

## **DEPARTMENT OF VETERANS AFFAIRS**

### **FUNDING AVAILABILITY:**

Homeless Providers Grant and Per Diem (GPD) Program

### **AGENCY:**

Department of Veterans Affairs (VA)

### **ACTION:**

Notice of Funding Opportunity (NOFO)

### **SUMMARY:**

VA is announcing the availability of renewal funding for the 127 currently operational VA Homeless Providers GPD Program Case Management grants. Current GPD Case Management grantees may submit renewal applications for assistance under the Case Management grant component of VA's Homeless Providers GPD Program. The focus of this NOFO is to encourage applicants to continue supporting case manager positions to provide services to the formerly homeless or at risk for homelessness Veteran populations. This NOFO contains information concerning the program, application process and amount of funding available.

### **DATES:**

An original, signed, dated and completed renewal application for assistance under VA's GPD Program and associated documents must be received by the GPD Program Office no later than **4:00 p.m. Eastern Time on February 18, 2021**. (See application requirements below.)

Applications must be submitted electronically following instructions found at:

[www.va.gov/homeless/gpd.asp](http://www.va.gov/homeless/gpd.asp). Applications may not be sent by facsimile, postal service or other physical delivery service (e.g., in person or by U.S. Postal Service, FedEx, United Parcel Service, or any other type of courier). VA GPD National Program Office staff will accept the application and date/time stamp the application at the time of arrival. This is the date and time that will determine if the deadline is met.

In the interest of fairness to all competing applicants, this deadline is firm as to date and time, and VA will treat any application received after the deadline as ineligible for consideration. For example, applications received at 4:01 p.m. Eastern Time on the due date or later will not be accepted. Applicants should take this firm deadline into account and make early submission of their materials to avoid risk of ineligibility due to unanticipated delays or other delivery-related problems.

### **ADDRESSES:**

An original signed, dated, completed and collated grant renewal application and all required associated documents must be submitted electronically following instructions found at:

[www.va.gov/homeless/gpd.asp](http://www.va.gov/homeless/gpd.asp). Applications must be received by the application deadline.

Applications must arrive as a 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.

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**FOR FURTHER INFORMATION CONTACT:**

Jeffery L. Quarles, Director, Grant/Per Diem (673/GPD)  
VA National Grant and Per Diem Program Office  
10770 North 46th Street, Suite C-200  
Tampa, Florida 33617  
1-877-332-0334 (This is a toll-free number.)

**SUPPLEMENTARY INFORMATION:**

Funding Opportunity Title:                   Grant and Per Diem Case Management Program  
Announcement Type:                       Renewal  
Funding Opportunity Number:           VA-GPD-CM-FY2021  
Assistance Listing Number>Title:   64.024, VA Homeless Providers Grant and Per Diem  
Program

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## I. FUNDING OPPORTUNITY DESCRIPTION

### A. Purpose:

This NOFO announces the availability of funds to provide 2-year funding assistance under VA's Homeless Providers GPD Program for the 127 operational GPD Case Management grants.

Eligible applicants may obtain grant assistance to provide case management services to improve the retention of housing by Veterans who were previously homeless and are transitioning to permanent housing and to Veterans who are at risk of becoming homeless.

### B. Definitions:

Section 61.1 of title 38, C.F.R. contains definitions of terms used in the GPD Program. Eligible applicants should review these definitions. Additional information is available in the case management sections of the regulations: Sections 61.90-61.98.

Funding applied for under this NOFO may be used for the provision of case management services. Applicants should note that virtual case management services (e.g. conducting home visits remotely) may be necessary at times, such as during the Coronavirus Disease 2019 National Emergency, declared by the President on March 13, 2020. GPD encourages applicants to maximize use of technology when appropriate and to have written procedures in place regarding their use of virtual case management services. Funding may not be used for transitional housing operational costs. Examples of case management services that grantees can provide using these grant funds include, but are not limited to, the following:

1. Making home visits by the case manager to monitor housing stability;
2. Providing or coordinating educational activities related to meal planning, tenant responsibilities, the use of public transportation, community resources, financial management, development of natural supports;
3. Making referrals to needed services, such as mental health, substance use disorder, medical and employment services; and
4. Participating in case conferencing with other service providers who are working with the Veteran.

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### **C. Eligibility Information:**

To be eligible, an applicant must be a currently operational VA Homeless Providers GPD Program Case Management grant recipient who was awarded a grant based on the NOFO published in the Federal Register on March 21, 2019, 84 FR 10578.

### **D. Cost Sharing or Matching:**

None.

### **E. Authority:**

38 U.S.C. §§ 2011, 2012 and 2013, as implemented in regulation at 38 C.F.R. part 61.

## **II. AWARD INFORMATION**

### **A. Overview:**

This NOFO announces the availability of 2-year renewal funding for use starting in fiscal year (FY) 2022 for the 127 currently operational VA Homeless Providers GPD Program Case Management grants. Current GPD Case Management grantees may submit renewal applications for assistance under the Case Management grant component of VA's Homeless Providers GPD Program.

### **B. Funding Priorities:**

None.

### **C. Allocation of Funds:**

Approximately \$30 million is available for the current Case Management grant component of VA's Homeless Providers GPD Program. Funding will be for a period beginning on October 1, 2021, and ending on September 30, 2023. The Case Management renewal grant may support up to \$225,000 total costs (i.e. direct costs + indirect costs, if applicable) per full-time funded case management position.

1. From this amount, the following funding limitations apply:
  - a. Grantees may allocate a maximum of \$15,000 for transportation costs per full-time case management position.
  - b. Grantees may allocate a maximum of \$4,000 for cell phones and computers per full-time case management position.
2. Case management grant funding may be used for the following administrative purposes:
  - a. Providing funding for case management staff (e.g. salary, fringe benefits, professional development);
  - b. Providing transportation for the case manager;
  - c. Providing cell phones, headsets, computers, printers, personal protective supplies (e.g. masks, gloves, hand sanitizer, disinfecting wipes) and other incidentals needed to facilitate home visits and other case management activities associated with the grant;

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- d. Providing office space and furniture for the use of the case management staff or other necessary supplies, software and utilities; and
- e. Participating in the local Homeless Management Information System.

### NOTE:

The expectation is that current grantees who wish to continue to provide the currently-approved case management services would be able to request a renewal with minimal administrative burden and with maximum consistency with the currently-approved activities and costs. Changes to currently-approved activities and costs are not expected at this time.

All requested costs must be allowable (per 2 C.F.R. Part 200, Subpart E-Cost Principles, and 38 C.F.R. Part 61) and must be treated consistently with the grantee's normal written standards for budgeting employee costs.

Case Management awards are subject to the availability of fiscal year funds; the recipient meeting the performance goals as stated in the grant application; and statutory and regulatory requirements.

Applicants should ensure their funding requests are based on a 24-month period and should be in line with expenditures from prior years. Requests cannot exceed the amount obligated under their original GPD Case Management award.

### **D. Funding Actions:**

Applicants will be notified of any additional information needed to confirm or clarify information provided in the application. Applicants will then be notified of the deadline to submit such information. If an applicant is unable to meet any of the conditions for grant award within the specified timeframe, VA reserves the right not to award funds to that applicant and to use the funds available for other Case Management applicants. Following receipt and confirmation that the additional information is accurate and in acceptable form, the applicant will execute an agreement with VA in accordance with 38 C.F.R. Parts 61.61 and 61.96.

### **E. Grant Award Period:**

Applicants who are selected will have a maximum of 2 years beginning on October 1, 2021, and ending on September 30, 2023, to utilize the Case Management funding.

### **F. Funding Restrictions:**

As a part of the review process, VA will review the original project and subsequent approved program changes of the original Case Management application to ensure significant scope changes have not occurred. Case Management funding may not be used for capital improvements or to purchase vans or real property. However, vehicles may be leased to facilitate required transportation within the community. Questions regarding acceptability should be directed to VA's GPD National Program Office at the number listed in Contact Information. Applicants may not receive Case Management funding to replace funds provided by any Federal, state, or local Government agency or program to assist homeless persons.

### **III. APPLICATION AND SUBMISSION INFORMATION**

#### **A. Content and Form of Application:**

Applicants should ensure that they include all required documents in their application and carefully follow the format described in this NOFO.

Applications must be submitted as a single package to the address provided. Applicants who submit application materials in portable document format (PDF) are encouraged to submit a native PDF (i.e. a machine-readable PDF, not an image only or scanned PDF), if possible.

Submission of an incorrect, incomplete or incorrectly formatted application package will result in the application being rejected at the beginning of the process. If an applicant is unable to meet any conditions for grant award within the specified time frame, VA reserves the right not to award funds and to use the funds available for other Case Management applicants.

### **IV. APPLICATION DOCUMENTATION REQUIRED**

#### **A. Application for Federal Assistance, Standard Form (SF)-424.**

Applicants must submit a completed and signed SF-424, Application for Federal Assistance. Signatures on the SF-424 indicate compliance with all assurances and terms and conditions of award. The signature should be from someone who normally signs grant agreements or makes executive decisions for the organization, which is usually the Executive Director, the President or the Chief Executive Officer. Applicants may refer to the GPD website for an SF-424 form, for a list of assurances and for a sample of the standard terms and conditions of the award.

NOTE: Applicants are required to be registered in the System for Award Management (SAM) before submitting an application and must continue to maintain an active registration on [www.SAM.gov](http://www.SAM.gov) with current information at all times during which they have an active Federal award or an application under consideration by a Federal awarding agency.

#### **B. Letter from Applicant:**

Applicants must submit a letter on their organization letterhead stating the intent to apply for renewal funding and agreement for VA to evaluate their previously-awarded Case Management application for scoring purposes. In addition, the letter must state the original Case Management Federal Award Identification Number; the number of full-time case manager positions funded as part of the original award; the number of full-time case manager positions being requested for the renewal (the number of full-time case manager positions requested for the renewal may be less than the original award but not more); and that the applicant agrees, as a condition of funding under this NOFO, the applicant will provide the services as outlined in the application. The letter must also state any VA-approved changes in scope and that the applicant's original required forms and certifications still apply for the period of this award.

#### **C. Other Submission Requirements:**

Applicants must submit a one-page budget for the 2-year renewal period. Applicants may choose a format for the budget as they see fit (e.g., a table or a table with accompanying narrative). The

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budget must breakdown the total funding amount requested for this renewal grant into the allowable cost categories. Applicants must clearly explain their calculations (e.g. include itemized, per unit cost details) and must identify any changes to the budget between what is requested for the renewal period and what was approved for the original grant period.

### **D. Submission Dates and Times:**

An original, signed and dated application package, including all required documents, must be submitted electronically following instructions found at: [www.va.gov/homeless/gpd.asp](http://www.va.gov/homeless/gpd.asp), and no later than 4:00 p.m. Eastern Standard Time on the application deadline date.

Applications must be received by the application deadline and must arrive as a 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. If multiple applications are received, VA reserves the right to select which will be considered and which will be disregarded (e.g., VA may consider the most complete package or the most recent application received before the due date and time).

## **V. APPLICATION REVIEW INFORMATION**

### **A. Criteria for Case Management Grants:**

Rating criteria may be found at 38 C.F.R. Part 61.92.

### **B. Review and Selection Process:**

Review and selection process may be found at 38 C.F.R. Parts 61.92-94.

Selections will be made based on criteria described in the original application and additional information as specified in this NOFO.

## **VI. AWARD ADMINISTRATION INFORMATION**

### **A. Award Notice:**

Although subject to change, the VA Homeless Providers GPD National Program Office expects to announce grant awards during the late fourth quarter of FY 2021 (September 2021). The initial announcement will be made by news release, which will be posted on VA's GPD Program website at [www.va.gov/homeless/gpd.asp](http://www.va.gov/homeless/gpd.asp). Following the initial announcement, the GPD Program Office will provide notification letters to the grant recipients. Applicants who are not selected will be provided a declination letter within 2 weeks of the initial announcement.

### **B. Administrative and National Policy:**

It is important to be aware that VA places great emphasis on responsibility and accountability. VA has procedures in place to monitor services provided to homeless and formerly-homeless Veterans and outcomes associated with the services provided in GPD-funded programs.

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### C. Reporting

Applicants should be aware of the following:

1. Awardees will be required to support their request for payments with adequate fiscal documentation as to income and expenses.
2. Each program receiving Case Management funding will have a liaison appointed from a nearby VA medical facility to provide oversight and monitor services provided to Veterans in the program.
3. Monitoring will include, at a minimum, a quarterly review of each GPD grantee's progress toward meeting performance goals, including the applicant's internal goals and objectives in helping Veterans retain housing stability; adequate income support; and self-sufficiency as identified in each GPD grantee's original application. Also, monitoring will include a review of the agency's income and expenses as they relate to this project, to ensure payment is accurate.

Each funded program will participate in VA's Homeless Providers GPD National Program monitoring and evaluation as these monitoring procedures will be used to determine successful accomplishment of these housing outcomes for each GPD-funded program.

Applicants with questions regarding funding from previous Case Management awards should contact the VA Homeless Providers GPD Program Office prior to submitting an application.

A full copy of the regulations governing the GPD Program is available at the GPD website at [www.va.gov/homeless/gpd.asp](http://www.va.gov/homeless/gpd.asp).