

Supportive Services for Veteran Families

Grantee Companion Guide for Rapid Rehousing (RRH) Waiver (Using GIFTS)

Introduction

This Companion Guide provides grantees with an overview of the circumstances where communities may seek a waiver to the minimum requirement of RRH Temporary Financial Assistance (TFA) to be expended. As well as instructions for completing the RRH Waiver Request Cover Form and GIFTS submission for SSVF Program Office review and approval.

Temporary Financial Assistance Provisions

Grantees must use a **minimum** of 60 percent of their designated temporary financial assistance (TFA) grant funds to serve very low-income Veteran families who either meet Rapid Rehousing (RRH) or Homeless Prevention (HP) eligibility as laid out in the SSVF Notice of Funding Availability (NOFA). The RRH waiver, when approved by the SSVF Program Office, allows a Grantee to increase the amount of TFA spent on HP households above the obligatory 40 percent and decrease the amount of TFA spent on RRH households below the obligatory 60 percent.

Rapid Rehousing Waiver Request Options

Applying for a waiver is a community-based decision, within the Community Planning process. All SSVF Grantees must participate in the waiver request, even if they are not requesting a waiver for their individual grant award. Waiver decisions will be based on individual SSVF grant programs and requires justification indicating that RRH demand can still be met. The CoC must provide a letter that demonstrates support for the request being submitted. NOTE: RRH Waivers will be approved per CoC and dependent on the percentage of SSVF Grant designated for that CoC.

SSVF Grantees may request a waiver under one of three Options:

1. The SSVF Grantee's Continuum-of-Care (CoC) reached the goal of ending Veteran homelessness and has been confirmed by United States Interagency Council on Homelessness (USICH) and the Federal Partners. As a result, the number of literally homeless Veterans requiring rapid re-housing TFA has been significantly reduced in this community. This RRH waiver request will reduce TFA expenditures to no less than 30 percent.
2. The SSVF grantee operates in a rural area where Veterans fitting the literally homeless definition required for SSVF RRH are few, such that there are insufficient numbers of Veterans to support a 60 percent commitment of RRH TFA expenditures. The SSVF Program Office anticipates this to be a rare circumstance.
3. The Grantee is one of multiple SSVF Grantees in one CoC and, as part of strategic coordination, one SSVF Grantee will request to become the exclusive provider of SSVF HP assistance. As the designated prevention provider, this Grantee will require a waiver. This RRH waiver request will reduce TFA expenditures to no less than 40 percent.

Determining RRH Waiver Need

SSVF grantees considering a RRH Waiver are expected to work closely with CoC partners to analyze the local SSVF RRH TFA needs and evaluate the merits of a waiver request. SSVF grantees will coordinate closely with the authorized CoC decision-making body to assess the need for such a waiver and plan for a waiver request following the steps outlined below:

1. Coordinate with the CoC decision-making body to evaluate the need for a waiver.
2. Categorize the CoC's need for a RRH waiver into one of the three options described above.
3. Schedule a meeting with the VA SSVF Regional Coordinator to discuss plans to request a waiver.
4. Complete the waiver requirements outlined below and submit in the open RRH Waiver Requirement in the grants management system (GIFTS).

The Rapid Rehousing Waiver Request Form is available on the SSVF Website:

https://www.va.gov/homeless/ssvf/?page=/official_guide/reporting_and_monitoring_requirements

Overview of Rapid Rehousing Waiver Form

When completing the RRH Waiver Request Form, all SSVF grantees serving the CoC must participate, regardless of whether they are applying for a waiver for their specific award.

Question 1

The Primary Point of Contact will be determined by the Community.

Name (First and Last):	
Email Address:	
Phone Number:	
Request Date:	

Question 2

Select the Continuum of Care identified for this request. If submitting for multiple CoCs, separate forms must be submitted per CoC.

2. Please select the Continuum of Care for this request:

3. Please select the requested new Rapid Re-Housing requirement. Please note, only communities that have reached the federal criteria are eligible for this requirement.

4. Please indicate the reason you are requesting a waiver:

Option A: Your community has met Federal criteria and benchmarks and been confirmed by the Federal partners for ending Veteran homelessness.

Option B: You are serving a rural CoC that lacks shelter capacity and as a result diverts homeless to unstable living conditions characterized by "couch surfing" where frequent unsheltered homelessness are common.

Option C: Your CoC has not yet ended Veterans homelessness according to Federal criteria and benchmarks, however, local data and stakeholders support a reduction in the TFA being used for RRH.

5. Please provide a narrative justification for this request in the box below. Please be as detailed as possible.

Question 3

Select the minimum RRH TFA requirement being requested for this CoC for this waiver request. Only CoCs that have been confirmed as ending Veteran homelessness by the Federal Partners may request a 30% minimum RRH TFA. All others may only request a 40% minimum RRH TFA.

Question 4

Indicate the reason for which community is requesting a RRH Waiver.

1. Your community has met Federal criteria and benchmarks and been confirmed by the Federal partners for ending Veteran homelessness.
2. You are serving a rural CoC that lacks shelter capacity and as a result diverts homeless to unstable living conditions characterized by “couch surfing” where frequent moves to avoid unsheltered homelessness are common.
3. Your CoC has not yet ended Veterans homelessness according to Federal criteria and benchmarks. However, local data and stakeholders support a reduction in the amount of SSVF TFA being used for RRH.

Question 5

Provide a narrative justification for this request in the text box. In this section, please be as detailed as possible about the need for this request. The narrative should include no less than the following information:

- A. Who was involved in this decision making process, how these stakeholders were involved, and why the decision was made to submit the request.
- B. Demonstrate support from the CoC and how this will contribute to ending Veteran homelessness within the CoC.
- C. Information about how the SSVF Grantee plans to prioritize those literally homeless and meeting TFA needs regardless of RRH Waiver being approved.

Question 6

Please list the projected Point in Time numbers (current year) for the CoC.

Project PIT	Veterans - All	Veterans - Chronic
Sheltered:		
Unsheltered:		
Total:	0	0

Question 7

List projected TFA dollar amounts and number of households to be served for each SSVF Grantee that serves the CoC. Use drop down menu to find SSVF grant award number. This must be completed for all Grantees regardless of their plan to request a waiver.

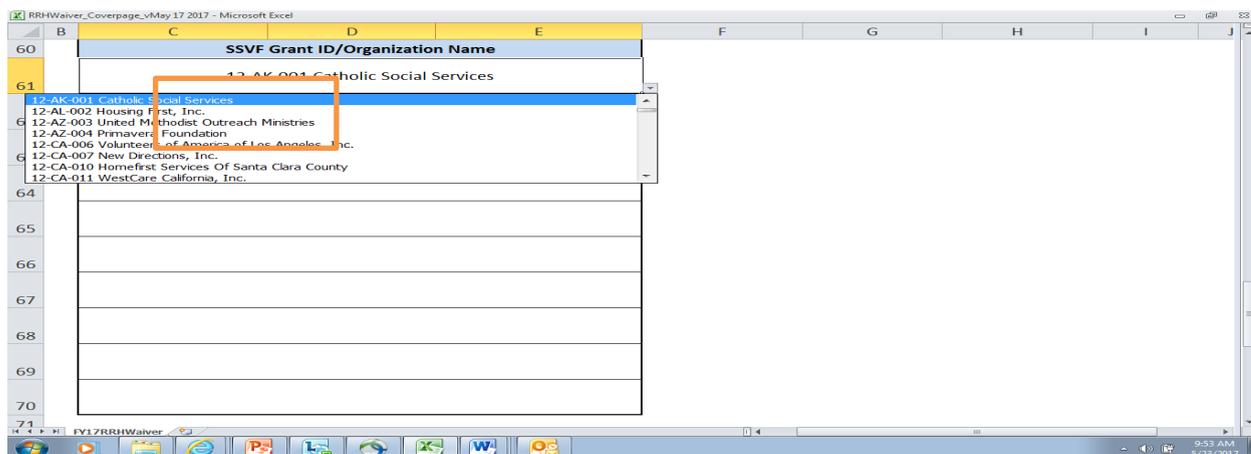
Copy of RRHWaiver_Coverpage_vMay 2017 - Microsoft Excel

Grant ID (dropdown list provided):	Total TFA Budgeted in Dollars (Entire Award)	TFA Budgeted to be spent in the CoC listed above (in dollars)	% TFA Projected to be spent within CoC	Projected Households to be Served (Entire Award)	Households to be served in the CoC listed above	% HHs Served in CoC
	\$ 400,000.00	\$ 100,000.00	25%	200	75	38%
12-AK-001	\$ -	\$ -	#DIV/0!			#DIV/0!
12-AL-002	\$ -	\$ -	#DIV/0!			#DIV/0!
12-AZ-003	\$ -	\$ -	#DIV/0!			#DIV/0!
12-AZ-004	\$ -	\$ -	#DIV/0!			#DIV/0!
12-CA-006	\$ -	\$ -	#DIV/0!			#DIV/0!
12-CA-007	\$ -	\$ -	#DIV/0!			#DIV/0!
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Question 8

Select **only** the SSVF grantees serving the CoC that **is requesting** a RRH Waiver. (There may be a circumstance where a CoC has multiple SSVF Grantees providing services, but only one will be requesting the RRH waiver.)



Question 9

Check the boxes that apply to the required documents being attached with the submission.

1. A letter from the CoC lead, addressed to the SSVF Program Office and endorsing the RRH Waiver Request.
2. USICH Approval Letter - this is ONLY required for applicants under Option A

Multiple Grantees Serving a CoC

Although there is one designated Point of Contact who completes the packet, all Grantees requesting the RRH Waiver will submit the RRH Waiver Packet to the SSVF Program Office via the GIFT. Each Grantee must submit a complete requirement regardless of their intent to request a waiver for their individual grant.

Timeline for Submission and Review of RRH Waiver Requests

RRH Waiver Review and Approval Process

The SSVF Program Office will review submission packets along with any other available data/information to determine waiver decisions PER GRANTEE. The Program Office will notify EACH grantee of the waiver decision.

Grantees with RRH Waivers

All Grantees, who were awarded RRH waiver in prior years may operate on their respective RRH waivers moving forward unless otherwise notified.

Grantees requesting RRH Waivers

Grantees may apply for RRH waiver at any time throughout the year. Grantee will submit request via GIFTS. Although, the RRH Waiver has a rolling submission, **July 17th** will be the end date for submissions for the Fiscal Year.