

Supportive Services for Veteran Families (SSVF) National Grantee Webinar

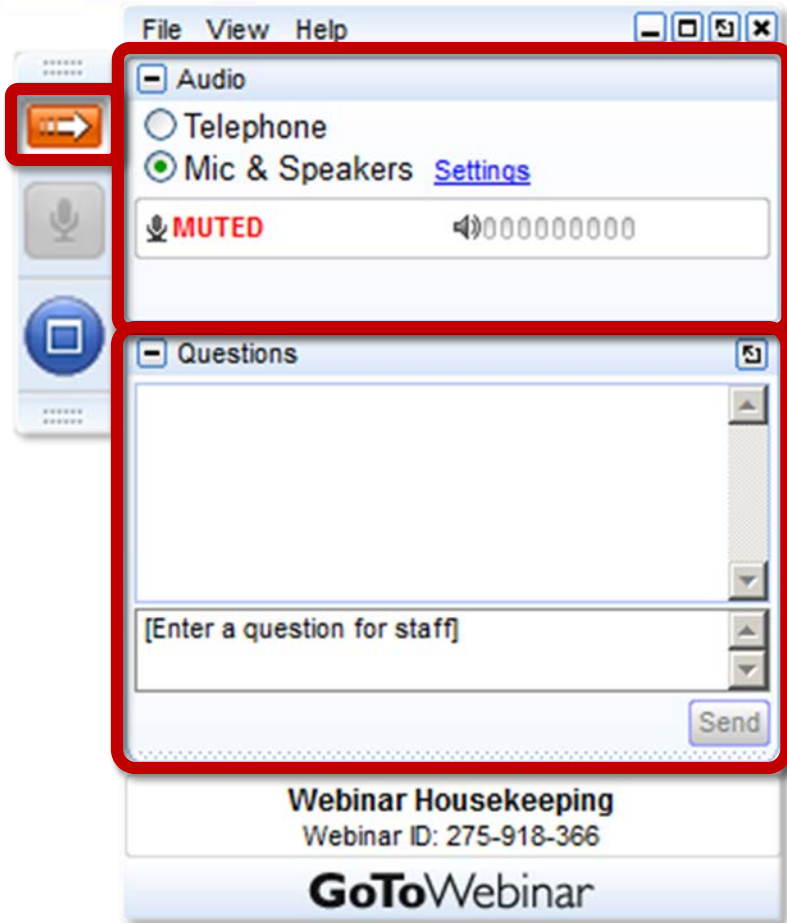
Requirements and Procedures for the FY 17 Year End Closing

Link to training audio recording
September 14, 2017

Webinar Format

- Webinar will last approximately 90 minutes
- Participants' phone connections are “muted” due to the high number of callers
 - **Questions can be submitted during the webinar using the Q&A function**
- Questions can also be submitted anytime to SSVF@va.gov

Questions



Your Questions

Submit questions and comments via the Questions panel

Presenters & Agenda

- **Welcome & SSVF Program Office Updates**
 - Linda Southcott, Deputy Director, SSVF
- **FY 2017 Closing Process and Reporting Requirements / 30-Day Grant Extensions**
 - Robert Thompson, Project Coordinator, SSVF

Program Office Updates

- FY17 Quarter 4 Program Changes: 08/15/17 and 09/01/17 submissions have been processed
- Hurricanes Harvey and Irma
- Announcement Posted for FY 18 SSVF Awards
 - <https://www.va.gov/homeless/ssvf/index.asp>
 - Transition calls for non-renewed grantees are in progress
- National Webinar September 21st to review final FY 17 VA Repository upload and FY 18 HMIS Updates

FY 2017 Year-End Closing

- VA is responsible for notifying grantees of required final reports, deadlines for submitting reports, and where to submit reports
- Grantees are responsible for adhering to all grant closeout requirements, including final reports and recordkeeping
- Grantees are responsible for understanding impact of approved extensions on year-end closing timeline
 - *Extensions will be addressed later in this webinar*

FY 2017 Year-End Closing

What does closing the grant entail?

- Final FY 17 VA Repository Upload / HMIS Data
- GIFTS online requirement form - *End of Year Certification*
 - Includes completion of **Financial Expenditure Report** (per budgeted line item on FY 17 approved budget) and attached to GIFTS form
 - Excel workbook will be provided to grantees after 10/1/17
- Final draws are submitted in HHS Payment Management System (PMS)
 - Includes submission of final HHS PMS subaccount transfers to VA
- Federal Financial Report FSR is completed in HHS PMS
- Any outstanding corrective action plans from monitoring visits or FSC audits that have a deadline within FY 17 have been completed
- OMB A-133 Audit, if applicable
- Records Retention

FY 2017 Year-End Closing

Final VA Repository Upload for FY 2017

- Final FY 2017 upload will reflect your grant performance for the year
- Only data exported from HMIS and uploaded to the VA Repository will be considered in grantee performance evaluation
- All data for FY 2017 must be entered into HMIS and exported by September 30 by the end of the day
- Register for September 21st SSVF National Webinar to review HMIS and VA Repository reporting instructions for FY 2017 and HMIS updates for FY 2018

FY 2017 Year-End Closing

SSVF End of Year Certification (GIFTS Online Requirement)

- Requires grantee certification of compliance with grant areas similar to those in the SSVF quarterly certifications - Final Rule, Data Quality, Trainings/Webinars, Expenditures and HHS Drawdowns
- Adds certification of no outstanding findings from monitoring visits or FSC audits, or has communicated status of corrective action plan to SSVF Compliance
- Adds certification of completed FFR Financial Status Report (FSR) within HHS PMS
- Adds certification to conduct independent audit, if applicable (refer to OMB Super Circular A-133)
- Adds certification of final expenditures, including remaining balances to return to US Treasury
- Adds certification of ratio of RRH TFA to Prevention TFA

FY 2017 Year-End Closing

- *Final Draws / HHS Payment Requests*
 - Includes final submission of HHS subaccount transfers (ADM, SER, TFA)
 - ALL funds support eligible costs incurred during the FY 2017 project period
 - Grantees have up to 45 days after project period end to draw funds
 - Grantee must return any funds that were drawn and not used to pay allowable costs.
 - Program Office will recover funds as defined in 38 CFR § 62.80. *Withholding, suspension, de-obligation, termination, and recovery of funds by VA.*

FY 2017 Year-End Closing

HHS Payment Management System Sub-Account Transfers

- SSVF Program Office will allow for final transfer request leading up to and after the end of the project period.
- A requirement will be published in all grant's GIFTs account on 09/25/17. The requirement will ask:
 - what your current authorized balance is,
 - how much you would like to transfer within the various subaccounts
 - What you are requesting your final authorized balances to equal.
- RC will review and approve and program office will process in batch on a weekly basis.
- ***Important notes:***
 - all current authorized amounts, transfer amounts and final desired authorized amounts need to be correct, if they are not, the request will NOT be processed.
 - If you have submitted interest in voluntarily returning funds please do not submit your final subaccount transfer until after this process has been completed to allow for new authorized balances for each subaccount to be reflected in the system.

FY 2017 Year-End Closing

- *Federal Financial Report (FFR or SF-425)*
 - Financial Status Report portion of the FFR is required, not the Federal Cash Transaction Report
 - HHS Payment Management System includes electronic function for submitting FSR report
 - SSVF grant funds are Type B accounts (require annual report only)
 - HHS PMS requires FSR submission for each SSVF subaccount (ADM, SER, TFA)
 - Must be submitted within 45 days after project period ends
 - SSVF Program Office reviews and certifies report submissions

Federal Financial Report: (FFR)

PAYMENT MANAGEMENT SYSTEM

PMSTRAIN
UAT Testing
User: JBARBUATA8299G1
THU 04/22/2010



[Collapse All](#)
[Expand All](#)

[Inquiry](#)
[Disbursement](#)

[View PSC 72 Reports](#)
[FFR Cash Transaction Report](#)
[FFR Interest Income](#)
[FFR Financial Status Report](#)
[FFR File Transfer](#)

The Payment Management System

The Division of Payment Management


DPM  **PSC** 

The Division of Payment Management is within the
Financial Management Service of the
Program Support Center of the
U. S. Department of Health and Human Services

- Reminder, it is the FFR Financial Status Report that needs to be completed and NOT the FFR Cash Transaction Report.

Federal Financial Report: (FFR)

- HHS PMS offers training for completing the FFR
- Trainings are offered monthly and registration must be 2-days prior to event
 - October 17 and October 19
- https://pms.psc.gov/resources_and_training/grtraining.html
- General guidance on how to use the HHS Payment Management System to complete FFR Reports can be at SSVF website page for Fiscal Administration
- https://www.va.gov/homeless/ssvf/index.asp?page=/official_guide/fiscal_administration

Screen Help 

Federal Financial Status Report

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 or Other Identifying Number		
2-EOP-OFFICE OF NATIONAL DRUG CONTROL POLICY		G10SM0003A		
3. Recipient Organization (Name and complete address including Zip code)				
WASHTENAW COUNTY				
PO BOX 8645				
ANN ARBOR, MI, 481078645				
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number	6. Report Type	7. Basis of Accounting
020111969	1386004894A4	<input type="text"/>	<input checked="" type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Annual <input type="radio"/> Final	<input checked="" type="radio"/> Cash <input type="radio"/> Accrual
8. Project/Grant Period(month,day,year)			9. Reporting Period End Date(month,day,year)	
From: 01/01/2010			To: 12/31/2011 03/31/2010 ▾	
10. Transactions				Cumulative
(Use lines a-c for single or multiple grant reporting)				
Federal Cash (on the GRANT LEVEL) for G10SM0003A :				
a. Cash Receipts	<input type="text"/>			<input type="text"/>
b. Cash Disbursements	<input type="text"/>			<input type="text"/>
c. Cash on Hand (line a minus b)	<input type="text"/>			<input type="text"/>
(Use lines d-o for single grant reporting)				
Federal Expenditures and Unobligated Balance:				
d. Total Federal funds authorized	<input type="text"/>			<input type="text"/>
e. Federal share of expenditures	<input type="text"/>			<input type="text"/>
f. Federal share of unliquidated obligations	<input type="text"/>			<input type="text"/>
g. Total Federal share (sum of lines e and f)	<input type="text"/>			<input type="text"/>
h. Unobligated balance of Federal funds (line d minus g)	<input type="text"/>			<input type="text"/>
Recipient Share:				

FY 2017 Year-End Closing

- *Outstanding Corrective Actions or Audit Findings*
 - Any outstanding corrective action plans (CAPs) from monitoring visits or financial audits that have a deadline within FY 17 must be completed
 - Reminder, online GIFTS requirement requires grantees to certify compliance with resolved or active remediation related to findings from monitoring visits or financial audits, or that grantee has communicated status of corrective action plan to SSVF Compliance Team
 - SSVF will inform grantee in writing if CAP or Audit Findings have been closed
 - SSVF Compliance Team can provide support to grantees to ensure proper close out related to agencies with existing, unresolved CAPs
 - Note: grant may still be monitored or audited after closeout

FY 2017 Year-End Closing

- *OMB A-133 Audit, if applicable*
 - **OMB SuperCircular A-133**, “Audits of States, Local Governments and Non-profit Organizations”
 - Grantees that expend **\$750,000** or more in a year in federal awards must have an audit conducted
 - If a grantee expends less than **\$750,000** per year in federal awards, it is exempt from the audit requirements for that year
- *SSVF Record-keeping*
 - Grantees must maintain all program records in compliance with the record retention and access requirements in 38 CFR § 62.72.
 - All information and records related to the SSVF must be retained for at least 3 years after grant close (applies to subcontractors). SSVF grantee records may be required for review or audit by VA and/or the U.S. Government Accountability Office (GAO).

FY 2017 30-Day Grant Extensions

Why request an extension?

- To complete SSVF program goals and objectives
- Due to unanticipated program challenges during the original grant period that prevented grantee from meeting the objectives in grant agreement by the end of that original grant period
- Not an option to solely “spend down remaining funds”
- Surge grantees are not in this group – surge grants requested extensions greater than 30-days

FY 2017 30-Day Grant Extensions

What does a 30-day grant extension entail?

- Offered to renewal (non-surge) grantees only
- Results in project period end date of 10/31/2017
- If a renewal grantee with a 30-day extension receives FY 18 SSVF funding award, HHS accounts for the FY 18 project period will not be activated until FY 17 extension is complete
 - Only exception to this is if multiple grants from FY17 have been combined into one grant for FY18. In these cases, funds will be made available 10/01/17
- Grantees must notify SSVF Program Office if program goals are met **prior** to 10/31/17 at SSVF@va.gov
 - *Reporting deadlines for extended grants provided later in this presentation.*

FY 2017 Year-End Closing

Key Dates

- 09/01/2017: 30-day extension requests were due
- **9/15/17-11/15/17**: Subaccount transfers accepted and processed bi-weekly
 - Grants with extensions may submit transfers until 12/15/17
- **9/30/17**: End of FY 2017 Project Period
 - *Includes surge grants with a 10/01/2014 start date and NOT ON EXTENSION. All other surge grants (extended surge grants and those that began 4/1/2015 will complete quarterly certifications)*
- **45 Days**: All renewal (non-surge) grants have 45 days to complete year-end reports and make final draws within HHS
 - **11/15/17**: Grants WITHOUT extension
 - **12/15/2017**: Grants WITH extension
- **Between 12/15/17 and 12/31/17**: All FY 2017 SSVF Grants Close in HHS and remaining funds are returned to US Treasury.

Q & A

Additional questions can be sent to:

SSVF Program Office

Email: ssvf@va.gov

Website:

www.va.gov/HOMELESS/ssvf.asp

A recording of this presentation will be provided to webinar registrants and posted at SSVF.

THANK YOU!