

VA



U.S. Department
of Veterans Affairs

SSVF National Webinar

End of Year Close Out

September 14, 2023

Presenters: Carolyn Head, Mark Silverbush
& Mary Schwartz

[Link to Audio](#)

VA



U.S. Department
of Veterans Affairs

SSVF End of Year Closeout for FY 2022 & ARP

Presenter:

Carolyn Head, Management Analyst



SSVF FUNDING

- FY 2024 Award Announcement : 256 grants totaling approximately \$799 million
- Funding in place to sustain Shallow Subsidies, Health Care Navigators, Legal Services, and incentives, etc.



FISCAL MANAGEMENT BEST PRACTICES

- Frequent drawdowns in HHS Payment Management System (PMS)
- Coordination between Program and Fiscal Staff
- Timely processing of invoices and internal controls



FINANCIAL OVERVIEW

- FY22 and ARP end 9/30/23
 - \$464 million
- FY23 end 12/31/23
 - \$431 million
- FY24 budget cycle 1/1/24-9/30/24 (nine months)
 - \$799 million
- Concurrently, Shallow Subsidy expansion funding end by 9/30/24
 - \$350 million
- Concurrently, if awarded, Supplemental NOFA end by 9/30/26
 - \$138 million



MULTIPLE ACCOUNTS IN HHS PAYMENT MANAGEMENT SYSTEM (PMS)

Drawdowns Must be Made from the Appropriate Account in PMS:

- FY22 **20ZZ-ZZ-ZZZ-22**
- ARP **20ZZ-ZZ-ZZZ-HL**
- FY23 **20ZZ-ZZ-ZZZ-23**
- FY24 **20ZZ-ZZ-ZZZ-24**

Concurrent Drawdowns from Shallow Subsidy & Supplemental NOFA:

- Shallow Subsidy **20ZZ-ZZ-ZZZSS**
- Supplemental NOFA **20ZZ-ZZ-ZZZ-LT**

Note: 13 Shallow Subsidy Pilot Grantees should follow individualized guidance



FY22/ARP END OF YEAR CLOSEOUT DUE BY 11/14/2023

- **FY22/ARP End of Year Closeout Activity in UDPaaS**
 - Due by **November 14, 2023** (45 days after end date)
 - Final drawdown; incur expenses by end date 9/30/23 and then complete final drawdown
 - FFR Financial Status Report; needs to be completed in HHS Payment Management System (PMS) **AFTER** final drawdown of both FY22 and ARP accounts but **PRIOR** to submission of Closeout Activity.
 - **MULTIPLE** FFR submissions; one for each account in PMS:
 - » FY22
 - » ARP
 - The Financial Expenditure Report (FER) excel template provided by SSVF Program Office.
 - **ONE** FER with combined FY22/ARP total amount which aligns with approved budget total
 - Activity UDPaaS (i.e. certification questions, upload documents, etc.)



FY22/ARP CLOSEOUT

- **FY22 and ARP FFR Financial Status Reports in Payment Management System (PMS)**
 - Complete a couple days after the last drawdown to ensure prepopulated fields in PMS are up to date and before submission of Closeout Activity
 - Closeout Activity will ask grantees to certify completion of FFR and require an uploaded screen shot
 - Period of Performance indicated on FFR corresponds to length of grant term and not indicative of exact grantee spending period
- **FY22/ARP Financial Expenditure Reports (FERs)**
 - Similar to past reports
 - Please read the instruction tab



FY22/ARP CLOSEOUT – FFR FINANCIAL STATUS REPORT

Preview Report | Report Details | Status History | Documents | Revision History

FEDERAL FINANCIAL REPORT (Prescribed by OMB A-102 and A-110)

1. Federal Agency and Organizational Element to Which Report is Submitted:

2. Federal Grant / Subaccount:

3. Recipient Organization (Name and complete address including Zip code):

4a. DUNS Number: ACTIVE

4b. EIN:

5. Recipient Account Number or Identifying Number: ⓘ

6. Report Frequency:

7. Basis of Accounting: ⓘ

8. Project/Grant Period (month,day,year): From: To:

9. Reporting Period End Date (month,day,year):

- Much of this section of FFR will be prepopulated with grantee specific information.
- Project period is set based on grant term and there is no need to change that date range if funds were spent sooner.



FY22/ARP CLOSEOUT – FFR FINANCIAL STATUS REPORT

10. Transactions:	Cumulative	
<i>(Use lines a-c for single or multiple grant reporting)</i>		
Federal Cash (on the GRANT LEVEL) for 2014-FL-181-TFA18:		
a. Cash Receipts:	217,023.95	i
b. Cash Disbursements:	217,023.95	i
c. Cash on Hand (line a minus b):	0.00	i
<i>(Use lines d-o for single grant reporting)</i>		
Federal Expenditures and Unobligated Balance:		
d. Total Federal funds authorized:	217,023.95	i
e. Federal share of expenditures:		i
f. Federal share of unliquidated obligations:		i
g. Total Federal share (sum of lines e and f):	0.00	i
h. Unobligated balance of Federal funds (line d minus g):	217,023.95	i
Recipient Share:		

- Grantees then complete question 10, boxes A-H.



FY22/ARP CLOSEOUT- FINANCIAL EXPENDITURE REPORT (FER)

VA's Supportive Services for Veteran Families Program -TAB 1: Grantee CARES 2.0, 3.0 and FY 2021 Financial Report

Name of Grantee:	
SSVF Grant ID:	
SSVF CARES 2.0, 3.0, & FY21 Amount	\$0.00
Return to Treasury:	\$0.00
Final Grant Amount:	\$0.00

Program Expenses		% of Total SSVF Grant	ACTUAL SSVF Grant Funds Spent	BUDGETED SSVF Grant Funds	% VARIANCE SSVF Grant Funds	VARIANCE EXPLANATION
I. Provision and Coordination of Supportive Services (Minimum of 90% of Total SSVF Grant Amount)						
1. Personnel/Labor						
Title and Organization	# FTE	% FTE	Base Annual Salary/Wage			
	0.0	0%	\$ -	#DIV/0!	\$ -	\$ - #DIV/0!
	0.0	0%	\$ -	#DIV/0!	\$ -	\$ - #DIV/0!
	0.0	0%	\$ -	#DIV/0!	\$ -	\$ - #DIV/0!
	0.0	0%	\$ -	#DIV/0!	\$ -	\$ - #DIV/0!
	0.0	0%	\$ -	#DIV/0!	\$ -	\$ - #DIV/0!

- GRANTEES MUST PROVIDE JUSTIFICATION for any line item with +/- 10% variance



FY22/ARP CLOSEOUT– FINANCIAL EXPENDITURE REPORT (FER)

2. Temporary Financial Assistance				
Spent on Prevention Participants (Category 1)				
Rent, penalties, fees	#DIV/0!	\$ -	NA	NA
Utility fees	#DIV/0!	\$ -	NA	NA
Security deposits	#DIV/0!	\$ -	NA	NA
Utility deposits	#DIV/0!	\$ -	NA	NA
Moving costs	#DIV/0!	\$ -	NA	NA
Transportation	#DIV/0!	\$ -	NA	NA
Child Care	#DIV/0!	\$ -	NA	NA
Other as approved by VA	#DIV/0!	\$ -	NA	NA
General Housing Stability Assistance	#DIV/0!	\$ -	NA	NA
Emergency Housing Assistance	#DIV/0!	\$ -	NA	NA
Subtotal Prevention TFA	#DIV/0!	\$ -	NA	NA
Spent on Rapid Re-Housing Participants (Categories 2 & 3)				
Rent, penalties, fees	#DIV/0!	\$ -	NA	NA
Utility fees	#DIV/0!	\$ -	NA	NA
Security deposits	#DIV/0!	\$ -	NA	NA
Utility deposits	#DIV/0!	\$ -	NA	NA
Moving costs	#DIV/0!	\$ -	NA	NA
Transportation	#DIV/0!	\$ -	NA	NA
Child Care	#DIV/0!	\$ -	NA	NA
General Housing Stability Assistance	#DIV/0!	\$ -	NA	NA
Emergency Housing Assistance	#DIV/0!	\$ -	NA	NA
Subtotal Rapid Re-Housing TFA	#DIV/0!	\$ -	NA	NA
Subtotal Temporary Financial Assistance	#DIV/0!	\$ -	\$ -	#DIV/0!

- TFA must be reported by type AND category. Please do not simply enter how much TFA was spent in each category or lump it all into one type.



FY22/ARP CLOSEOUT- FINANCIAL EXPENDITURE REPORT (FER)

3. Other Non-Personnel Provision and Coordination of Supportive Services Expenses					
		#DIV/0!	\$ -	\$ -	#DIV/0!
		#DIV/0!	\$ -	\$ -	#DIV/0!
		#DIV/0!	\$ -	\$ -	#DIV/0!
		#DIV/0!	\$ -	\$ -	#DIV/0!
		#DIV/0!	\$ -	\$ -	#DIV/0!
		#DIV/0!	\$ -	\$ -	#DIV/0!
		#DIV/0!	\$ -	\$ -	#DIV/0!

II. Administrative Expenses (Maximum of 10% of Total SSYF Grant Amount)					
		#DIV/0!	\$ -	\$ -	#DIV/0!
		#DIV/0!	\$ -	\$ -	#DIV/0!
		#DIV/0!	\$ -	\$ -	#DIV/0!
		#DIV/0!	\$ -	\$ -	#DIV/0!
		#DIV/0!	\$ -	\$ -	#DIV/0!
		#DIV/0!	\$ -	\$ -	#DIV/0!

- Admin is up to 10% of total award which includes any increases or decreases to the award amount throughout the grant year.



FY22/ARP CLOSEOUT ACTIVITY

- Complete all certification questions in UDPaaS Activity
 - Activity will be located in “My Task” section of UDPaaS listed as “SSVF End of Year Report”

SSVF End of Year Program Certification

This document will serve as a record of the SSVF grantee's certification to adhere to the requirements of the grant agreement between VA and the Organization and Grant Number listed below, including those related to the grant closeout. Under 38 CFR § 62.71, grantees are required to comply with VA reporting procedures.

SSVF grantees are required to submit the Federal Financial Report (FFR Financial Status Report). Grantees must complete this report within the HHS Payment Management System, available through the Disbursement menu option in the HHS PMS system, no later than 45 days after the end of the project period. To review instructions, please log into the PMS select the PMS menu heading entitled: "Disbursement" and then select "FFR Grantee User Guide".

SSVF grantees are required to comply with OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations." SSVF grantees that expend \$750,000 or more in a year in federal awards must have an independent audit conducted in accordance with OMB Circular A-133. If a grantee expends less than \$750,000 per year in federal awards, it is exempt from the audit requirements for that year. However, records must be available for review or audit by VA, the VA Office of Business Oversight and/or the U.S. Government Accountability Office (GAO). Refer to the SSVF website for more information regarding the OMB Circular at https://www.va.gov/homeless/ssvf/index.asp?page=/home/general_program_info_regs.

Per 38 CFR§ 62.80, the SSVF Program Office will recapture all funds that are not expended for eligible activities. Additionally, VA will deobligate any unexpended or undrawn funds. Recapture and/or deobligation of funds occurs 45 days after the project period end date, at which time SSVF and HHS grant accounts will officially close.

▼ Data Quality

I certify that our program is conducting a SSVF Participant Satisfaction survey to maintain compliance with our grant agreement.

Please Select ▼

I certify that data received by the VA via our monthly HMIS uploads accurately represents our program performance.

Please Select ▼



FY22/ARP CLOSEOUT ACTIVITY

- Continue answering certification questions and upload required screen shot of FFR submission

▼ Financial Certifications and Expenditure

I certify that payment requests from HHS Payment Management System reflect actual spending.

Please Select ▼

I certify that all expenditures are for costs approved on the SSVF Budget.

Please Select ▼

I certify that I have received approval from the SSVF Program Office for any modifications made to my approved SSVF budget.

Please Select ▼

I certify that all spending is in compliance with all OMB regulations.

Please Select ▼

I certify that our agency has completed the required FFR Financial Status Reports (FSR) for this grant award in the HHS Payment Management System prior to the submission of this requirement in GIFTS.

Please Select ▼

* Upload screenshot here

Please upload a screenshot of each FFR that has been submitted.





FY22/ARP CLOSEOUT ACTIVITY

- Responses to the TFA section need to correspond to values entered in FER
- Each grantee will determine the dates associated with their FY22/ARP funding based on when they started to incur expenses and when they exhausted funding
- Upload FER excel template

Adjusted Award Amount

Adjusted award amount is inclusive of all additions or decreases to the original FY21 signed MOA. This includes funds added from CARES 2.0 and CARES 3.0 (if awarded).

Grant Adjustments

Q1 Change Amount	Q1 Reason
Q2 Change Amount	Q2 Reason
Q3 Change Amount	Q3 Reason
Q4 Change Amount	Q4 Reason

[Click here to enter Temporary Financial Assistance](#)

Please indicate the date on which all FY21 funds were started.

mm/dd/yyyy

Please indicate the date on which all FY21 funds were expended.

mm/dd/yyyy

* Please attach your completed final expenditure report.

This is the FY21 Financial Expenditure Report (Microsoft Excel) provided to grantees by the SSVF Program Office. Instructions for completing this report are located within the Excel file on Tab 1. Financial reports created external to VA will not be accepted nor will modified versions of the VA's customized FY21 Financial Expenditure Report





FY22/ARP CLOSEOUT ACTIVITY

I certify that I am authorized to submit this response on behalf of this SSVF program.

Please note: Documentation supporting all certifications must be maintained by the grantee and made available for SSVF site visits and audits.

Please Select

CERTIFICATIONS LEGACY DATA

Final Rule

* I certify that this SSVF program is in compliance with the Final Rule (38 CFR part 62).

Please Select

* I certify that I am operating in compliance with my signed grant agreement.

Please Select

Supportive Services for Veteran Families (SSVF) Webinar Series

**HMIS REPOSITORY REQUIREMENTS AND PROCEDURES
FOR CLOSING OUT FY 2023
AND
DATA STANDARDS CHANGES FOR FY 2024**



Presenters

SSVF HMIS Technical Assistance staff

- Mary Schwartz, Abt Associates
- Mark Silverbush, Abt Associates



HMIS Topics

1. Closing Out FY 2023 HMIS Data
2. Final Uploads to the Repository for FY 2023
3. Final Upload Period Checks
4. FY 2024 Repository Uploads and CSV changes
5. Final Review of the FY 2023 Close Out Schedule





Final Uploads to the Repository for FY 2023



Final Uploads of the Fiscal Year

- Your upload will contain the whole fiscal year 2023 (FY 23) client data – October 1, 2022 through September 30, 2023 (or whatever day you export the file from HMIS after September 30)
- Monday, October 2nd & Tuesday, October 3rd are the only business days you have to complete your first upload *on time*
- The repository will be open from October 1st – October 7th to ensure every grantee uploads a final, complete file for FY 23
- WE CAN DO THIS!



Preparing

- Ensure your HMIS Admin/Lead/Vendor are aware of your reporting requirements, especially the very short window of time the repository will be open.
- Address all outstanding data quality issues & fix them or document that they can't be fixed (in emails with RCs, case files, with grant manager, etc.)
- Stay caught up on data entry every day of September to ensure the final file exported from HMIS is full and complete
- **Required: Run a test upload anytime between September 25 and September 29.**



What if...questions

...I try to log in on October 2nd and can't?

...there is a freak power outage in my city October 2nd?

...my final export has errors I can't fix?

...the person who does our exports is going on vacation or gets struck by lightning or wins the lottery and can't complete the upload?



What if...answers (1)

...I try to log in on October 2nd and can't?

A: Email ssvfhmis@abtassoc.com immediately. Tech support will be immediately responsive to help you get logged in.

...there is a freak power outage in my city October 2nd?

A: Run an export each day leading up to your upload date so you can at least have complete data up to the point of the power outage.



What if...answers (2)

...my final export has errors I can't fix?

A: We will ask you to re-upload your September file or your test file. You may get an out-of-compliance warning if data are not complete for the entire Fiscal Year.

...the person who does our exports is going on vacation or gets struck by lightning or wins the lottery and can't complete the upload?

A: Have at least two people trained to provide the upload on time. You can do this immediately! The VA Data Guide will tell you how.



How to Avoid Year-End Disasters



- The Repository will be open September 25 to September 29 for required testing of year end uploads
- Don't wait until September 29 to test your export and upload
- Don't wait until October 3 to complete your first upload
- Create a backup plan with your team

Final FY 2022 Upload Schedule

Required test upload...

Monday, September 25 – Friday, September 29

- Repository open for testing of final FY 2023 exports / uploads.

Required complete final upload...

Sunday, October 1 – Saturday, October 7

- Repository open for final upload of FY 2023 HMIS data.
 - The 2nd business day is the on-time deadline – Tuesday, October 3rd
 - The 7th calendar day is the final deadline – Saturday, October 7th



Upload Support

- Test exports / uploads in late September
- Contact ssvfhmis@abtassoc.com with questions and for EARLY troubleshooting





Data Quality Reminders



Upload Checklist

- Exporting
 - ✓ Name your export file to match the needed upload slot
- Data Validation Report
 - ✓ Top Section
 - Match: Upload slot name to file name
 - ✓ Data Summary Section
 - Total Clients Check (#1)
 - HP Head of Household/Adults Check (#15)
 - RRH Head of Household/Adults Check (#16)

[File Upload Information]

Program name: Maumee Valley Guidance Center (13-OH-124) -RRH

User name: Sample User

User email: sample@test.org

File name: RRH-.zip

[Data Summary]

[Field]	[Checked For]	[Records]	[Issues]	[Score]
1 Social Security Number (SSN)	: All clients	: 73	: 0	: 100.0000%
2 Veteran SSN	: Veterans	: 62	: 0	: 100.0000%
3 Date of Birth	: All	: 73	: 0	: 100.0000%
4 Gender	: All	: 73	: 0	: 100.0000%
5 Race	: All	: 73	: 0	: 100.0000%
6 Ethnicity	: All	: 73	: 0	: 100.0000%
7 Client Location - CoC Code	: HOH at Entry	: 65	: 0	: 100.0000%
8 --	: --	: 0	: 0	: n/a
9 HP Targeting Criteria	: HP HOH at Entry	: 0	: 0	: n/a
10 DV Status Missing	: HoH/Adults at Entry	: 67	: 5	: 92.5400%
11 Veteran Status	: Adults	: 67	: 0	: 100.0000%
12 Last Grade Completed	: HoH/Adults at Entry	: 67	: 25	: 62.6900%
13 Employed	: HoH/Adults at Entry	: 67	: 23	: 65.6800%
14 Living Situation	: HoH/Adults at Entry	: 67	: 2	: 97.0200%
15 Homeless HP	: HP HoH/Adults at Entry	: 0	: 0	: n/a
16 Housed RRH	: RRH HoH/Adults at Entry	: 67	: 28	: 58.2100%

Data Quality Checks

- Data Validation Report
 - ✓ Data Summary Section
 - Review Number of Issues and Scores
 - 95% expectation for scores in most cases
 - 100% expectation for Veteran SSN (#2), Veteran Status (#11), Move In Date (#29)
- Data Quality Details Report (“HMIS Files” email)
 - ✓ For each issue in the Data Validation Report’s Data Summary Section... this report shows the client or household identifying numbers in HMIS.
 - ✓ Correct issues when possible in HMIS and re-export for Repository upload.

QueryName	EnrollmentID	projectid	personalid
33.Incorrect Amount at Exit 26006		92	14827
33.Incorrect Amount at Exit 28382		92	15644
33.Incorrect Amount at Exit 28487		92	2341
33.Incorrect Amount at Exit 29010		92	7766
33.Incorrect Amount at Exit 30981		92	16252
33.Incorrect Amount at Exit 31355		92	16493
33.Incorrect Amount at Exit 31718		92	16594
33.Incorrect Amount at Exit 31995		92	16689
33.Incorrect Amount at Exit 31997		92	16690
33.Incorrect Amount at Exit 32140		92	2157
33.Incorrect Amount at Exit 32419		92	16541
33.Incorrect Amount at Exit 32490		93	16826
33.Incorrect Amount at Exit 32969		92	16968
33.Incorrect Amount at Exit 34535		92	6585
33.Incorrect Amount at Exit 35680		92	16510
33.Incorrect Amount at Exit 36142		92	17724
33.Incorrect Amount at Exit 37046		92	16121
33.Incorrect Amount at Exit 37704		93	7489

(18 rows affected)



Data Quality Checks

- Monthly Report
 - ✓ Find the latest SSVF Monthly Report Guide here:
<https://www.va.gov/homeless/ssvf/hmis/>
 - ✓ Review the Report in Excel or a similar csv reader program
 - ✓ Sections
 - Sections 1-3: Unduplicated totals
 - Section 4: Housing Outcomes
 - Section 5: Timing Components
 - Sections 6-7: TFA
 - Section 8: Services
 - Sections 9-10: Demographics
 - Section 11: Prior Living Situation
 - Section 12: Destination
 - Section 13-14: Income and Benefits
 - Section 15: Veteran Service Information





FY 2024 Repository Uploads and CSV changes



FY 2024 Data Standard Changes

- **All**
 - Change "Client Refused" → "Client prefers not to answer"
- **Race & Ethnicity (3.04)**
 - **Combined:** This data element combines prior data elements Race (3.04) and Ethnicity (3.05). This change is more reflective of people's lived experience with race and ethnicity.
 - **New Options**
 - Hispanic/Latina/e/o
 - Middle Eastern or North African (MENA)



FY 2024 Data Standard Changes

- **Gender (3.06) selection option changes**
 - New option added: Different Identity
 - Option changes...

FY 2024 Data Standards	
Woman (Girl, if child)	Transgender
Man (Boy, if child)	Non-Binary
Non-Binary	Questioning
Culturally Specific Identity (e.g., Two Spirit)	Different Identity (with text to specify)



FY 2024 Data Standard Changes

- **Living Situation (Includes Prior 3.917, Current 4.12, Destination 3.12)**
 - Combines subsidy types in permanent situations into “rent/own by client with ongoing subsidy”, add dependency that allows for selection of type of subsidy
- **Destination (3.12)**
 - Separated Temporary and Permanent Situations into separate headers
 - Re-organized response options under headers
 - Re-numbered responses by adding a standard # to the beginning of each response number based on category (i.e., 1xx for homeless situations, 2xx for temporary situations, etc.)
 - Added a dependency for permanent subsidized options



FY 2024 Data Standard Changes

- **Veteran's Information (V1)**
 - Added option: "Space Force"
- **Services Provided – SSVF (V2)**
 - Changed "Extended Shallow Subsidy" → "Shallow Subsidy"
- **Financial Assistance – SSVF (V3)**
 - Now recording **Start** and **End** of Financial Assistance
 - Previously, we only recorded one Date of Financial Assistance
 - The VA Data Guide provides a specific instruction for every type of service and whether it needs a start date/end date or just one single date for both fields.
 - Added "Landlord Incentive"
 - Added "Tenant Incentive"



FY 2024 Data Standard Changes

- **Percent of AMI (SSVF Eligibility) (V4)**
 - From “Less than 30%” to “30% or less”
 - “Greater than 50%” broken into two options...
 - 51% to 80%
 - 81% or greater
 - Accounts for SSVF Supplemental NOFA changes
- **Last Permanent Address (V5)**
 - Retired



FY 2024 Data Standard Changes

- **HP Targeting Criteria (V7)**

- Changed dependency C from “History of literal homelessness” → “Past experience of homelessness”
- Changed dependency D from “Head of Household is not a current leaseholder” → “Head of Household is not a current leaseholder/renter of unit”
- Changed dependency E from “Head of household (HoH) never been a leaseholder” → “Head of household (HOH) never been a leaseholder/renter of unit”
- Changed dependency N from “Single parent household with minor child(ren)” → “Single parent/guardian household with minor child(ren)”



FY 2024 Uploads

- First upload of FY 2024 will be November 1 – 7. If you'd like to test an upload prior to that, please reach out to ssvfhmis@abtassoc.com





Final Review of the FY 2023 Close Out Schedule



Final FY 22 Upload Schedule

Required test upload...

Monday, September 25 – Friday, September 29

- Repository open for testing of final FY 2023 exports / uploads.

Required complete final upload...

Sunday, October 1 – Saturday, October 7

- Repository open for final upload of FY 2023 HMIS data.
 - The 2nd business day is the on-time deadline – Tuesday, October 3rd
 - The 7th calendar day is the final deadline – Saturday, October 7th



Thank you for joining today's presentation!

- Questions may be submitted now via the Q&A function
- After the webinar, HMIS Questions may be submitted to ssvfhmis@abtassoc.com

