U.S. Department of Veterans Affairs

VA Grant & Per Diem National Office

Capital Grant New Award Orientation

September 1, 2021

Recording Link:
https://veteransaffairs.webex.com/veteransaffairs/ldr.php?RCID=a2b4b5ed59f16f9c095f3281e1ad5704

Password: Homeless1!

Choose VA

HUGE
CONGRATS!

OBJECTIVES

- Grant recipients will understand the federal requirements associated with receiving capital funding
- Grant recipients will learn how to request federal funds
- Grant recipients will understand their reporting requirements associated with federal funds
- Grant recipients will be able to identify key points of contact for various aspects of their grants

AGENDA

- Overview of Capital Grant Award
  - Grant Summary
  - Requests for changes
- Federal Requirements to Receive Funding
- Grant Draw Down Process
- Reporting Requirements
- Grant Closeout

OVERVIEW OF CAPITAL GRANT AWARD

Award	Award of capital funds to construct, rehabilitate, or acquire real property to create individual bedrooms with private bathrooms
Conform	Conform to NOFO specifications
Target	Target to complete project within 24 months
Comply	Award recipients must comply with GPD regulations https://ecfr.federalregister.gov/current/title-38/chapter-I/part-61

CONFORMANCE

- **Capital projects must conform to the NOFO's specifications, and GPD beds improved under this capital grant must be in private rooms including the following characteristics**:
  - The minimum square footage for the private bedroom and private bathroom combined equals 120 square feet
    - The bedroom and bathroom do not need to be attached, in which case, the walkway would not usually count toward the square footage calculation

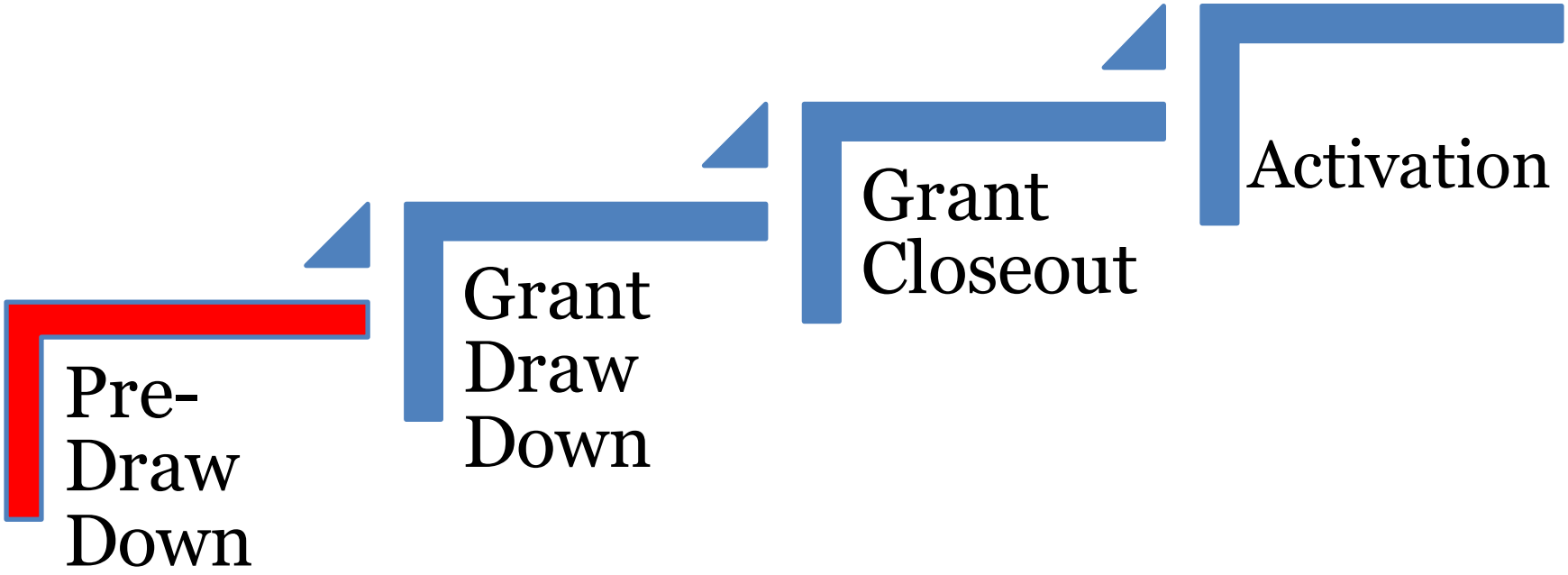
CONFORMANCE

- The bathroom must include shower and/or tub, sink, and toilet
- Bedroom nor bathroom facilities must not be shared (e.g., no shared sink area outside the toilet room)
- Walls must go floor-to-ceiling
  - Partial walls in rooms are not acceptable
  - Rooms must have a door and not involve unauthorized passage through another dwelling unit

OVERVIEW OF CAPITAL GRANT AWARD

- Change of scope requirements
  - Recipients must receive prior written approval from the VA GPD National Program Office for cumulative transfers among direct cost categories which exceed or are expected to exceed 10 percent of the current total approved budget
  - Recipients must receive written approval when changing grant activity (e.g., Construction to Acquisition)

AWARD PROCESS-OVERVIEW



AWARD PROCESS- PRE-DRAW DOWN

Capital payments are paid by the GPD National Program Office through the HHS Division of Payment Management (DPM) system

- **New DPM Users**: follow the instructions for requesting access at https://pms.psc.gov/grant-recipients/access-newuser.html
- **Existing DPM Users**: to add the new grant award, log into the Payment Management System and enter a request to update your access. The instructions can be found at: https://pms.psc.gov/grantors/access-changes.html
- Grantees that need their Payee Account Number (PAN) for registration, may email GPDFiscal@va.gov with your FAIN

By October 2021, grantees should ensure that they have an active HHS DPM account

AWARD PROCESS- PRE-DRAW DOWN

Documentation of meeting federal requirements must be met prior to drawing down grant funds

- National Historic Preservation Act (16 U.S.C. 470)
- Life Safety Code of the National Fire Protection Association
- National Environmental Policy Act (42 U.S.C. 4321 *et seq.*)
- Americans with Disabilities Act Accessibility Guidelines

Approval from VA Office of Construction and Facilities Management (CFM)

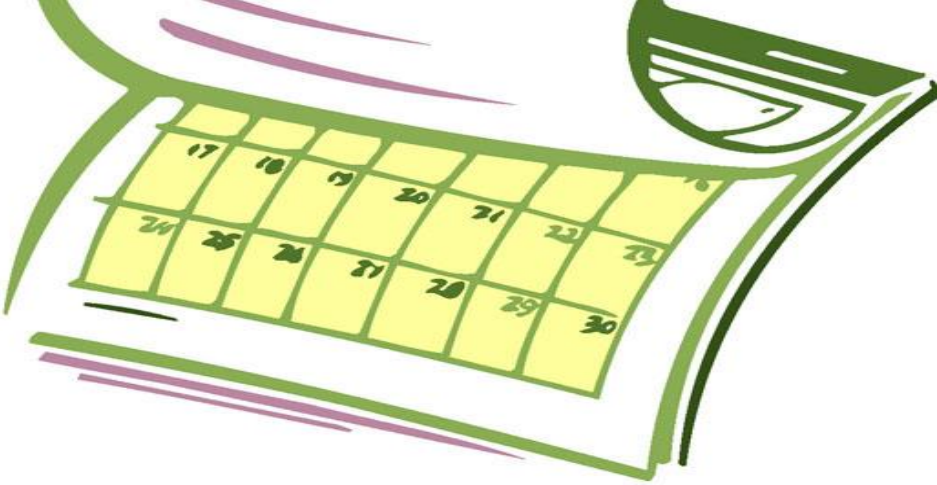
- Statutory and regulatory changes to these requirements since the last time GPD offered a capital grant
- Plan for costs associated with assessing the environmental impact and historic preservation requirements

AWARD PROCESS-PRE-DRAW DOWN

- VA CFM will conduct a technical compliance review ensuring the capital project adheres to regulations

- CFM may ask grantees for additional information and/or a supplemental checklist to assess the scope of the capital project and to expedite approval processes
  - Third party documentation of compliance
    - Plan from an architect, contractor, or other building professional, including estimated costs for the proposed design

Save the Date

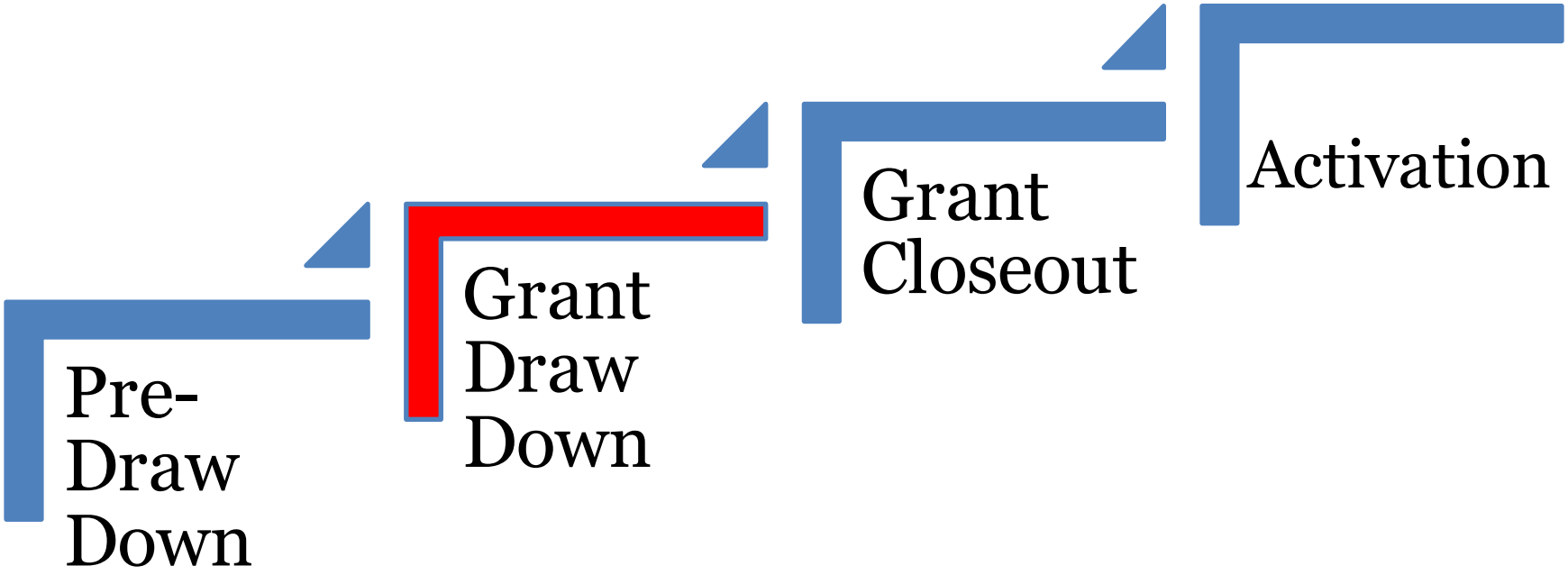


AWARD PROCESS- PRE-DRAW DOWN

October 6, 2021- 2pm Eastern

- Kick-off webinar with VA CFM will be hosted by the GPD National Program Office to introduce grantees to the CFM review process
- Recommend sharing invite with capital development staff, as technical CFM compliance information will be discussed
- GPD-VA CFM Kickoff webinar
  - Join by phone: 1-404-397-1596; access code: 2763 300 7630.

AWARD PROCESS-OVERVIEW



AWARD PROCESS GRANT DRAW DOWN

- Grantees who proposed projects with costs more than the funding provided by GPD must demonstrate that supplemental funds are secured prior to the release of VA capital funding

- Funding will be released in proportion to VA's participation percentage

AWARD PROCESS GRANT DRAW DOWN

Requesting funds through HHS DPM;

Email completed SF 270 or SF 271 and supporting documentation (invoices) GPDFiscal@va.gov

Review and response from GPD Office

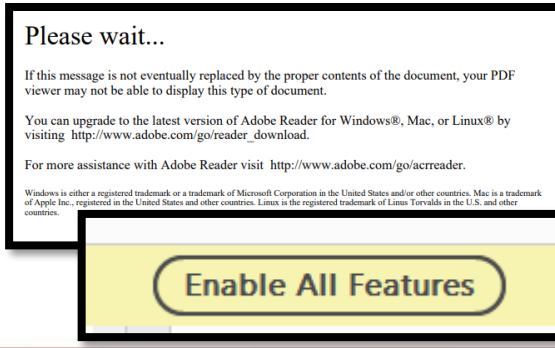
- Links to capital reimbursement documents on the GPD Fiscal website: https://www.va.gov/HOMELESS/GPD_Fiscal.asp
  - **SF 270** - for advances related to acquisition; grantees must provide the purchase agreement
  - **SF 271** - for reimbursements related to construction or any other capital expenses; grantees must provide corresponding invoices
  - When downloading the SF 270 or 271, you will need to save the form to your computer and select the 'Enable All Features' button for the fillable form to open

Capital Reimbursement:

Payment Management System (PMS)

SF270 (acquisition costs)

SF271 (rehab/construction costs)



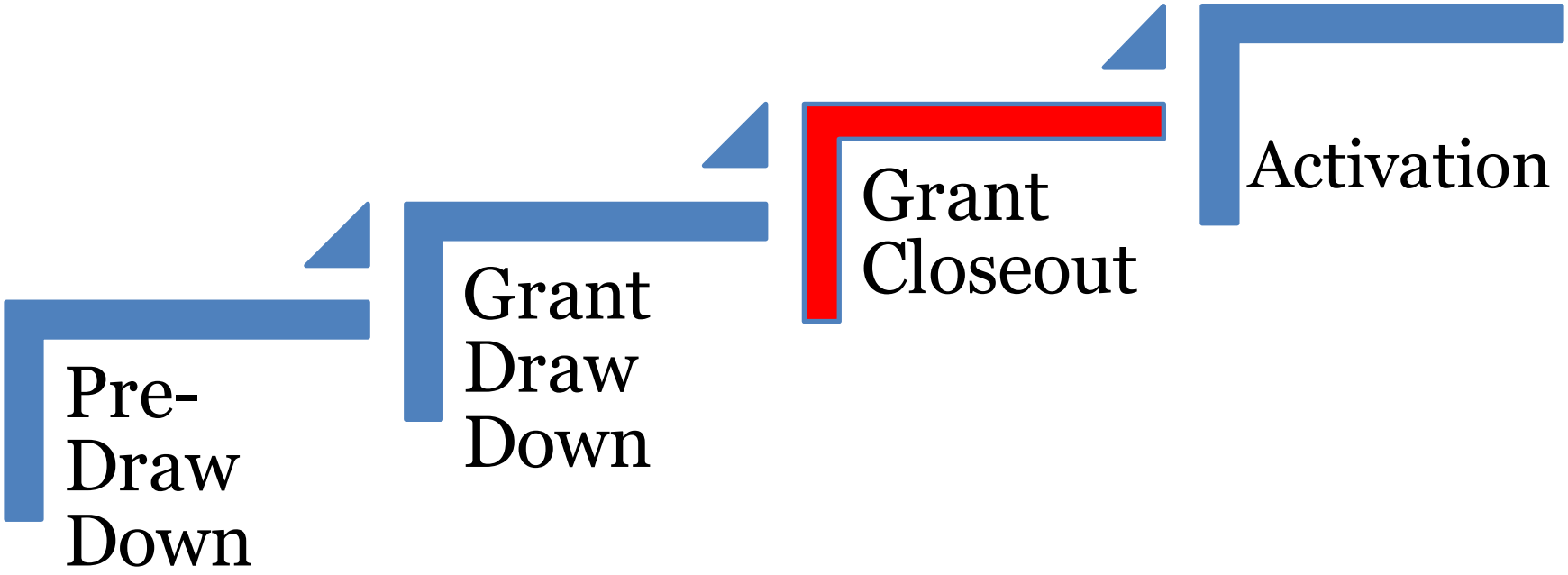
AWARD PROCESS GRANT DRAW DOWN

- Advances are *only authorized for acquisition* and must be expended within three business days
- Grantees are required to provide the HUD settlement statement within 10 business days of closing
- Per 38 CFR (61.12 (e)), applicants must comply with the Unform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4601–4655), as applicable

AWARD PROCESS-DRAW DOWN

- VA reserves the right to request documentation for any item of cost,
  - Includes costs more than $10,000 per unit.
- Keep careful records,
  - Documentation of cost calculations (e.g., itemized invoices)
  - Cost reasonableness (e.g., real estate comparables)
- Grantees are advised to keep documentation of any voluntary leveraged funding from other sources, if applicable

AWARD PROCESS-OVERVIEW



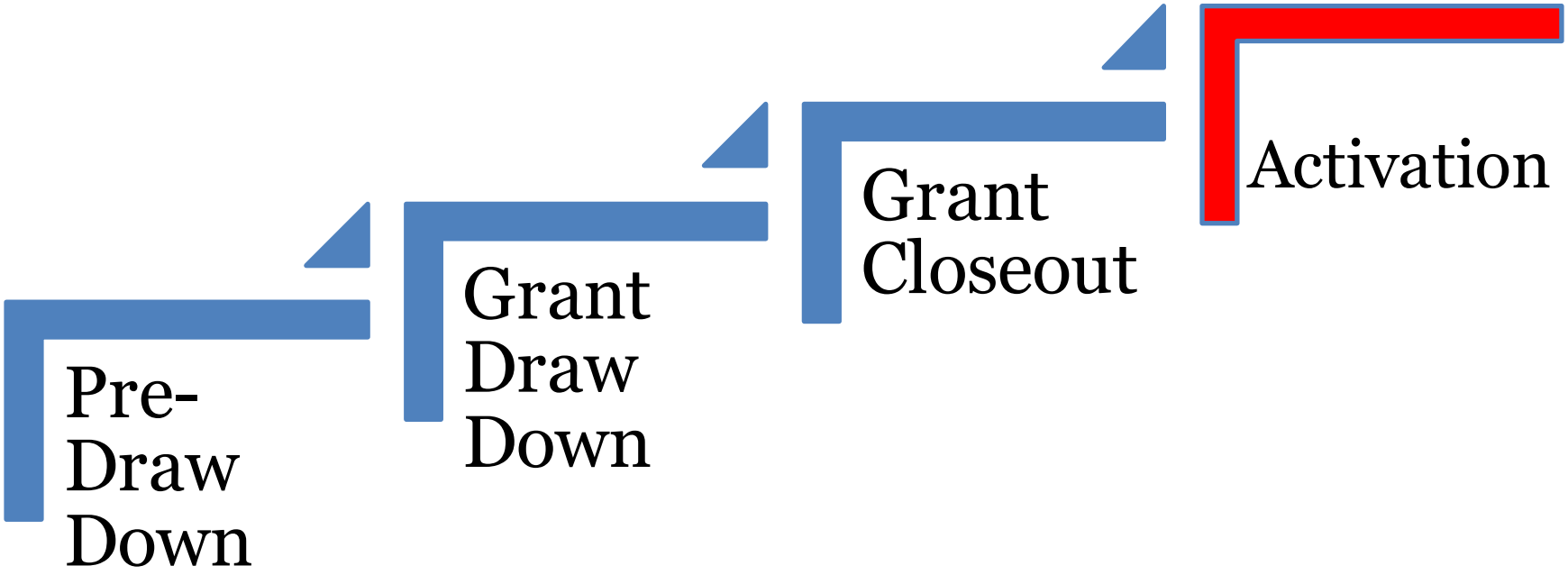
GRANT CLOSEOUT

Communication with GPD Financial Management Specialist regarding final grant draw down

Notification from GPD closeout instructions

Completion of SF-425 within 120 of last draw

AWARD PROCESS-OVERVIEW



AWARD PROCESS-ACTIVATION

- Capital grant to be inspected by local VAMC prior to closeout
  - New sites must be inspected prior to placement of Veterans and activation
  - Capital grant activation date established based on passing this inspection

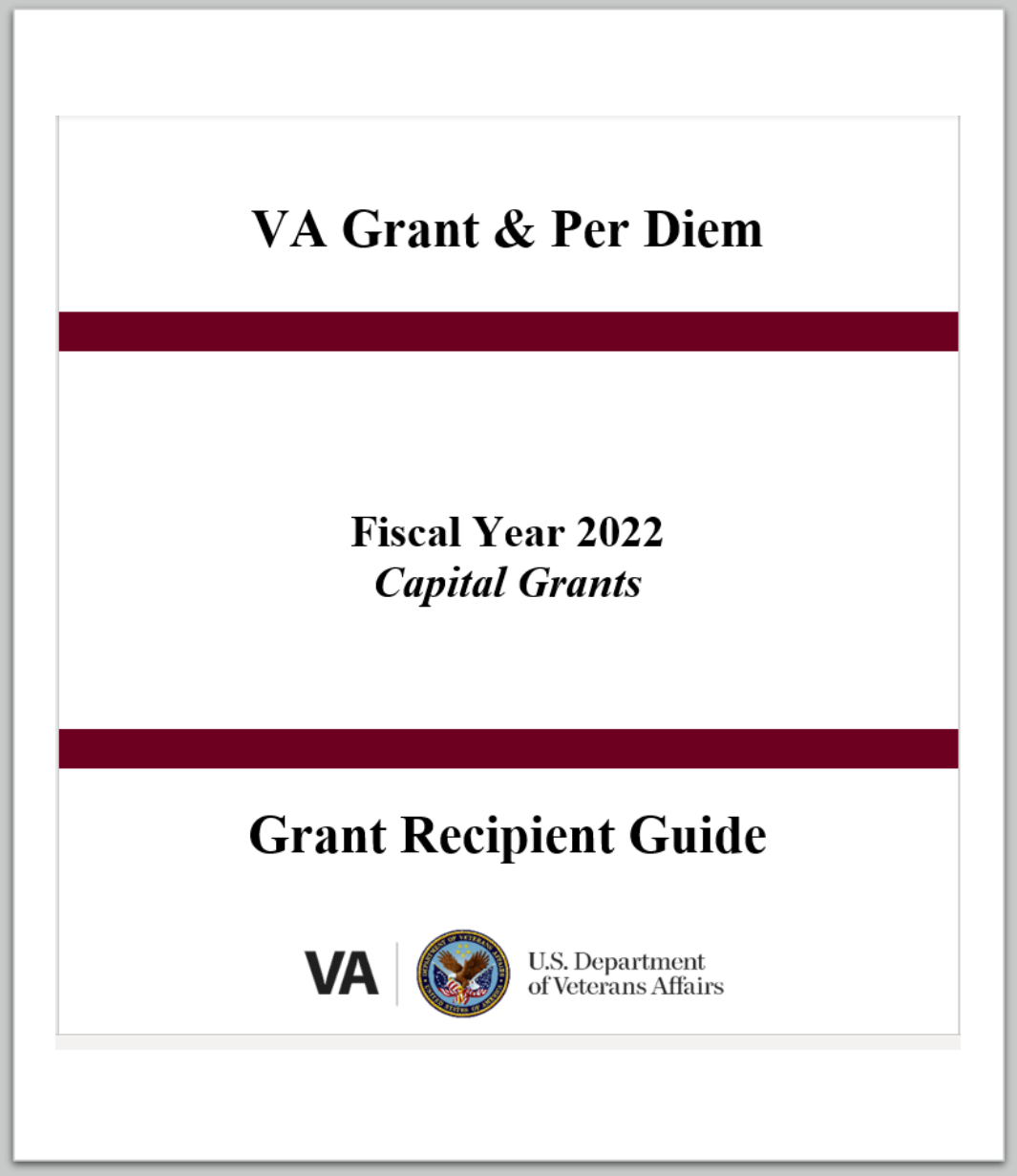
CAPITAL GRANT RECOVERY PROVISIONS

- Grantees are subject to the recovery provisions of 38 C.F.R. 61.67
  - Maintain active Per Diem Only award during recovery period

Grant amount (dollars in thousands)	Years of operation
0-250	7
251-500	8
501-750	9
751-1,000	10
1,001-1,250	11
1,251-1,500	12
1,501-1,750	13
1,751-2,000	14
2,001-2,250	15
2,251-2,500	16
2,501-2,750	17
2,751-3,000	18
Over 3,000	20

RESOURCES INFORMATION

- GPD Capital Grant Recipient Guide
- GPD Capital Grant NOFO
- GPD Regulations


VA Grant & Per Diem

Fiscal Year 2022
Capital Grants

Grant Recipient Guide

VA | U.S. Department of Veterans Affairs

October 6, 2021 @ 2pm Eastern
Webinar with VA CFM
https://veteransaffairs.webex.com/veteransaffairs/j.php?MTID=m392c278c23ca07a3afoed7ffb31db608