



GRANT OFFICER'S MEMORANDUM NO. 01-24

FOR: ALL VETERANS' EMPLOYMENT AND TRAINING SERVICE
HOMELESS VETERANS' REINTEGRATION PROGRAM GRANT
RECIPIENTS
ALL VETERANS' EMPLOYMENT AND TRAINING SERVICE STAFF

FROM: KIA MASON
Grant Officer

SUBJECT: Homeless Veterans' Reintegration Program Grants – Incremental Funding
Procedures for Program Year 2024

I. PURPOSE

This memo provides updated 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 incremental funding request procedures for Program Year (PY) 2024 utilizing the GrantSolutions (GS) system.

II. OVERVIEW

The HVRP grant has a 36-month period of performance (PoP), which is incrementally funded on an annual basis at the beginning of each PY. The first year of funding is received at the time of award, and funding for years two and three are received through the Incremental Funding amendment application process in GS. The funding request for years two and three must not exceed the amount referenced in the VETS-704 Abstract of the initial grant application submitted under the applicable funding opportunity announcement.

When submitting an Incremental Funding amendment application, all HVRP grant recipients must submit a performance goal for the percentage of enrolled participants receiving training services. This goal will replace the 80.0 percent benchmark for this indicator beginning in PY 2024.

III. RESCISSIONS

Grant Officer's Memorandum (GO Memo) No. 01-23, Homeless Veterans' Reintegration Program Grants – Incremental Funding Procedures for Program Year 2023.

IV. ACTIONS REQUIRED

Grant recipients pursuing incremental funding for PY 2024 must submit an Incremental Funding amendment application in accordance with the instructions in Attachment 1: Technical Assistance Guide for PY 2024 Incremental Funding Requests. The amendment

application must be submitted in GS for their Grant Officer's Technical Representative's (GOTR) review no later than the close of business on **February 20, 2024**.

When making funding level requests, grant recipients should prudently consider any potential carryover of funds from prior PYs when developing their one-year PY 2024 budget. Grant recipients may request less than the planned amount referenced in the VETS 704 Abstract of the initial grant application should unobligated balances of prior PY funding increments offset their budget for PY 2024.

Grant recipients must complete the following online forms when submitting the Incremental Funding amendment application in GS (reference Attachment 1):

- SF-424 Application for Federal Assistance
- SF-424A Budget Information

Grant recipients must upload the following documents when submitting the Incremental Funding amendment application in GS:

- Transmittal Memorandum (TM) that includes a statement that declares their Percentage of Enrollments Trained cumulative goal for PY 2024 (reference Attachment 1)
- Budget Narrative (reference Attachment 1)

Grant recipients may upload the following forms and documents, as applicable, when submitting the Incremental Funding amendment application in GS:

- Project Narrative (only required if applicable – reference Attachment 1)
- HVRP Award Amendments Change Request Form

Grant recipients that have a sufficient amount of unobligated funds from prior PY(s) within the current PoP and are not requesting any incremental funds for PY24 will submit a TM via GS Grant Notes that follows the guidance within this GO Memo for completing the TM, as well as statements attesting:

- that the grant recipient will continue to provide services to veterans experiencing homelessness, according to their approved statement of work; and
- that the funds available are sufficient to carry out the planned goals for PY24.

Since this is a competitive grant, recipients are held to the cumulative performance goals submitted in their application for each year of their PoP. Changes to the Service Delivery Area and/or planned cumulative goals are changes to the condition of the award and require sufficient justification, as well as approval by the Grant Officer, in accordance with the latest VETS policy on HVRP amendments. Grant recipients may realign performance goals among quarters. Grant recipients requesting to change their SDA and/or change/realign their goals must submit the HVRP Award Amendments Change Request Form found on the [VETS website](#) under Program Documents.

The GOTR must review the Incremental Funding amendment application and provide technical assistance to the grant recipient if any revisions are needed for the amendment to meet the requirements of this guidance. If a revision is required from the grant recipient, the GOTR will document the deficiencies in an application note, return the amendment application to the grant recipient within GS, and enter the reason for return in the required comments section. Once the Incremental Funding amendment application meets the requirements of this guidance, the GOTR will generate an application note in GS confirming that their review is complete, no later than **March 4, 2024**.

The regional office (RO) will review the Incremental Funding amendment application notes generated by the GOTR. In the event a revision is required, the RO will notify the GOTR and enter the reason for return in the required comments section. The GOTR will provide technical assistance to the grant recipient until the amendment application meets the requirements within this guidance. Once the GOTR confirms all required revisions to the amendment were made, the GOTR will notify the RO that the amendment application is ready for their review. Once the RO confirms the amendment application is ready to be processed by the Office of National Programs' Office of Grants and Training (G&T), the RO will generate an application note in GS confirming that their review is complete, verify completion of the amendment application within GS, and then send a notification to HVRP@dol.gov to notify G&T that the amendment application is complete and ready for review by **March 18, 2024**.

V: TIMELINE

- January 9, 2024:** DOL/VETS Incremental Funding amendment application training
- January 16, 2024:** Grant recipient Incremental Funding amendment application training
- February 20, 2024:** Grant recipients submit the Incremental Funding amendment applications to the GOTR, in accordance with the instructions and guidance outlined in this GO Memo
- March 4, 2024:** GOTRs confirm review completion of the Incremental Funding amendment application
- March 18, 2024:** ROs notify G&T that the Incremental Funding amendment application has been reviewed by the GOTR and RO and is ready for National Office review

VI: INQUIRIES

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

VII: EXPIRATION DATE

This memorandum will be reviewed for relevance on or before December 2024. It shall remain in effect until rescinded or superseded.

VIII: ATTACHMENTS:

Attachment 1: Technical Assistance Guide for PY 2024 Incremental Funding Requests