

**Technical Assistance Guide
for
Homeless Veterans Program Grants –
PY22 Incremental Funding Requests**

**Grant Officer’s Memorandum 01-22
Attachment #1**



UNITED STATES DEPARTMENT OF LABOR
Veterans' Employment and Training Service
Office of National Programs

Competitive Grants Technical Assistance Guide – Homeless Veterans Program Grants – PY22 Incremental Funding

I. Eligibility for Incremental Funding

- Veterans' Employment and Training Service (VETS), Homeless Veterans' Reintegration Program (HVRP) grantees who have completed their first or second year of funding are eligible for incremental funding (IF). To receive the second and third year of IF, the grant recipient must submit an IF request to their respective Grant Officer's Technical Representative (GOTR).
- A grantee must have an active registration with the System for Award Management (SAM) to receive funding.

II. How Competitive Grantees Apply for Incremental Funding

Incremental funding requests are due to the GOTR by **January 13, 2022**. Grantees must complete the following required forms and documents to make an IF request:

- **Transmittal Memorandum** requesting IF, signed by the individual who is authorized to enter into this grant agreement with the Department of Labor (DOL). Grantees must indicate the amount requested and whether there are any changes to the scope of the original grant agreement. Grantees must address the Transmittal Memorandum (TM) to the Grant Officer, through their GOTR.
- **SF-424 Application for Federal Assistance** with signature, reflecting the original start and end date (block 17a and b) of the grant, and indicating this is a "continuation" or "revision" if modifying the existing grant. The SF-424 identifies the total amount of projected funding needed to continue operations for the next 12-month award period.
- **SF-424A Budget Information** showing four (4) new quarters of funding. The funding on the SF-424A must crosswalk and equal the funds requested on the SF-424, budget narrative, and VETS-700 workbook.
- **Budget Narrative** providing a description of costs associated with each line item on the SF-424A. The Budget Narrative total must equal the totals references on the SF-424 and SF-424A. The Budget Narrative should also include a section describing any leveraged resources provided (as applicable) to support grant activities. VETS considers any resources contributed to the project, beyond the funds provided by the agency, as leveraged resources.
- **Planned Technical Performance Report (TPR) Goals Chart (VETS-700)**
- **Approved Negotiated Indirect Cost Rate Agreement (NICRA) or Cost Allocation Plan (CAP)**, if applicable (must be current at the start of the PY).
- **Project Narrative**, if applicable, for purposes of supporting a modification to the program.

- **NOTE:** The GOTR is responsible for completing the following documents:
 - Goals Comparison sheet
 - TM from the GOTR to the regional office

The SF-424 and SF-424A forms and their instructions are available for download from the [Grants.gov website](https://www.grants.gov). **Be advised the forms downloaded from Grants.gov utilize a Unique Entity Identifier (UEI) number vs. the Data Universal Number System (DUNS) number. Both versions of the form are acceptable as long as the expiration date has not passed. All agencies will eventually be transitioning to the UEI number.**

III. Instructions for Completing Required IF Documents

- **Transmittal Memorandum:** The TM is addressed to the Grant Officer through the GOTR and includes the amount of funding and whether a modification is requested. The TM must also include a statement indicating the Authorized Representative signing the memorandum has the authority to enter into an agreement with DOL/VETS.
 - A grantee not requesting changes to the program should state, “This request is a continuation of the current program as originally approved.”
 - A grantee requesting changes to their service delivery area (SDA) must clearly state, “This request is a continuation of the current program as modified.”
 - Include any other information relevant to the program/request (e.g., with an outdated NICRA, the grantee should provide their efforts in securing a current NICRA).
 - **Grantees opting to use the SF-424 that references the UEI number must provide their DUNS number in the TM.** This will facilitate the continued use of eGrants in the event the system is not set up to take the UEI by the time the IF requests are processed.
- **SF-424 Application for Federal Assistance (ensure the form is not expired):**
 - Block 1 – Mark “**application**”;
 - Block 2 – Mark “**continuation**” – if there are no change to the request.
 - Block 2 – Mark “**revision**” – if there are changes to the request. Then select the appropriate letter(s) designation in the drop down menu.
 - Block 5b – Grant numbers will not change, include current grant award number;
 - Block 8 – Applicant Information:
 - c. DUNS – form automatically adds four zeros (this field will autofill UEI if using the form downloaded from [Grants.gov](https://www.grants.gov); please ensure your DUNS is placed in the TM)
 - Block 11 – Catalog of Federal Domestic Assistance Number: **17.805**;
 - Block 12 – Funding Opportunity Announcement (FOA) under which the grantee originally applied (e.g., FOA-VETS-20-01);
 - Block 14 – Areas to be served (This is **NOT** the same as Congressional Program/Project 16b)
 - Include attachment of affected areas, to be added to the package when submitted (the PDF will not allow VETS to click on attachments);
 - Block 16 – Congressional District – this information must remain consistent with the original awarded application unless the grantee was approved to modify the area of Congressional Program/Project (16b) OR if they are requesting to modify that area for PY22;

- Block 18a-g – Estimated Funding – must crosswalk with the SF-424A and Budget Narrative;
- Block 21 – Must be signed by the Authorized Representative as noted on the TM and marked in the highlighted “I AGREE” block.
 - **The Grant Officer will NOT accept or approve the package without the Authorized Representative’s signature.**
- **SF-424A – Budget Information – Non-Construction Program**
 - **Section A – Budget Summary**
 - Block 1(a) – Grant Program must include: include **HVRP**
 - Block 1(b) – Catalog of Federal Domestic Assistance Number: **17.805**
 - Block 1(c) – Reflect amount of award requested – must crosswalk to the SF-424A, Budget Narrative, and TM
 - Block 1(e)(g) – Reflect amount of award requested – must crosswalk to the SF-424, Budget Narrative, and TM
 - **Section B – Budget Categories**
 - All appropriate object class categories must be completed in column (1) and column (5)
 - a. Personnel – crosswalks to the submitted Budget Narrative
 - b. Fringe Benefits – crosswalks to the submitted Budget Narrative
 - c. Travel – crosswalks to the submitted Budget Narrative and includes travel for personnel (grant staff) only
 - d. Equipment – crosswalks to the submitted Budget Narrative
 - e. Supplies – crosswalks to the submitted Budget Narrative
 - Supplies for participants should be included in Other line item.
 - f. Contractual – completed if grantee has a sub-grantee or a contract/agreement; must be reflected on Budget Narrative
 - g. Construction – left blank (not allowable)
 - h. Other – crosswalks to the submitted Budget Narrative (refer to PY20 or PY21 award as appropriate)
 - i. Total Direct Charges – crosswalks to the submitted Budget Narrative
 - j. Indirect Charges – if a grantee is charging indirect, it should be entered here. The grantee must have an approved NICRA, CAP, or state that they are using the de minimis rate.
 - The National Veterans’ Training Institute (NVTI) offers a [recorded webinar](#) regarding CAPs, the different types of costs, and calculating the indirect cost rate against the allocation base
 - Questions or concerns can be directed to Emily Wen (Wen.Emily.W@dol.gov) at DOL’s Cost and Price Determination Division
 - **Section C – N/A**
 - **Section D – Forecasted Cash Needs**
 - Grantee should show quarterly forecasted amounts not to exceed annual award
 - **Section E – Budget Estimates of Federal Funds Needed for Balance of the Project**
 - Grantee should show forecasted amounts not to exceed annual award
 - **Section F – Other Budget Information**
 - Block 21 – Direct Charges – include direct charges

- Block 22 – Indirect Charges – include indirect charges
- **Budget Narrative Guidance:** Explain each of the SF-424A budget line items. Please see *Attachment #2* for budget narrative guidance.
- **Planned Goals Sheet (VETS-700) Form:**
 - Ensure that grantees are using the correct form.
 - Ensure all goals are complete and in the required format.
- **System for Award Management (SAM) Registration:** a copy is not needed, however it should be current.

IV. Actions Required and Due Dates:

- Grantees must submit their IF requests to their respective GOTR by no later than close of business on **January 13, 2022**.
- GOTRs should swiftly process these requests, ensuring they meet program requirements, as outlined in this TAG. **NOTE:** GOTRs are not authorized to deviate from the instructions and/or due dates contained in this guide. If the grantee is unable to meet the requirements, GOTRs are to inform their respective Regional Administrator for Veterans' Employment and Training (RAVET), who will inform the Competitive Grants Lead.
- GOTRs will forward the request package to the RAVET no later than **January 20, 2022**. GOTRs will ensure any necessary corrections are made prior to submitting the IF package to the RAVET.
- RAVETs will review the IF package. RAVETS will sign a transmittal memorandum indicating the accuracy and completeness of the package.
- Once the regional office's review is complete, the regional office Grant Lead will upload all completed grant funding request packages to the National Office's [HVRP PY22 IF Request Channel](#) no later than the close of business **February 1, 2022**.
- The Office of Grants and Training will review the IF packages for completeness and make a recommendation to the Grant Officer, who authorizes the award and is responsible for:
 - Final review and approval for all funding requests; and
 - Executing the grant award to obligate funding and providing the recipient with a Notice of Award (NOA).

NOTE: A NOA will be sent to the grant recipient after the funding modification has been reviewed and approved by the Grant Officer, and will be effective July 1 of each new program year.

V. Technical Assistance

Grantees are to contact their GOTR for technical assistance.