

## Supportive Services for Veteran Families (SSVF)

### Grant Administration and Program Compliance Checklist

This document provides a checklist of tasks involved in administering your SSVF grant and ensuring it meets all grant compliance requirements. The checklist contains five primary compliance areas with multiple tasks to be completed within each area. Grantees should have completed most of these steps, or are aware of the process for completing all steps, within two months prior to implementation.

Compliance Area	Tasks
<b>Payment Management System (HHS)</b>	<ul style="list-style-type: none"> <li>• <b>Grant Set Up:</b> <ul style="list-style-type: none"> <li>✓ User Registration (Account and Password)</li> <li>✓ Direct Deposit / Banking Information</li> <li>✓ SSVF Subaccounts                             <ul style="list-style-type: none"> <li>○ Administration (0001)</li> <li>○ Supportive Services (0002)</li> <li>○ Temporary Financial Assistance - Rapid Rehousing (0003)</li> <li>○ Temporary Financial Assistance - Prevention (0004)</li> </ul> </li> </ul> </li> <li>• <b>Payment Requests:</b> <ul style="list-style-type: none"> <li>✓ Draw from any / all subaccounts</li> <li>✓ Approvals within 24 hours</li> </ul> </li> </ul>
<b>Grant Agreement and Application (Pre-Contract Meeting)</b>	<ul style="list-style-type: none"> <li>• <b>Program Concept:</b> <ul style="list-style-type: none"> <li>✓ Eligible Activities / Services</li> <li>✓ Targeted Subpopulations</li> <li>✓ Geographic Areas Served / CoC</li> <li>✓ Community Type</li> <li>✓ Subcontractor Management / MOAs</li> <li>✓ HMIS Administration</li> </ul> </li> <li>• <b>Approved Budget</b> <ul style="list-style-type: none"> <li>✓ Eligible Expenses per Category</li> <li>✓ Quarterly Projections</li> <li>✓ Subcontractor Expenditures</li> </ul> </li> </ul>
<b>Fiscal Compliance</b>	<ul style="list-style-type: none"> <li>✓ Financial Services Center- Audit Selections</li> <li>✓ OMB Circular A122</li> <li>✓ OMB Circular A133</li> <li>✓ Close-Out Certifications</li> <li>✓ Single Audit Submission</li> </ul>

<b>Reporting Requirements</b>	<ul style="list-style-type: none"> <li>• <b>Qualitative:</b> <ul style="list-style-type: none"> <li>✓ Quarterly Report (PDF)</li> <li>✓ Participant Surveys</li> <li>✓ Critical Incidents</li> </ul> </li> <li>• <b>Financial:</b> Quarterly Report Attachment 1 (Excel)</li> <li>• <b>Quantitative:</b> <ul style="list-style-type: none"> <li>✓ HMIS (on-going)</li> <li>✓ VA Repository (monthly)</li> <li>✓ Coversheet Submission (Excel) of Non-HMIS Data (monthly)</li> </ul> </li> </ul>
<b>Program Operations</b>	<ul style="list-style-type: none"> <li>• <b>Communication with VA:</b> <ul style="list-style-type: none"> <li>✓ Regional Coordinator</li> <li>✓ SSVF General Inbox (<a href="mailto:ssvf@va.gov">ssvf@va.gov</a>)</li> <li>✓ Grantee Identification / Grant Award Number</li> <li>✓ Grantee Points of Contact</li> </ul> </li> <li>• <b>Program Changes:</b> <ul style="list-style-type: none"> <li>✓ Significant Changes</li> <li>✓ Budget Modifications</li> <li>✓ Subaccount Funds Transfers</li> </ul> </li> <li>• <b>Program Remediation:</b> <ul style="list-style-type: none"> <li>✓ Corrective Action Plans</li> <li>✓ Management Improvement Plans</li> </ul> </li> <li>• <b>Training and TA</b> <ul style="list-style-type: none"> <li>✓ SSVF Program Guide</li> <li>✓ Website: Grantee Resources/Knowledge University</li> <li>✓ National Webinars</li> <li>✓ Regional Coordinator Live Meetings</li> <li>✓ Individual Technical Assistance, as needed</li> </ul> </li> </ul>