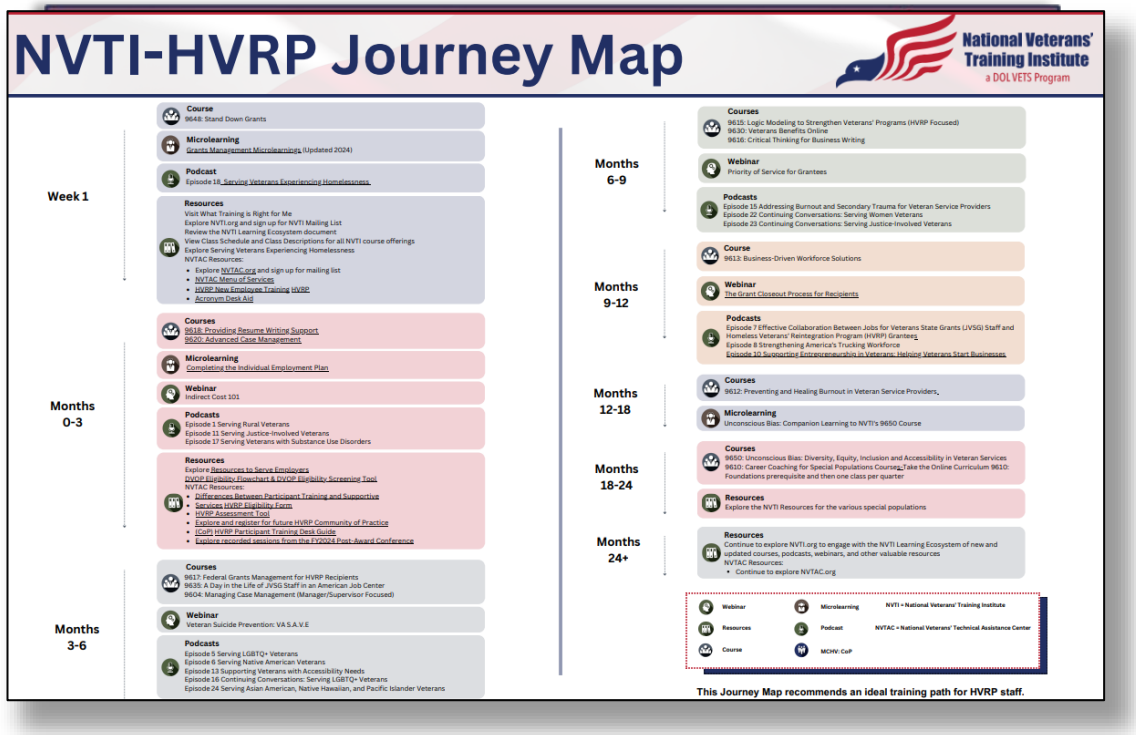
COURSE NUMBER	COURSE TITLE	DELIVERY METHODS	DURATION

Upcoming NVTI Courses: November 2025 – March 2026

COURSE NUMBER	COURSE TITLE	DELIVERY METHODS	DURATION	START DATE	END DATE	NOTE

Completed NVTI Courses +

HVRP Journey Map



The HVRP Journey Map provides staff with a clearly defined training plan with opportunities for professional growth

Other Updates

- Journey Maps
- Focus Groups
- NVTI will be renumbering the Jobs for Veterans State Grants (JVSG) & Uniformed Services Employment and Reemployment Rights Act (USERRA) courses. The new numbering structure will better demonstrate courses that build on each other.
  - Example: 100 / 101 / 102…
- NVTI will be updating the 9617: Federal Grants Management for HVRP Recipients course.

Upcoming Courses on the Schedule

The NVTI schedule has classes available through the end of March 2026 to help with planning.

- (5) Different Career Coaching for Special Populations classes
- 9622: Serving Those Who Served: Supporting Transitioning Service Members: Feb 5
- 9620: Advanced Case Management: Feb 10
- 9604: Managing Case Management: Feb 24 (in-person)

To view the full class schedule, please visit NVTI's website

Questions?

For questions about NVTI classes, please contact:

- NVTI Student Services: studentservices@nvti.org | 844-423-8872
- DOL/VETS NVTI Lead, Brandon Webb: webb.brandon.c@dol.gov | 279-999-5395

Thank you!

Incremental Funding Amendments are due to the GOTR on February 13, 2026