

Grant and Per Diem Program – VA Letters of Coordination

Introduction

VA annually publishes Notices of Funding Opportunity (NOFO) for the Grant and Per Diem (GPD) National Program Office (NPO) on www.va.gov/homeless/gpd.asp. During the open period of a NOFO, you may be approached by community organizations requesting letters of coordination. This guidance clarifies how to respond to such requests. Applications are due to the GPD NPO by the date and time stated in the NOFO. No exceptions are permitted.

Evidence of Coordination

If requested by an applicant, Veterans Integrated Service Networks (VISN) and local VA medical facility staff members may use the attached format (Attachment A: Sample VA Coordination Letter) to provide objective feedback describing VA's knowledge of the applicant.

GPD requires that applicants describe how they consulted directly with the VA medical facility Director (or the appropriate authorized representative per the local practice) regarding coordination of project plans relevant to the goals of the NOFO. GPD asks applicants to provide a plan to ensure that the goals of the NOFO will be met. Applicants are invited, but not required, to include a letter of coordination to corroborate the information in the application and to demonstrate coordination with the VA medical facility. The presence of, and/or content within, a letter can influence an application's score, particularly in the areas of need and coordination. VA encourages you to consider how the need for the proposed activities are tailored to the location of the project and to the ability of the applicant.

Process

For a letter to be considered part of an organization's application, it should be available to the applicant in time for them to include it in their online application package by the due date and time stated in the NOFO. Any materials arriving separately or late will not be accepted as part of the application. VA encourages applicants to submit their applications early to avoid the risk of unanticipated delays, computer service outages, or other submission-related problems that might result in ineligibility. Also, applicants are asked to give VA staff as much time as possible, and preferably at least 30 days, for providing a letter. Similarly, we encourage medical facilities to support applicants' efforts to submit as early as possible by responding in a timely manner.

Note that medical facilities may proactively provide a letter without waiting for an applicant to request a letter. In this case, medical facilities are expected to provide a copy of the letter to both the applicant and the GPD NPO. These letters will be considered during the merit review process *only* if the applicant includes the letter in the application. Otherwise, after the merit review process is complete, VA may consider the letter prior to award. This means that letters not included in the application will not impact the score but may impact things such as award decisions, negotiations prior to award or terms and conditions on a grant agreement.

Conclusion

You are encouraged to review the NOFO materials for a full understanding of the goals and requirements the applicants are attempting to fulfill (www.va.gov/homeless/gpd.asp).

If you have any questions, contact the GPD NPO at gpdgrants@va.gov.

Thank you in advance for your assistance.

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ATTACHMENT A: Sample VA Coordination Letter

[SUBMIT LETTERS ON VA MEDICAL FACILITY LETTERHEAD. SUBMIT LETTERS TO THE APPLICANT IN TIME FOR INCLUSION IN THE ONLINE APPLICATION BY THE DUE DATE AND TIME STATED IN THE NOFO. ANY MATERIALS ARRIVING SEPARATELY OR LATE WILL NOT BE ACCEPTED AS PART OF THE APPLICATION.]

Date: *[INSERT DATE]*

Grant and Per Diem (GPD) National Program Office

RE: *[INSERT APPLICANT NAME], [INSERT NOFO TITLE], [INSERT NOFO NUMBER]*

To Whom It May Concern:

The *[INSERT VA MEDICAL FACILITY NAME AND #]* in *[INSERT VISN #]* understands the above-noted entity might apply for a *[INSERT ONLY ONE GRANT TYPE: CASE MANAGEMENT RENEWAL]* grant which, if selected for funding, would begin October 1, 2025.

The applicant consulted with our medical facility regarding the staffing, services, and overall scope of the project proposed within their GPD application *[ADJUST OR DELETE THIS SENTENCE TO REFLECT ACTUAL CONTENT OF CONSULTATIONS OR LACK THEREOF]*. Our understanding is that the applicant is proposing the following:

- Proposed project – must continue the current GPD case management project, must not be a completely different or new project (NOFO eligibility section)
- Proposed primary place of performance (NOFO question #5)
- Proposed caseload – must be at least 16 per month on average (NOFO question #13)
- Proposed number of hours per week for case management services (NOFO question #14)
- Proposed number of case management staff to fill the requested hours (NOFO question #15)
- Proposed description of the needs in the community that will be met by the project (NOFO question # 18)
- Proposed participation in HUD-VASH GPD Collaborative Case Management (CCM) – must already be approved for CCM to propose continuing CCM participation (NOFO question #25)
- *[OMIT PREVIOUS ITEMS AS NEEDED. INSERT ADDITIONAL ITEMS IF NEEDED TO CORROBORATE INFORMATION IN THE APPLICATION AND/OR TO DEMONSTRATE COORDINATION.]*

We have worked with the above-noted entity since *[INSERT DATE]*. This entity provides *[INSERT LIST OF SERVICES]* to Veterans in the GPD case management program. VA has worked with this entity in the following capacity *[INSERT ROLES IN WHICH VA HAS WORKED WITH THE APPLICANT, FOR EXAMPLE TO PLAN THE OPERATION OF THE PROPOSED PROJECT. INCLUDE THE DURATION OR FREQUENCY. IF APPLICABLE, INCLUDE THE APPLICANT'S INVOLVEMENT WITH THE HUD-VASH GPD COLLABORATIVE CASE MANAGEMENT (CCM) PARTNERSHIP.]*.

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[INSERT ANY OTHER INFORMATION RELATED TO THE APPLICANT’S EXPERIENCE PROVIDING CASE MANAGEMENT SERVICES UNDER PROGRAMS SUCH AS GPD. INCLUDE A DISCUSSION OF PAST PERFORMANCE IN RELATIONSHIP TO PERMANENT HOUSING RETENTION, EMPLOYMENT AND GRANT UTILIZATION AS APPLICABLE.]

[INSERT ANY OTHER INFORMATION CONCERNING THE APPLICANT AND THEIR PARTICIPATION IN EFFORTS SUCH AS CCM, COMMUNITY-WIDE PLANNING, COORDINATED ENTRY, VA-SPECIFIC COORDINATION, EFFORTS TO END VETERAN HOMELESSNESS AND ANY OTHER COORDINATION ACTIVITIES.]

If you have any questions or require further information, please contact me.

Sincerely,

[INSERT NAME, TITLE, PHONE, EMAIL OF THE VISN OR VAMC DIRECTOR OR THEIR DESIGNEE]