



Grant Officer's Memorandum (GO Memo) 01-26

Homeless Veterans' Reintegration Program (HVRP) Grants – Incremental Funding (IF) Procedures for Program Year (PY) 2026

HVRP Questions and Answers (Q&A)

Q. Should we include our Negotiated Indirect Cost Rate Agreement (NICRA) documentation? (Received in chat; revised for clarity)

A. Grant recipients must file their latest NICRA in GrantSolutions (GS) under each applicable grant. Grant recipients must do this by creating a grant message and selecting: 1) Communication Type: “Correspondence (Recipient & Federal)”; 2) Category: “Grant Review Documents”; 3) Subject: “Approved NICRA”; 4) Upload NICRA documents by selecting “Choose Files to Upload,” and select your documents. **Grant recipients with multiple HVRP awards must repeat this process for each awarded grant.** For more on creating a grant message, check out the [GS User Guide](#).

Q. Our Authorized Representative is on leave. It is unclear when the individual will return. Can we have it signed by our CFO, who is acting as CEO, while he is out? (Received in chat; revised for clarity)

A. If the current authorized representative is unavailable to sign the transmittal memorandum (TM), then it must be signed by an individual with a higher level of authority within the organization. The TM should specify that the authorized representative is unavailable and confirm that the signer holds a higher level of authority.

Q. Is the NICRA part of the budget/budget narrative? (Received in chat; revised for clarity)

A. An HVRP award recipient claiming indirect costs under a federal award must have a NICRA, Cost Allocation Plan (CAP), or elect to utilize the de minimis rate of 15 percent of modified total direct costs (MTDC). That percentage of indirect is a part of the HVRP budget and budget narrative. Please refer to GO Memo [01-26](#), Attachment 1: [Technical Assistance Guide for PY26 IF Requests](#) Section IV. Budget Narrative Guidance for more information on the incorporation of indirect into your HVRP budget.

Q. If our IF Amendment application is returned and requires revision, does it still count as submitted on February 13, 2026? (Received in chat; revised for clarity)

A. February 13, 2026, is the deadline for grant recipients to submit the IF Amendment applications or declination TM via GS Grant Message to the Grant Officer's Technical Representative (GOTR), following the instructions outlined in GO Memo [01-26](#) and Attachment 1: [Technical Assistance Guide for PY26 IF Requests](#). Once the IF request is submitted in GS, the GOTR reviews the amendment application to determine if the recipient addressed all requirements. If revisions are required, the GOTR will return the amendment application to the grant recipient in GS and provide the reason the application was returned in the required comments section. The GOTR will provide



technical assistance, as appropriate, to address the required revisions. Once the IF Amendment application meets the requirements of this guidance, the GOTR will generate an application message in GS confirming that their review is complete.

Q. I am filling out the Standard Form (SF) 424 online as directed but noticed it automatically selects “Revision” for the type of application (block 2), is that correct? (Received in chat; revised for clarity)

A. That is correct. The type of application is a “Revision” and the appropriate letter to select under “If Revision, select appropriate letters(s)” is “Increase Award.” For more information on the completion of the SF-424, please visit GO Memo 01-26 Attachment 1: [Technical Assistance Guide for PY26 IF Requests](#)

Q. In prior years, the GOTR requested that the online SF-424 be signed. However, since it is online, we could not sign it. The GOTR then instructed us to print it, sign it manually, and upload it. Is that correct? (Received in chat; revised for clarity)

A. DOL/VETS instructed GOTRs and HVRP grant recipients not to accept any uploaded versions of the SF-424. We do not require a handwritten signature on the SF-424. The online version of the SF-424 signature block is automatically populated by the GS user entering the amendment application and may not match the name of the Authorized Representative. It is acceptable if the name in the signature block does not match. Block 21’s contact information and the name of the Authorized Representative must match the signed TM.

Q. Do office supplies need to be itemized? (Received in chat; revised for clarity)

A. Identify the categories of supplies for staff (e.g., office supplies), and list the item, quantity, and total cost as needed. For supplies not itemized in the narrative, document the method used to calculate the allocation. For example, if budgeting \$1,200 annually for “office supplies” (\$100 per month), specify intended purchases such as file folders, paper, pens, pencils, and printer ink.

Q. If we are requesting less because of carryover funds, should we omit some lines from the budget or include them and reduce the funding request amount? (Received in chat; revised for clarity)

A. 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. DOL/VETS strongly encourages grant recipients to work with their GOTR in developing their plan. The actual and estimated expenditures for each planned budget category for prior PYs will offset the requested funding amount listed in the PY26 SF-424 and object class categories in the corresponding SF-424A.



If the grant recipient provides a complete 12-month budget narrative and the total requested amount remains unchanged when considering carryover, the following must be clearly indicated in the IF Amendment application:

- On the SF-424: Identify the total amount requested for PY26.
- On the SF-424A, Section B. Budget Categories: Identify the funding amounts in each object class category, accounting for carryover from previous year(s) for each cost category. For instance, if a grant recipient has carryover funds in a particular cost category, they must either 1.) amend the previous year's grant; or 2.) reflect this in their PY26 IF request by adjusting/reducing the amount for that category accordingly. Additionally, it's important to remember that the grant recipient is expected to utilize prior year funds on a FIFO basis prioritizing the charging of expenditures to any remaining funding attached to the earliest awarded increment.
- On the TM, provide a feasible plan to expend the excess prior PY funds by identifying the amount(s) of funds in prior years' budget categories used for carryover in PY25.

Q. What kind of items would fall under emergency support for the participants? (Received in chat; revised for clarity)

A. The HVRP is an employment-focused grant program. The presentation provided an example of a vague budgeted item labeled “emergency support” to show a lack of justification for DOL/VETS to determine whether the cost is allowable, allocable, reasonable, and necessary for the HVRP. For more information on HVRP participant support costs, including what is allowable and unallowable, please review Veterans' Program Letter (VPL) [06-24](#) HVRP Requirements and Functions, Section IX. Participant Support Costs.

Q. We must exclude rent from indirect costs. What about utilities? (Received in chat; revised for clarity)

A. Utility costs must be listed separately from rent when charged to the HVRP and classified under the “Other” line-item category. Utilities are included in the modified total direct cost (MTDC) base.

Q. For emergency support, can we pay for hotel stays? (Received in chat; revised for clarity)

A. HVRP funds may be used for housing, but only for eligible participants who meet the definition of a [veteran](#) who is transitioning from certain institutions, in accordance with [38 United States Code \(U.S.C.\) § 2023](#). Housing costs for HVRP participants who are transitioning from certain institutions must be in the approved HVRP budget narrative. The presentation provided an example of a vague budgeted item labeled “emergency support” to show a lack of justification for DOL/VETS to determine whether the cost is allowable, allocable, reasonable, and necessary for the HVRP.



Below are resources HVRP grant recipients commonly refer participants to for housing:

- The [U.S. Department of Housing and Urban Development - Veterans Affairs Supportive Housing \(HUD-VASH\) and Supportive Services for Veteran Families \(SSVF\)](#), which rapidly rehouses homeless veterans and their families
- The [U.S. Department of Veterans Affairs \(VA\) Domiciliary/Grant and Per Diem \(GPD\) Program](#), which funds emergency and transitional housing programs
- The [Federal Emergency Management Agency \(FEMA\)](#)'s food and shelter programs, which provide emergency food and shelter
- The [HUD-VASH](#) program, which provides permanent housing for eligible homeless veterans
- The [HUD Continuum of Care \(CoC\) program](#), which coordinates housing for any homeless individual and assists in locating other affordable housing alternatives and permanent supportive housing options

Q. Regarding the HVRP Funding Opportunity Announcement (FOA) Chart of Past Performance question on unexpended funds greater than 10 percent, does it need to be less than 10 percent of the total period of performance (PoP) award amount or less than 10 percent of the money requested in the VETS-704 Abstract/Planned Goals Chart (for example, if we requested less during years 2 and 3)? (Received in chat; revised for clarity)

A. The 10 percent unexpended funds is based on the **actual** total HVRP award amount **received** over the 3-year PoP as documented in your grant's Notice of Award (NoA), and not the **estimated/requested** amounts for each PY of the 3-year PoP on the VETS-704 Abstract/Planned Goals Chart. In short, the 10 percent is based on the cumulative award you actually received, not what you requested.

National Veterans' Training Institute (NVTI) Q&A

Q. For in-person courses, are expenses covered for flights, hotels, etc.? (Received in chat; revised for clarity)

A. Yes, NVTI covers the following expenses for veteran service provider staff attending in-person courses (Additional information can be found in the [NVTI Travel Frequently Asked Questions \(FAQ\)](#)):

- Round-trip airfare from departure airport OR reimbursement of mileage and tolls if you drive
- Hotel lodging
- Round-trip transportation from a Dallas-area airport to the hotel
- Meals during training
- On-site parking for those who drive