

**Technical Assistance Guide
for
PY 2025 Incremental
Funding Requests**

**Grant Officer's Memorandum 01-25
Attachment 1**



UNITED STATES DEPARTMENT OF LABOR

Veterans' Employment and Training Service
Office of National Programs

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I. ELIGIBILITY FOR INCREMENTAL FUNDING

- Homeless Veterans' Reintegration Program (HVRP) grant recipients in their first or second year of their period of performance (PoP) are eligible for incremental funding. To receive the second and third year of incremental funding, the grant recipient must submit an incremental funding request via an Incremental Funding amendment application to their respective Veterans' Employment and Training Service (VETS) Grant Officer's Technical Representative (GOTR) in GrantSolutions (GS).
- To receive program year (PY) 2025 funding, a grant recipient **must have an active System for Award Management (SAM) registration. An expired registration will prevent the submission of any amendment in GS and delay receipt of incremental funding. It may take 10-15 business days to process a registration application according to the [Federal Service Desk](#).**

II. INCREMENTAL FUNDING AMENDMENT APPLICATION REQUIREMENTS

Grant recipients must submit Incremental Funding amendment applications to their GOTR, in GS, by **February 14, 2025**. The amendment application must include the following:

- **Transmittal Memorandum (TM)** – Must be uploaded in GS. See [section III](#) below for the required content of the TM.
- **SF-424 Application for Federal Assistance** – This form must be completed online in GS. See [section III](#) below for instructions.
- **SF-424A Budget Information Non-Construction** – This form must be completed online in GS. See [section III](#) below for instructions.
- **Budget Narrative** – Must be uploaded in GS and provide a description of costs associated with each line item on the SF-424A. The Budget Narrative total must equal the totals on the SF-424 and SF-424A. The Budget Narrative must reflect all costs for the next 12-month program year. 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.
- **Project Narrative (if applicable)** – Must be uploaded in GS and is only required if the grant recipient requests changes to the statement of work.
- **HVRP Award Amendments Change Request Form** – Must be uploaded in GS and is only required if the grant recipient requests revisions to their quarterly or cumulative goals or Service Delivery Area (SDA). Changes to the SDA and/or planned cumulative goals are changes to the statement of work and require sufficient justification, as well as approval by the Grant Officer, in accordance with Veterans' Program Letter (VPL) [04-24](#). Grant recipients requesting to change their SDA and/or change/realign their goals must submit the HVRP Award Amendments Change Request Form available on the [HVRP Website](#).

III. INSTRUCTIONS FOR COMPLETING REQUIRED INCREMENTAL FUNDING AMENDMENT APPLICATION DOCUMENTS AND FORMS

Transmittal Memorandum (TM)

The TM must be addressed to the Grant Officer through the GOTR and must include the following:

- A statement from the Authorized Representative who signed the memorandum indicating their authority to enter into an agreement with the Department of Labor (DOL)/VETS. If the Authorized Representative or Point of Contact has changed from the latest approved Notice of Award (NoA), or the grant recipient is requesting to change the Authorized Representative, this must be stated in the TM and contain the information required in VPL [04-24 Technical Assistance Guide](#) (TAG) Section B.1. Changes to Key Personnel.
 - The amount of funding requested, which may be less but not more than the amount referenced in the VETS-704 Abstract of the initial grant application, to include a request for no funds in PY 2025.
 - A statement confirming whether or not the grant recipient charges indirect costs that describes type, rate, and expiration (if applicable).
 - A statement that indicates whether your HVRP provides services to residents of a penal institution or an institution that provides long-term care for mental illness. If yes, indicate whether any of those services are provided to residents of a penal institution under the jurisdiction of the Bureau of Prisons.
 - Description of any changes to the grant agreement requiring Grant Officer approval (see VPL 04-24) that affects PY 2025, such as:
 - Justification for changes to the SDA
 - Changes to goals (quarterly or cumulative)
- Note:** If the amendment application involves a request for equipment, include a list of the item(s) to be purchased, quantity, and the per unit costs.
- Any other information relevant to the program/request.

SF-424 Application for Federal Assistance

Note: Not all required fields are listed below. Also, some fields are automatically populated. You must indicate the total amount of projected funding needed to continue operations for the next 12-month PY within the PoP. **Note:** The amount entered on the SF-424 must not exceed the amount referenced in the VETS-704 Abstract submitted under the applicable funding opportunity announcement. The amount requested may be less than the amount referenced in the VETS-704 Abstract of the initial grant application.

- Block 1 – Mark “**Application.**”
- Block 2 – Select the appropriate letter in the drop-down menu. An Incremental Funding request is “**A: Increase Award.**”
- Block 8 – Applicant Information.

- Block 14 – Areas to be served. Reference your HVRP SDA. Enter information contained in your Abstract under Service Delivery Area.
 - This is **NOT** the same as Congressional Program/Project 16b.
 - Include an attachment of affected areas.
- Block 16 – Congressional District –
 - (16a) Applicant – This is the congressional district of the organization named in Block 8 of the form.
 - (16b) Program/Project – This is the congressional district for the service area noted in Block 14 of the form. Grant recipients must enter the congressional district of their **home office**. The home office is the main location where the program is administered. The home office is typically where the HVRP program manager, or equivalent, is assigned. This may be different from the address (corporate office location) used to identify the organization in Block 8 of the SF-424.
 - **Information in Block 16 must remain consistent with the original awarded application** and the information in GS unless the grant recipient is requesting a change within the amendment application.
- Block 17b – **Do not change the automatically populated PoP end date.**
- Block 18a-g – Estimated Funding – Must crosswalk with the SF-424A and Budget Narrative.
- Block 19 – Appropriate Selection for HVRP is “C.” The HVRP is not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.”
- Block 20 – Select as appropriate.
- Block 21 – Must contain the name and contact information of the Authorized Representative of the grant agreement and match the signatory on the TM and the NoA unless there is a document uploaded in GS showing a change in authorized representative.

Note: The 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 for the name in the signature block to not match Block 21’s contact information and the name of the Authorized Representative.

SF-424A – Budget Information – Non-Construction Program

- **Section A – Budget Summary**
 - Block 1(a) – Grant Program must include: HVRP Homeless Veterans’ Reintegration Program.
 - Block 1(b) – Catalog of Federal Domestic Assistance Number: 17.805 – Homeless Veterans’ Reintegration Program.
 - Block 1(e)(g) – Reflect amount of award requested – must crosswalk to the SF-424, Budget Narrative, and TM. You must use whole dollar amounts.

- **Section B – Budget Categories**

- All appropriate object class categories must be completed in column (1) and column (5).
 - a. Personnel – For grant staff only.
 - b. Fringe Benefits – For grant staff only.
 - c. Travel – For grant staff only.
 - d. Equipment – Per unit costs of \$10,000 or more.
 - e. Supplies – For grant staff only.
 - f. Contractual – Completed if grant recipient has a contract or subrecipient.
 - g. Construction – Left blank (not allowable).
 - h. Other – For participant costs, stipends, incentives, or items not classified elsewhere.
 - i. Total Direct Charges – Reflects the sum of all direct object class categories.
 - j. Indirect Charges – If a grant recipient is charging indirect costs, the allowable amount should be entered here. The grant recipient must have an approved Negotiated Indirect Cost Rate Agreement (NICRA), Cost Allocation Plan (CAP), or use the de minimis rate of up to 15 percent of modified total direct costs (MTDC).
See resources below for assistance with indirect charges.
 - The National Veterans’ Training Institute (NVTI) offers a [recorded webinar](#) regarding CAPs, different types of costs, and calculating the indirect cost rate against the allocation base.
 - Questions or concerns can be directed to [Emily Wen](mailto:Wen.Emily.W@dol.gov) (Wen.Emily.W@dol.gov) at DOL’s [Cost and Price Determination Division](#).

- **Section C – Non-Federal Resources**

N/A – HVRP grant recipients are not required to complete this section. Leave blank.

- **Section D – Forecasted Cash Needs Section E – Budget Estimates of Federal Funds Needed for Balance of the Project**

N/A – HVRP grant recipients are not required to complete this section. Leave blank.

- **Section E – Budget Estimates of Federal Funds Needed for Balance of the Project**

N/A – HVRP grant recipients are not required to complete this section. Leave blank.

- **Section F – Other Budget Information**

N/A – HVRP grant recipients are not required to complete this section. Leave blank.

IV. BUDGET NARRATIVE GUIDANCE

The Budget Narrative must reflect the total amount requested for PY 2025 and provide a description of costs associated with each line item on the SF-424A. **Grant recipients must use whole dollar amounts.**

Grant recipients may optionally complete and submit in GS the Microsoft Excel-based HVRP Budget Narrative Template. The HVRP Budget Narrative Template is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals by PY. It provides fields for the grant recipient to input details for each object class category in accordance with the development of the Budget Narrative. The grant recipient may use the HVRP Budget Narrative Template, located on the [HVRP Website](#), or create and submit their own Budget Narrative in GS.

Personnel

List all staff positions by title (both current and proposed) and include the roles and responsibilities as they pertain to the award. List each full-time equivalent (FTE) position separately and provide the annual salary, the percentage of time devoted to the project, and the amount of each position's salary funded by the grant. Grant recipients that charge Personnel positions among multiple HVRP grants cannot exceed 100 percent FTE collectively among active grants entering PY 2025.

Fringe Benefits

Provide a breakdown of the amounts and percentages that comprise each fringe benefit cost, such as health insurance, Federal Insurance Contributions Act (FICA), retirement, etc.

Travel

For grant recipient staff only, specify the purpose, number of staff traveling, mileage, per diem, estimated number of in-state and out-of-state trips, and other costs for each type of travel. If an overnight trip, provide the start location and the destination location so DOL/VETS can determine if the costs are reasonable. This category should include allowable expenses to cover travel to DOL-sponsored training events such as the region or state annual post-award conference, professional conference, and/or any other offered trainings. The National Post Award Conference is virtual, so do not include travel costs for that event. Identify the name and location of the conference that staff will attend. Full-day per diem rates should not be claimed for the first and last day of travel. Lodging and per diem expenditures must not exceed the rates established by the U.S. General Services Administration (GSA) for the location of your trip. Find your per diem and lodging rates on the [GSA Per Diem Rates page](#). Grant recipients must provide justification for travel expenditures that exceed 10 percent of the one-year budget. Mileage reimbursements must not exceed the current federal mileage reimbursement rate and can be verified at the [GSA website](#).

Equipment

Identify each item of equipment you expect to purchase that has an estimated acquisition cost of \$10,000 or more per unit (or, if your capitalization level is less than \$10,000, use your capitalization level) and verify the item has a useful lifetime of more than one year. See [2 C.F.R. § 200.1](#) for the definition of "Equipment." **Generally, DOL/VETS does not permit the purchase of equipment during the last funded year of the award.** Prior approval is required for all purchases of general-purpose equipment.

Supplies

Supplies means all tangible personal property other than those described in the definition of Equipment. A computing device is a supply if the acquisition cost is below the lesser of the capitalization level established by the recipient (or subrecipient for financial statement purposes)

or \$10,000, regardless of the length of its useful life. Identify the categories of supplies for staff (e.g., office supplies) and, as needed, list the item, quantity, and total costs. Cost allocations for supplies that are not broken down by individual item in the narrative must document the methodology used in determining the amount allocated for this line item, per [2 C.F.R. § 200.405\(d\)](#). **Note: 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 items within this section.

Contractual

Under the Contractual line item, delineate contracts and subawards separately. Contracts are, as defined by 2 C.F.R. § 200.1, a legal instrument by which a recipient or subrecipient conducts procurement transactions under a federal award. “Contractor” means an entity that receives a contract. A subaward, as defined by 2 C.F.R. § 200.1, is an award provided by a pass-through entity to a subrecipient for the subrecipient to contribute to the goals and objectives of the project by carrying out part of a federal award received by the pass-through entity. It does not include payments to a contractor, beneficiary, or participant. A subaward may be provided through any form of legal agreement consistent with criteria in with [§ 200.331](#), including an agreement the pass-through entity considers a contract. For each proposed contract and subaward, specify the purpose and activities to be provided and the estimated cost. Phone and copier contracts, agreements, or leases should not be included in this section.

Construction

Construction costs are **unallowable**, and this line item must be zero. Minor alterations to adjust an existing space for grant activities (such as a classroom alteration that does not involve construction costs) may be allowable, as DOL/VETS does not consider this to be construction. Such costs must be shown on other appropriate lines such as Contractual.

Other

Provide **clear and specific detail**, including cost methodology, for each item so DOL/VETS can determine whether the costs are necessary, reasonable, and allocable. For more information on Participant Support Cost allowability, see VPL [06-24](#) Section IX. **Project startup costs (e.g., cell phones, tablets, and other items 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 items within this section.**

List items, such as participant support costs, stipends, or incentives, not covered elsewhere. As a reminder, professional liability insurance, also referred to as errors and omissions insurance, is unallowable in accordance with [2 C.F.R. § 200.447\(b\)\(5\)](#).

Indirect

If you include an amount for indirect costs (through a NICRA, CAP or de minimis rate) on the SF-424A budget form, include one of the following:

- If you have a NICRA or CAP, 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.

OR

- If you intend to claim indirect costs using the de minimis rate of 15 percent of MTDC, please confirm that your organization meets the requirements as described in [2 C.F.R. § 200.414\(f\)](#). Clearly state that your organization does not have a current negotiated (including provisional) rate.

Grant recipients choosing to claim indirect costs using the de minimis rate must use an MTDC as their cost allocation base and provide an explanation of which portions of each line item, along with the associated costs, are included in the cost allocation base. Note that there are various items not included in the calculation of MTDC. See the definitions below to assist you in your calculation.

- [2 C.F.R. § 200.1 MTDC](#) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs and with the approval of the cognizant agency for indirect costs.
 - The definition of MTDC in 2 C.F.R. § 200.1 no longer specifically allows any subcontracts to be included in the calculation. However, please note that subcontracts could be considered “subawards” based on guidance in [2 C.F.R. § 200.331](#).
 - [2 C.F.R. § 200.1 Participant Support Cost](#) means direct costs that support participants and their involvement in a federal award, such as stipends, subsistence allowances, travel allowances, registration fees, temporary dependent care, and per diem paid directly to or on behalf of participants. **You must exclude Participant Support Costs from your MTDC.**
 - **For more information on rental costs, see [2 C.F.R. § 200.465](#) rental costs of real property and equipment.**

V. CONSIDERATIONS

- Grant recipients [register](#) and attend Incremental Funding amendment application training on **February 5, 2025**.
- Grant recipients must submit their Incremental Funding amendment application in GS to their respective GOTR by 11:59 p.m. ET on **February 14, 2025**.
- Grant recipients not requesting incremental funding must submit a TM in GS via Grant Notes/Messages¹ message in accordance with this guidance by 11:59 p.m. ET on **February 14, 2025**.
- GOTRs should swiftly process these amendment applications, 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 grant recipient is unable to meet the requirements, GOTRs are to notify their respective Regional Administrator for Veterans’

¹ GrantSolutions may replace Application & Grant Notes with Grant Messages during Fiscal Year (FY) 2025 Quarter 2.

Employment and Training (RAVET), who will inform the Office of National Programs' Office of Grants and Training.

- The Office of Grants Management (OGM) is responsible for final review and approval of all Incremental Funding amendments.
 - The Grants Management Specialist will review each amendment application for completeness and accuracy and move the amendment application forward to the Grant Officer for review and award issuance.
 - Once awarded, the grant recipient will receive an email notification from GS that includes a link to the approved amendment. The recipient will be able to review the NoA and completed amendment. Grant recipients may receive a Condition(s) of Award (COA) on their grant. The grant recipient must respond to the requirements of the COA.
- The effective date of the award will be July 1 of each new PY.

VI. TECHNICAL ASSISTANCE

Grant recipients are to contact their GOTR for technical assistance on this TAG.

Grant recipients and GOTRs having technical GS issues should contact the [GS Helpdesk](#) at 1-866-577-0771 Monday through Friday, 8:00 a.m. to 6:00 p.m. ET.