Grant and Per Diem Fiscal Year (FY) 2019
Case Management Grant
Notice of Funding Availability (NOFA)

Applications Due
May 20, 2019 at 4pm
Objectives

• Provide an overview of the GPD Case Management Program
• Participants will learn about the requirements of the FY 2019 Case Management NOFA
• Participants will learn about the GPD GIFTS application portal
Agenda

• GPD Case Management Program Basics

• NOFA Information
  – Award Information
  – Application and Submission
  – Application Documentation Required
  – Application Review
  – Award Administration
  – Application Deadline

• Application submission- GPD web based grant system

• Resources
GPD Case Management Program

- GPD Case Management Program provides grant funding to organizations to improve the retention of housing
  - Veterans who were previously homeless
  - At risk of becoming homeless

- Focused on Veterans who are exiting/exited GPD or Healthcare for Homeless Veterans (HCHV) Contract Residential Services

- Time limited case management support (6 months)
  - VA may approve a written request to extend if request made before 6 month period expires
GPD Case Management Program

- Case management services that grantees can provide include but not limited to;
  - Home visits to monitor housing stability
  - Providing/coordinating educational activities
    - Meal planning
    - Tenant responsibilities
    - Use of public transportation
    - Community resources
    - Financial management
    - Development of natural supports
GPD Case Management Program

• This grant/services may not be used for Veterans already receiving case management services through permanent supportive housing or rapid re-housing programs
  – Housing and Urban Development-VA Supportive Housing (HUD-VASH)
  – Supportive Services for Veterans Families (SSVF)
  – Other permanent supportive housing programs
NOFA-Award Information

• Purposes for grant funding
  – Providing case management staff
  – Transportation for case manager (e.g. vehicle lease)
  – Cell phones and computer for case manager to facilitate service
  – Office furniture for case manager

• Award cannot be used to facilitate capital improvements or to purchase vehicles or real property
NOFA-Award Information

• Eligible organizations
  – 501(c)3 and 501(c)19 non-profit organizations
  – State and local governments
  – Indian Tribal governments

• A separate application is required for each VA medical center catchment area

• VA expect to fund approximately 133 case management positions

• Approximately $30 million available for two-year award
  – Award period October 1, 2019 – September 30, 2021
NOFA-Award Information

• The maximum 2-year award, per full-time funded case management position, is $225,000
  – Grantees may allocate a maximum of $15,000 for transportation costs and $4,000 for cell phones and computers, per case management position

• Only full-time case management position requests will be funded
  – Full-time case management position is defined as an average of 40 hours weekly or 80 hours biweekly
• The following VA medical centers will be funded for up to three case management positions:
  • VA Greater Los Angeles Healthcare System (691)
  • Las Vegas, Nevada (593)
  • Coatesville, Pennsylvania (542)
  • Tennessee Valley Healthcare System, Tennessee (626)
  • Orlando, Florida (675)
  • Dallas, Texas (549)
  • Phoenix, Arizona (644)
  • VA Central Western Massachusetts Healthcare System (631)
The following VA medical centers will be funded for up to three case management positions:

- Columbia, South Carolina (544)
- Philadelphia, Pennsylvania (642)
- Bay Pines, Florida (561)
- Denver, Colorado (station 554)
- Jesse Brown VA Medical Center (Chicago), Illinois (station 537)
- Cleveland, Ohio (station 541)
- San Diego, California (station 664)
- Tampa, Florida (station 673)
The following VA medical centers will be funded for up to three case management positions:

- Portland, Oregon (station 648);
- N. California, California (station 612);
- VA Maryland Healthcare System, Maryland (station 512);
- Charleston, South Carolina (station 534);
- San Francisco, California (station 662)
- Detroit, Michigan (station 553);
- Honolulu, Hawaii (station 459)

All other eligible VA medical centers not identified above, will be funded for up to one case management position.
NOFA-Award Information-Funding Priorities

Priority 1

- Applications from operational GPD funded organizations that give up per diem or special need funding and converted their transitional housing to permanent housing
  - Must provide documentation that housing meets housing quality standards
  - Applicants must submit with their application a signed letter on agency letterhead noting that, if selected for funding, the agency withdraws from their currently operational GPD project.
  - Applications will then be ranked within the funding priority.
• **Special note for those GPD Priority 1 applicants applying**
  – If selected, their GPD grant would end on October 1, 2019
  – Selection will mean that grantee will have met all its obligations to VA regarding its grant, including capital grant requirements associated with the current grant award
• Applications from organizations that demonstrate a capability to provide case management services, particularly organizations that are successfully providing or have successfully provided transitional housing services using grants provided by VA under 38 U.S.C 2012 (Per Diem) and 38 U.S.C. 2061 (Special Need grantees)
  – Applications will then be ranked within the funding priority
• Applicants without a GPD funded grant
  – Applications will then be ranked within the funding priority.
NOFA-Application and Submission

• Standard forms
  – SF 424 Application for Federal Assistance
  – SF 424 A Non-Construction Budget
  – SF 424 B Non-Construction Assurances

• Eligibility to receive VA Assistance
  – Evidence of status as a nonprofit organization by submitting a copy of their IRS ruling providing tax-exempt status under the IRS Code of 1986, as amended

• Standard forms available on GPD Website [www.va.gov/homeless/gpd.asp](http://www.va.gov/homeless/gpd.asp)
NOFA-Application Documentation Required

• Actively registered in the Systems for Award Management (SAM)
  – Must have an active registration in SAM corresponding to the Data Universal Numbering System (DUNS) number provided on the Application for Federal assistance (SF424).
  – Current Commercial and Government Entity (CAGE) code and SAM expiration date.
• State/Local Government
  – Applicants who are state or local governments must provide a copy of any comments or recommendations by approved State and (area wide) clearinghouses pursuant to Executive Order 12372.
• Responses to the following sections must be completed in the GIFTS online system for GPD.

• The NOFA notes the following areas in which applicants will need to provide information that is described in the NOFA.
  – Project Summary
  – Contact Information
  – Abstract
  – Detailed Project Description
    • Project Plan
    • Ability
    • Need
    • Coordination
NOFA-Application Documentation Required

• **Note**-provide *all the requested information*

• Project Summary- Detailed summary regarding project location and service area(s) and funding request.

• Contact Information- includes the various contact information for this proposed project

• Project abstract – 500 word description of the proposed project.
NOFA-Application Documentation Required-Detail

Project Description

- Project Plan
  - There are ten (10) questions which provide details as to how your case management services will work

- Ability
  - There are three (3) questions that request information about staffing, previous experience providing community based case management and past performance with federal, state, or local grants for homeless persons
• **Need**
  – There are four (4) questions in which the applicant is supporting the need for the project, operational GPD/HCHV beds, the planned referrals sources in the target community and the estimated number of Veterans that will be served in the first year.

• **Coordination**
  – There are three (3) questions related to coordinating with local VA, GPD and HCHV providers and Continuum of Care
    • Letters of support/coordination can be uploaded to support assertions in the responses
VA will only score applications that meet the threshold requirements described in 38 CFR 61.92

- Be on the correct application form
- Be complete in all parts including all information requested in the NOFA
- Be received before the deadline specified by the NOFA
- Must be an eligible entity at the time of application
- Activities for which funding is requested must be eligible for funding
- Must not have any outstanding obligation to VA that is in arrears, or have an overdue or unsatisfactory response to an audit; and, the applicant must not have been notified by VA as being in default
NOFA-Application Review

• Application rating criteria may be found at 38 CFR 61.92
  – Applications must score a minimum of 750 points (out of a possible 1,000) to be legally fundable
    • Project Plan – up to 400 points
    • Ability – up to 200 points
    • Need – up to 150 points
    • Coordination – up to 200 points
    • Completion Confidence – up to 50 points

• Decision making for tie scores
  – VA will determine, at its discretion, if both grants should be selected for funding or if the awards will be funded for a lesser amount than requested
NOFA-Application and Submission

- Applications must be completed and submitted through the GPD web based grant system (GIFTS). The online application link may be accessed from the GPD Website at https://www.va.gov/homeless/gpd.asp
- If you are a current GPD grantee you should have an existing GIFTS user account. We recommending using it for submission, in order to support the population of pre-existing fields.
- New applicants must register the first time to establish an account
GIFTS – Application Portal

Please Sign In

- If you have an existing GPD account, please log in using your E-mail Address and Password.
- To create a GPD account, please use the "New Applicant" link found below.
- This grant application system uses the following email domain: GPDGrants@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
GIFTS – Creating a New Account

New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

|  

Confirm E-mail

Password (must contain at least 5 characters, with both letters and numbers)

|  

Confirm Password

|  

Continue

Return to login
## GIFTS – Applications

You may access your In Progress or Submitted applications by selecting "In Progress" or "Submitted Applications" from the "Show" drop-down on the right hand side of the page.

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GIFTS – Eligibility Quiz

GPD Case Management Grant

GPD Applicant Eligibility Quiz

Eligibility:
Private Nonprofit Organization (501c3 or 501c19)

Applicant activity is:
Applying for case management funding to support Veterans discharging from GPD or HCHV

Submit
GIFTS – Case Management Application

GPD Case Management Grant

Introduction

Case Management Grant Application

We are required to notify you that this information collection is in accordance with the clearance requirements of Section 3507 of the Paperwork Reduction Act of 1995. The public reporting burden for this collection of information is estimated to average 3.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. Respondents should be aware that notwithstanding any other provision of law, no person will be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. This collection of information is intended to assist the GPD Program Office to determine eligibility to receive case management grants under the GPD Program and to rate and rank these applications. Response to this application is voluntary and failure to participate will have no adverse effect on benefits to which you might otherwise be entitled.

Background

This form is to be completed by grantees applying for a case management grant. VA will use the collected information to evaluate and select grant recipients. Applicants may be asked to provide additional supporting evidence or to clarify details during the review process.

Definitions and GPD Program Information

Definitions and GPD Program Information can be found in both the regulations (38 CFR Part 51) and the Notice of Funding Availability (NOFA) under which you are submitting this application. Both documents are posted on the GPD Program web page (https://www.va.gov/homeless/GPD.asp). To be eligible, an applicant must be a 501(c)(3) or 501(c)(10) non-profit agency, State or local government agency or recognized Indian Tribal Government (38 USC 2011, 2012, 2013). Additionally, this grant is intended to serve veterans discharging from GPD and HCHV Contract Residential Services programs, the VA medical center (VAMC) catchment area must have occupied beds serving veterans that would be appropriate for case management services once they exit their transitional housing program.

Submission
GIFTS – Case Management Application

Submission

The application must be submitted in accordance with the NOFA. The NOFA specifies the format in which the application must be submitted. Only timely and complete applications will be considered for funding; applications will not be reviewed if incomplete. To be considered timely, the application must be received by the time and date specified in the NOFA. Applications received after that time and date will not be accepted. Applications may not be sent by mail, email or facsimile (FAX). To be considered complete, all items requested for this grant application must be submitted as a single complete package. Materials arriving separately will not be included in the application package for consideration and may result in the application being rejected or not funded.

Documentation and Public Access Requirements

VA will ensure that documentation and other information regarding each application submitted are sufficient to indicate the basis upon which assistance was provided or denied. This material will be made available for public inspection for a five year period beginning not less than 30 days after the grant award. Material will be made available in accordance with the Freedom of Information Act (5 U.S.C. 552).

Warning

It is a crime to knowingly make false statements to a Federal agency. Penalties upon conviction can include a fine and imprisonment. For details see 18 U.S.C. 1001. Misrepresentation of material facts may also be the basis for denial of grant assistance by VA.

For Further Information

If you have any questions regarding the CPD Program or this application, please contact the CPD Program Office via e-mail at CPDGrants@va.gov
GIFTS – Standard Forms & Eligibility

To be eligible, an applicant must be a 501(c)3 or 501(c)19 nonprofit agency, State or local government agency or recognized Indian Tribal Government (38 U.S.C. 2013, 2012, 2013). Upload supporting documentation below. Please note that files with certain extensions (such as "exe", "com", "vba" or "bat") cannot be uploaded.

**Documents:**

- Eligibility: IRS determination letter indicating 501c3 or 501c19 status
  - Organization name and EIN must be the same as what is typed in the *Applicant Information* section of the application.

- Application for Federal Assistance (SF-424) must be completed and signed

- Non-Construction Budget (SF-424A) must be signed

- Non-Construction Assurances (SF-424B) must be completed with budget amounts corresponding to your application request
GIFTS – Contacts

- **Organization Primary Contact**
  - Not specific to any grant award; same person for all awards from the same agency (EIN)
  - Someone who can make legal commitments for the organization (sign grant agreements)
  - CEO, the President, or Executive Director

- **Grant Contact #1**
  - Associated with a specific FAIN (project #)
  - Program Manager, Director, Coordinator, Grant Administrator, or other position overseeing the GPD project

- **Grant Contact #2**
  - Associated with a specific FAIN (project #)
  - Program Manager, CFO, Financial Manager

- **GIFTS Account Holder**
  - This is the email/person whose account was used to submit your application
  - If awarded, this person will receive future requirements assigned through GIFTS
# GIFTS – Contacts

**Organization Primary Contact (Executive Director or Equivalent)**

This contact is assigned to all applications from this organization, not a specific grant award. This contact is normally someone who signs grant agreements or makes all executive decisions for the organization. This is most often the CEO, the President, or Executive Director. Grant organizations with multiple awards can only have one Organization Primary Contact.

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**Grant Contact #1**

This contact is specific to this grant application and may be a Program Manager, Director, Case Manager, Grant Administrator or other position overseeing the GPD grant project.

Same as Organization Primary Contact

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**Grant Contact #2**

This contact is specific to this grant application and may be a CFO, financial manager, or other position overseeing the financial responsibilities of the GPD grant project.

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Ability / Need / Coordination

Ability NOFA Questions (a) through (c)

(a) In approximately 500 words provide information about the proposed case management position(s). Including the minimum education, training, skills, and prior work experience requirements. Include the number of hours per week, per case management position requested, that will be dedicated to this grant. If identifying specific licenses and/or degrees required for the position, list all acceptable credentials.
• Attachments page for applicants to upload:
  – Letters of support/coordination (letters should be signed and dated)
  – Job descriptions
  – Any other attachments
• Draft versions of the application can be saved, shared, and transferred among grantee accounts.
  – NOTE: Return to drafts via the account login in order to avoid starting a new, blank form.
– There are application submission topics related to GIFTS on the Grant and Per Diem NOFA Frequently asked Questions document.

– FAQ document is posted on the GPD website www.va.gov/homeless/gpd.asp
Application Advice

• Read the NOFA carefully this is the official document regarding the funding availability
• Do not wait until the last minute to submit your application
• Use the correct online application template (through GIFTS)
• Respond to each question fully
• Download and prepare any required attachments prior to submission (budget templates, documentation of nonprofit status, support letters, etc.)
Application Advice

• Be as specific as possible, providing data (with citations) to support statements on need and services
• There is limited response space in the application, so be focused in your responses
• Letters of support from the CoC and VA are encouraged, but not required. Specificity greatly enhances to value of such letters
NOFA-Award Administration

• Award announcement expected in the 4th quarter FY 2019
• VA monitoring and accountability requirements
  – VA GPD liaison will be appointed for monitoring/oversight responsibility
    • Quarterly review of the grantees performance
    • Review of services as described in grant application
  – May also include a review of the agency’s income and expenses as they relate to this project to ensure payment is accurate
  – Participation in VA’s national program monitoring and evaluation
NOFA-Application Deadline

• Applications must be received by the GPD National Program Office by 4:00 p.m. Eastern Time on **May 20, 2019**
  – *Late applications will be considered ineligible for consideration*

• **All applications must be received through the GPD GIFTS grants management system!**
  – Applications may not be mailed, emailed or faxed to the GPD office

• Applications must arrive as a complete package
  – Materials arriving separately will not be included in the application package for consideration
  – May result in the application being rejected or not funded
Technical Assistance

• GPD website [www.va.gov/homeless/gpd.asp](http://www.va.gov/homeless/gpd.asp)
  – NOFA
  – NOFA Presentation
  – GPD case management regulations
  – GPD Case management NOFA FAQ’s
    • Basic NOFA questions
    • Application submission information related to GIFTS portal
  – GPD GIFTS Portal Guide
Technical Assistance

• Other technical assistance products on GPD website
  – Save the date for NOFA Question and Answer – April 9th
    • Watch for details on GPD website
  – Listing of current GPD transitional housing locations by medical center and Veterans Integrated Service Network (VISN)
  – Medical Center and CoC crosswalk information
  – All required standard forms

• Technical Assistance Questions
  – Email GPDgrants@va.gov