

# Department of Veterans Affairs (VA)

## Homeless Providers Grant and Per Diem (GPD) Program Case Management Grant

### Notice of Funding Opportunity (NOFO)



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## I. Basic Information

### Federal Agency Name

Department of Veterans Affairs

### Announcement Type

Renewal Grant

### Funding Opportunity Title

GPD Case Management Grant

### Funding Opportunity Number

VA-GPD-CM-FY2026

### Assistance Listing Number

64.024, VA Homeless Providers Grant and Per Diem (GPD) Program

### Funding Details

Approximately \$15 million per year for 3 years is available for renewal grants under this Notice of Funding Opportunity (NOFO). Renewal grants are expected to be approximately \$75,000 to \$300,000 per year depending on factors such as the number of case managers.

The Department of Veterans Affairs (VA) anticipates awarding approximately 90 case management renewal grants for approximately 120 full-time equivalent (FTE) case manager positions. Awards may not exceed \$150,000 in total costs per FTE case manager position per year.

Applicants for renewal funding may request the number of case managers needed for the proposed project. Applicants must request at least 0.5 FTE positions (at least 20 hours on average per week) per application. Applicants must not request more than the approved number of FTE in the current grant (start date October 1, 2023). Applicants must fully demonstrate the need for the request in the application.

Grants are expected to be for 3 years starting on or around October 1, 2025.

Continuation funding is not guaranteed. VA reserves the right in any year to adjust funding levels, staffing, services, locations, performance targets, dates, or other factors, as needed within the intent of this NOFO based on a variety of factors, including program priorities, availability of funding, and grantee performance. VA may provide funding for the entire project period at the time of award or may provide funding in increments (for example, annually). Payment details will be given to the grantee at the time of award.

### Key Dates

Applications for grants must be received by 4:00 p.m. Eastern Time, February 26, 2025.

In the interest of fairness to all applicants, the date and time of this deadline is firm. VA will treat as ineligible any application received after the deadline. Applicants should submit materials early to avoid the risk of ineligibility, unanticipated delays, computer service outages, or other submission-related problems.

On time submission requires an Entity Identification Number (EIN) from the Internal Revenue Service (IRS), a Unique Entity Identifier (UEI) from the System for Award Management (SAM), and an active registration in SAM. For details, see also the [Before You Begin](#) section.

### **Executive Summary**

VA's Homeless Providers GPD National Program Office anticipates awarding renewal grants to community-based organizations to provide case management services to improve Veteran housing retention. Awards are expected to be for 3 years starting on or around October 1, 2025. The goals and objective of this NOFO are described in the [Program Description](#) section.

The target audience for this funding is current GPD case management grantees. VA targets these organizations to provide case management services to improve housing retention by Veterans who are at risk of becoming homeless or who were previously homeless and are transitioning to permanent housing from programs such as the GPD program or the VA Health Care for Homeless Veterans (HCHV) Contracted Residential Services (CRS) program. Renewal grants will defray the operational costs of facilitating housing stability for vulnerable Veterans.

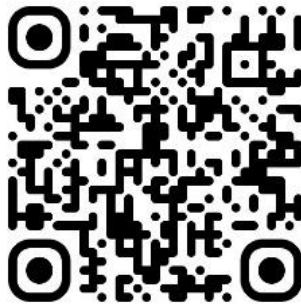
Only the 90 [current GPD case management grantees](#) are eligible to apply. No other applicants are eligible to apply. For full details, see the [Eligibility](#) section. For program information and requirements, see [38 C.F.R. part 61](#).

**Agency Contact Information:**

Questions may be emailed to [GPDGrants@va.gov](mailto:GPDGrants@va.gov).

Ms. Chelsea Watson, Director VA Homeless Providers GPD National Program Office,  
813-816-7155 extension 100109 (this is not a toll-free telephone number) or  
[GPDGrants@va.gov](mailto:GPDGrants@va.gov).

Copies of the application materials and technical assistance resources are available on  
the [GPD website](#). You may use the QR code to access the GPD website.



**GPD website Scan me**

## II. Before You Begin

The following steps may take several weeks.

### Entity Identifiers

If you believe your organization is a good candidate for this funding opportunity, get your EIN, UEI, and [SAM.gov](https://sam.gov) registration now. If your organization already is registered in [SAM.gov](https://sam.gov), make sure the registration is active and up to date.

- *EIN.* Your organization must have an EIN from the IRS.
- *UEI.* Your organization must have a UEI from [SAM.gov](https://sam.gov).
- *SAM.gov registration.* Your organization must have an active account with [SAM.gov](https://sam.gov).

Be sure to answer *Yes* to the *Financial Assistance Representation and Certification* item. For a sample, see the [GPD website](https://www.gpd.gov).

Prepare these requirements immediately. They may take weeks to complete. Do not wait until you are ready to submit your application to start these requirements.

Incomplete requirements may prevent you from submitting on time. Applications submitted without an active UEI may be rejected at threshold, meaning the application would be considered ineligible. For information about SAM, see also the [Key Dates](#) section, the [Eligibility](#) section, and the [Submission Requirements and Deadlines](#) section.

### Registering in the Online Application System

For guidance on registering your organization in the online application system, see the [How-To: Register a New Organization](#) reference guide. Reminders: Applications are due by 4:00 p.m. Eastern Time on the date stated in the [Key Dates](#) section. Keep this NOFO with you when completing the application. It includes supplementary guidance for completing the application.

## III. Eligibility

### Eligible Applicants

To be eligible, an applicant must be one of the 90 current GPD case management grantees who was awarded a grant with a start date of October 1, 2023, based on the [FY 2024 Case Management NOFO](#) published to [Grants.gov](https://www.grants.gov) on February 3, 2023 ([VA-GPD-CM-FY2024](#)). A copy of the NOFO and a list of active GPD case management

grantees are on the [GPD website](#). No other applicants are eligible to apply. Applicants must propose to continue the current GPD case management project. Adjustments to the project may be proposed. However, VA will not consider completely different or new projects. For additional information about eligibility, see the [Eligible Participants](#) section.

### **Entity Identifiers**

Eligible applicants must have an EIN from the IRS, a UEI from SAM, and an active registration in SAM. Entities must maintain their active status in SAM throughout the application period. VA may not make a Federal award to an applicant if the applicant does not meet the EIN, UEI, and SAM requirements.

Organizations applying as a nonprofit must be Federally recognized by the IRS as a section 501(c)(3) or 501(c)(19) nonprofit organization. Successful applicants must maintain this status for the duration of the grant as a continuing condition of eligibility. For additional information about SAM, see the [Before You Begin](#) section.

### **Cost Sharing**

Not applicable. Cost sharing is not required for this grant program. Applications that propose cost sharing will not receive preference during the review process.

## **IV. Program Description—General**

### **Purpose**

Ending and preventing homelessness among Veterans is a priority for VA. VA's Homeless Programs Office constitutes the Nation's largest integrated network of homelessness, housing, prevention, and rehabilitation services for Veterans. These programs help Veterans live self-sufficiently and independently. The basis for these programs is Housing First principles combined with supportive services to ensure Veterans can end the cycle of homelessness.

Since 1994, the GPD program provides Veterans who are experiencing homelessness with community-based transitional housing, supportive services such as case management, and more. These services assist Veterans in attaining and retaining permanent residence. VA offers several types of grants under the umbrella of the GPD program. The grants are designed to meet Veterans at various stages as they move to housing stability. Community organizations that receive the grants offer focused support

through a variety of service models. The GPD program plays a vital role in the continuum of homeless services.

Ending Veteran homelessness requires multifaceted efforts. This NOFO represents one such effort. In response to the mounting need in communities to prevent homelessness, this NOFO focuses on upstream prevention approaches to reduce housing instability. Grants funded by this NOFO will help Veterans get and stay housed. VA is committed to supporting community-based organizations as they meet the challenge of ending homelessness among Veterans.

### **Funding Priorities**

VA has established the following funding priorities.

- Priority 1: VA will place in the first funding priority those applications from operational GPD-funded organizations that have provided a written commitment to give up per diem only or special need funding and convert their transitional housing to permanent housing. Successful priority 1 applicants who received a GPD capital grant that has met the minimum period of operation (refer to 38 C.F.R. 61.67 for the minimum period of operation) will be considered to have complied with all terms of the grant, to include any applicable real property disposition requirements. To obtain this priority, organizations must provide documentation showing that their permanent housing meets the housing quality standards established under section 42 U.S.C. § 1437f(o)(8)(B). Applicants wishing to be considered under funding priority 1 must submit with their application a signed letter on agency letterhead noting that, if selected for funding, the agency withdraws from their currently operational GPD project and understands that they will be held to normal closeout and post-closeout requirements (see 2 C.F.R. §§ 200.344-345). This letter of commitment must be provided as an attachment to the case management grant application. See the [External Attachments](#) section of this NOFO. Applications will be ranked in score order within the funding priority.
- 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. Applications will be ranked in score order within the funding priority. These applicants do not have to submit a written commitment to give up per diem only or special need funding and convert their transitional housing to permanent housing.

- Priority 3: VA will place in the third funding priority those applications from other organizations without GPD transitional housing grant experience that seek to provide time limited case management to Veterans to support their acquiring, reacquiring, and maintaining permanent housing.

Applications will be ranked in score order within the funding priority.

### **Goals and Objective**

The goals of projects under assistance listing 64.024, VA Homeless Providers Grant and Per Diem program, are to provide transitional housing and supportive services to Veterans experiencing or at risk for homelessness as they move toward and retain permanent housing. To achieve these goals, the objective of this NOFO is to provide funds to defray the cost of case management services. Grants awarded under this NOFO will contribute to the achievement of the goals and objective by increasing the number of Veterans receiving case management services and by increasing the number of Veterans who are permanently housed.

### **Performance Metrics and Targets**

GPD measures performance using key performance indicators (KPI). The KPIs for this grant are (1) the average monthly caseload of the full-time, GPD-funded case managers and (2) the percentage of Veterans who retained permanent housing upon exiting from case management. To measure successful projects, VA establishes a target for each KPI (see table 1). VA may, at its discretion, update targets at any point before or during the award period.

**Table 1: KPIs and Targets.**

KPI	Target
Caseload	A full-time equivalent position is expected to manage an average monthly caseload of at least 16 Veterans in permanent housing 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.

**Guidance for the Use of Funds**

1. 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.
2. All applicants must use funding to offer a low-barrier, harm-reduction approach that applies Housing First principles to engage Veterans in services. Applicants must have policies and procedures for maintaining low barriers and high-quality engagement throughout the service period, including for Veterans who relapse. Generally, this means service occurs on the same day the Veteran is identified or referred to the GPD project or within no more than 72 hours.
3. The time limit for Veterans to receive case management services is 6 months (excluding housing navigation). However, VA may approve a request to extend services beyond 6 months if an organization submits a request to VA in writing and if VA approves it before the 6-month time limit expires.
4. Applications do not have to include coverage for an entire VA medical facility catchment area. However, the coverage area must not exceed the catchment area of the VA medical facility identified in the application.
5. VA reserves the right to provide funding based on the percentage of the project that benefits the VA grant (2 C.F.R. § 200.405) and based on actual need as determined by VA. VA will not fund activities that are outside the scope of this NOFO.

6. Applicants may incur eligible project costs up to 90 calendar days before the start of the award without written prior approval (2 C.F.R. § 200.308(g)(1)). Any costs incurred before VA makes the award are at the applicant's risk. VA is not required to reimburse such costs if for any reason the applicant does not receive a grant, if the costs are determined to be unallowable, or if the grant is less than anticipated or inadequate to cover such costs (see also 2 C.F.R. § 200.458).
7. Applicants should ensure their funding requests are based on a 3-year total project period divided into 1-year increments. Include good faith estimated costs. Consider all available factors, such as reasonable cost of living increases, established salary scale adjustments, and variations in the number of Veterans projected to be served per year.
8. Funds provided through this NOFO must not duplicate funding provided by any other GPD or VA grant and must not duplicate or replace funds from any Federal, state, or local government agency or program to assist homeless persons.
9. The cost principles for grants in 2 C.F.R. part 200 subpart E describe allowable costs for Federal grants. Among other requirements, grantees must treat costs consistently with their normal written standards.
10. Case management grant funding may be used for the following purposes:
  - a. Funding for case management staff (for example, salary, fringe benefits, professional development).
  - b. Training, education, or licensing costs for case management staff.
  - c. Limited funding of up to \$15,000 per FTE case manager for salary costs of the case manager's supervisor.
  - d. Incidental costs related to supervising or mentoring the case managers.
  - e. Costs for organizational development related to case management (for example, accreditation, financial training, grants management training).
  - f. Transportation for the case managers or the Veterans they serve to support housing navigation or other related case management activities.
  - g. Cell phones, headsets, computers, tablets, printers, and other incidentals needed by the case managers to facilitate home visits and other related case management activities.

- h. Personal protective supplies, such as masks, gloves, hand sanitizer, disinfecting wipes, and other incidentals for the safety and health of the case managers or the Veterans they serve.
- i. Office space and furniture for the use of the case management staff or other necessary supplies, software, and utilities.
- j. Homeless Management Information System (HMIS) participation fees and related staffing costs associated with inputting data and monthly reporting (only if not available at no cost to the grant through other means).
- k. Limited non-cash incentives of up to \$500 per Veteran engaged in case management services for costs such as furniture, household items, moving costs, disposable phone, groceries, clothing, or other items typically associated with independent living in permanent housing. Incentives may not include cash, gift cards, or items purchased by the Veteran for reimbursement.
- l. Costs for outreach activities directly related to the grant.
- m. Indirect costs as described in 2 C.F.R. §§ 200.412-415 are allowed 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(f). Otherwise, all requested costs must be direct costs.
- n. Costs related to data and evaluation are allowed (2 C.F.R. § 200.455(c)).

11. Funding restrictions:

- a. Costs for temporary financial assistance or rent are not allowed.
- b. Costs for any other salaries are not allowed.
- c. Costs for capital improvements or to purchase vans or real property are not allowed. However, costs for leasing vehicles to facilitate required transportation within the community are allowed. Costs such as those necessary for gas, insurance, and maintenance are allowed.

**Eligible Participants**

Individuals who meet the definition of Veteran, as described in [Appendix B](#), and who are at risk of becoming homeless or who were previously homeless and are transitioning to

permanent housing are eligible for services under a case management grant. Such Veterans may or may not have been enrolled in programs like the GPD transitional housing program or the HCHV CRS program.

Veterans who are receiving services from permanent supportive housing programs like Housing and Urban Development-VA Supportive Housing (HUD-VASH) or Supportive Services for Veteran Families (SSVF) are not eligible for duplicate services under this GPD case management grant. Instead, grantees are encouraged to collaborate without duplicating to maximize the case management resource. See the [Collaboration versus Duplication](#) section.

When eligibility questions arise, the VA's Health Eligibility Center makes determinations regarding Veteran eligibility. The GPD National Program Office does not determine eligibility for individual Veterans. For details about applicant eligibility, see the [Eligibility](#) section.

### **Program Authority**

The program authority is 38 U.S.C. §§ 2011 and 2013. VA implements this authority in 38 C.F.R. part 61. Funding is subject to other applicable laws and regulations, including those in title 2, Code of Federal Regulations (such as 2 C.F.R. parts 1, 25, 170, 175, 180, 182, 183, 184, 200, 801, and 802). Organizations that carry out a Federal award as a recipient or subrecipient of this grant program including for-profit organizations are subject to 2 C.F.R. part 200. This includes requirements for monitoring and examining records.

## **V. Program Description—GPD Case Management**

### **Services**

Grantees may provide case management services as defined in this NOFO and as described in 38 C.F.R. § 61.90(b) to help Veterans overcome and troubleshoot barriers to acquiring, reacquiring, 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 impede access to housing (such as credit history and legal issues), may negotiate manageable and appropriate lease agreements

with landlords, and may provide access to appropriate and time-limited services. Case managers also may monitor the participant's housing stability after securing housing and during project participation. Ideally, case managers monitor in-person through home visits and communication with landlords. Case managers may be available to resolve housing-related crises.

Grantees may use awarded funds to provide case management services including, but not limited to:

- Supporting housing search and placement activities to facilitate Veterans transitioning 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.
- Navigating resources provided by the Federal Government and state, local, and tribal governments.
- Making referrals to needed services, such as mental health, substance use disorder, medical, and employment services.
- Participating in case conferencing with other service providers that work with Veterans (for example, GPD transitional housing grantees, SSVF grantees, and other community-based organizations).
- Facilitating eviction diversion through landlord-tenant mediation.

Applicants should note that case management services should occur in person. However, virtual case management services (for example, conducting home visits remotely) may be necessary at times. In these cases, GPD encourages applicants to maximize the use of technology that offers the richest possible interaction for the individuals involved, such as video and accessibility-friendly technology. Applicants must have written procedures in place regarding the use of virtual case management services to augment in-person engagement.

## **Staffing**

### *Key Personnel*

GPD designates the following role as the grant's key personnel role: Project Director. The applicant must identify this role, confirm the responsibilities of the Project Director, and list this individual as a key contact in the application (see the [Overview](#) section). The Project Director is the role on the grant that VA identifies as being accountable for achieving the expected performance results of the grant-funded project. The person filling this role takes responsibility for the success and failure of the project. For example, the person filling this role makes sure the case manager roles are filled with appropriate people who are providing the services required by the grant. When performance targets are not met, or other problems arise, the person filling this role is one of the primary people with whom GPD will negotiate to improve performance or to take remedies for noncompliance (for example, 2 C.F.R. § 200.208, § 200.339). This role is subject to prior approval requirements, such as those in 2 C.F.R. § 200.308(f)(2)-(3). See also the [Definitions](#) section and the [Performance Metrics and Targets](#) section.

#### *Other Personnel*

Applicants may identify other personnel who will be involved in the project. Other personnel are not subject to prior approval requirements. Other personnel may be identified in the application as key contacts or as users at the applicant's discretion and according to the guidance in the [Overview](#) section.

Applicants proposing case management staff who have not yet met the minimum local requirements for licensure and certification may propose such individuals to participate in the project as long as they (1) demonstrate that the project is located in a geographic area where such staff are in high demand and (2) confirm that the proposed individuals will have a master's degree in social work, will be undergoing training to meet the local licensure and certification requirements, and will be under the supervision of a person who meets the local licensure and certification requirements.

Within the application, applicants may establish minimum education, experience, and training requirements for the case manager positions (for example, see the [Narrative](#) section, including the part on [Ability](#)). It is the role of the Project Director to ensure the grantee achieves the required performance results. Grantees are responsible for complying with any local requirements for licensure or certification.

An FTE case manager position is expected to manage an average monthly caseload of at least 16 Veterans in permanent housing or in housing navigation. Encounters with Veterans count toward the FTE's overall workload but do not count toward caseload. The majority of each FTE's overall workload must be dedicated to caseload. Applicants must have written procedures and position descriptions to implement these workload and caseload requirements. VA encourages applicants to apply if they can demonstrate sufficient need in the community to meet or exceed caseload requirements.

See also the [Definitions](#) section and the [Performance Metrics and Targets](#) section.

### **Homeless Management Information System**

All grantees must participate in Homeless Management Information System (HMIS) and in their local coordinated entry system. These systems rely on real-time, high-quality data entry. VA expects grantees to enter precise and accurate data into HMIS on time. VA expects grantees to conduct second-level reviews of entered data. Chart reviews of participant files in HMIS must be conducted monthly to ensure all services are documented as required.

At a minimum, and to the extent the local HMIS implementation allows for it, the HMIS file should include the following:

- All HMIS Universal Data Elements.
- All applicable Program Specific Data Elements.
- All Federal Partner Program Data Elements.

The VA Data Guide defines these elements (see the [GPD HMIS Management Guide](#)).

Elements include participant identification information, household information, demographics, entry and exit data, income source data, health and health care information, and updated release of information.

Grantees also are expected to engage with their local continuums of care (CoC), by-name list, case conferencing, and general planning processes to the fullest extent possible. Applicants should plan staff time and position descriptions accordingly to fulfill HMIS responsibilities. Grantees must treat the data for grant-funded activities separately from data for activities funded by other programs. Grantees must work with their HMIS Administrators to export client-level data for grant-funded activities. Exports



to VA must happen at least monthly. Performance is evaluated in part on the completeness and quality of HMIS uploads.

### **Collaboration versus Duplication**

The case management resource must not duplicate or replace activities funded from another source (see requirements such as 2 C.F.R. § 200.405(c)-(d) for details about allocable costs). The case management resource must provide quality case management services to as many Veterans as possible, including those transitioning to permanent housing from programs such as GPD or HCHV CRS. Grantees are encouraged to collaborate without duplicating to maximize resources.

GPD case management grantees have the option to participate in the HUD-VASH GPD Collaborative Case Management (CCM) partnership if the partnering VA medical facility agrees. CCM is an opportunity for GPD case managers to collaborate with their local VA medical facility's HUD-VASH program to provide housing navigation and time-limited case management services to lower acuity Veterans who are entering housing through a HUD-VASH enrollment. CCM enhances and expedites HUD-VASH voucher usage by partnering with existing GPD case management services. Veterans served by this collaboration must be eligible to receive services through both programs. Much of the pre-housing work normally performed by VA HUD-VASH staff shifts to the GPD CCM case manager. CCM case managers may assist Veterans with searching for housing, obtaining housing placements, using a HUD-VASH voucher, and receiving time-limited case management services after placement in permanent housing. After a Veteran is successfully in permanent housing, the GPD CCM case manager provides 6 months of subsequent case management before transferring the Veteran to the local VA HUD-VASH team for ongoing case management services.

To participate in CCM:

- Applicants who already are approved to provide services through CCM, and who wish to continue participating in CCM during the renewal award period, must include in the application their existing Memorandum of Understanding (MOU) that was countersigned by the local VA medical facility Director or designee. For these applicants, if they are selected for funding under this NOFO, a grant agreement signed by VA with a start date of October 1, 2025, constitutes

approval for continuing CCM during the renewal award period. Note that a new or updated MOU is not required for this application. For this application, include the MOU that already is in place.

- Applicants who are not already approved to provide services through CCM, may request written approval from the GPD National Program Office to participate in CCM through the change of scope process *after* they are selected for a case management grant under this NOFO. For these applicants, a grant agreement signed by VA with a start date of October 1, 2025, does *not* constitute approval for initiating CCM services. However, GPD will use information provided in the application and through the change of scope process after the case management grant is awarded to provide written approvals for initiating CCM services.

### **Service Delivery Models**

GPD grants do not require a specific case management practice or model. Applicants must fully articulate within the application any case management model they intend to employ and must demonstrate that the skills, experience, and training of the case managers align with the service delivery approach. For example, an applicant who proposes to use the critical time intervention (CTI) case management model would demonstrate within the application that their case managers will have access to specific CTI training and describe how the CTI model will work for their specific project. Strong fidelity to the CTI model would include the case manager's supervisor having a master's level clinical degree. CTI resources are available on the [VA National Center on Homelessness Among Veterans \(NCHAV\) website](#). There you will find a [CTI webinar](#) as well as other resources related to case management models (search under *All NCHAV Resources*, then *Best Practices*). The [Center for the Advancement of CTI website](#) is another source for information about the [CTI model](#).

All applicants must offer a low-barrier, harm-reduction approach that applies Housing First principles to engage Veterans in services. Applicants must have policies and procedures for maintaining low barriers and high-quality engagement throughout the service period, including for Veterans who relapse. Generally, this means service occurs on the same day the Veteran is identified or referred to the GPD project or within no more than 72 hours. All applicants must demonstrate an ability to maximize case

management at all stages of the housing retention process, from referral to housing navigation, through the 6 months of case management and including the post-case management phasing out period.

## **VI. Application Contents and Format**

To apply for a grant, applicants must use the online application system by following the instructions on the [GPD website](#). See also the [Submission Requirements and Deadlines](#) section of this NOFO. When an applicant completes the Acknowledgement part of the application (see the [Overview](#) section in [Appendix A](#)) and submits the application, the applicant provides an authorized electronic signature on the SF-424 and on the application. These signatures are legal and binding.

### **Pre-Application Materials**

See the [Before You Begin](#) section.

### **Application Introduction**

The numbered questions in [Appendix A](#) are required application components for a GPD case management renewal grant. Applicants must include all required materials in their application submission. Submission of an incorrect, incomplete, inconsistent, unclear, or incorrectly formatted application package may result in a rejected application.

Any character count limits are suggested maximum limits. Most applicants will use less than the suggested limit. Applicants are strongly encouraged to provide complete responses while also being clear and concise.

VA may make a reasonable effort to confirm or clarify information in the application. VA reserves the right to consider ineligible or to not select any application with inconsistent information or information that cannot be readily confirmed or that leads to an unclear understanding of the proposed project.

This NOFO cannot predict all potential circumstances. VA expects applicants to propose plans within the requirements and guidance of this NOFO. When a specific situation is not explicitly addressed in this NOFO, applicants must use their judgment to propose plans that meet the intent of this NOFO and may explain how their choices align with the intent. All applications will be evaluated against the requirements and guidance of this NOFO.

## **Application Components**

See [Appendix A](#).

## **Pre-Award Materials**

See the [Review and Selection Process](#) section.

## **VII. Submission Requirements and Deadlines**

### **Address**

This NOFO contains everything needed. No additional address information is necessary.

### **UEI and SAM**

Eligible applicants must have an EIN from the IRS, a UEI from SAM, and an active registration in SAM. Entities must maintain their active status in SAM throughout the application period. VA may not award a grant to an applicant if the applicant has not complied with the EIN, UEI, and SAM requirements. For more information, see 2 C.F.R. parts 200 and 25 as well as [SAM.gov](#). Certain requirements also apply to subrecipients and contractors.

If an applicant is out of compliance with the EIN, UEI, or SAM requirements at the time VA is ready to make an award, VA 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 or for making a different funding decision.

If awarded a grant, applicants must maintain compliance with EIN, UEI, and SAM requirements for the duration of the grant as a continuing condition of eligibility.

GPD grants are *Federal financial assistance* as defined in 2 C.F.R. §§ 25.400 and 200.1. Therefore, applicants must answer *yes* in [SAM.gov](#) saying they *wish to apply for a Federal assistance project or program* under the *Financial Assistance Representation and Certification* section. Then, applicants must certify to the representations and certifications in SAM. For a sample, see the [GPD website](#).

Information is also available in the [Before You Begin](#) section.

## **Submission Instructions**

See the [Before You Begin](#) section.

Applicants must submit applications electronically following instructions on the [GPD website](#). Applicants must not submit by email, mail, facsimile (fax), or any other way. The GPD National Program Office must receive applications no later than 4:00 p.m. Eastern Time on the application deadline date stated in the [Basic Information](#) section. 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.

No case-by-case exceptions to the deadline are allowed even in the case of illness, death, computer difficulties, staff turnover, or other reasons. In the extremely rare event that a group exception is provided, a public notice would be posted on the [GPD website](#) or a modified funding opportunity would be posted on [Grants.gov](#) indicating the extended application submission deadline if applicable. An example of a rare group exception for an application submission deadline might be a VA system outage documented by VA Enterprise Helpdesk.

In the event of errors, such as duplicate applications or multiple applications per EIN, per VA medical facility catchment area, VA reserves the right to select which application to consider based on the submission dates and times or based on other factors.

VA advises applicants to refer to this NOFO when completing the online application. NOFO content provides supplementary guidance for completing the online application. For technical assistance, contact [GPDgrants@va.gov](mailto:GPDgrants@va.gov). GPD commits to providing technical assistance to applicants who have procedural questions prior to the application submission deadline. Response times can vary. Applicants should plan accordingly and allow at least 3 business days to receive responses.

## **Submission Dates and Times**

See the [Key Dates](#) section.

## **Intergovernmental Review**

Executive Order 12372, Intergovernmental Review of Federal Programs, was issued to foster the intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of proposed Federal financial

assistance and direct Federal development. Generally, GPD grants are not subject to E.O. 12372. To learn about your state's process, see the [single point of contact list](#).

## **VIII. Application Review Information**

### **Threshold**

An applicant must meet the initial threshold review requirements of 38 C.F.R. § 61.92(a). Not meeting these criteria may result in the application being rejected at threshold and not being considered for award. The following sections summarize the threshold requirements. Please see 38 C.F.R. § 61.92(a) for additional information.

#### *Application is Complete*

VA must receive all required application components in the required manner. See the [Application Contents and Format](#) section. If VA identifies discrepancies or concerns, including with any signatures (for example, electronic or scanned signatures), VA reserves the right to request additional or revised materials (including a true ink signature). VA reserves the right to communicate with an applicant, as needed, prior to making threshold decisions.

#### *Applicant is Eligible*

The applicant organization must be an eligible entity. See the [Eligibility](#) section.

#### *Activities are Eligible*

Activities proposed in the application must be eligible, including:

- Applicants must propose to support case management services to assist Veterans in obtaining and retaining permanent housing.
- Applicants must propose at least 0.5 FTE positions (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 consider local need and the minimum caseload requirements in the [Performance Metrics and Targets](#) section when proposing the number of FTE positions.
- Applicants must propose a 3-year project period.

For more details, see the [Program Description – General](#) section and [Program Description – GPD Case Management](#) section.

## Merit Review Criteria

### *Criteria for Points*

Reviewers will award points based on each applicant's responses to the scored items in the [Narrative](#) section of [Appendix A](#). For the evaluation criteria, see [38 C.F.R. § 61.92\(b\)-\(g\)](#), as summarized in table 2.

**Table 2: Evaluation Criteria.**

Criterion	Points (maximum)
1. Need	150
2. Project Plan	400
3. Ability	200
4. Coordination	200
5. Completion Confidence (38 C.F.R. 61.92(f))	50
TOTAL	1,000

### *Other Considerations*

Cost sharing is not required and is not a review criterion. See the [Cost Sharing](#) section. In the event of a tie score between applications, VA will determine at its discretion how to handle selection decisions (for example, selecting multiple applications for award, awarding for less than requested, or reducing hours). VA will consider the goals and objective of this NOFO. VA's discretionary funding decisions are final.

### **Review and Selection Process**

A technical merit review panel will evaluate applications against the criteria stated in this NOFO. Applications may earn up to 1,000 points depending on the quality of responses. The final scores will serve as the primary basis for selecting applications for funding. The review panel will follow 38 C.F.R. part 61 and 2 C.F.R. part 200 for review guidance. To determine scores, VA may use information such as historical program documents of past performance, VA and non-VA, including those from other Federal, state, and local agencies, as well as audits by private or public entities. When scoring applications, VA will instruct the review panel to consider (1) how the application

demonstrates plans to maximize the case management resource and (2) past performance (for example, performance metrics and lengths of case management service per Veteran). The panel results are advisory in nature and not binding on the Grant Program Officer.

To facilitate geographic dispersion, VA will fund up to two case management grants per VA medical facility catchment area in rank order. If sufficient funding is available, VA may make additional selections at its discretion. Funding is not guaranteed. Depending on factors such as the quantity and quality of applications received, the availability of funding, and past performance, VA reserves the right to make additional rounds of conditional selections from this NOFO, to reduce the amount of funding or staffing awarded, or to take other actions as appropriate.

VA may require conditionally selected applicants to submit additional information. Applicants will receive a deadline to submit such information. VA reserves the right to negotiate with applicants, at any point, including prior to award, an upward or downward adjustment to factors including but not limited to FTE positions per catchment area, FTE positions per grant, services, project period dates, or dollar amounts, including adjustments that exceed the limits stated in this NOFO if needed to accomplish the overall goals and objective. VA will incorporate changes into the grant agreement. If an applicant has not fully complied by the time VA is ready to make an award, VA may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making an award to another applicant. VA may elect to negotiate an increase to another conditionally selected applicant or applicants, to award additional applications, to publish another notice, or to take other actions based on factors such as program priorities, availability of funds, and quality of applications. Due to the volume of applications received and in fairness to all applicants, individual application feedback is not provided. However, after the grant review process is complete, general feedback about how to improve future applications will be available to applicants on the [GPD website](#).



## **Risk Review**

Prior to making an award, and at any time post-award, VA will review any available information, including its own records and any Office of Management and Budget-designated repository of Government-wide eligibility or financial integrity information, such as [SAM.gov](https://www.sam.gov). VA will comply with the requirements of 2 C.F.R. parts 180 and 801. VA will conduct a business risk assessment in accordance with 2 C.F.R. § 200.206. VA may ask applicants or grantees to submit additional information regarding their ability to manage Federal funds. The risk assessment may consider results of the applicant's eligibility (threshold review) or the quality of its application (merit review). If VA decides to make an award, VA may add specific conditions to the award corresponding to the degree of risk. Applicants may review and comment on any information in [SAM.gov](https://www.sam.gov) about their organization. If the applicant comments on any [SAM.gov](https://www.sam.gov) records, VA will consider the comment as part of the risk review.

## **IX. Award Notices**

Although subject to change, VA expects to announce awards by approximately September 2025. VA reserves the right in any year to adjust the award (for example, to change funding amounts) as needed within the intent of this NOFO based on a variety of factors, including program priorities and the availability of funding.

The applicant's signature on the SF-424, including electronic signature, constitutes a binding offer by the applicant and constitutes agreement to the terms and conditions of award. VA may elect to award funds with or without discussions with the applicant.

Applicants may review the general terms and conditions of award on the [GPD website](#).

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. Other notices, letters, or announcements are not authorizing documents. VA expects to provide a grant agreement with a VA signature through the online application system to the registered organizational contacts around October 1, 2025.

VA expects to notify unsuccessful applicants by email to the registered organizational contacts around October 1, 2025. Usually during the month of October 2025 general feedback applicable to all unsuccessful applicants will be available on the [GPD website](#).

## **X. Post-Award Requirements and Administration**

### **Administrative and National Policy Requirements**

The grant agreement includes the terms and conditions of award and must be signed by VA to be legally binding. Applicants may review the general terms and conditions of award on the [GPD website](#). VA places great emphasis on responsibility and accountability. VA has procedures in place to monitor grants provided under this NOFO. VA may impose specific conditions or remedies for noncompliance, including termination of the grant, at any point during the grant period (2 C.F.R. § 200.208, § 200.339). Terminations and other performance matters may impact future award decisions (2 C.F.R. § 200.206).

#### *Conflicts of Interest*

Consistent with 2 C.F.R. § 200.112, grantees must disclose in writing any potential conflicts of interest to VA or to the pass-through entity immediately as conflicts arise and provide updates no less frequently than annually thereafter. The conflict-of-interest guidance for general procurement standards (2 C.F.R. § 200.318) is hereby applied to other grant actions beyond procurement actions. Specifically, grantees must maintain written standards of conduct covering conflicts of interest and governing the actions of their employees or other personnel engaged in activities funded from the GPD grant. Activities include the selection, award, and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, agent, any member of the immediate family, a partner, or an organization which employs or is about to employ any of the involved parties, has a financial or other interest in, or a tangible personal benefit from, a firm considered for a contract. The officers, employees, and agents of the grantee organization may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, grantees may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions for violations.

### *Suicide Prevention*

Grantees must ensure they train grant-funded staff annually regarding suicide prevention and how to address situations in which Veterans demonstrate suicidal ideation. Grantees must develop standard operating procedures on suicide prevention in consultation with the local VA medical facility. VA training is available at [Veterans Health Administration \(VHA\) TRAIN](#), which is part of the [VHA Institute for Learning, Education, and Development \(ILEAD\)](#). The [VA S.A.V.E. course](#) is also available. The [Veterans Crisis Line](#) provides a search tool for locating a Suicide Prevention Coordinator in your area for in-person training.

### *Health Care Engagement*

The GPD National Program Office expects grantees to engage proactively with Veterans to maximize access to any applicable private or public health care services, including but not limited to VA, Medicare, Medicaid, and local or regional services. For reference, VA's [Office of Public and Intergovernmental Affairs](#) publishes a Federal benefits guide.

## **Payments of Grant Funds**

### *Payment Requests*

Under this NOFO, VA will make payments in a method consistent with VA policy and other Federal fiscal requirements. VA may provide funding for the entire project period at the time of award or may provide funding in increments (for example, annually). Payment details will be given to the grantee at the time of award.

Payments are only for allowable costs, as specified under the Federal cost principles for grants (2 C.F.R. 200 subpart E) and for the activities outlined in this NOFO. VA will reimburse grantees based on costs incurred. Awards under this NOFO are dependent on funding availability and program authorization. Factors such as carry forward amounts, performance, caseloads, risk assessments, or organizational financial stability and management standards may impact future year award amounts.

Grantees will receive payments electronically through the U.S. Department of Health and Human Services (HHS) Payment Management System or other payment method identified by VA. Grantees will be able to request payments as frequently as they want or on a reimbursement basis as determined by VA, subject to the following limitations:

- During the first quarter of each annual period, the grantee's cumulative request for funds may not exceed 35% of the annual grant amount without written prior approval from the GPD National Program Office.
- By the end of the second quarter of each annual period, the grantee's cumulative request for funds may not exceed 60% of the annual grant amount without written prior approval from the GPD National Program Office.
- By the end of the third quarter of each annual period, the grantee's cumulative request for funds may not exceed 80% of the annual grant amount without written prior approval from the GPD National Program Office.
- By the end of the fourth quarter of each annual period, the grantee's cumulative request for funds may not exceed 100% of the annual grant amount.

#### *Unobligated balances*

If applicable, grantees with unobligated balances may, with written prior approval from the GPD National Program Office, carry forward such unobligated balances. If applicable, at VA's discretion, award amounts may be subject to reductions, or VA may require a revised budget to align current balances with projected costs. Reductions are permanent and not restorable. VA reserves the right to calculate reductions based on the amount of the unobligated balance shown in the HHS Payment Management System by end of the third quarter of each year. VA may calculate reductions with or without input from grantees. VA advises grantees to stay current with reimbursements from the payment system to avoid the appearance of inaccurately high or low unobligated balances.

### *Immediate Cash Needs*

VA will make payments to reimburse grantees for amounts spent (38 C.F.R. § 61.61(b)). VA does not provide advanced payments to GPD grantees. Grantees must maintain written procedures to minimize the time elapsing between drawing down funds from the Federal Government and disbursing the funds for grant costs. Also, grantees must maintain financial management systems that meet the standards for fund control and accountability as established in 2 C.F.R. § 200.305. Grantees must limit payment requests to the minimum amounts needed. Grantees must time payment requests with actual and immediate cash needs for carrying out the approved project. The timing and amount of payments must be as close as administratively feasible to actual disbursements by the grantee for direct project costs and the proportional share of any allowable indirect costs. Typically, *immediate* means within 3 business days, as articulated on the [HHS website](#).

### *Per-item Cost Documentation*

Grantees must support their request for payments with adequate fiscal documentation, including documentation of program income and expenses. VA advises grantees to keep careful records, including documentation of voluntary leveraged funding from other sources, and including cost calculations, such as itemized invoices and evidence of cost reasonableness.

### **Reporting and Monitoring**

VA will oversee and monitor the grantee's services to participants. Monitoring will include financial and performance reviews. All grantees are subject to audits and fiscal reviews conducted by VA or its representative. See 2 C.F.R. § 200.337. VA's pre-award and post-award risk assessment will determine in part the reporting requirements and monitoring cadence (bi-weekly, monthly, quarterly, or annually). All submissions are electronic.

### *Reporting*

- Monthly HMIS reports: Grantees must enter data into HMIS, such as information on participants served, types of services provided, and participant outcomes. Every month, grantees must export client-level data for grant-funded activities and provide the data to VA.

- Quarterly performance reviews: VA will conduct quarterly reviews of each grantee. At minimum, grantees must provide information on their performance and their progress helping Veterans maintain stable housing, adequate income, and self-sufficiency as identified in the application. VA also may require grantees to provide information on financial and management activities to ensure compliance with Federal and VA requirements. Grantees must demonstrate adherence to the proposed project concept, as described in the application, as well as requirements defined by regulation and this NOFO. For the targets associated with each metric, see the [Performance Metrics and Targets](#) section.
- Semiannual SF-425 Federal Financial Reports (FFR): Grantees must submit an SF-425 FFR two times per year, no later than 30 days after the end of every 6-month period (that is, no later than April 30 and October 30). Grantees who do not submit on time are subject to temporary payment holds. The SF-425 FFR form is available on the [GPD website](#) and on [Grants.gov](#).
- Annual progress reporting may involve grantees certifying to VA that they meet certain requirements, including, but not limited to:
  - All payment requests for reimbursement through the HHS Payment Management System are up to date. No payment requests are in arrears.
  - By September 30, 2026, the cumulative amount of funds received from the Payment Management System will not exceed approximately 100% of the annual award amount (that is, about one third of the total three-year amount).
  - Any balance of unobligated cash that was drawn down from the HHS Payment Management System that is not authorized to be retained by the organization is returned to the HHS Payment Management System.
  - If indirect costs are being requested from the grant, the organization's NICRA, or the organization's de minimis certification, remains accurate (2 C.F.R. §§ 200.414(c) and (f); 200.415(c)).
  - Training for staff regarding suicide prevention is provided annually.
  - Access to health care services for Veterans is maximized.

- As of July 2, 2024, written notice of certain protections is provided to all Veterans and prospective Veterans (or other eligible beneficiaries) consistent with the requirements of 38 C.F.R. § 50.3 and appendix C of 38 C.F.R. part 50 regarding equal treatment for faith-based organizations.
- All applicable required SF-425 FFRs are submitted to VA for all active and closed VA grants (38 C.F.R. § 61.66(a) and 2 C.F.R. § 200.328).
- Any actions required by an A-133 Single Audit or a VA-specific fiscal review (for example, a fiscal review of VA grants conducted by VA's Office of Business Oversight) are complete or are not overdue.
- The organization does not have an outstanding GPD, VA, or Federal debt (38 C.F.R. § 61.92(a)(7)-(8) and 2 C.F.R. § 200.206(b)(2)).
- The organization continues to meet the management standards described in 2 C.F.R. part 200 and 38 C.F.R. part 61 and continues to be able to effectively implement statutory, regulatory, and other requirements (for example, 2 C.F.R. §§ 200.206 and 200.300).
- For reporting requirements on matters of recipient integrity and performance, see the general terms and conditions of award on the [GPD website](#).
- If an option to request a modification to the project period or to request additional funding becomes available, VA will tell grantees how to make a request (notwithstanding 38 C.F.R. § 61.61(b) and in compliance with 2 C.F.R. § 200.308(c) and § 200.309).

#### *Monitoring*

- VA will appoint a GPD liaison from a nearby VA medical facility to each awarded project to provide oversight and to monitor Veteran services.
- VA expects Veterans to be in the project for up to 6 months (excluding housing navigation). In exceptional cases, grantees will consult with the GPD liaison prior to the end of the 6-month period if considering an extension. The GPD liaison may consider approving extensions of up to an additional 6 months at a time.
- Grantees may not make significant changes to a project after a grant is awarded without written prior approval from the GPD National Program Office.

- VA reserves the right to disallow grantee services if VA determines the quality is unacceptable, in which case grant funds may not be used for such services.
- Poor performance may result in reductions and may impact future funding or option year or years decisions.
- Grantees are responsible for monitoring and managing their subrecipients if applicable (2 C.F.R. §§ 200.331-333).
- All grantees are subject to fiscal reviews and audits conducted by VA or its representative.
- Monitoring may include reviewing the agency's grant-related income and expenses to ensure payment is accurate and to ensure requirements are met.

#### *Closeout*

- The final SF-425 FFR is due within 120 days after the project period end date. Grantees who do not comply are subject to public reporting on Federal websites, such as SAM, for material failure to comply with the terms and conditions of award (2 C.F.R. § 200.344).
- Grantees must promptly refund any balances of unobligated funds not authorized to be retained. Any funds paid to the grantee more than the amount to which the grantee is finally determined to be entitled under the terms and conditions of award are a debt to the Federal Government (2 C.F.R. § 200.346).
- For other closeout requirements and ongoing requirements after closeout, including audits and record retention, see the general terms and conditions of award on the [GPD website](#).

#### **Record Retention**

Grantees must follow Federal records retention guidelines, which require that grantees maintain and provide access to all records pertaining to grant activities for a period of at least 3 years from the date of submission of the final expenditure report. See 2 C.F.R. §§ 200.334-338 for more specific information, including information about the start of the record retention period for awards that are renewed quarterly or annually and when the records must be retained for more than three years.



**Signing Authority**

The Secretary of Veterans Affairs, or designee, approved this document and authorized the undersigned to sign and submit the document to the Office of the Federal Register for publication electronically as an official document of the Department of Veterans Affairs. Denis McDonough, Secretary Department of Veterans Affairs, approved this document for publication.

\_\_\_\_\_  
Denis McDonough  
Secretary  
Department of Veterans Affairs

\_\_\_\_\_  
Date

## **XI. Appendices**

### **Appendix A. Application Components**

#### *Overview*

1. Unique Entity Identifier (UEI).
2. Employer Identification Number (EIN).
3. Organization Name.
4. Organization Address (including city, county, state, zip code, congressional district).
5. Primary Place of Performance (including city, county, state, zip code, congressional district). Generally, this is the office location of the Project Director or case managers, and where project records are retained.
6. Identify the funding priority for which this application is being submitted (select one).
7. Project Abstract. Applicants must introduce and summarize the proposed project.
8. Contacts. Provide the role, name, email, and title (indicate as key contact for the grant application or as system user only). Further indicate if a system user is an active or inactive contact for the grant.
  - a. People filling primary roles on the project may be entered as a key contact. At minimum people filling the following roles must be identified as a key contact:
    - i. Project Director (VA designates this role as a key personnel role for purposes such as prior approval according to 2 C.F.R. § 200.308(f)(2)-(3) and as described in the [Staffing](#) section and [Definitions](#) section of this NOFO).
    - ii. Authorized Signatory (a person at the applicant organization who is authorized to make legal commitments on behalf of the organization).
  - b. People filling secondary roles on the project, as determined by the applicant, may be entered as a key contact or a user.

- c. People filling an executive leadership role at the organization and members of the governing body (for example, Board of Directors) must be entered and may be identified as inactive users if appropriate.
9. Acknowledgement. Applicants must certify that the information provided is true, accurate, and complete to the best of their knowledge. The person completing this section must certify that they are authorized or appropriately delegated by the organization to make the certification on behalf of the organization. They must certify that they are aware that any false, fictitious, or fraudulent statements or claims may subject them to criminal, civil, or administrative penalties (U.S. Code, Title 18, Section 1001). By checking the box, they knowingly and willingly attach their legally binding signature to the submission.

*Geographic Information*

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

*Budget*

- 13. Complete the budget table in the application to reflect total funds requested.

*Key Performance Indicators*

- 14. Caseload. A full-time equivalent position must manage an average monthly caseload of at least 16 Veterans in permanent housing or in housing navigation.

*Narrative*

This is the portion of the application that describes the proposed project. VA reviewers will score the application based on how the narrative addresses the areas of need, project plan, ability, and coordination. These sections follow 38 C.F.R. part 61. Reviewers will consider how the application demonstrates plans to maximize the case management resource. All scores, including need and coordination scores, may be impacted by this consideration. For example, applications that show access to a reliable referral stream of potential Veteran participants will be considered more responsive to this NOFO than applications that do not demonstrate access to a reliable referral stream.

15. Total number of hours per week grantee will provide services under the GPD case management grant (one FTE = 40 labor hours per week; minimum amount per application = 20 hours per week).
16. Number of case management staff members proposed to fill the hours requested.
17. Total number of Veterans to be served per FTE case manager position annually.
18. If the case management grant already is approved for participation in HUD-VASH GPD Collaborative Case Management (CCM), then applicants must include in the [External Attachments](#) section of the application their existing memorandum of understanding (MOU), countersigned by the local VA medical facility, if they wish to continue participating in CCM during the renewal award period.

Need

When providing information to support the need for case management services, keep in mind that case management services may not duplicate services provided under other programs but may work in collaboration. Refer to the [Collaboration versus Duplication](#) section of this NOFO.

19. Need 1. In approximately 5,000 characters, discuss the overall need for this grant in your community. Responses must include community level data and discussion that supports your assertions.
20. Need 2. In approximately 5,000 characters, discuss how many eligible Veterans your organization commits to serving. Include:
  - a. Explain how you determined the average number of Veterans to be served per FTE case manager position per month and the total number of Veterans to be served per FTE case manager position annually, as stated earlier in this [Narrative](#) section of the application. (See [Performance Metrics and Targets](#) section of this NOFO for minimum average monthly caseload requirements.)
  - b. Current GPD case management grantees must discuss the average number of Veterans served per case manager under their current award and the total number of Veterans served from October 1, 2023, through

September 30, 2024. Explain how this experience informed the current declared need for this proposed renewal grant.

Project Plan

20. Project Plan 1. In approximately 5,000 characters, describe the outreach, referral, and acceptance process for case management services. Responses must include the following:
- a. Strategies your agency will employ to outreach to local community providers (for example, Health Care for Homeless Veterans (HCHV) Program, GPD Program) to engage Veterans in services.
  - b. Your organization's involvement with the local coordinated entry system and how this project fits into the system.
  - c. The minimum frequency and method of contact (home visit, video, phone, and so on) each Veteran will have with their case manager. (See [Program Description–GPD Case Management](#) section of this NOFO for minimum average monthly caseload requirements.)
  - d. How your organization will incentivize Veteran engagement.
21. Project Plan 2. In approximately 7,000 characters, describe your plans for how, when, and by whom the progress of participants who are receiving case management services toward meeting their individual goals will be monitored, evaluated, and documented. Responses must include the following:
- a. Descriptions of the specific case management services that will be provided to Veterans, such as housing navigation, landlord engagement, home visits, and financial management. Describe how these supports will be individualized to assist Veterans in acquiring, reacquiring, and retaining housing.
  - b. A discussion of the case management model or approach your agency will employ to facilitate successful retention of housing. (Refer to the [Program Description - GPD Case Management](#) section of this NOFO.)
  - c. How education will be provided to Veterans, as needed, in areas including but not limited to tenant rights and responsibilities, rental and lease

agreements, landlord's rights and responsibilities, natural supports, and budgeting.

- d. How Veterans will receive support in areas including but not limited to increasing income, accessing benefits, and gaining or retaining employment. GPD encourages applicants to demonstrate an awareness of and commitment to using the Supplemental Security Income/Social Security Disability Insurance (SSI/SSDI) Outreach, Access, and Recovery (SOAR) program.
- e. How crisis intervention services will be used, as needed, to promote the maintenance of permanent housing, access to medical care, mental health, or substance use disorder treatment.

Ability

22. Ability 1. In approximately 5,000 characters, describe your agency's past performance with VA and non-VA projects. Responses must include:

- a. All applicants must discuss their performance under their case management award from October 1, 2023, through September 30, 2024.
  - i. Include actual caseload numbers per FTE on average per month. Compare this to the minimum target caseload of at least 16 Veterans on average per month.
  - ii. Include the percentage of Veterans engaged in case management services who retained permanent housing at the time of exit from case management. Compare this to the minimum target of at least 90%.
  - iii. Include how many Veterans were served (caseload and workload), the average length of time that case management services were provided per Veteran, and any other performance-related results.
- b. All applicants must discuss any current and past projects pertaining to the activities proposed in the application, including VA, non-VA, Federal, state, local, and private grants, or contracts. Discuss how this experience demonstrates your agency's ability to successfully execute the proposed project.

- c. If applicable, include an explanation of any corrective action plans or performance improvement activities your agency has undertaken and the outcomes.
  - d. If applicable, list any accreditations your organization has related to case management.
23. Ability 2. In approximately 3,000 characters, provide information about the role on the grant designated by VA as the Project Director role. Applicants must identify this role as a key contact in the [Overview](#) section of the application. For a description of this role, refer to the *Contacts* item in the [Overview](#) section of the application. More information about the Project Director role is available in the [Staffing](#) section and [Definitions](#) section of the NOFO.
- a. Who will fill the role?
    - i. If the person is known, state their title at the organization. Describe their role at the organization. Describe their qualifications.
    - ii. If the person is not yet known, state the projected title at the organization. Describe the projected role at the organization. Describe the qualifications you will require. Describe how you will fill the position in a timely manner.
  - b. Describe the supervisory structure between the grant-funded case manager roles and the Project Director role. Are the positions connected by a direct supervisory line? How does the structure enable the Project Director to influence and be accountable to VA for grant performance results.
  - c. Supporting information such as a resume or position description may be included in the [External Attachments](#) section of the application (optional).
24. Ability 3. In approximately 5,000 characters, provide information about the proposed case manager positions. Applicants are expected to provide a good faith summary of proposed staffing plans. Applicants are advised not to inflate staffing plans to be more favorably reviewed. Responses must include the following:

- a. How your organization will incentivize recruitment and retention of skilled case managers, for example through competitive salaries or professional development.
- b. The minimum education, training, skills, and prior experience requirements. If identifying specific licenses or degrees required for the positions, list all acceptable credentials. (See [Program Description – GPD Case Management](#) section of the NOFO for minimum requirements.)
- c. How the positions or hours will be adjusted if caseloads are less than the required minimum to ensure that caseloads return to required levels as soon as possible and to maximize the positions or hours for allowable activities during periods when caseloads are less than full.
- d. The professional development that will be available to the case managers, including but not limited to training, licensing, supervision, or mentoring.
- e. How staff performance will be measured, reviewed, and improved.

#### Coordination

25. Coordination 1. In approximately 5,000 characters, describe how your agency, prior to submitting the application coordinated directly with relevant partners about the proposed project. Responses must include:
- a. A description of coordination efforts with the VA medical facility Director (or the appropriate authorized representative per the local practice), with local SSVF and HUD-VASH grantees, with the local CoC, and with HCHV and GPD providers in the community who would potentially be referring Veterans for case management services. Clearly identify the points of coordination and discuss the outcome of past coordination efforts.
  - b. How medical care, mental health, and substance use care for Veterans will be coordinated with external partners as needed.
  - c. Current GPD case management grantees who already are approved to provide services through CCM must include in the application their existing MOU, countersigned by the local VA medical facility, if they wish to continue participating in CCM during the renewal award period.



Letters of coordination from the VA medical facility, CoC, or other partners are not required but may be provided and may help substantiate information included in the application (see the [External Attachments](#) section of the application). Applicants are strongly encouraged to allow as much time as possible, but no less than 30 days, for letters of coordination. All application materials must be submitted together in a single package by the due date and time indicated in this NOFO. Any materials arriving separately or late will not be accepted as part of the application.

Note that VA reserves the right to confirm with local VA medical facility staff or others any information related to an application. If information cannot be confirmed or if discrepancies are identified, VA reserves the right to adjust award decisions, to not select the application, to consider another application or other applications in rank order, or to make other remedies as appropriate.

#### *External Attachments*

Applications that do not include all required files will be considered incomplete. Any materials uploaded to this section of the application must be in portable document format (PDF). A native PDF (that is, a machine-readable PDF, not a static image), is strongly preferred.

26. SF-424 Application for Federal Assistance (required)
27. Current Federally negotiated indirect cost rate agreement or certification of de minimis indirect cost rate (required only if requesting indirect costs). A copy of the certification of de minimis indirect cost rate is available on the [GPD website](#).
28. Current letters of coordination (optional).
29. Current position descriptions (optional).
30. Existing CCM MOU (required only for applicants who already are approved for CCM participation).
31. Other (optional).

#### *Required Certifications*

By signing and submitting this application for Federal assistance, I certify that I have read and agree to the general terms and conditions of award (posted on the [GPD website](#)) and that my organization does not have any past due SF-425 Federal Financial Report, outstanding debt, or any outstanding requirement under any VA grant.



## **Appendix B. Definitions**

The regulations for the GPD program, found in 38 C.F.R. part 61, as well as the uniform guidance for grants (2 C.F.R. part 200) contain all definitions, authorities, and requirements pertaining to this program. Selected and additional definitions are highlighted here for purposes of this NOFO:

- **By-name list:** A comprehensive list of every person in a community experiencing homelessness updated in real time.
- **Case management:** A collaborative, client-driven process whereby a range of services are provided to assist individuals in developing their skills to gain or maintain access to needed housing, medical, behavioral health, employment, social, educational, and other essential services. Case management activities include housing navigation and providing linkages and training related to the use of basic community resources. Interventions may occur at the Veteran and the system levels. This may include progressive engagement strategies that tailor resources to each Veteran's needs and flexes up support as greater needs are identified. Case management helps clients achieve safe, realistic, and reasonable goals within a complex health, social, and fiscal environment.
- **Case manager:** One who provides case management and other services. For purposes of this NOFO, the role generally is not a clinical role. An appropriate candidate might have any of a variety of titles, clinical or non-clinical, but they need to be qualified and able to fill the minimum expectations of the role as described in this NOFO and in the grant application. The case manager routinely assesses the Veteran's needs and arranges, coordinates, monitors, evaluates, and advocates for a package of multiple services to meet the specific client's complex needs.
- **Caseload:** The average monthly number of Veterans an FTE case manager engages with in housing navigation and housing retention services.
- **Continuum of Care (CoC):** According to the U.S. Department of Housing and Urban Development, a CoC is a program designed to promote community-wide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers and state or local governments to quickly rehouse individuals

and families experiencing homelessness while minimizing the trauma and dislocation caused to individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by individuals and families experiencing homelessness; and optimize self-sufficiency among individuals and families experiencing homelessness.

- Coordinated entry process: A process through which people experiencing homelessness can access the crisis response system and housing in a streamlined way, have their strengths and needs quickly assessed, and connect to tailored housing and mainstream services within the community.
- Critical Time Intervention (CTI): An evidence-based, structured, time-limited case management practice that mobilizes support for vulnerable populations during transition periods. CTI is a phased case management approach that bolsters substantial supports in the early months of transition with these supports gradually tapering over time.
- Encounter: An initial engagement with a Veteran who may or may not lead to initiating case management services. Encounters are part of a case manager's overall workload but do not count toward caseload.
- Full-time equivalent (FTE): A full-time case management position is defined as an average of 40 hours per week. Workload may be shared among multiple staff. Therefore, FTE refers to the number of full-time equivalent positions regardless of how many case managers contribute to completing the hours. Half-time equivalent positions of 20 hours per week may be requested.
- Homeless Management Information System (HMIS): A locally administered, web-based data system used to record and analyze project and client information at the local CoC level. HMIS is used by Federal partners, including VA, to measure project performance and to participate in benchmarking of the national effort to end homelessness. Currently, GPD case management grantees are required to use HMIS.
- Housing Navigation: Services provided to help Veteran participants locate and obtain or retain a permanent, stable residence. It may include activities such as outreach to property owners, connecting to legal services, landlord mediation,

education, providing information on landlord and tenant issues, or identifying local community resources.

- Key contact: A role or roles identified by the applicant as being primary to the proposed grant-funded project. VA identifies the minimum roles required to be key contacts in the [Overview](#) section.
- Key personnel: A role or roles that VA identifies as being accountable for achieving the expected performance results of the grant-funded project. Key personnel are subject to prior approval requirements, such as those in 2 C.F.R. § 200.308(f)(2)-(3). Grantees must identify the person filling this role as a key contact in the online application system. For details, see the [Overview](#) section.
- Supplemental Security Income/Social Security Disability Insurance (SSI/SSDI) Outreach, Access, and Recovery (SOAR): A non-VA, Federal resource that can substantially assist Veterans experiencing or at risk for homelessness by providing them with consistent income that often promotes permanent housing stability, self-sustainment, functional independence, and ongoing care for Veterans with disabling conditions.
- Veteran: A person who served in the active military, naval, air, or space service, regardless of length of service, and who was discharged or released therefrom. The term *Veteran* excludes a person who received a dishonorable discharge or was discharged or dismissed by reason of the sentence of a general court-martial, determined by VA (38 U.S.C. § 2002).
- Workload: Activities performed during the 40-hour work week. The case manager's workload includes caseload (for example, housing navigation and housing retention services for Veterans) and outreach (for example, encounters with Veterans). Workload also includes associated administrative responsibilities.

## Appendix C. Relevant Resources

1. [Federal Grant Systems Hub \(beta\)](#) *available soon via Grants.gov*
2. [Federal Service Desk \(FSD\)](#)
3. [GPD HMIS Management Guide](#)
4. [GPD program regulations](#)
5. [GPD provider website](#)
6. [GPD website](#)
7. [Grants.gov](#)
8. [HHS website](#)
9. [SAM.gov](#)
10. [Uniform Guidance for Grants](#)