

**VA**



U.S. Department  
of Veterans Affairs

# SSVF Planning for FY 2021

July 17, 2020

Updated Guidance and FAQ available at  
[www.va.gov/homeless/ssvf](http://www.va.gov/homeless/ssvf)

[Link to Audio](#)



## BUDGET UPDATE

- Additional \$400 million in CARES funding
- CARES funds used in FY 21 after FY 20 awards exhausted (FY 20 awards end about December 31)
- FY 21 budget for 18 months, starting January 1, 2021.
  - Budget combines CARES and FY 21 awards



# POSSIBLE BUDGET IMPLICATIONS\*

	1Q	2Q	3Q	4Q
FY 21	FY 20 awards/CARES	CARES	CARES	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)



### **1. Offer emergency housing**

- Use to engage unsheltered Veterans
- Co-enroll with HUD-VASH

### **2. Support HUD-VASH placements**

- Bridge to vouchers; PHA slowdowns and shortfalls
- Can assist with housing navigation

### **3. Prevention services**

- Stage 2 screener suspended indefinitely
- Cap suspended indefinitely



## GRANTS ADMINISTRATIVE RELIEF

- On March 9, 2020, OMB issued M-20-11, "*Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly impacted by the Novel Coronavirus (COVID-19)*," to provide agencies with additional flexibilities for grants assisting the response to COVID-19.
- The memorandum provides short term relief for administrative, financial management, and audit requirements under 2 CFR Part 200, *Uniform Administrative Requirements, Cost principles and Audit Requirements for Federal Awards*, without compromising Federal financial assistance accountability requirements.
- These exceptions are time limited and will be reassessed by OMB within 90 days of this Memo.



## GRANTS ADMINISTRATIVE RELIEF- UPDATED

- M-20-17 is now rescinded
- M-20-26 restricts administrative relief for:
  - 1) Grantee payroll flexibilities through September 30, 2020
  - 2) Single Audit Act deadline extensions through December 31, 2020





- **Spend down strategies**
  - Can pay for August costs that are supported by documentation.
  - Includes TFA payments for rent, EHA (hotels), operating costs such as leases, building rent etc.
  - Stay within August timeframe for accelerated spending.



## 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 FY 2021 Accounts activated
- **FY 2021 Funding/Operations to end 6/30/2022 (18 months from 01/01/2021)**



# COMPLIANCE UPDATE: CARES CLOSE-OUT

- **Budget Updates**
  - Grantees will have differing budget periods depending on the identified start date (i.e. 04/01 through 05/01) and identified end date (when final expense for CARES was incurred, not when final draw down was completed).
- **CARES Act PMS Drawdowns**
  - All CARES Act funding must be drawn down completely before FY20 accounts will be activated. A weekly review (starting July 10<sup>th</sup>) of CARES accounts will be conducted and those with a \$0 balance will have corresponding FY20 accounts reactivated.
- **FY2020 Account Reactivation**
  - FY20 funds will be spent in a similar fashion to CARES funding (i.e. using Stafford Act flexibilities). Once exhausted, close out will follow similar process to CARES closeout.
  - Extensions will be provided. Longer extensions (more than traditional 30 days) allowable, if needed.



# COMPLIANCE UPDATE: CARES CLOSE-OUT

- **FY2021 Awards**
  - If awarded FY21 grant, activation will occur of CARES 2.0 once FY20 funds are exhausted and 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 rescission of Stafford Act to allow for transition period.
- **Close-out GIFTS requirement**
  - Similar to past closeout requirements. Will be available after August 1<sup>st</sup> and will be due Sept. 14th (45 days after CARES targeted end date).
    - GIFTS requirement with certifications
    - FER (Financial Expenditure Report) needs to be attached to requirement
    - 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: CARES CLOSE-OUT

- **Financial Expenditure Reports (FERs)**
  - Similar to past reports
  - PLEASE READ THE INSTRUCTIONS TAB IN ITS ENTIRETY.
  - Due to changing guidance since submission of CARES budget, add in new line items on FER and explain in justification that they are new and their purpose.
- **Financial Status Reports (FSRs) in Payment Management System**
  - Complete prior to submission of Closeout requirement in GIFTS
  - GIFTS requirement asks grantees to certify completion of FSR, if not completed in PMS then this certification should not be answered with a “yes” response.
  - Period of Performance indicated on FSR will be 04/01/20 through 09/30/21. Longer than actual CARES budget. Corresponds to length of CARES appropriation (2 year funding) and not indicative of grantee spending period.



# COMPLIANCE UPDATE: CARES CLOSE-OUT – GIFTS REQUIREMENT

## 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

- First section is left off slides but asks identifying questions. All other sections are similar to past closeout requirements but has CARES specific language



# COMPLIANCE UPDATE: CARES CLOSE-OUT – GIFTS REQUIREMENT

- Each question needs to be answered with a “yes” before submission
- Please do not answer yes to the FSR question and submit the requirement in GIFTS 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: CARES CLOSE-OUT – GIFTS REQUIREMENT

- **This section of requirement will ask for adjustments made to CARES award.**
  - **There is an opportunity to enter multiple changes. However, almost every grantee will have either no changes or one change (an increase or decrease based on the previous requirements completed).**

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: CARES CLOSE-OUT – GIFTS REQUIREMENT

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 requirement need to correspond to values entered on FERS



# COMPLIANCE UPDATE: CARES CLOSE-OUT – GIFTS REQUIREMENT

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 CARES funding based on when they started to incur expenses (i.e. 04/01/20 or 05/01/20) and when they exhausted CARES funding (i.e. 07/15/20 or 07/31/20 or 08/10/20)



# COMPLIANCE UPDATE: CARES 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	
<b>I. Provision and Coordination of Supportive Services (Minimum of 90% of Total SSVF Grant Amount)</b>								
<b>I.1 Personnel/Labor</b>			Base Annual Salary/Wag					
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, generally this will be in Section I.1 or Section I.3
- BE SURE TO PROVIDE JUSTIFICATIONS



# COMPLIANCE UPDATE: CARES CLOSE-OUT – FINANCIAL EXPENDITURE REPORT

<b>2. Temporary Financial Assistance</b>				
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
<b>Subtotal Prevention TFA</b>	<b>#DIV/0!</b>	<b>\$ -</b>	<b>NA</b>	<b>NA</b>
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
<b>Subtotal Rapid Re-Housing TFA</b>	<b>#DIV/0!</b>	<b>\$ -</b>	<b>NA</b>	<b>NA</b>
<b>Subtotal Temporary Financial Assistance</b>	<b>#DIV/0!</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>

- 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 on type



# COMPLIANCE UPDATE: CARES 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!	

- Again, enter any new line items that were not on approved CARES budget. 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, in this case, the award is the CARES funding amount, to include any increases or decreases.



# COMPLIANCE UPDATE: CARES 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:	[REDACTED]
2. Federal Grant / Subaccount:	[REDACTED]
3. Recipient Organization (Name and complete address including Zip code):	[REDACTED]
4a. DUNS Number:	ACTIVE [REDACTED]
4b. EIN:	[REDACTED]
5. Recipient Account Number or Identifying Number:	[REDACTED] ⓘ
6. Report Frequency:	Final
7. Basis of Accounting:	[REDACTED] ⓘ
8. Project/Grant Period (month,day,year):	From: [REDACTED] To: [REDACTED]
9. Reporting Period End Date (month,day,year):	[REDACTED]

- Much of this section of FSR will be prepopulated with grantee specific information.
- Reporting period will be 04/01/20 through 09/30/21, no need to change that date range simply because funds were spent sooner.



# COMPLIANCE UPDATE: CARES CLOSE-OUT - FSR

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

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



# QUESTIONS

Questions?