



# Legal Services for Homeless Veterans and Veterans At-Risk for Homelessness (LSV-H) Grant Program

New Grantee Kick-Off  
July 19, 2023

Recording: <https://veteransaffairs.webex.com/webappng/sites/veteransaffairs/recording/playback/234580c9088c103c8fff00505681e9e0>

Recording Password: Homeless1!



Choose **VA**

**VA**

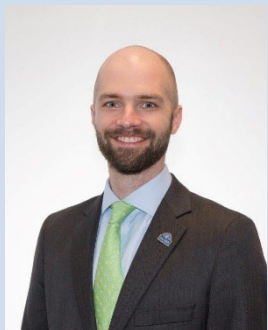


U.S. Department  
of Veterans Affairs

# Agenda

- I. Welcome & Introductions
- II. Legal Services for Veterans (LSV) Background
- III. Compliance
- IV. Electronic Grants Management System (eGMS)
- V. Financial Management
- VI. Communication
- VII. Next Steps

# Legal Services for Veterans Team



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Veterans Justice Programs  
National Director



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Legal Services for Veterans  
Compliance Officer



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Veterans Justice Programs  
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**Coral Baker**  
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Grants Management Specialist



**Madolyn Gingell, LCSW**  
Legal Services for Veterans  
National Coordinator



**Heather Monroe, LCSW**  
Legal Services for Veterans  
Grants Management Specialist



# Background

- VA's CHALENG survey has documented a persistent level of unmet need for legal services among homeless Veterans.
- Many VA medical facilities have partnered with local legal service providers to offer free clinics for Veterans.
- Recent legislation authorizes VA to fund legal services for Veterans who are homeless and at-risk.
- These legal services can address a wide range of legal issues, many of which are identified in the CHALENG results.



# Background (cont.)

- Authority: Section 4202 of the Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020 ([Public Law 116-315](#))
- Codified at: [38 U.S.C. § 2022A](#)
- Implemented by: [38 C.F.R. Part 79](#)

# Compliance



# Eligible Veterans

- A Veteran’s eligibility for the LSV-H Grant is determined by a two-prong test. First, the individual must be found to be a ‘Veteran’ pursuant to 38 U.S.C. 101(2). Second, the individual must be found to be homeless or at risk for homelessness pursuant to 38 CFR § 79.15.
  - Regarding the first element: The definition of “Veteran” found in 38 U.S.C. 101(2) is to be used (“A person who served in the active military, naval, air, or space service, and who was discharged or released therefrom under conditions other than dishonorable.”). Additionally, the length of service requirements set forth in 38 U.S.C. 5303A apply to this grant program.
  - Regarding the second element: 38 CFR 79.15 states “To be eligible for legal services under this part, an individual must be a: (1) Homeless veteran or (2) Veteran at risk for homelessness.”
    - Homeless: means a Veteran who is homeless as that term is defined in subsection (a) or (b) of section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302).
    - At Risk for Homelessness: 38 CFR 79.15(b)(1-9) goes on to provide a list of conditions of which at least one must be met to be considered ‘at risk for homelessness’.





**Presented By**  
**Leisa Davis, SQUARES Administrator, VHA Homeless Programs Office**

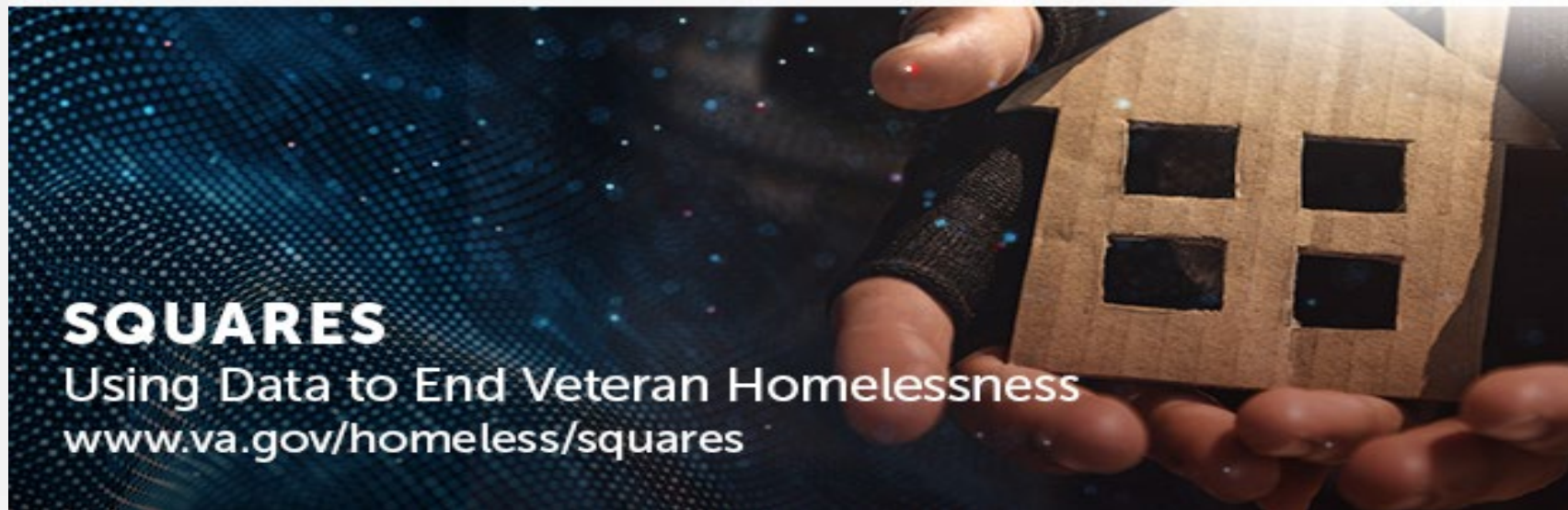
**July 2023**



# Agenda

- **Overview**
- **Internal/External Users**
- **Business Rules**
- **Search Options**
- **Questions and Answers**





**Status Query and Response Exchange System (SQUARES)** is a web-based application that returns unique information regarding the Veteran's particular eligibility status for healthcare and/or homeless program services in a secure environment. Depending on the SQUARES outcomes, VA employees and homeless service partners are provided with an eligibility determination so they can begin the enrollment or referral process to assist Veterans with accessing VA healthcare and homeless programs--Supportive Services for Veterans Families (SSVF), Grant and Per Diem (GPD) and Housing and Urban Development – VA Supportive Housing (HUD-VASH).

For more information, watch the following videos: **SQUARES Overview** and **SQUARES Search Tools**.



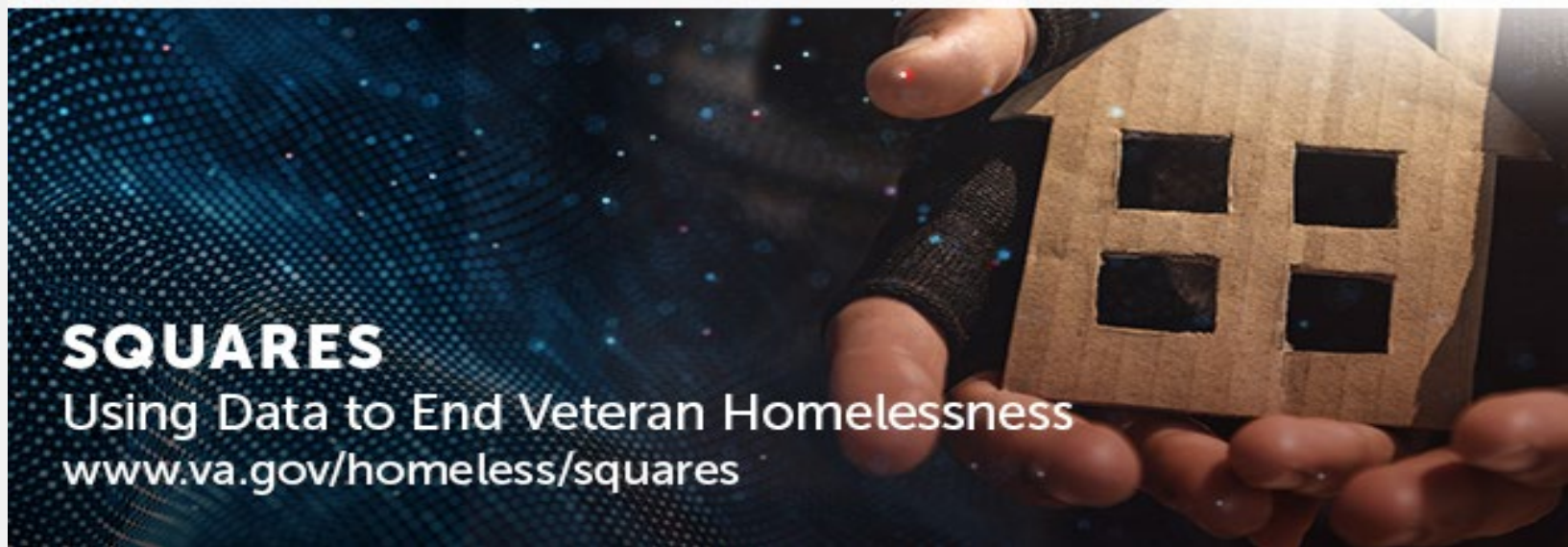
The words “homeless” and “Veteran” should not be in the same sentence. VA remains committed to ending homelessness among Veterans because it is our nation’s duty to ensure all Veterans have a place to call home.

Achieving the goal of ending homelessness requires a collective effort by VA, homeless service community partners, criminal justice partners (police/sheriff departments, courts, and jails), and local, state and federal agencies. Many of our partners may be the first to encounter a Veteran experiencing homelessness or at risk of homelessness.

The successes realized by SQUARES teach us that for services to be effective, they must be easy to access, streamlined and meet unique needs.

With its speed and ease of use, SQUARES vastly improves access to homeless program services and health care. As of July 11, 2023, there were over 3,000 users nationwide.





# SQUARES

Using Data to End Veteran Homelessness  
[www.va.gov/homeless/squares](http://www.va.gov/homeless/squares)



Veterans who are not **eligible** are assisted with referrals to local community resources.



**Over 3,000 Total Users**  
(Internal VA Users: Over 800)  
(External VA Users: Over 2,200)



**Over 361,000 queries were conducted** to obtain Veteran eligibility information.

## Internal SQUARES VA Users

**VA Admin:** Approve VA Users

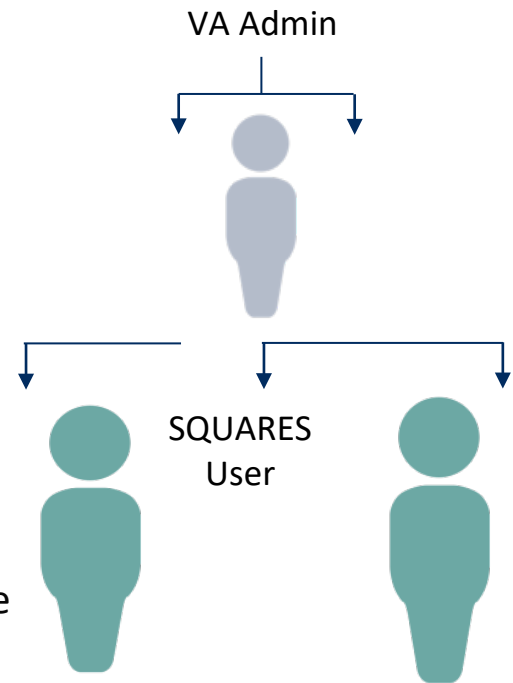
**VA Users:** Submit an Internal Application Request for access

### Please Note:

VA Users that have a business need to verify eligibility for homeless programs include staff from homeless programs, mental health and other program offices.

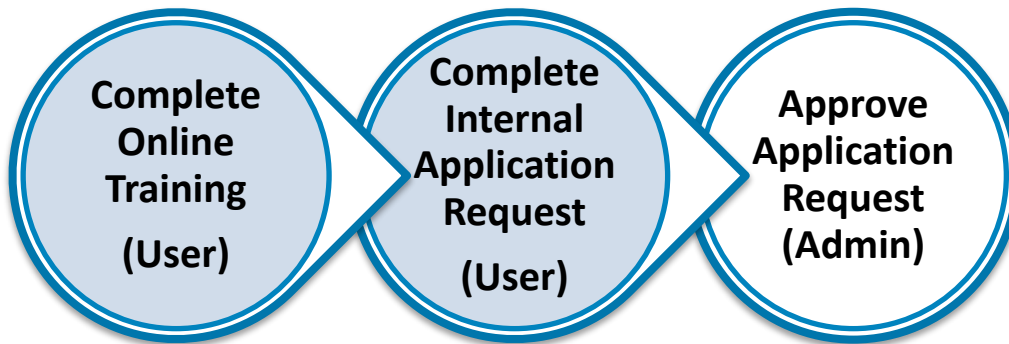
As an authorized VA User, your Community Partners may ask you to be their VA Endorser. Community Partners that **are not VA Grantees** are required to include a VA Endorser on their registration page that will be electronically routed to VA Endorser's for approval/disapproval. If you have any questions, contact the [SQUARES Help Desk](#).

### Approval Hierarchy



## Automated Application Steps for Internal SQUARES VA Users

*New Internal SQUARES VA Users complete the steps highlighted in blue.*



Please Note:

VA Users that have a business need to verify eligibility for homeless programs include staff from homeless programs, mental health and other program offices.

For more information on the application process, visit the [SQUARES Website](#).



## External SQUARES Users/Managers

**VA Admin:** Approve SQUARES Managers  
(after they complete items on the next page)

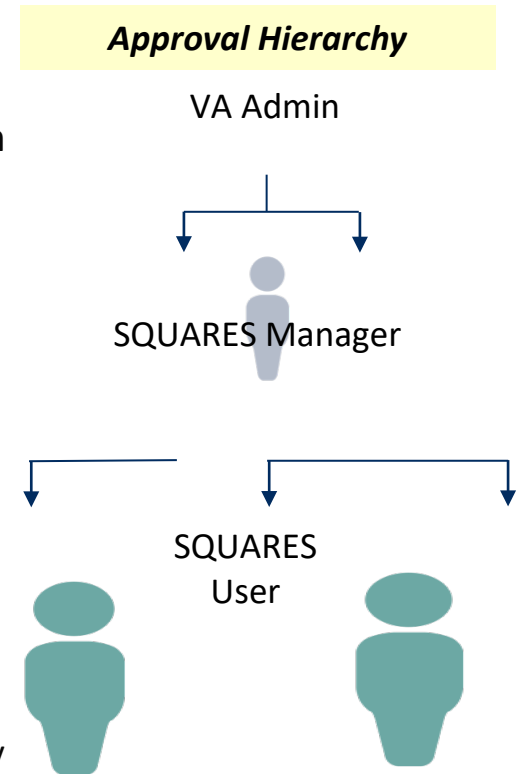
**SQUARES Managers** Designated Approving Officials of External Organizations approve users from their organizations when application requests are automatically routed to them.

- Each organization must designate a SQUARES Manager and that person must be listed in eGMS.
- Managers need to apply for access (prior to their users)
- Managers need to provide their users with the application instructions (posted on the [SQUARES Website](#)) and organization credentials to ensure users are routed to the proper organization

**SQUARES Users:** Standard Users of External Organizations need to independently apply for access

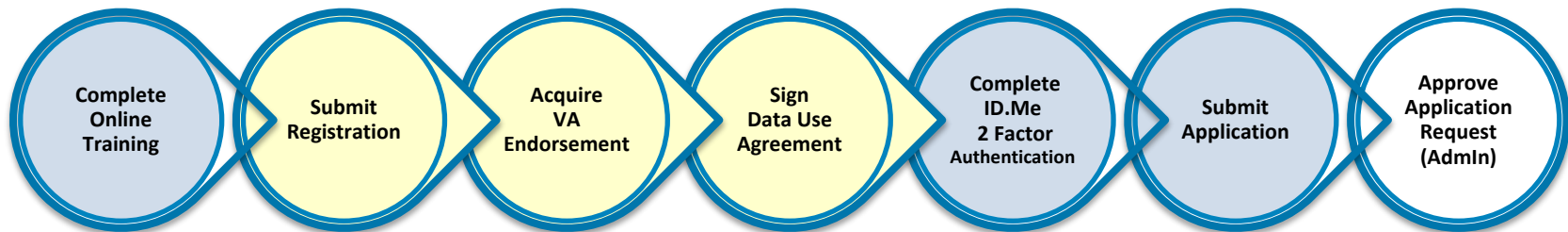
**Please Note:** External Organizations that have a business need to verify eligibility for homeless programs include VA Grantees, Federal, State and Local Government and Law Enforcement (criminal justice agencies such as police departments, sheriff departments, courts and jails).

VA Grantee Organizations are preloaded in the system; however, all new Managers/Users need to independently apply for access.



## Automated Application Steps for External SQUARES Users/Managers

*New External SQUARES Managers complete steps highlighted in blue and yellow (as applicable).  
New External SQUARES Users only complete the steps highlighted in blue (after org account is set up).*



Organizations that are not VA Grantees, need to complete items highlighted in yellow

Please Note:

External Organizations that have a business need to verify eligibility for homeless programs are required to designate a SQUARES Manager (Approval Official) so they can approve standard users (after the organization account is set up. **It is extremely important that SQUARES Managers insert their names in eGMS, review their Manager's Guide, keep their organization's portal up-to-date by approving users within 24-48 hours, deactivating/reactivating accounts (as needed), and participating in the Semi-Annual Recertification Process (March/September).**

For more information on the application process, visit the [SQUARES Website](#).



# Business Rules for Authorized Access

- **VA Users**
  - Register with VA Email Address (**using the instructions for VA Users posted [online](#)**)
  - Login every 30 days to retain access
- **Non VA Users**
  - Register with business email (**using instructions for NonVA Users posted [online](#)**)
  - Make your business email the primary one for ID.Me (if you have multiple ID.Me Accounts)
  - Login every 30 days to retain access
  - Notate SQUARES Manager's contact information (bottom right corner of the page when you're logged into SQUARES)
- **SQUARES Managers**
  - Register with business email (**using instructions for VA Grantee or NonVA Grantee posted [online](#)**) to establish account (prior to your users)
  - Make your business email the primary one for ID.Me (if you have multiple ID.Me Accounts)
  - Login every 30 days to retain access
  - Designate a Backup Manager
  - Review Manager's Guide
  - Provide users with the application instructions (noted [online](#)) and your account info so they can be aligned to the correct organization
  - Grant access to only authorized users (within 24-48 hours) upon receipt of the automatic notifications
  - Provide justification for accounts that are denied access
  - Deactivate accounts when users leave the organization
  - Keep organization portal up-to-date
  - Participate in the Semi Annual Recertification Process (March/September)

## Please Note:

- External Organizations are required to sign a Data Use Agreement (**if they are not a VA Grantee**)
- External Organizations are required to designate one SQUARES Manager (authorized person to approve accounts) unless there are unique circumstances that require multiple SQUARES Managers (Contact [SQUARES Help Desk /](#) for assistance.)



## SQUARES Search Options

- **Single: Results for One Record**
- **Advanced: Drill Down Results**
- **Bulk: Results for Multiple Records**

Demo on the SQUARES Search Tools



## Questions and Answers



[SQUARESAdmin@va.gov](mailto:SQUARESAdmin@va.gov)  
[SQUARES Help Desk](#)  
[SQUARES Resources Website](#)

For more information, watch the following videos: [SQUARES Overview](#) and [SQUARES Search Tools](#).

# Eligible Veterans

- A Veteran’s eligibility for the LSV-H Grant is determined by a two-prong test. First, the individual must be found to be a ‘Veteran’ pursuant to 38 U.S.C. 101(2). Second, the individual must be found to be homeless or at risk for homelessness pursuant to 38 CFR § 79.15.
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    - Homeless: means a Veteran who is homeless as that term is defined in subsection (a) or (b) of section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302).
    - At Risk for Homelessness: 38 CFR 79.15(b)(1-9) goes on to provide a list of conditions of which at least one must be met to be considered ‘at risk for homelessness’.



# Attorney-Client Privilege

- The Department of Veterans Affairs (VA) will **never** ask for information that is protected by the Attorney-Client Privilege (ACP). The VA has no need to collect the Names of Veterans served or key details of their cases. To ensure that information covered under ACP is not inadvertently provided to the VA, please do the following:
  - Please review any materials for ACP that are provided to the VA / uploaded to VA systems prior to submittal.
  - Please do not copy VA Employees or shared VA mailboxes (such as [LSVGrants@VA.gov](mailto:LSVGrants@VA.gov)) on correspondence to Veteran clients.
  - For the limited reporting information VA does need to collect, please utilize the Unique Client Identifier discussed on the next slide instead of providing the Veteran's name and/or DOB.

**NOTE: VA will delete any information we believe to be covered under ACP. This could result in a non-compliance finding and/or delayed payments.**

# Unique Client Identifier

- When information is requested at the Veteran level (such as on the *LSV Caseload Tracking Tool* or during an Office of Business Oversight Audit), grantees need to utilize a Unique Client Identifier (UCI) instead of providing personally identifiable information for a given Veteran. A UCI is a unique combination of letters and numbers which is used to produce unduplicated counts of Veterans served over time. UCIs are widely used in other US Government grants such as those funded by the Legal Services Corporation, IRS's Low Income Taxpayer Clinics and others. The UCI for the LSV-H Grant should follow the naming convention below:
  - Two-character State/Territory abbreviation for where grantee is located
  - Four-digit year Veteran was last discharged from the military
  - First three letters of Veteran's first name
  - Veteran's four-digit year of birth
  - First letter of Veteran's last name



# Unique Client Identifier - Examples

**Example 1:** Legal Aid Florida is assisting Veteran John Smith with a Discharge Upgrade. Mr. Smith was born in 1975 and was discharged from the US Army in 2010.

– UCI for Veteran John Smith: FL2010JOH1975S

**Example 2:** Legal Aid Texas is assisting Veteran Jane Smith with a debt collection issue. Ms. Smith was born in 1985 and was discharged from the United States Marine Corps in 2008. She later joined the Texas Army Guard and was discharged from them in 2015.

– UCI for Veteran Jane Smith: TX2015JAN1985S

Utilizing a UCI will ensure that the VA can collect the relevant data we need while ensuring that information covered by ACP is protected. The UCI will also be used by the VA Office of Business Oversight should an audit be conducted.

# Compliance Requirements – SF425

- The SF-425, also known as the Federal Financial Report, is a form used by federal agencies in the United States to collect financial information from recipients of federal grants, cooperative agreements, and other types of federal funding. Its purpose is to track and report how federal funds are being utilized by the recipient organizations.
- The SF-425 seeks to provide a standardized format for recipients to report on the financial aspects of their federally funded projects. It captures information such as expenditures, obligations, and unobligated balances, allowing federal agencies to monitor the financial performance of the projects and ensure compliance with applicable regulations.
- By collecting this financial data, the SF-425 enables federal agencies to assess the progress and effectiveness of the projects they fund, verify that funds are being used for their intended purposes, and ensure accountability and transparency in the use of federal funds. The LSV-H requires the following SF-425s:
  - **A Mid Year SF-425 is due by March 1<sup>st</sup>, 2024**
  - **A Final SF-425 is due by November 28<sup>th</sup>, 2024**





# Compliance Requirements – Quarterly Report

To ensure compliance with 38 CFR 79 and 2 CFR 200, a Quarterly Report must be completed. Areas covered in the Quarterly Report include:

- Compliance with 38 CFR 79
  - Data Quality
  - Training and Webinars
  - Budget
  - Legal Services Provided
  - Certification
- Quarterly Reports will be completed the Electronic Grants Management System (eGMS). Instructions are provided later in this presentation.
  - VA estimates that the administrative burden for completing the Quarterly Report is 30 Minutes.

# Compliance Requirements – Caseload Tracking Tool

The LSV Caseload Tracking Tool is a living Excel file that tracks legal services provided to Veterans at the case level. The following information is captured in the LSV Caseload Tracking Tool:

- Unique Client Identifier for Veteran
- Veteran’s Age at Time of Screening
- Veteran’s Race
- Veteran’s Ethnicity
- Veteran’s Gender
- Veteran’s Housing Status Upon Screening
- Veteran’s Rurality Status
- Presenting Legal Problem
- Level of Legal Services Provided
- Type of Legal Service Provided
- Status of Legal Problem
- Housing Status at Exit
- Hours Spent on Legal Problem
- Group Training Details

**Note: Grantees will provide a copy of their LSV Caseload Tracking Tool no later than 30 days after the end of the grant period or as otherwise requested by the LSV Program Office or the Office of Business Oversight.**

# Determining Rurality

"Rural" is any area that is not located in a standard metropolitan statistical area or a primary metropolitan statistical area. To determine if an area is considered Rural, please utilize the LSV-H Rural County Lookup Excel file located on the LSV-H National Site. Simply find the County and State where the Veteran resides / last resided in Column 'C' then refer to the 'Yes' or 'No' listed in Column 'D'.

2015 GEOID	State	2015 Geography Name	Considered Rural for LSV-H Grant?
01001	AL	Autauga County, Alabama	No
<b>01003</b>	<b>AL</b>	<b>Baldwin County, Alabama</b>	No
01005	AL	Barbour County, Alabama	Yes
01007	AL	Bibb County, Alabama	Yes
01009	AL	Blount County, Alabama	Yes
01011	AL	Bullock County, Alabama	Yes
01013	AL	Butler County, Alabama	Yes
<b>01015</b>	<b>AL</b>	<b>Calhoun County, Alabama</b>	No
01017	AL	Chambers County, Alabama	No
01019	AL	Cherokee County, Alabama	Yes
01021	AL	Chilton County, Alabama	Yes

# Women Veterans

Per 38 U.S.C. 2022A(e), For any fiscal year, not less than 10 percent of the amount authorized to be appropriated for grants under this section shall be used to provide legal services to women Veterans.

- **Example 1:** Legal Aid Florida receives \$150,000 in funding under the LSV-H Grant.
  - Legal Aid Florida is expected to provide at least \$15,000 in legal services (38 CFR 79.20) to women Veterans.
- **Example 2:** Legal Aid Texas received \$50,000 in funding under the LSV-H Grant.
  - Legal Aid Texas is expected to provide at least \$5,000 in legal services (38 CFR 79.20) to women Veterans.

Grantees should document the amount of funding being used to provide legal services to women Veterans on their LSV Caseload Tracking Tool

# LSV-H Interaction With Other USG Grants - LSC

- The LSV Program Office is aware that Legal Services Corporation (LSC) prohibits their grantees from providing criminal defense however that does not apply to the LSV-H 'dual status' grantees. To quote LSC:

*“The restriction on criminal cases is found in the LSC Act and applies only to LSC funds and private funds by operation of Section 1010(c), 42 U.S.C. 2996i(c). The restriction does **\*not\*** extend to public funds—which include Federal grants—or Tribal funds as long as the public or Tribal funds are used for the purposes for which they were granted. In the case of LSV grants, because criminal representation is a permitted activity, LSC grantees would be able to use LSV funds consistent with that purpose.”*

- If grantees have any additional questions regarding LSC’s position, please contact Stefanie Davis – Senior Associate General Counsel and Ethics Officer with LSC’s Office of Legal Affairs (Office: 202-295-1563 / Email: [sdavis@lsc.gov](mailto:sdavis@lsc.gov)). The LSV Program Office is unable to provide any further information on this topic.

# LSV-H Interaction With Other USG Grants –VA Grants

Grants allocated for the LSV-H grant program within the Department of Veterans Affairs have a specific and exclusive focus on providing services and support to eligible veterans under this program. It is crucial to note that these grants cannot be utilized to deliver services or fulfill the scope of work authorized by other VA grants. The intent is to ensure a clear separation and avoid any overlap in the provision of services, thereby maintaining the integrity and targeted impact of both the LSV-H program and other VA grant initiatives. These other VA grant initiatives include but are not limited to:

- Grant and Per Diem Program
- Supportive Services for Veteran Families (SSVF)
- Staff Sergeant Parker Gordon Fox Suicide Prevention Grant (SSG Fox SPGP)



# Electronic Grants Management System (eGMS)



## First time logging in:

- Use the link provided in the welcome email to set your password

## Forgotten Password:

- Select the *Forgot Password?* link under the *Log In* button to reset
- If the forgot password option does not work, email [LSVGrants@va.gov](mailto:LSVGrants@va.gov) for assistance

## VHA GRANTS

### Login

  
  
  
[Forgot Password?](#)  

Learn more about our [Privacy & Security policies](#)

New to the System?

### Welcome to VHA Grant Programs Portal

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

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

For technical questions or issues, please contact [SSVF@va.gov](mailto:SSVF@va.gov), [GPDgrants@va.gov](mailto:GPDgrants@va.gov) or [VASSGFoxGrants@va.gov](mailto:VASSGFoxGrants@va.gov) or [LSVGrants@va.gov](mailto:LSVGrants@va.gov) for further assistance.





# eGMS Portal Overview

Home GPD Grants SSVF Grants LSV Grants SPGP Grants

## Welcome to the VHA Grant Programs Portal

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

### Organization and Contact Profile

Organization Profile User Profile Change Password

### Applications and Grants

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

Grant and Per Diem Program (GPD Grants)

Supportive Services for Veteran Families (SSVF Grants)

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

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

# LSV Portal Overview

Find your grant records located under My LSV Applications & Grants



**VHA GRANTS** Home GPD Grants SSVF Grants LSV Grants SPGP Grants

To start an application, please go under Notice of Funding Opportunity list and select the appropriate grant type to apply for.  
To view and/or edit existing applications, see Draft, Submitted and Under Review applications under Applications list.  
To view existing grants, see Approved grants under Grants list.  
To view existing tasks, see under Tasks list.

For technical questions or issues, please contact [LSVGrants@va.gov](mailto:LSVGrants@va.gov) for further assistance.

### Notice of Funding Opportunity

These are the current opportunities that are available for applicants to apply.

0 of 0

#	Grant Type	Cycle	Status	Cycle Start Date	Cycle Deadline	Last Modified
No Results Found						

### My LSV Applications & Grants

DRAFT (1) SUBMITTED (1) APPROVED (0) CLOSED (1)

1-1 of 1

#	Program Name	FAIN/Grant ID	Organization Legal Name	Primary Contact	Status	Created Date	
Open	1	Legal Services for Veterans	VA-999-LSV-14-22Test	Test VJP Organization	Test VJP Applicant 1	Draft	10/06/2022 01:29

# LSV Tasks Overview

Find your grant activities located under My LSV Tasks

## My LSV Tasks +

Please reference these guides to create an activity/task:

- [How to submit a Payment Request](#)
- [How to submit a Quarterly Report](#)

**MY LSV TASKS (34)**

× 🔍 1-20 of 34 < >

	#	FAIN/Grant ID	Activity Type	Primary Contact	Activity Status	Created Date	Last Modified
<a href="#">Open</a>	1	VA-999-LSV-13-22Test	Payment Requests	Test VJP Applicant 1	Draft	06/02/2023 11:58	07/10/2023 17:03
<a href="#">Open</a>	2	VA-999-LSV-13-22Test	LSV Quarterly Reporting	Test VJP Applicant 1	Draft	07/06/2023 12:00	07/07/2023 09:56



# eGMS Grant Contacts



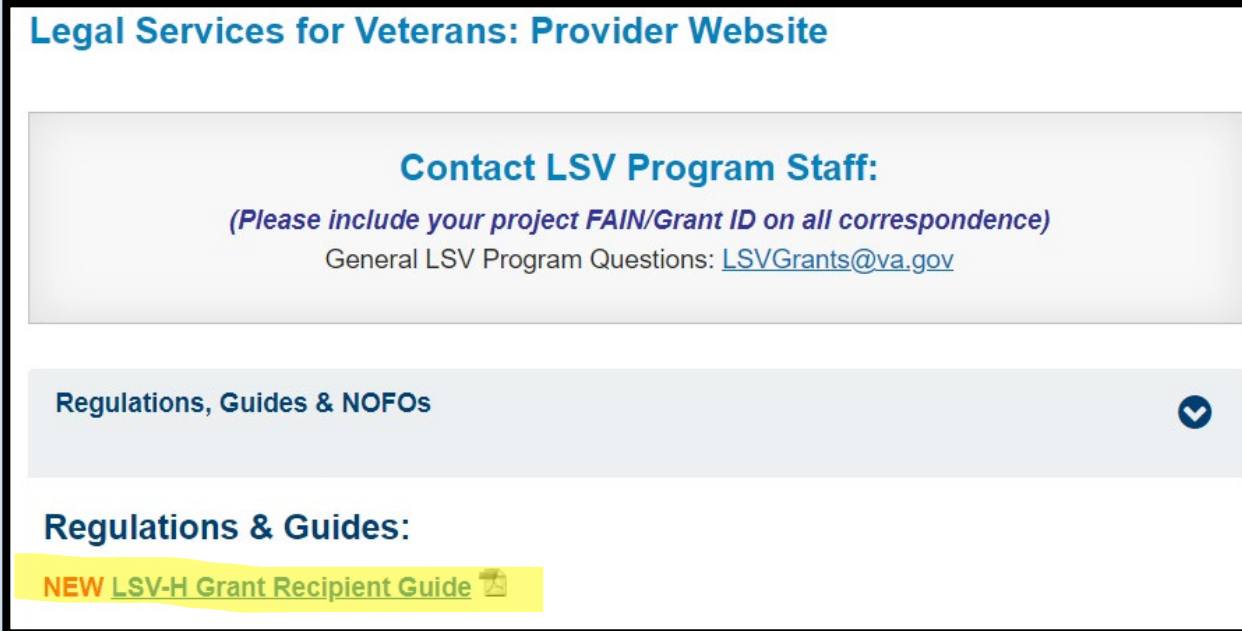
- Keeping your contacts in eGMS up to date is very important
- The contacts you list in eGMS is how our office communicates with and shares important information and updates with all grantees
- Please reference our how-to guide for updating and adding contacts:

[https://www.va.gov/HOMELESS/lsv/providers/UDPaaSTutorialAddContacts\\_LSV\\_508c.pdf](https://www.va.gov/HOMELESS/lsv/providers/UDPaaSTutorialAddContacts_LSV_508c.pdf)




# Recipient Guide for LSV-H Grant

- All guides are located on the LSV Provider Website: [https://www.va.gov/HOMELESS/LSV\\_Provider.asp](https://www.va.gov/HOMELESS/LSV_Provider.asp)
  - LSV-H Grant Recipient Guide:
    - A Grant Participant Guide has been developed for the LSV-H Grant which contains relevant information about LSV-H Operations. As this is the inaugural launch of the LSV-H Grant, grantees are encouraged to check back often as the guide will be updated periodically. [LSV-H Grant Recipient Guide 508c.pdf \(va.gov\)](#)




**Legal Services for Veterans: Provider Website**

**Contact LSV Program Staff:**  
*(Please include your project FAIN/Grant ID on all correspondence)*  
General LSV Program Questions: [LSVGrants@va.gov](mailto:LSVGrants@va.gov)

Regulations, Guides & NOFOs 

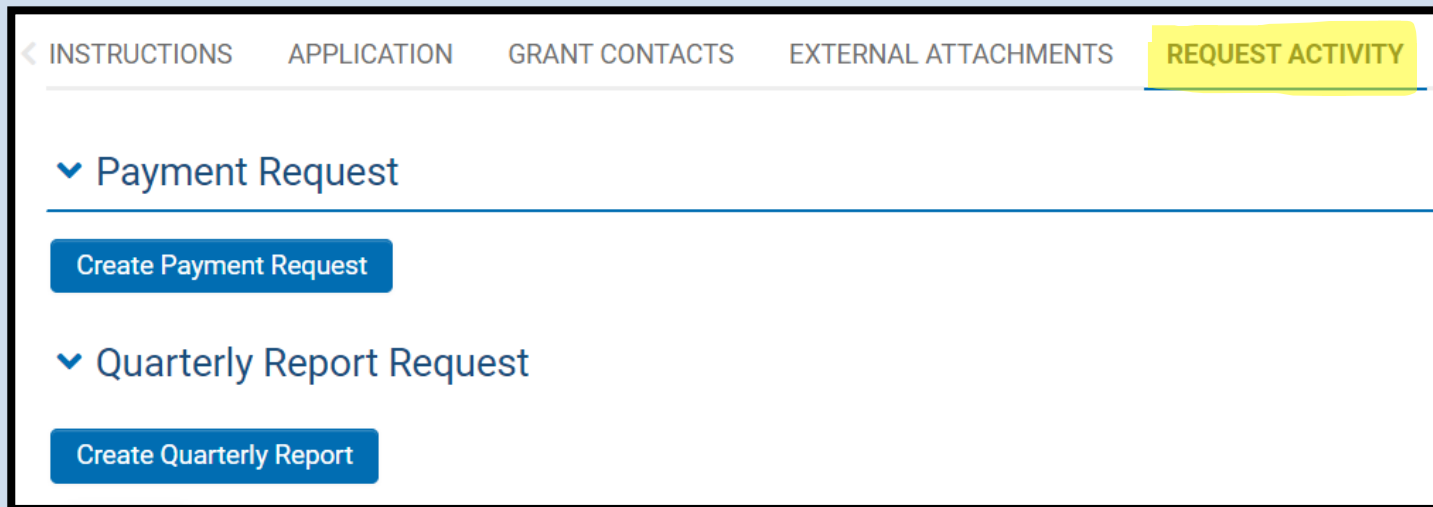
**Regulations & Guides:**

**NEW LSV-H Grant Recipient Guide** 



# How-To Guides for LSV-H Activities/Tasks

- How-to Guides for Submitting Activities in eGMS:
  - Quarterly Report: <https://www.va.gov/HOMELESS/lsv/providers/How-To Submit LSV Quarterly Report 508c.pdf>
  - Payment Request: <https://www.va.gov/HOMELESS/lsv/providers/How-to Submit LSV Payment Request 508c.pdf>



# LSV-H Grantee Referral Information

Please keep your Grantee's Referral Information up to date

- Add your contact information and the types of legal services your organization provides

INSTRUCTIONS APPLICATION GRANT CONTACTS EXTERNAL ATTACHMENTS REQUEST ACTIVITY **GRANTEE REFERRAL INFORMATION**

**\* Add your organizations information to the table**

Please keep this document up to date so Veterans and other community organizations know what services you offer and how to contact your organization.

Open Table ↻

### Organization Referral Information

**i** Please complete this table by selecting the plus button to add as many rows as needed.

Grantee Information

FAIN/Grant ID	Organization Name	States Served	Counties Served
VA-999-LSV-311-22	Test VJP Organization		

Referral and Contact Information

Referral Information (phone and/or email)	Types of Legal Services Provided	*If option OTHER was chosen, please provide a brief description here
<input type="text"/>	--Select One--	<input type="text"/>



# Financial Management



Choose **VA**

**VA**



U.S. Department  
of Veterans Affairs 40



# Financial Management

Fiscal sections to review in the Recipient Guide prior to drawing funds

## – Funding Uses

- Allowable Costs

## – Grant & Financial Compliance

- Federal Cost Principles set forth in [2 CFR part 200](#)
- Federal Regulations specific to LSV [eCFR: 38 CFR Part 79](#)
- Administrative Costs
- Fiscal Controls

## – Payment Guidance

- HHS & eGMS



# Allowable Costs

Allowable legal services covered under this Grant Program are limited to the following, without prior written approval:

- a. Legal services related to housing, including eviction defense, representation in landlord-tenant cases, and representation in foreclosure cases.
- b. Legal services relating to family law, including assistance in court proceedings for child support and custody, divorce, estate planning, and family reconciliation.
- c. Legal services relating to income support, including assistance in obtaining public benefits.
- d. Legal services relating to criminal defense, including defense in matters symptomatic of homelessness, such as outstanding warrants, fines, driver's license revocation, and citations. To reduce recidivism and facilitate the overcoming of reentry obstacles in employment or housing, covered legal services relating to criminal defense also include legal assistance with requests to expunge or seal a criminal record.
- e. Legal services relating to requests to upgrade the characterization of a discharge or dismissal of a former member of the Armed Forces under 10 U.S.C. 1553.



# Allowable Costs (cont)

- f. Other covered legal services as determined appropriate by the Secretary, including:
- (1) Legal assistance with protective orders and other matters related to domestic or intimate partner violence.
  - (2) Access to health care.
  - (3) Consumer law matters, such as debt collection, garnishments, usury, fraud, deceit, and financial exploitation.
  - (4) Employment law matters.
  - (5) The unmet legal needs of male and female veterans in VA's annual Community Homelessness Assessment, Local Education and Networking Groups [CHALENG survey](#) for the grant award year.



# Federal Cost Principles

- All costs charged to the grant must be **allowable** ([2 C.F.R. § 200.403](#)), **allocable** ([2 C.F.R. § 200.405](#)) and **properly segregated** within your financial system.
  - Grantees are responsible to have qualified staff knowledgeable regarding federal funding requirements (e.g., 2 CFR 200) and ensure their accounting systems comply with these requirements.
- Grantees must ensure **cost reasonableness** when allocating costs to a federal award.
  - Costs must meet certain general criteria in order to be allowable under Federal awards, to include being necessary and reasonable for the performance of the award and conforming to any limitations set forth in the award.
  - Per [2 C.F.R. § 200.404](#), “A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important when the non-Federal entity is predominantly federally-funded.”



# Federal Regulations: LSV-H

- Federal Regulations specific to LSV under [eCFR: 38 CFR Part 79](#)
  - [§ 79.90 Financial management and administrative costs.](#)
- (a) Grantees must comply with applicable requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards under [2 CFR part 200](#).
- (b) Grantees must use a financial management system that provides adequate fiscal control and accounting records and meets the requirements set forth in [2 CFR part 200](#).
- (c) Payment up to the amount specified in the legal services grant must be made only for allowable, allocable, and reasonable costs in conducting the work under the legal services grant. The determination of allowable costs must be made in accordance with the applicable Federal Cost Principles set forth in [2 CFR part 200](#).
- (d) Costs for administration by a grantee must not exceed 10 percent of the total amount of the legal services grant. Administrative costs will consist of all costs associated with the management of the program, including administrative costs of subcontractors.

# Administrative Costs

- ***Administrative Costs***

- Under LSV-H, a minimum of 90% of grant funds must be used to provide legal services for Veterans at risk of or experiencing homelessness.
- Per 38 CFR 79.90(d): Administrative costs are all direct and indirect costs associated with the management of the program, including administrative costs of subcontractors.
- Administrative costs may not exceed 10% of grant funds and must be substantiated.
- For example: If your award is \$150,000, your total administrative costs must not exceed \$15,000.



# Fiscal Controls

- Approval of payments does not constitute approval of individual costs charged as part of the payment. If VA subsequently determines through a fiscal review or audit that costs were not charged appropriately, VA may issue a Letter or Indebtedness to collect for the over-billing. Submission of budgets or other information as part of the grant application or through subsequent changes of scope does not constitute approval for charges that violate program regulations or OMB Uniform Guidance. Each grantee must track costs by each FAIN.
- Generally, grantees are expected to use grant funds on a consistent basis throughout the one-year award period. Grantees whose requests exceed 35% of the grant award in the first quarter, 60% in the second quarter, or 80% in the third quarter will need **prior** written approval from VA. VA reserves the right to adjust access to funds based on a variety of factors including performance.
- All financial reports must be accurate. Supporting documentation must be maintained and made available for VA review upon request. Grantees are encouraged to monitor their requests for funding closely





# Payment Process – Register

- LSV payments are reviewed in our **eGMS** system **and** electronically deposited to your bank account through the HHS, Payment Management System (**PMS**)
  - By August 2023, grantees should ensure that they have an active HHS/PMS account
  - **New Users:** follow the instructions for requesting access at: [Payment Management System \(psc.gov\)](#)
  - **Existing Users:** to add the new grant award, log into the Payment Management System and enter a request to update your access. The instructions can be found at: [User Access | HHS PSC FMP Payment Management Services](#)

U.S. Department of Health & Human Services  
PSC Program Support Center  
Payment Management Services

Home Login

About Us Grant Recipient Grantor User Access Training Support

As of the period ending June 30, 2023, Department of Labor award recipients are no longer required to submit quarterly Federal Cash Transaction Reports (FCTR)... [Read More](#)  
As of the period ending March 31, 2023, Corporation for National and Community Service (dba AmeriCorps), award recipients do not have to submit quarterly Federal Cash Transaction Reports (FCTR) for funds drawn on or after April 1, 2023... [Read More](#)  
Cancellation & End of Fiscal Year 2023 Payment Processing Deadlines: Awards funded from 2018 fixed appropriation will cancel on September 30, 2023... [Read More](#)

## What is Payment Management Services ?

The Payment Management Services (PMS) is a shared service provider and a leader in processing grant payments for the federal government. PMS offers awarding agency and grant recipients with cash management services, centralized payment services, personal grant accounting support, and Financial Reporting Support. PMS promotes financial integrity and operational efficiencies within the federal government through exceptional accounting practices.



Choose **VA**

**VA**



U.S. Department  
of Veterans Affairs

# Payment Process – Draw Down

- Grantees will request funds through the HHS system **AND** submit a payment request through the eGMS portal: [eGMS Login Webpage](#)
- Grantees will follow the How-to guide available on the [LSV Provider Website](#) that provides detailed steps on how to properly submit your payment request
- Generally, grantees will request funds on a monthly or quarterly basis for costs incurred.
  - If funds are requested for pending expenses, they must be spent within three business days
  - LSV will review each payment request for reasonableness and allowability, we will utilize the original budget submission to ensure services are in line with scope of project



# OBO Fiscal Oversight

- LSV National Program Office secures the services of VA's Office of Business Oversight (OBO) to support our financial oversight and monitoring responsibilities.
  - VA audit staff and contractors conduct onsite and virtual fiscal reviews of grantees.
  - Review SF425's and supporting documentation.
  - Assess compliance with A-133 audit requirements.
- VA continues to invest its financial oversight resources as one way to mitigate risk.
  - All grantees should be prepared for an onsite fiscal review from OBO.
  - Make sure you have qualified staff that understand the requirements outlined in the Uniform Guidance (2 CFR 200) to properly manage your Federal funding.
  - Ensure your organization has written standard operating procedures (SOPs) related to your management of funds. Routinely review and update these documents, as appropriate.



# Communication



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# Communication

- Include your FAIN in email communication to LSV team
- Know your FAIN (Federal Award Identification Number)

Example: **AK-012-LSV-345-22**

- **AK** = State
- **012** = Last 3 digits of grantee organization tax ID
- **LSV** = Program (to differentiate between Homeless Programs Office grants)
- **345** = Application number (automatically assigned when application was created)
- **22** = Fiscal Year



# Communication

LSV Grants Inbox is an administrative inbox: [LSVgrants@va.gov](mailto:LSVgrants@va.gov)

General LSV grant questions

Requests from external stakeholders

Grant administration communication from LSV team

Some examples:

MOA follow up

NOFO questions

Responses to administrative issues as indicated

Important to include your FAIN number in subject line

Do not share Veteran PHI/PII

# Veterans Crisis Line

- Veterans
- Service Members
- Family Members
- Friends



Confidential crisis chat at [VeteransCrisisLine.net/Chat](https://VeteransCrisisLine.net/Chat) or text **838255**



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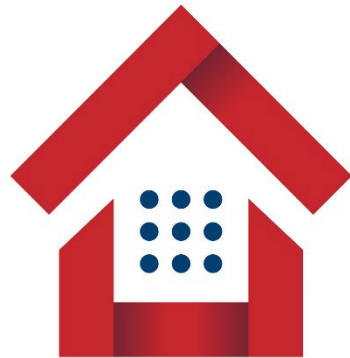
**VA**



U.S. Department  
of Veterans Affairs



# Veterans Homeless Hotline



National Call Center  
for Homeless Veterans

**877-424-3838**

*va.gov/homeless*

- The Call Center can provide immediate resources, but the local VA facility will need to reach out for more permanent assistance, usually within a few days.
- Be sure to provide a phone number or location to speak with the Veteran for follow-up.



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**VA**



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# Next Steps

- Connect with local VA Medical Center
  - ❖ Differences between VA MLP & LSV-H
- Familiarize and register with SQUARES
- Register with Payment Management System
- Complete 'Grantee Referral Information' in eGMS
- Review/utilize Grantee Participant Guide
- Virtual Grantee Onboarding Conference- September 2023
- FAQ – email to [lsvgrants@va.gov](mailto:lsvgrants@va.gov)
- Visit LSV Provider website [Legal Services for Veterans: Provider Website - VA Homeless Programs](#)



Thank  
you

