

VA Grant & Per Diem Program

Fiscal Year 2021
Per Diem Only
&
Transition in Place

Grant Recipient Guide

VA



U.S. Department
of Veterans Affairs

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VA Grant & Per Diem (GPD) National Program Office

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GPD Web Resources

GPD Provider Site: https://www.va.gov/HOMELESS/GPD_ProviderWebsite.asp

GPD National Site: <https://www.va.gov/HOMELESS/GPD.asp>

Overview

Congratulations on your successful 2021 *Per Diem Only* and/or *Transition in Place* application! If you are a new Grant and Per Diem (GPD) provider, we welcome you. The following guide was developed to give your organization an overview of the GPD program, as well as a basic understanding of our regulatory framework, how to obtain payments, and how performance is measured. There are also instructions on how to interact with the GPD grant management platform (known as [GIFTS](#)) and sample voucher forms for your reference.

Grant and Per Diem is a true partnership between VA and community provider grant recipients across the country. The Veterans we serve together have many complex and unique needs. We encourage you to remain flexible, eliminate barriers to admission, and continually work to engage Veterans in your services. Please do not view relapse as the end of treatment, but instead, as a part of the recovery process.

The information in this guide is to be used for reference and general guidance only and is not meant to take the place of the Homeless Providers GPD Program regulations or other statutes or governing laws. Your organization is still required to be cognizant of and in compliance with any federal, state or local laws pertaining to the provision of service for homeless individuals. A copy of the GPD rules and regulations, as well as other relevant regulatory and statutory guidance, may be accessed at www.va.gov/homeless/gpd.asp and https://www.va.gov/HOMELESS/GPD_ProviderWebsite.asp.

A few main points:

- **Fiscal year:** The federal fiscal year (FY) runs annually from October 1 through September 30. Grant reporting also coincides with this schedule.
- **FAIN:** Your Federal Agency Identification Number (FAIN) is the number that uniquely identifies your grant award. **Your FAIN must be included on all correspondences with the GPD office.** In previous grant cycles, each GPD recipient had multiple FAINs assigned for each per diem bed model. In FY 2021 and moving forward, each agency will have one FAIN for all per diem only grants associated with an individual medical center. More detail about your unique FAIN is available in the [Payment Information](#) section of this guide.
- **GPD liaison:** Your GPD liaison is your local VA Medical Center (VAMC) point-of-contact responsible for the oversight and monitoring of your grant. Our intention is for you to build a close partnership and work closely with your VA GPD liaison. New grantees who need assistance in connecting with their liaison may contact the GPD National Program Office (GPDGrants@va.gov). More information on your liaison's role in administering your program is available in the [General Oversight](#) section of this guide.

We hope you will find this framework helpful.

Expectations, Operational Framework, and Grant Compliance

VA's Expectations of Grant Recipients

Your organization is responsible for following all requirements listed in the notice of funding opportunity (*a.k.a.* NOFO or NOFA) under which your agency applied. Links to all applicable regulations are available on our [website](#) (see below).

GPD Regulations and Guides

[Grant Recipient Guide](#) 

[GPD General Terms and Conditions of Award](#)  (May 2020)

[GPD Regulations \(38 CFR Part 61\)](#) 

[Case Management Regulations](#) (June 2018)

[Final Rule - Veteran Definition and TIP Payment](#)  (November 2017)

 [GPD Per Diem Rate Request Webpage](#)

 [GPD Fiscal Resources Webpage](#)

It is important to closely review the following items in the GPD regulations, 38 CFR 61.1. All Grant and Per Diem grant recipients are subject to audits to ensure regulatory compliance [please see Office of Management and Budget Circulars ([2 CFR Part 200](#))]. Please familiarize yourself with all regulations governing GPD.

Operational Framework for GPD Grant Recipients

To provide homeless services consistently across the country, there are many expectations of grant recipients. In general, grant recipients are expected to operate within the GPD framework in the following ways:

- Provide all staffing and services in accordance with the terms of the grant at locations accessible to homeless Veterans
- Maintain referral networks and aid homeless Veterans in establishing eligibility for assistance and obtaining entitlement services
- Ensure the confidentiality of records of Veteran receiving services under the grant award
- Establish grant and fiscal accounting procedures
 - *Note: Your agency must follow all guidelines and laws for receiving federal grants. State and local laws may also apply in addition to federal regulations.*
- Meet specified requirements relating to Service Centers (if applicable to your agency's grant) concerning service hours, space for federal agencies and other organizations, and necessary services—including job training and placement
- Seek to employ homeless and formerly homeless Veterans in positions created for purposes of the grant

- Help homeless Veterans—primarily those living in places not meant for human habitation and Veterans in emergency shelters—to achieve residential stability, increase their skill levels and/or income, and obtain greater self-determination
- Visit the GPD Provider Website monthly for program updates: (https://www.va.gov/HOMELESS/GPD_ProviderWebsite.asp)
- Attend monthly GPD webinars (all bed models) and technical assistance trainings (for Low Demand models)
 - These webinars offer updated information and allow for question and answer sessions. The monthly grant recipient webinars are normally scheduled on the second Tuesday of each month at 2 pm Eastern. A calendar invitation with the meeting information will be sent to your agency’s point of contact identified in [GIFTS](#). The GPD National Program Office expects a representative from your agency to attend each month. Low Demand-specific technical assistance trainings (if applicable to your grant) occur on the first and third Tuesday of each month.
- Complete quarterly meetings with your GPD liaison and prepare your grant-related activities reports as required in 38 CFR 61.80(c)
 - Your GPD liaison will provide your agency with your FAIN’s performance on the VA metrics at least quarterly
 - Meet with your VA GPD liaison to review these data and discuss any program changes or adjustments to meet the established metrics
 - Identify administrative and programmatic problems which may affect performance and suggest proposed solutions
- Report prior to any program changes as required in 38 CFR 61.62:
 - Report significant changes in key staff positions in writing to the GPD National Program Office. Programmatic changes require both notification and approval from the GPD National Program Office.
 - Submit changes in site and scope (program design, staffing, and/or services) for review and prior approval by the GPD National Program Office before implementing any changes. Unauthorized changes may result in grant noncompliance and progressive sanctions action.
- Understand and monitor allowable grant costs as stipulated by OMB Circular A-122 (2 CFR part 230), the GPD National Program Office, and/or 38 CFR 61.66 (also see the GPD fiscal website: https://www.va.gov/HOMELESS/GPD_Fiscal.asp)
 - It is your organization’s responsibility to ensure that all operational costs assigned to the grant are allowable and charged in accordance with GPD Program Regulations and the applicable OMB Circulars (OMB Circular A-122).
 - Grantees must monitor their allowable costs monthly to ensure their per diem rate remains accurate. If costs change, grantees are required to submit an updated per diem rate requirement through GIFTS.

- You must ensure accurate and timely completion of the [Federal Financial Report \(SF-425\)](#) (FFR).

Payment Information

Federal Agency Identification Number (FAIN)

FAINs are assigned by the Grant and Per Diem office. **It is essential that your agency's unique FAIN is included on any correspondence or documents you send to the GPD National Program Office even when the correspondence is e-mail.** Please ensure you include all dashes and zeros.

In FY 2021, all grantees will have one FAIN for all per diem bed models at a specific VA medical center. In prior grant cycles, grantees had multiple FAINs based on bed model. Moving forward, one FAIN will cover all the grantee's per diem grants. Service Center, Special Need, and Transition in Place grants will still retain unique FAINs.

The FAIN for each application is broken into six parts which uniquely identify your award. Below is an example FAIN to better understand the numbering convention.

Example FAIN: ABCD222-0999-544-PD-21				
Unique Agency Identifier	Project Number	VA Station Number	Grant Type (Per Diem)	Year of Initial Award
ABCD222	0999	544	PD	21

Funds Allocation

You must be familiar with your Data Universal Numbering System (DUNS) and Employer Identification Number (EIN) numbers for your agency to receive payments from VA. When billing VA, your agency must use the same DUNS/EIN combination you used to apply for your grant. Your agency may not bill VA for services using any other DUNS/EIN numbers. If your agency needs change its DUNS number, you must request the change from the GPD National Program Office, and the alteration must be approved in writing. Changing an EIN constitutes a legal transfer of the grant, even if the original agency still is operating the grant. Per diem funds for the awardees' projects will be paid to the appropriate vendor account associated with the Employer Identification Number (EIN) and Data Universal Numbering System (DUNS) indicated by the applicant on their Application for Federal Assistance (SF-424).

NOTE that the government is moving away from DUNS to a Unique Entity Identifier (UEI) that will be generated by the System for Award Management (SAM). No action is needed by grantees. More information can be found on www.SAM.gov and on www.GSA.gov.

Per Diem Rates

Your agency can find instructions on how to calculate and [request a per diem rate](#) on the GPD Provider website. The current FY 2021 State Home Domiciliary per diem rate is \$49.91. However, due to the CARES Act waiver, there is currently no cap on per diem rates. When CARES Act funding is no longer available and/or the Secretary of Veterans Affairs rescinds the waiver, your per diem rate will automatically revert to a maximum of the State Home per diem rate (or lower, if requested). Please see the [CARES Act Special Guidance for Fiscal Year 2021](#) section of this guide for more details.

Per Diem Action Sheet

The GPD National Program Office will notify your organization and your liaison of your project's date of activation and/or of any approved per diem rate changes. You will receive email correspondence from [GIFTS](#) that will indicate the activation date of the project, approved per diem rate and approved number of beds. Your organization may choose to place Veterans prior to the issuance of this notification, but there is no guarantee of reimbursement by VA.

Payment Vouchers

Per Diem Only (PDO) and Transition in Place (TIP) Payment Voucher

Monthly, the awardee will summarize the billing information using the Per Diem Payment Voucher Form and submit it with their detailed daily census to the local VA liaison for verification and signature. These invoices for services rendered must be accurate and supporting evidence of Veterans served daily must be made available for GPD liaison review.

Per Diem Only Billing/Payment

The GPD National Program Office will notify your agency of the proper system in which to submit billing. In FY 2021, the Tungsten Network is used. Please visit our FAQ document for more specifics on Tungsten billing: https://www.va.gov/HOMELESS/docs/GPD/FiscalResources/Tungsten_FAQ.pdf. Billing will be for services rendered, and grantees may draw funds monthly. Draw requests will be verified by the local VAMC liaison and finally approved for payment by the local VAMC.

Grantees must provide documentation to their liaison every month:

1. Per Diem Only Payment Voucher Form (see [Reference Documents](#)): This is the summary billing information for the bed days of care or service center visits provided each month
2. Detailed Daily Census: This is a monthly listing of Veterans by individual names or identifiers indicating the days present during the month and adjusted for any absences (Note: some grantees use an Excel spreadsheet to capture these data)

For transitional housing, billing will be based on bed days of care multiplied by the established per diem rate. Per diem payment is for services and housing by day so you must—at a minimum—provide an invoice reflecting which Veterans receive which services on which days. Any additional documentation needed for billing will depend upon your agency's business rules and the sophistication of your record keeping system. Liaisons should periodically verify invoices by reviewing supporting documentation in the grantee's administrative file or other documents demonstrating the Veteran's presence in the program.

For service centers, billing will be based on each hour of service provided. Grantees must maintain documentation on the Veteran served, the period services were rendered, and which services were generally provided. This daily sign-in log is to be provided to your VA liaison as supporting documentation for your monthly per diem billings.

Transition in Place Payments

Vouchers

Transition in Place awardees should submit monthly billing draw requests in the HHS system after the voucher has been certified and approved by their GPD liaison. The voucher must be emailed to GPDVouchers@va.gov (See Sample Voucher with link in doc). Either the GPD liaison or the grantee may submit the voucher if it is signed

Health and Human Services, Division of Payment Management System

TIP payments are paid by the GPD National Program Office through the Health and Human Services (HHS) Division of Payment Management System (DPM). To request new access, for a person that does not have access to the Payment Management System, you can go to our webpage <https://pms.psc.gov/> and under the Secure PMS Login Box Request Access. The instructions can be found at the following website:

<https://pms.psc.gov/grant-recipients/access-newuser.html>.

To update access for a person that already has access to the Payment Management System, they can log into the Payment Management System and enter the request to update their access. The instructions can be found at the following website:

<https://pms.psc.gov/grant-recipients/access-changes.html>.

If a grantee needs to add or update banking once access is obtained, the instructions for adding banking, are at the following website:

<https://pms.psc.gov/grant-recipients/banking-add-change.html>.

CARES Act Special Guidance

Effective March 27, 2020, the Coronavirus Aid, Relief, and Economic Security (CARES) Act (P.L. 116-136) stipulated that VA GPD

1. shall waive any requirement to discharge a veteran from the grant and per diem program of the Veterans Health Administration after the veteran is absent for 14 days, and
2. may continue to pay per diem to grant recipients and eligible entities under the program for any additional days of absence when a veteran has already been absent for more than 72 hours.

In response to the enactment of the CARES Act, the GPD Program is making temporary modifications to its discharge and per diem payment policies. Please visit

<https://www.va.gov/HOMELESS/docs/GPD/providers/GPDCARESActImplementationGuidance04072020.pdf> for more guidance.

GPD grantees and liaisons should work closely to avoid discharging Veterans to the streets or unsafe conditions. Lengths of stay greater than two years or number of care episodes should not be reasons to discharge Veterans or deny access to services. Strong coordination and flexibility are required to ensure safe and appropriate housing options are available for Veterans, especially during the COVID-19 public health emergency.

Per Diem Rate Guidance: Information on how CARES impacts absences and billing is outlined on our [fact sheet](#), as well as our provider rate website

https://www.va.gov/homeless/GPD_ProviderRate.asp.

Award Period & Option Years

The award period is as stated in your agency's grant agreement. In general, per diem only awards are for one year, but have subsequent "option years" that may allow for the grant to be authorized for up to two additional years. Special Need grants are one-year grants with no option years. Transition in Place grants are three-year awards with no option year possibilities.

Flexing of Beds between Models

For those agencies funded for multiple models. VA will allow, without a change of scope, a flex of beds between the applicant's models at the same VAMC.

This flex will be up to five beds per grant award. Successful applicants who seek a greater number of flex beds than what is allowed must receive prior written approval from the GPD National Program Office.

Participant Eligibility

GPD grantees may receive per diem payments for homeless Veterans for whom VA authorized the provision of supportive housing or supportive services.

In the GPD program, "Veteran" means anyone discharged or released from active service—regardless of length of service—excluding anyone who received a dishonorable discharge or was discharged through a general court-martial. A bad conduct discharge can result from a general court-martial or a special court-martial. **Anyone with a bad conduct discharge from a general court-martial is ineligible; anyone with a bad conduct discharge from a special court-martial is eligible.**

Eligible for GPD

- Honorable discharge
- General discharge
- Other-than-honorable discharge
- Bad conduct discharge from a special court-martial: If the person served has documented evidence that their bad conduct discharge was from a special court martial, the person would be considered a Veteran for the purposes of GPD and VA can pay per diem. Otherwise, they would not be eligible for per diem payments under GPD until the appropriate character of discharge has been established. This information is not listed on a [DD-214](#). In limited instances regional VBA Offices may have the information.
- Uncharacterized discharge

Ineligible for GPD

- Dishonorable discharge
- Bad conduct discharge from a general court-martial

How to Determine GPD Eligibility

The best way to determine if a candidate for GPD is a Veteran able to receive service is to ask your local VAMC Eligibility Office if the person

1. “served in the active military, naval, or air service.” There is a VA handbook defining “active military, naval, or air service” that the Healthcare Eligibility Center uses to make this determination. The GPD Program does not typically require more than one day of active military service. (Note, basic training in the full-time active military branches normally meets the definition of active military service, whereas basic training in the Reserves and National Guard does not); and
2. Has a discharge of
 - a. Honorable;
 - b. General;
 - c. Other-than-honorable;
 - d. Bad conduct from a special court-martial¹; or
 - e. Uncharacterized.

The GPD grantee may preliminarily verify Veteran eligibility for the GPD Program by asking the GPD liaison to check eligibility and/or by utilizing [SQUARES](#).

SQUARES

Accessing SQUARES requires permission and a greater level of review. Community users must verify their identity. Community organizations serving Veterans will need to apply for SQUARES access. Each organization must designate a SQUARES manager through the [GIFTS contact requirement](#). The SQUARES manager is responsible for reviewing and approving user access within the grantee’s organization. If your agency is having trouble verifying a Veteran’s GPD eligibility, you may ask the Veteran for her/his records. If there are questions about SQUARES, please refer to this website: <https://www.va.gov/homeless/squares/>. Additionally grantees may contact SQUARESAdmin@va.gov for technical assistance.

If using SQUARES, grantees are expected to keep a copy of the eligibility confirmation from SQUARES in the Veteran’s case file. The grantee must make eligibility information and the Veteran case file available to the liaison during the quarterly review, annual inspection, or upon request.

Although your agency may use SQUARES to determine preliminary eligibility, grantees should also help Veterans obtain copies of their DD-214s retain copies in individual case files.

Change of Scope/Site Requests

If a grantee wishes to alter their program and its services from those outlined in the original grant application, a Change of Scope request must be sent for review and approval by the grantee to GPD National Program Office. **Proposed reductions in service are not acceptable**

¹ The person must be able to substantiate the bad conduct discharge was from a special court martial; otherwise the person is not eligible for GPD. This information is not on a DD-214. In limited instances regional Veterans Benefit Administration offices may have court-martial information.

rationale for a change in scope. Please note, the GPD National Program Office will also consider whether the grant application would have scored as well in the year it was funded if the proposed Change of Scope is approved.

A Change of Site is a request to provide services described in the grant application at a different or additional location. A change of site also must receive approval from the GPD National Program Office. Changes in site and scope need to be reviewed and approved by the GPD National Program Office prior to the change being implemented. Unauthorized changes may result in progressive sanctions.

A Change of Scope or Site must be submitted by the grantee through the GPD GIFTS “requirements” process. Changes of Scope should be discussed with the GPD liaison and the Medical Center prior to submission to the GPD National Program Office through GIFTS.

Examples of modifications that require a Change of Scope Request

- Changes in services provided,
- Changes in staffing,
- Changes in admission or discharge criteria, and/or
- Changes in population served.

Sample process flow of a Change of Scope or Site request

- Originates from the grantee with input from the GPD liaison. Grantees should resolve any significant conflicts regarding the change of scope or site prior to submission;
- The request is submitted as a change of scope “requirement” in the GIFTS grants management system to the GPD National Program Office which will approve or deny the request;
- The GPD National Program Office will provide its response in writing to the GPD funded provider (a copy will be sent to the GPD liaison and the Network Homeless Coordinator).

Suggested Outline for Requested Change of Scope (GIFTS requirement)

- I. Describe the proposed change of Scope (be sure to identify the FAIN and program name);
- II. Provide the justification for the change and any data that you have available to support your request;
- III. Describe the proposed plans for change and the any applicable time line;
- IV. If there will be cost changes as a result of the proposed change in scope, this should also be noted.

Suggested Outline for Change of Site

- I. Describe the rationale for the move or additional location;

- II. Describe the new location (configuration and the full new address). Is it comparable or better than the current location;
- III. Note the timeline for the proposed change;
- IV. Describe how the services described in the original grant application will be provided at the new/additional location.

Conditional Approvals of Change of Site

- If a site change is approved by the GPD National Program Office, the new site must pass an inspection by the local VA Medical Center prior to placement of Veterans.

Homeless Management Information System (HMIS)

[HMIS](#) is a locally administered web-based data system used to record and analyze both program and client information at the local Continuum of Care (CoC) level. It is used by federal partners, including VA, to measure project performance and participate in benchmarking of the national effort to end homelessness. Currently, using HMIS is optional for GPD grantees, but highly encouraged. The applicable fees associated with HMIS are eligible costs for GPD awards.

General Oversight Information

Role of the GPD Liaison

A local VAMC liaison will be assigned to monitor your GPD grant award. The GPD liaison is the key point of contact between your agency and the GPD National Program Office. Your liaison will facilitate the initial inspection and be responsible for VAMC oversight of the project. There are minimum standards of oversight the liaison will facilitate:

1. Facilitating initial and yearly re-inspections (October – December annually)
2. Verifying the Veteran status and eligibility of program participants
3. Verifying admission and discharge dates of program participants for billing purposes
4. Collecting and submitting grantee participant data as outlined by program evaluation procedures
5. Providing oversight of the care of the grantee's participants
6. Monitoring the care in and assessing the compliance of the grantee as it aligns with the original grant application
7. Intervening to facilitate compliance or correction of the program when appropriate

Your agency has the primary responsibility for the Veteran's care. Your organization must provide care as prescribed in the original grant proposal or as authorized through any change of scope approvals.

Inspections & Reviews

Inspection procedures are comprehensive reviews informed by GPD regulations. Generally before grantees can admit Veterans for the first time, an initial inspection of the project is required. Recurring annual inspections are to occur yearly thereafter between October 1 and December 31. For inspection criteria please review 38 CFR 61.80.

The team for all inspections—both initial and annual—will be coordinated by the GPD liaison and include

- The Network Homeless Coordinator or designee,
- the VA GPD liaison,
- Personnel from the local VAMC, including subject matter experts from
 - Social Work Service and/or Mental Health and Behavioral Sciences
 - Nutrition and Food Service
 - Contracting Service,
 - Nursing,
 - Facilities Management/Engineering, and
 - VA Security Service.

Reinspection will occur annually, ensuring that services continue to be provided as described in the original proposal. Scheduling of all inspections will be coordinated locally between the GPD

grantee and VA Medical Center. The GPD liaison or VAMC Outcomes of inspections will be recorded in reports. Any deficiencies will be noted and recorded in the report, and corrective actions will be monitored by the VAMC. When your initial and annual inspections are complete, you will receive a copy of your inspection report.

The GPD National Program Office or VA GPD liaison may conduct unannounced site visits of GPD grantees at any time.

Your liaison will conduct quarterly environmental reviews and arrange for biannual unannounced nutrition inspections. The biannual unannounced nutrition inspections are to ensure the consistency and quality of nutrition/food services and are in addition to the scheduled annual nutrition inspection. A cursory environmental review will be conducted by the liaison when on site. The outcome will be recorded and stored in the liaison's administrative records once per quarter at a minimum.

Performance Metrics

VA has established performance metrics for the various GPD transitional housing models (see [Model-Specific Descriptions](#) for the targets for each model). GPD liaisons will receive VA performance metric information monthly and will share this outcome information with GPD grantees. The recipient and the GPD liaison will assess the performance of the project based on these metric results at least quarterly.

The following information provides the technical description of each of the GPD performance metrics. Please consult your GPD liaison if you have questions about the metrics. The success of GPD grantees will be measured on one or more of the following performance measures as outlined in the applicable Notice of Funding Opportunity/Availability (NOFO/NOFA).

GPD Metric 1: Discharges to Permanent Housing

Definition: Percentage of Veterans exiting GPD to permanent housing

Inclusions: Veterans who exit directly to permanent housing upon leaving the GPD.

Exclusions for GPD Metrics 1, 2, & 3: Veterans will be excluded from these measures under any of the following circumstances:

- Veteran has a Length of Stay (LOS) of 7 days or less
- Veteran is ineligible for VA health care (an official application for Veterans Health Administration health care must be processed for this exclusion to occur)
- Veteran is deceased at discharge
- Veteran is placed into a hospital or other residential non-psychiatric medical facility, long-term care facility or nursing home, or psychiatric hospital or other psychiatric facility (this does not include other residential treatment programs)
- Veterans who have been discharged from GPD programming due to threatened/actual violence to self or others

- Veteran is transferred to another residential program due to the temporary or permanent suspension of program operations. This exclusion will be entered manually after consultation with the GPD National Program Office

GPD Metric 2: Negative Exits

Definition: Percentage of Veterans being asked to leave the GPD or leaving without consulting staff (*a.k.a.* 'going AWOL')

Inclusions: Number of exits from GPD programming for a violation of program rules, failure to comply with program requirements, or leaving the program without consulting staff.

Exclusions: Veterans will be excluded from the measure if

- Any of the above exclusions listed in GPD Metric 1.

GPD Metric 3: Employment at Exit

Definition: Percentage of Veterans exiting GPD with competitive employment.

Inclusions: Number of exits in which the Veteran indicated a positive employment status.

Exclusions: Veterans will be excluded from the measure if

- Any of the above exclusions listed in GPD Metric 1, and
- Veterans who are disabled/retired, students, or indicate exit to an unpaid volunteer position are excluded from the denominator.

Grant Compliance

All Grant and Per Diem grant recipients are subject to audits to ensure regulatory compliance [please see Office of Management and Budget Circulars ([2 CFR Part 200](#))]. Working closely and proactively with your liaison and the GPD National Program Office can help to clarify operational roles and address any problems before they become issues of noncompliance. A few points:

- Approval of per diem payments does not constitute approval of individual costs charged as part of the payment. If VA subsequently determines through a fiscal review or audit that costs were not charged appropriately, VA may issue a Notice of Indebtedness to collect for the over-billing. Submission of budgets or other information as part of your grant application or through subsequent changes of scope does not constitute approval for charges that violate program regulations or OMB Circulars. Your agency must track costs by FAIN. Each FAIN will have its own per diem rate. In addition, your agency is advised it must meet the requirements of 38 CFR 61.66.
- Fiscal reporting is based on the federal fiscal year; October 1 to September 30. All Providers are required to complete the [FFR SF-425](#) on an annual basis for each FAIN. Annual FFRs are due no later than 90 days after the end of the federal FY (September 30). If your agency withdraws from the grant or is terminated, a final FFR will be due. The final FFR is due no later than 90 days after the date of withdrawal or termination. If you find that you have overages DO NOT include a check for that amount with your FFR. If the FFR indicates funding is due to be returned, our office will initiate a formal Notice

of Indebtedness with instructions on how and where to send payment or request waivers of debt.

It is very important that if no one in your agency has expertise in meeting federal grant compliance requirements your agency retain professional grant management services.

Grantees may have written statements in their grant application that conflict with GPD regulations. For example, a grantee specified that Veterans would be charged a flat program fee regardless of the Veteran's income; however, this conflicts with GPD regulations. In this instance GPD regulations will take precedence. In such cases the grantee would be required to follow the regulatory requirements regardless of any statements in the grant application.

Corrective Action

Corrective action is expected when a grantee is not adhering to the terms of the grant, following GPD regulations, or, in some cases, not meeting performance measures. A deficiency identified at any time, for example during a quarterly review or inspection, does not automatically trigger the corrective action process.

If the need for corrective action process is discovered, the VAMC will provide you with a letter that describes the deficiency, what corrections are needed, and specify a time period. Typically, grantees are allowed 30 days to correct deficiencies depending upon the severity and provided there is no immediate danger to the safety of Veterans.

Corrective Action Plan: Corrective action plan letters ideally do not come as a surprise to the grantee. The liaison should discuss any findings verbally immediately upon discovery and provide the grantee the opportunity for correction. Quarterly reviews lend themselves to discussion of any grant compliance or performance issues. Grantees should include the ir leadership, not just the case managers, in the discussions.

Payment Withhold/Suspension: Should the grantee fail to provide an acceptable corrective action plan, a letter notifying grantees that admissions are to be halted and/or withholding per diem payments and then suspending grant payments may be issued. If funds are withheld, and the situation is corrected, the grantee may be paid the funds withheld for the services rendered. However, if funds are suspended, even though the situation is corrected, the grantee will not be paid for those services rendered during the suspension period. Payments may be reinstated from the date of satisfactory correction. As a last resort, projects can be terminated. The GPD National Program Office is the office of primary responsibility for the termination of a GPD award. When termination occurs, VA will conduct a complete audit to determine if any funds are owed to the government.

Suicide Prevention & Racial Equity

Of course, this goes hand in hand with ensuring Veteran safety. Suicide prevention is an urgent priority and suicide safety plans are expected to be in place among all grant recipients. At each VAMC there is a [suicide prevention program](#) and a designated Suicide Prevention Coordinator. As our partners, we expect your agency to have a suicide prevention plan in place to assist Veterans in crisis. If you need assistance creating a suicide safety plan, contact your VA GPD liaison who will be able to provide you with the necessary medical center contacts and information. The Veterans Crisis Line can also provide immediate assistance by calling

1-800-273-8255. Additionally, the Veterans Crisis Line offers online chat and text options. Please visit <https://www.veteranscrisisline.net/> for more information and options for hard-of-hearing Veterans.

Black, Indigenous, People of Color are overrepresented in the homeless system as a proportion of their populations. This overrepresentation makes it imperative that GPD grantees recognize the racial disparities present in the system and work towards creating a culture of racial equity within the GPD program.

Your FY 2021 grant contains a section that outlines your agency's plan to focus on culturally competent staff development. Training activities should be developed to assist your program staff with providing relevant services to people in your program impacted by racial inequity. If you have any concerns or questions about your racial equity staff development implementation plan, we recommend a discussion with your GPD liaison.

You may find the following resources helpful:

National Alliance to End Homelessness: [Racial Equity Network Toolkit](#)

HUD Exchange: [Racial Equity Resources](#)

C4 Innovations: [Racial Equity Analysis](#)

Special Reporting Circumstances

At times, sentinel events occur that require additional reporting actions to the VA GPD liaison. Some examples include: Veteran injury, medication overdose, or death. Please ensure you have both an internal incident reporting system and that these incident reports are provided to your GPD liaison within 24 hours of the critical incident.

Allegations of Impropriety

All allegations of impropriety at your agency by employees, VA employees, or by program participants will be immediately addressed and documented through use of the appropriate VA mechanism, (e.g., VA Patient Representative, Quality Management, Board of Inquiry, Office of the Inspector General). This is paramount for the health and safety of the Veterans served. As a condition of your grant, you are required to cooperate with these inquiries.

Model-Specific Descriptions

Bridge Housing

Targeted Population: Homeless Veterans that have been offered and accepted a permanent housing intervention [e.g., Supportive Services for Veterans Families (SSVF), Department of Housing and Urban Development-VA Supportive Housing (HUD–VASH), Housing Coalition/Continuum of Care (CoC)]; and are not able to immediately enter the permanent housing.

Model Overview: Bridge housing is intended to be a short-term stay in transitional housing for Veterans with pre-identified permanent housing destinations.

Characteristics & Standards Goals in the Individual Service Plan should be short-term with the focus on the move to permanent housing, rather than the completion of treatment goals. Veterans are expected to receive case management and support, which should be coordinated with the HUD–VASH, SSVF, or other available community-based programs. Grantees will assist Veterans with accessing services as needed/requested by the Veteran and must make available to participants a menu of available services. Length of Stay (LOS) will be individually determined based on need, but in general, is not expected to exceed 90 days.

Admission Criteria: Veterans must have been offered and accepted a permanent housing intervention prior to admission or within the first 14 days of admission.

Required Minimum Performance Metrics/Targets

- Discharge to permanent housing is **75 percent**
- Negative exits² target is less than **20 percent**

² The term “negative exit” is defined as the removal of a Veteran from the GPD program because of a violation of program rules, a failure to comply with program requirements, and/or leaving the program without consulting GPD grantee staff (a.k.a. “going AWOL,” elopement, etc.). Additionally, VA may, at its discretion, update these targets at any point during the award period. If any new targets come into effect, VA will notify grantees in writing.

Clinical Treatment

Targeted Population: Homeless Veterans with a specific diagnosis related to a substance-use disorder and/or mental-health diagnosis; Veteran actively chooses to engage in clinical services.

Model Overview: Clinically focused treatment provided in conjunction with services effective in helping homeless Veterans secure permanent housing and increase income through benefits and/or employment.

Characteristics & Standards: Although the programming and services have a strong clinical focus, permanent housing and increased income are a required outcome of the program. Treatment programs must incorporate strategies to increase income and housing attainment services; Individualized assessment, services, and treatment plan which are tailored to achieve optimal results in a time efficient manner and are consistent with sound clinical practice; Program stays are to be individualized based upon the individual service plan for the Veteran (not program driven); Staff are to be licensed and/or credentialed for the substance-use disorder (SUD)/mental health (MH) services provided; and treatments services must be provided by the applicant or through contract arrangement (VA staff cannot not be the treatment provider for this model). Veterans are offered a variety of treatment service modalities (e.g., individual and group counseling/therapy, family support groups/family therapy, and psychoeducation).

Required Minimum Performance Metrics/Targets

- Discharge to permanent housing is **65 percent**
- Employment of individuals at discharge is **55 percent**
- Negative exits³ are less than **20 percent**

³ The term "negative exit" is defined as the removal of a Veteran from the GPD program because of a violation of program rules, a failure to comply with program requirements, and/or leaving the program without consulting GPD grantee staff (a.k.a. "going AWOL," elopement, etc.). Additionally, VA may, at its discretion, update these targets at any point during the award period. If any new targets come into effect, VA will notify grantees in writing.

Hospital to Housing (Respite Care)

Targeted Population: Homeless Veterans identified and evaluated in emergency departments and inpatient care settings for suitability for direct transfer to a designated GPD Program for transitional housing and supportive care.

Model Overview: Respite care is a medical model to address the housing and recuperative care needs of homeless Veterans who have been hospitalized.

Characteristics & Standards: Housing sites are expected to be in close proximity to the referring medical center, so that ongoing clinical care, including specialty care, can continue to be provided; Have a post-discharge care plan as pre-requisite to program placement that addresses ongoing physical, mental health, substance use disorder, and social work needs as well as care management plans to transition the Veteran to permanent housing upon clinical stabilization; The VA Homeless Patient Aligned Care Team (H-PACT), or other appropriate care unit, will facilitate and coordinate the ongoing care needs upon transition.

A Memorandum of Understanding must be in place with the local VAMC that details participation in the Hospital-to-Home (H2H) program. Included in this should be a detailing of acceptance criteria for Veterans being referred from local facility emergency departments and inpatient wards, a detailing of how follow-up care with the medical center is organized, and a commitment to engaging enrolled Veterans in permanent housing as part of program objectives;

Admission Criteria: Individual must be functional, be able to perform independent Activities of Daily Living (ADL); not require acute detox, has no apparent psychosis; and has a post discharge plan coordinating care with the medical center (e.g., H-PACT Team, Mental Health, Substance Abuse, etc.).

Required Minimum Performance Metrics/Targets

- Discharge to permanent housing is **65 percent**
- Negative exits⁴ are less than **20 percent**

⁴ The term "negative exit" is defined as the removal of a Veteran from the GPD program because of a violation of program rules, a failure to comply with program requirements, and/or leaving the program without consulting GPD grantee staff (a.k.a. "going AWOL," elopement, etc.). Additionally, VA may, at its discretion, update these targets at any point during the award period. If any new targets come into effect, VA will notify grantees in writing.

Low Demand

Targeted Population: Chronically homeless Veterans who suffer from mental-health or substance- use problems, or who struggle with maintaining sobriety; and Veterans with multiple treatment failures that may have never received treatment services or may have been unsuccessful in traditional housing programs. These Veterans may have not yet fully committed to sobriety and treatment.

Model Overview: Low-Demand housing is a program design using a low-demand/harm-reduction model to better accommodate chronically homeless Veterans, and Veterans who were unsuccessful in traditional treatment settings. Programming does not require sobriety or compliance with mental health treatment as a condition of admission or continued stay. Overall, demands are kept to a minimum; however, services are available as needed. The goal is to establish permanent housing in the community, while providing for the safety of staff and residents.

Characteristics & Standards: Project is small (typically, 20 beds or less); Services must include case management, substance-use, and mental-health treatment; and referrals for benefits are made available as Veterans engage; Must provide the participant an orientation that sets the expectations of performance for the participant; Must have 24/7, on-site staffing at the same location as the location of the program participant. (Use of resident managers is not allowed); Must have a method to monitor participants and their guests' comings and goings; Must have a system in place for the management of the introduction of contraband; Must be willing to retain Veterans who commit minor infractions of rules and who cannot and/or will not stop drinking and/or using legal or illegal substances; Must be committed to keeping the Veterans housed and staying continuously engaged with each Veteran and provide services as needed; Must have procedures to ensure safety of staff and residents; and the grantee agency must participate in bi-monthly calls and an annual fidelity assessment process as established by VA.

Required Minimum Performance Metrics/Targets

- Discharge to permanent housing is **60 percent**
- Negative exits⁵ are less than **20 percent**

⁵ The term "negative exit" is defined as the removal of a Veteran from the GPD program because of a violation of program rules, a failure to comply with program requirements, and/or leaving the program without consulting GPD grantee staff (a.k.a. "going AWOL," elopement, etc.). Additionally, VA may, at its discretion, update these targets at any point during the award period. If any new targets come into effect, VA will notify grantees in writing.

Service-Intensive Transitional Housing

Targeted Population: Homeless Veterans who choose a supportive transitional housing environment providing services prior to entering permanent housing.

Model Overview: Provides transitional housing and a milieu of services that facilitate individual stabilization and movement to permanent housing as rapidly as clinically appropriate.

Characteristics & Standards: Scope of services should incorporate tactics to increase the Veteran's income through employment and/or benefits and obtaining permanent housing. Services provided and strategies used by the applicant will vary based on the individualized needs of the Veteran and resources available in the community. Applicant specifies the staffing levels and range of services to be provided.

Required Minimum Performance Metrics/Targets

- Discharge to permanent housing is **70 percent**
- Employment of individuals at discharge is **55 percent**
- Negative exits⁶ are less than **20 percent**

⁶ The term "negative exit" is defined as the removal of a Veteran from the GPD program because of a violation of program rules, a failure to comply with program requirements, and/or leaving the program without consulting GPD grantee staff (a.k.a. "going AWOL," elopement, etc.). Additionally, VA may, at its discretion, update these targets at any point during the award period. If any new targets come into effect, VA will notify grantees in writing.

Service Centers

Targeted Population: Homeless Veterans who are seeking assistance with obtaining housing, employment, medical care, or benefits.

Model Overview: Provides services and information to engage and aid homeless Veterans obtain housing and services.

Characteristics & Standards: Scope of services should incorporate tactics to engage and aid the Veteran. Services provided and strategies used by the applicant will vary based on the individualized needs of the Veteran and resources available in the community. Applicant specifies the staffing levels and range of services to be provided.

A service center's success is based on engagement with the population to be served and the demonstrated ability to provide services that lead to meeting the populations' needs. As such service centers performance, will be reviewed as follows:

Required Minimum Performance Metrics/Targets

- Serve the homeless Veteran population as described in the application.
- Provide the services as outlined in the application.
- Meet the requirements of 38 CFR 61.80 regarding service centers.
- Demonstrate the service center is meeting the number of visits as stated in the application.

Transition in Place (TIP)

Targeted Population: Homeless Veterans who choose a supportive transitional housing environment providing services prior to entering permanent housing.

Model Overview: Provides transitional housing and robust services that facilitate individual stabilization, increased income, and promote the ability of the Veteran to assume occupancy of the TIP residence as permanent housing as rapidly as clinically appropriate.

Characteristics & Standards: The TIP housing model offers Veteran residents housing in which support services transition out of the residence over time, rather than the resident leaving the residence. The TIP housing models offers transition and stabilization services to Veterans in independent apartments. The eventual goal for Veterans in TIP is to assume occupancy of the unit after they stabilize and no longer need support. This leaves the Veteran in place and not forced to find other housing while still stabilizing from the preceding period of homelessness. It is expected that Veterans will receive transition in place supportive services for approximately 6 to 12 months before assuming permanent occupancy of the unit. Any extension beyond 12 months requires prior written approval from the GPD liaison. Extensions are then considered in increments of up to 90 days, and generally are not to exceed an additional 12 months of services (*i.e.* the combined total of TIP services is up to 24 months per Veteran). **The TIP model does not support**

- **Discharge planning to HUD–VASH, nor**
- **Discharge planning to Supportive Services for Veteran Families (SSVF) Rapid Rehousing.**

Scope of services should strive to

- increase the Veteran's income through employment and/or benefits, and
- secure apartment/permanent housing in the Veteran's name.

GPD providers will tailor services and strategies to the individualized needs of the Veteran and resources available in the community.

Housing case management should incorporate several elements leading to successful permanent housing:

- Approaches that are flexible in intensity, support client choice, use a strengths-based approach, and focus on housing retention
- Approaches that encourage the Veteran's household to develop, enhance, or reengage a network of support that will continue after the Veteran finishes TIP
- Build tenancy skills such as how to resolve conflicts, how to understand a lease, options, working through crises and other skills that will assist Veterans in retaining housing

GPD grantees specify the staffing levels and range of services to be provided, which are expected to be multidisciplinary and robust. GPD providers also identify or convert existing suitable apartment-style housing. Grantees are expected to replace units as they are converted to permanent housing to maintain the average number of bed days as stated in the application during the entire grant period. Once the Veteran assumes the lease or other long-term

agreement, VA will no longer provide funding for the unit under this NOFA. For example, each time a Veteran assumes the lease or other long-term agreement for the apartment, the grantee must identify a new unit in which to place another Veteran. By program design, transition to permanent housing should occur as rapidly as possible, and grantees should continually be acquiring and coordinating with VA on the inspection of new units to maintain a steady number of Veterans served. Grantees must own or lease apartments intended as permanent housing for an individual or single family.

Apartments must meet the inspection standards outlined at title 38 Code of Federal Regulations (CFR) 61.80, and have the following characteristics:

1. Private access without unauthorized passage through another dwelling unit or private property;
2. Sanitary facilities within the unit;
3. Basic furnishings; and
4. Suitable space and equipment within the unit to store, prepare, and serve food in a sanitary manner (including, at a minimum, a refrigerator, freezer, sink, and stove). Note: Microwave ovens, hot plates, or similar items are not suitable substitutes for an operational stove.

Required Minimum Performance Metrics/Targets

- Discharge to permanent housing is **75 percent**
- Employment of individuals at discharge is **55 percent**
- Negative exits⁷ are less than **20 percent**

Participant Lease Agreement Information

Lease Guarantors—A Lease Guarantor is a third party (in this case, the grantee) who guarantees to pay the lease costs if the lessee (in this case, the Veteran) defaults. This is not allowed under this program.

Sublease—The sublease is a lease by a lessee (in this case, the grantee) to a third party (in this case, the Veteran) conveying the leased property for a shorter term than that of the lessee, who retains a reversion in the lease. For the sake of clarity, in a sublease TIP housing scenario, the landlord is the lessor, the grantee is the lessee, and the Veteran is the sublessee.

GPD TIP grantees may use subleases during the transitional housing phase if the sublease has been approved by the GPD National Program Office, and the sublease meets the following conditions:

1. Period of sublease must be less than the entire period of the grantee's lease with the landlord
2. Grantee lease renewal must be taken into consideration when stating the period of the sublease

⁷ The term "negative exit" is defined as the removal of a Veteran from the GPD program because of a violation of program rules, a failure to comply with program requirements, and/or leaving the program without consulting GPD grantee staff (a.k.a. "going AWOL," elopement, etc.). Additionally, VA may, at its discretion, update these targets at any point during the award period. If any new targets come into effect, VA will notify grantees in writing.

3. Sublease must be explicit that the grantee is the lessee, not the Veteran
4. Sublease must revert to the grantee lessee without sanctions to the Veteran should the Veteran leave prior to program completion and lease assumption
5. Sublease may not contain requirements contrary to GPD regulations
6. Security deposits may not be charged to Veterans. However, grantee lessees may take other available and appropriate legal steps in situations of property destruction

GIFTS Grants Management Portal

Overview

GIFTS (also called Blackbaud Grantmaking) is an online grants management system. It does not require any software installation or specific hardware. Grant applicants just need access to the internet. GIFTS helps organizations manage their grants, complete operational tasks and requirements, submit applications, and will enhance communication with the GPD National Program Office.

The GPD National Program Office utilizes a grants management database called GIFTS to track, send, and receive grantee information including contact information. This guide contains step-by-step instructions for establishing a GIFTS account and utilizing the grantee applicant portal.

Every GPD organization will have a designated grantee portal account that is assigned based upon information submitted during the application process. This account will be used to receive and complete program requirements that are published to the account.

Accessing GPD GIFTS Account (Current Grantees)

Current GPD grantees are encouraged to log into the GIFTS application using your existing GIFTS account because the GIFTS system will support the population of pre-existing fields in the application such as your agency name, tax ID, DUNS, and more.

There is a direct link on the GPD Provider website to access the GIFTS portal:

https://www.va.gov/HOMELESS/GPD_ProviderWebsite.asp.

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.

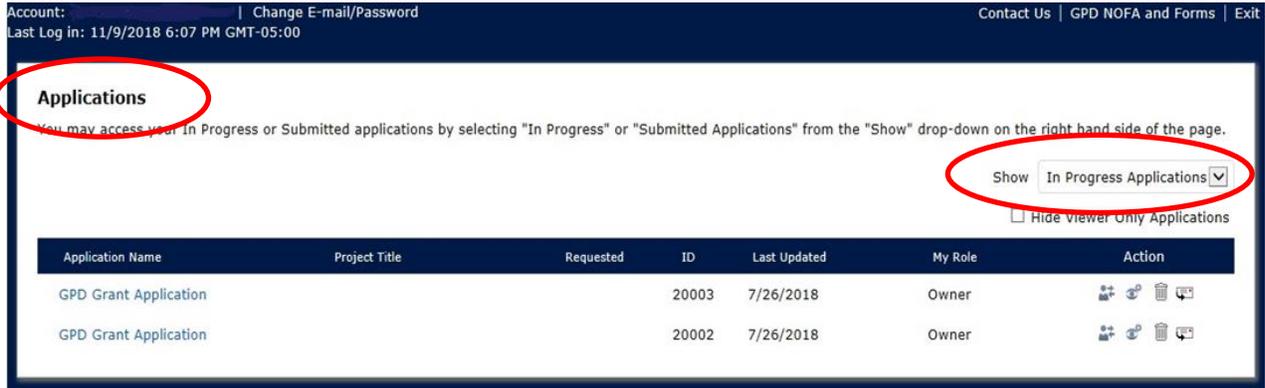
E-mail Password

[New Applicant?](#) [Forgot Password?](#)

Accessing Your Applications

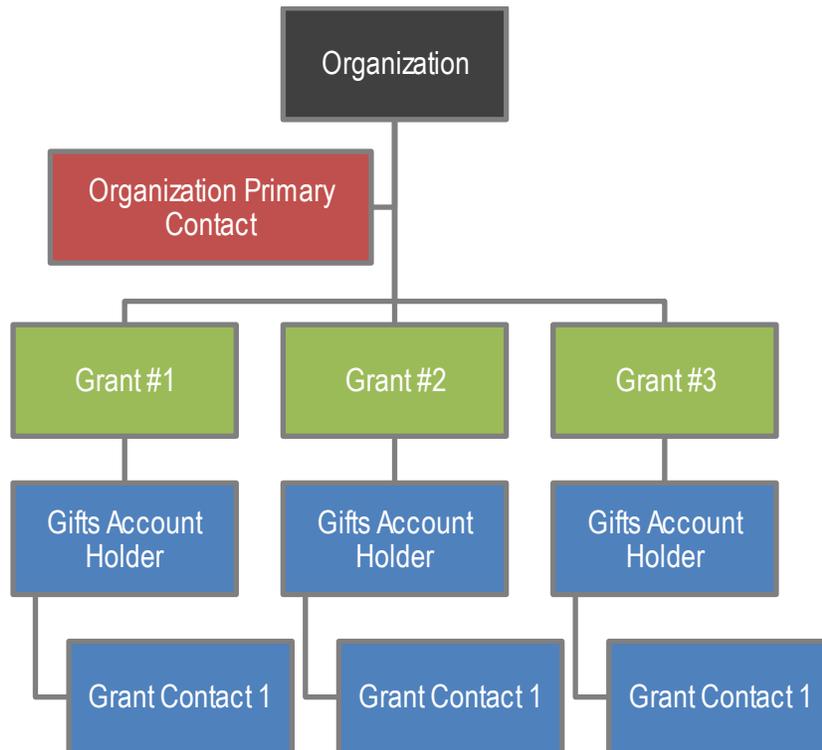
1. "In-Progress" applications if closed out before submission should be visible under the Applications tab in the grantee portal account that opened the application when logging back in.

- If the account has previously submitted applications on behalf of the program, they can be viewed by changing the view on the applications page to show “Submitted Applications.”



Grantee Points of Contact

The GPD National Program Office maintains specific records of contacts related to organizations and grant awards. Through GIFTS, the GPD National Program Office will be able to maintain these contacts for each grant record thus streamlining communication. Only the contacts identified in GIFTS will be used for correspondence. Three types of contacts are identified when submitting a GPD grant application: Organizational Primary Contact, Grant Contact 1, and a GIFTS Account Holder.



Organization Primary Contact

Grant agencies must have one Organization Primary Contact. This contact is assigned to the Organization, not a specific grant award, and 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. Changes to this contact throughout the year are considered significant changes and require formal notification to the GPD National Program Office.

Organization is typically defined by the same Employer Identification Number (EIN) utilized for multiple grants. Grantees with multiple awards can only have ONE Organization Contact.

NOTE: The GPD and SSVF grant programs both utilize the same GIFTS system. Therefore, applicants/grantees must identify the same Organizational Primary Contact for all SSVF and GPD grants. Please keep this in mind when completing grant applications and contact requirement updates. Current grantees that submit a new organizational point of contact in their grant application will change that point of contact for their existing GPD and SSVF awards, as only one organizational point of contact is allowed.

Grant Contact #1

Grant Contact 1 is associated with the primary contact for a specific FAIN (project number) for that Organization. This contact may be a Program Manager, Director, Coordinator, Grant Administrator, or other position overseeing the GPD project.

Applicants with multiple grant awards/applications may identify different individuals in their organization to serve as Grant Contact 1 for each grant. Therefore, an organization with multiple grants may (but are not required to) have multiple staff identified as Grant Contact 1.

GPD Grants Management System Account Holder (GIFTS Account Holder)

The GIFTS system automatically identifies the GIFTS Account Holder based on the email address that submits your agency's grant application. There is only one allowable account holder per grant award/application.

The email address associated with this contact is used for accessing the GIFTS accounts and requirement forms related to the grant award/application. This account holder ensures that the online requirement "tasks" sent from the GPD National Program Office are complete and sent back by the deadline. This contact may be the same as Grant Contact 1 or the Organizational Primary Contact if either of these individuals' emails were used to establish the account that your agency's application was submitted from in the GIFTS system.

Please note that the GIFTS Account Holder has permissions to share the grant application(s) and/or transfer requirement(s) to staff within the agency and to allow other staff members to review the form prior to submission to VA.

Contact Changes

This information can also be updated over time as staff transition or change. It is important to note that the GPD National Program Office does not have a separate list-serve database for releasing newsletters or other announcements. Grantees are responsible for ensuring that additional program staff receive applicable notifications. This may include forwarding emails as well as follow up discussion with your GPD direct service staff, administrative staff, and financial staff so that everyone has the information that they need with respect to their work and their roles.

Reference Documents

Sample Per Diem Only Voucher for Reference



Department of Veterans Affairs		VA Grant and Per Diem Program Per Diem Only (PDO) Payment Voucher		
The Per Diem Payment Voucher is to be used after the recipient is determined eligible for per diem payments and should be submitted monthly to the VA Liaison. Who in turn will forward it to the GPD National Program Office at GPDvouchers@va.gov .				
PROGRAM NAME AND ADDRESS:			DATE:	
			FAIN / PROJECT NUMBER:	
PO NUMBER:			BILLING PERIOD: (mm/dd/yy to mm/dd/yy)	
BILLING AMOUNTS - Complete the appropriate sections below				
Supportive Housing: The rate of per diem payments for each veteran in supportive housing shall be the lesser of (i) The daily cost of care estimated by the per diem recipient minus other sources of payments to the per diem recipient for furnishing services to homeless veterans that the per diem recipient certifies to be correct (other sources include payments and grants from other departments and agencies of the United States, from departments of State and local governments, from private entities or organizations, and from program participants), or (ii) The current VA State Home Program per diem rate for domiciliary care.				
HOUSING MODEL	TOTAL BED DAYS OF CARE PROVIDED, BY MODEL	Per the FY 2020 NOFA, applicants funded for multiple models are authorized, without a change of scope, to flex between the applicant's authorized models up to five (5) beds per grant award at the same VAMC.		BEDS AWARDED
Bridge Housing				
Clinical Treatment				
Hospital to Housing				
Low Demand				
Service-Intensive				
TOTAL BED DAYS OF CARE PROVIDED	MULTIPLIED BY PER DIEM RATE	EQUALS	TOTAL AMOUNT REQUESTED	AMOUNT PAID BY VAMC
		=		
VALIDATION - Complete the appropriate sections below:				
GPD GRANTEE AUTHORIZED AGENT SIGNATURE: To the best of my ability I certify the billing requested is accurate, based on actual costs, and when divided does not exceed 100% of the daily cost of care, per veteran, per day.				
NAME		TITLE		DATE
SIGNATURE				
VA GPD LIAISON VALIDATION SIGNATURE: To the best of my ability I certify the billing is accurate and the funds paid are for the bed days of care that have been provided.				
NAME		TITLE		DATE
SIGNATURE				
After completion, email to: Grant and Per Diem Program Office @ GPDVouchers@va.gov				
NOTE: Liaisons, when sending completed voucher to GPD Office, the daily census should not be included.				

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JAN 2006

Sample Service Center Voucher for Reference

Department of Veterans Affairs		VA Grant and Per Diem Program Service Center Payment Voucher		
The Per Diem Payment Voucher is to be used after the recipient is determined eligible for per diem payments and should be submitted monthly to the VA Liaison. Who in turn will forward it to the GPD National Program Office at GPDvouchers@va.gov .				
PROGRAM NAME AND ADDRESS:			DATE:	
			FAIN / PROJECT NUMBER:	
PO NUMBER:			BILLING PERIOD: (mm/dd/yy to mm/dd/yy)	
BILLING AMOUNTS - Complete the appropriate sections below				
<p>Service Centers: The per diem amount for service centers shall be one eighth of the lesser of the amounts in paragraphs (i) and (ii) for supportive housing above, not to exceed eight hours in any day (e.g., State Home Rate is \$49.91 then hourly rate is \$6.24).</p>				
TOTAL NUMBER OF 1-HOUR VISITS	MULTIPLIED BY PER DIEM RATE	EQUALS	TOTAL AMOUNT REQUESTED	AMOUNT PAID BY VAMC
		=		
VALIDATION - Complete the appropriate sections below:				
<p>GPD GRANTEE AUTHORIZED AGENT SIGNATURE: To the best of my ability I certify the billing requested is accurate, based on actual costs, and when divided does not exceed 100% of the daily cost of care, per veteran, per day.</p>				
NAME		TITLE		DATE
SIGNATURE				
<p>VA GPD LIAISON VALIDATION SIGNATURE: To the best of my ability I certify the billing is accurate and the funds paid are for the services to Veterans that have been provided.</p>				
NAME		TITLE		DATE
SIGNATURE				
<p>After completion, email to: Grant and Per Diem Program Office @ GPDVouchers@va.gov</p>				
<p>NOTE: Liaisons, when sending completed voucher to GPD Office, the daily census should <u>not</u> be included.</p>				

VA FORM 10-0361D
JAN 2006

Sample Transition in Place Voucher for Reference



Department of Veterans Affairs		VA Grant and Per Diem Program Transition In Place (TIP) Payment Voucher		
The Per Diem Payment Voucher is to be used after the recipient is determined eligible for per diem payments and should be submitted monthly to the VA Liaison. Who in turn will forward it to the GPD National Program Office at GPDvouchers@va.gov .				
PROGRAM NAME AND ADDRESS:			DATE:	
			FAIN / PROJECT NUMBER:	
PO NUMBER:			BILLING PERIOD: <i>(mm/dd/yy to mm/dd/yy)</i>	
BILLING AMOUNTS - Complete the appropriate sections below				
<p>Supportive Housing: The rate of per diem payments for each veteran in supportive housing shall be the lesser of (i) The daily cost of care estimated by the per diem recipient minus other sources of payments to the per diem recipient for furnishing services to homeless veterans that the per diem recipient certifies to be correct (other sources include payments and grants from other departments and agencies of the United States, from departments of State and local governments, from private entities or organizations, and from program participants), or (ii) The current VA State Home Program per diem rate for domiciliary care.</p>				
TOTAL BED DAYS OF CARE PROVIDED	MULTIPLIED BY PER DIEM RATE	EQUALS	TOTAL AMOUNT REQUESTED	AMOUNT PAID BY VAMC
		=		
VALIDATION - Complete the appropriate sections below:				
<p>GPD GRANTEE AUTHORIZED AGENT SIGNATURE: To the best of my ability I certify the billing requested is accurate, based on actual costs, and when divided does not exceed 100% of the daily cost of care, per veteran, per day.</p>				
NAME		TITLE		DATE
SIGNATURE				
<p>VA GPD LIAISON VALIDATION SIGNATURE: To the best of my ability I certify the billing is accurate and the funds paid are for the bed days of care that have been provided.</p>				
NAME		TITLE		DATE
SIGNATURE				
<p>After completion, email to: Grant and Per Diem Program Office @ GPDVouchers@va.gov</p>				
<p>NOTE: Liaisons, when sending completed voucher to GPD Office, the daily census should <u>not</u> be included.</p>				

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