

GRANT AND PER DIEM PROGRAM

SPECIAL NEED GRANTS

NOTICE OF FUNDING OPPORTUNITY

APPLICATIONS DUE APRIL 15, 2024, AT 4:00 PM EASTERN TIME

RECORDING LINK NOFO OVERVIEW: <https://veteransaffairs.webex.com/veteransaffairs/ldr.php?RCID=912eb4799aa3206b2fc0f53e9a5c7dbd>
RECORDING PASSWORD: Homeless1!

RECORDING LINK DEMO OF eGMS: <https://veteransaffairs.webex.com/veteransaffairs/ldr.phpRCID=8ca26c4f04cfa7ce3aea8af1f03472c8>
RECORDING PASSWORD: Homeless1!

OBJECTIVES

- Provide an overview of the Grant and Per Diem (GPD) **Special Need (SN)** Notice of Funding Opportunity (NOFO).
- Participants will learn about the requirements of the SN NOFO for awards that begin in FY 2025.
 - Overview of NOFO Information
 - Funding opportunity description
 - Award information
 - Eligibility
 - Application and scoring information
 - Application review process
 - Award administration
- Participants will learn about the application process through GPD's electronic grants management system (i.e., eGMS, UDPaaS, SmartSimple).
- Participants will learn where to access additional resources.

FUNDING OPPORTUNITY OVERVIEW

- Two-year **renewal** funding for the [16 currently operational](#) GPD SN grants.
 - This means applicants must already have an active SN grant (e.g., the award's federal award identification number ends in SN-22)
- Applicants will request funding to provide **transitional housing** with supportive services to **the same special need population that they are currently serving** (i.e., chronically mentally ill, frail elderly, individuals who care for minor dependents, terminally ill, or women).
 - This is not an opportunity to alter the SN population served
- Grants will be for up to **two years** starting in fiscal year (FY) 2025 on October 1, 2024, and ending September 30, 2026.
- Applications must be submitted via GPD's electronic grants management system (i.e., eGMS, UDPaas, SmartSimple).
- Applications must be received by **no later than 4 p.m. Eastern Time on Monday, April 15, 2024.**
- Grants are competitive and continuation of funding is not guaranteed.

- **The NOFO is the authoritative source for information regarding this funding opportunity.**

ELIGIBILITY

- **Applicant eligibility:**
 - An entity is eligible to apply if it is a **501(c)(3) or 501(c)(19) nonprofit** organization, **State or local government** agency or Federally recognized **Indian Tribal government** that meets the requirements in [38 C.F.R. § 61.1](#).
 - Applicant must be **one of the 16 currently operational GPD special need grantees** awarded a grant based on the Notice published in www.grants.gov on March 4, 2021, with a project start date of October 1, 2021. A list of active GPD special need grant recipients is available on the GPD website: <https://www.va.gov/homeless/gpd.asp>.
 - Eligible entities must have an active registration in the [System for Award Management \(SAM\)](#) and must maintain their active status throughout the grant award period.
 - Applicants must answer “yes” in www.SAM.gov indicating they “**wish to apply for a Federal assistance project or program**” under the **Financial Assistance Representation and Certification** section. Then, applicants must certify to the representations and certifications in SAM.

BACKGROUND

- Special Need grants are for transitional housing with wraparound supportive services.
 - Services are targeted to unsheltered Veterans experiencing homelessness who fit the grantees' specified special need population that they are currently serving (i.e., chronically mentally ill, frail elderly, individuals who care for minor dependents, terminally ill, or women).
 - Veterans may stay in the program up to 24 months, but the goal is to **facilitate the movement to permanent housing** as quickly as is clinically appropriate.
 - Current average length of stay in GPD, nationally, is less than 6 months.
 - Grantees employ **high-quality engagement strategies** to outreach to Veterans in their community.
 - Grantees offer **low-barrier**, timely access to housing and services (i.e., **same-day access** from the point of identification or referral to the GPD project, or within no more than 72 hours).
 - Services support Veterans with securing affordable permanent housing, as well as **increasing their income** through employment and/or benefits.

PERFORMANCE METRIC TARGETS

- The **Homeless Operations, Management, and Evaluation System (HOMES)** is VA's primary platform for collecting intake, progress, and outcome information for homeless Veterans as they move through VA's system of care.
 - HOMES entry and exit forms will be documented for **every** Veteran in GPD.
 - Individual grantee performance is available monthly.

	Chronically Mentally Ill	Frail Elderly	Individuals w/ Minor Dep.	Terminally Ill	Women
Veterans Discharged to Permanent Housing	≥60%	≥65%	≥70%	N/A	≥70%
Veterans Discharged with a Negative Exit (lower is better)	≤20%	≤20%	≤20%	N/A	≤20%
Veterans Discharged with Competitive Employment	55%	N/A	55%	N/A	≥55%

HOUSING SPECIFICATIONS

- Special need beds must be in **private rooms** with **private bathrooms** including the following characteristics:
 - Minimum square footage for the private bedroom and private bathroom combined is **120 square feet**.
 - The bedroom and bathroom do not need to be attached.
 - The bathroom must include shower and/or tub, sink, and toilet.
 - Neither the bedroom nor the bathroom facilities may be shared (e.g., no shared sink area outside the toilet room).
 - Rooms with partial walls are not acceptable. Walls must go floor-to-ceiling. Rooms must have a door and not involve unauthorized passage through another dwelling unit.
- All facilities must meet the inspection standards outlined in [38 C.F.R. § 61.80\(a\)-\(b\)](#). This includes, but is not limited to, compliance with:
 - Architectural Barriers Act Accessibility Standards and the **Americans with Disabilities Act** Accessibility Guidelines.
 - Current edition of the **Life Safety Code** of the National Fire Protection Association and all applicable State and local housing codes.

USE OF FUNDS

- Special need per diem funding: approximately **\$5 million per year for two years** is available for grants under this Notice. Per diem funding supports costs to operate the transitional housing project.
- Applicants may request up to the number of beds approved under their currently active GPD special need grant (start date October 1, 2021). **Applicants may request fewer beds but may not request more.**
- Funds requested for renewal grant activities must meet the same criteria identified in the original Notice (published March 4, 2021) and approved under the previously awarded grant agreement, effective October 1, 2021, or in a subsequently approved change of scope.
- Funding under this NOFO **may not be used for capital improvements** or to purchase vans or real property. Vehicles may be leased to facilitate required transportation.
- Allowable costs are defined for all Federal grants in [2 C.F.R. § 200 subpart E - Cost Principles](#), as well as for GPD in [38 C.F.R. § 61](#). Costs must be treated consistently with the grantee's normal written standards.

APPLICATION CONTENT

- Applications must be submitted via GPD's electronic grants management system (i.e., eGMS, UDPaas, SmartSimple) eGMS website: https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp.
- Special Need application sections:
 - Organization Profile – UEI, EIN, Indirect Cost Rate, SAM registration
 - Overview – VAMC, VISN, CoCs
 - Application – beds and funding requested, SN Population, site address(es)
 - Detailed Application Design
 - Need
 - Outreach
 - Project Plan
 - Ability
 - Coordination
 - Organization Leadership
 - External Attachments – SF-424, updated coordination letters or position descriptions
 - Certifications

APPLICATION CONTENT

- **NEED** (see [38 C.F.R. § 61.13\(e\)](#)) - 1 question
 - Applicants must state that the **responses to the two Need questions from their previous application submitted in 2021 remain the same** or must provide an updated response.
 - Do not rewrite information provided in your 2021 application; only provide any updated relevant changes.

- **OUTREACH** (see [38 C.F.R. § 61.13\(c\)](#)) - 1 question
 - Applicants must state that the **responses to the one Outreach question from their previous application submitted in 2021 remain the same** or must provide an updated response.
 - Do not rewrite information provided in your 2021 application; only provide any updated relevant changes.

APPLICATION CONTENT

- **PROJECT PLAN** (see [38 C.F.R. § 61.13\(b\)](#)) – 2 questions
 - Applicants must state that the **responses to the five Project Plan questions from their previous application submitted in 2021 remain the same** or must provide an updated response.
 - Do not rewrite information provided in your 2021 application; only provide any updated relevant changes.
 - **Complete the table listing all the supportive services** provided to Veterans in the project.
 - Applicants are expected to continue the same services that were approved for the previous grant period, or approved in a subsequent change of scope
 - Successful applicants will be allowed to exceed the minimum standards during the grant period without need for written prior approval from the GPD National Program Office, but they will not be allowed to reduce the standards

APPLICATION CONTENT

- **ABILITY** (see [38 C.F.R. § 61.13\(d\)](#)) - 3 questions
 - Discuss your **past performance** under the previously awarded special need grant.
 - At minimum applicants must discuss the performance measures (e.g., exits to permanent housing, employment at exit, negative exits), length of stay in the GPD program by Veterans, occupancy rates of the GPD awarded beds, and use of private rooms with private bathrooms.
 - Complete the **staffing plan table** section.
 - Applicants are **expected to continue the same staffing plan** that was approved for the previous grant period, or in a subsequently approved change of scope, with minimal if any changes.
 - New or updated position descriptions for up to four key positions may be attached. Do not attach previously submitted position descriptions. Do not attach resumes.
 - Successful applicants will be allowed to exceed the minimum standards during the grant period without the need for written prior approval from the GPD National Program Office, but they will not be allowed to reduce the standards.
 - Applicants must state that the **responses to the three Ability questions from their previous application submitted in 2021 remain the same** or must provide an updated response.
 - Do not rewrite information provided in your 2021 application; only provide any updated relevant changes.

APPLICATION CONTENT

- **COORDINATION** (see [38 C.F.R. § 61.13\(g\)](#)) - 1 question
 - Applicants must state that the **responses to the two Coordination questions from their previous application submitted in 2021 remain the same** or must provide an updated response.
 - Do not rewrite information provided in your 2021 application; only provide any updated relevant changes.
 - Attach any relevant **new letters** of coordination from your VA medical facility and/or other community partners (e.g., CoC). **Do not attach previously submitted letters** of coordination.
 - Ensure letters are **signed, dated and attached to eGMS** application.
 - Letters can help establish need for your project.
 - Letters can demonstrate collaboration with local community efforts and with coordinated entry systems (e.g., documented involvement with case conferencing, by-name lists).
 - Letters can demonstrate that you have discussed the details of your proposed project with the local VA.
 - Request letters early (no less than 30 days)
 - [Sample Coordination Letter](#)

APPLICATION CONTENT

- **EXTERNAL ATTACHMENTS**

- SF-424 Application for Federal Assistance is **required**.
 - Must be **signed by a person authorized to make legal commitments on behalf of the organization**.
 - Signature on the SF-424 must be digital or hand-written wet ink signature. A blank signature field or a “signature” that is manually typed will not be accepted.
- Updated NICRA or certification of de minimis indirect cost rate (if needed)
- Updated letter(s) of coordination (optional)
- Updated position descriptions (optional)
- Other (optional)

- **REQUIRED CERTIFICATIONS**

- By signing and submitting this application for Federal assistance, your organization is agreeing to the 13 certifications listed.

APPLICATION CONTENT

- All applicants should identify at **least three (3)** different organizational points of contact in eGMS.
 - Organization Leadership
 - Fiscal Management
 - Grant Operations
- The person who completes and submits the application becomes the *owner*.
- [How-to Add or Update Grant Contacts](#)

Per Diem Only

OVERVIEW APPLICATION EXTERNAL ATTACHMENTS **GRANT CONTACTS** CERTIFICATIONS

i Instructions

This section is to add grant contacts to your application. Use Invitations below to invite them to be a grant contact for this application.

Grant contacts
Grant Contacts shows the contacts currently associated with this application.

How to invite a grant contact:
Please click the envelope icon below Invitations. Then in the pop up window, please select a contact and a role. Click the Add button. Then click on Save. When you're ready to invite, click Invite. Then close out of the pop up window by clicking the X at the top right of the window.

NOTE: Under the Grant Contacts tab below, add a minimum of one organizational contact for each of the following roles: Grant Operations, Organizational Leadership, SQUARES POC, and Fiscal Management. Per role, organizations may identify a maximum of three contacts.

Grant Contacts

Find Contact

--- Select Role ---

+ Add Contact

1-2 of 2

#	Full Name	Title	Organization Name	Email	Role	Status
1	Erin E	Testing	GPD TESTING, INC	grantperdiem1@gmail.com	Organization Leadership	Active
2	Heather M	GM Specialist	GPD TESTING, INC	grantperdiem2@gmail.com	Grant Owner	Active

Invitations

1-1 of 1

Prefix	First Name	Last Name	Email	Role	Status
C		Kuhl	grantperdiem1@gmail.com	Organization Leadership	Accepted

Save Draft Request Deletion

APPLICATION REVIEW

- Threshold review requirements ([38 C.F.R. § 61.12\(i\)](#)) - Applications must be submitted on time, in the correct format, be complete, from an eligible entity, and for eligible activities.
- Applications that pass threshold will be reviewed and scored by a panel of subject matter experts.
 - **Do not** assume that grant reviewers are familiar with your organization or local community homeless system.
 - VA may use **historical program documents of past performance** in determining scores.
- Applicants must receive at **least 750 points** (out of a possible 1000, per [38 C.F.R. § 61.40\(b\)](#)) and must receive points under each category.
 - **Need** – maximum 150 points
 - **Outreach** – maximum 100 points
 - **Project Plan** – maximum 300 points
 - **Ability** – maximum 200 points
 - **Coordination** – maximum 200 points
 - **Completion confidence** – maximum 50 points
- Applications that receive the minimum score to be eligible for selection will be ranked. Final scores will serve as the primary basis for the selection of applications for funding.

APPLICATION REVIEW

- In general, reviewers will consider the degree to which an applicant organization:
 - Commits to implementing a **low-barrier** approach to providing services to Veterans, which generally means service occurs on the same day from the point of identification or referral to the GPD project, or within no more than 72 hours (see Certifications section of NOFO).
 - Review panel will consider **past performance** (e.g., performance metrics, lengths of stay, occupancy rates, use of private rooms with private bathrooms)
 - Engages in the local **coordinated entry process** and the **by-name list**, as appropriate.
 - Provides **private accommodations** for Veterans.
 - Proposes a comprehensive **scope of services** appropriate for the special need population requested.
 - Commits to providing **staff with demonstrated skills, experience and education** relevant to the scope of services and housing models.
 - Commits to a **sufficient quantity of staff** to support the number of beds requested.
 - Demonstrates coordination with the local VA medical facility and how this project fits within the community-wide homeless system.

OPERATIONAL CONSIDERATIONS

- Conditionally selected applicants will submit a per diem rate budget and sign a grant agreement.
- Award decisions expected to be announced August/September 2024.
- All sites are required to pass inspection ([VA Form 10-10158](#))
- Grantees must comply with GPD regulations ([38 C.F.R. § 61](#)) and OMB Uniform Guidance and Cost Principles for Grants (e.g., [2 C.F.R. § 200](#), [2 C.F.R. Subpart E](#)).

OPERATIONAL CONSIDERATIONS

- By law, the maximum per diem rate is up to **200% of the State Home domiciliary rate**.
 - State Home domiciliary rate typically increases by 2-5% annually.
 - When these awards begin in FY 2025, the maximum GPD per diem rate is expected to be approximately **\$119.38**.
 - Scope of services and staffing proposed within the application must be supportable within those funding limits or including other funding sources your agency may be committing to the project.
- Per diem is billed monthly through HHS's Division of Payment Management, based on the number of bed days of care provided.
- Grantees must maintain a detailed daily census of all participants.
 - Census must be submitted with monthly per diem billing as supporting documentation; also supports safety considerations.

OPERATIONAL CONSIDERATIONS

- Per diem rates are based on the cost of care to provide housing, services, and staffing described within the application.
 - Per diem may support **up to 100% of the cost of care**, minus other sources of income (e.g., resident rent, external funding sources that support grant operations).
 - Costs charged to the grant must be **allowable** and **allocable**.
 - Indirect costs ([2 C.F.R. § 200.412-415](#)) are allowable if supported by a Federally Negotiated Indirect Cost Rate Agreement or if the applicant is eligible for the de minimis rate (currently up to 10%) of modified total direct costs ([2 C.F.R. § 200.414](#)). Otherwise, all requested costs must be direct costs.
 - **HMIS participation fees** and related staffing costs associated with inputting data and monthly reporting are allowable if not available through other means at no cost to the grant.

TIPS AND SUGGESTIONS

- **Do not wait until the last minute to submit your application.**
 - Deadline is firm as to date and hour.
 - Submit early to avoid the risk of unanticipated delays, computer service outages or other submission-related problems that might result in ineligibility.
- Ensure that your application is complete.
 - Materials arriving separately will not be included in the application package for consideration.
- Be sure to fully answer all the questions..
- Typographical and grammatical errors inhibit understanding of the project.
- Read the NOFO carefully as it is the official document regarding this notice of funding.
- Read the GPD regulations carefully ([38 C.F.R. § 61](#)).
- Review technical assistance materials on the [GPD website](#).
- Write your application as if the person who is reading it knows nothing about your organization/program... because they don't!

RESOURCES

- Special Need NOFO on the GPD website: <https://www.va.gov/HOMELESS/GPD.asp>
- Frequently Asked Questions: https://www.va.gov/HOMELESS/docs/GPD/Special_Need_FAQs_NOFO_508c.pdf
- eGMS website: https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp
- eGMS How-to Guides
 - Add or update contacts: <https://www.va.gov/HOMELESS/docs/GPD/providers/UDPaaSTutorialAddContacts.pdf>
- Application for Federal Assistance (SF-424): <https://www.va.gov/HOMELESS/docs/GPD/FiscalResources/SF424.pdf>
 - SF-424 Instructions: https://www.va.gov/HOMELESS/docs/GPD/SF424_Instructions_508c.pdf
- Sample coordination letter: https://www.va.gov/HOMELESS/docs/GPD/Special_Need_Sample-letter_508c.pdf
- GPD regulations: <https://www.ecfr.gov/current/title-38/chapter-I/part-61>
- GPD Provider Website: https://www.va.gov/HOMELESS/GPD_ProviderWebsite.asp

QUESTIONS

- Questions should be directed to the GPD team at GPDgrants@va.gov
- GPD Team
 - Chelsea Watson, Director
 - Erin Johnson, Deputy Director
 - Elizabeth Whittington, Program Analyst
 - Angela Smittie, Clinical Program Specialist
 - Janine Griggs, Clinical Program Specialist
 - Melissa Meierdierks, Clinical Program Specialist
 - Heather Monroe, Grants Management Specialist
 - Jenny King, Grants Management Specialist
 - Sharon Wilkerson, Administrative Officer
 - Courtney Bray, Financial Management Specialist
 - Coral Baker, Financial Management Specialist
 - Yvette Green, Auditor
 - Nancy Hegel, Supervisory Financial Analyst
 - Justin Dandois, Compliance Officer

REMINDER: Special Need applications due Monday, April 15, 2024 at 4:00pm Eastern Time

Applications must be submitted via GPD's electronic grants management system (i.e., eGMS, UDPaas, SmartSimple)

- eGMS website: https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp

PART 2

e-GMS LIVE DEMO