Grant and Per Diem (GPD) Notice of Funding Availability (NOFA)

Nuts and Bolts of the Fiscal Year 2018 Per Diem Only (PDO) and Transition in Place (TIP) NOFA
Opening Remarks

• Today’s call is in lecture mode for the benefit of all participants.
• The slides for today’s call are posted on the GPD Website so you can follow along.
  • [www.va.gov/homeless/gpd.asp](http://www.va.gov/homeless/gpd.asp)
• We will be recording the call today and posting on our website.
Agenda

• Description of the funding opportunities
• Application and submission Information
• Tips and suggestions
• Additional technical assistance opportunities
• Final thoughts
Objectives

• Understand what is being offered under the NOFAs.
• Understand who is eligible to apply and application deadlines.
• Understanding application requirements.
• Received tips on grant application preparation.
• There will be separate technical assistance webinars related to understanding the transitional housing models.
Background

• VA Homeless Providers Grant and Per Diem program is offering funding for transitional housing and services centers.
  • Program goals residential stability, increased skill/income and greater self determination.
  • Transitional housing with supportive services up to 24 months.
  • Service centers 40 hours per week 5 days per week.
• Funding for operational costs are paid through per diem payments.
Two NOFAs for GPD in FY 2018

Per Diem Only (PDO)  

Transition in Place (TIP)
Who can Apply for the NOFAs?

- To be eligible, an applicant must be;
  - 501(c)3 or 501(c)19 non-profit agency
  - State or Local Government
  - Indian Tribal Government
Description of the funding opportunities - Per Diem Only

- Funding for per diem funds to provide transitional housing and/or services centers.
  - Applicants will use one or a combination of the following housing models: Bridge Housing, Low Demand, Hospital to Housing, Clinical Treatment, and Service-Intensive Transitional Housing and Service Centers.
  - VA expects to fund approximately 1500 transitional housing beds under this NOFA.
  - No more than 40 beds per model, per medical center per each applicants’ Employer Identification Number (EIN).
  - Proposed transitional housing must provide a minimum of 5 beds.
Description of the funding opportunities-Per Diem Only

• VA expects to fund approximately 300 beds in the first funding priority.
  • Applications that identify the location of services to be provided are in the following Continuums of Care (CoC):
    • AK-500 Anchorage; AK-501 Alaska Balance of State; CA-501 San Francisco; CA-502 Oakland/Alameda; CA-503 Sacramento; CA-600 Los Angeles; WA-500 Seattle/King
  • The highest ranking applications in funding priority one will be selected for funding first until approximately 300 beds have been selected.
  • Those applications not selected will fall to the third funding priority.
Description of the funding opportunities-Per Diem Only

- VA expects to fund approximately 200 beds in the second funding priority.
  - Applications that identify the location of services to be provided are in the following Continuums of Care (CoC):
    - AZ-502 Phoenix/Mesa/Maricopa; CA-606 Long Beach; HI 501 Honolulu; LA-503 New Orleans; MD-505 Baltimore; OR-501 Portland-Gresham-Multnomah; and TX-600 Dallas City and County/Irving.
  - The highest ranking, applications in funding priority two will be selected for funding until approximately 200 beds have been selected.
  - Those applications not selected will fall to the third funding priority.
Description of the funding opportunities-Per Diem Only

• VA expects to fund approximately 1000 beds in the third funding priority.
  • VA will place in the third funding priority those applications not selected in funding priorities one and two as well as those applications that identify the location of services to be provided are in any of the United States CoCs.
Description of the funding opportunities-Per Diem Only

- Applicants must apply for funding using one or more of transitional housing models and/or service centers.
  - Bridge Housing
  - Low Demand
  - Hospital to Housing (H2H)
  - Clinical Treatment
  - Service Intensive
  - Service Centers
- Separate application is required for each model.
- VA will only award up to two applications per medical center, per applicant EIN.
Description of the funding opportunities - Per Diem Only

- All applications for these housing models need to demonstrate:
  - Low barriers to accessing service
  - Policies and procedures to work with Veterans who relapse.
- Transition in Place models do not apply under this NOFA, will be covered in a separate NOFA.
- No less than 5 transitional housing beds and no more than 40 beds per application.
  - Per model
  - Per medical center
  - Per each applicant’s Employer Identification Number (EIN)
Description of the funding opportunities - Transition in Place

• Per diem funding for Transition in Place (TIP) housing model.
  • *Separate NOFA* based on different reimbursement requirement.
  • Per diem rate may not to exceed 1.5 times the current VA state home per diem rate for domiciliary.

• Approximately $25 million will be awarded for a two year period.
  • No award may exceed $1.25 million for the award period (average of 25 beds per day).
  • Applicants may apply for a minimum of 5 beds and up to a maximum of 25 beds.
Application and submission Information

- An original signed and dated application for assistance (*plus two completed collated copies*) for VA’s Homeless Providers GPD Program and associated documents must be received by the GPD Program Office by 4:00 p.m. Eastern Standard Time.
  - *TIP applications due February 21, 2018*
  - *Per Diem Only application due February 28, 2018*
  - Submitted to the GPD Program Office (see NOFA for address).
- Deadline is firm as to date and hour
  - Late applications ineligible for consideration.
Application and submission Information

• Applications must arrive as a complete package to include VA collaborative partner materials (e.g. letters of coordination/support, memorandum of understanding).

• Applications faxed or emailed will be ineligible for consideration.
Award information- Award Period and Payment- Per Diem Only NOFA

- Award period of 1 year with a 1-year option for renewal,
  - Begins on October 1, 2018, and ending on September 30, 2019.
  - Option year begins October 1, 2019 and ends on September 30, 2020.
- Payment to grant recipient by per diem- per Veteran per bed day of care.
- Award under this NOFA *can not be used to facilitate capital improvements or to purchase vans or real property.*
Award information- Award Period and Payment- TIP NOFA

• Award period for two years
  • Begins October 1, 2018 ending September 30, 2020.
• Payment to grant recipient by per diem- per Veteran per bed day of care.
  • Per diem rate may not exceed 1.5 times the current VA state home per diem rate for domiciliary.
• Award under this NOFA cannot be used to facilitate capital improvements or to purchase vans or real property.
• Normal business format, single-spaced lines, typed, single sided pages, in Arial 12 font.
  • Applicants should write out the questions listed in the NOFA followed by the respective response.
  • The narrative outline should be labeled with the same titles and in the same order as this NOFA.
    • PDO and TIP applications template (optional)
• Applicants should simply binder clip the application; do not staple, spiral bind, or fasten the application.
Application information

• Download the standard forms from VA’s GPD Web page at:
  http://www.va.gov/homeless/GPD.asp
  • SF 424 Application for Federal Assistance
  • SF 424 A Non-Construction Budget
  • SF 424 B Non-Construction Assurances

• Eligibility documentation
  • CPA certified letter documenting functioning accounting system
  • IRS tax-exempt status
Application information

• Documentation of being actively registered in the System for Award Management (SAM).
  – Data Universal Numbering System (DUNS), the number which corresponds to the information provided on the Application for Federal Assistance (SF424).
  – Current Commercial and Government Entity (CAGE) code.
  – Complete legal business address that corresponds to the address registered with SAM.
    • Include the USPS five-digit zip code plus the four-digit extension code.
Application information

• 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.

• Project Summary requests some basic information about the proposed project.

• Agency Contact information

• Project Abstract- brief summary including:
  • Project design,
  • Supportive services committed to the project,
  • Types of assistance provided, and any special program provisions.
Application information

- Detailed project plan- This is the narrative description of the program.
- All the questions for the application will be found in this portion of the NOFA.
  - Outreach
  - Project plan
    - For PDO NOFA there are model specific questions for Bridge, Clinical Treatment, Low Demand, H2H and Service Centers.
      - Ability
      - Need
      - Coordination
Application information

- Memorandum of Understanding (MOU) **required for H2H.**
  - MOU between the local medical center and the applicant.
  - Required with the application package.
  - Demonstrating the local medical center’s detailed participation in the Hospital-to-Housing program.

- Site description
  - In TIP NOFA this is its own section, also noted in PDO NOFA as part of project summary
Additional Application Requirements

• Agencies that have a negotiated Indirect Cost Agreement (IDC) must provide a copy of the IDC with the application to charge indirect costs to the grant.

• If an IDC not provided with the application, only the de minims rate would be allowed for indirect costs.
Conditional Selection

• Applicants who are conditionally selected will be notified of any additional information needed to confirm or clarify information provided in the application.
  • Conditionally selected applicants will be provided a deadline to respond.
  • *Important to provide contact information another management level employee who can sign commitments for the organization.*
    • *Requested in Contact information section of application package.*
Helpful Tools

• GPD webpage provides a variety of documents to assist in the application process for both PDO and TIP NOFA.
  • GPD webpage [www.va.gov/homeless/gpd.asp](http://www.va.gov/homeless/gpd.asp)
• PDO and TIP Application Question templates.
• PDO and TIP Application Checklists.
• PDO and TIP Application Timelines.
Notice of Funding Availability (NOFA):
- Per Diem Only NOFA (published November 2, 2017)
- Transition In Place NOFA (published November 6, 2017)

The National GPD Program Office will host a call to review the NOFAs that recently published. The call will occur on Tuesday, November 14, 2017 at 2pm Eastern. The dial in number for the call is 1-800-767-1760; access code 17563#

NOFA Reference Documents:
- Per Diem Only Application Questions Template
- Per Diem Only Checklist MS Word / PDF
- Per Diem Only Timeline MS Word / PDF
- Transition In Place Application Questions Template
- Transition In Place Checklist MS Word / PDF
- Transition In Place Timeline MS Word / PDF
- Application for Federal Assistance (SF-424)
- Non-Construction Budget (SF-424A)
- Non-Construction Assurances (SF-424B)
All Elements of the Per Diem Only NOFA are included here so you can use this as a template to complete your application.
A checklist tool to help ensure you have all elements of the Per Diem Only NOFA included in your application and it is formatted properly.
An application timeline planning tool to help you plan the timing of your application with your team.

2018 Per Diem Only (PDO) Application Planning Tool

Due Date: **Wednesday, 02/26/2018; 4pm Eastern**

Grant applications must be submitted to the following address:

**VA Homeless Providers GPD Program Office**
10770 N. 46th Street, Suite C-200
Tampa, Florida 33617

Grant documents and the Notice of Funding Availability (NOFA) at:
https://www.va.gov/HOMELESS/GPD.asp

**Grant Application Timeline Tool**

Use this tool to help plan your application; however, all documentation outlined in the NOFA is the official guidance of record. **Be sure to thoroughly read the NOFA for all instructions.**

<table>
<thead>
<tr>
<th>Suggested Time Line</th>
<th>Suggested Date</th>
<th>To-Do</th>
<th>Responsible Person</th>
</tr>
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</table>
| At least 6 weeks prior to deadline | Before Wednesday, 01/17/2018 | • Ensure staff have attended or reviewed GPD Program Office trainings about the NOFA  
• Perform thorough review of NOFA requirements and ask GPD program office any questions  
• Begin drafting responses to questions in the NOFA | |
| At least 30 days | Before Wednesday, |
| | | • If applying for H2H, submit MOU to | |
Tips and Suggestions

• Do not wait until the last minute to submit your application.
• Ensure that your application is complete.
  • *Originals and copies* are complete packages.
  • Be sure to answer all the questions per instructions in the NOFA.
  • Don’t send information separately from the application package.
  • Typographical and grammatical errors inhibited understanding of the project.
• *Write your application as if they person who is reading it knows nothing about you... because they don’t!*
Tips and Suggestions

• When answering questions be sure to provide specifics that relate to the model that you are proposing.
• Use data to establish need for the specific project you are proposing.
• Start now having planning discussions with your local community and VA Homeless programs.
  – How will your proposed project meet community need?
  – What is the right mix of models and number of beds?
  – How is your organization tied to the local Coordinated Entry System in your area?
Tips and Suggestions

- Letters of coordination/support.
  - Can help establish need for your project.
  - Demonstrate your collaboration with local community efforts with Coordinated Entry Systems (e.g. documented involvement with case conferencing, involvement with By Name Lists).
  - Can demonstrate that you have discussed the specifically proposed project with VA.
  - Letters of support must arrive with the application packet.
  - Have conversations/planning discussions early to develop support for your proposed project.
Additional technical assistance opportunities

• Upcoming webinars and conference calls.
  • Hospital to Housing – November 28th 2pm eastern
  • Bridge and Clinical Treatment - November 29th 2pm eastern
  • Transition in Place - November 30th 2pm eastern
  • Low Demand – December 6th 2pm eastern
  • Service Intensive and Service Centers – December 7th 2pm eastern
  • Question and Answer – December 12th 2pm eastern
Additional technical assistance opportunities

- Dial in information will be provided on GPD website [www.va.gov/homeless/gpd.asp](http://www.va.gov/homeless/gpd.asp)
- Email technical assistance questions should be submitted to [gpdgrants@va.gov](mailto:gpdgrants@va.gov)
- GPD Office – 877-332-0334
Final thoughts

• Read the NOFAs carefully this is the official document regarding funding availability.

• Read our regulations carefully.

• Watch our website for upcoming Technical Assistance calls.
  – www.va.gov/homeless/gpd.asp

• Use the email address gpdgrants@va.gov for questions about the NOFAs.