



U.S. Department of Veterans Affairs

Veterans Health Administration

Supportive Services for Veteran Families (SSVF) Program

FY 2024 Budget Guidance

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[LINK TO RECORDING](#)



- I. Financial Overview and Best Practices
- II. FY 2024 Funding
- III. Budget Basics and Guidance
- IV. Frequently Asked Questions



- **FY22 and ARP final end date 9/30/23**
 - **FY22/ARP End of Year (EOY) Closeout Due 11/14/23**
 - **Please email Regional Coordinator with EOY questions and/or requests for EOY UDPaaS Activity Due Date Extension**
- **FY23 target end date 03/31/24**
 - **Please email Regional Coordinator with amount for voluntary return or increase**
- **FY24 target budget cycle 04/01/24-12/31/24 (nine months)**
 - **11/21/23 FY24 Budget Office Hours**
 - **12/1/23 Due Date Extended for FY24 Budget Submission in UDPaaS**
- **Concurrently, Shallow Subsidy expansion funding final end by 9/30/24**
- **Concurrently, if awarded, Supplemental NOFA target end by 9/30/26**



Fiscal Management Best Practices

- **Coordination between Program and Fiscal Staff**
 - Recommend meet bi-weekly or at least monthly
- **Frequent drawdowns in HHS Payment Management System (PMS)**
- **Grantee Spending Tracking**
- **Timely processing of invoices and internal controls**
- **Finance communication with Program Office – Regional Coordinator is Point of Contact**



Formula for Funding and Award Amount

- **SSVF Program Office awarded grantees 75% increase of eligible application amount and 5% Cost of Living Adjustment (COLA) to ensure continuation of initiatives previously funded under CARES and American Rescue Plan (ARP).**
- **Services required to be included in FY24 Budget**
 - Shallow Subsidy
 - Legal Services and Health Care Navigation
 - Landlord and Tenant Incentive



Budget Activity in UDPaaS

- Instructions
- Award Amount for Budget Total
- Grantee Enters Start and End Date (Target 4/1/24-12/31/24)
- Link to Budget Template
- Budget Upload
- Certify Traditional or MACA (MACA Documentation Upload as Needed)
- Submit

SSVF Fiscal Year Budget Submission

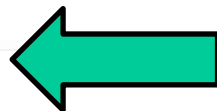
Instructions

Grantees are required to provide a detailed program budget in Exhibit I of the template below that itemizes the supportive services and administrative costs associated with the proposed program and totals the MOA award amount. Grantees must also provide as Exhibit II, a detailed description of each line item contained in this budget and the underlying assumptions associated with each line item amount. Further instructions on completing the budget template are included within the template. Grantees may submit a revised version of their application budget, or use the template included in this activity. Please ensure all sections applicable are completed within the activity and the template before submitting the activity. Please reach out to your Regional Coordinator if you have any questions. Grantees are also required to answer the questions below starting Oct 1, 2023 pertaining to the Modified Administrative Cost Approach.

* Fiscal Year

2024 

* Fiscal Year Original Award Amount



**Amount Auto-populated in
Activity**



SSVF Budget Workbook-

- Link is located in the FY24 Budget Activity in UDPaaS

VA's Supportive Services for Veteran Families Program

Exhibit I: Budget - 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 Office; DO NOT copy and paste this spreadsheet into a new Excel workbook.**

Proposed Funding Information:

Name of Organization:	
Grant ID:	
Total Grant Funds Awarded:	\$0.00
Fiscal Year:	FY24

Program Expenses	% of Total SSVF Grant	SSVF Grant Funds Total Amount	SSVF Grant Funds
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I. Provision and Coordination of Supportive Services (Minimum of 90% of Total SSVF Grant Amount)

1. Personnel/Labor	# FTE	% FTE	Base Annual Salary/Wage					
Title and Organization								
				#DIV/0!	\$	-	\$	-
				#DIV/0!	\$	-	\$	-
				#DIV/0!	\$	-	\$	-
				#DIV/0!	\$	-	\$	-
				#DIV/0!	\$	-	\$	-
				#DIV/0!	\$	-	\$	-
				#DIV/0!	\$	-	\$	-



SSVF Application Budget Workbook

- **General Guidance:**

- Download budget template from link in the FY24 UDPaaS Budget Activity
- Only enter data in the yellow cells.
 - All other cells are locked.
- Include your organization name and current grant ID at the top of the budget worksheet.
- Do not attempt to unlock or modify this workbook.



Budget Guidance

- **Provision and Coordination of Supportive Services include costs associated with providing direct provisions of the grant.**
 - **Personnel - Staff salaries for those dealing directly with SSVF participants**
 - Indicate Position Title, Number of FTE, % FTE, and Salary
 - Direct hires for Legal Services (i.e. Attorney, Paralegal, etc.)
 - Shallow Subsidy and Health Care Navigation Personnel
 - **Fringe Benefits**
 - **Other Non-Personnel - costs to provide these services such as building space, computers, supplies, etc.**
 - VA Mandated Training, Accreditation, and Non-VA Travel & Training are included, but not required
 - Contracted Legal Services

Program Expenses			% of Total SSVF Grant	SSVF Grant Funds Total Amount	SSVF Grant Funds
I. Provision and Coordination of Supportive Services (Minimum of 90% of Total SSVF Grant Amount)					
1. Personnel/Labor	# FTE	% FTE	Base Annual Salary/Wage		
Title and Organization					
				#DIV/0!	\$ -
				#DIV/0!	\$ -
				#DIV/0!	\$ -



- **Temporary Financial Assistance (TFA)**
 - One Line Item in Budget
 - Rental Assistance, Shallow Subsidy, Landlord and Tenant Incentives, etc.
 - There is no limit on maximum TFA in budget
- **Vehicle Lease Cost**
 - Actual lease cost and maintenance
- **Administrative Expenses**
 - Up to 10% of budget total and includes costs for supporting the grant
 - Examples: Support staff, HR, Payroll, Insurance, etc.
- **Budget and Narrative Tabs are Linked**
 - Grantees must specify costs in both the budget (Exhibit I) and narrative tabs (Exhibit II)
 - Enter detailed narrative explanations for all line items



		# of Vehicles			
4. Vehicle Lease Cost:		1	2%	\$ 7,675.00	\$ 1,900.00
	Actual Lease Cost:	1	2%	\$ 7,200.00	\$ 1,800.00
	Maintenance/Mileage Cost:		0%	\$ 475.00	\$ 100.00
<i>Subtotal Provision and Coordination of Supportive Services</i>			99%	\$ 398,982.50	\$ 103,145.00
II. Administrative Expenses (Maximum of 10% of Total SSVF Grant Amount)					
	Accountant		1%	\$ 5,500.00	\$ 1,000.00
<i>Subtotal Administrative Expenses</i>			1.36%	\$ 5,500.00	\$ 1,000.00
<u>Grand Total</u>			100.00%	\$ 404,482.50	\$ 104,145.00
% of Total SSVF Grant				100.0%	25.7%

Up to 10%
of Budget
Total

Populates
Total Grant
Funds
Awarded



AutoSave Off Draft_SSVF_Application_Exhibits_I-III_FY2021_NOFA_11-20 - Excel Foley, Sandra

File Home Insert Page Layout Formulas Data Review View Help Acrobat Tell me what you want to do

E21 =Exhibit I SSVF App Budget!\$E\$21

VA's Supportive Services for Veteran Families Program
Exhibit II: Applicant Budget Narrative

Proposed Funding Information:

Name of Organization:	0
Grant ID (Priority 1 and 2 Applicants Only):	0
Total Grant Funds Requested:	\$518,000.00
Application Fiscal Year:	FY 2021

Program Expenses	% of Total SSVF Grant	SSVF Grant Funds Total Amount	Detailed Narrative Justification
I. Provision and Coordination of Supportive Services (Minimum of 90% of Total SSVF Grant Amount)			
1. Personnel/Labor			
Title and Organization	FTE	FTE	Base Annual Salary/Wage
Case Managers	4	100%	\$ 30,000.00
Housing Specialist	4	100%	\$ 30,000.00
Program Managers	1	100%	\$ 40,000.00

Case Managers: 4 FTE, 100%, \$ 30,000.00, 23%, \$ 120,000.00

Housing Specialist: 4 FTE, 100%, \$ 30,000.00, 23%, \$ 120,000.00

Program Managers: 1 FTE, 100%, \$ 40,000.00, 8%, \$ 40,000.00

Title and Organization Input text only



Enter detailed explanation for each line item (yellow cells)



Modified Administrative Cost Approach

- **An objective, quantitative and auditable method of allocating administrative costs through defined Drivers¹ that provides an additional layer of transparency of Administrative Cost**
- **An additional tool or alternative approach to use when supporting Administrative Expenses**
- **Can be used instead of the Traditional approach to supporting expenses (timecards, invoices, etc.)**
- **10 Percent Cap or Limit still applies and does not modify or replace a negotiated indirect cost rate agreement with any federal agency**

¹ "Drivers" are the key inputs and activities that drive the operational and financial results of your organizations. Examples – Headcount (total number of employees on payroll), number of checks issued, number of invoices processed, number of IT devices, Facilities (Square Feet), or other drivers that may be unique to your organization



- **FY 24 Budget Submission- certify the method with which you will account for administrative costs:**
 - 1-Traditional administrative cost support**
 - 2-Modified Admin Cost Approach (MACA)**
- **If you are using MACA**
 - Upload the MACA workbook and include the CFO questionnaire and statement of assurance.
 - MACA must match the approved SSVF budget. Budget line items (listed admin expenses) in the approved budget must be listed and also captured on the MACA budget spreadsheet.



- **If you pick Traditional Admin**
 - Requires grantees to provide support documentation (payroll records, invoices, receipts etc.) for all costs and expenses associated with the administration of the SSVF grant.

Resources

- **MACA Webinar**
 - https://www.va.gov/HOMELESS/ssvf/docs/SSVF_National_Webinar_2020_12_10.pdf
- **MACA Budget Workbook**
 - https://www.va.gov/HOMELESS/ssvf/docs/SSVF_MACA_Guidance_And_Summary_Workbook.xlsx



Frequently Asked Questions

<p>We submitted a FY24 budget application for a lower amount. Can you explain the difference?</p>	<p>Grantees submit an application budget and then a revised budget based on actual award. Per FY24 NOFA, grantees were awarded a 75% increase of eligible application amount and 5% Cost of Living Adjustment (COLA)</p>
<p>How does the FY24 budget encompass FY24 and Shallow Subsidy when Shallow Subsidy budget cycle is in progress?</p>	<p>Grantees will continue to draw Shallow Subsidy (SS) expenses from that account until drawn to zero or by final end date 9/30/24, whichever occurs first. Then, SS expenses will be drawn from FY24 funds.</p>



Frequently Asked Questions

<p>How does the FY24 budget encompass FY24 and Supplemental NOFA (if awarded) when SNOFA budget cycle is in progress?</p>	<p>Grantees will continue to draw Supplemental NOFA expenses (Housing Navigator embedded with HUD VASH and landlord tenant incentives) from that account until drawn to zero or by target end date 9/30/26, whichever occurs first. Then, SNOFA expenses will be drawn from fiscal year funds. Grantees not awarded SNOFA will include landlord and tenant incentives in FY24 budget.</p>
<p>What is the target budget cycle for FY24?</p>	<p>04/01/2024-12/31/2024; 9 month budget cycle</p>



Frequently Asked Questions

<p>Where should we allocate the Shallow Subsidy funding?</p>	<p>Shallow Subsidy TFA should be combined with traditional TFA in the FY24 budget. SS staff should be included in personnel. Other non-personnel for SS (i.e. supplies, building space, etc.) should be included in non-personnel section.</p>
<p>Where should we allocate Landlord and Tenant Incentives?</p>	<p>TFA Section of Budget</p>



Frequently Asked Questions

<p>We will provide an amount to end FY23 funding 3/31/24. What if we spend down sooner?</p>	<p>Per regulation, grantees may draw Shallow Subsidy (SS) funds for traditional expenses. So, you have the option to draw from SS funds and then FY24 will be activated.</p>
<p>We want to hire new staff now that will be new line items for FY23 budget. How do we handle this budget modification?</p>	<p>Grantees should obtain email approval of new budget line items from their Regional Coordinator and then include in their FY23 End of Year Closeout. These new line items should be included in the FY24 budget.</p>



U.S. Department of Veterans Affairs
Veterans Health Administration

Contact Information

**For questions contact your Regional Coordinator or
email SSVF@VA.gov.**