



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

New Grantee Onboarding Day 2
September 27, 2023

Recording: <https://veteransaffairs.webex.com/veteransaffairs/ldr.php?RCID=e2464b46693045713f44d8cebc61da26>

Password: Homeless1!



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Legal Services for Veterans Team



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Financial Management

– Allowable Costs/Fundable Services

- Training and Outreach
- Women Veterans

– 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
- Requesting a payment



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 10U.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.

Training and Outreach

One component applicants were scored on related to the program concept and plan demonstrated by the following Outreach and Screening Plan:

- Applicant has a feasible outreach and referral plan to identify and assist eligible veterans in need of legal services.
- Applicant has a plan to process and receive legal services referrals for eligible veterans.
- Applicant has a plan to assess and accommodate the needs of referred eligible veterans.
- *Collaboration and communication with VA.* Applicant has a plan to coordinate outreach and services with local VA facilities.
 - <https://www.ecfr.gov/current/title-38/section-79.35>

NOTE: While outreach is a necessary component of this grant, the intent of the grant is to resolve legal issues that create barriers to housing and/or employment. Grantees will be required to submit quarterly performance reports to demonstrate they are meeting the requirements of this grant as outline in the NOFO under which grantees applied.

Training and Outreach

Training Veterans is an allowable activity. Such trainings, which may be used as outreach, should be captured on the 'Group Training' Tab of the Caseload Tracking Tool.

- The **hours** associated with a training should include preparation, travel (if applicable), and the actual training. While we'd always like as many Veterans to be at a training as possible, the number of veterans who show up won't impact the cost (so if 20 Veterans register but only 8 show up, VA won't deduct any payment).
- As for the '**Number of Veterans in Attendance**', you can enter an estimate. We recognize that there may be non-eligible individuals attending those groups as well, we simply need an estimate of how many Veterans attended.
 - You don't need to register each Veteran or verify their eligibility for covered legal services under LSV-H. Should a Veteran request assistance with a covered legal service following the training, they would need to be screened by the grantee to ensure they are eligible.



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Training and Outreach

Training staff who support Veterans is allowable as an Administrative Cost.

- As a reminder, Administrative Costs are limited to 10% of the Grant award amount. You'll log such training when you submit a payment request.

Example: A grantee is giving a one-hour training and you'll be sending an attorney and a paralegal to give this training. The training site is about an hour away, you can bill six hours for this training (two hours for roundtrip travel and one hour for the training for both the lawyer and the paralegal).

- Note: If staff have dinner after training, this time would not be allowable.



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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 (38CFR 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 CFR79.20) 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

Federal Cost Principles

- Federal Regulations specific to LSV under [eCFR: 38 CFR Part 79](#)
 - [§ 79.90 Financial management and administrative costs.](#)
- [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.](#)
- 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](#).
- 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.

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.

Administrative Costs

Administrative costs are the allowable, reasonable, and allocable costs related to the overall management of the LSV grant that relate to legal services to eligible Veterans.

What types of costs are considered to be Administrative? These are costs that would typically fall into this category:

- Staff Training
- Office Expenses/Supplies
- Office Space
- Utilities
- Insurance
- Computer/phone/internet
- Computer software
- Salaries (Admin, HR, IT, Accounting)
- Travel costs incurred for official business in carrying out the grant



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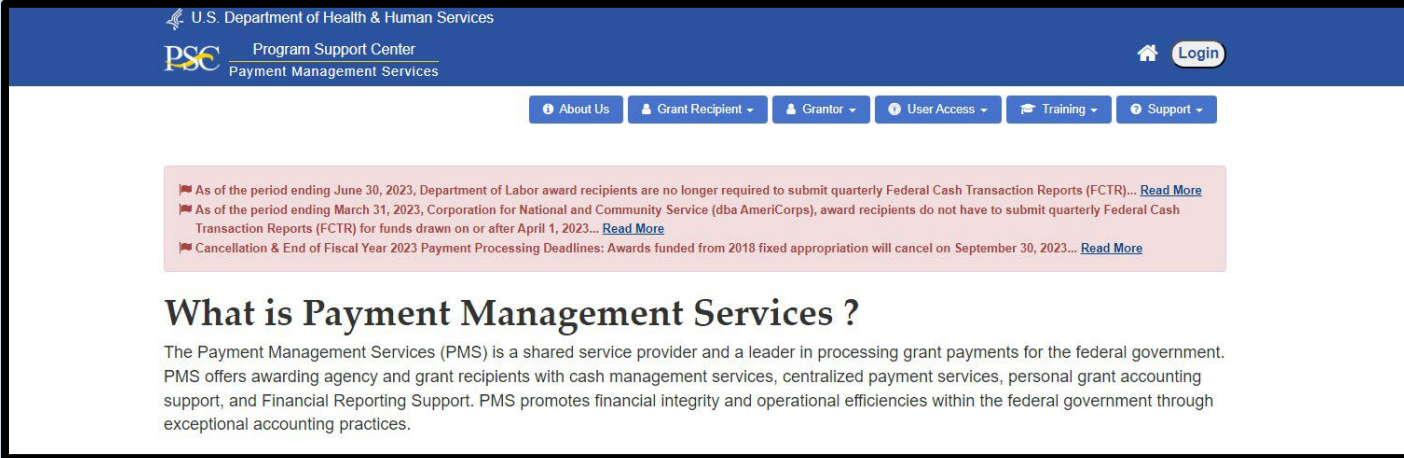
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Fiscal Controls

- 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](#)



The screenshot shows the website for the U.S. Department of Health & Human Services Program Support Center Payment Management Services. The header includes the U.S. Department of Health & Human Services logo, the PSC logo, and the text "Program Support Center Payment Management Services". There is a "Login" button in the top right corner. Below the header is a navigation menu with links for "About Us", "Grant Recipient", "Grantor", "User Access", "Training", and "Support". The main content area features a pink notification box with three items: "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", and "Cancellation & End of Fiscal Year 2023 Payment Processing Deadlines: Awards funded from 2018 fixed appropriation will cancel on September 30, 2023... Read More". Below the notification box is a section titled "What is Payment Management Services ?" with a paragraph of text: "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."



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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 (no advance payments).
 - 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

Requesting a Payment

- You must complete the payment table within eGMS, this is required for our review and part of the supporting documentation
- You will request reimbursement for costs incurred and provide a brief justification that ties to each cost

Select each cost for specified billing period	Costs incurred for specified billing period	Number of Hours attributable for specified billing period (if applicable)	*Justification/Comments (required)
Salary & benefits cost (attorney) ▾	\$25,000.00	400	Three attorneys spent a total of 400 hours working with 8 different Veterans on a variety of legal services
Salary & benefits cost (other legal staff) ▾	\$5,000.00	200	Legal staff including Accounting team and Administrative support preparing documents and screening clients
Fees related to outreach, education, training ▾	\$2,000.00	10	Hosted 3 outreach events in collaboration with our local VAMC and provided educational materials
Admin Costs (max 10%) ▾	\$3,500.00		Office space, office supplies, computer software, and cellphone
	\$35,500.00	610	



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.



Electronic Grants Management System (eGMS)



eGMS Login

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 for assistance

VHA GRANTS

Login

[Forgot Password?](#)

Welcome to VHA Grant Programs Portal

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

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

For technical questions or issues, please contact SSVF@va.gov, GPDgrants@va.gov or VASSGFoxGrants@va.gov or LSVGrants@va.gov for further assistance.

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

New to the System?



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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 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



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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)

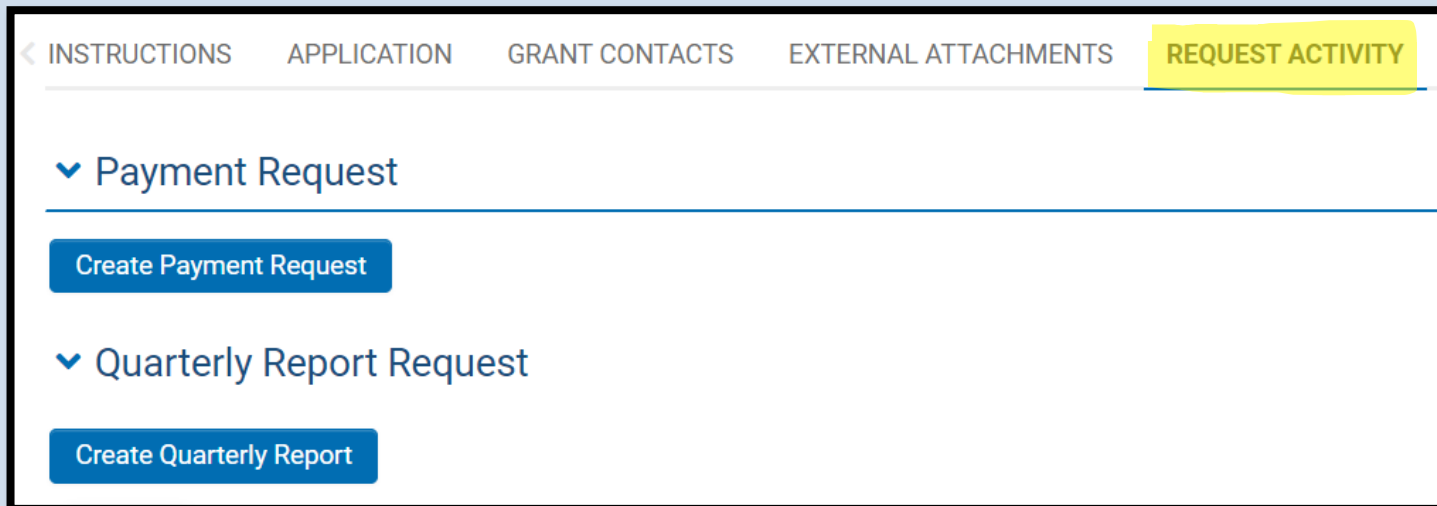
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	#	FAIN/Grant ID	Activity Type	Primary Contact	Activity Status	Created Date	Last Modified
Open	1	VA-999-LSV-13-22Test	Payment Requests	Test VJP Applicant 1	Draft	06/02/2023 11:58	07/10/2023 17:03
Open	2	VA-999-LSV-13-22Test	LSV Quarterly Reporting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



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



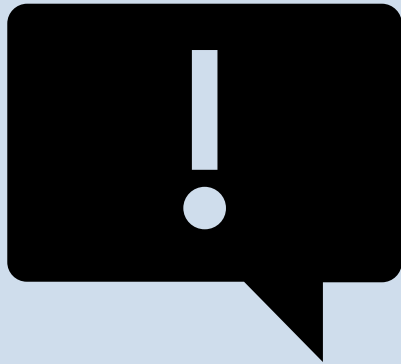
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eGMS Grant Contacts



- 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



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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

 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"/>



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Thank you



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