

**GRANT OFFICER'S MEMORANDUM NO. 01-22**

**FOR:** HOMELESS VETERANS' REINTEGRATION PROGRAM  
GRANTEES & ALL VETERANS' EMPLOYMENT AND TRAINING  
STAFF

**FROM:** LYNN FRAGA FOR KIA MASON  
Grant Officer

**SUBJECT:** Homeless Veterans' Reintegration Program Grants – Incremental  
Funding Procedures for Program Year 2022

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This memo provides guidance to the U.S. Department of Labor (DOL), Veterans' Employment and Training Service's (VETS) Homeless Veterans' Reintegration Program (HVRP) grant recipients regarding the availability of Incremental Funding (IF) for competitive grantees, as allowed by the terms and conditions of their grant awards.

**OVERVIEW:**

As of July 1, 2020, the annual HVRP grant competition awards grants to successful applicants that have a 36-month period of performance, and provides an initial increment for the first year of grant operation. Grantees may request additional funding increments in years two and three, which may not exceed the projected increments they provided in their application under the applicable competition.

**ACTIONS REQUIRED:**

Grant recipients pursuing IF for Program Year (PY) 2022 must submit a request to their Grant Officer's Technical Representative (GOTR) no later than the close of business on **January 13, 2022**. Grantees must submit the following forms and documents:

- Transmittal Memorandum
- Project Narrative (if applicable – reference the Technical Assistance Guide (TAG))
- SF-424 Application for Federal Assistance
- SF-424A Budget Information
- Budget Narrative
- Planned Technical Performance Report (TPR) Goals Chart (VETS-700)
- Approved and current Negotiated Indirect Cost Rate Agreement (NICRA), or Cost Allocation Plan (CAP), as applicable.

The SF-424 Application for Federal Assistance (Individual) and SF-424A Budget Information forms, along with their instructions, can be downloaded from the [Grants.gov website](https://www.dhs.gov/grants).

VETS has prepared the attachments to this memo to assist in the completion of the IF requests.

Please contact the appropriate GOTR for questions pertaining to the IF request process.

The GOTR must review the IF requests for accuracy and forward completed requests, with a cover memorandum indicating the package is complete, accurate, and ready to be funded and seeking concurrence with the Regional Administrator for Veterans' Employment and Training (RAVET), no later than **January 20, 2022**.

The regional office will review the IF requests, and regional leadership will provide their confirmation of the accuracy and completeness of the package in their memorandum addressed to the Grant Officer, Kia Mason, through the Director of Grants and Training, Maria Temiquel. Completed and regionally reviewed IF requests must use the following naming convention: HV-#####-IF-2-PY22, or HV-#####-IF-3-PY22, as appropriate. Regional offices must upload all completed IF requests to the VETS-ALL Teams Channel, [HVRP PY22 IF Requests](#), by the close of business **February 1, 2022**.

**TIMELINE:**

- December 17, 2021: DOL/VETS IF Request Training at 11:00am EST
- December 20, 2021: Grantee IF Requests Training at 11:00am EST
- January 13, 2022: IF Requests are due from the grantee to the GOTR
- January 20, 2022: IF Requests are due from the GOTR to the Regional Office
- February 1, 2022: IF Requests are due from the Regional Office to the Grant Officer

**RESCISSIONS:**

Veterans' Program Letter 07-18, Homeless Veterans Program Grants – Option Year Request Procedures for Program Year 2018 and Subsequent Years, and related attachments.

**INQUIRIES:**

Questions regarding this memorandum must be directed to the award's respective GOTR.

**EXPIRATION DATE:**

This guidance will be reviewed for relevance on or before December 31, 2022. It shall remain in effect until rescinded or superseded.

**ATTACHMENTS:**

1. Incremental Funding Request Technical Assistance Guide
2. Incremental Funding Budget Guidance
3. Incremental Funding Goals Comparison Chart (for GOTR use)
4. Incremental Funding Request Transmittal Memo (State to the Regional Office – for GOTR use)
5. Incremental Funding Request Transmittal Memo (Regional Office to the National Office – for RAVET use)
6. SF-424 Application for Federal Assistance
7. SF-424 Application for Federal Assistance Instructions
8. SF-424A Budget Information
9. SF-424A Budget Information Federal Assistance Instructions