

Companion Guide to Rapid Rehousing (RRH) Waiver Request

Introduction

This guide provides grantees with an overview of the circumstances where communities may seek a waiver to the minimum requirement of RRH Temporary Financial Assistance (TFA) to be expended, as well as instructions for completing the RRH Waiver Request Cover Form and submitting a complete request to VA for review. Grantees must use a **minimum** of 60 percent of the temporary financial assistance (TFA) portion of their supportive services grant funds to serve very low-income Veteran families who either (i) are homeless and scheduled to become residents of permanent housing within 90 days pending the location or development of housing suitable for permanent housing or (ii) have exited permanent housing within the previous 90 days to seek other housing that is responsive to their needs and preferences. Grantees should establish the appropriate level of rapid re-housing assistance within the context of the overall community plan, crafted in collaboration with their partners in the CoC and the VA. Frequently grantees will target use of TFA well in excess of 60 percent to meet the needs of homeless Veterans and ensure there are no gaps in the availability of rapid re-housing assistance. Determinations regarding the required allocation of funds for grant operations are described within the SSVF Notice of Fund Availability (NOFA). NOTE: Grantees may request a waiver to decrease the minimum requirement for RRH TFA expenditures.

The rapid re-housing waiver, when approved by VA, allows an SSVF grantee to lower the amount of temporary financial assistance (TFA) required to be expended on Veteran families served under rapid re-housing (RRH) below the minimum 60%. If approved by the VA for a RRH waiver, an SSVF grantee is authorized to spend an increased proportion of TFA on homelessness prevention, up to an approved level.

When to consider seeking a Rapid Rehousing Waiver

Applying for a waiver is a community-based decision, within the Community Planning process. All SSVF grantees must participate in the waiver request, even if they are not requesting a waiver for their individual grant award. Waiver decisions will be based on individual SSVF grant programs. For example: if a SSVF grantee within a CoC applying for a waiver only attributes 10% of their SSVF grant funds to that community, that grantee may not be approved for a waiver to their program, while each of the other grantees in that CoC (who allocate much larger portions of their grant to that CoC) may receive a waiver. RRH Waiver requests require justification indicating that RRH demand can still be met and must demonstrate support from the CoC.

SSVF grantees may request a waiver under one of three Options:

- A. The SSVF grantee's Continuum-of-Care (CoC) reached the goal of ending Veteran homelessness and has been confirmed by United States Interagency Council on Homelessness (USICH) and the Federal Partners. As a result, the number of literally homeless Veterans requiring rapid re-housing TFA has been significantly reduced in this community. Grantees in this circumstance may apply to reduce RRH TFA expenditures to no less than 30 percent.

- B. The SSVF grantee operates in a rural area where Veterans fitting the literally homeless definition required for SSVF rapid re-housing are few, such that there are insufficient numbers of Veterans to support a 60 percent commitment of RRH TFA. The VA anticipates this to be a rare circumstance, given grantees' knowledge of the SSVF NOFA's explicit commitment to 60 percent RRH TFA. Grantees in this circumstance may apply to reduce
- C. The grantee is one of multiple SSVF grantees in one CoC and, as part of strategic coordination, one SSVF grantee will request to become the exclusive provider of SSVF homelessness prevention assistance. As the designated prevention provider, this grantee will require a waiver. Grantees in this circumstance may apply to reduce RRH TFA expenditures to no less than 40 percent.

SSVF grantees considering a RRH Waiver are expected to work closely with CoC partners to analyze the local SSVF RRH TFA needs and evaluate the merits of a waiver request. SSVF grantees will coordinate closely with the authorized CoC decision-making body, not independently, to assess the need for such a waiver and plan for a waiver request following the steps outlined below:

1. Coordinate with the CoC decision-making body to evaluate the need for a waiver.
2. Categorize the CoC's need for a RRH waiver into one of three options described above.
3. Schedule a meeting with the VA SSVF Regional Coordinator to discuss plans to request a waiver.
4. Complete the waiver requirements outlined below and submit to the VA SSVF Regional Coordinator via email.

A RRH Waiver Instructional Webinar is available on the SSVF Website at:

<https://attendee.gotowebinar.com/recording/7294129735688679938>

The Rapid Rehousing Waiver Request Form is available on the SSVF Website:

https://www.va.gov/homeless/ssvf/?page=/official_guide/reporting_and_monitoring_requirements

Overview of Rapid Rehousing Waiver Form

When completing the RRH Waiver Request Form, all SSVF grantees serving the CoC must participate, regardless of whether they are applying for a waiver for their specific award.

Question 1

The Primary Point of Contact will be determined by the Community.

1.

Question 2

Select the Continuum of Care identified for this request. If submitting for multiple CoCs, separate forms must be submitted per CoC.

RRH-Waiver_Coverpage_vMay17 2017 - Microsoft Excel

A	B	C	D	E	F	G	H	I
11		Phone Number:						
12		Request Date:						
13								
14		2. Please select the Continuum of Care for this request:						
15								
16		3. Please select the requested new Rapid Re-Housing requirement:						
17		Please note, only communities that have reached the federal criteria						
18								
19		4. Please indicate the reason you are requesting a waiver:						
20		<input type="checkbox"/> Option A: Your community has met Federal criteria and benchmarks and been confirmed by the Federal partners for ending Veteran homelessness.						
21		<input type="checkbox"/> Option B: You are serving a rural CoC that lacks shelter capacity and as a result diverts homeless to unstable living conditions characterized by "couch surfing" where frequent unsheltered homelessness are common.						
22		<input checked="" type="checkbox"/> Option C: Your CoC has not yet ended Veterans homelessness according to Federal criteria and benchmarks, however, local data and stakeholders support a reduction in the TFA being used for RRH.						
23								
24		5. Please provide a narrative justification for this request in the box below. Please be as detailed as possible.						
25								
26								
27								
28								

Question 3

Select the minimum RRH TFA requirement being requested for this community under this RRH Waiver. Only communities that have been confirmed as ending Veteran homelessness by the Federal Partners may request a 30% minimum RRH TFA. All others may only request a 40% minimum RRH TFA.

Question 4

Please indicate the reason for which community is requesting a RRH Waiver.

- Your community has met the Federal Criteria and Benchmarks and has been confirmed by USICH and the Federal Partners.
- You are serving a rural CoC that lacks shelter capacity and, as a result, diverts homeless persons to unstable living situations, characterized by "couch surfing", where frequent moves to avoid unsheltered homelessness are common,
- Your CoC has not yet ended Veteran homelessness, according to Federal Criteria and Benchmarks. However, local data and stakeholders support a reduction on the amount of SSVF TFA allocated for Veteran families to be served under RRH.

Question 5

Please provide a narrative justification for this request in the text box provided. In this section, please be as detailed as possible. Please note who was involved in this request, how, and why the decision to request the waiver was determined. RRH Waiver requests also require justification indicating that RRH demand can still be met and must demonstrate support from the CoC.

Question 6

Please list the projected Point in Time (PIT) numbers (current year) for the CoC.

Project PIT		

Question 7

List projected TFA dollar amounts and number of households to be served for each SSVF grantee that serves the CoC. Use drop down menu to find SSVF grant award number.

7. Please list the projected TFA dollar amounts and Households served for every grantee that serves the CoC listed above:
Please note: Surge awards (beginning with C15 and C2015) should provide annualized TFA and Household projections.

Grant ID (dropdown list provided):	Total TFA Budgeted in Dollars (Entire Award)	TFA Budgeted to be spent in the CoC listed above (in dollars)	% TFA Projected to be spent within CoC	Projected Households to be Served (Entire Award)	Households to be served in the CoC listed above	% HHs Served in CoC
12-AK-001	\$ 400,000.00	\$ 100,000.00	25%	200	75	38%
12-AL-002	\$ -	\$ -	#DIV/0!			#DIV/0!
12-AZ-002	\$ -	\$ -	#DIV/0!			#DIV/0!
12-AZ-004	\$ -	\$ -	#DIV/0!			#DIV/0!
12-CA-006	\$ -	\$ -	#DIV/0!			#DIV/0!
12-CA-007	\$ -	\$ -	#DIV/0!			#DIV/0!
12-CA-010	\$ -	\$ -	#DIV/0!			#DIV/0!
12-CA-011	\$ -	\$ -	#DIV/0!			#DIV/0!
	\$ -	\$ -	#DIV/0!			#DIV/0!
	\$ -	\$ -	#DIV/0!			#DIV/0!
	\$ -	\$ -	#DIV/0!			#DIV/0!
	\$ -	\$ -	#DIV/0!			#DIV/0!

Question 8

Select **only** the SSVF grantees serving the CoC that is **requesting** a RRH Waiver. A SSVF grantee within this CoC, may only attribute a limited % of their SSVF grant funds to this community and may not be applying for a waiver at this time.

SSVF Grant ID/Organization Name

- 12-AK-001 Catholic Social Services
- 12-AL-002 Housing First, Inc.
- 12-AZ-003 United Methodist Outreach Ministries
- 12-AZ-004 Primavera Foundation
- 12-CA-006 Volunteer Land Services of Los Angeles, Inc.
- 12-CA-007 New Directions, Inc.
- 12-CA-010 Homefirst Services Of Santa Clara County
- 12-CA-011 WestCare California, Inc.

Question 9

Please check the boxes that apply to the required attachment submissions.

1. A letter from the CoC lead, addressed to the SSVF Program Office and endorsing the RRH Waiver Request.
2. USICH Approval Letter - this is ONLY required for applicants under Option A

Question 10

Certification that the Point of Contact (identified in Question 1) for the submission of the RRH Waiver Request is authorized to submitted the request on behalf of the SSVF grantees and COC.

Submitting RRH Waiver Request Packet to the SSVF Regional Coordinator

The designated Point of Contact will submit the completed packet to the SSVF Regional Coordinator via **email**. Please copy (CC) all participating SSVF grantees on the email submission. The packet should include the following:

1. A completed *SSVF Rapid Re-housing Waiver Request Cover Page*.
2. A letter from the CoC lead, addressed to the SSVF program office, endorsing the waiver request.
3. USICH Approval Letter - this is ONLY required for applicants under Option A

RRH Waiver Review and Approval Process

The SSVF Program Office will review submission packets along with any other available data/information to determine waiver decisions PER GRANTEE. The Program Office will notify EACH grantee of the waiver decision.

FY 2018 Timeline for Submission and Review of RRH Waiver Requests

Grantees with RRH Waivers

All Grantees, who were awarded RRH waiver in prior years, must re-apply for the RRH waiver for FY18. The SSVF Program Office will reach out to each grantee with a time line for re-submission.

Grantees requesting RRH Waivers

Grantees may apply for RRH waiver at any time throughout the year. Grantee will submit request to the SSVF Regional Coordinator. Although, the RRH Waiver is a rolling submission, the end date for **FY 2018 submissions will be July 27th 2018.**