



U.S. Department of Veterans Affairs

Veterans Health Administration

Supportive Services for Veteran Families (SSVF) Program

Notice of Funding Availability (NOFA) Workshop for SSVF Grant

NOFA Published: December 7, 2016

DUE: February 3, 2017 at 4pm ET

******Late submissions cannot be accepted******

<https://attendee.gotowebinar.com/recording/7851055460677729283>

LISTEN TO THE RECORDED PRESENTATION



- I. New for FY 2018 NOFA
- II. Award Length and Amount
- III. SSVF Service Highlights
- IV. Scoring and Evaluation Criteria
- V. Submitting the Application and Required Materials



U.S. Department of Veterans Affairs

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I. New for FY 2018 NOFA



Funding Priorities – Section I

- Demonstrate adoption of evidence-based practices based on Rapid Re-housing Performance Benchmarks (posted at www.va.gov/homeless/ssvf/index.asp).
- Adoption of practices that are most likely to lead reductions in homelessness as defined by USICH's Federal Criteria & Benchmarks or Community Solutions' Functional Zero
- Must include ED letter certifying participation in community planning and adoption of evidence-based practices (sample available)



Applicants are leaders or active partners in community planning efforts

- Coordinated entry and assessment activities
- Development of by-name list
- Community planning that allocates resources based on expected demand
- Case conferencing
- Outcome focused



Allocation - Section “II. Award Information”

- Total available funding for grant cannot currently be specified (dependent of FY 18 appropriations)
- Funding available to 3 priority groups
- Priority 2 and 3 funded after 1 with remaining funds.

Priority 1: Existing grantees with full accreditation by application deadline (grantees who have an existing Priority 1 award from FY 15 are eligible to apply)

Priority 2: All other existing grantees without full accreditation by application deadline (grantees who have an existing Priority 1 award from FY 15 are eligible to apply)

Priority 3: New proposals from applicants able to serve one of 8 target communities. Maximum award \$2 million.



Award Information described in Section II of the NOFA:

Priority 1 and 2

- Available only to existing grantees.
- Must use application designed for renewal grants (Priority 1 or Priority 2).
- Eligibility requires program concept to remain “substantially the same” with current grant award.
- Potentially, grants could be renewed at the same level, a decreased level, or an increased level of funding (if inflation increase is provided).
- Renewal grant requests can seek increase of up to 2% without justifying increase (COLA). This is not to be request in budget submission. VA will apply, if funding available.



Award Information described in Section II of the NOFA:

Existing 3-year Grants (or FY15 P1/surge awards)

- In FY 15, VA awarded 3-year grants in targeted communities, also known as surge grants or P1 awards
- These grantees may seek renewal funding under this NOFA
 - Priority 1 if they have full accreditation
 - Priority 2 if they do not have full accreditation
- Requests must be based on an annualized award.
- If previous 3-year funding exhausted after October 1, 2017, award will be pro-rated for FY 2018.



Award Information described in Section II of the NOFA:

Priority 3

- New applicants seeking to provide SSVF services in one of 8 CoCs: Georgia BoS, Phoenix/Mesa/Maricopa, Dallas/Irving, Colorado BoS, Sacramento, Austin/Travis, Hawaii BoS, Santa Rosa/Petaluma/Sonoma
- Maximum award \$2 million
- No more than 1 application total (not per community) for new funding from any eligible entity
- Must use application designed for new grants, categorized as Priority 3.



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II. Award Length and Amount



- SSVF grants awarded for a one-year period
- With accreditation, grantees with at least one full year of operational experience may be eligible for 3 year grant renewals
- No cap on grant sizes to allow for grant consolidation and possible inflation
- Grants may be reduced electively or at VA discretion based on previous spending (i.e., if grant funds are swept in FY 2017 or were returned unspent in FY 2016)
- Inflation increase *may* be up to 2% if funding allows, will apply uniformly (do not include on application submissions)



Three Year Renewal Consideration

- Must have completed 1 *full* year of operations to qualify.
- Grantee demonstrated substantial compliance with grant agreement
- Grantee consistently met program targets including:
 1. Required proportion of resources for rapid re-housing
 2. Successful placement into or retention in permanent housing (allowances given for complexity)
 3. Appropriate expenditure of funding
 4. Timely compliance with data submission requirements, including HMIS uploads
 5. Satisfactorily resolving corrective actions plans

AND



Three Year Renewal Consideration

- SSVF Program gets full accreditation by either:
 1. The Commission on Accreditation of Rehabilitation Facilities (CARF) for Employment and Community Services – Program accreditation for Rapid Rehousing & Homeless Prevention Standards
 2. The Council on Accreditation (COA) – Organizational accreditation for Supported Community Living Standards.
 3. Joint Commission (JC) – Organizational accreditation for Behavioral Health Care: Housing Support Services Standards



Three Year Renewal Consideration

- Cost for program (not organization, must pro-rate for COA, JC) accreditation can be included as a budget expense. If previously budgeted, but cancelled survey or discontinued, applicants **cannot** budget again.
- Accreditation process can take up to a year and, if just starting, not feasible to complete prior to February 3. Encouraged to begin process to have status for next NOFA.
- Existing multi-year grantees in good standing (with at least one additional year of grant term remaining), only need to submit online form “Intent to Renew” by February 3rd.
SSVF Program Office will provide instructions directly to these SSVF grantees. Application submission is not required.



CARF:

Pete Hathaway, Employment and Community Services
CARF International
6951 E. Southpoint Rd, Tucson, AZ 85756
Toll-Free: 888-281-6531, ext. 7113 or
Phone: 520-325-1044, ext. 7113
Fax: 520-495-7113
E-mail: phathaway@carf.org; CARF Websites: <http://www.carf.org>

COA:

Zoë Hutchinson
COA
Associate Director of Client Relations
Phone: 866-262-8088, ext. 242
Email: zhutchinson@coanet.org ; COA's Website: <http://www.coanet.org>

JC:

Darrell Anderson
Division of Healthcare Quality Evaluation
The Joint Commission
Phone 630-792-5866
Email: danderson@jointcommission.org JC Website: www.jointcommission.org



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III. SSVF Service Highlights



- Housing Specialists
 - Landlord engagement
- Legal Assistance
 - Child support, driver's license, discharging old charges/fines, expungement including sex-offender list
- Income through
 - Employment/vocational support
 - Benefits counseling and assistance such as SOAR
- Personal financial planning including credit counseling
- Access to health and mental health services for Veterans not eligible for VHA and family members



- Assist in locating, obtaining, and retaining permanent housing.
- Outreach to landlords.
- Identify housing and landlords.
- Ensure safety of participants
 - Coordination with local emergency and transitional housing programs (letters of support)
 - While awaiting placement
 - Victims of domestic violence
 - Habitability of homes when TFA used



- TFA budget can be 50% of overall budget.
 - Appropriate to ask for co-pays. Payments to third party only.
 - Limitations on time and amounts described in Final Rule.
 - Rule can be found on www.va.gov/homeless/ssvf.asp.
- Consider when budgeting!*

TFA Spending **Prioritize Literally Homeless** (Cat 2 and 3):

- *60% or more* must be spent on Rapid Re-Housing (serving categories 2 and 3)
- *A maximum* of 40% can be spent on prevention
- Waivers considered after one full year of operations and are based on progress towards federal benchmarks and progress in PIT



Temporary Financial Assistance (TFA) Overview

TFA Type	Time/Amount Limitation
Rental Assistance	Max. of 10 months in a 2-year period; no more than 6 months in any 12-month period. For ELI: Max. 12 months in 2-year period; 9 months in any 12-month period
Utility-Fee Payment Assistance	Max. of 10 months in a 2-year period; no more than 6 months in any 12-month period. For ELI: Max. 12 months in 2-year period; 9 months in any 12-month period
Security Deposits or Utility Deposits	Max. of 1 time in a 2-year period for security deposit; Max. of 1 time in a 2-year period for utility deposit
Moving Costs	Max. of 1 time in a 2-year period
Gen Housing Stability	Max. \$1500 during a 2-year period
Child Care	Max. of 10 months in a 2-year period; no more than 6 months in any 12-month period. For ELI: Max. 12 months in 2-year period; 9 months in any 12-month period
Transportation	Tokens, vouchers, etc. – no time limit. Car repairs/maintenance – max. of \$1,200 during 2-year period



Emergency Housing Assistance

- Up to 45 days temporary housing permitted when permanent housing has been identified (does not need to be secured)
- Available once in 2-year period
- Must meet “but for”, document no available community shelter beds
 - Allows for placement of families
 - Individuals only allowed 72 hours *unless*, certifying no GPD, HCHV residential, or appropriate community beds; then up to 45 days allowed
 - **RISK: diverting resources from permanent housing and becoming a TH provider**

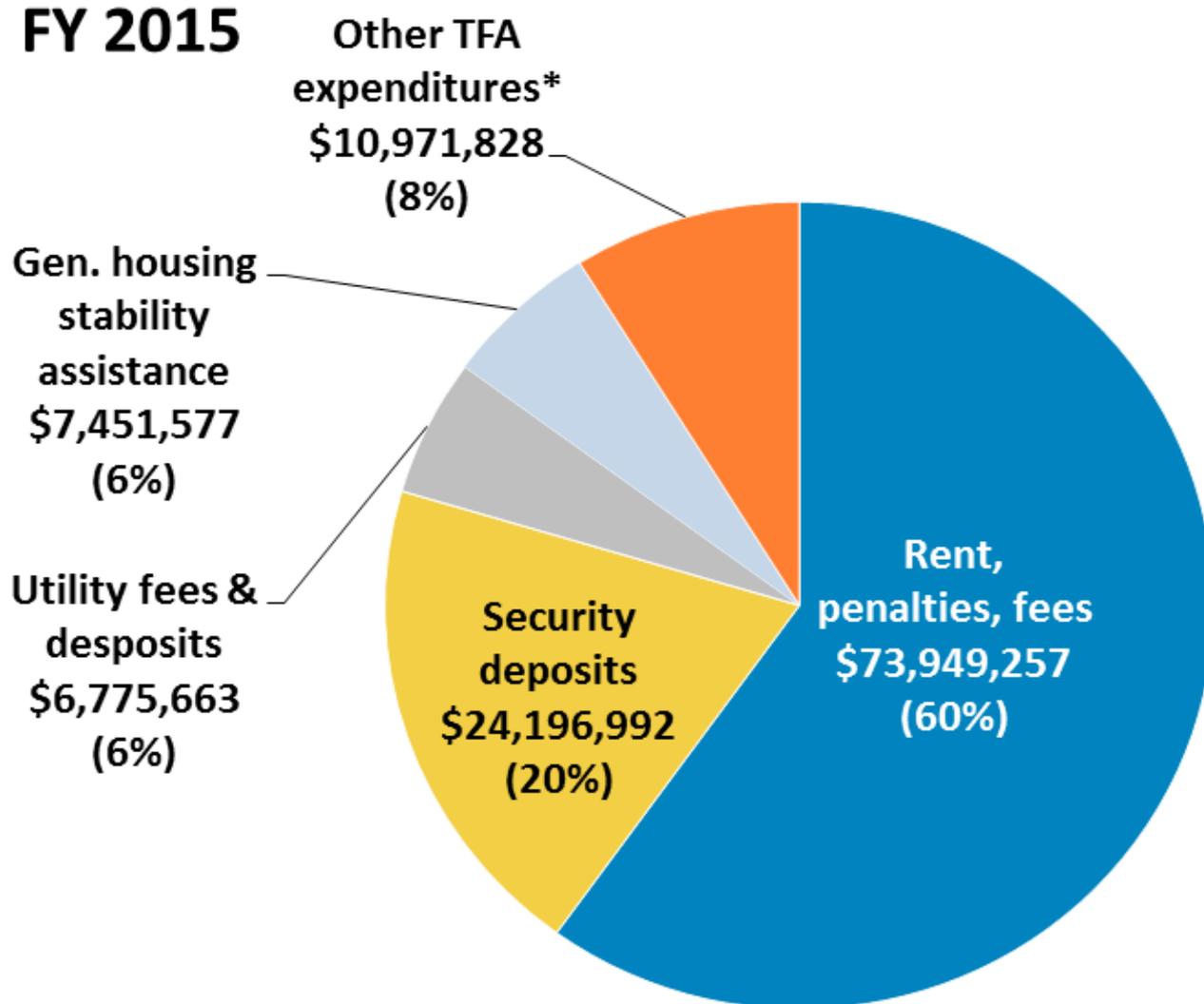


General Housing Stability Assistance

- Up to \$1500 in 2-year period
 - Employment expenses: tools certifications, licenses
 - Move-in supplies: kitchen utensils, bedding, supplies
 - Housing applications, inspections, background checks
- Broker's fee, not subject to \$1500 limit, must meet reasonableness test



Budget Considerations: TFA Expenditures by Type





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IV. Scoring and Evaluation Criteria



SSVF Program Overview

“Eligible Entity”

To be eligible for a SSVF grant, the applicant must be either:

Types of Eligible Entity	Documentation Required
<p>Private nonprofit organization means any of the following four entities:</p> <ol style="list-style-type: none"> 1. An incorporated private institution or foundation that: <ol style="list-style-type: none"> a) Has no part of the net earnings that inure to the benefit of any member, founder, contributor, or individual; b) Has a governing board that is responsible for the operation of the supportive services provided under this part; and c) Is approved by VA as to financial responsibility. 	<ol style="list-style-type: none"> 1. IRS ruling certifying tax-exempt status under the IRS Code of 1986
<ol style="list-style-type: none"> 2. A for-profit limited partnership, the sole general partner of which is an organization meeting the requirements of paragraphs (1)(a), (b), and (c) above. 	<ol style="list-style-type: none"> 2. Partnership Agreement
<ol style="list-style-type: none"> 3. A corporation wholly owned and controlled by an organization meeting the requirements of paragraphs (1)(a), (b), and (c) above. 	<ol style="list-style-type: none"> 3. Articles of Incorporation or By-Laws
<ol style="list-style-type: none"> 4. A tribally designated housing entity (as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103)). 	<ol style="list-style-type: none"> 4. Indian Housing Plan Tribal Certification
<p>Consumer Cooperative has the meaning given such term in section 202 of the Housing Act of 1959 (12 U.S.C. 1701q).</p>	<p>State certification of consumer cooperative status</p>



Payments of Supportive Services Grant Funds

- Payments will be made to grantees electronically via the Department of Health and Human Services' (HHS) Payment Management System
- Grantees may request payments as frequently as they choose, subject to the following limitations:

Time Period	Limitation on Cumulative Requests for Grant Funds
During 1st Qtr of Grant Award Period	May not exceed 35% of the annual grant award without written approval by VA
End of 2nd Qtr of Grant Award Period	May not exceed 60% of the annual grant award without written approval by VA
End of 3rd Qtr of Grant Award Period	May not exceed 80% of the annual grant award without written approval by VA
End of 4th Qtr of Grant Award Period	May not exceed 100% of the annual grant award



Application Review Threshold Requirements

Threshold requirements:

- A. Application is submitted on time and is complete
- B. Applicant is a non-profit organization or consumer cooperative
- C. Proposed activities are eligible for funding
- D. Proposed participants are eligible to receive supportive services
- E. Applicant agrees to comply with the requirements in the Final Rule
- F. Applicant does not have an outstanding obligation to the Federal government that is in arrears and does not have an overdue or unsatisfactory response to an audit
- G. Applicant is not in default by failing to meet the requirements for any previous Federal assistance



Funding is not automatic with qualifying score.

- Applicants must receive at least 75 cumulative points and at least one point per category to receive a supportive services grant.

Application must meet threshold requirements

- Executive Summary sections of the application forms

Priority 1 and 2 renewal applications are focused on program outcomes and implementation. Be sure answers focus on this, rather than the organizational experience and program concept that is typically described for new applications.



Application Review Scoring Criteria

Scoring Criteria for Applications Submitted Under Priorities 1 and 2

Section	Points	Elements
A. Program Outcomes	55	<ul style="list-style-type: none">•Housing Stability•Ending Homelessness•Homelessness Prevention•Participant Satisfaction•Program Implementation and Progress•Community Planning
B. Cost-Effectiveness	30	<ul style="list-style-type: none">•Cost per Household•Program Budget and Expenditures
C. Compliance with Program Goals and Requirements	15	<ul style="list-style-type: none">•SSVF Program Goals•Laws, Regulations, and Guidelines•Grant Agreement



Section A has highest point value, worth 55 points.

- The VA is funding these programs to end homelessness among Veterans so our primary focus is on outcomes.
What did you achieve?
- Critical to provide answer with data demonstrating effectiveness in meeting objectives in grant proposal.

Explain results

- Demonstrate program's effectiveness in reducing homelessness and promoting housing stability.
- Detail how proposed modifications will improve program interventions.



- Break down outcomes for rapid re-housing and prevention (question 1).
- Ability to meet implementation timeline. Describe barriers to delayed implementation & remediation efforts. Be specific, *for example*, “Program coordinator resigned after 1 month, so...”
- Participant satisfaction. Describe feedback and efforts to improve service.
- Describe how you are working within your CoC to coordinate services. What is your involvement in Coordinated Assessment/Entry efforts?



Section B is worth 30 points.

- Provide data demonstrating cost efficiency.
- Did you serve the number of participants you expected?
- If not, explain result and remediation efforts. *For example*, “Grant target was that 20% of all served would have AMI less than 30%, but we ended up serving 70% with AMI less than 30%, so...”
- **For question 2, provide information related to a full year of operations.** Programs with less than one full year of operations must provide most recent data.



Section B: Cost Effectiveness *(continued)*

- Explain if program was not implemented according to approved budget (VA-approved changes to the grant agreement do not need to be addressed).
 - 60/40 requirement to emphasize Category 2 & 3 (RRH), measured by TFA use, not households. Must still meet grant agreement targets.
- Grantees should include estimated costs related to utilization of HMIS including system access and training, if necessary. HUD issued revised HMIS Standards for SSVF effective October 1, 2014. (Contact VA for technical assistance, if needed).



Section C: Compliance

Section C is worth 15 points.

1. Did you meet grant requirements (serve target population, follow use of funding regulations, satisfy time criteria, deliver required services)?
2. Straightforward certification, but explain any issue.
3. Grant agreement, including your proposal, is part of overall compliance. Did you follow what you promised in your grant proposal? If not, explain deviation.



DO:

- **Use the correct online application form**
- Answer questions fully, renewals are not automatic – your score matters
- Focus on current grant performance
- Describe program's impact on homelessness
- Where performance could be improved, explain barriers to success and remediation efforts
- Download and prepare any required attachments prior to submission (Budget Template, Prevention Screener, Certification of Good Standing, Self-Certification from Executive Director)



DON'T:

- **Use an outdated application form.**
- Rewrite and/or re-justify original grant.
- Spend time explaining need.
- Describe program concept, as existing program concept is understood.
- Stuff happens in your life and at your agency.
Don't wait until February 3rd to submit to VA! We cannot make exceptions for late submissions.
- The online form automatically closes at 4:00 PM eastern standard time.



Application Review Scoring Criteria

Scoring Criteria for Applications Submitted Under Priority 3

Category	Points	Elements
A. Background, Experience, Qualifications and Past Performance	35	<ul style="list-style-type: none">• Background and organizational history• Staff qualifications• Organizational qualifications and past performance• Experience working with Veterans
B. Program Concept and Supportive Services Plan	25	<ul style="list-style-type: none">• Need for program• Outreach and screening plan• Program concept• Program implementation timeline• Collaboration and communication with VA• Ability to meet VA's requirements, goals, and objectives for the SSVF Program• Capacity to undertake program



Application Review Scoring Criteria (cont'd)

Scoring Criteria for Applications Submitted Under Priority 3 (cont'd)

Category	Points	Elements
C. Quality Assurance and Evaluation Plan	15	<ul style="list-style-type: none">•Program evaluation•Monitoring•Remediation•Management and reporting
D. Financial Capability and Plan	15	<ul style="list-style-type: none">•Organizational finances•Financial feasibility of program
E. Area and Community Linkages and Relations	10	<ul style="list-style-type: none">•Area or community linkages•Past working relationships•Local presence and knowledge•Integration of linkages and program concept



Section A: Background, Qualifications, Experience

Section A is worth 35 Points

- Clearly describe the experience of both your organization and sub-contractors. Include info on types of organizational experiences (ex. HPRP, ESG). Describe both breadth of experience, such as years of operation, number served, and success. Remember to demonstrate quality.
- Mention awards, accreditations, area leadership, other funding awards.
- Show that you and your partners have the capacity to meet the need.



Section B is worth 25 points.

- VA goal is to end homelessness. Will your efforts help address this in your community?
- Articulate needs based on data, not sentiment.
- Define both homeless and at-risk populations referencing data from Veterans Supplemental Report to the Annual Homeless Assessment Report (AHAR) as well as sources available from a range of sources: VA, HUD, census, and American Community Survey (ACS).



Section B: Program Concept and Plan

- Clearly link described need to program design. What models are you using to provide services (ex., Housing First, Progressive Engagement, etc.) and why.
- What is your experience using these models- *be specific*.
- Demonstrate organizational experience directly and through the use of partners.



Section C is worth 15 points.

- SSVF prioritizes the literally homeless as part of an overall community plan to end homelessness.
- What do you plan to measure? *Hint*: It must be measurable!
- Why have you selected the particular measure and target?
- What happens when/if you miss your target? Describe your remediation plan.



Section E: Community Linkages

- Consider methods and environments where you can reach target those at-risk: housing courts, food pantries, shelters, TANF offices, etc.
- Outreach plan needs to reach entire service area described in application. Role in **coordinated assessment** must be described.
- Need a range of community linkages to have effective outreach and provide mandated services.
- Describe your working relationships with VA and other community providers, providing details on extent. Get support letters with specific content.



- Follow exact formatting and submission requirements. Be sure to answer the questions in the SSVF application.
- Be as specific as possible, providing data (with citations) to support statements on need and services.
- There is limited response space in the application, so be focused. Use program design and data to demonstrate philosophy.



- Letters of support from the CoC and VA are also **strongly encouraged**, but are not required.
- Support letters do not count against page limits. Specificity greatly enhances value of such letters.
- Must have letter signed by Executive Director that agency will actively participate in community planning efforts and operate the rapid re-housing component of their SSVF grant consistent with Rapid Re-housing Performance Benchmarks. Sample template provided by VA.



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V. Submitting the Application and Required Materials



- Apply using the online application tool available at www.va.gov/homeless/ssvf.asp.
- Recommend existing user account for submission, in order to support population of pre-existing fields.
- Ensure you are selecting the correct application form! Eligibility Quiz at beginning of form provides guidance.
- Draft versions of application can be saved, shared, and transferred among grantee accounts. Return to drafts via account login in order to avoid starting a new, blank form.

Please Sign In

- If you have an account, please log in using your E-mail Address and Password.
- To create an account, please use the "New Applicant" link found below.
- This grant application system uses the following email domain: ssvf@va.gov. Please add it to your safe-senders list to be sure you receive all communications.

E-mail <input type="text"/>	Password <input type="password"/>
New Applicant?	Forgot Password?



- Required attachments for all applicants
 - SSVF Application Budget Template Workbook
 - Homeless Prevention Screening Tool
 - Certificate of Good Standing (from State)
 - Self-Certification from Executive Director regarding community planning efforts (sample template available)
- Priority 3 applicants **MUST** include the following:
 - Exhibit I: Key Personnel Resumes and Hiring Criteria for Proposed Staff
 - Exhibit V: Articles of Incorporation, Corporate Resolutions, Certified Partnership, Joint Venture, or LLC Agreement

Letters of support are strongly encouraged but not required.



Budget Template Workbook Contains:

- Instructions
- Exhibit III: Budget Template Worksheet
- Exhibit IV: Budget Narrative Worksheet

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SSVF Budget Instructions Exhibit III SSVF App Budget Exhibit IV Budget Narrative

↑ ↑ ↑



Budget Template Worksheet

- **Exhibit III: Budget Template**
 - Conditional Formatting
 - Line items under Section 3 (“Other Non-Personnel Provision and Coordination of Supportive Services”)
 - All Training (VA and Other)
 - Accreditation (CARF/COA)
 - » No requirement to allocate funds to these line items
 - Line items under Section 4 (“Vehicle Lease Costs”)
 - Actual Lease Cost
 - Maintenance/Mileage Cost
 - Conditional Formatting: flags excess TFA, Admin, Fringe, and vehicle lease costs
 - Amount Requested in cell C8 linked to total amount budgeted in cell G142.



Proposed Funding Information:

Linked to
Total Amt
Budgeted



Name of Organization:	SSVF Program
Grant ID:	XX-ZZ-XXX
Total Grant Funds Requested:	\$404,482.50
Application Fiscal Year:	FY 2017

Program Expenses	% of Total SSVF Grant	SSVF Grant Funds Total Amount	SSVF Grant Funds FY17 Quarter 1
I. Provision and Coordination of Supportive Services (Minimum of 90% of Total SSVF Grant Amount)			
1. Personnel/Labor	#	%	Base Annual
Title and Organization	FTE	FTE	
Case Managers	2.0	100%	35,000.00
Housing Specialist	1.0	100%	35,000.00
Program Manager	1.0	100%	45,000.00
Subtotal Salaries/Wages			
			50%
Fringe Benefits			33%
Subtotal Personnel			67%
		\$	\$
		269,107.50	68,445.00
2. Temporary Financial Assistance			24.72%
		\$	\$
		100,000.00	25,000.00
3. Other Non-Personnel Provision and Coordination of Supportive Services Expenses			
All Training (VA and Other)			1%
Accreditation Costs (CARF/COA)			0%
Computers			1%
Office Space/Lease			4%
Subtotal Other Program Expenses			5%
		\$	\$
		22,200.00	7,800.00

Conditional
Formatting



Conditional
Formatting





Conditional Formatting →

		# of Vehicles			
4. Vehicle Lease Cost:		1	2%	\$ 7,675.00	\$ 1,900.00
Actual Lease Cost:		1	2%	\$ 7,200.00	\$ 1,800.00
Maintenance/Mileage Cost:			0%	\$ 475.00	\$ 100.00
Subtotal Provision and Coordination of Supportive Services		99%		\$ 398,982.50	\$ 103,145.00
II. Administrative Expenses [Maximum of 10% of Total SSVF Grant Amount]					
Accountant			1%	\$ 5,500.00	\$ 1,000.00
Subtotal Administrative Expenses			1.36%	\$ 5,500.00	\$ 1,000.00
Grand Total			100.00%	\$ 404,482.50	\$ 104,145.00
% of Total SSVF Grant				100.0%	25.7%

Conditional Formatting →

↑ Populates C6



Budget Template Workbook

- **Exhibit IV: Budget Narrative Worksheet**
 - Must provide budget narrative within the VA provided Excel template
 - Linked to Exhibit III Budget Worksheet
 - Enter detailed narrative explanations for all line items listed on Exhibit III.
 - Justifications are required



Proposed Funding Information:

Name of Organization:	SSVF Program
Grant ID:	XX-ZZ-XXX
Total Grant Funds Requested:	\$404,482.50
Application Fiscal Year:	FY 2017

Program Expenses		% of Total SSVF Grant	SSVF Grant Funds Total Amount	Detailed Narrative Justification
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	
Case Managers	2	100%	\$ 35,000.00	24% \$ 96,000.00
Housing Specialist	1	100%	\$ 35,000.00	12% \$ 46,800.00
Program Manager	1	100%	\$ 45,000.00	15% \$ 60,000.00
Subtotal Salaries/Wages				50% \$ 202,800.00
Fringe Benefits				33% \$ 66,307.50



Enter detailed explanation for each line item (yellow cells)



Budget Template Workbook

- **General Guidance:**

- Only enter data into the yellow cells.
 - All other cells are locked.
- Include your organization name and current grant ID at the top of the budget worksheet.
- **Do not attempt to unlock or modify this workbook.**

Download this file and other required attachments from www.va.gov/homeless/ssvf.asp



**For questions regarding the NOFA applications,
Email SSVF@VA.gov.**

**Deadline for application submission is
4:00 PM Eastern Time on February 3, 2017.**

**Access the application and materials from
www.va.gov/homeless/ssvf.asp**