

Conference Minutes
New Capital Grant Awardees Call for August 17, 2011 @ 1 p.m. Eastern
1-800-767-1750 # 58099

I. Announcements

A. When you submit your facility drawings to Dennis Hancher, you also need to submit the Fire/Safety Certification signed by your architect or engineer who is licensed in the jurisdiction in which the project is located. The Fire/Safety Certification form can be located on the GPD Provider Website.

B. Reminders:

1. Please allow 6-7 weeks for Health and Human Services (HHS) to set your agency up for electronic funds transfer.
2. GPD New Capital Grant Awardees Call is the third Wednesday of every month at 1 pm Eastern. Call in number is 1-800-767-1750; access code 58099.
3. Agenda items for future calls may be sent to Susan.Langer@va.gov and Michelle.Lewis1@va.gov.
4. Notify the GPD Program office in writing when projects are within 90 days of completion to request that a GPD liaison be officially assigned to the project. Your liaison will facilitate the initial inspection by the local VA medical center.
5. Complete the Per Diem Rate Request Form located on the GPD Provider Website and send to the GPD Program office.
6. All Correspondence, forms, and emails should contain your project number and the official name of your agency/organization.

II. Agenda

- A. Chelsea Watson, Deputy Director, VA's National Grant and Per Diem Program, discussed that all programs should be working with their GPD Liaison to review issues related to safety, privacy, and appropriateness of placement for all Veterans in GPD-funded programs. As a result of these discussions programs may need to submit a change of scope request to clarify services provided and/or populations served.
1. Special consideration should be given to transitional housing facilities that serve mixed-gender populations which have unrelated adults cohabitating in the same facility. GPD providers should work closely with their liaison to ensure that needs of the Veterans within the facility, scope of services available, and physical configuration of the facility is appropriate for the population served.

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2. If the gender-mix is not specifically stated in the grant application, a *change of scope* request will need to be submitted to the GPD Program office clearly identifying the population served in each project.
3. As part of a national inventory of all GPD Projects, liaisons have been asked to review the physical layout of the facility to include:
 - a) The location of the living quarters for men and women within the facility;
 - b) How the location and supervision by the paid program staff promote safety for all residents; and
 - c) The agency provides paid staff to ensure safety and security 24 hours per day 7 days per week.

NOTE: While GPD regulations do not require paid staff to be available 24/7, it is strongly encouraged in facilities that serve mixed-genders to ensure the safety of all participants.

- B. Michelle Lewis, Project Development Specialist, National Grant and Per Diem Program Office, presented an overview of the payment and grant funds disbursement process. You can review this in your Capital Grant Recipient Guide, located on the GPD Provider Website. Please contact Michelle Lewis at 1-877-332-0334 for further assistance.

The following is a list of web pages that you may find helpful:

GPD Website: <http://www.va.gov/HOMELESS/GPD.asp>

GPD Regulations: http://www.va.gov/HOMELESS/docs/GPD/gpd_38cfr61_revisedsec64.pdf

GPD Provider Site: http://www.va.gov/HOMELESS/GPD_ProviderWebsite.asp

Federal Register Site: <http://www.gpoaccess.gov/fr/browse.html>

Our next conference call will be September 21, 2011 @ 1p.m. Eastern Time