



Department of Veterans Affairs

Supportive Services for Veteran Families (SSVF)

End of Year Financial Report (Microsoft Excel File)

Grantees are required to complete an end of year financial report in the Microsoft Excel template provided. Instructions on the use of this template are provided below. Should you experience any problems with the Microsoft Excel template, please e-mail a copy of your form and a specific explanation of the problem you are experiencing to your Regional Coordinator. Grantees must submit using the templates provided by the SSVF Program Office (non-VA approved versions will be returned to the Grantee for revision). This form should be attached to your close out/end of year certification requirement in the GIFTS grants management system.

Overview

The Microsoft Excel Grantee Quarterly Financial Report contains two separate “worksheets” or “tabs:”

Tab 1 - Variance Report

Tab 2 - Spending by Subcontractor

The End of Year Financial Report template you received is customized with your FY16 grant name, ID, award amount, and FY. All other information is blank.

Tab 2: Variance Report

- A. Grantee is responsible for filling in yellow cells only.
- B. All non-yellow cells are locked and populate automatically.
- C. Grantees should insert their final approved SSVF budget line items in columns B-E. Final budget consists of your Resolution budget (approved version) and any SSVF Program Office approved program changes submitted during FY16. If you cannot locate your approved Resolution budget please contact your Regional Coordinator.
- D. Grantees should insert their final approved budget amounts in columns H.
- E. Insert actual SSVF grant funds spent on a line item basis in column G.
- F. Explain all positive and negative variances of 10% or more on any line item in the “Explanation of Any Variance” column.

VA's Supportive Services for Veteran Families Program
TAB 1: Grantee FY16 Financial Report - Variance Report

Name of Grantee:		SSVF Grantee Name	
SSVF Program Number:		16-22-999	
SSVF Grant Amount:		\$1,378,954.00	
Grant Fiscal Year:		2016	

Program Expenses			% of Total SSVF Grant	ACTUAL SSVF Grant Funds Spent (FY16)	BUDGETED SSVF Grant Funds (FY16)	% VARIANCE SSVF Grant Funds	VARIANCE EXPLANATION
Program Coordinator	1.0	100%	4%	\$ 55,500.00	\$ 55,500.00	0%	
Program Director	1.0	2%	0%	\$ 2,000.00	\$ 2,000.00	0%	
Housing Coordinator	1.0	100%	3%	\$ 46,350.00	\$ 46,350.00	0%	
Clinical Social Worker	1.0	100%	3%	\$ 39,000.00	\$ 39,000.00	0%	
Senior Case Manager	3.0	100%	9%	\$ 121,170.00	\$ 121,170.00	0%	
Case Managers	6.0	100%	15%	\$ 213,434.00	\$ 213,434.00	0%	
Income Support Specialist	1.0	100%	3%	\$ 38,000.00	\$ 38,000.00	0%	
Intake Clerk/VMC	1.0	50%	1%	\$ 15,500.00	\$ 15,500.00	0%	
Outreach Specialist	2.0	100%	3%	\$ 45,500.00	\$ 61,500.00	-26%	Staff turnover; resources reallocated
Employment Specialist	1.0	100%	3%	\$ 22,025.00	\$ 22,025.00	0%	
Subtotal Salaries/Wages			45%	\$ 620,004.00	\$ 636,054.00	-3%	
Fringe Benefits @			3%	\$ 45,000.00	\$ 60,000.00	-25%	
Subtotal Personnel			48%	\$ 665,004.00	\$ 696,054.00	-4%	

VA's Supportive Services for Veteran Families Program
TAB 1: Grantee FY16 Financial Report - Variance Report

Name of Grantee:	SSVF Grantee Name
SSVF Program Number:	16-ZZ-999
SSVF Grant Amount:	\$1,378,954.00
Grant Fiscal Year:	2016

Program Expenses	% of Total SSVF Grant	ACTUAL SSVF Grant Funds Spent (FY16)	BUDGETED SSVF Grant Funds (FY16)	% VARIANCE SSVF Grant Funds
<i>Subtotal Provision and Coordination of Supportive Services</i>	97%	\$ 1,339,554.00	\$ 1,339,554.00	0%
II. Administrative Expenses (Maximum of 10% of Total SSVF Grant Amount)				
Accounting Clerk	1%	\$ 13,000.00	\$ 13,000.00	0%
IT support	2%	\$ 26,400.00	\$ 26,400.00	0%
<i>Subtotal Administrative Expenses</i>	3%	\$ 39,400.00	\$ 39,400.00	0%
Grand Total	100%	\$ 1,378,954.00	\$ 1,378,954.00	0%

NOTE:

Total Budgeted amount must match the award amount pre-populated in your template.

Total Actual amount cannot exceed budgeted amount.

Tab 2: Spending by Subcontractor (if applicable)

- Grantee is responsible for filling in yellow cells only.
- All non-yellow cells are locked and populate automatically.
- Input names and mailing addresses for each subcontractor in the designated yellow cells.
- Per 38 CFR 62.2, a “subcontractor” means any third party contractor, of any tier, working directly for an eligible entity. Note: Landlords, utility companies and other entities receiving temporary financial assistance payments from a grantee on behalf of a participant are *not* considered subcontractors.
- Indicate total cumulative funds spent to date by subcontractor and grantee for each line item for the current grant fiscal year.

PROGRAM EXPENSES BY SUBCONTRACTOR:						
Program Expenses	% of Total SSVF Grant	SPENT SSVF Grant Funds Total Annual to Date	SSVF Grantee Name	LEGAL SUBCONTRACTOR	INSERT SUB-CONTRACTOR NAME	INSERT SUB-CONTRACTOR NAME
I. Provision and Coordination of Supportive Services (Minimum of 90% of Total SSVF Grant Amount)						
1. Personnel/Labor						
<i>Subtotal Personnel</i>	48%	\$ 665,004.00	\$ 665,004.00		\$ -	\$ -
2. Temporary Financial Assistance						
<i>Subtotal Other Program Expenses</i>	46%	\$ 630,000.00	\$ 630,000.00	\$ -	\$ -	\$ -
3. Other Non-Personnel Provision and Coordination of Supportive Services Expenses						
<i>Subtotal Other Program Expenses</i>	3%	\$ 39,550.00	\$ 34,550.00	\$ 5,000	\$ -	\$ -
4. Lease & Maintenance of Vehicle(s)						
# of Vehicles	2	0%	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -
<i>Subtotal Provision and Coordination of Supportive Services</i>	97%	\$ 1,339,554.00	\$ 1,334,554.00	\$ 5,000.00	\$ -	\$ -
II. Administrative Expenses (Maximum of 10% of Total SSVF Grant Amount)						
<i>Subtotal Administrative Expenses</i>	3%	\$ 39,400.00	\$ 39,400.00	\$ -	\$ -	\$ -
Grand Total	100%	\$ 1,378,954.00	\$ 1,373,954.00	\$ 5,000.00	\$ -	\$ -
% of Total SSVF Grant		100%	100%	0%	0%	0%

Totals should equal total amount spent

