

HVRP Budget Narrative Template version 2.1

Applicants/ grant recipients must demonstrate that their proposed 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 allowable under the cost principles in 2 C.F.R. Part 200, Subpart E. A cost is "necessary" if it meets a program objective and is necessary and reasonable for the performance of the Homeless Veterans' Reintegration Program (HVRP). A cost is "reasonable" if it does not exceed an amount that a prudent person would incur under the circumstances prevailing when the decision was made to incur the cost. (2 C.F.R. § 200.404). Shared costs among multiple programs or projects must be proportionate (e.g., if a Program Manager works HVRP 20 percent of the time, the amount charged to HVRP for items such as the Program Manager's cell phone or laptop would be cost-shared among the other programs).

If charging indirect costs in Section J of the SF-424A, 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, but not both.

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 5B. The Budget Narrative must be consistent with and support the activities, resources, staff, and other items described in the project narrative.

To add more rows or space to any budget line-item, select the "Add" button to the right of the field.

If your justification text exceeds the character limit, please utilize the 'Additional space for narrative justification' section located at the bottom of this form.

If you encounter either of these warnings, please click the image for support:

 SECURITY WARNING: Macros have been disabled. [Enable Content](#)

 SECURITY RISK: Microsoft has blocked macros from running because the source of this file is untrusted. [Learn More](#)



Budget Year 1

Personnel:
List all staff positions 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. Grant recipients that charge Personnel positions among multiple HVRP grants cannot exceed 100 percent FTE collectively among potential and active grants.

In the Justification of Costs section, include the corresponding roles and responsibilities for each position.

Job or Position Title	Annual Salary	% of FTE	Actual Salary
			\$ --
			\$ --
			\$ --
			\$ --
			\$ --
			\$ --
			\$ --
			\$ --
			\$ --
Total Personnel			\$ --
Total Personnel - Rounded to the Nearest Whole Dollar		(must match SF-424A)	\$ --
Justification of Costs (max 3,225 characters including spaces)			

Fringe Benefits:
Provide information

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 in the Justification of Costs section.

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 applicant/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.

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 applicant/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.

Description	Name	Date	Cost
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total			\$ -

Total Fringe Benefits - Rounded to the Nearest Whole Dollar

Equipment: Pursuant to 2 C.F.R. § 200.1, means tangible means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the recipient or subsequent for financial statement purposes, or \$10,000. Items with a unit cost of less than \$10,000 are supplies, not "equipment." DOD/VETS does not allow the purchase of motor vehicles, buildings, or land.

Applicant's/ grant recipient's must list the item, quantity, and the unit cost per item. In the justification of Costs section, 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. DOD/VETS does not permit the purchase of equipment during the last funded year of the award.

[illegible]

Supplies:
Per 2 C.F.R. § 200.1, means all tangible personal property other than those described in the equipment definition. 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.

Applicants/ grant recipients must list the items by type of supply (e.g., training materials, desktop computer, laptop, projector, etc.), cost per unit, quantity, or cost per month if rented or leased.

Note: subscription services such as cellular phone service or internet service are not tangible and must be listed in Other. 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.

For each item or cost, include an adequate justification in the Justification of Costs section.

[illegible]

Contractual:

Describe contracts and subawards separately. The term contracts is defined in 2 C.F.R. § 200.1 and means, for the purpose of Federal financial assistance, a legal instrument by which a recipient or subrecipient conducts procurement transactions under a Federal award. Contractor means an entity that receives a contract. Subaward means 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 the 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. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

For each contract or subaward, list the purpose, goods and/or services to be provided, and the amount. In the Justification of Costs section, 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. § 200.313 (Competition) and 2 C.F.R. § 200.320 (Methods of procurement to be followed). Applicants/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. Applicants/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.

Contract/Subaward	Purpose	Activities to be provided	Amount	% Charged to HVRP	Total
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Contractual					\$ -
Total Contractual: Rounded to the Nearest Whole Dollar (must match SF-424A)					\$ -
Justification of Costs (max 3,225 characters including spaces)					
Testing for contract amounts and cells.					

Participant Support Costs:

A participant support cost is allowed only when incurred to enable the eligible veteran's participation in HVRP services and must be tied to a specific HVRP service. It is not meant to cover all the participant's needs. A participant support cost must be reasonable and necessary to help the participant engage in services and activities related to the employment plan. A participant support cost should not duplicate a service a participant receives from another program (i.e., federal, state, local programs). For specific guidance on Participant Support Costs, please see VPL 06-24 HVRP Requirements and Functions or the most current guidance on this topic.

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.

Total Participant Support Services	\$	-
Justification of Costs (max 3,225 characters including spaces)		

Justification of Costs (max 3,225 characters including spaces)

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

Incentives may be provided to active HVRP participants for recognition and achievement directly tied to participation in the program and employment goals. If you plan to use incentive funds, your Budget Narrative must include the planned amount and type of incentives (e.g., gift cards, vouchers, etc.). Planned costs for incentives must be categorized under the "Other" cost category and not as a Participant Support Cost.

Item	Cost Per Unit	Quantity	Cost Per Month	% Charged to HVRP	Total
					\$ --
					\$ --
					\$ --
					\$ --
					\$ --
					\$ --
					\$ --
					\$ --
					\$ --
					\$ --
					\$ --
					\$ --
					\$ --
					\$ --
					\$ --
					\$ --
					\$ --
					\$ --
					\$ --

Total Other Costs \$ --

Justification of Costs (max 3,225 characters including spaces)

Other Total (Participant Support Services + Other) \$ --

Other Total - Rounded to the Nearest Whole Dollar (must match SF-424A) \$ --

Justification of Costs Not Explained Above

(max 3,225 characters including spaces)

Indirect Costs

Per 2 C.F.R. § 200.1, Indirect cost means those 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. It may be necessary to establish multiple pools of indirect costs to facilitate equitable distribution of indirect expenses to the cost objectives served. Indirect cost pools must be distributed to benefitted cost objectives on basis that will produce an equitable result in consideration of relative benefits derived.

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 15 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.

Regarding the de minimis rate, applicants/grant recipients and subrecipients that do not have a current Federal negotiated indirect cost rate (including provisional rate) may elect to charge a de minimis rate of up to 15 percent of modified total direct costs (MTDC). The recipient or subrecipient is authorized to determine the appropriate rate up to this limit, in accordance with 2 C.F.R. §200.414(f). Additionally, applicants'/ grant recipients and subrecipients are not required to use the de minimis rate. If using the de minimis rate of 15 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.

Per 2 C.F.R. § 100, 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 more than \$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.

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

Type of Rate Agreement	Base	Rate	Total Indirect Costs
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
Total Indirect Costs		\$	-
Total Indirect Costs - Rounded to the Nearest Whole Dollar			(must match SF-424A) \$ -
Justification of Costs (max 3,225 characters including spaces)			

Total Costs	Totals
Total Direct Costs	\$ -
Total Indirect Costs	\$ -

Total Costs funded by Grant (must match the total on the SF-424 and SF-424A, as well as the specific year this budget is for on the VETS-704 Abstract)	\$	
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Leveraged Resources :
The HVRP grant programs do not require cost sharing or matching funds. However, the Budget Narrative should include a section describing any leveraged resources provided (as applicable) to support grant activities. DOL/VETS considers any resources contributed to the project, beyond the funds provided by the agency, as leveraged resources. Applicants/ grant recipients are encouraged to leverage resources to increase stakeholder investment in the project and broaden and sustain the impact of the project itself. The Budget Narrative should provide a description of the leveraged resources provided to support grant activities, the specific activities they will cover, the way they will support HVRP goals, and the funding source. Valuation of leveraged resources follows the same requirements as cost sharing.

Description of Leveraged Resources (max 3,225 characters including spaces)

Additional space for narrative justification not described above

**DCL/VETS does not allow the purchase of construction, motor vehicles, buildings, or land.

[Z.C.F.R. § 200.403](#)
[Z.C.F.R. § 200-Subpart E](#)
[Z.C.F.R. § 200.404](#)
[Z.C.F.R. § 200.431](#)
[Z.C.F.R. § 200.472\(a\)](#)
[41 C.F.R. Subpart F](#)
[Z.C.F.R. § 200.473](#)
[Z.C.F.R. § 200.5](#)
[Z.C.F.R. § 200.312](#)
[Z.C.F.R. § 200.320](#)
[Z.C.F.R. § 200.318](#)
[Z.C.F.R. § 200.327](#)
[Z.C.F.R. § 200.402](#)

If your Justification text exceeds the character limit, please utilize the 'Additional space for narrative justification' section located at the bottom of this form.

[Learn More](#)

In the Justification of Costs section, include the corresponding roles and responsibilities for each position.

Job or Position Title	Annual Salary	% of FTE	Actual Salary
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Personnel			\$ -
Total Personnel - Rounded to the Nearest Whole Dollar- (must match SF-424A)			\$ -
Justification of Costs (max 3,225 characters including spaces)			

Fringe Benefits:

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 in the Justification of Costs section.

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 applicant/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.

Description	Base	Rate	Cost
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Fringe Benefits		0.00%	\$ -
Total Fringe Benefits - Rounded to the Nearest Whole Dollar: (must match SF-424A)			\$ -
Justification of Costs (max 3,225 characters including spaces)			

Justification of Costs (max 3,225 characters including spaces)

Contractual :

Describe contracts and subawards separately. The term contracts is defined in 2 C.F.R. § 200.1 and means, for the purpose of Federal financial assistance, a legal instrument by which a recipient or subrecipient conducts procurement transactions under a Federal award. Contractor means an entity that receives a contract. Subaward means 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 the 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. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

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Contract/Subaward	Purpose	Activities to be provided	Amount	% Charged to HVRP	Total
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Contractual					\$ -
Total Contractual - Rounded to the Nearest Whole Dollar					\$ -
(must match SF-424A)					\$ -
Justification of Costs (max 3,225 characters including spaces)					

Other :
Participant Support Costs:

Per 2 C.F.R. § 200.1, participant support costs mean 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.

Participant support cost is allowed only when incurred to enable the eligible veteran's participation in HVRP services and must be tied to a specific HVRP service. It is not meant to cover all the participant's needs. A participant support cost must be reasonable and necessary to help the participant engage in services and activities related to the employment plan. A participant support cost should not duplicate a service a participant receives from another program (i.e., federal, state, local programs). For specific guidance on Participant Support Costs, please see VPL 06-04 HVRP Requirements and Functions or the most current guidance on this topic.

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. § 200.402.

[illegible]

Justification of Costs (max 3,225 characters including spaces)

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

Incentives may be provided to active HVRP participants for recognition and achievement directly tied to participation in the program and employment goals. If you plan to use incentive funds, your Budget Narrative must include the planned amount and type of incentives (e.g., gift cards, vouchers, etc.). Planned costs for incentives must be categorized under the "Other" cost category and not as a Participant Support Cost.

[illegible]

Total Other Costs	
Justification of Costs (max 3,225 characters including spaces)	

Other Total (Participant Support Services + Other)	\$ -
Other Total - Rounded to the Nearest Whole Dollar (must match SF-424A)	\$ -
Justification of Costs Not Explained Above (max 3,225 characters including spaces)	

Indirect Costs :

Per 2 C.F.R. § 200.1, Indirect cost means those 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. It may be necessary to establish multiple pools of indirect costs to facilitate equitable distribution of indirect expenses to the cost objectives served. Indirect cost pools must be distributed to benefitted cost objectives on basis that will produce an equitable result in consideration of relative benefits derived.

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 15 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.

Regarding the de minimis rate, applicants/grant recipients and subrecipients that do not have a current Federal negotiated indirect cost rate (including provisional rate) may elect to charge a de minimis rate of up to 15 percent of modified total direct costs (MTDC). The recipient or subrecipient is authorized to determine the appropriate rate up to this limit, in accordance with 2 C.F.R. §200.414(f). Additionally, applicants/ grant recipients and subrecipients are not required to use the de minimis rate. If using the de minimis rate of 15 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.

Per 2 C.F.R. § 100, 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 more than \$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.

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

Type of Rate Agreement	Base	Rate	Total Indirect Costs
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Indirect Costs			\$ -
Total Indirect Costs - Rounded to the Nearest Whole Dollar		(must match SF-424A)	\$ -

Justification of Costs (max 3,225 characters including spaces)

Total Costs	Totals
Total Direct Costs	\$ -
Total Indirect Costs	\$ -

Total Costs funded by Grant (must match the total on the SF-424 and SF-424A, as well as the specific year this budget is for on the VETS-704 Abstract)	\$ -
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Leveraged Resources :
The HVRP grant program does not require cost sharing or matching funds. However, the Budget Narrative should include a section describing any leveraged resources provided (as applicable) to support grant activities. DOL/VETS considers any resources contributed to the project, beyond the funds provided by the agency, as leveraged resources. Applicants/ grant recipients are encouraged to leverage resources to increase stakeholder investment in the project and broaden and sustain the impact of the project itself. The Budget Narrative should provide a description of the leveraged resources provided to support grant activities, the specific activities they will cover, the way they will support HVRP goals, and the funding source. Valuation of leveraged resources follows the same requirements as cost sharing.

Description of Leveraged Resources (max 3,225 characters including spaces)

Additional space for narrative justification not described above

***DOL/VETS does not allow the purchase of construction, motor vehicles, buildings, or land.

- [2 C.F.R. § 200.403](#)
- [2 C.F.R. § 200 Subpart E](#)
- [2 C.F.R. § 200.404](#)
- [2 C.F.R. § 200.431](#)
- [2 C.F.R. § 200.475\(a\)](#)
- [41 C.F.R. Subtitle F](#)
- [2 C.F.R. § 200.475](#)
- [2 C.F.R. § 200.1](#)
- [2 C.F.R. § 200.319](#)
- [2 C.F.R. § 200.320](#)
- [2 C.F.R. § 200.318](#)
- [2 C.F.R. § 200.327](#)
- [2 C.F.R. § 200.403](#)

HVRP Budget Narrative Template version 2.1

Applicants/ grant recipients must demonstrate that their proposed 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. Part 200, Subpart E. A cost is "necessary" if it meets a program objective and is necessary and reasonable for the performance of the Homeless Veterans' Reintegration Program (HVRP). A cost is "reasonable" if it does not exceed an amount that a prudent person would incur under the circumstances prevailing when the decision was made to incur the cost. (2 C.F.R. § 200.404). Shared costs among multiple programs or projects must be proportionate (e.g., if a Program Manager works HVRP 20 percent of the time, the amount charged to HVRP for items such as the Program Manager's cell phone or laptop would be cost-shared among the other programs).

If charging indirect costs in Section J of the SF-424A, 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, but not both.

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.

To add more rows or space to any budget line-item, select the "Add" button to the right of the field.

If your justification text exceeds the character limit, please utilize the 'Additional space for narrative justification' section located at the bottom of this form.

If you encounter either of these warnings, please click the image for support:

SECURITY WARNING **Macros have been disabled.** [Enable Content](#)

SECURITY RISK **Microsoft has blocked macros from running because the source of this file is untrusted.** [Learn More](#)



Budget Year 3

Please DO NOT copy and paste from other Spreadsheet tabs

Personnel:

List all staff positions 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. Grant recipients that charge Personnel positions among multiple HVRP grants cannot exceed 100 percent FTE collectively among potential and active grants.

In the Justification of Costs section, include the corresponding roles and responsibilities for each position.

Job or Position Title	Annual Salary	% of FTE	Actual Salary
			\$ --
			\$ --
			\$ --
			\$ --
			\$ --
			\$ --
			\$ --
			\$ --
Total Personnel			\$ --
Total Personnel - Rounded to the Nearest Whole Dollar			\$ --
Justification of Costs (max 3,225 characters including spaces)			

[click here to look up the most current FY GSA per diem rates: https://www.gsa.gov/travel/plan-book/per-diem-rates](https://www.gsa.gov/travel/plan-book/per-diem-rates)

[illegible]

Contractual :

Describe contracts and subawards separately. The term contracts is defined in 2 C.F.R. § 200.1 and means, for the purpose of Federal financial assistance, a legal instrument by which a recipient or subrecipient conducts procurement transactions under a Federal award. Contractor means an entity that receives a contract. Subaward means 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 the 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. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

For each contract or subaward, list the purpose, goods and/or services to be provided, and the amount. In the Justification of Costs section, 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.

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Contract/Subaward	Purpose	Activities to be provided	Amount	% Charged to HVRP	Total
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Contractual					\$ -
Total Contractual - Rounded to the Nearest Whole Dollar			(must match SF-424A)		\$ -
Justification of Costs (max 3,225 characters including spaces)					

Other :
Participant Support Costs:

Per 2 C.F.R. § 200.1, participant support costs mean 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.

Participant support cost is allowed only when incurred to enable the eligible veteran's participation in HVRP services and must be tied to a specific HVRP service. It is not meant to cover all the participant's needs. A participant support cost must be reasonable and necessary to help the participant engage in services and activities related to the employment plan. A participant support cost should not duplicate a service a participant receives from another program (i.e., federal, state, local programs). For specific guidance on Participant Support Costs, please see VPL 06-04 HVRP Requirements and Functions or the most current guidance on this topic.

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. § 200.402.

[illegible]

Justification of Costs (max 3,225 characters including spaces)

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

Incentives may be provided to active HVRP participants for recognition and achievement directly tied to participation in the program and employment goals. If you plan to use incentive funds, your Budget Narrative must include the planned amount and type of incentives (e.g., gift cards, vouchers, etc.). Planned costs for incentives must be categorized under the "Other" cost category and not as a Participant Support Cost.

[illegible]

Indirect Costs :

Per 2 C.F.R. § 200.1, Indirect cost means those 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. It may be necessary to establish multiple pools of indirect costs to facilitate equitable distribution of indirect expenses to the cost objectives served. Indirect cost pools must be distributed to benefitted cost objectives on basis that will produce an equitable result in consideration of relative benefits derived.

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 15 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.

Regarding the de minimis rate, applicants/grant recipients and subrecipients that do not have a current Federal negotiated indirect cost rate (including provisional rate) may elect to charge a de minimis rate of up to 15 percent of modified total direct costs (MTDC). The recipient or subrecipient is authorized to determine the appropriate rate up to this limit, in accordance with 2 C.F.R. §200.414(f). Additionally, applicants/ grant recipients and subrecipients are not required to use the de minimis rate. If using the de minimis rate of 15 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.

Per 2 C.F.R. § 100, 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 more than \$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.

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

Type of Rate Agreement	Base	Rate	Total Indirect Costs
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Indirect Costs			\$ -
Total Indirect Costs - Rounded to the Nearest Whole Dollar		(must match SF-424A)	\$ -

Justification of Costs (max 3,225 characters including spaces)

Total Costs	Totals
Total Direct Costs	\$ -
Total Indirect Costs	\$ -

Total Costs funded by Grant (must match the total on the SF-424 and SF-424A, as well as the specific year this budget is for on the VETS-704 Abstract)	\$ -
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Leveraged Resources :
The HVRP grant program does not require cost sharing or matching funds. However, the Budget Narrative should include a section describing any leveraged resources provided (as applicable) to support grant activities. DOL/VETS considers any resources contributed to the project, beyond the funds provided by the agency, as leveraged resources. Applicants/ grant recipients are encouraged to leverage resources to increase stakeholder investment in the project and broaden and sustain the impact of the project itself. The Budget Narrative should provide a description of the leveraged resources provided to support grant activities, the specific activities they will cover, the way they will support HVRP goals, and the funding source. Valuation of leveraged resources follows the same requirements as cost sharing.

Description of Leveraged Resources (max 3,225 characters including spaces)

Additional space for narrative justification not described above

***DOL/VETS does not allow the purchase of construction, motor vehicles, buildings, or land.

[2 C.F.R. § 200.403](#)
[2 C.F.R. § 200 Subpart E](#)
[2 C.F.R. § 200.404](#)
[2 C.F.R. § 200.431](#)
[2 C.F.R. § 200.475\(a\)](#)
[41 C.F.R. Subtitle F](#)
[2 C.F.R. § 200.475](#)
[2 C.F.R. § 200.1](#)
[2 C.F.R. § 200.319](#)
[2 C.F.R. § 200.320](#)
[2 C.F.R. § 200.318](#)
[2 C.F.R. § 200.327](#)
[2 C.F.R. § 200.403](#)

Summary

HVRP- Total Period of Performance Budget by 12-Mon

Personnel	\$ -	\$ -
Fringe Benefits	\$ -	\$ -
Travel	\$ -	\$ -
Equipment	\$ -	\$ -
Supplies	\$ -	\$ -
Contractual	\$ -	\$ -
Construction	\$ -	\$ -
Total Other	\$ -	\$ -
Other: Participant Support Costs	\$ -	\$ -
Other	\$ -	\$ -
Total Direct Costs	\$ -	\$ -
Indirect Costs	\$ -	\$ -
Total Cost	\$ -	\$ -

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