

# Supportive Services for Veteran Families (SSVF) Program

## Notice of Funding Opportunity (NOFO) Workshop for SSVF Grants

*Submissions due by 4:00 pm Eastern Time on  
March 3, 2025*

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

[Link To Audio Recording](#)



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# Opportunity Open to new and current SSVF Grantees

- This opportunity for funding is open to existing grantees operating a Supportive Services for Veteran Families grant who are interested in renewing their grant and also existing grantees and new applicants who want to provide supportive services in tribal, rural, or U.S. Territories Under Priority 1.
- Applicants can learn more about SSVF by watching, [www.va.gov/homeless/ssvf/ssvf-overview](http://www.va.gov/homeless/ssvf/ssvf-overview), and should review regulations at [www.va.gov/homeless/ssvf/compliance](http://www.va.gov/homeless/ssvf/compliance) prior to applying.



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# Agenda

1. Funding Opportunity (NOFO Section I)
2. Scoring Criteria
3. Award Information (NOFO Section II)
4. Submitting the Application and Required Materials



# *I. Funding Opportunity (NOFO Section I)*



# NOFO Priorities

- Priority 1: Priority 1 is open to new and existing applicants; however, priority will be given to organizations that have a demonstrated track record of serving the tribal or rural community or the U.S. territory that they are proposing to serve. Additionally, applicants should have demonstrated cultural awareness and language access for the areas they are proposing to serve.
- Priority 2: Accredited grantees in good standing seeking 3-year renewal awards.
- Priority 3: All other existing grantees seeking to renew annual awards.



# NOFO Section I

- Demonstrate adoption of evidence-based practices based on core practices, found at (<https://www.va.gov/homeless/ssvf/ssvf-coreconcepts>).
- Adoption of practices that are most likely to lead to reductions in homelessness
- ED must certify agency participation in community planning and adherence to core practices. Template letter available on SSVF website and UDPaaS.



# NOFO Section I

- Demonstrate plans to support required services and temporary financial assistance (TFA).
- Enroll a *minimum* of 60% of households supporting literally homeless and a *maximum* of 40% on prevention unless waiver obtained (see V.B.3.a) or serving a rural or tribal area (exempt).
- Participate in planning & coordination with CoC.
- Train staff and participate in Rapid Resolution



# SSVF Temporary Financial Assistance (TFA)

Type	Time Limit
<b>Rental Assistance</b>	<p>Maximum of 10 months in a 2-year period; no more than 6 months in any 12-month period. (31-80% AMI)</p> <p>For Extremely Low Income (ELI) Veterans, a maximum of 12 months in a 2-year period; 9 months in any 12-month period.</p>
<b>Utility Assistance</b>	<p>Maximum of 10 months in a 2-year period; no more than 6 months in any 12-month period.</p> <p>For Extremely Low Income (ELI) Veterans, a maximum of 12 months in a 2-year period; 9 months in any 12-month period.</p>
<b>Security Deposits or Utility Deposits</b>	<p>Maximum of 1 time in a 2-year period for a security deposit.</p> <p>Maximum of 1 time in a 2-year period for utility deposit</p>
<b>Moving costs</b>	<p>Maximum of 1 time in a 2-year period.</p>



# SSVF Temporary Financial Assistance (TFA)

Type	Time Limit
<b>General Housing Stability Assistance</b>	Maximum of \$1,948 during a 2-year period (includes \$500 for emergency supplies). Note, this number will change annually.
<b>Childcare</b>	Maximum of 10 months in a 2-year period; no more than 6 months in any 12-month period. For Extremely Low Income (ELI) Veterans, a maximum of 12 months in a 2-year period; 9 months in a 12-month period.
<b>Transportation</b>	For tokens, vouchers, etc., no limit. For automobile repairs or maintenance, a maximum of \$1,200 during a 2-year period.
<b>Emergency Housing Assistance</b>	Limited 60 days. Limited to one instance in a 2-year period

# SSVF Temporary Financial Assistance (TFA)

Type	Time Limit
<b>Rapid Resolution Targeted Assistance</b>	One time host payments or other costs, with conditions.
<b>Shallow Subsidy Assistance</b>	Requires a 2-year commitment once the Veteran certified into service. Maximum 50% of unit rent. Veteran households between 30-80% Area Median Income (AMI) can receive 2 years of rental assistance minus the number of months of traditional rental assistance received. Veterans at or below 30% AMI are eligible for a full two years of rental assistance regardless.
<b>Landlord Incentives/Resources to Secure Permanent Housing</b>	Up to 2 months value of lease rent for high barrier Veterans and where necessary for Veterans to access permanent housing.
<b>Tenant Incentives/Miscellaneous Move In Costs</b>	Up to \$1,000 in goods for items of Veterans' choosing that create normal comforts of permanent housing; above and separate from General Housing Stability Assistance.

# Household Eligibility

- Veterans with eligible types of service
- Veteran with eligible character of discharge
  - (see SSVF Program Guide for more information [https://www.va.gov/HOMELESS/ssvf/docs/SSVF\\_Program\\_Guide.pdf](https://www.va.gov/HOMELESS/ssvf/docs/SSVF_Program_Guide.pdf)).
- Eligibility continues to be increased to 80% AMI, up from 50%.



# TFA Includes

## Emergency Housing Assistance

- Up to 60 days temporary housing permitted when permanent housing is generally identified (does not need to be secured)
- Available once in 2-year period
- Available for individuals when other temporary housing resources unavailable or inappropriate. Refer to:  
[https://www.va.gov/HOMELESS/ssvf/docs/HPO\\_Policy\\_Guidance\\_EHA.pdf](https://www.va.gov/HOMELESS/ssvf/docs/HPO_Policy_Guidance_EHA.pdf)



# TFA Includes

## General Housing Stability Assistance

- Up to \$1948 in 2-year period
  - Employment expenses: tools certifications, licenses
  - Move-in supplies: kitchen utensils, bedding, supplies
  - Housing applications, inspections, background checks
  - Will increase
- Broker's fee, not subject to \$1948 limit, must meet reasonableness test



# TFA Includes

## Landlord and Tenant Incentives

- Landlord incentive up to 2-months rent
  - Payment supports additional risk taken by landlords leasing to households with poor credit histories, criminal justice involvement, or other risk factors
  - Used only when necessary; not for housing dedicated for homeless use
- Up to \$1000 in addition to GHSA
  - Can be used for items of Veteran's choosing
  - Designed to improve quality of life



## ***II. Scoring Criteria***



# Application Review Threshold Requirements

## Threshold requirements:

- A. Application is submitted on time and is complete (to include all attachment requirements)
- 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





# Other Criteria

- **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. ***Only materials submitted by the deadline through the grant management application portal will be reviewed.***
- **Funding is not automatic with qualifying score. NOFO is a competition.**
- **Funds must be geographically dispersed to support broad access with higher concentrations of resources in areas of high need.**



# P2 & P3 Renewal Application Scoring Criteria

## Scoring Criteria for Renewal Applications for Priorities 2 & 3

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>



# Section A Scoring: Program Outcomes

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.
- Data provided will be compared against HMIS uploads

## Explain results

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



# Section B Scoring: Cost Effectiveness

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 question 2, provide information related to a full year of operations. Programs that are a combination of one or more grants from the prior fiscal year may report on the combined results. Please describe within narrative responses



# Section C Scoring: 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, for example, a correction made in response to an audit finding.



# Application Review Scoring Criteria

## Scoring Criteria for Applications Submitted Under Priority 1

Category	Points	Elements
A. Background, Experience, Qualifications and Past Performance	35	<ul style="list-style-type: none"> <li>• Background and organizational history</li> <li>• Staff qualifications</li> <li>• Organizational qualifications and past performance</li> <li>• Experience working with Veterans</li> </ul>
B. Program Concept and Supportive Services Plan	25	<ul style="list-style-type: none"> <li>• Need for program</li> <li>• Outreach and screening plan</li> <li>• Program concept</li> <li>• Program implementation timeline</li> <li>• Collaboration and communication with VA</li> <li>• Ability to meet VA's requirements, goals, and objectives for the SSVF Program</li> <li>• Capacity to undertake program</li> </ul>



# Application Review Scoring Criteria (cont'd)

## Scoring Criteria for Applications Submitted Under Priority 1 (cont'd)

Category	Points	Elements
C. Quality Assurance and Evaluation Plan	15	<ul style="list-style-type: none"> <li>• Program evaluation</li> <li>• Monitoring</li> <li>• Remediation</li> <li>• Management and reporting</li> </ul>
D. Financial Capability and Plan	15	<ul style="list-style-type: none"> <li>• Organizational finances</li> <li>• Financial feasibility of program</li> </ul>
E. Area and Community Linkages and Relations	10	<ul style="list-style-type: none"> <li>• Area or community linkages</li> <li>• Past working relationships</li> <li>• Local presence and knowledge</li> <li>• Integration of linkages and program concept</li> </ul>



# Section A: Background, Qualifications, Experience

- Clearly describe the experience of both your organization and sub-contractors. Include info on types of experiences (ex. other RRH, such as ESG). Describe both breadth of experience, such as years of operation, number served, and success. Remember to demonstrate quality.
- Mention awards, accreditations, area leadership, other funding awards.
- Show that you and your partners have the capacity to meet the need.





## *Section B: Program Concept and Plan*

- VA goal is to end homelessness. Will your efforts help address this in your community?
- Articulate needs based on data, not sentiment.
- Define both homeless and at-risk populations referencing data from Veterans Supplemental Report to the Annual Homeless Assessment Report (AHAR) as well as sources available from a range of sources: VA, HUD, census, and American Community Survey (ACS).



## Section B: Program Concept and Plan

- Clearly link described need to program design. What types of services will you provide directly, by contract, or referral and why. See 38 CFR Part 62.30-34 for range of SSVF services provided.
- What is your experience delivering these services - *be specific* (can be addressed in Section A).
- Demonstrate organizational experience directly and through the use of partners.



# Services: Section A for Renewals, B for New Applicants

- Housing Specialists
  - Housing Navigation
  - Landlord engagement
- Legal Assistance
  - ID sub-contractor and focus: child support, driver's license, discharging old charges/fines, expungement
- 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 using Health Care Navigators
  - Note: Direct provision and coordination of health and mental health services is not an allowable SSVF activity



# Section C: Quality Assurance

- Plan to assess and review outcomes
- Roles of sub-contractors and how that work will be supervised and evaluated



# Section D: Financial Capability & Plan

- Describe contents of items in budget template
- Controls in place to ensure funds are used as intended
- Other sources of funding (not required)



## Section E: Community Linkages

- Outreach plan needs to reach entire service area described in application. Role in **coordinated assessment** must be described.
- Need a range of community linkages to have effective outreach and provide mandated services.
- Describe your working relationships with VA and other community providers, providing details on extent. Get support letters with specific content.



# NOFO Support Letters

- Letters of support from CoC *required* for renewal applicants.
  - Strongly encouraged from Priority 1 Applicants
- Priority 1 applications are encouraged to provide a letter from the relevant Indian Tribal Government, or other relevant letter of support.
- Priority 2 & 3 applicants who do not provide a CoC support letter that clearly addresses the information described within the NOFO limits the grant to 90% of the possible award amount.
- CoC support letter must contain detail described in NOFO Section II.C.6.
- Support letter *not* required from local VAMC.



# CoC Letter of Support – General Advice

Specificity is key! Examples:

- What level of participation does applicant have with case conferencing, on local Veteran committees, or other working groups that design, test, and continuously improve support services and approaches to ending homelessness?

*“[Applicant] is consistently engaged in CoC planning and coordination efforts and is a member of the following CoC Committees and/or other working groups [list committees and working groups].”*

*“[Applicant] participates in a [weekly/monthly] group that maintains the CoC By-Name-List [or conducts case conferencing, plans outreach, etc.].”*

- For applicants serving multiple CoCs, a support letter from at least the primary CoC served is acceptable



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



# All Applicants

Must fully complete application through online system (UDPaaS Grant Management System) no later than 4pm EST on March 3, 2025.

**\*\*\*NO EXCEPTIONS.\*\*\***

## Priority 1, 2, and 3 Applicants

- Complete application form identified for renewal applicants
- Ensure ALL attachments are included in submitted application

## SSVF Intent to Operate Applicants

- Complete the brief questionnaire
- Ensure ALL attachments are included in submitted application



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# General Advice

## DO:

- Use the correct online application form
- Answer questions fully, renewals are not automatic – your score matters
- Answer application questions and use data
- Describe program's impact on homelessness
- Where performance could be improved, explain barriers to success and remediation efforts
- Prepare any required attachments prior to submission (Budget Template, Executive Director certification, support letters)



# General Advice

## DON'T:

- Use the wrong application form.
- Submit dated information.
- Stuff happens in your life and at your agency. Don't wait until March 3 to submit application! We cannot make exceptions for late submissions.
- The online form automatically closes at 4:00 PM Eastern Standard Time.



# Priority 2– Consideration

## Priority 2: Three Year Renewal Consideration

- Includes all renewal requirements AND
- 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) for Housing Stabilization and Community Living Services (HSCL).
  3. The Joint Commission (TJC) – Organizational accreditation for Behavioral Health Care: Housing Support Services Standards

\*Accreditation must be attained by NOFO deadline and proof of accreditation submitted with the application.



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# Allocation of Funds

- *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 TJC renewals
- Funding for staff training that is not mandated by VA's SSVF Program Office, including associated travel, cannot exceed 1% of total budget.
  - Mandatory training is training organized by the SSVF Program Office.



## Priority 2 & 3 – Consideration

### Renewal Consideration

- Grantee demonstrated substantial compliance with grant agreement
- Grantee consistently met program targets including:
  - Successful placement into or retention in permanent housing (allowances given for complexity)
  - Appropriate expenditure of funding
  - Timely compliance with data submission requirements, including HMIS uploads
  - Satisfactorily resolving corrective actions plans



# Allocation of Funds

- Renewal applications can request funding that is equal to or less than their current annualized award.
  - The Program Office may provide an increase or decrease in your annual award based on utilization and spending.
- Applicants may request an amount less than their current award (this will not be considered a substantial change to the program concept).
- Increase requests must be justified through explanation in the application for consideration.





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



# Application Materials

- Apply using the online application tool available at [https://hmlsgrants-va.mod.udpaas.com/s\\_Login.jsp](https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp)
- If possible, recommend existing user account for submission, in order to support population of pre-existing fields.
- System will generate an application Grant ID. Existing grantees need to fill in the "Current SSVF Grant ID" field with their current ID (ex: 14-XX-1234).
- Once you open the application, you must click “continue” to view the entire application and complete applicable fields.
- Draft versions of application can be saved. NOTE: Return to drafts via the account login to avoid starting a new, blank form. Drafts will be saved under "My SSVF Applications"



# Application Types

- New organizations applying under Priority 1 :
  - Applicants will need to create an account in the grant management system.
  - Will need to provide UEI to verify Non-Profit status
- 2026 SSVF New Application
  - All interested applicants (new and existing grantees) will use the 2026 SSVF New Application in the grant management system. *Existing grantees who wish to also apply for a Priority 1 grant must submit an additional application under the new application.*
  - Ensure that all required documents listed are attached
- 2026 SSVF Renewal Application
  - This application is ONLY for existing SSVF grantees providing services during FY25.
- 2026 SSVF Intent to Operate
  - This application is only for grantees currently operating within a 3 year project period and whose grant project period (Box 4 of MOA) does not end on September 30, 2025.
  - Grantees in this category were notified by the SSVF Program Office



# Application Materials

- Required attachments for all applicants
  - Exhibits I and II contained in the SSVF Application Workbook
    - Exhibit I: Budget template
    - Exhibit II: Budget narrative justification
      - Instructions provided within workbook. Download from SSVF website. Also available for download within application.
  - Self-Certification from Executive Director regarding community planning efforts (sample template available in application and on SSVF Website)
  - Letters of Support
- Please remember to add Grant Contacts
  - Multiple agency contacts are preferred for communication of application and funding decisions.

# SSVF Application Budget Workbook

- **General Guidance:**

- Download budget template from link in Grant Management System FY26 Application
- Only enter data into the yellow cells.
  - All other cells are locked.
- Include your Name of Organization and Grant ID at the top of the budget worksheet.
  - If you are a new applicant, choose “New Organization” for both Name of Organization and Grant ID
- Do not attempt to unlock or modify this workbook.



# SSVF Application Budget

## SSVF Application Budget Workbook-

- [Link for FY26 Budget Template is located in the FY26 Application in the Grant Management System](#)

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 Requested:	\$0.00
Fiscal Year:	FY26

Program Expenses	% of Total SSVF Grant	SSVF Grant Funds Total Amount	SSVF Grant Funds
<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
Healthcare Navigator (s)			#DIV/0!
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -



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# SSVF Application Budget Workbook Contains:

- Instructions for Budget
- Exhibit I: SSVF Budget Worksheet
- Exhibit II: Budget Narrative Worksheet

				#DIV/0!	\$	-	\$	-
				#DIV/0!	\$	-	\$	-
				#DIV/0!	\$	-	\$	-
	SSVF Budget Instructions	Exhibit I SSVF Budget	Exhibit II Budget Narrative					



# *SSVF Application Budget Workbook:*

## – Instructions for Budget

### **Exhibits I-II FY 2026 Budget Instructions (Microsoft Excel File)**

Grantees are required to provide a detailed program budget in Exhibit I that itemizes the supportive services and administrative costs a program. Grantees must also provide as Exhibit II, a detailed description of each line item contained in this budget and the underlying line item amount.

Instructions on the use of this template are as follows:

#### General

- a. The program budget must be completed in the Microsoft Excel workbook provided.
- b. Grantee is responsible for filling in **yellow cells only**. All non-yellow cells are locked and populate automatically.





# Budget Guidance

- Provision and Coordination of Supportive Services include costs associated with providing direct provisions of the grant
  - **Personnel - Staff salaries for those working directly with SSVF participants**
    - Indicate Position Title, Number of FTE, % FTE, and Salary
    - Shallow Subsidy, Case Managers, etc.
    - Health Care Navigator (s) are included as required service
    - If required Legal Services are provided by direct hire (i.e. Attorney, Paralegal, etc.)
  - **Fringe Benefits – one line item, row 67**
  - **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
    - If required Legal Services are provided by subcontractor

Program Expenses			% of Total SSVF Grant	SSVF Grant Funds Total Amount	SSVF Grant Funds
<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		
Healthcare Navigator (s)				#DIV/0!	\$ -
				#DIV/0!	\$ -
				#DIV/0!	\$ -



- Temporary Financial Assistance (TFA)
  - One Line Item in Budget, row 70
    - Rental Assistance, Shallow Subsidy, Landlord and Tenant Incentives, etc.
    - There is no limit on maximum TFA in budget
- Vehicle Lease Cost (if applicable)
  - Number of vehicles, total lease cost, and maintenance
- Administrative Expenses
  - Up to 10% of budget total and includes costs for supporting the grant
  - Examples: Human Resources, Payroll, Insurance, etc.



II. Administrative Expenses (Per regulation, maximum of 10% of Total SSVF Grant Amount)  
 Select one method from dropdown in row 112 to account for administrative costs:

	#DIV/0!	\$	-	\$	-
Traditional Administrative (Expenses must be itemized individually in below yellow cells)			-	\$	-
De Minimus			-	\$	-
Approved Indirect Cost Rate			-	\$	-

Select One Method to Account for Administrative Expenses



Select One of the Below Options in Dropdown, row 112:

- 1) Traditional Administrative: Expenses must be itemized individually within the yellow cells of budget worksheet
- 2) De Minimus
- 3) Approved Indirect Cost Rate

<b>Grand Total</b>	#DIV/0!	\$ -	\$ -
% of Total SSVF Grant		#DIV/0!	#DIV/0!



**Worksheet will total all entered expenses, row 142**

**Proposed Funding Information:**

Name of Organization:	
Grant ID:	
Total Grant Funds Requested:	\$0.00
Fiscal Year:	FY26

**Total will auto-populate at top of worksheet, row 8**



## Exhibit II: Budget Narrative Worksheet

- Exhibit I Budget and Exhibit II Budget Narrative are linked (i.e. amounts will auto-populate, etc.)
- Must enter detailed narrative explanations for each line item in Exhibit II



VA's Supportive Services for Veteran Families Program

Exhibit II: Budget Narrative

Proposed Funding Information:

Name of Organization:	
Grant ID:	
Total Grant Funds Requested:	\$0.00
Fiscal Year:	FY26

Program Expenses	% of Total SSVF Grant	SSVF Grant Funds Total Amount	Required Detailed Narrative Justification for Each Line Item			
<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			
Healthcare Navigator (s)	0	0%	\$ -	#DIV/0!	\$ -	
0	0	0%	\$ -	#DIV/0!	\$ -	
0	0	0%	\$ -	#DIV/0!	\$ -	



Enter detailed explanation for each line item (yellow cells)



# Administrative Budget Component Options

- FY 26 Budget Submission- select the method with which you will account for administrative costs: (Please note that SSVF is capped at 10% per regulations.)
  - Traditional Administrative
  - De Minimis
  - Approved Indirect Cost Rate
- With the changes to the regulatory guidance in 2 CFR § 200.414 [eCFR :: 2 CFR 200.414 -- Indirect costs.](#) Indirect costs, the support for administrative costs will differ depending on which method (Approved Indirect Cost Rate, De-Minimis, or Traditional) is chosen for tracking administrative costs.



# Traditional Administrative Option

- Detailed comprehensive option providing complete accounting of costs.
- Grantees are required to have detailed records and a breakout of these administrative costs along with any supporting documents (payroll records, invoices, receipts etc.) for those expenses for auditing and oversight purposes.
- Requires grantees to provide support documentation for all costs and expenses associated with the administration of the SSVF grant.
- Administrative costs should be placed in the administrative section of an SSVF budget. The submission of SSVF grant budget must include separate line items for each cost category and overall costs are capped at 10%.





# De Minimis Option

- Simplified option to use in charging indirect administrative costs.
- The de minimis rate is the percentage of the Modified Total Direct Cost (MTDC) that can be used by SSVF Grantees who do not have a negotiated Indirect Cost Agreement. This approach allows a grantee to elect to apply a flat 10 percent rate to a designated base of direct costs and avoid the need to document and negotiate an indirect cost rate (ICR) with a cognizant federal agency or pass-through entity.
- If you choose de minimis, you must use the rate consistently for all federal awards until your organization chooses to negotiate its own indirect cost rate. No documentation is required to justify the 10% de minimis indirect cost rate.
- Note in the dropdown of the Administrative Expenses section of the SSVF Budget if you are selecting to use De-Minimis and the amount of SSVF funds projected for use.



# Indirect Cost Rate Option

- An indirect cost rate is established based on a Federally approved indirect cost rate proposal and supporting documentation submitted by organizations. An indirect cost rate is the ratio between the total indirect expenses and some direct cost base.
- If you choose to select the indirect cost rate option, you need to determine, if awarded VA SSVF funding, whether VA will be the cognizant agency. As per SSVF regulation, indirect costs are capped at 10%.
- The cognizant agency for indirect costs is the federal agency that is responsible for establishing cost allocation plans or indirect cost proposals on behalf of all federal agencies (2 CFR § 200.1). The cognizant agency for indirect costs is typically the federal awarding agency that provides **the largest amount of direct funding**.
- If VA is estimated to become the cognizant Federal agency, then you will be required to prepare and submit the Indirect Cost Proposal within 90 days of the start of the FY 26 budget period.
- If VA is not your organization's cognizant Federal agency, you must submit an approved and active Indirect Cost Rate Proposal to VA when awarded SSVF Grant funding.
- Note in the dropdown of the Administrative Expenses section of the SSVF Budget if you are selecting to use an Approved Indirect Cost Rate or if you will submit a proposal and the amount of SSVF funds projected for use.



# Budgeted CoC Resources Worksheet

- Must provide projections for budgeted resources per CoC served
- Renewal applicants should reference the **FY2025 CoC resource allocations that were established during FY 2025** application and grant resolution process

The screenshot shows an Excel spreadsheet with the following structure:

FY 2020 SSVF Projected Resource Allocation and Households Served per CoC							
1	Grant Number						
2	Agency Name						
3	NOFA Funding Priority						
4							
5	CoCs Served	% of Estimated Spending	Amount of Estimated TFA Budgeted	Estimated # of Prevention Households to Serve	Estimated # of Rapid Re-housing Households to Serve	Total # of Projected Households to be Served	Prevention Threshold Score for CoC
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# Contact Information

For questions regarding the NOFO applications, email [SSVF@VA.gov](mailto:SSVF@VA.gov).

Deadline for application submission is 4:00 PM Eastern Time on March 3, 2025.

**Access the application and materials from**  
<https://hmlsgrants-va.mod.udpaas.com/>

