

Ending Homelessness Among Veterans

SSVF Toolkit Instructions

This SSVF Toolkit has several resources to help your community, as needed, with their plan to end homelessness for Veterans by the end of 2015 and align SSVF resources. Grantees should be participating in existing community efforts. If your community is engaged in the 25 City or Zero 2016 initiatives, the plan information and data assumptions from those efforts should be used. Grantees must complete and submit the indicated documents to the SSVF Program Office **April 27, 2015 through May 1, 2015** at SSVF@va.gov. The VA recognizes that plans will continue to evolve and documents submitted by May 1 may not have all elements determined.

TOOLKIT CONTENTS

- 1. Ending Homelessness Among Veterans Overview**
 - Describes the Goals and Strategies communities will need to use to get to functional zero.
- 2. Ending Homelessness Among Veterans Review and Discussion Guide**
 - Helps communities assess if their community plan contains all the essential elements needed for ending homelessness for Veterans.
- 3. CoC SSVF Inventory Worksheet (blue)**
 - For CoCs with multiple SSVF grantees, this calculates the total of actual or projected permanent housing placements from rapid-re-housing per quarter by each grantee within a single CoC.
- 4. SSVF Grantee Worksheet (green)**
 - For P2 or P3 grantees serving multiple CoCs, this separates actual or projected permanent housing placements from rapid re-housing by CoC to help grantees target 100% of SSVF resources strategically.
- 5. SSVF Edition of Veteran Homelessness Gaps Analysis Tool FY15 Q3**
 - Simplified version of the *Veteran Homelessness Gaps Analysis Tool – CoC Gaps Analysis Tool*. The Tool calculates a baseline number of Veterans who will be homeless in 2015 and focuses on the use of SSVF to fill any resource gaps identified by the Tool. ***If your community wants to change any of the underlying assumptions about how many Veterans will become homeless or what interventions are needed to end homelessness for Veterans, then the CoC Gaps Analysis Tool can be used to make these changes. This tool may not be needed if your community has already determined these numbers through existing 25 City or Zero 2016 efforts.***
- 6. SSVF Community Plan Summary**
 - New or updated (for grantees in CoCs receiving priority 1 funding) summary of community plan to end homelessness for Veterans; includes information on local partners involved in planning and implementation, goals for length of time homeless and January 2016 PIT Count, and implementation strategies. A plan for each CoC with at least one SSVF grantee must be submitted to VA.

INSTRUCTIONS: USING THE SSVF TOOLKIT TO COMPLETE COMMUNITY PLAN SUMMARY

It is expected that all data entered into the Worksheets and SSVF Edition of Veteran Homelessness Gaps Analysis Tool FY15Q3 are consistent with data uploaded into the SSVF repository.

NOTE: For CoCs with one grantee that only serves one CoC, collect SSVF upload information for FY15 Q2 (Jan-Mar) and projections for the remaining three quarters. Completion of the **SSVF Grantee Worksheet** and **CoC SSVF Inventory Worksheet** will not be necessary, as the upload information and projections will be used to complete the **SSVF Edition of Veteran Homelessness Gaps Analysis Tool FY15Q3**.

- 1. Select lead grantee.** For CoCs with multiple grantees, designate a lead grantee to be responsible for submission of all materials to VA. If there is only one grantee in the CoC the grantee should follow the same directions for lead grantees.

2. **Complete SSVF Grantee Worksheet (if applicable).** Only P2 and/or P3 grantees whose programs serve multiple CoCs need to complete the **SSVF Grantee Worksheet**.
 - a. Select grant number from picklist on line 3, information should automatically populate. If information has changed since program start date, please contact SSVF Program Office.
 - b. Starting with line 11, enter information for each CoC served by the grant for FY2015 Q2 (Jan-Mar 2015) using actual data.
 - i. For Column B choose the quarter and for Column C choose the CoC
 - ii. Enter total number of Veterans exiting the program in that quarter (from both prevention and rapid re-housing) in Column D
 - iii. Enter the percent assisted with rapid re-housing (this will have to be calculated from the data for FY2015 Q2) in Column E
 - iv. Enter percent of the exits from rapid re-housing to permanent housing in Column F
 - c. Calculate the percent of the grant serving each CoC then complete the chart with projections for the each remaining quarter using the percent of the grant being used for each CoC.
 - a. FY15 Q3 and FY15 Q4 estimates should be determined based on current award data. The FY16 Q1 tab should assume funding continues at current levels.
 - d. The total number of households to be served by the grant from cell C5 should be close to the total number of Veterans projected to exit from the program in cell D10.
 - e. For each CoC served by the grantee, share a copy of the **SSVF Grantee Worksheet** with the lead grantee so they can add the information into the **CoC Inventory Worksheet**.
 - f. If the grant is the only SSVF grant in the CoC, use the information in the **SSVF Grantee Worksheet** to complete the **SSVF Edition of Veteran Homelessness Gaps Analysis Tool FY15Q3**.
 - g. Once the **SSVF Grantee Worksheet** is completed for all CoCs served by the grant, consider if the SSVF grant resources need to be reallocated or shifted to CoCs with higher need or gaps.

3. **Complete CoC SSVF Inventory Worksheet.** Only CoCs with multiple SSVF grantees need to complete the **CoC SSVF Inventory Worksheet**. Use grantee data from the **SSVF Grantee Worksheet**, as applicable.
 - a. Select the CoC from the drop down box in cell I3.
 - b. Complete all four tabs in the Worksheet starting with FY15 Q2:
 - i. The FY15 Q2 tab should be completed with actual data from SSVF uploads for the quarter (Jan-Mar 2015)
 - ii. The FY15 Q3 and FY15 Q4 tabs should be completed with projections based on current award data
 - iii. For the FY16 Q1 tab, P1 grantees should use current award data and P2/P3 grantees should assume funding continues at current levels
 - c. For each quarter, starting with line 9, enter each grant number and grantee name.
 - i. Enter total number of Veterans exiting the program in that quarter (from both prevention and rapid re-housing) in Column D
 - ii. Enter the percent assisted with rapid re-housing (this will have to be calculated based on the data for FY2015 Q2) in Column E
 - iii. Enter percent of the exits from rapid re-housing to permanent housing in Column F
 - d. The Worksheet will calculate the number of Veterans who exit to permanent housing from rapid re-housing in Column G and the totals for the CoC on line 8.
 - e. Save the Worksheet. The lead grantee should use the totals on line 8 of each tab to complete the **SSVF Edition of Veteran Homelessness Gaps Analysis Tool FY15Q3** and will have to submit the Worksheet with the **Tool** to VA.

4. Complete the **SSVF Edition of Veteran Homelessness Gaps Analysis Tool FY15Q3**
 - a. Select the CoC from the picklist in cell I3.
 - b. If your community has final 2015 PIT count information for Veterans, enter that number in cell H18. Otherwise, leave the default number already in the Tool.

- c. Review the number of Veterans who will need assistance by the end of 2015 including the projected number who will need rapid re-housing assistance in 2015.
 - d. Using the information from the Worksheets (or the upload and projection data for a single grantee in a single community) enter numbers into the Assets section:
 - i. Use the **CoC SSVF Inventory Worksheet**: for each quarter, enter the information from line 8 in that quarter's tab into the appropriate column (ex. line 8 total from FY15 Q2 tab on the worksheet goes into cells D81-D83 on the Tool).
 - ii. For grantees in single CoCs where they are the only grantee, enter SSVF upload information or projections from grant data into each column.
 - 1. The FY15 Q2 tab should be completed with actual data from SSVF uploads for the quarter (Jan-Mar 2015)
 - 2. The FY15 Q3 and FY15 Q4 tabs should be completed with projections based on current award data
 - 3. For the FY16 Q1 tab, P1 grantees should use current award data and P2/P3 grantees should assume funding continues at current levels
 - e. Lead grantee should complete grantee contact information on lines 105-107
5. Complete the **SSVF: Community Plan Summary**
 For box 3A, use the estimated Total Homeless number above the blue circle labeled "Total Homeless (est.)" located in the Need section of the **SSVF Edition of Veteran Homelessness Gaps Analysis Tool FY15Q3**.

SUBMISSION TO VA

The lead grantee for each CoC must submit the following Excel documents to the SSVF Program Office between **April 27, 2015 and May 1, 2015** at SSVF@va.gov:

1. **SSVF Community Plan Summary**
2. **SSVF Edition of Veteran Homelessness Gaps Analysis Tool FY15 Q3**
3. **CoC SSVF Inventory Worksheet** (not applicable if only one grantee is serving the CoC)

NOTE: Those who completed the **SSVF Grantee Worksheet** should save these files for discussion with SSVF Regional Coordinators at a later date. Also, for grantees that have participated in existing community efforts such as 25 Cities or Zero 2016 and have already adopted data assumptions from these models, the community may use this data to complete the **SSVF Community Plan Summary**. It is important that the adopted models and data assumptions drive community planning and plans are based on widely accepted data from either the VA Gap Analysis (CoC or SSVF Editions) or the existing aforementioned efforts.

Instructions Flow Chart

