

Supportive Services for Veteran Families (SSVF)

Grant Administration and Program Compliance Checklist

This document provides a checklist of considerations and requirements when administering your SSVF grant and ensuring it meets all grant compliance requirements. The checklist contains five primary compliance areas with multiple considerations within each area. Please note that the Notice of Funding Availability under which your SSVF grant is funded may require additional considerations in order to ensure SSVF grant compliance.

Compliance Area	Tasks
Payment Management System (HHS)	<ul style="list-style-type: none"> • Grant Set Up: <ul style="list-style-type: none"> ✓ User Registration (Account and Password) ✓ Direct Deposit / Banking Information ✓ SSVF Subaccounts <ul style="list-style-type: none"> ○ Administration ○ Supportive Services ○ Temporary Financial Assistance • Payment Requests: <ul style="list-style-type: none"> ✓ Draw from any / all subaccounts ✓ Approvals within 24 hours ✓ Must expend within 3 business days
Grant Agreement and Application (Pre-Contract Meeting)	<ul style="list-style-type: none"> • Program Concepts: <ul style="list-style-type: none"> ✓ Eligible Activities / Services ✓ Targeted Subpopulations ✓ Geographic Areas Served / Continuums of Care (CoC) ✓ Community Type ✓ Subcontractor Management / Memorandum of Agreement (MOA) ✓ HMIS Administration • Approved Budget <ul style="list-style-type: none"> ✓ Eligible Expenses per Category ✓ Quarterly Projections ✓ Subcontractor Expenditures
Fiscal Compliance	<ul style="list-style-type: none"> ✓ Financial Services Center- Audit Selections ✓ OMB Circular A122 ✓ OMB Circular A133 ✓ Close-Out Certifications ✓ Single Audit Submission ✓ Draw down rates <p>Note: Grantees are responsible for communicating with their own local auditors to ensure all audit regulatory needs are being met.</p>

Reporting Requirements	<ul style="list-style-type: none"> • Qualitative: <ul style="list-style-type: none"> ✓ Quarterly Report (PDF) ✓ Participant Surveys ✓ Critical Incidents • Financial: Quarterly Report (Excel) • Quantitative: <ul style="list-style-type: none"> ✓ HMIS (on-going) ✓ VA Repository (monthly)
Program Operations	<ul style="list-style-type: none"> • Communication with VA: <ul style="list-style-type: none"> ✓ Regional Coordinator ✓ SSVF General Inbox (ssvf@va.gov) ✓ Grantee Identification / Grant Award Number ✓ Grantee Points of Contact • Program Changes: <ul style="list-style-type: none"> ✓ Significant Changes ✓ Budget Modifications ✓ Subaccount Funds Transfers • Program Remediation: <ul style="list-style-type: none"> ✓ Corrective Action Plans ✓ Management Improvement Plans • Training and TA <ul style="list-style-type: none"> ✓ SSVF Program Guide ✓ SSVF Regulations: Final Rule, Applicable NOFA ✓ Websites: SSVF University and MyVeHU (need username) ✓ Program Launches ✓ SSVF Weekly Email Blasts (listserv) ✓ National Webinars (typically 3rd Thursday of each month) ✓ Regional Meetings ✓ Regional Coordinator Live Meetings (direct and phone) ✓ Individual Technical Assistance, as needed