

HVRP Award Amendment Forms and Documents Desk Guide

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Purpose

HVRP grant recipients must request and obtain prior written approval for certain changes to a grant. Grant recipients cannot implement changes that require an amendment, identified in Veterans' Program Letter (VPL) 04-24, until officially approved by the Grant Officer using a formally executed award amendment application process. The VPL covers when an amendment application must be submitted. Attachment A, the Technical Assistance Guide (TAG) provides guidance on what required forms and documents must be submitted with each amendment application. This desk guide should be used as a reference on how to complete the required forms and documents in accordance with VPL 04-24, which is located on the [VETS Active Policy Directory](#).

Instructions for Completing Required Grant Forms and Documents

I. DOL VETS Transmittal Memorandum

Grant recipients must complete a Transmittal Memorandum (TM) for all amendment application types. The TM must be addressed to the Grant Officer through the Grant Officer's Technical Representative (GOTR) and must include the following:

- A statement from the Authorized Representative signing the memorandum that indicates their authority to enter into an agreement with DOL/VETS.
- A description of any changes to the grant agreement.
- Any other information relevant to the program/request.
- Any other required information specific to the type of amendment application, as outlined in VPL 04-24 Attachment A.

If the TM is for an Incremental Funding Amendment application, it must also include the following:

- The amount of funding requested.
- A description of any changes to the grant agreement requiring Grant Officer approval that affect the approved grant agreement, such as:
 - Changes to the Service Delivery Area (SDA).
 - Revisions or changes to goals (quarterly or cumulative).
 - A change to the Authorized Representative or POC.

Note: If the amendment application involves the request for equipment, include a list of the item(s) to be purchased, quantity, and the per unit costs.

II. SF-424 Application for Federal Assistance

- Block 1 – Mark “**Application**”
- Block 2 – Auto-populated to “**Revision**” – select the appropriate letter(s) in the drop-down menu; if “Other” is selected, explain in “Specify”
- Block 3 – Enter date of submission
- Block 4 – N/A
- Block 5 – Auto-populated
- Block 6 – N/A
- Block 7 – N/A
- Block 8 – Enter Applicant Information
- Block 9 – Select Applicant Type
- Block 10 – Auto-populated
- Block 11 – Auto-populated
- Block 12 – Auto-populated
- Block 13 – Auto-populated
- 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 applicant 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 grant recipient’s organization in Block 8 of the SF-424. If your home office is the same as the address listed in Block 8, repeat that information here and state that the home and corporate office locations are the same.
 - Information in Block 16 must remain consistent with the original awarded application 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 SF-424A and Budget Narrative
- Block 19 – Mark appropriate selection; reference the [Intergovernmental Review \(SPOC List\)](#) from whitehouse.gov
- 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 Transmittal Memorandum

Note: The signature block is automatically populated by the VETS’ grants management system user entering the amendment application and may not match the name of the Authorized Representative.

III. 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

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 \$5,000 or more
- e. Supplies – For grant staff only
- f. Contractual – Completed if grant recipient has a subrecipient, subaward, or contracted individuals to perform work for the grant recipient
- g. Construction – Left blank (not allowable)
- h. Other – For participant support costs, stipends, incentives, or items not covered elsewhere
- i. Total Direct Charges – Crosswalks to the submitted Budget Narrative
- j. Indirect Charges – If a grant recipient is charging indirect, 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 10 percent of modified total direct costs. **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 on indirect costs 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.

Section D – Forecasted Cash Needs

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

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.

Section F – Other Budget Information

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

IV. Budget Narrative and Budget Narrative Template

The Budget Narrative must reflect the total award amount requested for the program year (PY) 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 GrantSolutions (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. HVRP grant recipients may use the HVRP Budget Narrative Template, located on the HVRP Website under Program Documents, or create and submit their own Budget Narrative in GS.

Grant recipients must demonstrate that costs are allowable ([2 C.F.R. § 200.403](#)). In other words, costs must be necessary and reasonable for the performance of the federal award and must be allocable under the cost principles in [2 C.F.R. § 200 Subpart E](#). A cost is “necessary” if it meets a program objective and is necessary and reasonable for the performance of the HVRP. A cost is “reasonable” if it meets the “prudent person” standard ([2 C.F.R. § 200.404](#)). Shared costs among multiple programs or projects should be proportionate. For example, if a Program Manager works HVRP 20 percent of their time, the amount charged to HVRP for items such as the Program Manager’s cell phone or laptop, would be 20 percent, with the remaining costs shared among the other programs.

If charging indirect costs in Section J. Indirect Charges, ensure costs are not duplicated under any of the direct costs categories. Costs must not be duplicated or inconsistently charged; costs must be charged as either indirect or direct costs.

The Budget Narrative must include a justification for all proposed costs and align with the SF-424A and the estimated funding amount in the SF-424 (Section 18). The Budget Narrative must be consistent with and support the activities, resources, staff, and other items described in the project narrative.

Personnel:

List all staff positions (including individuals hired by an employment contract) by title (both current and proposed) 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. Do not list positions that will be covered under Indirect Costs. Include the corresponding roles and responsibilities for each position.

Fringe Benefits:

Provide information on the rate of fringe benefits used and the basis for the calculation. If not using a fringe benefits rate, itemize how the fringe benefits amount is computed.

Fringe benefits may be in the form of employer contributions or expenses for FICA (Social Security and Medicare tax), employee life, health, unemployment, and/or worker's compensation insurance, paid absences, and other similar reasonable and allowable benefits as required by law, organization – employee agreement, or established written policies of the recipient organization per [2 C.F.R. § 200.431](#). Fringe benefits are for the personnel listed in budget category (a) and are only for the percentage of time devoted to the project.

Travel:

Travel costs are allowable as expenses by employees who are in travel status on official business/project-related travel. Itemize travel expenses of personnel by purpose (e.g., staff training, field interviews, advisory group meeting, etc.) and include funds to cover travel to DOL-sponsored training events such as the annual post-award conference, professional conference, and/or any other offered trainings. Travel for participants (e.g., travel stipends for program participants) should be specifically itemized and placed in the Other category.

Include the basis of computation (e.g., 6 people to 3-day training at \$X airfare, \$X lodging, \$X subsistence) for each travel expense. Specify the purpose, location (e.g., location, or whether in-state or out-of-state), type of expense, basis (e.g., round-trip, day/night, mileage, etc.), cost or cost and quantity (e.g., number of nights or miles), number of staff traveling, and number of trips for each type of travel.

Describe the purpose of each travel expenditure in reference to the project objectives. Grant recipients must provide a justification for travel expenditures that exceed 10 percent of the one-year budget.

Note: Per [2 C.F.R. § 200.475\(a\)](#), applicants must have policies in place related to travel costs. In the absence of established travel policies, applicants/recipients must comply with the federal travel regulations, 41 C.F.R. Subtitle F, most easily accessible via the U.S. General Services Administration's (GSA) website; see [2 C.F.R. § 200.475](#). For reimbursement on a mileage basis, the HVRP grant program cannot be charged more than the maximum allowable mileage reimbursement rates authorized for federal employees. Mileage rates must be checked annually at GSA's Privately Owned Vehicle (POV) Mileage Reimbursement Rates webpage to ensure compliance.

Equipment:

Per [2 C.F.R. § 200.1](#), equipment is an item of tangible, non-expendable, personal property (including information technology systems—meaning computing devices, ancillary equipment, software and firmware, etc.) having a useful life of more than one year **and** a per-unit acquisition cost of at least \$5,000 or the non-federal entity's capitalization threshold.

List the item, quantity, and unit cost per item. Describe the need for the equipment, i.e., explain how the use of each item of equipment is related to the implementation of the required/approved activities to achieve the specific project objectives. List expendable items or materials in Supplies. DOL/VETS does not permit the purchase of equipment during the last funded year of the award.

Supplies:

Per [2 C.F.R. § 200.1](#), supplies are items that cost less than \$5,000 per unit and often have a one-time use, that is, materials which are expendable or consumed during the performance of the federal award. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the organization for financial statement purposes or \$5,000, regardless of the length of its useful life.

List the items by type of supply (e.g., office supplies, training materials, desktop computer, laptop, projector, etc.), cost per unit, quantity, or cost per month. **Note:** Subscription services such as cellular phone service or internet service are not tangible and must be listed in Other.

For each item or cost, include an adequate justification.

Contractual:

Describe contracts and subawards separately. Contracts are defined according to [2 C.F.R. § 200.1](#) as a legal instrument by which a non-federal entity purchases goods or services needed to carry out the project or program under a federal award. A subaward, defined by [2 C.F.R. § 200.1](#), means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program.

For each contract or subaward, list the purpose, goods and/or services to be provided, and the amount. Describe the goods and/or services to be provided by each contractor or sub-awardee and how the goods and/or services relate to the accomplishment of specific project objectives.

All procurement transactions for the acquisition of goods and/or services required under an award must be conducted in a manner providing full and open competition consistent with the federal procurement standards in [2 C.F.R. § 200.319](#) (Competition) and [2 C.F.R. § 200.320](#) (Methods of procurement to be followed). Grant recipients must follow their documented procurement procedures, which reflect applicable state, local, and tribal laws, and regulations. These procedures must also conform to applicable federal laws, regulations, and the standards identified in [2 C.F.R. § 200.318](#). Grant recipients must maintain oversight to ensure that contractors and sub-awardees perform in accordance with the terms, conditions, and specifications of their legal agreement. For additional guidance, refer to [2 C.F.R. § 200.318](#) through [2 C.F.R. § 200.327](#) on Procurement Standards.

Construction:

Construction costs are unallowable under the HVRP grant program, and, therefore, this budget line-item must be zero. Minor alterations to modernize, improve, and/or reconfigure an existing space for grant activities (such as a classroom alteration) may be allowable, as this is not considered construction. Grant recipients must include the costs for minor alterations in the budget line-item Contractual.

Other:***Participant Support Costs***

List participant support costs (e.g., training, clothing, etc.) and provide clear and specific detail, including costs and quantity, for each item so that we can review factors affecting allowability of costs as discussed in [2 C.F.R. § 200.403](#). Per [2 C.F.R. § 200.1](#), participant support costs means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects.

Other Costs

List items or expenses not covered in other budget line-items and provide specific details including the costs for each item. Show the basis for the calculations—break down costs into the cost per unit or month (e.g., cost per square foot, cost per participant, etc.).

Note: Project startup costs, equipment, and certain supplies (e.g., purchase of laptops, office furniture, printers, and supplies with a useful life of more than one PY), should not be written into the second- or third-year budget requests, unless there is reasonable justification for repurchasing described within this section.

Indirect Costs:

Per [2 C.F.R. § 200.1](#), indirect (facilities and administrative (F&A)) costs are costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish several pools of indirect (F&A) costs.

Include the type of rate or agreement (e.g., Negotiated Indirect Costs Rate Agreement [NICRA], Cost Allocation Plan [CAP], or the de minimis rate of 10 percent of modified total direct costs [MTDC]), the total approved base (if applicable), and the approved rate (if applicable).

If using a NICRA, in the Justification of Costs section, provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in your allocation base.

If using the de minimis rate of 10 percent of MTDC, in the Justification of Costs section, provide an explanation of which portion of each line item, along with the associated costs, are included in your allocation base. Note that there are various items not included in the calculation of MTDC; see [2 C.F.R. § 200.1](#) for specific exclusions.

If using a CAP, in the Justification of Costs section, provide estimated indirect costs based on your approved allocation methodology.

HVRP Award Amendments Change Request Form

Instructions for completing the Microsoft Excel-based form are included within the XLS file located on the [HVRP Website](#) under Program Documents.

V. Technical Assistance

Grant recipients should contact their GOTR for technical assistance with any questions completing the forms and documents described above.

Grant recipients and GOTRs having technical GrantSolutions issues should contact the GrantSolutions Helpdesk: help@grantsolutions.gov at (866) 577-0771, Monday – Friday, 8:00 a.m. to 6:00 p.m. ET.