

# VA LEGAL SERVICES FOR HOMELESS VETERANS AND VETERANS AT-RISK FOR HOMELESSNESS (LSV-H) GRANT PROGRAM

MONTHLY GRANTEE WEBINAR  
JANUARY 17, 2024

Recording Link: <https://veteransaffairs.webex.com/recordingservice/sites/veteransaffairs/recording/playback/f98f547c9798103c9f7d005056814b88>  
Password: Homeless1!

# AGENDA

- I. Welcome
- II. SF-425 Overview
- III. Upcoming Due Dates
- IV. Payment Management System
- V. Compliance Reminders
- VI. LSV-H FY24 NOFO

WELCOME

**Sean Clark, JD**  
**Veterans Justice Programs**  
**National Director**

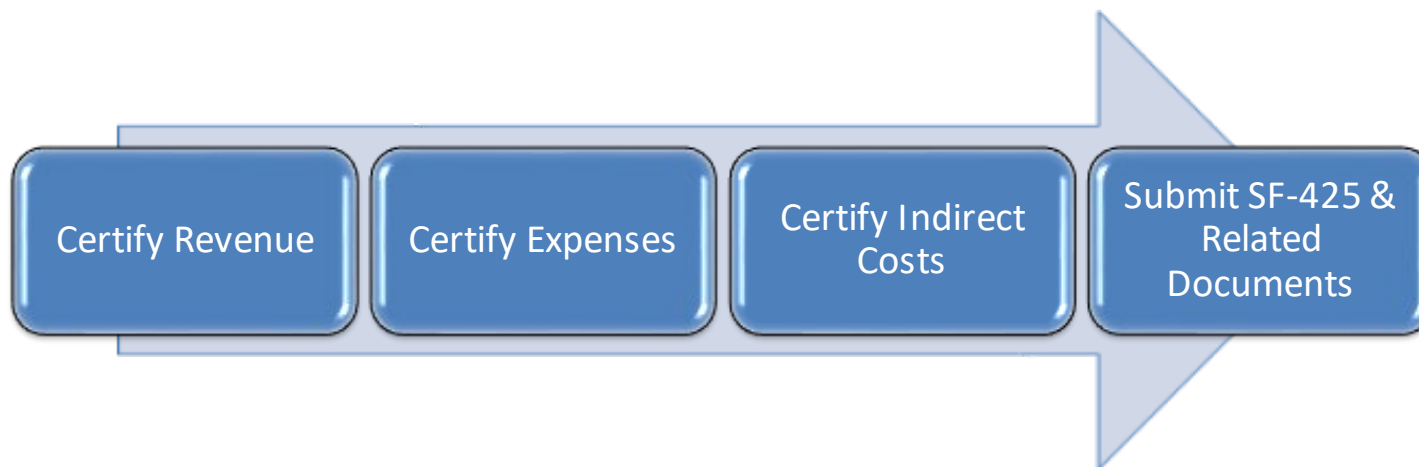
**Tony Huff, Senior Auditor**

**Omar Ochoa, Supervisory Auditor**

**U.S. Department of Veterans Affairs  
Office of Business Oversight (OBO)**

# RECONCILING SF-425'S

- **Reconciling SF-425's** – The Grantee should develop policies and procedures to include a detailed description of the reconciliation and methodology for certifying the Federal Financial Report SF-425, including:
  - Timely submission of SF-425 and supporting documentation – March 1, 2024
  - Certify expenses and revenue match with what is reported on the SF-425
  - Certify indirect costs are accurately calculated
  - Supporting documentation is required to be maintained for future financial reviews
  - Designate individual to submit annual SF-425 and related documents



# RECONCILING SF-425'S (CONTINUED)

- Policies and Procedures

- **Policy:** To establish and document the procedures for reconciling the general ledger to the SF-425.
- **Purpose:** To consistently capture the revenue, obligations and disbursements that occurred during the reporting period.
- **Procedures:**
  - Establish accurate expense descriptions.
  - Utilize program and cost codes (Revenue/Payroll/General Expenses).
  - Information should be limited to only Revenue and Expenses charged to the LSV Program.
  - Retain Documentation: General Ledger, Balance Sheets, Profit/Loss Statements, SF-425 and Indirect Cost Rate Agreement if rate other than 10% De Minimis is used.
  - LSV Revenue amounts should match the Payment request from EGMS
  - SF-425s should be submitted no later than:
    - Midyear: 30 days (March 1<sup>st</sup>) after the first six months of the federal grant year.
    - Annual: 120 days (November 30<sup>th</sup>) after the Federal fiscal year-end.
  - Assign designated individual(s) to submit a PDF of the SF-425 and the related general ledger tie-out to [LSV425@va.gov](mailto:LSV425@va.gov) with the grantees' FAIN in the subject line.

# COMPLETING THE SF-425

## Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014

Expiration Date: 01/31/2019

1. Federal Agency and Organizational Element to Which Report is Submitted Veteran Justice Program		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) FAIN # assigned	
3. Recipient Organization (Name and complete address including Zip code) Recipient Organization Name: Smucka-Telly Legal Services			
Street1: 101 USMC		Street2:	
City: Luns		County: Tavern	
State: TX: Texas		Province:	
Country: USA: UNITED STATES		ZIP / Postal Code: 999999	
4a. DUNS Number	4b. EIN 9 digit EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) Not Used	
6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual	8. Project/Grant Period From: 08/1/2023 To: 07/31/2024	9. Reporting Period End Date 01/31/2024

# COMPLETING THE SF-425 (CONTINUED)

- Reconciling SF-425's – Key Items

Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	1,000,000.00
b. Cash Disbursements	1,000,000.00
c. Cash on Hand (line a minus b)	0.00
<i>(Use lines d-o for single grant reporting)</i>	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	1,100,000.00
e. Federal share of expenditures	1,000,000.00
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	1,000,000.00
h. Unobligated balance of Federal funds (line d minus g)	100,000.00
Recipient Share:	
i. Total recipient share required	0.00
j. Recipient share of expenditures	0.00
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	5,000.00
m. Program income expended in accordance with the deduction alternative	0.00
n. Program income expended in accordance with the addition alternative	5,000.00
o. Unexpended program income (line l minus line m or line n)	0.00



## Key Items

- Block 10a – Amount of Federal funds received from VA for the grant as of the reporting period end date. **Do not** include contributions, donations, or other income.
- Block 10b – Amount of Federal funds (Direct and Indirect) disbursed against the grant award as of the reporting end date. Cannot exceed Block 10a.
- Block 10c – Cannot be negative.
- Block 10d – Total LSV funds authorized.
- Block 10e – Total amount of direct and indirect costs (usually the same as 10(b)).
- Block 10f – Obligations which have been incurred, but still owed to the vendor as of the reporting period end date.
- Block 10l – **Do not** include contributions or donations. Should be total program income earned, not limited to expenditures in excess of the award amount.



# KEY POINTS OF CONTACT

- OBO LSV Audit Team
  - Nick Rayo, Senior Auditor - [Nicholas.Rayo@va.gov](mailto:Nicholas.Rayo@va.gov)
  - Tony Huff, Senior Auditor - [Tony.Huff@va.gov](mailto:Tony.Huff@va.gov)
  - Omar Ochoa, Supervisory Auditor - [Omar.Ochoa@va.gov](mailto:Omar.Ochoa@va.gov)
  - Jeff Brean, Director - [Jeffrey.Brean@va.gov](mailto:Jeffrey.Brean@va.gov)
- LSV Program Information
  - SF-425 Submissions: [LSV425@va.gov](mailto:LSV425@va.gov)
  - SF-425 General Questions: [LSVGrants@va.gov](mailto:LSVGrants@va.gov)

# ADDITIONAL INFORMATION

- 2 CFR Part 200 Website:
  - <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>
- Fiscal Trainings & Presentations:
  - GPD Grantee Training (December 2023):
    - [GPD Training - How to Prevent Questioned Costs and Unobligated Funds](#)
    - [Recorded How to Prevent Questioned Costs and Unobligated Funds](#)- Password: Homeless1!
  - GPD Grantee Annual Training (March 2023):
    - [How to Achieve Successful Grantee Financial Management Slides](#)
    - [Recorded Successful Financial Management Training](#)-Password: Homeless1!
  - GPD Grantee Training – How to Prepare for a GPD Review (July-August 2022):
    - [Training Slides](#)
    - [Part I Recorded Training](#) - Password: Homeless1!
    - [Part II Recorded Training](#) - Password: Homeless1!
  - [SF-425 Completion Training](#) (Revised 1/12/2022)
  - [Federal Cost Principles Training](#) (10/27/2021)



# UPCOMING DUE DATES

- Quarterly Reports for Q2
  - Due March 1, 2024
- Mid-Year SF-425 (Q1 and Q2)
  - Due March 1, 2024

## Payment Management System

# PAYMENT PROCESS – REGISTER

- **Action item:** Update your payment status to [LSVgrants@va.gov](mailto:LSVgrants@va.gov)
  - If you've already submitted a status update, no additional ask if required at this time
  - Direct Deposit form process can be timely
- LSV payments are reviewed in our **eGMS** system **and** electronically deposited to your bank account through the Payment Management System (**PMS**)
- Grantees will request funds through PMS **AND** submit a payment request through the eGMS portal: [eGMS Login Webpage](#)
- Grantees will follow the How-to guide available on the [LSV Provider Website](#) that provides detailed steps on how to properly submit your payment request

# PMS ACCESS

U.S. Department of Health & Human Services  
PSC Program Support Center  
Payment Management Services

Home Login

About Us Grant Recipient Grantor User Access Training Support

As of the period ending June 30, 2023, Department of Labor award recipients are no longer required to submit quarterly Federal Cash Transaction Reports (FCTR)... [Read More](#)  
As of the period ending March 31, 2023, Corporation for National and Community Service (dba AmeriCorps), award recipients do not have to submit quarterly Federal Cash Transaction Reports (FCTR) for funds drawn on or after April 1, 2023... [Read More](#)  
Cancellation & End of Fiscal Year 2023 Payment Processing Deadlines: Awards funded from 2018 fixed appropriation will cancel on September 30, 2023... [Read More](#)

## What is Payment Management Services ?


The Payment Management Services (PMS) is a shared service provider and a leader in processing grant payments for the federal government. PMS offers awarding agency and grant recipients with cash management services, centralized payment services, personal grant accounting support, and Financial Reporting Support. PMS promotes financial integrity and operational efficiencies within the federal government through exceptional accounting practices.

U.S. Department of Health & Human Services  
PSC Program Support Center  
Payment Management Services

Home Login

About Us Grant Recipient Grantor User Access Training Support

New User Access  
Deactivate User Access  
Access Request Status  
Grant Recipient User Access Instructions  
Grantor User Access Instructions



# PMS MENU OPTIONS

U.S. Department of Health & Human Services

PSC Program Support Center  
Payment Management Services

Home Login

About Us Grant Recipient Grantor User Access Training Support

Banking  
Payment Request  
Adhoc Grant Recipient Inquiry  
Reports  
FFR Information  
Returning Funds/Interest

## Document Requirements

**Recipients with US bank accounts:** All banking requests must include a copy of the [SF- 1199A Direct Deposit Sign-Up form](#). Instructions for completing the SF-1199A Direct Deposit Sign-Up Form can be found [HERE](#).

**Recipients with International bank accounts:** All banking requests must include a copy of the SF- 1199A Direct Deposit Sign-Up form and the International Bank Letter with authorized signatures on the bank letterhead. International Bank Letter Instructions: [HERE](#). Sample International Bank Letter: [HERE](#).

**To Add/Update Banking:** Login to PMS → select "Menu" → User Account Maintenance → Add/Update Banking.

**Location of Instructions:** Login to PMS → select "Menu" → User Account Maintenance → User Account Maintenance User Guide → Add/Update Banking.

**NOTE:** If you do not currently have access to the Banking menu node, you do not have access to make changes to the banking information. To add access to banking, complete an Update Privilege Request.

# PMS SUPPORT

U.S. Department of Health & Human Services  
PSC Program Support Center  
Payment Management Services

Home Login

About Us Grant Recipient Grantor User Access Training Support

Help Desk Info  
Find My PMS Liaison Accountant

As of the period ending December 31, 2023, National Aeronautics and Space Administration (NASA) award recipients are no longer required to submit quarterly financial reports.

## Find your PMS Liaison Accountant

Looking for your PSC PMS Representative? Simply use the form below to be directed to the correct PMS Liaison Accountant.

**Grants Awarded By U.S. Department of Health and Human Services (HHS) Agencies:**

HHS accounts are organized under four functional areas. Please select the area for your account to find your PMS Liaison Accountant.

For State and US Territory Governmental Accounts Please Choose a State or Territory:  GO

For University & Hospital Accounts Please Choose the State or Territory:  GO

For Non-Profit & For Profit Accounts Please Choose the State or Territory:  GO

For Indian Tribal Organizations Please Choose the State or Territory:  GO

For International Accounts Please Choose the Awarding Agency:  GO

**Grants Awarded By Non U.S. Department of Health and Human Services (Non-HHS) Federal Agencies:**

Please select the specific Non-HHS Agency to find your PMS Liaison Accountant: Cemetery, Homeless Veterans, State Housing and  GO

## Keishay Bulluck

Email Address: [Keishay.Bulluck@psc.hhs.gov](mailto:Keishay.Bulluck@psc.hhs.gov)

You may also contact the [ONE-DHHS Help Desk](#) for assistance with PMS, including questions, navigation of PMS and for password reset assistance. The ONE-DHHS Help Desk can be reached via email at [pmssupport@psc.hhs.gov](mailto:pmssupport@psc.hhs.gov).

You can submit a ticket on-line and access more services using the Self-Help Web Portal located at <https://dpm-portal.psc.gov>.



# COMPLIANCE REMINDERS

- No Income Cap for LSV-H
- LSC Prohibition on Criminal Defense

# NO INCOME CAP FOR LSV-H

- **Question about Income Cap:**
  - **Grantee Question:** Is there an income cap that Veterans must be under in order to qualify for LSV-H?
  - **LSV Program Team Response:** There is no income cap requirement for LSV-H. The income cap referenced in Paragraph 1 of 24 CFR 576.2 does not apply. 38 CFR 79.15(b) references Paragraph 1 of 24 CFR 576.2 only as it applies to places where Homeless Veterans sleep:
    - “At risk for homelessness” in this part means an individual who does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter **or another place described in paragraph (1) of the definition of “homeless” in 24 CFR 576.2.**

## • LSC PROHIBITION ON CRIMINAL DEFENSE

- The LSV Program Office is aware that Legal Services Corporation (LSC) prohibits their grantees from providing criminal defense however that does not apply to the LSV-H ‘dual status’ grantees. To quote LSC:

*“The restriction on criminal cases is found in the LSC Act and applies only to LSC funds and private funds by operation of Section 1010(c), 42 U.S.C. 2996i(c). The restriction does **\*not\*** extend to public funds—which include Federal grants—or Tribal funds as long as the public or Tribal funds are used for the purposes for which they were granted. In the case of LSV grants, because criminal representation is a permitted activity, LSC grantees would be able to use LSV funds consistent with that purpose.”*

- If grantees have any additional questions regarding LSC’s position, please contact Stefanie Davis – Senior Associate General Counsel and Ethics Officer with LSC’s Office of Legal Affairs (Office: 202-295-1563 / Email: [sdavis@lsc.gov](mailto:sdavis@lsc.gov)). The LSV Program Office is unable to provide any further information on this topic.

# LSV-H FY24 NOFO

# LSV-H FY24 NOFO – CURRENTLY OPEN

- **Application period closes Friday February 23, 2024 at 4:00pm ET**
- Maximum funding \$300,000 per award
- 14 month grant cycle (August 2024 – September 2025)
- Applications will be ranked in score order by funding priority
- Anticipate award announcement Summer 2024
- Resources can be located through the LSV website
- \*Current grantees must apply in order to be considered for FY24 funding

# REMINDERS

- Racial Equity survey *coming soon*
- Update Grantee Referral Listing (eGMS)
- Maintain accurate Grant Contacts (eGMS)
- Utilize [lsvgrants@va.gov](mailto:lsvgrants@va.gov) email
- Monthly LSV-H Grantee Webinar
  - 1st Wednesday of each month
  - 2pm ET
  - Next scheduled call: February 7, 2024

# Questions?

