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 February 10, 2023

***Late submissions cannot be accepted***

[Link to Recording]
This is a national competition open to eligible non-profits and consumer cooperatives throughout the country.

Applicants can learn more SSVF by watching, www.va.gov/homeless/ssvf/ssvf-overview, and should review regulations at www.va.gov/homeless/ssvf/compliance
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 UDPaaS portal will be reviewed.

• Funding is not automatic with qualifying score. NOFA is a competition.

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Points</th>
<th>Elements</th>
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<tbody>
<tr>
<td><strong>A. Program Outcomes</strong></td>
<td>55</td>
<td>• Housing Stability</td>
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<td></td>
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<td>• Ending Homelessness</td>
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<td>• Participant Satisfaction</td>
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<td>• Program Implementation and Progress</td>
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<td>• Community Planning</td>
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<td><strong>B. Cost-Effectiveness</strong></td>
<td>30</td>
<td>• Cost per Household</td>
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<td>• Program Budget and Expenditures</td>
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<tr>
<td><strong>C. Compliance with Program Goals and Requirements</strong></td>
<td>15</td>
<td>• SSVF Program Goals</td>
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<td>• Laws, Regulations, and Guidelines</td>
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<td></td>
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<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.
- COVID response?
- Detail how proposed modifications will improve program interventions.
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, “COVID-19 resulted in high utilization and costs from Emergency Housing Assistance (EHA placements). Ultimately we placed $x$ number hotels/motels at $x$ cost with $x$ ultimately placed in Permanent Housing (PH).”
- 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.
# Scoring Criteria for Applications Submitted Under Priority 3

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
<th>Elements</th>
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</table>
| **A.** Background, Experience, Qualifications and Past Performance | 35 | • Background and organizational history  
• Staff qualifications  
• Organizational qualifications and past performance  
• Experience working with Veterans |
| **B.** Program Concept and Supportive Services Plan | 25 | • 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 |
Scoring Criteria for Applications Submitted Under Priority 3 (cont’d)

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
<th>Elements</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. Quality Assurance and Evaluation Plan</td>
<td>15</td>
<td>• Program evaluation&lt;br&gt;• Monitoring&lt;br&gt;• Remediation&lt;br&gt;• Management and reporting</td>
</tr>
<tr>
<td>D. Financial Capability and Plan</td>
<td>15</td>
<td>• Organizational finances&lt;br&gt;• Financial feasibility of program</td>
</tr>
<tr>
<td>E. Area and Community Linkages and Relations</td>
<td>10</td>
<td>• Area or community linkages&lt;br&gt;• Past working relationships&lt;br&gt;• Local presence and knowledge&lt;br&gt;• Integration of linkages and program concept</td>
</tr>
</tbody>
</table>
• Clearly describe the experience of both your organization and sub-contractors. Include info on types of experiences (ex. other RRH, such as 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.
• 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 types of services will you provide directly, by contract, or referral and why. See 38 CFR Part 62.30-34 for range of SSVF services provided.

• What is your experience delivering these services - *be specific* (can be addressed in Section A).

• Demonstrate organizational experience directly and through the use of partners.
• Housing Specialists
  – Housing Navigation
  – Landlord engagement
• Legal Assistance
  – ID sub-contractor and focus: child support, driver’s license, discharging old charges/fines, expungement
• 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 using Health Care Navigators
  – Note: Direct provision of health and mental health services is not an allowable SSVF activity
• Plan to assess and review outcomes

• Roles of sub-contractors and how that work will be supervised and evaluated
• Describe contents of items in budget template
• Controls in place to ensure funds are used as intended
• Other sources of funding (not required)
• 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.
II. Funding Opportunity  
(NOFA Section I)
• **Priority 1**: 3-year renewal awards available for accredited grantees in good standing.

• **Priority 2**: All other existing grantees seeking to renew annual awards.

• **Priority 3**: Applicants for new funding.
  – One application nationally per eligible entity
  – Cannot apply if applying as Priority 1 or 2
  – Application limit up to $4 million with cost no more than $9000 per household

• **Priority 4**: Application to serve GLA VAMC CTRS
  – Any eligible entity may apply
  – Limit is $3 million
• This NOFA combines all SSVF program elements in a single award other initiatives previously funded separately.
  – Shallow Subsidies
  – Legal Services
  – Health Care Navigators
  – Landlord Incentives (except for funding from 6/24/22 NOFA)

• All required, but funded through a single award
  – Priority 1 & 2, FY 23 base awards may be increased up to 75% based on previous grant utilization and enrollment.
• Demonstrate adoption of evidence-based practices based on core practices, found at (https://www.va.gov/homeless/ssvf/ssvf-coreconcepts).

• Adoption of practices that are most likely to lead to reductions in homelessness

• ED must certify agency participation in community planning and adherence to core practices. Template letter available on SSVF website.
• Demonstrate plans to support required services and temporary financial assistance (TFA).

• Enroll a *minimum* of 60% of households supporting literally homeless and a *maximum* of 40% on prevention unless waiver obtained (see V.B.3.a) or serving a rural or tribal area (exempt).

• Participate in planning & coordination with CoC.

• Train staff and participate in Rapid Resolution (initial training available through VA).
<table>
<thead>
<tr>
<th>TFA Type</th>
<th>Time/Amount Limitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Assistance, Utilities, &amp; Child Care</td>
<td>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</td>
</tr>
<tr>
<td>Shallow Subsidies</td>
<td>2-year commitment of rent up to 50% (based on community analysis) of rent reasonableness. For VLI, 2-year total reduced by months on “traditional” TFA; no reduction for ELI</td>
</tr>
<tr>
<td>Security Deposits or Utility Deposits</td>
<td>Max. of 1 time in a 2-year period for security deposit; Max. of 1 time in a 2-year period for utility deposit</td>
</tr>
<tr>
<td>Moving Costs</td>
<td>Max. of 1 time in a 2-year period</td>
</tr>
<tr>
<td>Gen Housing Stability</td>
<td>Max. $1948 during a 2-year period (8.2% CPI-U for 2023)</td>
</tr>
<tr>
<td>Transportation</td>
<td>Tokens, vouchers, etc. – no time limit. Car repairs/maintenance – max. of $1,200 during 2-year period</td>
</tr>
<tr>
<td>COVID-19 Authorities</td>
<td>Various TFA limits waived until 90-days after the end of the declared health emergency</td>
</tr>
</tbody>
</table>
• Veterans and reservists with at least one day of active duty or training.

• Includes Veterans with OTH discharges (see SSVF Program Guide for more information https://www.va.gov/HOMELESS/ssvf/docs/SSVF_Program_Guide.pdf).

• Increases statutory eligibility to 80% AMI, up from 50%.
Emergency Housing Assistance (limits waived during COVID)

- Up to 60 days temporary housing permitted when permanent housing is available (does not need to be secured)
- Available once in 2-year period Keeps families together
- Available for individuals when other temporary housing resources unavailable or inappropriate. Refer to: https://www.va.gov/HOMELESS/ssvf/docs/HPO_Policy_Guidance_EHA.pdf
General Housing Stability Assistance

• Up to $1948 in 2-year period
  – Employment expenses: tools certifications, licenses
  – Move-in supplies: kitchen utensils, bedding, supplies
  – Housing applications, inspections, background checks
  – Will increase

• Broker’s fee, not subject to $1948 limit, must meet reasonableness test
Landlord and Tenant Incentives

- Landlord incentive up to 2-months rent
  - Payment supports additional risk taken by landlords leasing to households with poor credit histories, criminal justice involvement, or other risk factors
  - Used only when necessary; not for housing dedicated for homeless use

- Up to $1000 in addition to GHSA
  - Can be used for items of Veteran’s choosing
  - Designed to improve quality of life
• Letters of support from CoC *strongly encouraged* for renewal applicants and required for new applicants (except Priority 4).

• Priority 1 & 2 applicants who do not 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.9.

• Support letter *not* required from local VAMC.
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.].”

- For applicants serving multiple CoCs, a support letter from at least the primary CoC served is acceptable.
III. Award Information
(NOFA Section II)
Must fully complete application through online system (UDPaaS) no later than 4pm EST on February 10, 2023. ***NO EXCEPTIONS.***

Priority 1* and Priority 2 Applicants
- Complete application form identified for renewal applicants

Priority 3 and 4 Applicants
- Complete application form identified for new applicants

*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” along with a budget, and a CoC letter of support by February 10. SSVF Program Office will provide instructions directly to these SSVF grantees. Application submission is not required.
**DO:**

- Use the correct online application form
- Answer questions fully, renewals are not automatic – your score matters
- Answer application questions and use data
- Describe program’s impact on homelessness
- Where performance could be improved, explain barriers to success and remediation efforts
- Prepare any required attachments prior to submission (Budget Template, Executive Director certification, support letters)
DON’T:

- Use an outdated application form.
- Submit dated information.
- Stuff happens in your life and at your agency. Don’t wait until February 10th to submit application! We cannot make exceptions for late submissions.
- The online form automatically closes at 4:00 PM Eastern Standard Time.
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.*
• *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.
Renewal Consideration

- Grantee demonstrated substantial compliance with grant agreement
- Grantee consistently met program targets including:
  1. Addressing COVID-19 health emergency
  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;
• Renewal applications can request funding that is equal to or less than their current annualized award (on your FY 23 MOA).

• Unspent funds in FY2021 may result in award reduction.

• 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).
  – Swept funds will be re-allocated to other grantees as described in II.C.7
• Spending cannot exceed 35% (Q1), 60% (Q2), 80% (Q3)
• Priority 1 and 2 funding awards may be increased by up to 75%
  – All SSVF initiatives, including shallow subsidies, mandated legal services, health care navigation, new landlord and tenant incentives are supported by this single award
  – Funding increase, if provided, will be based on previous grant funding utilization and enrollment
IV. Submitting the Application and Required Materials
• Apply using the online application tool available at
  https://hmlsgrants-vad.mod.udpaas.com/s_Login.jsp

• Recommend existing user account for submission, in order to support
  population of pre-existing fields.

• New applicants will need to create a log in. Please ensure you complete all
  organization fields prior to beginning application.

• Priority 1 and 2 applicants will use the SSVF Renewal Application and Priority
  3 and 4 will use the SSVF New Applicant Application.
  – Once you open the application, you must click “continue” to view the entire application and
    complete applicable fields.

• Draft versions of application can be saved. NOTE: Return to drafts via the
  account login in order to avoid starting a new, blank form.
Login

Email

Password

Log In

Welcome to VHA Homeless Program Grants

Welcome to the Department of Veterans Affairs grants management portal for VHA’s Homeless Programs Office. This portal supports a variety of grant functions associated with the Supportive Services for Veteran Families (SSVF) and Grant and Per Diem (GPD) Programs.

For technical questions or issues, please contact GPDgrants@va.gov or SSVF@va.gov for further assistance.

New to the System?

Register

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Required attachments for all applicants

- Exhibits I and II all contained in the SSVF Application Workbook
  - Exhibit I: Budget template
  - Exhibit II: Budget narrative justification
    - Instructions provided within workbook. Download from SSVF website. Also available for download within application.

- Self-Certification from Executive Director regarding community planning efforts (sample template available in application and on SSVF Website)

- Letters of support
SSVF Application Budget Workbook -

- Do not use prior versions

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VA's Supportive Services for Veteran Families Program
Exhibit I: Budget - SSVF Grant Funds Budget

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

<table>
<thead>
<tr>
<th>Proposed Funding Information</th>
<th>NOFA Funding Priority</th>
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<tbody>
<tr>
<td>Name of Organization</td>
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<td>FY 2021 Award Number</td>
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<td>Total Grant Funds Requested</td>
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<td>Application Fiscal Year</td>
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**Program Expenses**

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**1. Provision and Coordination of Supportive Services (Minimum of 90% of Total SSVF Grant Amount)**

<table>
<thead>
<tr>
<th># FTE</th>
<th>% FTE</th>
<th>Base Annual Salary/Wage</th>
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**SSVF Grant Funds**

<table>
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<th>Total Amount</th>
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**SSVF Budget Instructions**

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Exhibit I SSVF Budget

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Exhibit II Budget Narrative
SSVF Application Budget Workbook Contains:

– Instructions for Budget
– Exhibit I: SSVF Application Budget Worksheet
– Exhibit II: Budget Narrative Worksheet
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.
  - If you are new organization, choose “New Organization” for both grant ID and Organization name
- Do not attempt to unlock or modify this workbook.

Download this file and other required attachments from www.va.gov/homeless/ssvf
Exhibit I: Application Budget Worksheet

- Conditional Formatting
  - Line items under Section 3 (“Other Non-Personnel Provision and Coordination of Supportive Services”)
    - VA Mandated Training
    - Accreditation (CARF/COA/TJC)
    - Non-VA Travel & Training
      » 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: Admin above 10%, Fringe, and vehicle lease costs (with exception of Admin, flags are allowable but require compliance review by VA)
  - Amount Requested in cell C8 linked to total amount budgeted in cell G142.
**NOTE:** Enter information into yellow cells only. All other cells are protected and should not be modified. Please submit original template provided by the SSVF Program Office; DO NOT copy and paste this spreadsheet into a new Excel workbook.

<table>
<thead>
<tr>
<th>Program Expenses</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>1. Personnel/Lab</td>
<td></td>
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<tr>
<td>Case Managers</td>
<td>22%</td>
<td>$120,000.00</td>
<td>$30,000.00</td>
<td>$30,000.00</td>
<td>$30,000.00</td>
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<tr>
<td>Housing Spec.</td>
<td>22%</td>
<td>$120,000.00</td>
<td>$30,000.00</td>
<td>$30,000.00</td>
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<tr>
<td>Program Managers</td>
<td>10%</td>
<td>$49,000.00</td>
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<tr>
<td>Subtotal Labor</td>
<td>54%</td>
<td>$290,000.00</td>
<td>$70,000.00</td>
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<tr>
<td>2. Temporary Financial Assistance</td>
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<tr>
<td>3. Other Non-Personnel Program and Coordination of Supportive Services Expenses</td>
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<td>VA Medical Train</td>
<td>2%</td>
<td>$2,000.00</td>
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<td>Non-VA Medical Training</td>
<td>1%</td>
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<td>Non-VA Non-Medical Training</td>
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</tr>
<tr>
<td>Non-VA Non-Medical Training</td>
<td>1%</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Non-VA Non-Medical Training</td>
<td>1%</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Non-VA Non-Medical Training</td>
<td>1%</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Non-VA Non-Medical Training</td>
<td>1%</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Non-VA Non-Medical Training</td>
<td>1%</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>
### 4. Vehicle Lease Cost:

- **Actual Lease Cost:**
- **Maintenance/Mileage Cost:**

### Subtotal Provision and Coordination of Supportive Services

<table>
<thead>
<tr>
<th># of Vehicles</th>
<th>1</th>
<th>2%</th>
<th>$</th>
<th>1,900.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2%</td>
<td>$7,200.00</td>
<td>$1,800.00</td>
</tr>
<tr>
<td></td>
<td>0%</td>
<td></td>
<td>$475.00</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

### II. Administrative Expenses [Maximum of 10% of Total SSVF Grant Amount]

- **Accountant**

**Subtotal Administrative Expenses**

<table>
<thead>
<tr>
<th>% of Total SSVF Grant</th>
<th>100.00%</th>
<th>$404,482.50</th>
<th>$104,145.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100.0%</td>
<td>$104,145.00</td>
<td></td>
</tr>
</tbody>
</table>

- **Grand Total**

### Conditional Formatting

- Highlight cells based on specific conditions.

### Populates C8

- Conditional formatting updates the cell C8 based on the calculated values.
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.
Enter detailed explanation for each line item (yellow cells)
For questions regarding the NOFA applications, email SSVF@VA.gov.

Deadline for application submission is 4:00 PM Eastern Time on February 10, 2023.

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