

VA



U.S. Department
of Veterans Affairs

SSVF FY2020 Closeout (using new grants management system SimpleSmart)

January 14th, 2021

Updated Guidance and FAQ available at www.va.gov/homeless/ssvf

Webinar Format

- Webinar will last approximately 1.5 hours
- Questions can also be submitted anytime to SSVF@va.gov



Important updates:

- Closeout process is very similar to recent closeout processes.
- Default deadline for submission in SmartSimple is 02/15/2021.
- If extensions are needed for INCURRING costs beyond 12/31/20, please connect with Regional Coordinator if not already done.
 - Extensions will be approved and period of performance and EOY due dates adjusted accordingly. Adjustment will show up in SmartSimple at a later date, please be patient.
- EOY submissions will be available in SmartSimple by 01/20/21



SMARTSIMPLE PROCESS

- After getting logged in and arriving at your grant page, click on the “Activities” menu option on the left menu bar.

Main

Notes

Grant Contacts

Activities 1

Program

Grant Round 1

123456

Grants **Grant**

1 Draft 2 **Under Review** 3 Approved 4 Closed 5 Decl

Program: Supportive Services for Veteran Families

Legal Name: IN Testing, Inc.

Organization Name: IN Testing

Status: Under Review

Tax ID/EIN: 1234567890

Grant ID: 123456

[Generate Application Summary](#)

i Instructions

The SSVF FY2022 NOFA is open to existing SSVF grantees only, including only require grantees to submit Letters of Intent, Budget & CoC distribution submission this year. Although letters of support are not required, the submission deadline is 4 pm ET, February 5, 2021. The FY2022 NOFA materials are available at [SSVF NOFA](#).

Existing SSVF grantees must submit the following information in their applications:

[SSVF INTENT TO RENEW](#)

[GRANT CONTACTS](#)

[ADMINISTRATION](#)

[Overview](#)



SMARTSIMPLE PROCESS

123456

Grants **Grant**

SSVF EOY REPORT OTHER ACTIVITIES



#	Type	Legal Name	Grant	Date
1.	<u>SSVF EOY Report</u>		<u>123456</u>	2021-01-11 9:00AM

Then click on the only activity available



SMARTSIMPLE PROCESS

Grants

Grant

Activity

Type: SSVF EOY Report

Organization Name: IN Testing, Inc.

Grant ID: 123456

Status: Submitted

Due Date: mm/dd/yyyy

i 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.

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.

Final Rule

I certify that this SSVF program is in compliance with the Final Rule (38 CFR part 62).

Please Select



SMARTSIMPLE PROCESS

▼ 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 ▼

▼ 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 ▼

▼ 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 ▼



SMARTSIMPLE PROCESS

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.

No

Upload screenshot here



The Grantee hereby certifies that: (1) the grant as described in the approved grant agreement has performed in accordance with the terms and conditions of the executed SSVF Grant Agreement; and (2) the amounts below are accurate and can be supported by the VA-approved reports and other SSVF related documents.

Please Select

- FFR report completion question will now need to be answered in the affirmative (along with a screenshot uploaded) to allow for submission.
- This is the number one reason why closeouts require follow-up after initial submission. There is an apparent disconnect between staff submitting the closeout and staff who are responsible for completing the FFR.



SMARTSIMPLE PROCESS

SSVF Financial Cert Agreement Amounts



The following fields are the changes in the award amount throughout the fiscal year. This includes changes through the addition of Disaster Relief funds and the removal of funds that were Voluntarily Returned or swept.

Grant amount authorized:

This is the award amount on the signed agreement (MOA) between grantee and VA. Any Swept Funds, Voluntary Returns or additional Disaster Relief Funds will be included in the subsequent fields below.

1

Grant Adjustments

Q1 Change Amount	Q1 Reason
-100	Reason 1
Q2 Change Amount	Q2 Reason
200	Reason 2
Q3 Change Amount	Q3 Reason
-300	Reason 3
Q4 Change Amount	Q4 Reason
300	Reason 4

Adjusted Award Amount

1100



SMARTSIMPLE PROCESS

[Click here to enter Temporary Financial Assistance](#)

Temporary Financial Assistance Total	Rapid Rehousing TFA Total	Homelessness Prevention TFA Total	Percentage of TFA for RRH
\$10.00	\$5.00	\$5.00	50%

Please indicate the date on which all FY20 funds were started.
mm/dd/yyyy

Please indicate the date on which all FY20 funds were expended.
mm/dd/yyyy

* Please attach your completed final expenditure report.

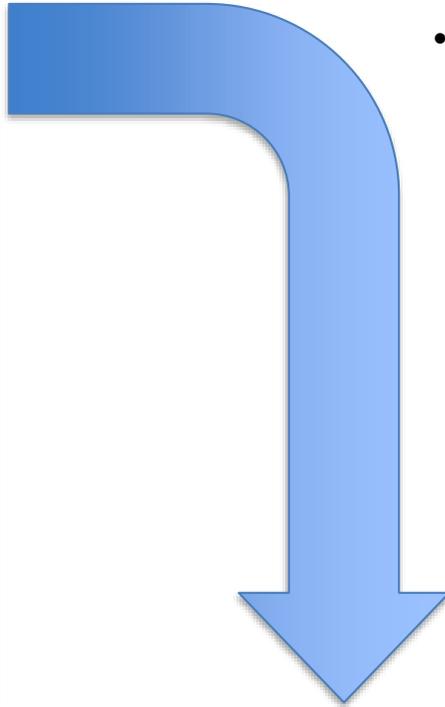
This is the FY20 Financial Expenditure Report (Microsoft Excel) provided to grantees by the SSVF Program Office. Instructions for completing this report are located within the Excel file on Tab 1. Financial reports created external to VA will not be accepted nor will modified versions of the VA's customized FY20 Financial Expenditure Report

Additional feedback for SSVF Program Office

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



- To complete TFA questions, click on button to pull up a table for data entry as shown below. Calculations will happen automatically and populated on main closeout form. Amounts should be consistent with amounts entered in FER.

- Be sure to upload FER report, making sure FER is complete per instructions on first tab of worksheet.

Temporary Financial Assistance

Temporary Financial Assistance Total	Rapid Rehousing TFA Total	Homelessness Prevention TFA Total	Percentage of TFA for RRH
\$10.00	\$5.00	\$5.00	50%



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



 Save Draft

Submit

- While working on the submission, users can save the draft or submit. If the user tries to submit without the FFR question being designated as “yes” with accompanying screenshot uploaded or without the FER being attached, an error message will appear and the submission will be complete.

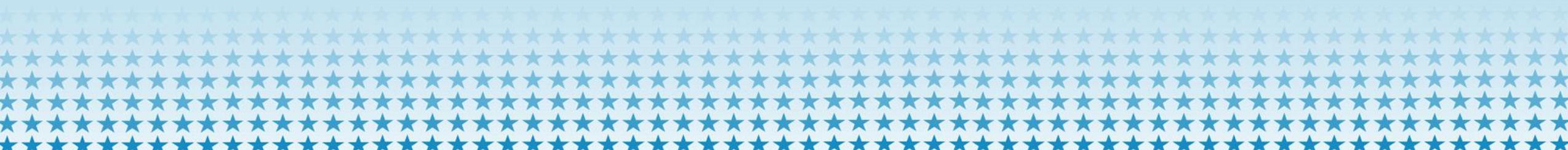


SMARTSIMPLE PROCESS: REMINDERS

- FERs were sent from SSVF Program Office on 01/12/2021.
- Read all instructions, be sure to complete full FER including variance explanations where applicable.
- Ensure FFR in Payment Management System is completed as well as all draw downs are completed in PMS **PRIOR** to submission of EOY closeout in SmartSimple.
- If there are questions regarding the EOY submission, please email us at SSVF@va.gov

Supportive Services for Veteran Families (SSVF) Webinar Series

SSVF MONTHLY REPORT GUIDE



U.S. Department
of Veterans Affairs

Homeless
Program
Office

Presenters

SSVF Technical Assistance staff

- Mark Silverbush, Abt Associates



SSVF Monthly Report Presentation Topics

1. SSVF HMIS Reports
2. SSVF Monthly Report Guide
 - Purpose
 - Locate and Access the Report
 - Understanding the Report
 - Table Guide
 - Data Analyses
3. Technical Assistance
4. Questions and Answers



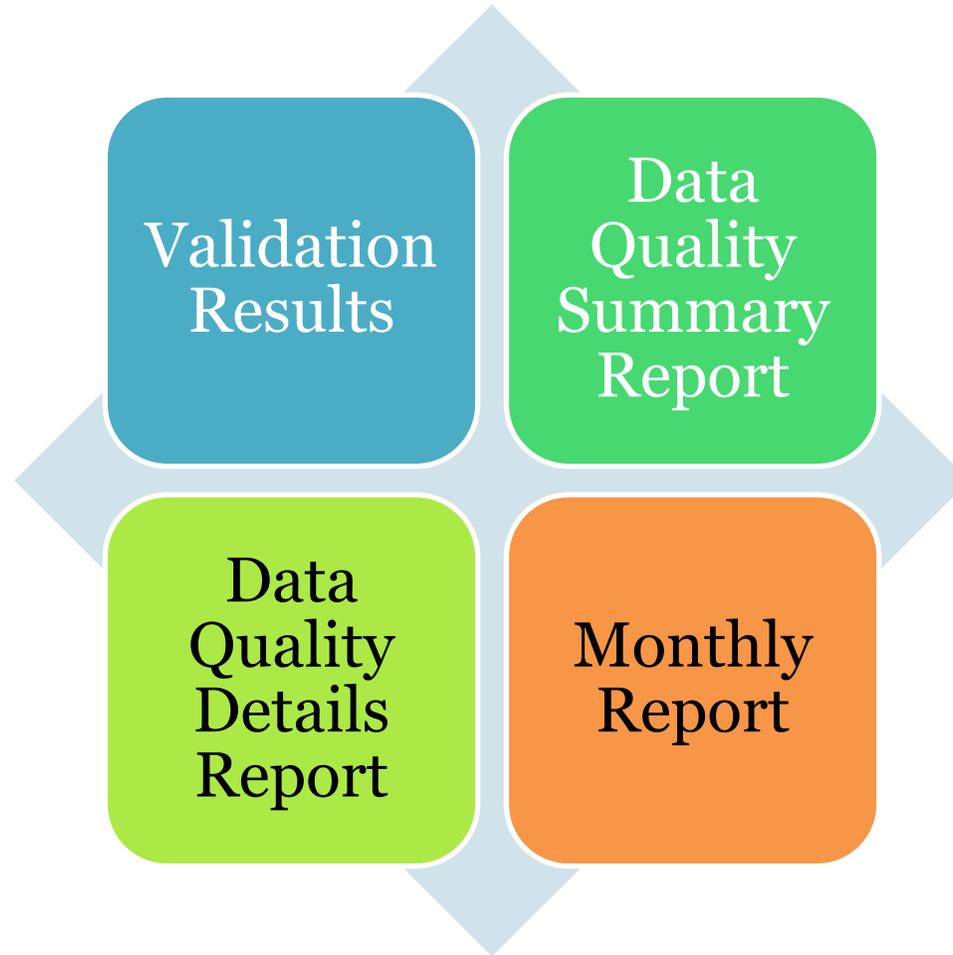
VA



U.S. Department
of Veterans Affairs

SSVF HMIS Reports

SSVF HMIS Reports



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SSVF Monthly Report Guide

SSVF Monthly Report Guide: Purpose

The SSVF HMIS Monthly Report provides...

- Extensive data on each upload... **31 Tables in 15 sections**
 - Client totals
 - Demographics
 - Resource usage (TFA and services)
 - Performance data (outcomes and timing)



SSVF Monthly Report Guide: Purpose

- Improve grantee staffs' ability to **understand, navigate and share** SSVF HMIS Monthly Report findings internally and locally
- Provide a **basis for refining SSVF program's policies and practices**, improving client outcomes, and adjusting external coordination efforts
- **Shared picture** of grantee service provision and outcomes to both VA and the SSVF grantee



SSVF Monthly Report Guide: Locate the Report

Locate the Monthly Report...

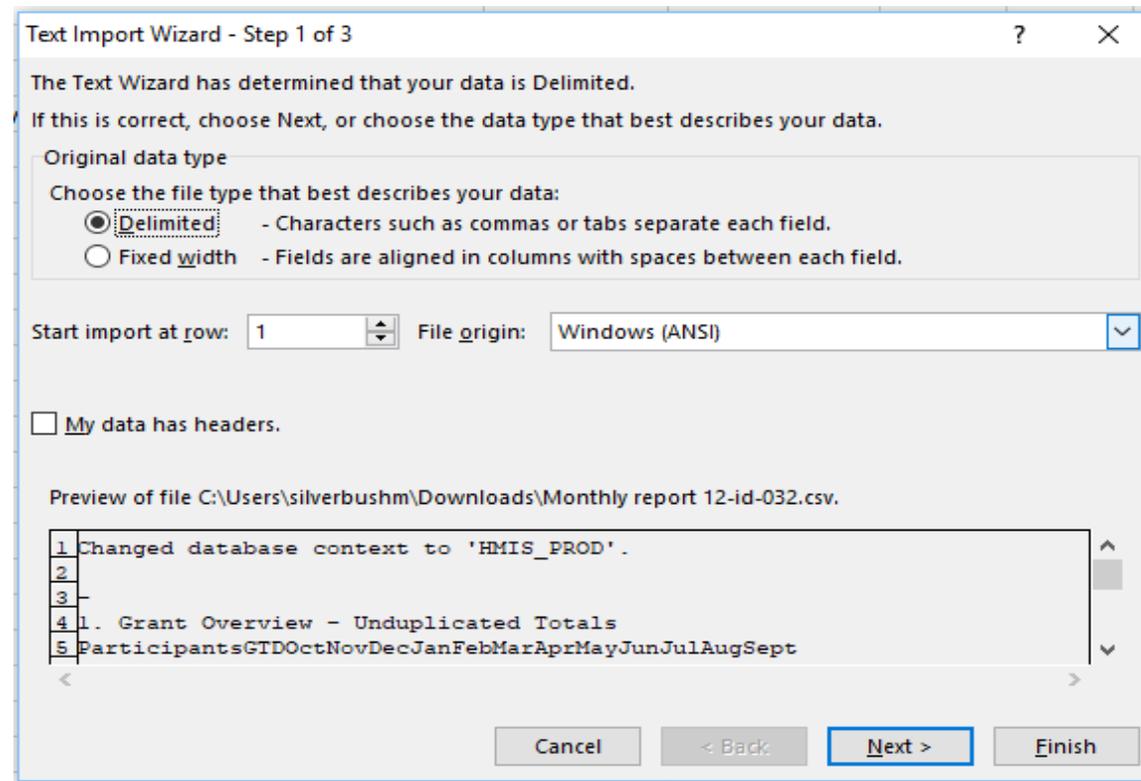
- **From:** The email will come from the vaphcsqhlhmi200@va.gov email address.
- **When:** The report is emailed to grantees on the 11th day of the month, two days after the Repository closes.
- **Body of the Email:** The body of the email includes the following elements, which may be useful for troubleshooting report issues...
 - The **Username** of the person who completed the upload.
 - The **Upload Slot** that the report is based on. That is listed as the “Program name.”
 - The **File Name** uploaded to that Upload Slot that the report is based on.
 - The **File ID** that was automatically generated by the HMIS Repository.
- **Subject Line:** The email’s subject line is the **File ID**.
- **Attachment:** The report is Comma Separated Value (CSV) file.
- **Number of Emails:** You will receive one email for each upload slot linked to your HMIS Repository account.



SSVF Monthly Report Guide: Access the Report

Access the Monthly Report...

- **Open** the CSV file with a spreadsheet application such as Microsoft Excel, Google Sheets or Apple Numbers.
- **Set the import type** using the text import wizard. Select “Delimiters” in the original data type section.



Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: Windows (ANSI)

My data has headers.

Preview of file C:\Users\silverbushm\Downloads\Monthly report 12-id-032.csv.

1	Changed database context to 'HMIS_PROD'.
2	
3	
4	1. Grant Overview - Unduplicated Totals
5	ParticipantsGTDOctNovDecJanFebMarAprMayJunJulAugSept

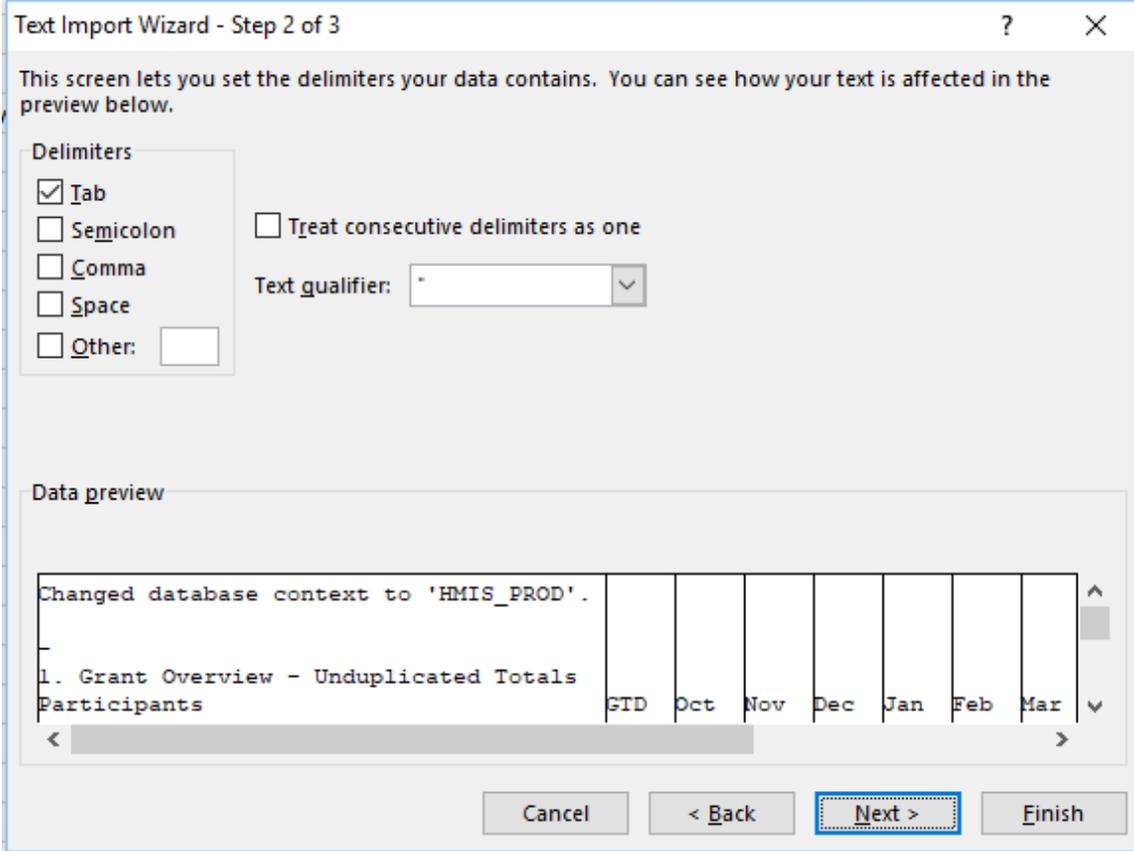
Buttons: Cancel, < Back, Next >, Finish



SSVF Monthly Report Guide: Access the Report

Access the Monthly Report...

- Check the “Tab” option under Delimiters.



Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab
 Semicolon
 Comma
 Space
 Other:

Treat consecutive delimiters as one

Text qualifier: '

Data preview

```
Changed database context to 'HMIS_PROD'.  
-  
1. Grant Overview - Unduplicated Totals  
Participants          GTD  Oct  Nov  Dec  Jan  Feb  Mar
```

< >

Cancel < Back **Next >** Finish



SSVF Monthly Report Guide: Access the Report

Access the Monthly Report...

- Select the “General” option under the Column data format section.
 - Tip: If all the file’s data is all imported into one column, then check the help menu of the application to see if there is a tab import or setup option for CSV files. Your organization’s IT department may be able to help with that.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab
 Semicolon
 Comma
 Space
 Other:

Treat consecutive delimiters as one

Text qualifier:

Data preview

```
Changed database context to 'HMIS_PROD'.  
-  
1. Grant Overview - Unduplicated Totals  
Participants          GTD  Oct  Nov  Dec  Jan  Feb  Mar
```

Buttons: Cancel, < Back, Next >, Finish



SSVF Monthly Report Guide: Access the Report

Access the Monthly Report...

- Select the “General” option under the Column data format section.
- Adjust the column widths to allow you to read the field names in the first column (column “A”).

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

General
 Text
 Date: MDY
 Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

General	General	General	General	General	General	General	General
1. Grant Overview - Unduplicated Totals Participants							

Cancel < Back Next > Finish



SSVF Monthly Report Guide: Understanding the Report

10.1 Veteran Demographics: Race/Ethnicity and Household Type		Field Names						
Universe	Participants	SSVF_tot	HP_tot	HP_Adult s_only	HP_Adult s_with_c hildren	RRH_tota l	RRH_Adu lts_only	RRH_Adu lts_With_ Children

American Indian/Alaska Native		0	0	0	0	0	0	0
Asian		1	0	0	0	1	1	1
Black or African-American		5	3	2	1	2	1	1
Multiple races		1	0	0	0	1	0	1
Native Hawaiian/Other Pacific Islander		1	0	0	0	1	1	0
Unknown		0	0	0	0	0	0	0
White / Hispanic		2	1	1	0	1	0	1
White / Non-Hispanic		37	11	8	3	26	1	25
Total		47	15	11	4	32	4	29



SSVF Monthly Report Guide: Understanding the Report

EXPORT

Last successful export
from your local HMIS:
January 2nd @ 5pm

UPLOAD

Uploaded to VA's HMIS
Repository:
January 3rd @ 10am

REPORT

Monthly Report
includes data for all
clients that were
enrolled at any point:
October 1st thru
January 2nd @ 5pm

Long Story Short: You can
use the last full reporting
month.



SSVF Monthly Report Guide: Understanding the Report

Table Number	Table Name	Universe	Project Type	Domains						
				At or Since Entry			At Exit			Time
				Persons	Veterans	House holds	Persons	Veterans	House holds	
1	Grant Overview - Unduplicated Totals	Participants	Both	✓	✓	✓				
2	Homelessness Prevention	Participants	HP	✓	✓	✓				
3	Rapid Re-Housing	Participants	RRH	✓	✓	✓				
4.1	Housing Outcomes - Exited Clients by Destination Type: HP Housing Outcomes	Participants	HP				✓			
4.2	Housing Outcomes - Exited Clients by Destination Type: RRH Housing Outcomes	Participants	RRH				✓			
5.1	Length of Stay in Program: Veterans Active on Last Day of Report Period	Length of Stay	Both					✓		✓



SSVF Monthly Report Guide: Table Guide

Table Guide Components

- Table Number and Name
- Domain populations
- Description of the table's contents, dynamics, importance and data quality items
- Sample questions



SSVF Monthly Report Guide: Table Guide

Table 4: Housing Outcomes

- Table 4.1 Housing Outcomes - Exited Clients by Destination Type: HP Housing Outcomes
- Table 4.2 Housing Outcomes - Exited Clients by Destination Type: RRH Housing Outcomes

	Domains At Exit		
	Persons	Veterans	Households
Tables 4.1, 4.2	✓		

These tables provide housing outcome for persons at exit, by project type. Table 4.1 is for HP persons at exit, while Table 4.2 is for RRH persons at exit. The housing outcomes are presented in destination exit categories. A more detailed view of these tables' exit categories can be found in Table 12's category names.³

Housing outcomes performance data is a high priority measure of SSVF provider's client service as permanent housing placements and preservation lead are critical to addressing housing crises and promoting future stability for Veteran households in need.

These two tables are available on a monthly or GTD basis, and are formatted in the same manner, for both project types.

These tables include a "data missing" category. That category's total should be reviewed regularly to ensure that missing destination information is rare, rather than the result of faulty data collection policies or practices.

Sample Questions that Can Be Examined with These Tables

- To what extent are HP clients maintaining permanent housing at exit?
- How many HP clients are exiting your SSVF program to temporary homeless situations or institutional situations?



SSVF Monthly Report Guide: Data Analyses

Data Analysis Types

- Performance Analyses
- Equity Analyses
- Usage Analyses



VA



U.S. Department
of Veterans Affairs

Technical Assistance



Technical Assistance

- SSVF HMIS TA Staff
 - Email ssvfhmis@abtassoc.com
 - Schedule
 - Upload Support: 1st thru the 9th each month
 - SSVF Monthly Report: 11th of each month
 - Priority for SSVF Monthly Report questions 11th thru end of the month



VA



U.S. Department
of Veterans Affairs

Questions and Answers



Supportive Services for Veteran Families

Thank you

Powerpoint Presentation will be posted on
<http://www.va.gov/homeless/ssvfuniversity.asp>

Questions?

Go To: <http://www.va.gov/homeless/ssvf.asp>

Email: SSVF@va.gov