

**VA**



U.S. Department  
of Veterans Affairs

# SSVF End of Year Closeout for CARES 2.0/CARES 3.0/FY21

**June 24, 2022**

Presenters:

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[Link to  
Audio](#)



# WEBINAR FORMAT

- Webinar will last approximately 1 hour
- Participants' phone connections are "muted" due to the high number of callers
- Questions can be submitted in the Q&A box, to your SSVF Regional Coordinator, or [ssvf@va.gov](mailto:ssvf@va.gov)

# Housekeeping



Webinar  
will last  
for **60**  
minutes



Slides &  
handouts  
will be in  
the chat  
section



Recording,  
Handouts &  
Slides will  
be sent via  
email



Submit  
questions in  
the  
question  
box or any  
time at  
[ssvf@va.gov](mailto:ssvf@va.gov)



## SHALLOW SUBSIDY SPENDING

- The President's budget requests \$731 million for FY 2023 and \$774 million for the FY 2024 advance appropriation.
- With these budgets, sustainable funding will be in place for Shallow Subsidies, Health Care Navigators, and legal services expansion.
- Make use of your current funds as they will be eligible for renewal ***annually*** in a single grant starting 10/1/2023.



# FINANCIAL OVERVIEW

- Closeout of CARES/FY21 with end date 06/30/2022:
  - CARES 2.0: \$400,000,000
  - CARES 3.0: \$172,695,311
  - FY21: \$420,000,000
- FY22 and ARP (supplemental funding for Health Care Navigation and Legal Services) start date 07/01/2022
  - \$464,500,000
- Concurrently, Shallow Subsidy expansion funding with end date 09/30/2023
  - \$350,000,000



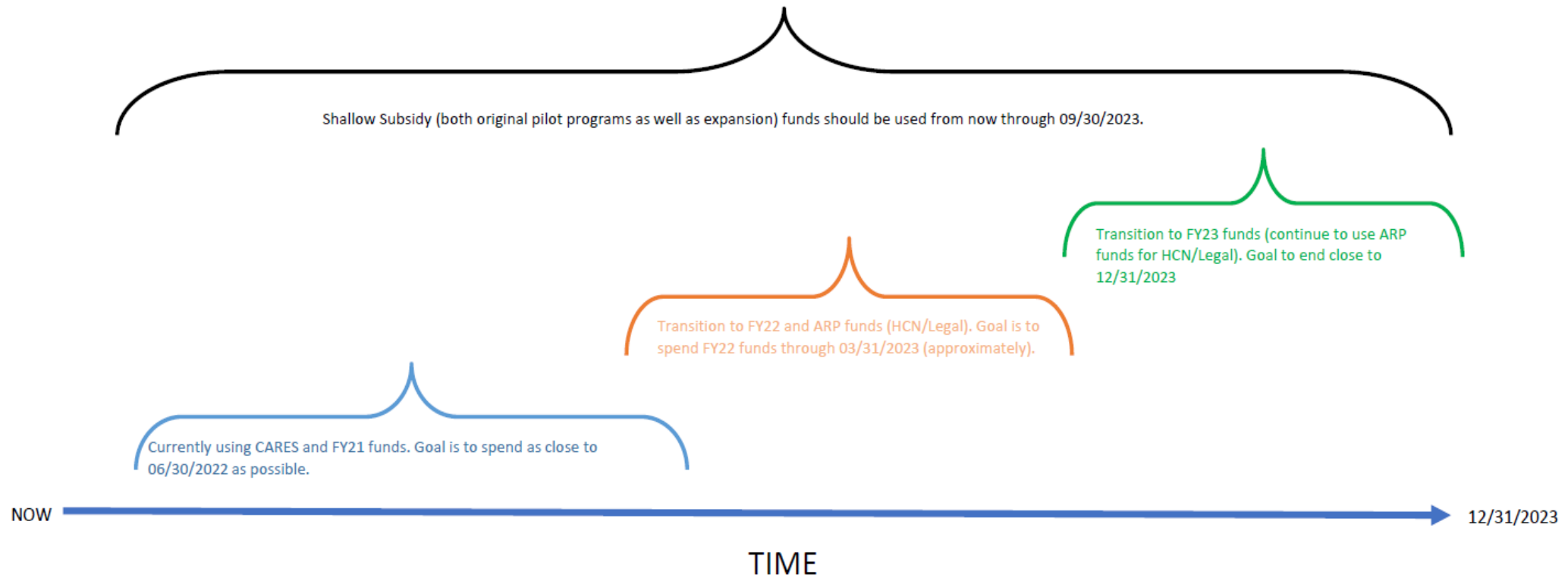


## BUDGET CYCLE TARGET TIMELINE (IF AWARDED)

- CARES 2.0/CARES 3.0/FY21 End 6/30/22
- FY22 and ARP (supplemental funding for Health Care Navigation and Legal Services)
  - 07/01/2022 – 03/31/2023 (9 month budget cycle)
- FY23 (ARP can carryover to FY23 if needed)
  - 04/01/23-12/31/23 (9 month budget cycle)
- FY24
  - 01/01/24-09/30/24 (9 month budget cycle)



# BUDGET CYCLE TARGET TIMELINE VISUAL (IF AWARDED)









# CARES/FY21 CLOSEOUT DUE BY 8/15/2022

- CARES/FY21 Closeout Activity in SmartSimple/UDPaaS
  - Due by **August 15, 2022** (45 days after CARES/FY21 target end date). This due date is in place even if a grantee completed spending early or just after 6/30/22
    - Final drawdown
    - FFR Financial Status Report needs to be completed in HHS Payment Management System (PMS) **AFTER** final draw down of CARES/FY21 funding but **PRIOR** to submission of Closeout Activity.
      - MULTIPLE FFR submissions; one for each account in PMS:
        - » CARES 2.0
        - » CARES 3.0 (if awarded)
        - » FY21
    - The Financial Expenditure Report (FER) excel template provided by SSVF Program Office.
      - ONE FER with one combined CARES 2.0/CARES 3.0/FY21 total amount which aligns with approved budget total
    - Activity in SmartSimple/UDPaaS (i.e. certification questions, etc.)



- CARES 2.0, CARES 3.0, and FY21 FFR Financial Status Reports in Payment Management System (PMS)
  - Complete 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 FY21 grant term and not indicative of exact grantee spending period
- CARES/FY21 Financial Expenditure Reports (FERs)
  - Similar to past reports
  - PLEASE READ THE INSTRUCTIONS TAB IN ITS ENTIRETY.



# CARES/FY21 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: [Redacted]

2. Federal Grant / Subaccount: [Redacted]

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

4a. DUNS Number: [Redacted] ACTIVE

4b. EIN: [Redacted]

5. Recipient Account Number or Identifying Number: [Redacted] ⓘ

6. Report Frequency: [Redacted]

7. Basis of Accounting: [Redacted] ⓘ

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

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

- Much of this section of FFR will be prepopulated with grantee specific information.
- Project period will be 10/01/2020 through 09/30/22; no need to change that date range if funds were spent sooner.



# CARES/FY21 CLOSEOUT – FFR FINANCIAL STATUS REPORT

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

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



# FY21 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				ACTUAL SSVF Grant Funds Spent	BUDGETED SSVF Grant Funds	% VARIANCE SSVF Grant Funds	VARIANCE EXPLANATION
<b>I. Provision and Coordination of Supportive Services (Minimum of 90% of Total SSVF Grant Amount)</b>							
<b>1. Personnel/Labor</b>							
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



# FY21 CLOSEOUT– FINANCIAL EXPENDITURE REPORT (FER)

<b>2. Temporary Financial Assistance</b>				
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
<b>Subtotal Prevention TFA</b>	<b>#DIV/0!</b>	<b>\$ -</b>	<b>NA</b>	<b>NA</b>
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
<b>Subtotal Rapid Re-Housing TFA</b>	<b>#DIV/0!</b>	<b>\$ -</b>	<b>NA</b>	<b>NA</b>
<b>Subtotal Temporary Financial Assistance</b>	<b>#DIV/0!</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>

- 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.





# FY21 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!

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



# CARES/FY21 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](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 ▼



# CARES/FY21 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.





# CARES/FY21 CLOSEOUT ACTIVITY

- Responses to the TFA section need to correspond to values entered in FER; 60% minimum RRH requirement is waived, however, 60/40 is reinstated for end of FY22 spending (target 3/31/23)
- Each grantee will determine the dates associated with their CARES 2.0/CARES 3.0/FY21 funding based on when they started to incur expenses and when they exhausted FY21 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





# CARES/FY21 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 ▼



**VA**



U.S. Department  
of Veterans Affairs

THANK YOU

Submit additional questions to [ssvf@va.gov](mailto:ssvf@va.gov)