



U.S. Department
of Veterans Affairs

SSVF FY 2021 Budget submission, Closeout for FY2020 and final GIFTS requirements

Oct. 8th, 2020

Updated Guidance and FAQ available at

www.va.gov/homeless/ssvf

Link to Audio Recording

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- **Webinar will last approximately 1.5 hours**
 - **Participants' phone connections are “muted” due to the high number of callers**
 - **Questions can be submitted during the webinar and submitted anytime to ssvf@va.gov**



AGENDA

- Budget Update and Expectations
- Policy Expectations
- Common Budget Findings and Observations
- Modified Administrative Cost Approach (MACA)
- CARES 2.0 and FY 21 Budget Submission
- Funding and Operational Timeline
- Compliance Update:
 - FY20 Closeout Certification
 - FERS
 - FSR
- FY20 Program Change
- FY 21 Grant Resolution
- GIFTS Document Retrieval



BUDGET UPDATE

- Additional \$400 million in CARES funding (CARES 2.0).
- CARES 2.0 funds used in FY 21 after FY 20 awards exhausted (FY 20 awards end about December 31 or earlier).
- FY 21 budget to cover 12-18 months, starting for some grantees as early as 10/01/20 and for others as late as 01/01/21.
 - Budget submission combines CARES 2.0 and FY 21 awards



POSSIBLE BUDGET IMPLICATIONS*

	1Q	2Q	3Q	4Q
FY 21	FY 20 awards/CARES	CARES 2.0	CARES 2.0	CARES/FY 21 awards
FY 22	FY 21 awards	FY 21 awards	FY 21/22 awards	FY 22 awards
FY 23	FY 22 awards	FY 23 awards	FY 23 awards	FY 23 awards

* This is a hypothetical projection that assumes consistent appropriation levels. If COVID related demands increase quickly, for instance from a wave of evictions, spending rates will increase shortening these timeframes. Even under such acceleration, higher funding levels should still be available through FY 22.



BUDGET EXPECTATIONS

- CARES TFA minimums end
- Budget for appropriate staffing levels
- Staff recruitment includes health navigator(s), LCSW or other clinician encouraged
- No mandatory returns through June 2021, may ask for voluntary returns



POLICY EXPECTATIONS

- The focus continues to be on ending homelessness and protecting vulnerable Veterans from COVID-19
- Hire staff with higher levels of predictable funding
- ***Continuity*** → Stafford Act flexibilities extend 90-days beyond the end of disaster declarations (all are still in place)



COMMON BUDGET FINDINGS 2020 AUDIT CYCLE

- **Findings**

- Improper Recording of Administrative Expenses
 - General Ledger does not list or separate Administrative Expenses
- Improper Allocation of General and Administrative Expenditures
 - Inadequate or Incorrect allocation rates or methodologies
- Unallowable Expenditures
 - Insufficient documentation within grantee policies and procedures
 - Inadequate review and approval of general expense items by management/supervisory team
 - Inadequate training – staff unaware of unallowable expenses
 - Insufficient monitoring and oversight of expenditures by knowledgeable program staff



BUDGET OBSERVATIONS

- **Administrative Cost**
 - Administrative Costs are driven by specific cost and not calculated from a percentage of the budget.
 - Administrative Costs for SSVF can not be derived from an Indirect Cost Rate
 - Administrative cost must align with initial Budget Line items
 - Ensure Section II of the Application Budget “Administrative Expenses” is fully developed with specific administrative expenses being charged to SSVF
 - No high-level or broad line items (“Admin Salaries”, “Admin Fringes”, “Overhead”, Operating Cost”, etc.)
 - Must be delineated by expense category (“CFO Salary”, “Fiscal Staff”, “IT Staff”, “General Administrative Supplies”, “General Administrative Facilities Lease”



BUDGET OBSERVATIONS CONT.

- Administrative Expenses
 - Insufficient break out of administrative expenses

VA's Supportive Services for Veteran Families Program
Exhibit III: Applicant Budget - Quarterly SSVF Grant Funds Budget
***NOTE: Enter information into yellow colored cells only. All other cells are protected and should not be modified. Please submit original template provided by the SSVF Program*

Proposed Funding Information:

Name of Organization:	Grantee XYZ
Grant ID:	21-AA-000
Total Grant Funds Requested:	\$1,000,000.00
Application Fiscal Year:	2021

Funding Priority Requested: Priority 2

Program Expenses	% of Total SSVF Grant	SSVF Grant Funds Total Amount	SSVF Grant Funds FY18 Quarter 1	SSVF Grant Funds FY18 Quarter 2	SSVF Grant Funds FY18 Quarter 3	SSVF Grant Funds FY18 Quarter 4
II. Administrative Expenses (Maximum of 10% of Total SSVF Grant Amount)						
Admin Salaries/Fringes/Operating	10%	\$ 100,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
	0%	\$ -				
	0%	\$ -				
Subtotal Administrative Expenses	10.00%	\$ 100,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Grand Total	100.00%	\$ 1,000,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00
% of Total SSVF Grant		100.0%	25.0%	25.0%	25.0%	25.0%



BUDGET OBSERVATIONS CONT.

- Administrative Expenses
 - Sufficient/detailed breakout of admin expenses

VA's Supportive Services for Veteran Families Program
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Proposed Funding Information:

Name of Organization:	Grantee XYZ
Grant ID:	21-AA-000
Total Grant Funds Requested:	\$1,000,000.00
Application Fiscal Year:	2021

Funding Priority Requested:

Program Expenses	% of Total SSVF Grant	SSVF Grant Funds Total Amount	SSVF Grant Funds FY18 Quarter 1	SSVF Grant Funds FY18 Quarter 2	SSVF Grant Funds FY18 Quarter 3	SSVF Grant Funds FY18 Quarter 4
Administrative Expenses (Maximum of 10% of Total SSVF Grant Amount)						
CEO	1%	\$ 14,500.00	\$ 3,625.00	\$ 3,625.00	\$ 3,625.00	\$ 3,625.00
CFO	1%	\$ 10,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Director	1%	\$ 10,500.00	\$ 2,625.00	\$ 2,625.00	\$ 2,625.00	\$ 2,625.00
Fiscal Staff	2%	\$ 24,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Supervisor Accountant	1%	\$ 8,500.00	\$ 2,125.00	\$ 2,125.00	\$ 2,125.00	\$ 2,125.00
Accountant - Account Payable	1%	\$ 8,100.00	\$ 2,025.00	\$ 2,025.00	\$ 2,025.00	\$ 2,025.00
Accountant - Accounts Receivable	0%	\$ 900.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00
Human Resource Staff	1%	\$ 5,500.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00
IT Staff	0%	\$ 3,850.00	\$ 962.50	\$ 962.50	\$ 962.50	\$ 962.50
GA Supplies	0%	\$ 2,000.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
GA Communication (Telephone/Cell)	0%	\$ 4,158.00	\$ 1,039.50	\$ 1,039.50	\$ 1,039.50	\$ 1,039.50
GA Facilities (Rent/Lease/Utilities/Maint)	0%	\$ 1,848.00	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00
GA Insurance	0%	\$ 765.00	\$ 191.25	\$ 191.25	\$ 191.25	\$ 191.25
GA "Other applicable expenses"	0%	\$ -	\$ -	\$ -	\$ -	\$ -
GA "Other applicable expenses"	0%	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Administrative Expenses	9.46%	\$ 94,621.00	\$ 23,655.25	\$ 23,655.25	\$ 23,655.25	\$ 23,655.25
Grand Total	100.00%	\$ 1,000,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00
% of Total SSVF Grant		100.0%	25.0%	25.0%	25.0%	25.0%



BUDGET OBSERVATIONS CONT.

- Initial Approved Budget and Final Budget to Actual, General Ledger Detail (GL), and Draw History should all accurately reconcile back to one another.
 - The Initial Approved Budget/Final Budget to Actual will be reconciled back to the GL to ensure appropriate and accurate recording of all expenses in the grantees accounting systems.
 - The grantees “Revenue” or “Income” in the GL should tie directly back to the Draw history as pulled from the Payment Management System (PMS) for the award period.



- **Marketing and Advertising**
 - Expanded guidance for SSVF grantees use of marketing and advertising to reach homeless Veterans during the COVID 19 crisis. Update to the SSVF Program Guide on Advertising, Marketing, and Public Relations and an SSVF Cost Benefit Analysis Advertising/Marketing Template Narrative
- **Compensation**
 - SSVF Program provides guidance on compensation including incentive and “hero” pay (admin cost)
 - SSVF follows all applicable OMB standards



INTRODUCTION TO MACA

- **Modified Administrative Cost Approach**

- SSVF does not allow or adhere to any indirect cost rate or ratio approved by other federal agencies but does recognize the administrative effort (burden) needed to ensure compliance requirements are satisfied. In an attempt to reduce workload, SSVF is conducting limited testing on a Modified Administrative Cost Approach (MACA).
- SSVF Application Budget Requirement will highlight an option for grantee's preferred approach to its administrative expenses :
 - The Traditional Approach (if it works no need to change)
 - MACA (consistently struggle with admin on UMP's and FOFA)



INTRODUCTION – MACA CONT.

- Alternative approach for grantees to account for and support their administrative expenses.
- Tailored for larger Grantee with several other programs where SSVF is only a fraction of overall operations
- Expenses must be reasonable and properly supported by an objective, quantitative and auditable method of allocating administrative costs
- Adequately define “Allocation Basis” and “Drivers” that will produce an equitable result in consideration of relative benefits.
- MACA entails approved expenses that are limited to General Administration and General Expenses (GA/GE)



FY 21 BUDGET NEXT STEPS

- Review slides with admin and fiscal team
- Use SSVF Website as a resource:
 - https://www.va.gov/homeless/ssvf/?page=/home/general_program_info_regs
 - https://www.va.gov/homeless/ssvf/index.asp?page=/official_guide/reporting_and_monitoring_requirements
- FOFA as a “learning experience”
- Formulate FY 21 Budget
- Determine if there is interest in using MACA (on requirement)



COMBINED CARES 2.0 AND FY21 BUDGET SUBMISSION

- Simplified Budget template that takes out the quarterly breakdown
 - Quarterly breakdown no longer being requested because grantees will be operating for as few as 4 quarters while others may be operating for as long as 6 quarters.
 - Be sure to read the instructions on the first tab of the worksheet. Doing so will prevent having to resubmit due to issues with the submission that were outlined in the instructions.
- Budget submission will ask grantee to project the length of their budget.
 - Stated differently, given your current spending rate and including any changes in rate either up or down, how long will the combined CARES 2.0 and FY21 funds last?
 - Funds must last at least until 09/30/21
 - Funds must last no longer than 06/30/22



Exhibit I: Grantee Budget - SSVF Grant FY21 & CARES 2.0 Funds Budget

Name of Organization:	
FY2021 Grant ID:	
Total Grant Funds Awarded	\$0.00
Fiscal Year:	FY 2021

- Yellow cells are fillable, white cells are locked and contain formulas. Please do not copy into a new worksheet, that can effect the formulas.
- Notice there is one column for budget amount for each line item. No quarterly breakdown requested.



COMBINED CARES 2.0 AND FY21 BUDGET SUBMISSION

Budget Submission

Organization Name

Grant Number

Please use this Grant Number on Line 7 of each sheet within the budget template.

FY2021 NOFA Grant Amount

This is the revised FY2021 application award adjusted for any reductions, combination and COLA increases.

Q1 Award Change Amount (CARES 2.0)

Q2 Award Change Amount

Q3 Award Change Amount

Q4 Award Change Amount

Other Change Amount

Final FY21 and CARES 2.0 Award. This is the amount to be used for the FY21 & CARES Budget template.

0.00

Please indicate ANTICIPATED Funds Start Date



Please indicate Estimate Funds End Date



Please indicate estimated time frame for this funding in months.

- The budget submission requirement form will ask what is the anticipated start date of your budget and what is the estimated end date. Please review current spend rates as well as projected spend rate. These fields **MUST** be completed for the submission to be accepted.
- In addition there will be a question asking about your organization's interest in using MACA for FY21. Please respond with yes or no.

Are you interested in using the Modified Administrative Cost Approach (MACA) for the FY2021 Grant year? If yes, you will be contacted with further information.

No

* Please relabel Budget template Grant Number_FY2021 Budget and attach. For example 12-AZ-550_FY2021 Budget

Upload



COMBINED CARES 2.0 AND FY21 BUDGET SUBMISSION

- Budget Submission Requirements were published on 10/06/20.
- Budget Submission Requirement will be due on 10/20/20.
- Sample budget template and budget requirement can be found at below link under FY2021 Budget Submission.
- https://www.va.gov/HOMELESS/ssvf/?page=/official_guide/reporting_and_monitoring_requirements



SSVF FUNDING AND OPERATIONAL TIMELINE

- CARES Funding targeted to end 7/31/2020.
 - When closed FY 2020 Accounts activated.
- FY 2020 Funding/Operations to end 12/31/20.
 - When closed CARES 2.0 Accounts activated
- FY 2021 Funding/Operations to end no later than 6/30/2022 (18 months from 01/01/2021)



COMPLIANCE UPDATE: FY20 CLOSE-OUT

- **Budget Updates**

- Grantees will have differing budget periods depending on the identified start date (i.e. 11/01/20 or 12/01/20) and identified end date when final expense for CARES2.0/FY21 spending projections show the funds would be exhausted (maybe 01/30/22 or 02/28/22 for a 14 or 15 month budget)
 - Spending projections are not the same as having all funds drawn down, there will be additional time at the end of the grantee identified budget period to complete draw downs and closeout.

- **CARES Act PMS Drawdowns**

- All CARES 2.0 Act accounts must be drawn down completely before FY21 accounts will be activated. A weekly review of CARES 2.0 accounts will be conducted and those with a \$0 balance will have corresponding FY21 accounts reactivated.



COMPLIANCE UPDATE: FY20 CLOSE-OUT

- **FY2021 Awards**
 - If awarded FY21 grant, activation will occur for CARES 2.0 once FY20 funds are exhausted, then once CARES 2.0 are exhausted, FY21 will be activated.
- **Stafford Act Status**
 - Currently still in place. All flexibilities will remain in place for 90 days beyond recension of Stafford Act to allow for transition period.
- **FY20 Close-out Requirement**
 - Like past closeout but this time not submitted through GIFTS. A template will be provided after January 1st, 2021 and will be due February 15th (45 days after FY20 targeted end date). This timeline is the same for all grantees regardless of when FY20 funds were exhausted.
 - Certification tab on FER (what used to be the GIFTS requirement form).
 - FER (Financial Expenditure Report) same as previous submissions
 - Financial Status Report needs to be completed in PMS **AFTER** final draw down of CARES funding but **PRIOR** to submission of close-out Requirement.



COMPLIANCE UPDATE: FY20 CLOSE-OUT

- **FY20 Financial Expenditure Reports (FERs)**
 - Like past reports
 - PLEASE READ THE INSTRUCTIONS TAB IN ITS ENTIRETY.
 - Any new line items since the original budget submission (as carryover from CARES spending) should have an already submitted and approved program change.
- **FY20 Financial Status Reports (FSRs) in Payment Management System**
 - Complete prior to submission of Closeout report (Excel template provided after 01/01/21)
 - Closeout report's "certification" tab will ask grantees to certify completion of FSR, so FSR should be completed before the report is submitted.
 - Period of Performance indicated on FSR will be 10/01/2019 through 12/31/20. Corresponds to length of FY20 grant term including extensions and not indicative of exact grantee spending period (which may have an end day earlier than 12/31/20).



COMPLIANCE UPDATE: FY20 CLOSE-OUT– CERTIFICATION REPORT

Final Rule:

I certify that this SSVF program is in compliance with the Final Rule (38 CFR part 62) and the supplemental guidance issued by the SSVF Program Office related to CARES usage and the Stafford Act.

No

I certify that I am operating in compliance with my signed grant agreement and the supplemental guidance issued by the SSVF Program Office related to CARES usage and the Stafford Act.

No

- FY20 Closeout report will be a new tab on the excel template to include these certification questions that were previously in a GIFTS requirement.
- First section is left off slides but asks identifying questions. All other sections are like past closeout requirements but have FY20 specific language



COMPLIANCE UPDATE: FY20 CLOSE-OUT– CERTIFICATION REPORT

- Each question needs to be answered with a “yes” before submission
- Please do not answer yes to the FSR question and submit the report if the FSR has not yet been completed.
 - Single biggest reason for submissions needing to be resubmitted.

Financial Certifications and Expenditure :

I certify that payment requests from HHS Payment Management System reflect actual spending.

No

I certify that all expenditures are for costs approved on the SSVF Budget and the final reconciliation variance report.

No

I certify that all spending is in compliance with all OMB regulations and the supplemental guidance issued by the SSVF Program Office related to CARES usage and the Stafford Act.

No

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

I certify our agency understands that the VA will recapture and/or deobligate unexpended funds 45 days after the project period end date, at which time all SSVF and HHS grant activity will officially close.

No



COMPLIANCE UPDATE: FY20 CLOSE-OUT– CERTIFICATION REPORT

- This section of requirement will ask for adjustments made to FY20 award.
 - There is an opportunity to enter multiple changes.

CARES Funds Award

This is the CARES Awards amount awarded to your agency.

CARES Award Change Amount

Reason for Change

CARES Award Change Amount

Reason for Change

CARES Award Change Amount

Reason for Change



COMPLIANCE UPDATE: FY20 CLOSE-OUT– CERTIFICATION REPORT

Total Award After All Adjustments- For most grantees, this will be the same as the CARES Funds Award. It will differ, if your agency returned or requested more CARES funds.
0.00

Grant amount expended:

The final expenditures for this grant award must match the final expenditures reported in the submitted attachment:
Financial Expenditure Report (H-178).

Temporary Financial Assistance Total:

Rapid Rehousing TFA Total:

Homelessness Prevention TFA Total:

- Responses to this section of certification report tab need to correspond to values entered on FERS tab.



COMPLIANCE UPDATE: FY20 CLOSE-OUT– CERTIFICATION REPORT

Percentage of TFA for RRH. Please note that the 60% minimum RRH requirement has been waived. This is for SSVF Program information purposes only.

Please Note: Click on the calculator to display RRH TFA percentage.

0.00%

CARES Funds Start Date

CARES Funds End Date

Please attach your completed final expenditure report.

This is the FY20 CARES 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 the Instructions Tab. Financial reports created external to VA will not be accepted nor will modified versions of the VA's customized FY20 CARES Financial Expenditure Report

- Each grantee will have to determine the exact dates associated with their FY20 funding based on when they started to incur expenses (i.e. 10/01/2019, 11/01/2019, etc.) and when they exhausted FY20 funding (i.e. 10/15/20 or 11/30/20 or 12/31/20, etc.)



COMPLIANCE UPDATE: FY20 CLOSE-OUT– FINANCIAL EXPENDITURE REPORT

VA's Supportive Services for Veteran Families Program -TAB 1: Grantee FY 2020 CARES Financial Report - Variance Report								
Name of Grantee:								
SSVF Program Number:								
SSVF Grant Amount:								
Adjusted Grant Amount:								
Program Expenses			% of Total SSVF Grant	ACTUAL SSVF Grant Funds Spent	BUDGETED SSVF Grant Funds	% VARIANCE SSVF Grant Funds	VARIANCE EXPLANATION	
I. Provision and Coordination of Supportive Services (Minimum of 90% of Total SSVF Grant Amount)								
I.1 Personnel/Labor		Base Annual Salary/Wage						
Title and Organization	\$ FTE	% FTE						
	0.0	0%	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!	
	0.0	0%	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!	
	0.0	0%	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!	
	0.0	0%	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!	

- Add any new line items since budget was approved and program change submitted in GIFTS was approved, generally this will be in Section I.1 or Section I.3
- BE SURE TO PROVIDE JUSTIFICATIONS for any line item with +/- 10% variance



COMPLIANCE UPDATE: FY20 CLOSE-OUT– FINANCIAL EXPENDITURE REPORT

2. Temporary Financial Assistance				
Spent on Prevention Participants (Category 1)				
Rent, penalties, fees	#DIV/0!	\$ -	NA	NA
Utility fees	#DIV/0!	\$ -	NA	NA
Security deposits	#DIV/0!	\$ -	NA	NA
Utility deposits	#DIV/0!	\$ -	NA	NA
Moving costs	#DIV/0!	\$ -	NA	NA
Transportation	#DIV/0!	\$ -	NA	NA
Child Care	#DIV/0!	\$ -	NA	NA
Other as approved by VA	#DIV/0!	\$ -	NA	NA
General Housing Stability Assistance	#DIV/0!	\$ -	NA	NA
Emergency Housing Assistance	#DIV/0!	\$ -	NA	NA
Subtotal Prevention TFA	#DIV/0!	\$ -	NA	NA
Spent on Rapid Re-Housing Participants (Categories 2 & 3)				
Rent, penalties, fees	#DIV/0!	\$ -	NA	NA
Utility fees	#DIV/0!	\$ -	NA	NA
Security deposits	#DIV/0!	\$ -	NA	NA
Utility deposits	#DIV/0!	\$ -	NA	NA
Moving costs	#DIV/0!	\$ -	NA	NA
Transportation	#DIV/0!	\$ -	NA	NA
Child Care	#DIV/0!	\$ -	NA	NA
General Housing Stability Assistance	#DIV/0!	\$ -	NA	NA
Emergency Housing Assistance	#DIV/0!	\$ -	NA	NA
Subtotal Rapid Re-Housing TFA	#DIV/0!	\$ -	NA	NA
Subtotal Temporary Financial Assistance	#DIV/0!	\$ -	\$ -	#DIV/0!

- TFA must be reported by type AND category. Do not simply enter how much TFA was spent in each category or lump it all into one type.



COMPLIANCE UPDATE: FY20 CLOSE-OUT– FINANCIAL EXPENDITURE REPORT

3. Other Non-Personnel Provision and Coordination of Supportive Services Expenses					
		#DIV/0!	\$ -	\$ -	#DIV/0!
		#DIV/0!	\$ -	\$ -	#DIV/0!
		#DIV/0!	\$ -	\$ -	#DIV/0!
		#DIV/0!	\$ -	\$ -	#DIV/0!
		#DIV/0!	\$ -	\$ -	#DIV/0!
		#DIV/0!	\$ -	\$ -	#DIV/0!
		#DIV/0!	\$ -	\$ -	#DIV/0!

II. Administrative Expenses (Maximum of 10% of Total SSYF Grant Amount)					
		#DIV/0!	\$ -	\$ -	#DIV/0!
		#DIV/0!	\$ -	\$ -	#DIV/0!
		#DIV/0!	\$ -	\$ -	#DIV/0!
		#DIV/0!	\$ -	\$ -	#DIV/0!
		#DIV/0!	\$ -	\$ -	#DIV/0!
		#DIV/0!	\$ -	\$ -	#DIV/0!

- Again, enter any new line items that were not on approved FY20 budget submission but were submitted through program change process. New line items will be reviewed for allowability during future FOFA and or audit visits.
- Admin, as always can not be above 10% of overall award which includes any increases or decreases to the overall award amount throughout the grant year.



COMPLIANCE UPDATE: FY20 CLOSE-OUT - FSR

[Preview Report](#) [Report Details](#) [Status History](#) [Documents](#) [Revision History](#)

FEDERAL FINANCIAL REPORT (Prescribed by OMB A-102 and A-110)

1. Federal Agency and Organizational Element to Which Report is Submitted:

2. Federal Grant / Subaccount:

3. Recipient Organization (Name and complete address including Zip code):

4a. DUNS Number:

ACTIVE

4b. EIN:

5. Recipient Account Number or Identifying Number:

6. Report Frequency:

Final

7. Basis of Accounting:

8. Project/Grant Period (month,day,year):

From: To:

9. Reporting Period End Date (month,day,year):

- Much of this section of FSR will be prepopulated with grantee specific information.
- Reporting period will be 10/01/2019 through 12/31/20, no need to change that date range simply because funds were spent sooner.



COMPLIANCE UPDATE: FY20 CLOSE-OUT - FSR

10. Transactions:	Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>	
Federal Cash (on the GRANT LEVEL) for 2014-FL-181-TFA18:	
a. Cash Receipts:	217,023.95 i
b. Cash Disbursements:	217,023.95 i
c. Cash on Hand (line a minus b):	0.00 i
<i>(Use lines d-o for single grant reporting)</i>	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized:	217,023.95 i
e. Federal share of expenditures:	i
f. Federal share of unliquidated obligations:	i
g. Total Federal share (sum of lines e and f):	0.00 i
h. Unobligated balance of Federal funds (line d minus g):	217,023.95 i
Recipient Share:	

- Grantees then complete question 10, boxes A-H. Since all FY20 funds will be exhausted (i.e. no end of grant returns) completion should be straightforward.



FY20 PROGRAM CHANGES (OPTIONAL)

- Requirement Due October 13, 2020
- Purpose- To align FY20 Budget
 - With actual expenses through the end of award
 - With FY21 Program Concept and Budget
 - Opportunity to add Health Care Navigator line item or any other line item
- Sample Requirement and Guide on SSVF Website
 - [https://www.va.gov/HOMELESS/ssvf/docs/SSVF Companion Guide to Program Changes.pdf](https://www.va.gov/HOMELESS/ssvf/docs/SSVF_Companion_Guide_to_Program_Changes.pdf)
 - [https://www.va.gov/HOMELESS/ssvf/docs/SSVF Program Change FY20 Q4 Sample.pdf](https://www.va.gov/HOMELESS/ssvf/docs/SSVF_Program_Change_FY20_Q4_Sample.pdf)



FY2021 GRANT RESOLUTION

- Requirement Due 10/20/2020
- Sample on SSVF website
 - https://www.va.gov/HOMELESS/ssvf/docs/SSVF_FY2021_Grant_Agreement_Resolution_Sample.pdf
- Key Program Components for FY2021
 - Households to be served between 10/01/2020 and 9/30/2021
 - Projected HHS to served- Comes from FY21 Application, or combined Application. Auto-populated
 - Resolution households – Targeted Household as determined by current level of services and funding



- Key Program Component for FY2021
 - FY2021 Counties to be served- Auto-populated
 - Additional Counties- Any change in geography already reviewed with Regional Coordinator and Community
 - Community Types: Rural, Urban. Tribal
 - CoC: indicate any change
 - VISN VAMC- Please confirm



- Grant Term and Accreditation
 - For accredited grantees only
- Supportive and Specialist Services
 - Fill out Indirect, Direct, Both, Yes or No as options are available
 - Indirect equals referrals out
 - Direct /Both equals SSVF fund are used for services, even if it's a Sub contractor
 - Please complete carefully and accurately



- **Subcontractor Services**

- Name and Estimate Contract amount
- Services – indicate which SSVF supportive service deliver i.e. Legal Service; Employment Services; Housing Search
- Termination of Contract- include Termination letter

- **Certifications**

- Final Rule
- Compliance with Grant agreement
- SSVF Program Staff training and Orientation
- Fraud , waste and abuse
- SAVE Training
- Satisfaction Survey- Registration discontinued but distribution required



GIFTS DOCUMENT RETRIEVAL

- Access to GIFTS Portal ends 10/28/2020
- Download and save applications and requirement
- Review which staff have submitted applications and requirement
- Will be in the portal of the submitter- for e.g. if you have grant writer that submitted
- Guide on the website to show how to download
 - [https://www.va.gov/HOMELESS/ssvf/docs/SSVF Companion Guide to GIFTS Download.pdf](https://www.va.gov/HOMELESS/ssvf/docs/SSVF%20Companion%20Guide%20to%20GIFTS%20Download.pdf)
- Please be mindful of current target dates- so we receive document before GIFTS ends



DATES TO REMEMBER

- 10/13/2020 FY 20 Program Change Requirement (optional)
- 10/20/2020 FY 2021 Grant Resolution Requirement and Budget Submission Requirement
- 10/28/2020 Access to GIFTS Portal ends
- 2/15/2021 FY 20 Closeout
- FY 21 budget, 12-18 months
 - Start: 10/01/20 thru 01/01/21
 - End: 09/30/21 thru 6/30/22



THANK YOU!