# GRANT AND PER DIEM (GPD) PROGRAM

# CASE MANAGEMENT
# NOTICE OF FUNDING OPPORTUNITY (NOFO) REVIEW

# APPLICATIONS DUE BY 4PM EASTERN TIME
# ON WEDNESDAY, FEBRUARY 26, 2025

**RECORDING LINK – NOFO OVERVIEW:** HTTPS://VETERANSAFFAIRS.WEBEX.COM/VETERANSAFFAIRS/LDR.PHP?RCID=50542DEE50467EACB44167795351D09B
**RECORDING PASSWORD:** Homeless1!

**RECORDING LINK DEMO OF E-GMS:** https://veteransaffairs.webex.com/veteransaffairs/ldr.php?RCID=fffecbb8d99972b2e5ceee1382437feb
**RECORDING PASSWORD:** Homeless1!

Choose VA

VA | U.S. Department of Veterans Affairs

# OBJECTIVES

- Provide an overview of the GPD Program **Case Management (CM) NOFO**

- Participants will learn about the requirements of awards that **begin in Fiscal Year (FY) 2026 (October 1, 2025)**

  - **Overview of NOFO information**

    - Funding opportunity description

    - Award information

    - Eligibility

    - Application and scoring information

    - Application review process

    - Award administration

- **The published NOFO is the authoritative source for all information and the official record**

- **In the event there is any question or discrepancy between information in this technical assistance presentation and the published NOFO, the published NOFO is the definitive resource**

- **This presentation should not be used in lieu of careful reading of the NOFO or GPD regulations**

# FUNDING OPPORTUNITY OVERVIEW

- Applications for assistance are being accepted from eligible entities to **support case management services**
  - These time-limited case management services will improve retention of housing by Veterans who are at risk of becoming homeless or who were previously homeless and are transitioning to permanent housing
- **Only current GPD case management grantees are eligible to apply.**
- Grants will be for up to **three years** starting in FY 2026 (October 1, 2025—September 30, 2028)
- GPD expects to fund approximately **90 awards**
- CM grants will fund case manager positions (up to $150,000 per full-time position per year)
- **Applications must be submitted via GPD's electronic grants management system** (a.k.a., eGMS, UDPaaS, SmartSimple).
- Applications must be received by the GPD National Program Office **no later than 4 p.m. Eastern on the date listed in the published NOFO**
  - The published NOFO may be found on the GPD website, and www.grants.gov
  - **Applications received for any reason after the deadline will be considered ineligible**
- **Grants are competitive and funding is not guaranteed**

# GPD CASE MANAGEMENT

- Case management services, as defined in this NOFO and as described in [38 C.F.R. § 61.90](b), may be provided to help **overcome and troubleshoot barriers** to (re)acquiring and maintaining permanent housing

- Case management, **including housing navigation services**, can help Veterans obtain permanent housing based on their unique needs, preferences, and financial resources

- Case managers may **provide supports** to address issues that may impede access to housing (such as credit history, arrears, and legal issues), may negotiate manageable and appropriate lease agreements with landlords and may make appropriate and time-limited services available

- Case managers also may **monitor participants' housing stability** after securing housing and during project participation, ideally through home visits and communication with landlords and may be available to resolve housing-related crises

- Case management services **should occur in-person**; however, virtual case management services (e.g., conducting home visits remotely) may be necessary at times

- Examples of case management services that grantees can provide using these grant funds include, but are not limited to:
  - **Supporting housing search and placement** activities to facilitate transitions for Veterans into permanent housing
  - **Making home visits by the case manager** to monitor housing stability and assess the need for services or other supports.
  - **Providing or coordinating educational activities** related to meal planning, tenant responsibilities, the use of public transportation, community resources, financial management and development of natural supports
  - **Making referrals to needed services**, such as mental health, substance use disorder, medical and employment services
  - **Participating in case conferencing** with other service providers working with Veterans (e.g., GPD transitional housing grantees, Supportive Services for Veteran Families (SSVF) providers, other community-based organizations)
  - **Supporting eviction diversion** through the facilitation of landlord/tenant mediation

- Educational requirements:

  - **This year there are no minimum educational requirement for GPD case managers**

  - Applicants must follow any applicable local requirements for licensure or certification.

  - The person filling the role of Key Personnel (Project Director) makes sure the case manager roles are filled with appropriate people who provide the services required by the grant.

  - **The GPD National Program Office will likely not honor requests for reductions to staffing plans after the grant is awarded**

# COMMUNITY LINKAGES & DATA

- **All grantees must participate in HMIS and in their local coordinated entry system**

- Precise and accurate data is expected to be entered into HMIS by grantees in a timely manner

- Grantees are expected to conduct second-level reviews of entered data

- Chart reviews of participant files in HMIS shall be conducted monthly to ensure all required documentation of services

- Grantees also are expected to engage with their local CoCs and by-name list, case conferencing and general planning processes to the fullest extent possible.

- Applicants should plan staff time and position descriptions accordingly in order to fulfill HMIS responsibilities

- Grantees will be required to work with their HMIS Administrators to export client-level data for activities funded from the GPD grant to VA on at least a monthly basis

- The completeness and quality of grantee uploads into HMIS will be factored into the evaluation of their grant performance

# PERFORMANCE TARGETS

- VA may, at its discretion, update these targets at any point before or during the award period
  - If any new metrics or targets come into effect, VA will notify grantees in writing
    - **Caseload – A full-time equivalent position is expected to manage an average monthly caseload of at least 16 Veterans in permanent housing and/or in housing navigation**
    - **Permanent Housing – At least 90% of Veterans engaged in case management services are expected to have retained permanent housing at the time of exit from case management**

# ELIGIBILITY

- **Applicant eligibility:**
  - An entity is eligible to apply if it is a current GPD case management grantee with an active case management grant ending on September 30, 2025.
  - All GPD grantees must be Federally recognized by the IRS as a **501(c)(3) or 501(c)(19) nonprofit** organization, **State or local government** agency or Federally recognized **Indian Tribal government** that meets the requirements in 38 C.F.R. § 61.1
  - Eligible entities may submit up to one application per Employer Identification Numbers (EIN), per VA medical facility catchment area
  - **Eligible entities must have an active registration in the System for Award Management (SAM) and must maintain their active status throughout the grant award period**
  - Applications submitted without an **active SAM Unique Entity Identifier (UEI)** may be rejected at threshold, meaning the application would be considered ineligible.

# ELIGIBLE ACTIVITIES

- **Projects that propose to support case management services to assist Veterans in obtaining and retaining permanent housing are eligible**

- Each application must propose at least 0.5 FTE position (i.e., at least 20 hours on average per week)

  - Applicants must not request more than the approved number of FTE in the current grant (start date October 1, 2023).

  - Applicants must propose the **number of hours based on the number of Veterans estimated** to be served, considering the minimum caseload requirements established in the NOFO

- Each applicant must propose a **three-year project period**

# FUNDING PRIORITIES

- Generally, most applications for this renewal grant will fall into **priority 2**.

  - **Priority 2**: VA will place in the second funding priority those applications from organizations that demonstrate a capability to provide case management services, particularly organizations that are **successfully providing GPD transitional housing services using per diem only or special need funding**

- Refer to the NOFO for a description of all three priority levels.

# USE OF FUNDS

- Guidance for the use of funds
  - Funding applied for under this NOFO may be used to provide case management services
  - Funding may **not be used for capital costs, per diem costs, or the cost of operating transitional housing beds** or service centers for Veterans
  - There is a **six-month time limit for Veterans** to receive case management services (excluding housing navigation)
    - However, VA may approve a request to extend services beyond the six-month period if an organization submits a request to VA in writing and if VA approves it before the six-month time limit expires
  - Applications do not have to include coverage for the entire VA medical center facility catchment area in the application; however, the coverage area must not exceed the catchment area identified in the application

# USE OF FUNDS

- Case management grant funding may be used for the following administrative purposes:
  - Providing **funding for case management staff** (e.g., salary, fringe benefits, professional development)
  - **Training, education, licensing** costs for case management staff
  - Limited funding of up to $15,000 per FTE case manager for **salary costs of the case manager's supervisor**.
  - **Incidental costs related to supervising** or mentoring the case management staff
  - Costs for **organizational development** related to case management (e.g., accreditation)
  - Providing **transportation for the case manager(s)** and/or the Veterans they are working with to support housing navigation or other related case management activities
  - **Providing cell phones, headsets, computers, tablets, printers, personal protective supplies (e.g., masks, gloves, hand sanitizer, disinfecting wipes**) and other incidentals needed to facilitate home visits and other case management activities associated with the grant
  - **Providing office space and furniture for the use of the case management staff or other necessary supplies, software and utilities**

- *Continued…*Case management grant funding may be used for the following administrative purposes:
  - **HMIS participation fees** and related staffing costs associated with inputting data and monthly reporting (only if not available through other means at no cost to the grant)
  - **Incidental supplies for Veterans** if needed to facilitate the case management services (e.g., disposable phone, personal protective equipment, bus tokens, safety supplies)
  - Limited non-cash **incentives of up to $500 per Veteran** engaged in case management services are allowed for costs such as household items, moving costs, groceries, clothing or other items typically associated with independent living in permanent housing
    - Incentives are **not allowed to include cash, gift cards or items purchased by the Veteran for reimbursement**
  - Costs for **outreach activities** directly related to the grant
  - **Indirect costs**, as defined in 2 C.F.R. §§ 200.412-415, are allowable if supported by a Federally Negotiated Indirect Cost Rate Agreement (NICRA) or if supported by a certification of de minimis indirect cost rate declaring a rate of up to 15% of modified total direct costs as described in 2 C.F.R. § 200.414
    - Otherwise, all requested costs must be direct costs

- **Applicants should ensure their funding requests are based on a three-year total project period, divided into one-year annual budget periods**
  - Include good faith estimated costs considering all available information, such as reasonable cost of living increases, established salary scale adjustments and variations in the projected numbers of Veterans per year

- **Quick tips**
  - Be sure to watch our tutorial on using our electronic grants management system (linked on title page of this presentation)
  - Also make use of the electronic Code of Federal Regulations website functionality while preparing your application
    - https://www.ecfr.gov/current/title-38/chapter-I/part-61?toc=1

- **Applications must be submitted via GPD's electronic grants management system (i.e., eGMS, UDPaas) eGMS website: https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp**

- The CM application is broken into sections

- Organization Profile (Eligibility)

  - **Unique Entity Identifier (UEI)**

  - **Employer Identification Number (EIN)**

  - Organization Name

  - Organization Address (including city, state, postal code, and congressional district)

  - Indirect Cost Rate (percentage) and upload a copy of your agency's Federally Negotiated Indirect Cost Rate Agreement (NICRA) that supports this rate or upload a copy of your agency's certification of de minimis indirect cost rate. Note: Applicants not requesting indirect costs (per 2 C.F.R. § 200.414) are not required to upload anything here.

  - System for Award Management (SAM) expiration date

    - Note: Applicants are required to be registered in SAM and agree to the SAM representations and certifications for financial assistance before submitting an application. Applicants must maintain an active SAM registration with current information at all times during which they have an active Federal award or an application under consideration by a Federal awarding agency

- Overview
  - Identify the funding priority of this application (generally, applicants will select Priority 2)
  - Amount requested (must match what is provided in the Budget table section)
    - Year 1 total amount
    - Year 2 total amount
    - Year 3 total amount
    - Combined three-year total amount

  - Station number of the VA medical center facility whose catchment area includes the proposed area to be served in this application (select one)
  - Veterans Integrated Service Network (select one)
  - Continuum of Care (CoC) (select all that apply)

- Application
  - Total number of hours per week grantee will provide services under the GPD case management grant (one full-time equivalent (FTE) = 40 labor hours per week; minimum amount per application = 20 hours per week)
  - Number of case management staff members proposed to fill the hours requested above
  - Total number of Veterans to be served per FTE case manager position annually (minimum required caseload is 16 or more Veterans on average per month)
  - Site address(es), city, state, zip code + four-digit extension, county, congressional district (i.e., the location of the case manager(s) office and/or where project records will be retained)
- Abstract
  - Provide a brief abstract introducing and summarizing the proposed project
  - Abstracts may elaborate on information provided elsewhere and may provide necessary context about the intent and impact of the project
  - As applicable, include a discussion of multiple positions, multiple CoCs and/or other information relevant to an understanding of the overall project

# APPLICATION SECTIONS

- Need (see 38 C.F.R. § 61.92(e))

- Project Plan (see 38 C.F.R. § 61.92(c))

- Ability (see 38 C.F.R. § 61.92(d))

- Coordination (see 38 C.F.R. § 61.92(g))

- **Please give consideration to the details outlined in the NOFO and regulations**

  - https://www.ecfr.gov/current/title-38/chapter-I/part-61/subpart-G/section-61.92

# SCORING

- **Quick tip**
  - Give consideration to how all sections of your application feed into 38 C.F.R. § 61.92(d) and 38 C.F.R. § 61.92(f)
    - Ability of the applicant to develop and operate a project
      - https://www.ecfr.gov/current/title-38/chapter-I/part-61/subpart-G/section-61.92#p-61.92(d)
    - Completion confidence
      - https://www.ecfr.gov/current/title-38/chapter-I/part-61/subpart-G/section-61.92#p-61.92(f)

# APPLICATION REVIEW

- **Threshold review requirements (38 C.F.R. §61.12(i))**
  - Applications must be submitted on time, in the correct format, be complete, from an eligible entity, and for eligible activities
- **Applications that pass threshold will be reviewed and scored by a panel of subject matter experts**
  - As this is a national competition, applicants should not assume that grant reviewers are familiar with the organization or local community homeless system
  - VA may use historical program documents of past performance in determining scores
- **Applications will be ranked in score order as described in 38 CFR 61.94**
  - VA will select up to two case management grants per VA medical facility catchment area, in priority and rank order.
  - Additional selections may be considered, at VA's discretion, until available funding is exhausted

# SCORING

- Applications will be scored according to 38 C.F.R. § 61.92(b)

  - https://www.ecfr.gov/current/title-38/chapter-I/part-61#p-61.92(b)

- Applicants must score a total **750 points of a possible 1,000 points**

    - Project plan: VA will award up to 400 points

    - Ability of the applicant to develop and operate a project: VA will award up to 200 points

    - Need: VA will award up to 150 points

    - Completion confidence: VA will award up to 50 points

    - Coordination with other programs: VA will award up to 200 points

- Tie Score

  - In the event of a tie score between applications, VA will determine at its discretion how to handle selection decisions (e.g., selecting multiple applications for award, awarding for less than requested, reducing hours)

  - VA's discretionary funding decisions are final

- Reviewers will give consideration to how the application demonstrates plans to maximize the case management resource

# OPERATIONAL CONSIDERATIONS

- VA will provide funding to all eligible applicants in score order as described in this NOFO until eligible applications or funding is exhausted

- **Funding is not guaranteed**

- Conditionally selected applicants may be asked to submit additional information

    - Applicants will be notified of the deadline to submit such information

    - If an applicant is unable to meet any conditions for the grant award within the specified time, VA may non-select the applicant and may use the funding for another applicant(s)

    - VA may negotiate arrangements with conditionally selected applicants and will incorporate any changes into the grant agreement

    - Prior to awarding a grant agreement, VA reserves the right to make upward or downward adjustments to factors including but not limited to hours, FTE positions, services, project period dates, or dollars amounts, including adjustments that exceed the limits of the NOFO, as needed within the intent of this NOFO

- Adjustments may be based on a variety of factors including the quantity and quality of applications, the needs of the community, geographic dispersion, as well as the availability of funding

# OPERATIONAL CONSIDERATIONS

- VA may not make a Federal award to an applicant if the applicant has not complied with all applicable UEI, IRS, and/or SAM requirements

- Applicants may refer to 2 C.F.R. part 200, 2 C.F.R. part 25, and [www.sam.gov](www.sam.gov) for more information

- If an applicant has not fully complied by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and may use that determination as a basis for making an award to another applicant

- GPD National Program Office expects to announce grant awards around the **fourth quarter of FY 2025** (i.e., July-September 2025)

- GPD will notify both successful and unsuccessful applicants.

  - Only a grant agreement with a VA signature is evidence of an award and is an authorizing document allowing costs to be incurred against the grant award

  - Other notices, letters, or announcements are not authorizing documents

**Grantees will receive payments electronically through the U.S. Department of Health and Human Services (HHS) Payment Management System**

- Grantees will have the ability to request payments as frequently as they choose subject to the following limitations:

  - During the first quarter of each annual budget period, the grantee's cumulative requests for funds may not exceed 35% of the annual grant award amount without written prior approval by VA

  - By the end of the second quarter of each annual budget period, the grantee's cumulative requests for funds may not exceed 60% of the annual grant award amount without written prior approval by VA

  - By the end of the third quarter of each annual budget period, the grantee's cumulative requests for funds may not exceed 80% of the annual grant award amount without written prior approval by VA

  - By the end of the fourth quarter of each annual budget period, the grantee's cumulative requests for funds may not exceed 100% of the annual grant award

# TIPS AND SUGGESTIONS

- **Do not wait until the last minute to submit your application**

  - Deadline is firm as to date and hour

  - Submit early to avoid the risk of unanticipated delays, computer service outages or other submission-related problems that might result in ineligibility

- GPD commits to providing technical assistance to applicants prior to the application submission deadline.

  - Response times can vary.

  - Applicants should plan accordingly and allow **at least three business days** to receive responses.

- Ensure that your application is complete

  - Materials arriving separately will not be included in the application package for consideration

- Be sure to fully answer all the questions

  - Many narrative questions have several parts

- Typographical and grammatical errors inhibit understanding of the project

- Read the NOFO carefully as it is the official document regarding this notice of funding

- Write your application as if the person reading it knows nothing about your organization/program

  - *Because they don't!*

# TIPS AND SUGGESTIONS

- Use data to establish need for your specific project

- Start early by having planning discussions with your local community and VA medical facility

- Address how will your proposed project meet community need

- Address how is your organization tied to the local coordinated entry system in your area

- Application narratives must align with GPD regulations

- Review technical assistance materials on the GPD website, including the GPD regulations (38 C.F.R. § 61)

# QUESTIONS

- Questions should be directed to the GPD team at [GPDgrants@va.gov](mailto:GPDgrants@va.gov)

- GPD Team
  - Chelsea Watson, Director
  - Erin Johnson, Deputy Director
  - Nancy Hegel, Supervisory Financial Management Specialist
  - Janine Griggs, Clinical Program Specialist
  - Melissa Meierdierks, Clinical Program Specialist
  - Angela Smittie, Clinical Program Specialist
  - Courtney Bray, Financial Management Specialist
  - Jenny King, Grants Management Specialist
  - Sharon Wilkerson, Administrative Officer

# THANK YOU

- **Final reminder**: applications are due on **Wednesday, February 26, 2025, by 4pm eastern time**

- Thank you for your commitment to the Nation's Veterans

# GRANT AND PER DIEM (GPD) PROGRAM

# PART 2:
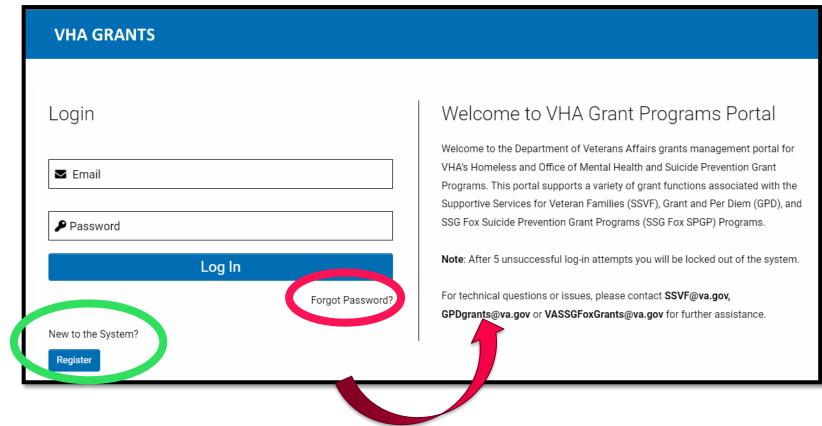# VHA HOMELESS PROGRAMS
# ELECTRONIC GRANTS MANAGEMENT SYSTEM

# APPLICATION SUBMISSION

- GPD Case Management applicants must submit their applications electronically through GPD's [electronic grants management system](#) (i.e., **eGMS**, UDPaas).

- The [GPD website](#) includes technical assistance materials to support applicants in applying for these grants.

- eGMS is used by multiple VHA grant programs, including Supportive Services for Veteran Families (SSVF), Suicide Prevention Grant Program (SPGP), and Legal Services for Veterans (LSV).
  - Make certain you are completing the correct application template in eGMS.
  - Applications are due **Wednesday, February 26, 2025, at 4 p.m. Eastern time**.
  - Applicants will **not** be able to submit applications through eGMS after the deadline has passed.
  - Applications must arrive as a complete package. Materials arriving separately will not be included in the application package for consideration and may result in a rejected application.

# E-GMS

- eGMS website: https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp

- eGMS How-to Quick Guides:
  - **Existing Organizations** Add or Update Contacts

- Current system users unable to log in, select the ***Forgot Password*** option to reset your password.
  - DO NOT register a new account as this will not connect you to your existing grant record.



**VHA GRANTS**

Login

✉ Email

🔑 Password

Log In

Forgot Password?

New to the System?

Register

Welcome to VHA Grant Programs Portal

Welcome to the Department of Veterans Affairs grants management portal for VHA's Homeless and Office of Mental Health and Suicide Prevention Grant Programs. This portal supports a variety of grant functions associated with the Supportive Services for Veteran Families (SSVF), Grant and Per Diem (GPD), and SSG Fox Suicide Prevention Grant Programs (SSG Fox SPGP) Programs.

**Note**: After 5 unsuccessful log-in attempts you will be locked out of the system.

For technical questions or issues, please contact **SSVF@va.gov**, **GPDgrants@va.gov** or **VASSGFoxGrants@va.gov** for further assistance.
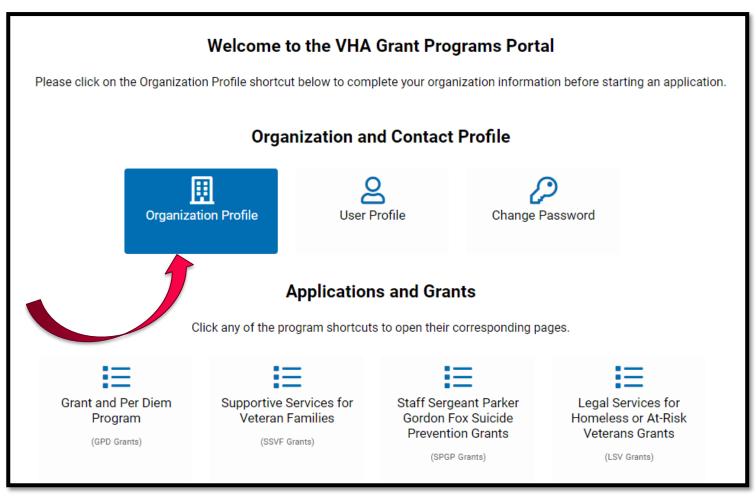
# E-GMS

- Update your *Organization Profile*
  - Any changes you make to this section will impact **all** current grants.
  - Legal name, address, tax ID, UEI, etc. will appear on future grant agreements as identified in this section.
- Every unique Tax ID and UEI combination creates an organizational record in eGMS.
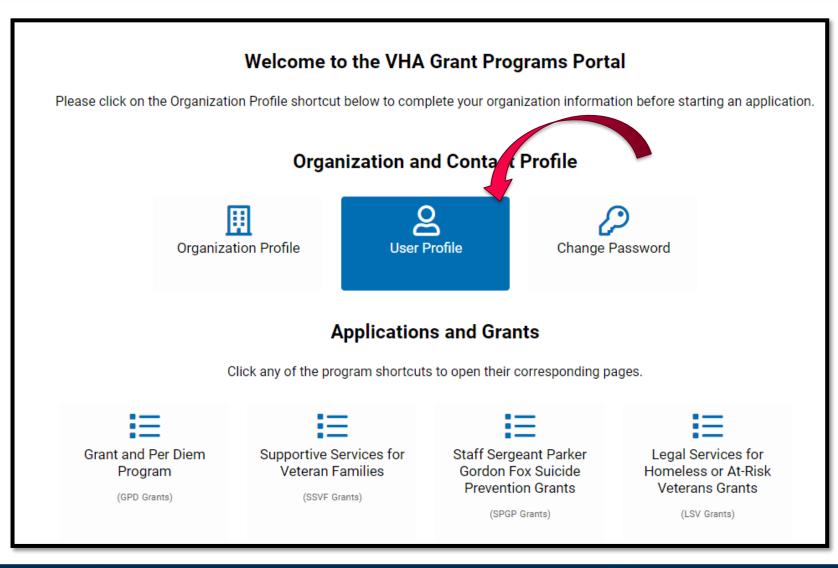  - Example:

| | Tax ID | UEI |
|---|---|---|
| Organization 1 | 123456789 | SAMPLE111111 |
| Organization 2 | 123456789 | SAMPLE222222 |



**Welcome to the VHA Grant Programs Portal**

Please click on the Organization Profile shortcut below to complete your organization information before starting an application.

**Organization and Contact Profile**

Organization Profile    User Profile    Change Password

**Applications and Grants**

Click any of the program shortcuts to open their corresponding pages.

Grant and Per Diem Program
(GPD Grants)

Supportive Services for Veteran Families
(SSVF Grants)

Staff Sergeant Parker Gordon Fox Suicide Prevention Grants
(SPGP Grants)

Legal Services for Homeless or At-Risk Veterans Grants
(LSV Grants)

# E-GMS

- Update your *User Profile*
  - This information is specific to you.
  - All organizations should have multiple users in eGMS. At a minimum points of contact should include:
    - Organization Leadership
    - Fiscal Management
    - Grant Operations



**Welcome to the VHA Grant Programs Portal**

Please click on the Organization Profile shortcut below to complete your organization information before starting an application.

**Organization and Contact Profile**

Organization Profile | User Profile | Change Password

**Applications and Grants**

Click any of the program shortcuts to open their corresponding pages.

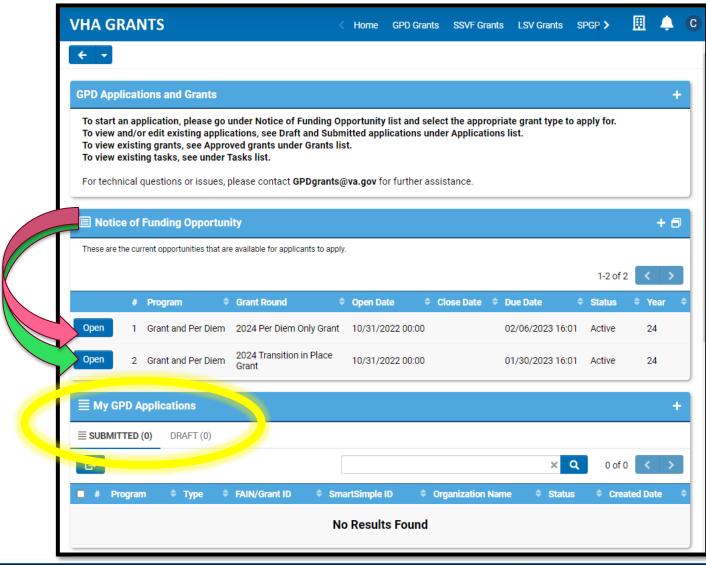Grant and Per Diem Program (GPD Grants) | Supportive Services for Veteran Families (SSVF Grants) | Staff Sergeant Parker Gordon Fox Suicide Prevention Grants (SPGP Grants) | Legal Services for Homeless or At-Risk Veterans Grants (LSV Grants)

Choose VA

U.S. Department of Veterans Affairs

- GPD Applications and Grants
  - Access the Case Management application template



**Welcome to the VHA Grant Programs Portal**

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**Organization and Contact Profile**

Organization Profile

User Profile

Change Password

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Staff Sergeant Parker Gordon Fox Suicide Prevention Grants
(SPGP Grants)

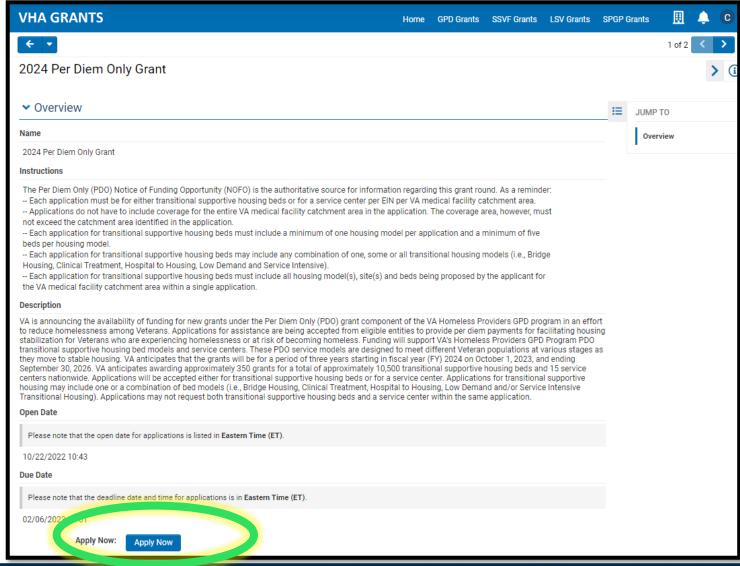Legal Services for Homeless or At-Risk Veterans Grants
(LSV Grants)

Grant and Per Diem Program

# E-GMS

- Under the **Notices of Funding Opportunity** section, you can start a new grant application *(see pink/green arrows).*

  - You only need to do this **ONCE** to generate an application.

  - Selecting these buttons more than once will initiate multiple draft applications.

  - If you want to see the questions in each of the applications, they are all listed in the NOFO posted on the [GPD website](#).

- Once you have started an application, your **DRAFT** and **SUBMITTED** applications are under the **My GPD Applications** section *(circled in yellow).*

# E-GMS

- General overview of the grant offering.

- NOFO is the authoritative source for information about the grant rounds.
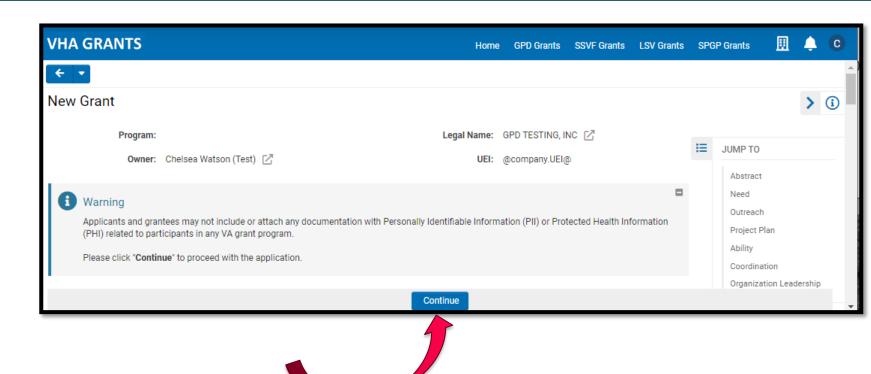
- Select the **Apply Now** button

- Applicants and grantees may **not** include or attach any documentation with Personally Identifiable Information (PII) or Protected Health Information (PHI) related to participants in any VA grant program.
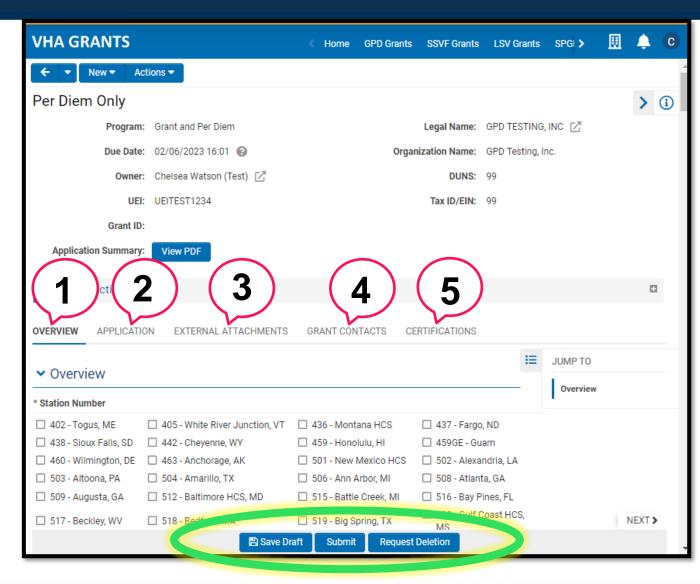
- Select the **Continue** button

# E-GMS

- Sample application in e-GMS. Applicants must complete all five (5) tabs:
  1. OVERVIEW
  2. APPLICATION
  3. EXTERNAL ATTACHMENTS
  4. GRANT CONTACTS
  5. CERTIFICATIONS

- Applications are very detailed; unlikely to complete in one sitting.
  - SAVE DRAFT
  - SUBMIT
  - REQUEST DELETION

Applications must be submitted via GPD's electronic grants management system (i.e., eGMS, UDPaas, SmartSimple)

- eGMS website: https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp

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