



**GRANT OFFICER'S MEMORANDUM NO. 01-23**

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

**FROM:** KIA MASON  
Grant Officer

**SUBJECT:** Homeless Veterans' Reintegration Program Grants – Incremental Funding  
Procedures for Program Year 2023

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**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 procedures for Program Year (PY) 2023 utilizing the GrantSolutions system.

**II. OVERVIEW:**

As of July 1, 2020, the annual HVRP grant competition has a 36-month period of performance, which is funded incrementally on an annual basis. The first year of funding is received at the time of award and funding for years two and three are received through an annual amendment process in GrantSolutions. The funding request for years two and three must not exceed the amount referenced in the Abstract of the initial grant application submitted under the applicable funding opportunity announcement.

**III. RESCISSIONS:**

Grant Officer's Memorandum No. 01-22 Homeless Veterans' Reintegration Program Grants – Incremental Funding Procedures for Program Year 2022.

**IV. ACTIONS REQUIRED:**

Grant recipients pursuing incremental funding for PY 2023, must submit an Incremental Funding amendment in GrantSolutions for their Grant Officer's Technical Representative (GOTR) review no later than the close of business on **January 18, 2023**.

Grant recipients must complete the following online forms, when submitting the Incremental Funding amendment in GrantSolutions (reference Attachment 1 for instructions)

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

Grant recipients must upload the following documents, as applicable, when submitting the Incremental Funding amendment in GrantSolutions:

- Letter of Memorandum (reference Attachment 1)
- Budget Narrative (reference Attachment 1)
- Approved and current Negotiated Indirect Cost Rate Agreement (NICRA), or Cost Allocation Plan (CAP)

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

- Project Narrative (only if applicable – reference Attachment 1)
- Incremental Funding amendment Planned Goals Change Request – Planned Goals Chart (**only required** if the grant recipient is requesting a realignment of quarterly goals, or a change of cumulative goals)

Since this is a competitive grant, recipients are held to the cumulative performance goals submitted in their application for each year of their period of performance. Changes to the planned cumulative goals are changes in the condition of the award and require sufficient justification, as well as approval by the Grant Officer, in accordance with VPL 03-18. Grant recipients may realign performance goals among quarters. Grant recipients requesting to change or realign their goals must submit the Incremental Funding Planned Goals Change Request – Planned Goals Chart from the [VETS website](#) under Program Documents. GOTRs will use Attachment 2 Incremental Funding Goals Comparison Chart for goal analysis and verification that the submission follows this guidance.

The GOTR must review the Incremental Funding amendment and generate an application note in GrantSolutions confirming that their review is complete, no later than **January 30, 2023**. The note must identify any recommended revisions to be performed by the grant recipient or confirm that the amendment is complete, accurate, and ready to be processed by the Office of National Programs' Office of Grants and Training.

The regional office (RO) will review the application notes generated by the GOTR and immediately communicate with the Office of National Programs' office of Grants and Training if revision from the grant recipient is required, to ensure prompt return for correction and resubmission. The RO will generate an application note in GrantSolutions confirming that their review is complete and verify completion of the amendment within GrantSolutions by **February 17, 2023**.

**V: TIMELINE:**

January 4, 2023: DOL/VETS Incremental Funding amendment training  
January 5, 2023: Grant recipient Incremental Funding amendment training  
January 18, 2023: Incremental Funding amendments are due to the GOTR  
January 30, 2023: GOTRs confirm review completion of the Incremental Funding amendment  
February 17, 2023: RO will confirm review completed, and verify completion of the Incremental Funding amendment to the Office of National Programs' Office of Grants and Training

**VI: INQUIRIES:**

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

**VII: EXPIRATION DATE:**

This guidance will be reviewed for relevance on or before December 31, 2025. It shall remain in effect until rescinded or superseded.

**VIII: ATTACHMENTS:**

1. Technical Assistance Guide for Homeless Veterans Program Grants – PY 2023 Incremental Funding Requests
2. Incremental Funding Goals Comparison Chart (for GOTR use)