



U.S. Department of Veterans Affairs

Veterans Health Administration

# Supportive Services for Veteran Families (SSVF) Program

## Notice of Funding Availability (NOFA) Workshop for SSVF Grant

*Submissions due by 4 pm Eastern Time on  
January 12, 2018*

***\*\*\*Late submissions cannot be accepted\*\*\****

**[SSVF NOFA Training Audio Recording](#)**



- I. Scoring Criteria
- II. Funding Opportunity (NOFA Section I)
- III. Award Information (NOFA Section II)
- IV. Application Information (NOFA Section III)
- V. Submitting the Application and Required Materials



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# ***I. Scoring Criteria***



# *Application Review Threshold Requirements*

## **Threshold requirements:**

- A. Application is submitted on time and is complete
- B. Applicant is a non-profit organization or consumer cooperative
- C. Proposed activities are eligible for funding
- D. Proposed participants are eligible to receive supportive services
- E. Applicant agrees to comply with the requirements in the Final Rule
- F. Applicant does not have an outstanding obligation to the Federal government that is in arrears and does not have an overdue or unsatisfactory response to an audit
- G. Applicant is not in default by failing to meet the requirements for any previous Federal assistance



# Application Review Scoring Criteria

## Scoring Criteria for Applications Submitted Under Priorities 1 and 2

Section	Points	Elements
A. Program Outcomes	55	<ul style="list-style-type: none"><li>•Housing Stability</li><li>•Ending Homelessness</li><li>•Homelessness Prevention</li><li>•Participant Satisfaction</li><li>•Program Implementation and Progress</li><li>•Community Planning</li></ul>
B. Cost-Effectiveness	30	<ul style="list-style-type: none"><li>•Cost per Household</li><li>•Program Budget and Expenditures</li></ul>
C. Compliance with Program Goals and Requirements	15	<ul style="list-style-type: none"><li>•SSVF Program Goals</li><li>•Laws, Regulations, and Guidelines</li><li>•Grant Agreement</li></ul>



- **Application must meet threshold requirements**
  - Applicants must receive at least 75 cumulative points and at least one point per category to receive a supportive services grant.
- **Funding is not automatic with qualifying score.**
- **Funds must be geographically dispersed to support broad access with higher concentrations of resources in areas of high need.**
- **Applicants' program concept must be substantially the same as the program concept of the grantees' current grant award.**



Section A has highest point value, worth 55 points.

- The VA is funding these programs to end homelessness among Veterans so our primary focus is on outcomes.  
*What did you achieve?*
- Critical to provide answer with data demonstrating effectiveness in meeting objectives in grant proposal.

## *Explain results*

- Demonstrate program's effectiveness in reducing homelessness and promoting housing stability.
- Detail how proposed modifications will improve program interventions.



Section B is worth 30 points.

- Provide data demonstrating cost efficiency.
- Did you serve the number of participants you expected? Was your budget accurate?
- If not, explain result and remediation efforts. *For example*, “Grant target was that 20% of all served would have AMI less than 30%, but we ended up serving 70% with AMI less than 30%, so...”
- **For question 2, provide information related to a full year of operations.** Programs with less than one full year of operations must provide most recent data.





# *Section C: Compliance*

Section C is worth 15 points.

1. Did you meet grant requirements (serve target population, follow use of funding regulations, satisfy time criteria, deliver required services)?
2. Straightforward certification, but explain any issue.
3. Grant agreement, including your proposal, is part of overall compliance. Did you follow what you promised in your grant proposal? If not, explain deviation.



- **Use the correct online application form**
- Answer questions fully, renewals are not automatic – your score matters
- Focus on current grant performance
- Describe program's impact on homelessness
- Where performance could be improved, explain barriers to success and remediation efforts
- Download and prepare any required attachments prior to submission (Budget Template with Resource Allocation per CoC, Certification of Good Standing, Community Planning Self-Certification from Executive Director) and any optional attachments (Letter of Support from CoC and Letter of Support from NHC, or designee)



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## ***II. Funding Opportunity (NOFA Section I)***



- Demonstrate adoption of evidence-based practices based on Rapid Re-housing Performance Benchmarks (posted at [www.va.gov/homeless/ssvf/index.asp](http://www.va.gov/homeless/ssvf/index.asp)).
- Adoption of practices that are most likely to lead reductions in homelessness as defined by USICH's Federal Criteria & Benchmarks or Community Solutions' Functional Zero
- **New:** Emergency Housing Assistance can be used to transition in place when Section 8 unit is available (voucher already provided). EHA payment cannot exceed rental payment and cannot exceed 45 day limitation.



- Letters of support from VA Network Homeless Coordinator and CoC *strongly encouraged*.
- Failure to provide CoC support letter limits grant to 90% of possible award.
- Letter must contain detail described in Section II.C.7 of NOFA.
- ED must certify agency participation in community planning and adherence to RRH Performance Standards. Template letter available on SSVF website.



- How have you used specific services to support housing stability?
  - Section A of application
- **Provide program specific data and examples**



- Housing Specialists
  - Landlord engagement
- Legal Assistance
  - Child support, driver's license, discharging old charges/fines, expungement including sex-offender list
- Income through
  - Employment/vocational support
  - Benefits counseling and assistance such as SOAR
- Personal financial planning including credit counseling
- Access to health and mental health services for Veterans not eligible for VHA and family members



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## ***III. Award Information (NOFA Section II)***





## Three Year Renewal Consideration

- SSVF Program gets full accreditation by either:
  1. The Commission on Accreditation of Rehabilitation Facilities (CARF) for Employment and Community Services – Program accreditation for Rapid Rehousing & Homeless Prevention Standards
  2. The Council on Accreditation (COA) – Organizational accreditation for Supported Community Living Standards.
  3. Joint Commission (JC) – Organizational accreditation for Behavioral Health Care: Housing Support Services Standards

\*Accreditation must be attained by NOFA deadline.



## **All Priority 1 Applicants** (accredited programs):

- Renewal application, by deadline
- Required to provide proof of accreditation, acquired by NOFA deadline
- Must have letter signed by Executive Director that agency will actively participate in community planning efforts and operate the rapid re-housing component of their SSVF grant consistent with Rapid Re-housing Performance Benchmarks. Sample template provided by VA on SSVF website.
- Must provide CoC letter of support, or limited to 90% of award

For those programs with multi-year awards that are not required to submit a renewal application, SSVF Program Office will provide instructions for submitting a Letter of Intent indicating desire to continue grant, proof of continued accreditation, proposed budget, and CoC letter of support.

\*All due no later than 4:00 PM eastern on January 12, 2017.



## All Priority 2 Applicants (non-accredited programs):

- Renewal application, by deadline
- Must have letter signed by Executive Director that agency will actively participate in community planning efforts and operate the rapid re-housing component of their SSVF grant consistent with Rapid Re-housing Performance Benchmarks. Sample template provided by VA on SSVF website.
- Must provide CoC letter of support, or limited to 90% of award
- Grantees that did not receive a grant award in FY 2018 awards, but have program extensions through September 30, 2018 are eligible to apply.

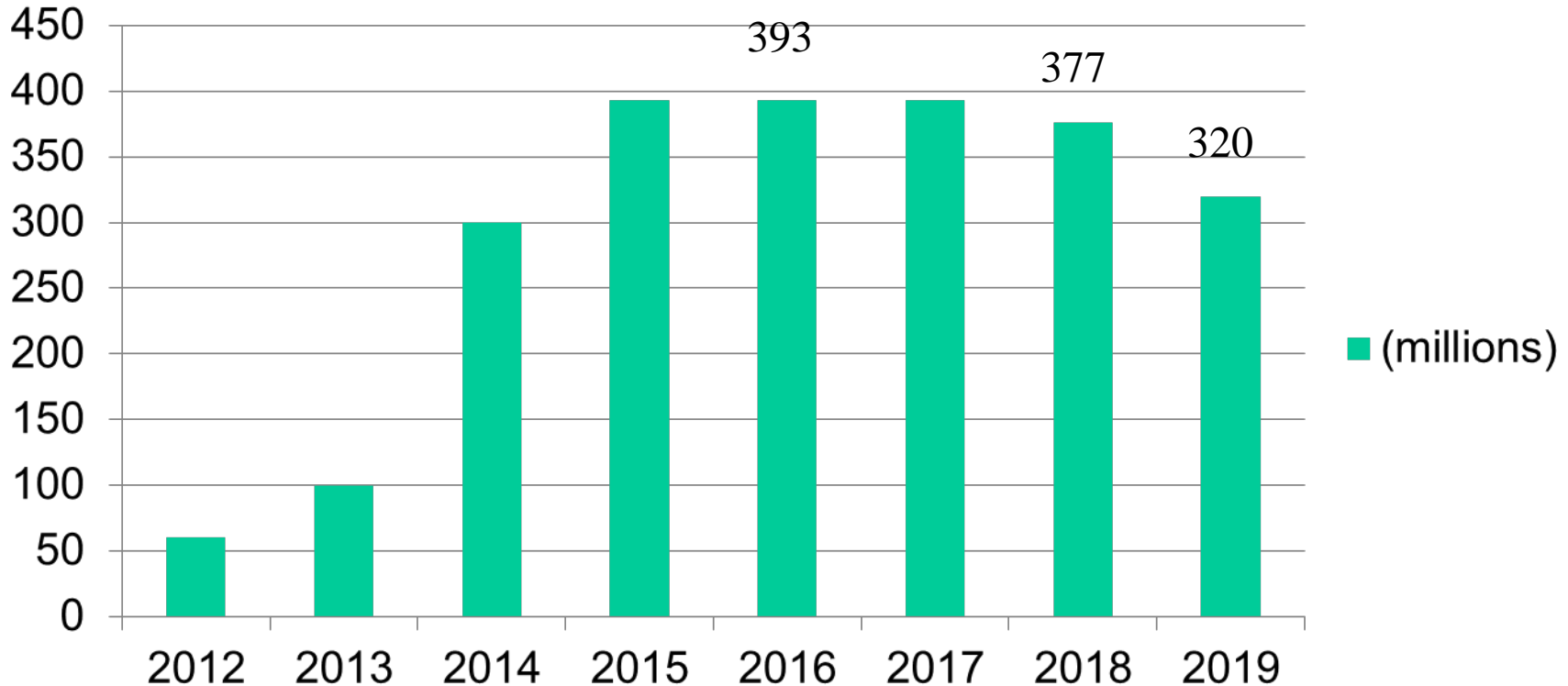
\*All due no later than 4:00 PM eastern on January 12, 2018.



- Renewal applications can request funding that is equal to or less than their current annualized award.
- Unspent or swept funds may result in award reduction
  - Does not include those returning funds for Federal disaster relief
- Sweeps conducted quarterly, if spending less than 15% (Q1), 40% (Q2), 65% (Q3)
- Spending cannot exceed 35% (Q1), 60% (Q2), 80% (Q3)
- Missing CoC letter of support results in 90% of award
- Funding awards may be reduced uniformly by 1-10%
  - If reduction imposed, budgeted line items will be reassessed during MOA process



# Funding Availability by FY



- Although \$320 million in awards is drawn from FY18 appropriations, \$377 million was available for services in FY18, as follows:
  - \$57M in unspent prior year funds, awarded or extended on 9/30/17
  - \$320M in FY18 funds, awarded 10/1/17



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## ***IV. Application Information (NOFA Section III)***



- Only renewal applications accepted
- All applications and supporting material must be submitted through SSVF GIFTS portal.
- Deadline non-negotiable and non-waivable. Plan to get your application in early to avoid unanticipated delays/problems.
- **Application deadline is 4pm EST on January 12, 2018**



- *Initial* accreditation costs are limited in the budget to one try per 5 years.
  - Re-accreditation of fully accredited programs can be budgeted based on respective timelines of CARF, COA, or JC renewals
- Funding for staff training that is not mandated by VA's SSVF Program Office, including associated travel, cannot exceed 1% of total budget





- Follow exact formatting and submission requirements. Be sure to answer the questions in the SSVF application.
- Be as specific as possible, providing data (with citations) to support statements on need and services.
- There is limited response space in the application, so be focused. Use program design and data to demonstrate philosophy.



- Letters of support from the CoC and VA are also **strongly encouraged**, but are not required.
- Support letters do not count against file size limits. Specificity greatly enhances value of such letters.
- Must have letter signed by Executive Director that agency will actively participate in community planning efforts and operate the rapid re-housing component of their SSVF grant consistent with Rapid Re-housing Performance Benchmarks. Sample template provided by VA on SSVF website.



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## ***V. Submitting the Application and Required Materials***



- Apply using the online application tool available at [www.va.gov/homeless/ssvf.asp](http://www.va.gov/homeless/ssvf.asp).
- Recommend existing user account for submission, in order to support population of pre-existing fields.
- There is only one application form for the NOFA – both Priorities 1 and 2 may apply using this form.
- Draft versions of application can be saved, shared, and transferred among grantee accounts. Return to drafts via account login in order to avoid starting a new, blank form.

**Please Sign In**

- If you have an account, please log in using your E-mail Address and Password.
- To create an account, please use the "New Applicant" link found below.
- This grant application system uses the following email domain: ssvf@va.gov. Please add it to your safe-senders list to be sure you receive all communications.

E-mail <input type="text"/>	Password <input type="password"/>
<a href="#">New Applicant?</a>	<a href="#">Forgot Password?</a>



- Required attachments for all applicants
  - Exhibits I, II and III all contained in the SSVF Application Workbook
    - Exhibit I: Budget template
    - Exhibit II: Budget narrative justification
    - Exhibit III: CoC Reference - required resource allocation for applicants proposing to serve multiple CoCs
    - Instructions provided within workbook
    - Download workbook from SSVF website
  - Copy of Agency Certificate of Good Standing (from State)
  - Self-Certification from Executive Director regarding community planning efforts (sample template available)
  - Homeless Prevention Screening Tool is no longer a required attachment. Applicants will be required to certify the planned use of the VA approved HP Screening Tool.

Letters of support are strongly encouraged but not required.







# *Exhibit I: Budget Template Worksheet*

## – Conditional Formatting

- Line items under Section 3 (“Other Non-Personnel Provision and Coordination of Supportive Services”)
  - All Training (VA and Other)
  - Accreditation (CARF/COA)
    - » No requirement to allocate funds to these line items
- Line items under Section 4 (“Vehicle Lease Costs”)
  - Actual Lease Cost
  - Maintenance/Mileage Cost
- Conditional Formatting: flags excess TFA, Admin, Fringe, and vehicle lease costs
- Amount Requested in cell C8 linked to total amount budgeted in cell G142.





Linked to  
Total Amt  
Budgeted



**Proposed Funding Information:**

Name of Organization:	SSVF Program
Grant ID:	XX-ZZ-XXX
Total Grant Funds Requested:	\$404,482.50
Application Fiscal Year:	FY 2017

Program Expenses		% of Total SSVF Grant	SSVF Grant Funds Total Amount	SSVF Grant Funds FY17 Quarter 1
<b>I. Provision and Coordination of Supportive Services (Minimum of 90% of Total SSVF Grant Amount)</b>				
<b>1. Personnel/Labor</b>				
Title and Organization	# FTE	% FTE	Base Annual	
Case Managers	2.0	100%	35,000.00	24% \$ 96,000.00 \$ 24,000.00
Housing Specialist	1.0	100%	35,000.00	12% \$ 46,800.00 \$ 11,700.00
Program Manager	1.0	100%	45,000.00	15% \$ 60,000.00 \$ 15,000.00
Subtotal Salaries/Wages				50% \$ 202,800.00 \$ 50,700.00
Fringe Benefits				33% \$ 66,307.50 \$ 17,745.00
<b>Subtotal Personnel</b>				<b>67% \$ 269,107.50 \$ 68,445.00</b>
<b>2. Temporary Financial Assistance</b>				
				<b>24.72% \$ 100,000.00 \$ 25,000.00</b>
<b>3. Other Non-Personnel Provision and Coordination of Supportive Services Expenses</b>				
All Training (VA and Other)				1% \$ 4,000.00 \$ 1,000.00
Accreditation Costs (CARF/COA)				0% \$ 500.00 \$ 500.00
Computers				1% \$ 2,500.00 \$ 2,500.00
Office Space/Lease				4% \$ 14,400.00 \$ 3,600.00
<b>Subtotal Other Program Expenses</b>				<b>5% \$ 22,200.00 \$ 7,800.00</b>

Conditional  
Formatting



Conditional  
Formatting





Conditional Formatting →

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

Conditional Formatting →

↑ Populates C6



## *Exhibit II: Budget Narrative Worksheet*

- Must provide budget narrative within the VA provided Excel template
- Linked to Exhibit I Budget Worksheet
- Enter detailed narrative explanations for all line items listed on Exhibit I.
- Justifications are required



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Proposed Funding Information:

Name of Organization:	SSVF Program
Grant ID:	XX-ZZ-XXX
Total Grant Funds Requested:	\$404,482.50
Application Fiscal Year:	FY 2017

Program Expenses			% of Total SSVF Grant	SSVF Grant Funds Total Amount	Detailed Narrative Justification
<b>I. Provision and Coordination of Supportive Services (Minimum of 90% of Total SSVF Grant Amount)</b>					
<b>1. Personnel/Labor</b>					
Title and Organization	# FTE	% FTE	Base Annual Salary/Wage		
Case Managers	2	100%	\$ 35,000.00	24%	\$ 96,000.00
Housing Specialist	1	100%	\$ 35,000.00	12%	\$ 46,800.00
Program Manager	1	100%	\$ 45,000.00	15%	\$ 60,000.00
Subtotal Salaries/Wages				50%	\$ 202,800.00
Fringe Benefits				33%	\$ 66,307.50



Enter detailed explanation for each line item (yellow cells)



# *Budget Template Workbook*

- **General Guidance:**

- Only enter data into 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.**

Download this file and other required attachments from [www.va.gov/homeless/ssvf.asp](http://www.va.gov/homeless/ssvf.asp)





**For questions regarding the NOFA applications,  
Email [SSVF@VA.gov](mailto:SSVF@VA.gov).**

**Deadline for application submission is  
4:00 PM Eastern Time on January 12, 2018.**

**Access the application and materials from  
[www.va.gov/homeless/ssvf.asp](http://www.va.gov/homeless/ssvf.asp)**