Supportive Services for Veteran Families (SSVF) Program

Notice of Funding Availability (NOFA) Workshop for SSVF Grant

Submissions due by 4:00 pm Eastern Time on January 31, 2020

***Late submissions cannot be accepted***

Link To Audio Recording
I. Scoring Criteria
II. Funding Opportunity (NOFA Section I)
III. Award Information (NOFA Section II)
IV. Submitting the Application and Required Materials
I. Scoring Criteria
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
• Application must meet threshold requirements
  • Applicants must receive at least 75 cumulative points and at least one point per category to receive a supportive services grant. Only materials submitted by the deadline through the GIFTS portal will be reviewed.

• Funding is not automatic with qualifying score.

• Funds must be geographically dispersed to support broad access with higher concentrations of resources in areas of high need.
### Scoring Criteria for Applications Submitted Under Priorities 1 & 2 (Renewals)

<table>
<thead>
<tr>
<th>Section</th>
<th>Points</th>
<th>Elements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Program Outcomes</strong></td>
<td>55</td>
<td>• Housing Stability</td>
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<tr>
<td></td>
<td></td>
<td>• Ending Homelessness</td>
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<td></td>
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<td>• Homelessness Prevention</td>
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<td>• Participant Satisfaction</td>
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<td>• Program Implementation and Progress</td>
</tr>
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<td></td>
<td></td>
<td>• Community Planning</td>
</tr>
<tr>
<td><strong>B. Cost-Effectiveness</strong></td>
<td>30</td>
<td>• Cost per Household</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Program Budget and Expenditures</td>
</tr>
<tr>
<td><strong>C. Compliance with Program Goals and Requirements</strong></td>
<td>15</td>
<td>• SSVF Program Goals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Laws, Regulations, and Guidelines</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Grant Agreement</td>
</tr>
</tbody>
</table>
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.
  
  Programs that are a combination of one or more grants from the prior fiscal year may report on the combined results. Please describe within narrative responses.
Section B is worth 30 points.

• Provide data demonstrating cost efficiency.

• Did you serve the number of participants you expected? Was your budget accurate?

• 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 that are a combination of one or more grants from the prior fiscal year may report on the combined results. Please describe within narrative responses.
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, for example, a correction made in response to an audit finding.
II. Funding Opportunity
(NOFA Section I)

• Adoption of practices that are most likely to lead to reductions in homelessness as defined by USICH’s Federal Criteria & Benchmarks or Community Solutions’ Functional Zero

• ED must certify agency participation in community planning and adherence to RRH Performance Standards. Template letter available on SSVF website.
• Letters of support from VA Network Homeless Coordinator and CoC *strongly encouraged*.

• Failure to provide a CoC support letter that clearly addresses the information described within the NOFA limits the grant to 90% of the possible award amount.

• CoC support letter must contain detail described in NOFA Section II.C.8.
Application Section A – Service Emphasis

• 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
  – Note: Direct provision and coordination of health and mental health services is not an allowable SSVF activity
III. Award Information
(NOFA Section II)
Must fully complete application through online system (GIFTS) no later than 4pm EST on January 31, 2020.

***NO EXCEPTIONS.***

Priority 1 and Priority 2 Applicants
- Complete application form identified for Renewal Grants

Priority 3 Applicants
- Complete Letter of Intent Requirement in GIFTS
- SSVF Program Office will provide instructions directly to these SSVF grantees. Application submission is not required.

*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 January 31. SSVF Program Office will provide instructions directly to these SSVF grantees. Application submission is not required.*
Renewal Consideration

• 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;
Priority 1: Three Year Renewal Consideration

- Includes all renewal requirements **AND**
- 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) for Housing Stabilization and Community Living Services (HSCL).
  3. The Joint Commission (TJC) – Organizational accreditation for Behavioral Health Care: Housing Support Services Standards

*Accreditation must be attained by NOFA deadline and proof of accreditation submitted with the application.*
• Renewal applications can request funding that is equal to or less than their current annualized award.

• The renewal current award includes funds that may have been added to the original award through disaster relief support or through the process described in II.C.8.

• Priority 3 renewal grant requests cannot exceed 30 percent of the current award and VA may award an amount less than 30 percent of the original award based on available funding.

• Unspent or swept funds in FY2019 may result in award reduction.
  – Does not include those returning funds for Federal disaster relief.

• Applicants may request an amount less than their current award (this will not be considered a substantial change to the program concept).
• Grant sweeps will be conducted quarterly, if spending less than 15% (Q1), 40% (Q2), 65% (Q3).
• Spending cannot exceed 35% (Q1), 60% (Q2), 80% (Q3)
• Failure to submit CoC letter of support that clearly addresses the information described in the NOFA limits grants to 90% of possible award.
• Funding awards may be increased uniformly by up to 2%
  – If increase occurs, budgeted line items will be reassessed during grant agreement process
• *Initial* accreditation costs are limited in the budget to one try per 5 years.
  – Re-accreditation of fully accredited programs can be budgeted based on respective timelines of CARF, COA, or TJC renewals

• Funding for staff training that is not mandated by VA’s SSVF Program Office, including associated travel, cannot exceed 1% of total budget.
  – Mandatory training is training organized by the SSVF Program Office.
• 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 (Exhibit I-III-Budget Template with Resource Allocation per CoC, Community Planning Self-Certification from Executive Director) and any optional attachments (Letter of Support from CoC and Letter of Support from VA Network Homeless Coordinator (NHC), or designee)
Application Advice - General

- 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.
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 on SSVF website.

Attachments, such as support letters, do not count against file size limits.

Letters of support from the CoC and VA are also strongly encouraged, but are not required. Specificity greatly enhances value of such letters.
• Methods used to enhance CoC participation may vary among agencies, specifically, among rural and urban communities.

• Applicants are expected to support CoC efforts of building local capacity around CES and to participate in CoC community planning efforts.

• For applicants serving multiple CoCs, a support letter is encouraged from all CoC’s served. However, at least one letter from the primary CoC served is acceptable.

• When requesting a support letter, applicants may offer examples of partnership activities, especially when there may be existing limitations of participation (due to geographic characteristics, leadership changes among partners, limited capacity among partners, low-functioning CES, etc.)

• Such limitations do not necessarily equate to poor participation and coordination.
Specificity is key! Examples:

- What level of participation does applicant have with case conferencing, on local Veteran committees, or other working groups that design, test, and continuously improve support services and approaches to ending homelessness?

“[Applicant] is consistently engaged in CoC planning and coordination efforts and is a member of the following CoC Committees and/or other working groups [list committees and working groups].”

“[Applicant] participates in a [weekly/monthly] group that maintains the CoC By-Name-List [or conducts case conferencing, plans outreach, etc.].”
Specificity is key! Examples:

- How does the applicant utilize the local assessment tool to support coordinated screening and referrals within the CoC?

“[Applicant] is a county/statewide leader in the design and implementation of best practices and innovative solutions to end Veteran homelessness and supports the CoC’s coordinated screening and referrals by using the local assessment tool.”

“Over the past year placements have exceeded projected inflows allowing for an overall reduction in homelessness among Veterans. [Applicant] has made use of inflow projections to work with CoC to allocated resources in the following manner to meet demand [explain allocation].”
Other considerations as you prepare requests:

- How has the applicant supported CoC resource needs? How have applicant staff positions been utilized in roles related to overall coordinated entry?
- Does the applicant receive prioritized referrals generated from the local CES?
- Does applicant offer targeted outreach, goal-specific, and time-limited individualized services?
- What role does the applicant have in the development of the CoC’s by-name list?
- What is the applicant’s level and impact of collaboration among other Veteran-serving providers within the continuum, such as SSVF, HUD-VASH, Grant and Per Diem, and the VA?
- If participation and coordination limitations exist, in what ways has applicant and CoC addressed such issues? What strategies may be in place for improving the participation and coordination efforts among partners?

*Refer to SSVF NOFA Guidance for CoC Letters of Support on VA SSVF website.*
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.

• There is one application form for the NOFA –Priorities 1 and 2

• Draft versions of application can be saved, shared, and transferred among grantee accounts. NOTE: Return to drafts via the account login in order to avoid starting a new, blank form.
• Required attachments for all applicants
  – Exhibits I, II and III all contained in the SSVF Application Workbook
    • Exhibit I: Budget template
    • Exhibit II: Budget narrative justification
    • Exhibit III: CoC Reference - Resource allocation for applicants per CoCs
    • Instructions provided within workbook. Download from SSVF website.
  – Self-Certification from Executive Director regarding community planning efforts (sample template available)

Letters of support are strongly encouraged but not required.
SSVF Application Budget Workbook

- Do not use prior versions.

![Spreadsheet Image]
SSVF Application Budget Workbook Contains:

- Instructions for Budget and CoC References
- Exhibit I: SSVF Application Budget Worksheet
- Exhibit II: Budget Narrative Worksheet
- Exhibit III: CoC Reference Worksheet
Exhibit I: Application Budget Worksheet

- 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 for excess TFA, Admin, Fringe, and vehicle lease costs (allowable but require compliance review by VA)
  - Amount Requested in cell C8 linked to total amount budgeted in cell G142.
## Proposed Funding Information

<table>
<thead>
<tr>
<th>NOFA Funding Priority</th>
<th>Priority 1</th>
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<tr>
<td>Name of Organization:</td>
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<td>FY2020 Grant ID:</td>
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<tr>
<td>Total Grant Funds Requested:</td>
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<td>Application Fiscal Year:</td>
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### Program Expenses

<table>
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<tr>
<th>Program Expense</th>
<th>% of Total SSVF Grant</th>
<th>SSVF Grant Funds Total Amount</th>
<th>SSVF Grant Funds Quarter 1</th>
<th>SSVF Grant Funds Quarter 2</th>
<th>SSVF Grant Funds Quarter 3</th>
<th>SSVF Grant Funds Quarter 4</th>
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### Personnel/Labor

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<tr>
<th>Title and Organization</th>
<th>FTE</th>
<th>FTTE</th>
<th>Annual</th>
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<tbody>
<tr>
<td>Case Manager</td>
<td>4.0</td>
<td>100%</td>
<td>$30,000.00</td>
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<tr>
<td>Housing Specialist</td>
<td>4.0</td>
<td>100%</td>
<td>$30,000.00</td>
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<tr>
<td>Program Manager</td>
<td>1.0</td>
<td>100%</td>
<td>$42,000.00</td>
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</tbody>
</table>

### Subtotal Personnel

- 8%: $285,000.00
- 23%: $63,000.00
- 51%: $70,000.00
- 60%: $343,000.00

### Other Non-Personnel Provision and Coordination of Supportive Services Expenses

<table>
<thead>
<tr>
<th>Expense</th>
<th>% of Total SSVF Grant</th>
<th>SSVF Grant Funds Total Amount</th>
<th>SSVF Grant Funds Quarter 1</th>
<th>SSVF Grant Funds Quarter 2</th>
<th>SSVF Grant Funds Quarter 3</th>
<th>SSVF Grant Funds Quarter 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA Mandated Training</td>
<td>25%</td>
<td>$8,000.00</td>
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<td>$2,000.00</td>
<td>$2,000.00</td>
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<tr>
<td>VA CoC/CoC Track</td>
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<td>$3,000.00</td>
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<tr>
<td>Other</td>
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</table>

### Conditional Formatting

- Total Amt Budgeted
- Linked to
- Conditional Formatting

**NOTES:** Enter information into yellow cells only. All other cells are protected and should not be modified. Please submit original templates provided by the SSVF Program Office; DO NOT copy and paste this spreadsheet into a new Excel workbook.
### Conditional Formatting

#### 4. Vehicle Lease Cost:

<table>
<thead>
<tr>
<th>Actual Lease Cost:</th>
<th>Maintenance/Mileage Cost:</th>
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<tbody>
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#### Subtotal Provision and Coordination of Supportive Services

<table>
<thead>
<tr>
<th># of Vehicles</th>
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<tbody>
<tr>
<td>1</td>
<td>2%</td>
<td>$7,675.00</td>
<td>$1,900.00</td>
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<tr>
<td>1</td>
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<td>0%</td>
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<td>$475.00</td>
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#### II. Administrative Expenses (Maximum of 10% of Total SSVF Grant Amount)

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<tr>
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<th>Subtotal Administrative Expenses</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Subtotal Administrative Expenses

| 1% | $5,500.00 | $1,000.00 |
| 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% |

Populates C8
Exhibit II: Budget Narrative Worksheet

– Must provide budget narrative within the VA provided Excel template
– Linked to Exhibit I Budget Worksheet
– Enter detailed narrative explanations for all line items listed on Exhibit I.
– Justifications are required for all line items, including administrative direct and indirect costs.
### VA's Supportive Services for Veteran Families Program

**Exhibit II: Applicant Budget Narrative**

**Proposed Funding Information:**

<table>
<thead>
<tr>
<th>Name of Organization</th>
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</thead>
<tbody>
<tr>
<td>Grant ID (Priority 1 and 2 Applicants Only)</td>
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</tr>
<tr>
<td>Total Grant Funds Requested:</td>
<td>$516,000.00</td>
</tr>
<tr>
<td>Application Fiscal Year:</td>
<td>FY 2021</td>
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</tbody>
</table>

#### Program Expenditure

<table>
<thead>
<tr>
<th>Program Phase</th>
<th>% of Total SSVF Grant</th>
<th>SSVF Grant Funds Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Provision and Coordination of Supportive Services (Minimum of 50% of Total SSVF Grant Amount)</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Title and Organization</strong></td>
<td><strong>FTE</strong></td>
<td><strong>FTE</strong></td>
</tr>
<tr>
<td>Case Manager</td>
<td>4</td>
<td>100%</td>
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<tr>
<td>Housing Specialist</td>
<td>4</td>
<td>100%</td>
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<tr>
<td>Program Manager</td>
<td>1</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Detailed Narrative Justification**

Enter detailed explanation for each line item (yellow cells)
SSVF Application Budget 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
Exhibit III: Budgeted CoC Resources Worksheet

- Must provide projections for budgeted resources per CoC served
- Renewal applicants should reference the FY2020 CoC resource allocations that were established during FY 2020 application and grant resolution process
For questions regarding the NOFA applications, email SSVF@VA.gov.

Deadline for application submission is 4:00 PM Eastern Time on January 31, 2020.
Access the application and materials from www.va.gov/homeless/ssvf.asp