Supportive Services for Veteran Families (SSVF) Program

Notice of Funding Availability (NOFA) Workshop for Existing Grantees With Renewal Grants Only

NOFA Published: January 15, 2016
<u>DUE: February 5, 2016 at 4pm ET</u>
Late submissions cannot be accepted

Allocation (Section "II. Award Information" of NOFA)

- Up to $300 million available for renewals (dependent of FY 17 appropriations)
- No awards to new grantees
- No cap on grant sizes to allow for grant consolidation and possible inflation
- Grants may be reduced electively or at VA discretion based on previous spending (i.e., if grant funds returned unspent)
- Inflation increase *may* be up to 2% if funding allows, will apply uniformly (do not include on application submissions)

Supportive Services Grant Award Period

- SSVF grants awarded for a one-year period for successful renewal grantees
- Grantees with at least one full year of operational experience may be eligible for 3 year grant renewals

Section 1

- Since SSVF grantees are required to participate in local planning efforts they may use grant funds to support SSVF involvement in such community planning by sub-contracting with CoCs.

Section 2

- VA may offer a non-renewed grant to the highest-ranked applicant that is awarded a renewal grant in the same community as, or a proximate community to, the non-renewed grant, so long as that applicant has the capacity to promptly begin providing services in connection with all awards.

Three Year Renewal Consideration

- Must have completed 1 *full* year of operations to qualify.

- Grantee demonstrated substantial compliance with grant agreement

- Grantee consistently met program targets including:

  1. Required proportion of resources for rapid re-housing
  2. Successful placement into or retention in permanent housing (allowances given for complexity)
  3. Appropriate expenditure of funding
  4. Timely compliance with data submission requirements, including HMIS uploads
  5. Satisfactorily resolving corrective actions plans

  AND

Three Year Renewal Consideration

- SSVF Program gets full accreditation by either:
  1. The Commission on Accreditation of Rehabilitation Facilities (CARF) for Employment and Community Services – program accreditation for Employment & Community Services.
  2. The Council on Accreditation (COA) – organizational accreditation for Supported Community Living Standards.

- Cost for program (not organization, must pro-rate for COA) accreditation can be included as a budget expense. If previously budgeted, but cancelled survey or discontinued, applicants **cannot** budget again.

- Accreditation process can take up to a year and, if just starting, not feasible to complete prior to February 5. Should consider beginning the process for next NOFA.

- Existing multi-year grantees in good standing (with at least one additional year of grant term remaining), only need to submit online form "Intent to Renew" by February 5th. SSVF Program Office will provide instructions directly to these SSVF grantees. Application submission is not required.

CARF:

Pete Hathaway, Employment and Community Services

CARF International

6951 E. Southpoint Rd, Tucson, AZ 85756

Toll-Free: 888-281-6531, ext. 7113 or

Phone: 520-325-1044, ext. 7113

Fax: 520-495-7113

E-mail: phathaway@carf.org; CARF Websites: http://www.carf.org

COA:

Zoë Hutchinson

COA

Associate Director of Client Relations

Phone: 866-262-8088, ext. 242

Email: zhutchinson@coanet.org ; COA's Website: http://www.coanet.org

Award Information described in Section II of the NOFA:

- Eligibility requires program concept to remain "substantially the same" with current grant award.

- Potentially, grants could be renewed at the same level, a decreased level, or an increased level of funding (if inflation increase is provided).

- Renewal grant requests can seek increase of up to 2% without justifying increase (COLA). This is not to be request in budget submission. VA will apply, if funding available.

Funding is not automatic.

- Application score must be at least 75 points.

Application must meet threshold requirements

- Included in Executive Summary, Section B in renewal application

Renewal applications are focused on program outcomes and implementation. Be sure answers focus on this, rather than the organizational experience and program concept that is typically described for new applications.

- "Prevention makes the most difference for those at highest risk. There is no level of risk that is too high."*
- Screening is two stage process, use data to refine stage two target point threshold. Moving towards a standard screener for all grantees.
- Development of an instrument: use of risk factors to screen in those w/most acute risk, screen out those w/fewer risk factors
  - Coordinate target scores with other grantees in service area.
  - Light touch (no TFA) case management now allowed at agency discretion for those at-risk who do not meet stage two threshold.

*NYC commissioned a study, *Understanding Family Homelessness,* (2012).

- Housing Specialists
  - Landlord engagement
- Legal Assistance
  - Child support, driver's license, discharging old charges/fines, expungement including sex-offender list
- Income through
  - Employment/vocational support
  - Benefits counseling and assistance such as SOAR
- Support for coordinated entry and assessment activities
- <u>Access</u> to health and mental health services for Veterans not eligible for VHA and family members

- TFA budget can be 50% of overall budget.
- Appropriate to ask for co-pays. Payments to third party only.
- Limitations on time and amounts described in Final Rule.
- Rule can be found on www.va.gov/homeless/ssvf.asp.

Consider when budgeting!

TFA Spending:

- 60% *or more* must be spent on Rapid Re-Housing
  (serving categories 2 and 3)
- A *maximum* of 40% can be spent on prevention
- Waivers considered after one full year of operations and are
  based on progress towards federal benchmarks and
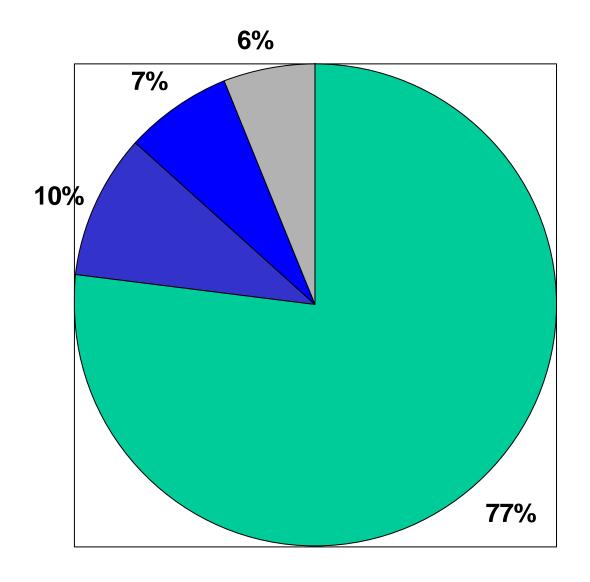 progress in PIT

TFA Type	Time/Amount Limitation
Rental Assistance	Max. of 10 months in a 2-year period; no more than 6 months in any 12-month period. For ELI: Max. 12 months in 2-year period; 9 months in any 12-month period
Utility-Fee Payment Assistance	Max. of 10 months in a 2-year period; no more than 6 months in any 12-month period. For ELI: Max. 12 months in 2-year period; 9 months in any 12-month period
Security Deposits or Utility Deposits	Max. of 1 time in a 2-year period for security deposit; Max. of 1 time in a 2-year period for utility deposit
Moving Costs	Max. of 1 time in a 2-year period
Gen Housing Stability	Max. $1500 during a 2-year period
Child Care	Max. of 10 months in a 2-year period; no more than 6 months in any 12-month period. For ELI: Max. 12 months in 2-year period; 9 months in any 12-month period
Transportation	Tokens, vouchers, etc. – no time limit. Car repairs/maintenance – max. of $1,200 during 2-year period

Emergency Housing Assistance

- Up to 45 days temporary housing permitted when permanent housing has been identified (does not need to be secured)

- Available once in 2-year period

- Must meet "but for", document no available community shelter beds
  - Allows for placement of families
  - Individuals only allowed 72 hours *unless*, certifying no GPD, HCHV residential, or appropriate community beds; then up to 45 days allowed
  - **RISK: diverting resources from permanent housing and becoming a TH provider**

Legend:
- Rent
- Security
- Utilities
- Other

Payments of Supportive Services Grant Funds

- Payments will be made to grantees electronically via the Department of Health and Human Services' (HHS) Payment Management System

- Grantees may request payments as frequently as they choose, subject to the following limitations:

Time Period	Limitation on Cumulative Requests for Grant Funds
During 1st Qtr of Grant Award Period	May not exceed 35% of the annual grant award without written approval by VA
End of 2nd Qtr of Grant Award Period	May not exceed 60% of the annual grant award without written approval by VA
End of 3rd Qtr of Grant Award Period	May not exceed 80% of the annual grant award without written approval by VA
End of 4th Qtr of Grant Award Period	May not exceed 100% of the annual grant award

Scoring Criteria

Section		Points	Elements
A.	Program Outcomes	55	•Housing Stability •Ending Homelessness •Homelessness Prevention •Participant Satisfaction •Program Implementation and Progress •Community Planning
B.	Cost-Effectiveness	30	•Cost per Household •Program Budget and Expenditures
C.	Compliance with Program Goals and Requirements	15	•SSVF Program Goals •Laws, Regulations, and Guidelines •Grant Agreement

Section A has highest point value, worth 55 points.

- The VA is funding these programs to end homelessness among Veterans so our primary focus is on outcomes. *What did you achieve?*

- Critical to provide answer with data demonstrating effectiveness in meeting objectives in grant proposal.

<u>Explain results</u>

- Demonstrate program's effectiveness in reducing homelessness and promoting housing stability.

- Detail how proposed modifications will improve program interventions.

- Break down outcomes for rapid re-housing and prevention (question 1).

- Ability to meet implementation timeline. Describe barriers to delayed implementation & remediation efforts. Be specific, *for example*, "Program coordinator resigned after 1 month, so…"

- Participant satisfaction. Describe feedback and efforts to improve service.

- Describe how you are working within your CoC to coordinate services. What is your involvement in Coordinated Assessment/Entry efforts?

Section B is worth 30 points.

- Provide data demonstrating cost efficiency.

- Did you serve the number of participants you expected?

- If not, explain result and remediation efforts. *For example*, "Grant target was that 20% of all served would have AMI less than 30%, but we ended up serving 70% with AMI less than 30%, so…"

- **For question 2, provide information related to a full year of operations.** Programs with less than one full year of operations must provide most recent data.

- Explain if program was not implemented according to approved budget (VA-approved changes to the grant agreement do not need to be addressed).

  – 60/40 requirement to emphasize Category 2 & 3 (RRH), measured by TFA use, not households. Must still meet grant agreement targets.

- Grantees should include estimated costs related to utilization of HMIS including system access and training, if necessary. HUD issued revised HMIS Standards for SSVF effective October 1, 2014. (Contact VA for technical assistance, if needed).

Section C is worth 15 points.

1. Did you meet grant requirements (serve target population, follow use of funding regulations, satisfy time criteria, deliver required services)?

2. Straightforward certification, but explain any issue.

3. Grant agreement, including your proposal, is part of overall compliance. Did you follow what you promised in your grant proposal? If not, explain deviation.

DO:

- Apply using the online application tool available at www.va.gov/homeless/ssvf.asp. Recommend existing user account for submission.

- Draft versions can be saved, shared, and transferred among grantee accounts.

Please Sign In

- If you have an account, please log in using your E-mail Address and Password.
- To create an account, please use the "New Applicant" link found below.
- This grant application system uses the following email domain: ssvf@va.gov. Please add it to your safe-senders list to be sure you receive all communications.

E-mail   Password

New Applicant?   Forgot Password?

Login

DO:

- **Use the online application form**

- Answer questions fully, renewals are not automatic – your score matters

- Focus on current grant performance

- Describe program's impact on homelessness

- Where performance could be improved, explain barriers to success and remediation efforts

- Download and prepare any required attachments prior to submission (Budget Template, Prevention Screener, Certification of Good Standing)

DON'T:

- **Use an outdated application form.**

- Rewrite and/or re-justify original grant.

- Spend time explaining need.

- Describe program concept, as existing program concept is understood.

- Stuff happens in your life and at your agency. Don't wait until February 5th to submit to VA! We cannot make exceptions for late submissions.

- Applications should be submitted electronically
  - If necessary, you may request a PDF copy of the application packet for paper submission at SSVF@va.gov.
- Only renewal applications accepted
- Grants may be consolidated (VA will determine post-submission)
- Awards may be decreased based on previous spending
- Budget increases *may* allow for 2% increase (COLA)
- Available 3-year funding if meeting performance goals and CARF or COA accredited
- Need to describe community planning and role in Coordinated Assessment/Entry
- May wish to modify budgeted line items based on need and/or implementation of revised SSVF Final Rule

New Budget Template Workbook

- ## **Do not use prior versions.**

VA's Supportive Services for Veteran Families Program

Exhibit III: Applicant Budget - Quarterly SSVF Grant Funds Budget

NOTE: *Enter information into yellow colored cells only. All other cells are protected and should not be modified. Please submit original template provided by the SSVF Program Office; DO NOT copy and paste this spreadsheet into a new Excel workbook.*
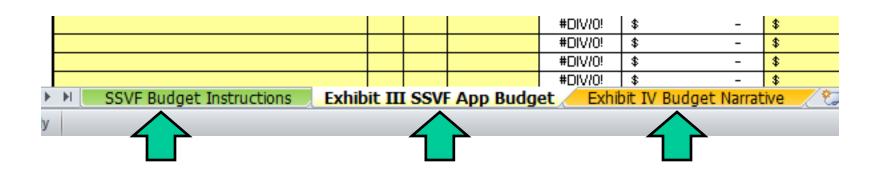
Proposed Funding Information:

Name of Organization:	
Grant ID:	
Total Grant Funds Requested:	$0.00
Application Fiscal Year:	FY 2017

Program Expenses				% of Total SSVF Grant	SSVF Grant Funds Total Amount	SSVF Grant Funds FY17 Quarter 1	SSVF Grant Funds FY17 Quarter 2	SSVF Grant Funds FY17 Quarter 3	SSVF Grant Funds FY17 Quarter 4
I. Provision and Coordination of Supportive Services (Minimum of 90% of Total SSVF Grant Amount)									
1. Personnel/Labor	#	%	Base						
Title and Organization	FTE	FTE	Annual						
				#DIV/0!	$ -	$ -	$ -	$ -	$ -
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| SSVF Budget Instructions | Exhibit III SSVF App Budget | Exhibit IV Budget Narrative |

Budget Template Workbook Contains:

– Instructions

– Exhibit III: Budget Template Worksheet

– Exhibit IV: Budget Narrative Worksheet

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Budget Template Worksheet

- **Exhibit III: Budget Template**
  - Additions/Changes:
    - Two new line items under Section 3 ("Other Non-Personnel Provision and Coordination of Supportive Services")
      - All Training (VA and Other)
      - Accreditation (CARF/COA)
        - » No requirement to allocate funds to these line items
    - Two new line items under Section 4 ("Vehicle Lease Costs")
      - Actual Lease Cost
      - Maintenance/Mileage Cost
    - Conditional Formatting: flags excess TFA, Admin, Fringe, and vehicle lease costs
    - Amount Requested in cell C8 linked to total amount budgeted in cell G142.

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Proposed Funding Information:

Name of Organization:	SSVF Program
Grant ID:	XX-ZZ-XXX
Total Grant Funds Requested:	$404,482.50
Application Fiscal Year:	FY 2017

Linked to Total Amt Budgeted →

Program Expenses				% of Total SSVF Grant	SSVF Grant Funds Total Amount		SSVF Grant Funds FY17 Quarter 1	
I. Provision and Coordination of Supportive Services (Minimum of 90% of Total SSVF Grant Amount)								
1. Personnel/Labor	#	%	Base					
Title and Organization	FTE	FTE	Annual					
Case Managers	2.0	100%	35,000.00	24%	$	96,000.00	$	24,000.00
Housing Specialist	1.0	100%	35,000.00	12%	$	46,800.00	$	11,700.00
Program Manager	1.0	100%	45,000.00	15%	$	60,000.00	$	15,000.00
Subtotal Salaries/Wages				50%	$	202,800.00	$	50,700.00
Fringe Benefits				33%	$	66,307.50	$	17,745.00
Subtotal Personnel				67%	$	269,107.50	$	68,445.00
2. Temporary Financial Assistance				24.72%	$	100,000.00	$	25,000.00
3. Other Non-Personnel Provision and Coordination of Supportive Services Expenses								
All Training (VA and Other)				1%	$	4,000.00	$	1,000.00
Accreditation Costs (CARF/COA)				0%	$	500.00	$	500.00
Computers				1%	$	2,500.00	$	2,500.00
Office Space/Lease				4%	$	14,400.00	$	3,600.00
Subtotal Other Program Expenses				5%	$	22,200.00	$	7,800.00

Conditional Formatting →

Conditional Formatting & New Line Items →

Conditional Formatting & New Line Items

Conditional Formatting

	# of Vehicles						
4. Vehicle Lease Cost:	1	2%	$	7,675.00	$	1,900.00
Actual Lease Cost:	1	2%	$	7,200.00	$	1,800.00
Maintenance/Mileage Cost:		0%	$	475.00	$	100.00
Subtotal Provision and Coordination of Supportive Services		99%	$	398,982.50	$	103,145.00
II. Administrative Expenses (Maximum of 10% of Total SSVF Grant Amount)						
Accountant		1%	$	5,500.00	$	1,000.00
Subtotal Administrative Expenses		1.36%	$	5,500.00	$	1,000.00
Grand Total		100.00%	$	404,482.50	$	104,145.00
% of Total SSVF Grant			100.0%		25.7%	

Populates C6

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Budget Template Workbook

- **Exhibit IV: Budget Narrative Worksheet**
  - New worksheet for this year
  - Linked to Exhibit III Budget Worksheet
  - Enter detailed narrative explanations for all line items listed on Exhibit III.
  - Justifications are required

Proposed Funding Information:

Name of Organization:	SSVF Program
Grant ID:	XX-ZZ-XXX
Total Grant Funds Requested:	$404,482.50
Application Fiscal Year:	FY 2017

Program Expenses				% of Total SSVF Grant	SSVF Grant Funds Total Amount	Detailed Narrative Justification
I. Provision and Coordination of Supportive Services (Minimum of 90% of Total SSVF Grant Amount)						
1. Personnel/Labor Title and Organization	# FTE	% FTE	Base Annual Salary/Wage			
Case Managers	2	100%	$ 35,000.00	24%	$ 96,000.00	
Housing Specialist	1	100%	$ 35,000.00	12%	$ 46,800.00	
Program Manager	1	100%	$ 45,000.00	15%	$ 60,000.00	
Subtotal Salaries/Wages				50%	$ 202,800.00	
Fringe Benefits				33%	$ 66,307.50	

| SSVF Budget Instructions | Exhibit III SSVF App Budget | **Exhibit IV Budget Narrative** |

Enter detailed explanation for each line item (yellow cells)

Budget Template Workbook

- **General Guidance:**
  - Only enter data into the yellow cells.
    - All other cells are locked.
  - Include your organization name and current grant ID at the top of the budget worksheet.
  - **Do not attempt to unlock or modify this workbook**.
    - Download this file and other required attachments from www.va.gov/homeless/ssvf.asp
    - Any issues contact SSVF@va.gov.

For questions regarding the renewal application and 2016 NOFA:

Email: SSVF@VA.gov

Deadline for application submission is

4:00 PM Eastern Time on February 5, 2016.