



GRANT OFFICER'S MEMORANDUM NO. 01-25

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 2025

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) 2025 using 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.

III. RESCISSIONS

Grant Officer's Memorandum (GO Memo) No. 01-24, Homeless Veterans' Reintegration Program Grants – Incremental Funding Procedures for Program Year 2024.

IV. ACTIONS REQUIRED

Grant recipients requesting funding for PY 2025 must submit an Incremental Funding amendment application following the instructions in Attachment 1: Technical Assistance Guide for PY 2025 Incremental Funding Requests. The amendment application must be submitted in GS for Grant Officer's Technical Representative's (GOTR) review no later than 11:59 p.m. ET on **February 14, 2025**.

Grant recipients should consider possible carryover of funds from prior PYs while developing their one-year budget for PY 2025 and must use carryover funding on a first-in,

first-out (FIFO) basis, utilizing the earliest awarded increment first. It may be necessary to request less funds for PY 2025 than the amount referenced in the VETS-704 Abstract to maximize the use of carryover funding, in accordance with Veterans' Program Letter (VPL) [03-24](#), Homeless Veterans' Reintegration Program Performance, Management, and Reporting. Declination of incremental funding or requesting less than originally requested in the VETS-704 Abstract will not impact consideration for future awards.

Grant Recipient Application Requirements

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

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

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

- Transmittal Memorandum (TM) (reference Attachment 1)
- Budget Narrative (reference Attachment 1)

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

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

Grant recipients that decline PY 2025 incremental funds due to having a sufficient amount of unobligated funds from prior PY(s) must submit a TM via GS Grant Notes/Message¹ by 11:59 p.m. ET **February 14, 2025**, that follows the guidance within this GO Memo, as well as statements attesting that:

- The grant recipient will continue to provide services to veterans experiencing or at risk of homelessness according to their approved statement of work; and
- Previously awarded funds available are sufficient to carry out the planned goals for PY 2025.

Since HVRP grants are competitive, recipients are held to the cumulative performance goals submitted in their application for each year of their PoP. Any proposed updates to the Service Delivery Area (SDA) and/or planned cumulative goals require both justification and Grant Officer approval, in accordance with VPL [04-24](#) HVRP Awards Amendments. Grant recipients requesting to change their outcomes or deliverables as described in the project's approved narrative and/or Service Delivery Areas (adding, removing, modifying) must submit the HVRP Award Amendments Change Request Form found on the [HVRP Website](#).

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

Grant recipients are encouraged to consult their GOTR for technical assistance prior to GS submission.

GOTR and Regional Review of Application

Once the incremental funding request is submitted in GS, the GOTR reviews the amendment application to determine if the recipient addressed all requirements outlined in this guidance and in accordance with Attachment 1: Technical Assistance Guide for PY 2025 Incremental Funding Requests. 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 Incremental Funding amendment application meets the requirements of this guidance, the GOTR will generate an application note/message in GS confirming that their review is complete. NOTE: The amendment application notes/messages and submission history are visible to the grant recipient and the GOTR in the Grant Notes/Messages section of GS by unchecking “Hide Automatic Notes” and then clicking “search.”

The regional office (RO) will review the Incremental Funding amendment application note/message(s) 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/message in GS confirming that their review is complete, verify completion of the amendment application in GS, and email HVRP@dol.gov to notify G&T that the amendment application is complete and ready for National Office review.

V. TIMELINE

February 5, 2025: Grant recipient Incremental Funding amendment application training
February 14, 2025: Deadline for grant recipients to submit the Incremental Funding amendment applications to the GOTR in accordance with the instructions and guidance outlined in this GO Memo

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 before December 2025. It shall remain in effect until rescinded or superseded.

VIII. ATTACHMENTS

Attachment 1: Technical Assistance Guide for PY 2025 Incremental Funding Requests