



## Department of Veterans Affairs

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# ***Homeless Providers Grant and Per Diem Program Special Needs Application Section A - Instructions***

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VA Form  
JAN 2003

**10-0361-SN**

## **SECTION A – GENERAL INFORMATION AND INSTRUCTIONS**

**Purpose and goals:** The purpose of the VA Homeless Providers Grant and Per Diem Program is to promote the development and provision of supportive housing and/or appropriate supportive services, including innovative approaches to assist homeless veterans in the transition from homelessness and to enable them to live as independently as possible.

The goal of the special needs grant component is to assist homeless veteran “special need populations”. This is done by providing grant funding to eligible capital grant and per diem recipients that incur additional operational costs that would not otherwise be incurred but for the fact that they are providing beds or services in supportive housing and at service centers for the following homeless veteran populations: Women, including women who have care of minor dependents; Frail elderly; Terminally Ill; or Chronically mentally ill.

**Measurable objectives:** Applicants must establish and include in their applications measurable objectives for the proposed special need program(s). Applicants must also describe how their proposed program will specifically address the special needs of the special need homeless population served. The measurable objectives established by each applicant are expected to vary based on the specific needs and characteristics of the type of special need program. Where the applicant will provide multiple or particularly difficult types of special need assistance, objectives should reflect realistic expectations.

VA will not consider the level of expectations described in the objective in rating applications. That is, an application that contains realistic objectives that target a more difficult population to be served will be treated the same as an application that contains more optimistic objectives that target less difficult populations. VA specifically does not want the process of establishing measurable objectives to lead applicants away from homeless veteran populations with the most serious problems. VA does want applicants for special need grants to provide quality housing and services. Applicants, if funded, will be required to periodically measure project results and, as necessary, make program adjustments.

**Eligible activities:** Special Need funding **may not** be used to acquire vans or real property. Special Need funding **may** be used for activities that provide or support the following:

### **Women and women who have care minor dependents:**

- (1) Ensure transportation for women and their children, especially for health care and educational needs;
- (2) Provide directly or offer referrals for adequate and safe child care;
- (3) Ensure children’s health care needs are met especially age appropriate wellness visits and immunizations; and
- (4) Address safety and security issues including segregation procedures from other program participants if deemed appropriate.

**Frail Elderly:**

- (1) Ensure the safety of the residents in the facility to include preventing harm and exploitation;
- (2) Ensure opportunities to keep residents mentally and physically agile to the fullest extent through the incorporation of structured activities, physical activity, and plans for social engagement within the program and in the community;
- (3) Provide opportunities for participants to address life transitional issues and separation and/or loss issues;
- (4) Provide access to assistance devices such as walkers, grippers, or other devices necessary for optimal functioning;
- (5) Ensure adequate supervision, including supervision of medication and monitoring of medication compliance; and
- (6) Provide opportunities for participants either directly or through referral for other services particularly relevant for the frail elderly, including services or programs addressing emotional, social, spiritual, and generative needs.

**Terminally Ill:**

- (1) Help participants address life-transition and life-end issues;
- (2) Ensure that participants are afforded timely access to hospice services;
- (3) Provide opportunities for participants to engage in “tasks of dying,” or activities of “getting things in order” or other therapeutic actions that help resolve end of life issues and enable transition and closure;
- (4) Ensure adequate supervision including supervision of medication and monitoring of medication compliance; and
- (5) Provide opportunities for participants either directly or through referral for other services particularly relevant for terminally ill such as legal counsel and pain management.

**Chronically Mentally Ill:**

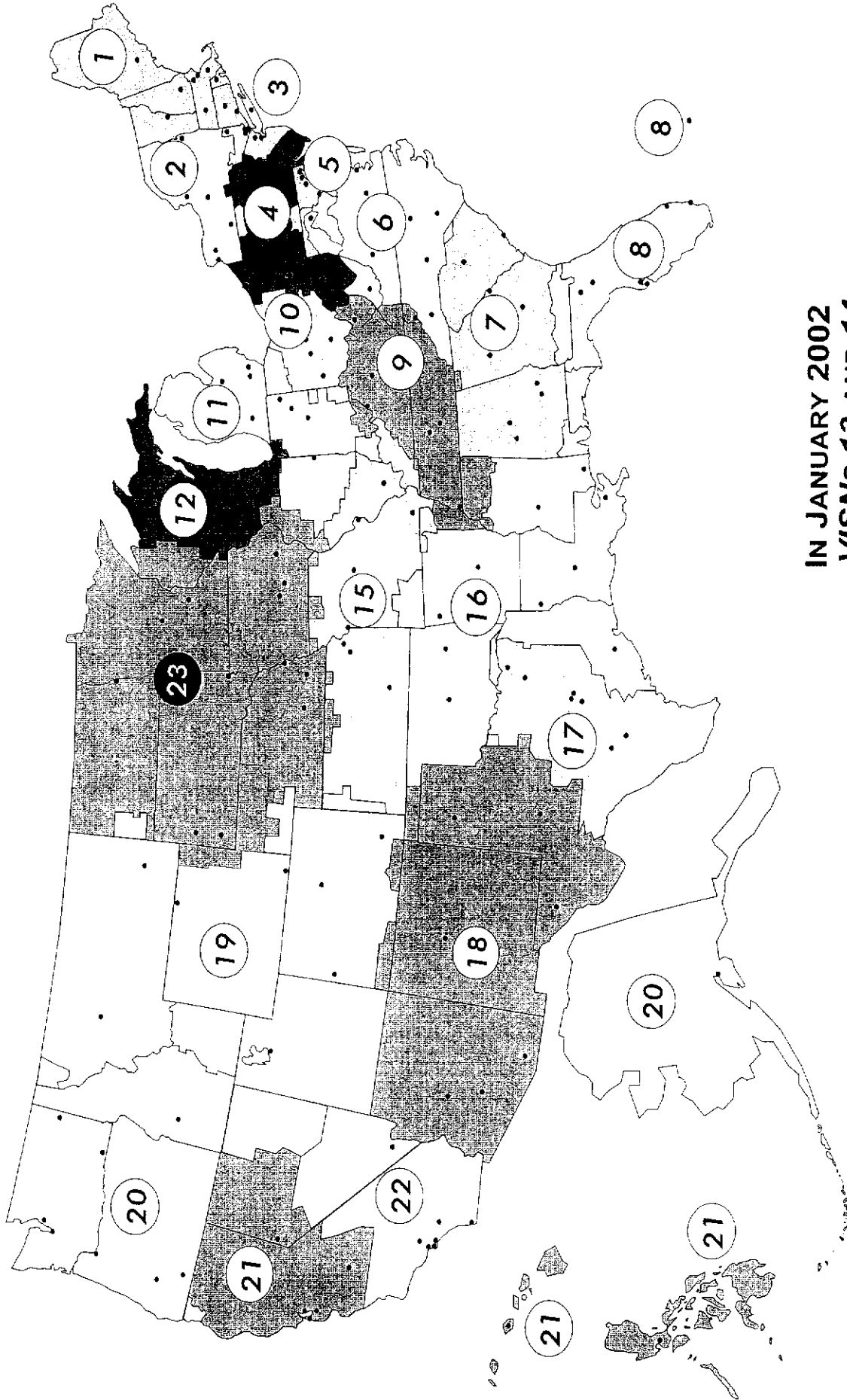
- (1) Help participants join in and engage with the community;
- (2) Facilitate reintegration with the community and provide services that may optimize reintegration such as life-skills education, recreational activities, and follow up case management;
- (3) Ensure that participants have opportunities and services for re-establishing relationships with family;
- (4) Ensure adequate supervision, including supervision of medication and monitoring of medication compliance; and
- (5) Provide opportunities for participants, either directly or through referral, to obtain other services particularly relevant for a chronically mentally ill population, such as vocational development, benefits management, fiduciary or money management services, medication compliance, and medication education.

**Eligible applicants:** Previous capital grant and per diem recipients are eligible to apply for special needs grants.

**Life Safety Code Compliance:** All entities receiving grants and or per diem under PL 107-95 must meet the fire and safety requirements applicable under the Life Safety Code of the National Fire Protection Association as well as any local or state codes as required.

**Grant award process:** VA will notify applicants within grouped categories according to the funding priorities set forth in the NOFA, if any. Applicants will then be ranked, within their respective funding category if applicable. The highest-ranked applications for which funding is available, within highest priority funding category if applicable, will be selected to receive a special needs grant in accordance with their ranked order. If funding priorities have been established and funds are still available after selection

**21 Veterans Integrated Service Networks (VISN)**



**IN JANUARY 2002  
VISNS 13 AND 14  
WERE INTEGRATED AND  
RENAMED VISN 23**

of those applicants in the highest priority group VA will continue to conditionally select applicants in lower priority categories in accordance with the selection method set forth in the regulations subject to available funding.

VA expects to announce these selections within 120 days of the application submission deadline. Such applicants will be subsequently notified of any additional project information necessary for grant award and the date of the deadline for submission of such information. If an applicant is unable to meet any conditions for grant award within the specified timeframe, VA reserves the right to not award funds and to use the funds available for other components of the Grant and Per Diem Program.

**Technical deficiencies:** VA will notify an applicant of any curable technical deficiencies in the application and the date by which these deficiencies must be corrected. If the applicant fails to submit the corrections within this period, VA will disqualify the application.

Curable technical deficiencies are items that are not necessary for VA review under the selection criteria (e.g., failure to submit a required certification). Applicants may not submit items that would improve the substantive quality of the application after the application deadline.

**Documentation and Public Access Requirements:** VA will ensure that documentation and other information regarding each application submitted are sufficient to indicate the basis upon which assistance was provided or denied. This material, including any letters of support, will be made available for public inspection for a five-year period beginning not less than 30 days after the award of the assistance. Material will be made available in accordance with the Freedom of Information Act (5 U.S.C. 552) and VA's implementing regulation at 38 CFR § 1.553.

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## Council of Network Homeless Coordinators Listing

(revised 2/14/00)

| VISN | Contact Person       | Facility                           | City                  | Phone                 |
|------|----------------------|------------------------------------|-----------------------|-----------------------|
| 1    | Robert Hallett       | VA Medical Center                  | Bedford, MA           | (781) 687-2381        |
| 1    | Richard T. Synnott   | VA Medical Center                  | Providence, RI        | (401) 253-8000 x528   |
| 2    | Robert Van Keuren    | VA Medical Center                  | Canandaigua, NY       | (716) 393-7413        |
| 3    | Henrietta Fishman    | Veterans Healthcare Center         | Bronx, NY             | (718) 741-4254        |
| 4    | John E. Barilich     | VA Medical Center                  | Pittsburgh, PA        | (412) 784-3511        |
| 5    | Paul E. Smits        | VA Medical Center                  | Martinsburg, WV       | (304) 263-0811 x3810  |
| 6    | James L. Robinson    | VA Medical Center                  | Salisbury, NC         | (704) 638-3450        |
| 7    | Craig Burnette       | VA Medical Center                  | Decatur, GA           | (404) 327-4033        |
| 8    | Daniel Robbin        | VA Medical Center                  | Miami, FL             | (305) 541-5864 x136   |
| 9    | David Hansard        | VA Medical Center                  | Mountain Home, TN     | (423) 926-1171 x2874  |
| 10   | Jeff Quarles         | VA Medical Center                  | Cleveland, OH         | (216) 231-3479        |
| 11   | Mary Sherrill        | VISN 11 (10N11)                    | Ann Arbor, MI         | (734) 930-5992        |
| 12   | Mary Ann Romeo       | Edward Hines Jr. Veterans Hospital | Hines, IL             | (708) 202-2055        |
| 13   | Michael P. Keough    | VAMROC                             | Fargo, ND             | (701) 239-3764        |
| 14   | Ellen L. Mathes      | VA Central Iowa HCS                | Knoxville, IA         | (641) 828-5161        |
| 15   | George Templeton     | VA Medical Center                  | St. Louis, MO         | (314) 289-6391        |
| 16   | Estella L. Morris    | VA Medical Center                  | North Little Rock, AR | (501) 212-1000 x1001  |
| 17   | Greta Mankins        | VA Medical Center                  | Dallas, TX            | (214) 857-0388        |
| 18   | Stephen Cohen        | VA Medical Center                  | Tucson, AZ            | (520) 792-1450 x5475  |
| 19   | Larry W. Melka       | VA Medical Center                  | Cheyenne, WY          | (307) 778-7353        |
| 20   | William D. Hamilton  | VA Puget Sound HCS                 | Tacoma, WA            | (253) 582-8440 x6784  |
| 21   | Roberta L. Rosenthal | VA Medical Center                  | San Francisco, CA     | (415) 551-7338        |
| 22   | William L. Daniels   | West LA VA Medical Center          | Los Angeles, CA       | (310) 478-3711 x43623 |

## GENERAL INSTRUCTIONS FOR APPLICATION COMPLETION

**Component:** Funds are available for special need in the form of grants to eligible entities that are eligible capital grant and per diem recipients to assist with additional operational costs that would not otherwise be incurred but for the fact that the recipient is providing beds or services in supportive housing and at service centers for the following homeless veteran populations: Women, including women who have care of minor dependents; Frail elderly; Terminally Ill; or Chronically mentally ill.

A more detailed description of this component, including program requirements, is contained in the rule published in the Federal Register, 38 CFR subpart 61.40. A copy of these regulations is provided in the appendix of this application. Applicants must review the regulations before completing this application.

**Application deadline:** Only complete and timely applications will be considered for funding. To be considered timely, the application must be received at the address and by the time and date specified in the Notice of Fund Availability (NOFA) published in the Federal Register. Applications received after the date and time published in the NOFA will not be accepted even if postmarked by the deadline date. Following the application deadline, applicants will be notified that their application has been received. To be considered complete all items requested in the grant application must arrive as a single application package. Materials arriving separately will not be included in the application package for consideration and may result in the application being rejected or not funded.

**Organization of the Application:** The application is composed of sequentially numbered single, print on one-side pages. This allows for easy removal of each individual page for copying and insertion into typewriters or printers. Not all pages are to be completed by all applicants. Applicants should pay close attention to the specific instructions in each section.

The application is divided into the following sections: (A) General Instructions, (B) Special Needs Submission, (C) Omitted for this Grant (D) Forms, and (E) Appendices. The majority of the application has been formatted in a manner allowing all information and responses to be placed directly on the form. There will be a wide variety of response types.

Generally a combination of "Fill in the Blank" and "Narrative or Essay" have been used. Many questions have specific text box spaces for responses. Responses should be typed, by using a typewriter, computer, or word processor in the appropriate space provided unless otherwise indicated. **Font size should be 10 point or larger. Do not use the backs of the pages.** Materials may be duplicated as needed on white paper.

**Specific Instructions:** Specific Instructions are located at the beginning of each area with most areas being self-explanatory.

**Responses to Questions:** Please do not read "into" the questions. Simply, answer the questions in a direct manner. Be sure to answer all parts of the question. The questions are designed to provide an accurate view of the proposal to a review panel. The space that is provided is sufficient to complete an accurate response. If applicants find they are having trouble answering a question in the space provided, they should look at the response and eliminate what may be unnecessary information. Chances are that a following question will provide an opportunity to use the eliminated information.

**Information other than requested:** The application is designed to provide VA with sufficient information to determine eligibility and to assign rating points for each section criterion. Applicants must not include information other than that requested. Moreover, applicants are asked to be concise in

|                                |                                      |                                     |                            |                            |                              |              |
|--------------------------------|--------------------------------------|-------------------------------------|----------------------------|----------------------------|------------------------------|--------------|
| Bob Young                      | Homeless Coordinator                 | VAOPC                               | 100 River Ave              | Eugene, OR 97404           | EXT.4204<br>541-607-7560     | 541-607-7573 |
| Alan F. Castle, MSW (122)      | HCHV Coordinator                     | VA Medical Center -663              | 1660 S. Columbian Way      | Seattle, WA 98108          | 206-764-2080                 | 206-553-0380 |
| John Davis                     | HCHV Coordinator                     | VA Medical Center -668              | 4815 N. Assembly           | Spokane, WA 99205          | 509-353-2699                 | 509-353-2709 |
| Christopher Oliver (122)       | HCHV Coordinator                     | VA Medical Center -687              | 77 Wainwright Drive        | Walla Walla, WA 99362      | 509-525-5200 ext. 2690       | 509-527-6113 |
| Michael Twist, LCSW            | Social Work Service                  | VA Domiciliary-692                  |                            | White City, OR 97503       | 541-826-2111 ext.3439        | 503-830-3518 |
| <b>VISN 21</b>                 |                                      |                                     |                            |                            |                              |              |
| Bobbie Rosenthal (122)         | Chief, Social Work Service           | VA Medical Center -662              | 4150 Clement Street        | San Francisco, CA 94121    | 415-551-7312                 | 415-750-6976 |
| Scott Hollander, LCSW          | HCHV Coordinator                     | VA Medical Center -570              | 2615 E. Clinton Avenue     | Fresno, CA 93703           | 559-228-6975                 | 559-228-6903 |
| Rick Valasquez, MSW (151)      | Social Worker                        | VA Med/Regional Office Center - 459 | P. O. Box 50188            | Honolulu, HI 96850         | 808-566-2037                 | 808-566-2053 |
| see Curt Klaus below           |                                      | VA Medical Center -599              | 4951 Arroyo Road           | Livermore, CA 94550        |                              |              |
| See Peter Almazol below        |                                      | Oakland Army Base                   | West 21st St. Bldg 762     | Oakland, CA 94607          |                              |              |
| Curt Klaus, LCSW (122MPD)      | Community Care Housing Coord.        | VAMC                                | 795 Willow Road            | Menlo Park, CA 94025       | 650-493-5000 ex.22462        | 650-617-2614 |
| Paula Rowles, LCSW             | Clinical Social Worker               | VA Medical Center -654              | 1000 Locust Street #116    | Reno, NV 89520-0111        | 775-328-1761                 | 775-328-1403 |
| Peter Almazol, MSW             | Acting Chief, Social Work Svc. (122) | VANCHCS-Social Work Service (122)   | 150 Muir Road              | Marlitez, CA 94553         | 925-372-2887                 | 925-372-2501 |
| See Peter Almazol above        |                                      | Sacramento, CA                      |                            |                            |                              |              |
| <b>VISN 22</b>                 |                                      |                                     |                            |                            |                              |              |
| William R. Frink, MSW (600/11) | Social Work Profession Leader        | VA Medical Center -600              | 5901 East 7th Street       | Long Beach, CA 90822       | 562-494-2611 ext. 4684       | 562-494-5951 |
| Ed Atchison                    | Coordinator,CBOC                     | CBOC -758                           | 1581 N. Main Street        | Las Vegas, NV 89101        | 702-386-3164                 | 702-386-3180 |
| Isreal Jones, LMSW (122)       | Chief, Primary/Extended Care & Hmls. | Jerry L. Pettis VA Med Ctr -605     | 11201 Benton Street        | Loma Linda, CA 92357       | 909-422-3071 FTS<br>996-3071 | 909-422-3186 |
| Joetta Brown Higgins, MSW      | Site Manager                         | LAACC                               | 351 E. Temple Street       | Los Angeles, CA 90012-3328 | 213-253-2677 ext. 4534       | 213-253-5555 |
| Suzanne Demong, LCSW (122)     | Chief, Social Work Service           | VA Medical Center -664              | 3350 LaJolla Village Drive | San Diego, CA 92161        | 858-552-7548                 | 619-552-7455 |
| Paul Burton, MSW (122)         | Site Manager                         | SACC                                | 16111 Plummer Street       | Sequimeda, CA 91343        | 818-895-9596                 | 818-895-9339 |
| William Daniels, MSW (122)     | Dir., West LA Comprehensive Hmls Ctr | West LA VA Med Ctr -691             | 11301 Wilshire Blvd.       | Los Angeles, CA 90073      | 310-268-3385                 | 310-268-4743 |



presenting requested information and must not exceed the designated spaces provided for response or add additional pages unless the application specifically instructs the applicant to respond on additional pages.

**Definitions and References:** Definitions and references can be found in the Rules and Regulations provided in the appendices. Generally, subjects are self-explanatory or a reference is given as to where to obtain a specific topic explanation.

**Final Application Assembly:** An assembly checklist has been provided. The application must be assembled in the order shown on the assembly checklist. After the entire application is assembled:

1. Attach the cover sheet;
2. Number every page of the application sequentially using the applicant page number box;
3. Enter the appropriate page number of each form on the checklist;
4. If a form is not applicable, enter "NA" in the page column of the checklist;
5. Submit the original plus two (2) copies (on white paper);
6. **Do not punch holes in the application;**
7. **Do not submit the application in a loose-leaf binder;**
8. The same authorized representative of the organization who signed the assurances must sign the Standard Form 424.

**For further information:** If you have any questions regarding the VA Homeless Providers Grant and Per Diem Program, contact the Program Office at:

Mail Address: VA Homeless Providers Grant and Per Diem Program  
Department of Veterans Affairs  
10770 N. 46<sup>th</sup> Street, Suite C-100  
Tampa, FL 33617

Telephone (toll-free): 1-877-332-0334  
FAX (toll-free): 1-877-332-0335

|       |                                    |                                      |                                   |                          |                             |                          |              |
|-------|------------------------------------|--------------------------------------|-----------------------------------|--------------------------|-----------------------------|--------------------------|--------------|
| (122) | Estella L. Morris, LCSW (122H/NLR) | Prog. Mgr. Comprehensive Hmls. Ctr.  | VA Medical Center                 | 1101 W. 2nd Street       | North Little Rock, AR 72204 | 501-212-1000 ext. 1001   | 501-212-1005 |
|       | Kenneth Rocky, MSW (COS6)          | HCHV Coordinator                     | VA Medical Center -629            | 1601 Perdido Street      | New Orleans, LA 70146       | 504-568-0811 ext 3620    | 504-589-5919 |
|       | Dock Voorhies, MSW                 | Chief, Social Work Service           | Overton Brooks VA Med Ctr -667    | 510 East Stoner Avenue   | Shreveport, LA 71101-4295   | 318-424-6040             | 318-424-6121 |
|       | Edwina Luker, MSW (122)            | Social Work Section Chief            | VA Medical Center -635            | 921 N.E. 13th Street     | Oklahoma City, OK 73104     | 405-270-0501 ext 3214    | 405-270-1538 |
|       | Melanie Stewart, MSW               | Homeless Outreach Social Worker      | Tulsa OPC,Mental Health Clinic    | 635 West 11th St         | Tulsa, OK 74127             | 918-764-7215             | 918-764-7259 |
|       | See Melanie Stewart above          |                                      | VA Muskogee                       | 1011 Honor Heights       | Muskogee, OK 74401          | 918-680-3758             |              |
|       | <b>VISN 17</b>                     |                                      |                                   |                          |                             |                          |              |
|       | Greta Mankins (116A)               | Director, CHC                        | VA Medical Center -549            | 4500 S. Lancaster Rd.    | Dallas, TX 75214            | 214-857-0388             | 214-857-0372 |
|       | see Greta Mankins above            |                                      | Sam Rayburn Mem Vet Ctr -522      | 1201 E. 9th Street       | Bonham, TX 75418            | 903-583-6233             | 903-583-6687 |
|       | Stephen C. Shomton, MSW            | HCHV Coordinator                     | S. TX Vets. Health Care Sys. -671 | 7400 Merton Minter Blvd  | San Antonio, TX 78284       | 210-699-2135             | 210-699-2257 |
|       | James A. Brown, LMSW               | HCHV Coordinator                     | VA Medical Center -685            | 4800 Memorial Drive      | Waco, TX 76711              | 254-752-6581 ext.7450    | 254-754-9346 |
|       | <b>VISN 18</b>                     |                                      |                                   |                          |                             |                          |              |
|       | Chuck Foster, MSW                  | Homeless Veterans Coordinator        | Carl T. Hayden VAMC -644          | 650 E. Indian School Rd. | Phoenix, AZ 85012           | 602-277-5551 ext. 7656   | 602-222-6521 |
|       | Jill E. Manske, ACSW (122)         | Chief, Social Work Service           | VA Medical Center -501            | 1501 San Pedro, SE       | Albuquerque, NM 87120       | 505-256-2773             | 505-256-2723 |
|       | Maxine R. Brandon (122)            | Social Work Service                  | VA Medical Center -504            | 6010 Amarillo Blvd., W.  | Amarillo, TX 79106          | 806-355-9703 ext.7021    | 806-354-7818 |
|       | Jana O'Leary,LMSW                  | SCI COORD. & Homeless Coordinator    | VA Medical Center -519            | 300 Veterans Blvd.       | Big Spring, TX 79720-5500   | 1-800-472-1366 ext.7041  | 915-268-5086 |
|       | Angela Waddy, LCSW                 | Homeless/CWT Program Coord. (116)    | VA Health Care Center -756        | 5001 N. Piedras St.      | El Paso, TX 79903-4211      | 915-564-6159 ext. 6283   | 915-564-7861 |
|       | Don Gray                           | Outreach Coordinator                 | VA Medical Center -649            | 600 N. Highway 89        | Prescott, AZ 86313          | 520-445-4860 ext.6998    | 520-776-6125 |
|       | Robert Thomas (122)                | VASH Social Worker                   | VA Medical Center -678            | 3601 S. 6th Avenue       | Tucson, AZ 85723            | 520-792-1450 ext. 6639   | 520-629-1811 |
|       | <b>VISN 19</b>                     |                                      |                                   |                          |                             |                          |              |
|       | Joe Lally, MSW                     | HCHV Program Coordinator             | VA Medical Center -554            | 1055 Clermont Street     | Denver, CO 80220            | 303-399-8020 ext. 2097   | 303-393-4556 |
|       | Larry W. Melka, MSW (116HCM1)      | HCHV Program Coordinator             | VA Medical Ctr. -442              | 2360 E. Pershing Blvd.   | Cheyenne, WY 82001          | 307-778-7353             | 307-778-7336 |
|       | Evan Lewis                         | Homeless Coordinator(116)            | VA Med. & Regional Of. Ctr. -436  | 25 North Spruce          | Fort Harrison, MT 59636     | 406-442-6410 ext. 7597   | 406-447-7965 |
|       | Thomas C. Clifford, MA,MSW,LCSW    | Contract Nursing Home Coordinator    | Community Support Center          |                          | Colorado Springs, CO 80905  | 719-327-5660             | 719-327-5669 |
|       | Larry Hall, LCSW                   | Homeless Coordinator                 | VA Medical Center -575            | 2121 North Avenue        | Grand Junction, CO 81501    | 970-242-0731 ext. 2248   | 970-244-1323 |
|       | See Evan Lewis                     |                                      | VA Medical Center -617            | 210 S. Winchester        | Miles City, MT 59301        |                          |              |
|       | Rudy Johansen, LCSW (116HO)        | Homeless Veterans Program Coord.     | VA Medical Center -660            | 500 Foothill Blvd.       | Salt Lake City, UT 84148    | 801-582-1565 ext.2611    | 801-584-2544 |
|       | Pauline Stoehr, Homeless Coord.    | Mental Health Program (116)          | VA Medical Center -666            | 1898 Fort Road           | Sheridan, WY 82801          | 307-672-3473 ext. 3214   | 307-672-1911 |
|       | <b>VISN 20</b>                     |                                      |                                   |                          |                             |                          |              |
|       | Greg Borders, MSW                  | Social Work                          | VA Medical Center -648            | P. O. Box 1035           | Portland, OR 97207          | 503-220-8262 ext.33718   | 360-905-1756 |
|       | William David Hamilton (116)       | Dtr., Homeless Dom. Pt. Care Line    | VA Puget Sound HCS                | American Lake Division   | Tacoma, WA 98493            | 253-582-8440 ext. 7-6784 | 253-589-4084 |
|       | Shane Arnett, MSW                  | Director, Homeless Veterans Outreach | VA Medical Center -363            | 1313 East 3rd Ave.       | Anchorage, AK 99501         | 907-258-5095 ext.27      | 907-276-7482 |
|       | David W. Herring, MSW              | Homelessness Coordinator             | VA Medical Center -531            | 500 West Fort Street     | Boise, ID 83702             | 208-422-1000             |              |



Department of Veterans Affairs

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***Homeless Providers Grant  
and Per Diem Program  
Special Needs  
Application***

***Section B - Submission***





|                                     |                                      |                                |                          |                           |  |
|-------------------------------------|--------------------------------------|--------------------------------|--------------------------|---------------------------|--|
| See Tom McGarry above               | Homeless Coordinator                 | VA Medical Center -594         | 801 South Marion Street  | Lake City, FL 32025-5898  |  |
| Leslie Spencer-Appelwhite, RN (118) | Asst. HCHV Coordinator               | VA Medical Center -546         | 1201 NW 16th Street      | Miami, FL 33125           | 305-756-5229<br>305-754-1440                     |
| Wendy Hellickson, LCSW (116-A7)     | HCHV Coordinator                     | James A. Haley Vets Hosp -673  | 10770 N. 46th Street     | Tampa, FL 33617           | 813-228-2027<br>813-228-2857                     |
| Jeff Tepsitch, MSW (122)            | Homeless Coordinator                 | W. Palm Beach VAMC -548        | 7305 N. Military Trail   | West Palm Beach, FL 33410 | 561-882-7317<br>561-882-6725                     |
| Abelardo Quinones, MSW (122)        | Social Worker                        | VA Medical Center -455         | One Veterans Plaza       | San Juan, PR 00927-5800   | 787-749-4449<br>787-749-4372                     |
| <b>VISN 9</b>                       |                                      |                                |                          |                           |  |
| Nancy Moore, MSW (122)              | HCMC Coordinator                     | VA Medical Center -626         | 1310 24th Ave., South    | Nashville, TN 37212-2637  | 615-321-3919/321-4120/327-5320<br>615-321-6353   |
| Edwin J. Wallin, LCSW (122)         | Psychiatric Social Worker            | VA Medical Center -614         | 1030 Jefferson Avenue    | Memphis, TN 38104         | 901-523-8990 ext. 5296<br>901-577-7427           |
| David Hansard (122H)                | Homeless Veterans Care Programs      | VA Medical Center -621         |                          | Mountain Home, TN 37684   | 423-926-1171 ext. 2874<br>423-926-1171 ext. 2812 |
| John R. Glynn, ACSW (122)           | Chief, Social Work Service           | Alvin C. York VAMC -622        | 3400 Lebanon Road        | Murfreesboro, TN 37129    | 615-893-1360 ext. 6122<br>615-867-5790           |
| Jonathon Sickman, MSW (122)         | Actg. Chief, Social Work Service     | VA Medical Center -596         | Leestown Road            | Lexington, KY 40511       | FTS 700-352-4928<br>606-281-3984                 |
| Peggy Henderson, M.A.               | HCHV Program                         | VA Medical Center -603         | 800 Zorn Avenue          | Louisville, KY 40206      | 502-583-3331<br>502-587-6883                     |
| Julian E. Berry, MSW                | HCMC Coordinator                     | VA Medical Center -581         | 1540 Spring Valley Drive | Huntington, WV 25704      | 304-429-6741 ext. 2841<br>304-429-6741 ext. 3479 |
| <b>VISN 10</b>                      |                                      |                                |                          |                           |  |
| Lisa Pape, LISW                     | Director, Psychosocial Rehab Div     | VAMC Building 4116A(B)         | 10000 Brecksville Road   | Brecksville, OH 44141     | 440-526-3030 ext. 7961<br>440-546-2793           |
| Larry Endicott                      | Homeless Coordinator                 | VA Medical Center -538         | 17273 State Route 104    | Chillicothe, OH 45601     | 740-773-1141 ext. 7453<br>740-772-7051           |
| Iola Green, MSSW                    | HCHV Coordinator                     | VA Med. Ctr. -539              | 1000 S. Ft. Thomas Ave.  | Ft. Thomas, KY 41075      | 606-572-6226<br>606-572-6222                     |
| Lois Depp, MSW                      | Acting DCHV & HCHV Coordinator       | VA Medical Center -552         | 4100 West 3rd Street     | Dayton, OH 45428          | 937-268-6511 ext. 3909<br>937-267-3909           |
| Edgar Wallace, MSSW                 | HCHV Coordinator                     | VA Outpatient Clinic -757      | 543 Taylor Avenue        | Columbus, OH 43203        | 614-257-5407<br>614-257-5418                     |
| <b>VISN 11</b>                      |                                      |                                |                          |                           |  |
| Clare Reed, MSW                     | HCHV Outreach Worker                 | VA Medical Center -506         | 2215 Fuller Road         | Ann Arbor, MI 48105       | 734-761-7930<br>734-769-7412                     |
| Fran McGivern, ACSW (116)           | Program Coordinator                  | VA Medical Center              | 4846 John R.             | Detroit, MI 48201         | 313-576-1000 ext. 3611<br>313-576-1074           |
| Marian Beardsley-Gibbs (122)        | Coord., Homeless Veterans Programs   | VA Medical Center -515         | 5500 Armstrong Rd.       | Battle Creek, MI 49015    | 616-968-5600 ext. 5648<br>616-969-2979           |
| Judith Davidson, ACSW (122)         | Chief, Social Work Service           | Aleda E. Lutz VAMC -655        | 1500 Weiss Street        | Saginaw, MI 48602         | 517-793-2340 ext. 3753<br>517-791-2416           |
| William Breeding, MSW, LSW (122)    | Chief, Social Work Service           | VA Medical Center -550         | 1900 East Main Street    | Danville, IL 61832        | 217-442-8000 ext. 5109<br>217-477-4813           |
| Hugh F. Reusser, MSW (122)          | Homeless Veterans Coordinator        | VA Medical Center              | 2121 Lake Avenue         | Fort Wayne, IN 46805      | 219-426-5431 ext. 1163<br>219-460-1481           |
| Phil Thomas, LCSW (RT122B)          | HCHV Coordinator                     | Richard L. Roudebush VAMC -583 | 3602 East Michigan St.   | Indianapolis, IN 46201    | 317-554-0000 ext. 4756<br>317-554-0270           |
| Moses Deese, ACSW (122)             | Chief, Social Work Service           | VA Medical Center              | 1700 East 38th St.       | Marion, IN 46953          | 765-677-3100 or 700-364-3725<br>765-677-3137     |
| Linda Webb, LISW                    | HCHV Program Coordinator             | Toledo Outpatient Clinic       | 3333 Glendale Avenue     | Toledo, OH 43614          | 419-259-2082<br>419-259-3850                     |
| <b>VISN 12</b>                      |                                      |                                |                          |                           |  |
| Mary Ann Romeo, MSW (122)           | Assistant Chief, Social Work Service | Edward Hines Jr. Vet Hosp -578 | P. O. Box 5000           | Hines, IL 60141-5122      | 708-202-2055<br>708-202-2087                     |
| Lakeside see below                  |                                      | Chicago Health Care Sys. -535  | 333 East Huron Street    | Chicago, IL 60611         | see below (Carol)                                |

## Special Needs Application:

### Applicant Summary:

Your Organization's Name:

|                                     | Name | Phone | Fax |
|-------------------------------------|------|-------|-----|
| Executive Director/CEO              |      |       |     |
| Person to contact about application |      |       |     |

Mailing Address:

(if different than 424). \_\_\_\_\_

Project Number for which the Special Need Grant assistance is requested. \_\_\_\_\_

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Note: A separate application is needed for each project number that you wish to request special needs funding. A project number is the last two digits of the year funded, the sequence the application was received, and the state abbreviation for the project location, (i.e., 00-125-MA would have been funded in the year 2000, the 125<sup>th</sup> application received, and the project is located in Massachusetts. If you do not know your project number call the Grant and Per Diem Field Office (toll-free) at 1-877-332-0334.

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### 1. Eligibility to Receive VA Assistance:

**Non Profit Organizations** must provide documentation of Accounting System Certification and Evidence of Private Nonprofit Status. This should be accomplished by the following:

Providing documentation showing the applicant is a certified United Way Member Agency;

**OR**

Providing certification on letterhead stationery from a CPA or Public Accountant that the organization has a functioning accounting system that is operated in accordance with generally accepted accounting principles or that the organization has designated a qualified entity to maintain a functioning accounting system. If an entity is used their name and address must be included in the certification letter;

**AND**

Providing evidence of their status as a nonprofit organization by submitting a copy of their IRS ruling providing tax-exempt status under the IRS Code of 1986, as amended.

|                                    |   |                                  |                               |                           |                                    |                        |
|------------------------------------|---|----------------------------------|-------------------------------|---------------------------|------------------------------------|------------------------|
| Sandra Beahm, MSW (55)             | Social Worker                             | VA Medical Center -529           | 325 New Castle Road           | Butler, PA 16001-2480     | 724-477-5033                       | 724-477-5034           |
| Steven M. Chambers, Psy.D. (116D)  | Coord., Domiciliary Homeless Program      | VA Medical Center -542           | 1400 Black Horse Hill Rd      | Coatesville, PA 19320     | 610-384-7711 ext. 5610             | 610-383-0283           |
| Richard Perfetto                   | HCHV Coordinator                          | VA Medical Center -562           | 1001 State Street             | Erie, PA 16504            | 814-874-0392                       | 814-456-5464           |
| Jeanne K.Lantzy, ACSW, LSW         | HCHV Coordinator                          | VA Medical Center -595           | 1700 S. Lincoln Avenue        | Lebanon, PA 17042         | 717-272-6621                       | 717-272-7747           |
| Charles R. Martin, MSS (116-7E)    | Coordinator/Clinician, HCHV Program       | VA Medical Center -642           | University & Woodland Avenues | Philadelphia, PA 19104    | 215-823-4095/pager<br>215-824-7936 | 215-823-5919           |
| Mary Rooney, LSW (116S)            | HCHV Coordinator                          | VA Medical Center -693           | 1111 East End Blvd.           | Wilkes-Barre, PA 18711    | 570-824-3521 ext. 7698             | 717-821-7299           |
| Richard Campbell, B.A.             | Social Science Program Specialist         | Louis A. Johnson VAMC -540       | 1 Medical Center Drive        | Clarksburg, WV 26301      | 304-623-3461 ext. 3353             | 304-623-7666           |
| University Dr. VAMC                | CHALLENG POC is same as Highland Dr. VAMC |                                  |                               |                           |                                    |                        |
| <b>VISN 5</b>                      |   |                                  |                               |                           |                                    |                        |
| see Dale Smith (below)             |   | VA Medical Center -512           | 10 North Greene Street        | Baltimore, MD 21201       | 410-605-7263                       | 410-605-7926           |
| see Dale Smith (below)             |   | VA Medical Center -566           | 9600 North Point Road         | Fort Howard, MD 21052     | 410-687-8622                       | 410-687-8960           |
| Dale Smith, M.A.                   | Director, DCHV Program                    | VA Medical Center -641           | Domiciliary                   | Perry Point, MD 21902     | 410-642-2411 ext.6516              | 410-642-1852           |
| Ella J. (Kit) Angell               | HCHV Coordinator                          | VA Medical Center -688           | 50 Irving Street, NW          | Washington, DC 20422      | 202-745-8000 ext. 7633             | FTS 700-921-8239       |
|                                    | DCHV Coordinator                          | VAMC, Domiciliary 502' -613      | Route 9                       | Martinsburg, WV 25401     | 304-263-0811 ext. 4537             | 304-264-3980 ext. 4990 |
| <b>VISN 6</b>                      |   |                                  |                               |                           |                                    |                        |
| Bob Williamson, MSW                | Social Work Service                       | VA Medical Center -558           | 508, Fulton Street            | Durham, NC 27703          | 919-286-6974                       | 919-286-6825           |
| Sylvia Portenier, MSW (122)        | Coordinator, Homeless Program             | VA Medical Center -637           | 1100 Tunnel Road              | Asheville, NC 28805       | 828-298-7911 ext.5439              | 828-299-5804           |
| Eugene Paul, MSW                   | Homeless Coordinator                      | VA Medical Center -665           | 2300 Ramsey Street            | Fayetteville, NC 28301    | 910-822-7971                       | 910-822-7927           |
| Joseph A. Dennison, MSW, MSM (11E) | HCHV Coordinator                          | VA Medical Center -659           | 1601 Brenner Avenue           | Salisbury, NC 28144       | 704-638-9000 ext 3147              | 704-638-3329           |
| David R. Wall, MSW (122)           | HCHV Coordinator                          | VA Medical Center -590           | 100 Emancipation Road         | Hampton, VA 23667         | 757-722-9961 ext. 2137             | 757-726-6035           |
| Wendell Lifsey, MSW                | Homeless Coordinator                      | Hunter Holmes McGuire VAMC - 652 | 1201 Broad Rock Road          | Richmond, VA 23249        | 804-675-5000 ext 4188              | 804-675-5951           |
| Ronald L. Long, LCSW               | Assistant Chief, Social Work Service      | VA Medical Center -658           | 1970 Boulevard                | Salem, VA 24153           | 540-982-2463 ext. 6784             | FTS 700-937-1932       |
| Cecil A. Meier, MSW                | Clinical Social Worker                    | VA Medical Center -517           | 200 Veterans Avenue           | Beckley, WV 25801         | 304-255-2121 ext. 4646             | 304-255-2431           |
| <b>VISN 7</b>                      |   |                                  |                               |                           |                                    |                        |
| Dallas Campbell, LCSW (122)        | HCHV Coordinator                          | VA Medical Center                | 1670 Clairmont Rd             | Decatur, GA 30033         | 404-708-4626                       | 404-728-7779           |
| Andrew Davis, ACSW (321)           | HCHV Social Worker                        | VA Medical Center -509           | 1 Freedom Way                 | Augusta, GA 30904-6285    | 706-733-0188 ext. 7617             | 706-481-6734           |
| Richard Rose, MSW                  | Outreach Social Worker, DCHV/CWT          | Carl Vinson VAMC -557            | 1826 Veterans Blvd.           | Dublin, GA 31021          | 800-595-5229 ext. 2684             | 912-277-2865           |
| Willie Fields, LCSW                | Coordinator, Homeless Veterans Prgm       | Medical Tower Bldg Rm.613 -521   | 1717 11th Ave. South          | Birmingham, AL 35205      | 205-939-2025                       | 205-939-2022           |
| see Ricky Leggitte below           |   | VA Medical Center -619           | 215 Perry Hill Road           | Montgomery, AL 36109-3798 |                                    |                        |
| Sharon Kranz, LCSW-PIP             | HCHV Coordinator                          | VA Medical Center -679           | 3701 Loop Road East           | Tuscaloosa, AL 35404      | 205-534-3818                       | 205-554-2064           |
| Ricky Leggitte, MSW (122)          | HCHV Coordinator                          | VA Medical Center -680           | 2400 Hospital Road            | Tuskegee, AL 36083        | 334-727-0550 ext. 4425             | 334-724-6858           |
| Linda Williams, RN                 | HCHV/CWT Coordinator (116)                | Ralph H. Johnson VAMC -534       | 109 Bee Street                | Charleston, SC 29401-5799 | 843-577-5011 ext. 7953             | 843-853-9167           |
| Patricia Bradford, LCSW (122)      | Homeless Coordinator                      | WJB Dorn Vets. Hospital -544     | 6439 Garners Ferry Rd.        | Columbia, SC 29209-1639   | 803-776-4000 ext. 7697             | 803-695-7962           |
| <b>VISN 8</b>                      |   |                                  |                               |                           |                                    |                        |
| Kirk Albaugh, MSW                  | HCHV Coordinator                          | VA Medical Center -516           | P. O. Box 5005                | Bay Pines, FL 33744       | 727-398-6661 ext. 4427             | 727-398-9577           |
| Tom McGarry, RN                    | Homeless Coordinator                      | VA Medical Center -573           | 1601 S.W. Archer Road         | Gainesville, FL 32608     | 352-376-8788                       | 352-376-7901           |



**2. Project Summary:**

Our Organization requests \$ \_\_\_\_\_ .00 from VA to provide housing and/or services to the following special need homeless veterans populations (check all that apply):

Women, including women who have care of minor dependents;

Frail Elderly;

Frail Elderly means 65 years of age or older with one or more chronic health problems and limitations in performing one or more activities of daily living (such as bathing, toileting, transferring from bed to chair, etc.).

Terminally Ill; or

Terminally ill means a prognosis of 9 months or less to live based on a written medical diagnosis from a physician.

Chronically Mentally Ill.

Chronically mentally ill means a condition of schizophrenia or major affective disorder (including bipolar disorder) or post-traumatic stress disorder (PTSD), based on a diagnosis from a licensed mental health professional, with at least one documented hospitalization for this condition sometime in the last 2 years or with documentation of a formal assessment on a standardized scale of any serious symptomology or serious impairment in the areas of work, family relations, thinking, or mood.

**Numbers to be served:** Enter the appropriate number in the blanks below.

**Housing:**

Our organization will dedicate \_\_\_\_\_ beds to Women.

Our organization will dedicate \_\_\_\_\_ beds to the minor dependents in the care of women.

Our organization will dedicate \_\_\_\_\_ beds to the Frail Elderly.

Our organization will dedicate \_\_\_\_\_ beds to the Terminally Ill.

Our organization will dedicate \_\_\_\_\_ beds to the Chronically Mentally Ill.

Total number of beds dedicated to the special needs populations is \_\_\_\_\_.

**Service Center:**

Of the unique \_\_\_\_\_ veterans served per month, as currently experienced in our service center;

Our organization expects to serve \_\_\_\_\_ Women and women with minor dependents.

Our organization expects to serve \_\_\_\_\_ minor dependents in the care of women.

Our organization expects to serve \_\_\_\_\_ Frail Elderly.

Our organization expects to serve \_\_\_\_\_ Terminally Ill.

Our organization expects to serve \_\_\_\_\_ Chronically Mentally Ill.

Total number of unique special needs population veterans expected to be served is \_\_\_\_\_.

**COMMUNITY HOMELESSNESS ASSESSMENT, LOCAL EDUCATION AND NETWORKING GROUPS (CHALENG) FOR VETERANS - VAMC/VAOPC**

| Name   | Title/Program                          | Facility/Station Number           | Address                 | City/State/Zip                 | Phone                  | Fax                    |
|--|--|-----------------------------------|-------------------------|--------------------------------|------------------------|------------------------|
| <b>VISN 1</b>  |  |                                   |                         |                                |                        |                        |
| Stanley Jenkins, MSW   | Homeless Coordinator                   | VA Medical Center -523            | 150 S. Huntington Ave.  | Boston, MA 02130               | 617-371-1831           | 617-278-4477           |
| Nancy Buck, MSW, Ph.D. (122)                                 | HCHV Program Coordinator               | VA Medical Center -689            | 950 Campbell Avenue     | West Haven, CT 06516           | 203-931-4034           | 203-937-3821           |
| Dennis Tulley  | HCHV Coordinator                       | VA Medical & Regional Office -402 | One Veterans Center     | Togus, ME 04330                | 207-329-5981           | 207-623-5780           |
| Martin B. McNamara, MSW                                      | Chief, Domiciliary Care                | Edith N. Rogers Vet. Hosp. -518   | 200 Springs Road        | Bedford, MA 01730              | 781-687-2721           | 781-275-7500 ext. 521  |
| See Stanley Jenkins above                                    |  | VA Medical Center -525            | 940 Belmont Street      | Brockton, MA 02401             | 508-583-4500 ext. 1122 | 508-583-4500 ext. 2592 |
| James J. Mahoney, MSW  | Homeless Coordinator                   | VA Medical Center -631            | 421 North Main Street   | Northampton, MA 01060          | 413-785-0061           | 413-785-0062           |
| Bruce Bissett, MSW   | Homeless Program Specialist            | VA Medical Center -608            | 718 Smyth Road          | Manchester, NH 03104           | 603-624-4366 ext. 6041 | 603-626-6503           |
| Richard T. Synnott, MSW (122)                                | Coordinator, Homeless Veterans Program | VA Medical Center -650            | Davis Park              | Providence, RI 02907           | 401-253-8000 ext. 528  | 401-254-2076           |
| Collin Drake, MSW (122)                                      | Social Worker                          | VA Med. & Regional Office -405    | 215 North Main Street   | White River Junction, VT 05009 | 802-295-9363 ext. 5081 | 802-296-5150           |
| Peter McMullen, R.N. (116A3)                                 | Homeless Veterans Service Coord.       | VA Medical Center -627            | 555 Willard Ave         | Newington, CT 06111            | 860-594-7327           | 860-667-6842           |
| <b>VISN 2</b>  |  |                                   |                         |                                |                        |                        |
| Julie Laurenzi, CSW-R, ACSW<br>see Robert Van Keuren (below) | Homeless Coordinator                   | Samuel Stratton VA Med Ctr -500   | 170 Ontario Street      | Albany, NY 12206               | 518-434-1015           | 518-434-0043           |
| Steve Mortimer, MSW  | HCHV Coordinator                       | VA Medical Center -514            | Argonne Avenue          | Bath, NY 14810                 |                        |                        |
|  |  | VA Satellite Opt. Clinic          | 465 Westfall Rd         | Rochester, NY 14620-4845       | 716-242-0160 ext. 2223 | 716-241-2084           |
| Jean Dittman, MSW (116-F)                                    | Community Day Prgrm Service Line Mng   | VA Medical Center -528            | 3495 Bailey Ave         | Buffalo, NY 14215              | 716-551-3800           | 716-551-3983           |
| Robert Van Keuren (001A)                                     | Network 2 Homeless Veterans Prog Coord | VA Medical Center -532            | 400 Fort Hill Avenue    | Canandaigua, NY 14424          | 716-393-7413           | 716-393-7629           |
| Frank Ermenwein, ACSW (116A2)                                | HCHV Coordinator                       | VA Medical Center -670            | 1031 E. Fayette Street  | Syracuse, NY 13210             | 315-448-7608           | 315-448-7610           |
| <b>VISN 3</b>  |  |                                   |                         |                                |                        |                        |
| Joseph Macaluso, CSW (00MH)                                  | Homeless & Community Programs Dtr.     | VA Medical Center -526            | 130 W. Kingsbridge Rd.  | Bronx, NY 10468                | 718-579-2142           | 718-579-3363           |
| Julie Irwin, CSW (630 GC)<br>see below( Montrose)            | Coordinator, Torch Program             | VA Health Care Center -527        | 40 Flatbush Ave. Ext.   | Brooklyn, NY 11201             | 718-439-4345           | 718-439-4356           |
| Linda Coulter, CSW   | Homeless Services Coordinator          | VA Hudson Valley HCS              | P. O. Box 100 Bldg 52   | Castle Point, NY 12511-9999    |                        |                        |
| See Julie Irwin above  |  | VA Hudson Valley HCS              |                         | Montrose, NY 10548             | 914-737-4400 ext. 3740 | 914-788-4362           |
| John A. Sperandio, MSW (122)                                 | Chief, Social Work Service             | VA Medical Center -630            | 312 West 36th Street    | New York, NY 10018             |                        |                        |
| John Kuhn  | Chief, Domiciliary Programs            | VA Medical Center -632            | 79 Middleville Road     | Northport, NY 11768            | 631-261-4400 ext. 7031 | 631-754-7974           |
| East Orange VAMC   | CHALENG POC is same as Lyons VAMC      | VA Medical Center -604            | 151 Knollcroft Road     | Lyons, NJ 07939                | 908-647-0180 ext. 6008 | 908-604-5850           |
| <b>VISN 4</b>  |  |                                   |                         |                                |                        |                        |
| Lovetta Ford, MSW (122)                                      | HCHV Coordinator                       | VA Medical Center -645            | 7180 Highland Drive     | Pittsburgh, PA 15206-1297      | 412-365-5784           | 412-365-5778           |
| Kent Johnson LCSW  | Homeless Veterans Coordinator          | VA Medical & Regional Office -460 | 1601 Kirkwood Highway   | Wilmington, DE 19805           | 302-633-5286           | 302-633-5286           |
| Sandy Woitkowiak, MSW  | Homeless Veterans Coordinator          | James E. Van Zandt VAMC -503      | 2907 E. Pleasant Valley | Altoona, PA 16602-4377         | 814-943-8164 ext. 7640 | 814-940-7898           |

**B. Project Narrative:**

Please provide a brief abstract of the project to include: The project design, current supportive services committed to the project, types of special need assistance provided, and any special program provisions. Please indicate if providing special need assistance is a new scope or an expansion of current services provided by your organization. (Please answer in the space provided below.)

Insert new interim rule here when approved.

2. Project Summary (cont.)

B. Project Narrative (cont.) (Please answer in the space provided below.)

[Empty rectangular box for Project Narrative (cont.)]



Department of Veterans Affairs

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***Homeless Providers Grant and  
Per Diem Program***

***Section E – Appendices***

**Program Rules and Regulations  
VISN Contact List  
CHALENG Contact List**

**C. State/Local Government Applicants:**

Applicants who are states or local governments must provide a copy of any comments or recommendations by approved state and (area wide) clearinghouses pursuant to Executive Order 12372.

**3. Project Budget:**

In the chart below enter the total cost of the activity for the project. Keep in mind that if selected for funding you are required to document cost according to the OMB Grant Management Circulars. The activities listed below are not inclusive of all of the items of cost in the circulars nor does their presence below constitute that they are fully allowable under the circulars' guidance. Refer to the proper circular to determine if a cost is allowable.

**Budget Summary:** (Please answer in the space provided below.)

Summary of Grant  
Funds Requested

| Enter the amount requested for each activity.    | Total Cost of Project |
|--|-----------------------|
| 1. Service                                       | \$ .00                |
| 2. Operation                                     | \$ .00                |
| 3. Personnel                                     | \$ .00                |
| 4. Total (This must match the amount on page 2.) | \$ .00                |

**4. Detailed Project Plan:** This is the portion of the application that describes your program; VA Reviewers will focus on how the project plan addresses the areas as listed below. Please describe in detail how your agency will identify and serve homeless veteran populations by responding to the following questions:

**(a.) Briefly describe the homeless veteran population who would qualify for your type(s) of special need assistance.** (Please answer in the space provided below.)

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.

14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the

National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

|   |                |
|---|----------------|
| SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL | TITLE          |
| APPLICANT ORGANIZATION                      | DATE SUBMITTED |



**(b.) Describe how your agency will reach out to the individuals who would qualify for your type(s) of special need assistance. Also, provide your geographical area of operation.**

(Please answer in the space provided below.)

Empty response box for agency outreach and geographical area of operation.

## ASSURANCES - CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** As the duly authorized representative of the applicant, I certify that the applicant:  
 Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

**(c.) Describe in detail the type of special need service, operation, or personnel provided and the methodology of delivery to the participant(s). Include a discussion of current and proposed supportive services committed to the project.** (Please answer in the space provided below.)

[Empty response box]

## INSTRUCTIONS FOR THE SF-424C

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0041), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This sheet is to be used for the following types of applications: (1) "New" (means a new [previously unfunded] assistance award); (2) "Continuation" (means funding in a succeeding budget period which stemmed from a prior agreement to fund); and (3) "Revised" (means any changes in the Federal Government's financial obligations or contingent liability from an existing obligation). If there is no change in the award amount, there is no need to complete this form. Certain Federal agencies may require only an explanatory letter to effect minor (no cost) changes. If you have questions, please contact the Federal agency.

Column a. - If this is an application for a "New" project, enter the total estimated cost of each of the items listed on lines 1 through 16 (as applicable) under "COST CLASSIFICATION."

If this application entails a change to an existing award, enter the eligible amounts approved under the previous award for the items under "COST CLASSIFICATION."

Column b. - If this is an application for a "New" project, enter that portion of the cost of each item in Column a. which is not allowable for Federal assistance. Contact the Federal agency for assistance in determining the allowability of specific costs.

If this application entails a change to an existing award, enter the adjustment [+ or (-)] to the previously approved costs (from column a.) reflected in this application.

Column. - This is the net of lines 1 through 16 in columns "a." and "b."

Line 4 - Enter estimated basic engineering fees related to construction (this includes start-up services and preparation of project performance work plan).

Line 5 - Enter estimated engineering costs, such as surveys, tests, soil borings, etc.

Line 6 - Enter estimated engineering inspection costs.

Line 7 - Enter estimated costs of site preparation and restoration which are not included in the basic construction contract.

Line 9 - Enter estimated cost of the construction contract.

Line 10 - Enter estimated cost of office, shop, laboratory, safety equipment, etc. to be used at the facility, if such costs are not included in the construction contract.

Line 11 - Enter estimated miscellaneous costs.

Line 12 - Total of items 1 through 11.

Line 13 - Enter estimated contingency costs. (Consult the Federal agency for the percentage of the estimated construction cost to use.)

Line 14 - Enter the total of lines 12 and 13.

Line 15 - Enter estimated program income to be earned during the grant period, e.g., salvaged materials, etc.

Line 16 - Subtract line 15 from line 14.

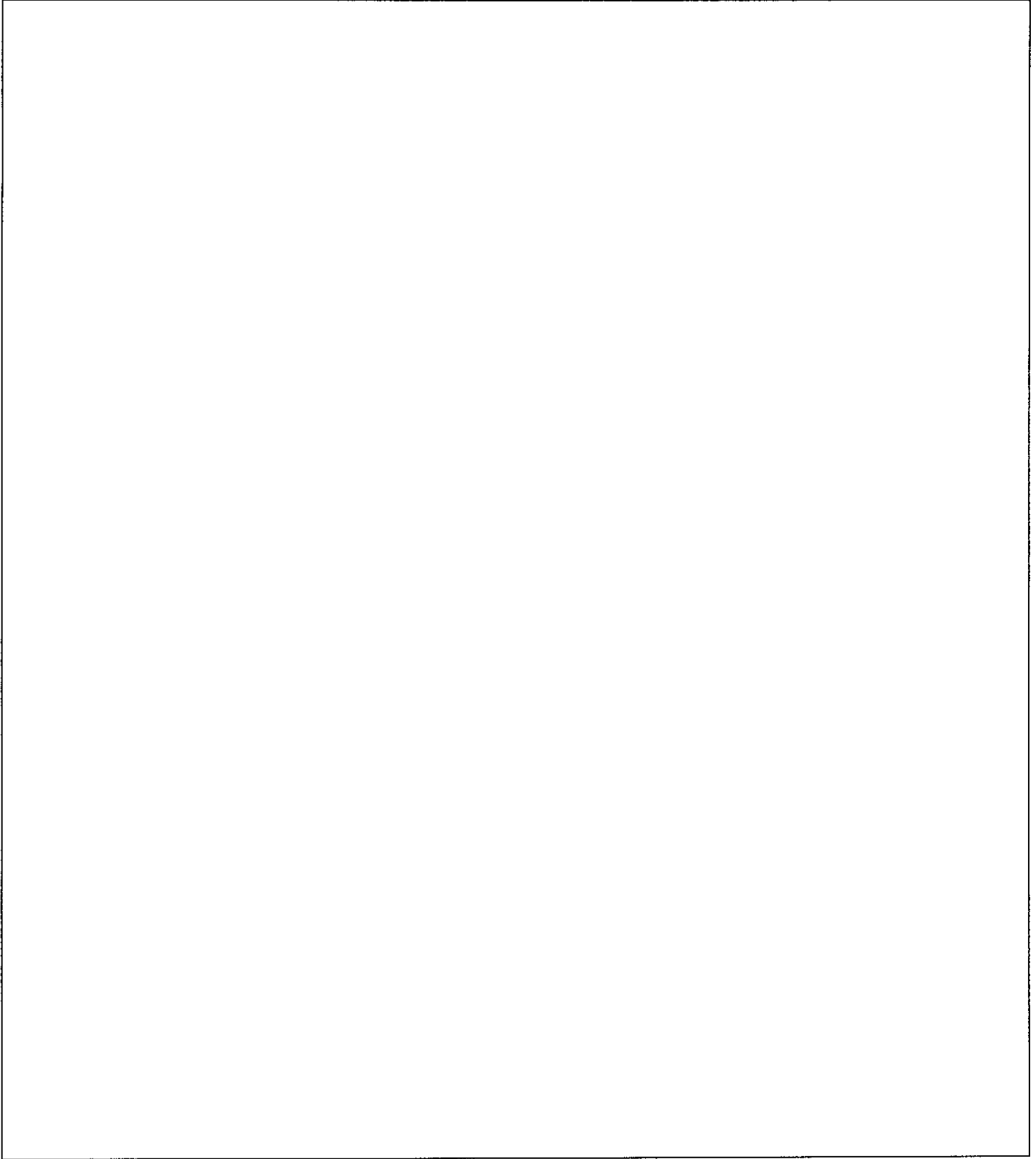
Line 17 - This block is for the computation of the Federal share. Multiply the total allowable project costs from line 16, column "c." by the Federal percentage share (this may be up to 100 percent; consult Federal agency for Federal percentage share) and enter the product on line 17.

Line 1 - Enter estimated amounts needed to cover administrative expenses. Do not include costs which are related to the normal functions of government. Allowable legal costs are generally only those associated with the purchases of land which is allowable for Federal participation and certain services in support of construction of the project.

Line 2 - Enter estimated site and right(s)-of-way acquisition costs (this includes purchase, lease, and/or easements).

Line 3 - Enter estimated costs related to relocation advisory assistance, replacement housing, relocation payments to displaced persons and businesses, etc.

(c.) Continued.



**BUDGET INFORMATION - Construction Programs**

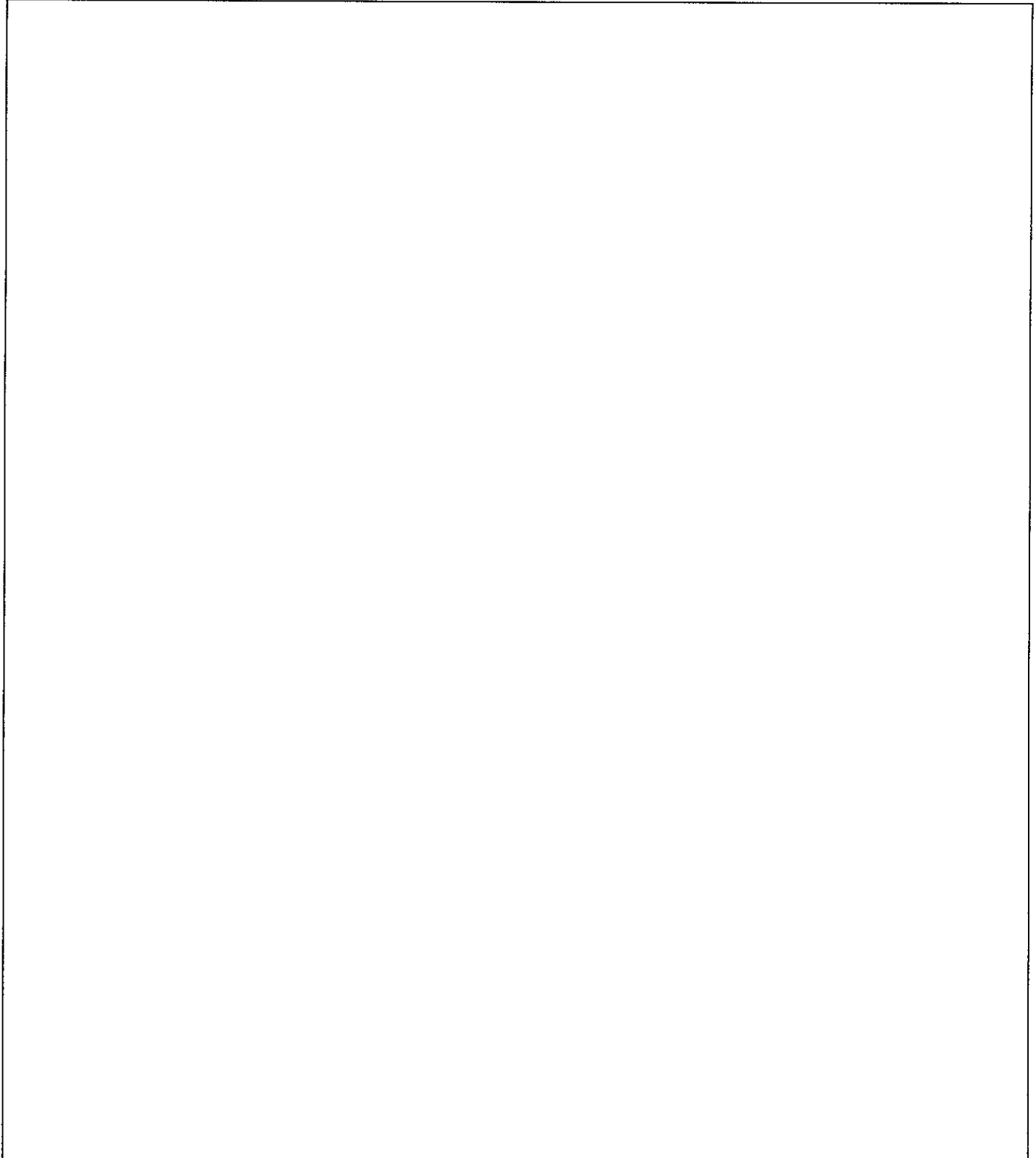
NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.

| COST CLASSIFICATION                                  | a. Total Cost | b. Costs Not Allowable for Participation | c. Total Allowable Costs (Columns a-b) |
|--|---------------|--|--|
| 1. Administrative and legal expenses                 | \$            | \$                                       | \$                                     |
| 2. Land, structures, rights-of-way, appraisals, etc. | \$            | \$                                       | \$                                     |
| 3. Relocation expenses and payments                  | \$            | \$                                       | \$                                     |
| 4. Architectural and engineering fees                | \$            | \$                                       | \$                                     |
| 5. Other architectural and engineering fees          | \$            | \$                                       | \$                                     |
| 6. Project inspection fees                           | \$            | \$                                       | \$                                     |
| 7. Site work   | \$            | \$                                       | \$                                     |
| 8. Demolition and removal                            | \$            | \$                                       | \$                                     |
| 9. Construction                                      | \$            | \$                                       | \$                                     |
| 10. Equipment  | \$            | \$                                       | \$                                     |
| 11. Miscellaneous                                    | \$            | \$                                       | \$                                     |
| 12. SUBTOTAL (sum of lines 1-11)                     | \$            | \$                                       | \$                                     |
| 13. Contingencies                                    | \$            | \$                                       | \$                                     |
| 14. SUBTOTAL   | \$            | \$                                       | \$                                     |
| 15. Project (program) income                         | \$            | \$                                       | \$                                     |
| 16. TOTAL PROJECT COSTS (subtract #15 from #14)      | \$            | \$                                       | \$                                     |

**FEDERAL FUNDING**

17. Federal assistance requested, calculate as follows:  
 (Consult Federal agency for Federal percentage share.)  
 Enter the resulting Federal share. Enter eligible costs from line 16c Multiply X \_\_\_\_\_% \$

(c.) Continued.



9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §§276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply, with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §§470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.)
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in the construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will Comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

|   |                |
|---|----------------|
| SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL | TITLE          |
| APPLICANT ORGANIATION                       | DATE SUBMITTED |



**(d.) Why is the service, operation, or personnel needed for the current project?**

(Please answer in the space provided below.)

Empty response box for providing the answer to the question above.

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**Note:** Certain of these assurances may not be applicable to your project or program. If you have questions please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

At the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of the project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

**(e.) Why is the service, operation, or personnel integral to the current project?**

(Please answer in the space provided below.)

Empty response box for providing an answer to the question above.

## INSTRUCTIONS FOR THE SF-424A (Continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

### Section C. Non-Federal Resources

**Lines 8-11** Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

**Column (a)** - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

**Column (b)** - Enter the contribution to be made by the applicant.

**Column (c)** - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are State or State agencies should leave this column blank.

**Column (d)** - Enter the amount of cash and in-kind contributions to be made from all other sources.

**Column (e)** - Enter totals of Columns (b), (c), and (d).

**Line 12** - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

### Section D. Forecasted Cash Needs

**Line 13** - Enter the amount of cash needed by quarter from the grantor agency during the first year.

**Line 14** - Enter the amount of cash from all other sources needed by quarter during the first year.

**Line 15** - Enter the totals of amounts on Lines 13 and 14.

### Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

**Lines 16-19** - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

**Line 20** - Enter the total for each of Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

### Section F. Other Budget Information

**Line 21** - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or explain the details as required by the Federal grantor agency.

**Line 22** - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

**Line 23** - Provide any other explanations or comments deemed necessary.

**(f.) Why is the service, operation, or personnel appropriate to the special needs population and overall project design?**

(Please answer in the space provided below.)

## INSTRUCTIONS FOR THE SF - 424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.  
SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

### General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of section B.

### Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in Column (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

### Lines 1-4, Columns (c) through (g)

For *new applications*, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For *continuing grant program applications*, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in (e) and (f).

For *supplemental grants and changes to existing grants*, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

**Line 5** - Show the totals for all columns used.

### Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

**Line 6a-i** - Show the totals of Lines 6a to 6h in each column.

**Line 6j** - Show the amount of indirect cost.

**Line 6k** - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease shown in columns (1)-(4), Line 6k should be the same as the sum of the amounts in section A, Columns (e) and (f) on Line 5.

**Line 7** - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, show under the program

**(g.) How does the service, operation, or personnel meet the special needs of the population provided per diem in the previous year?** (Please answer in the space provided below.)

Empty response box for the question above.

**SECTION C - NON FEDERAL RESOURCES**

| (a) Grant Program             | (b) Applicant | (c) State | (d) Other Sources | (e) TOTALS |
|-------------------------------|---------------|-----------|-------------------|------------|
| 8.                            | \$            | \$        | \$                | \$         |
| 9.                            | \$            | \$        | \$                | \$         |
| 10.                           | \$            | \$        | \$                | \$         |
| 11.                           | \$            | \$        | \$                | \$         |
| 12. TOTAL (sum of lines 8-11) | \$            | \$        | \$                | \$         |

**SECTION D - FORECASTED CASH NEEDS**

|                                  | Total for 1 <sup>st</sup> Year | 1 <sup>st</sup> Quarter | 2 <sup>nd</sup> Quarter | 3 <sup>rd</sup> Quarter | 4 <sup>th</sup> Quarter |
|----------------------------------|--------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
|                                  | 13. Federal                    | \$                      | \$                      | \$                      | \$                      |
| 14. Non-Federal                  | \$                             | \$                      | \$                      | \$                      | \$                      |
| 15. TOTAL (sum of lines 13 & 14) | \$                             | \$                      | \$                      | \$                      | \$                      |

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

| (a) Grant Program              | FUTURE FUNDING PERIODS (Years) |            |           |            |
|--------------------------------|--------------------------------|------------|-----------|------------|
|                                | (b) First                      | (c) Second | (d) Third | (e) Fourth |
| 16.                            | \$                             | \$         | \$        | \$         |
| 17.                            | \$                             | \$         | \$        | \$         |
| 18.                            | \$                             | \$         | \$        | \$         |
| 19.                            | \$                             | \$         | \$        | \$         |
| 20. TOTAL (sum of lines 16-19) | \$                             | \$         | \$        | \$         |

**SECTION F - OTHER BUDGET INFORMATION**

|                       |  |
|-----------------------|--|
| 21. Direct Charges:   |  |
| 22. Indirect Charges: |  |

23. Remarks:

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**(h.) Describe the goals, objectives, and measures for your proposed service, operation, or personnel for the special needs project.** (Please answer in the space provided below.)

[Empty response area for describing goals, objectives, and measures for the special needs project.]

**BUDGET INFORMATION - Non-Construction Programs**

OMB Approval No. 0348.004

| SECTION A - BUDGET SUMMARY             |   |                             |                 |                       |                 |           |
|--|---|-----------------------------|-----------------|-----------------------|-----------------|-----------|
| Grant Program Function or Activity (a) | Catalog of Federal Domestic Assistance Number (b) | Estimated Unobligated Funds |                 | New or Revised Budget |                 | Total (g) |
|  |   | Federal (c)                 | Non-Federal (d) | Federal (e)           | Non-Federal (f) |           |
| 1.                                     |   | \$                          | \$              | \$                    | \$              | \$        |
| 2.                                     |   | \$                          | \$              | \$                    | \$              | \$        |
| 3.                                     |   | \$                          | \$              | \$                    | \$              | \$        |
| 4.                                     |   | \$                          | \$              | \$                    | \$              | \$        |
| 5. Totals                              |   | \$                          | \$              | \$                    | \$              | \$        |
| SECTION B - BUDGET CATEGORIES          |   |                             |                 |                       |                 |           |
| 6. Object Class Categories             | GRANT PROGRAM, FUNCTION OR ACTIVITY               |                             |                 |                       |                 |           |
|  | (1)   | (2)                         | (3)             | (4)                   | Total (5)       |           |
| a. Personnel                           | \$  | \$                          | \$              | \$                    | \$              |           |
| b. Fringe Benefits                     | \$  | \$                          | \$              | \$                    | \$              |           |
| c. Travel                              | \$  | \$                          | \$              | \$                    | \$              |           |
| d. Equipment                           | \$  | \$                          | \$              | \$                    | \$              |           |
| e. Supplies                            | \$  | \$                          | \$              | \$                    | \$              |           |
| f. Contractual                         | \$  | \$                          | \$              | \$                    | \$              |           |
| g. Construction                        | \$  | \$                          | \$              | \$                    | \$              |           |
| h. Other                               | \$  | \$                          | \$              | \$                    | \$              |           |
| i. Total Direct Charges (sum of 6a-6h) | \$  | \$                          | \$              | \$                    | \$              |           |
| j. Indirect Charges                    | \$  | \$                          | \$              | \$                    | \$              |           |
| k. TOTALS (sum of 6i and 6j)           | \$  | \$                          | \$              | \$                    | \$              |           |
| 7. Program Income                      | \$  | \$                          | \$              | \$                    | \$              |           |

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Previous Edition Usable

Standard form 424A (Rev. 7-9)  
Prescribed by OMB Circular A-

**(i) Why are the goals, objectives, and measures for your proposed service, operation, or personnel for the special needs project appropriate and reasonable?** (Please answer in the space provided below.)

[Empty response box]



# *Department of Veterans Affairs*

## APPLICATION FOR VA HOMELESS PROVIDERS GRANTS RECEIPT FORM

If you wish to receive written verification that your application was received by the deadline established in the notice of fund availability, type or print your name and address in the block provided below and attach this form on the top of the original application. The bottom portion will be completed by the Department of Veterans Affairs (VA) and the form returned to you.

NOTE: VA will use the name and address listed on your SF (Standard Form) 424 for all further correspondence.

Department of Veterans Affairs  
Mental Health and Behavioral Sciences

NAME AND ADDRESS:

### VA USE ONLY

- Your application for the VA Homeless Providers Grant and Per Diem program was not received by the application deadline specified in the Notice of Fund Availability, and cannot be considered for funding.
  
- Your application for the VA Homeless Providers Grant and Per Diem program was received in this office by the established deadline. It has been assigned the following project number:

PROJECT NUMBER:

**5. Assurances:** All applicants must agree to comply with the assurances to VA listed below. If you fail to do so it may result in the rejection of your application at the threshold review.

All applicants must agree to the following assurances to VA as described below. No other format will be accepted as evidence of reasonable assurances. Warning: Section 1001 of Title 18 of the United States Code (Criminal Code and Criminal Procedure) shall apply to these assurances. Section 1001 of title 18 United States Code provides, that whoever knowingly and willfully makes or uses a document or writing containing any false, fictitious, or fraudulent entry, in any matter within the jurisdiction of any department or agency of the United States shall be fined not more than \$ 10,000 or imprisoned not more than five years, or both.

**A. Services Benefiting Veterans**

If this proposal is funded applicant assures that:

1. Programs so funded will be used to provide special need assistance to those categories of special need homeless veteran populations as listed in 38 CFR part 61.40.
2. The special need assistance will be for services, operation, or personnel as outlined in 38 CFR 61.43(d) (1) through (4), (e) (1) through (6), (f) (1) through (5) and or (g) (1) through (5).
3. The special need assistance will be for services, operation, or personnel at the level for which the application was made.
4. Services provided will meet standards prescribed by the Secretary of Veterans Affairs.
5. Referral networks will be maintained for, and aid will be given to, those special need homeless veteran populations.
6. Confidentiality of records pertaining to homeless veterans will be maintained in accordance with applicable laws, Federal, State, and Local, (e.g., HIPAA, Privacy Act).

**B. Reports; Record Retention**

If this proposal is funded, applicants assure that any and all reports required by the Secretary of Veterans affairs shall be made in such form and contain such information as the Secretary may require. Applicant further assures that upon demand, the Secretary of Veterans Affairs has access to the records upon which such information is based.

**C. Continued Financial Support**

If this proposal is funded, applicant assures that adequate financial support will be available for the continued operation of the special need assistance project funded by VA.

**D. Fiscal Control**

If this proposal is funded, applicant assures that it will establish and maintain such procedures for fiscal control and fund accounting as may be necessary to ensure proper disbursement and accounting with respect to the grant.

**E. Non-Delinquency**

This institution certifies that it is not delinquent on any Federal Debt and does not have any overdue or unsatisfactory response to an audit. Applicant, further assures that is not in default by failing to meet the requirements of any previous assistance from VA.

**F. Accuracy of Application Information**

All information submitted with this application is accurate, and does not contain any false, fictitious or fraudulent statement or entry.

**G. Costs Incurred**

I certify to the best of my knowledge the cost incurred for the special need grant assistance would not be incurred but for the fact that project number \_\_\_\_\_ is providing beds or services in supportive housing and/ or a service center for the homeless populations as designated in 38 CFR 61.40.

**H. Compliance**

Applicant assures that it will comply with applicable requirements of 38 C.F.R. Part 61.

|   |                |
|---|----------------|
| Signature of Authorized Certifying Official Title | Date Submitted |
| Applicant Organization                            | Date           |

## INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | Item:  | Entry: | Item:   | Entry: |
|--|--------|---|--------|
| 1. Self-explanatory.   |        | 12. List only the largest political entities affected (e.g., State, counties, cities).  |        |
| 2. Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).   |        | 13. Self-explanatory.   |        |
| 3. State use only (if applicable).   |        | 14. List the applicant's Congressional District and any District(s) affected by the program or project.   |        |
| 4. If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.   |        | 15. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. |        |
| 5. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.  |        | 16. Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.   |        |
| 6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.   |        | 17. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.   |        |
| 7. Enter the appropriate letter in the space provided.   |        | 18. To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)   |        |
| 8. Check appropriate box and enter appropriate letter(s) in the space(s) provided:<br><br>-- "New" means a new assistance award.<br><br>-- "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.<br><br>-- "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. |        |   |        |
| 9. Name of Federal agency from which assistance is being requested with this application.  |        |   |        |
| 10. Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.  |        |   |        |
| 11. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.  |        |   |        |

## **6. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

### **A. INSTRUCTIONS FOR CERTIFICATION PRIMARY COVERED TRANSACTIONS**

By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

1. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the determination of the Department of Veterans Affairs (VA) whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participating in this transaction.
2. The certification in this clause is a material representation of fact upon which reliance was placed when VA determined to enter into this transaction. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, VA may terminate this transaction for cause of default.
3. The prospective primary participant shall provide immediate written notice to VA if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact VA for assistance in obtaining a copy of those regulations.
5. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by VA.
6. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by VA, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, VA may terminate this transaction for default.

# Application for Federal Assistance

OMB Approval No. 0348-0043

|   |  |  |                            |
|---|--|--|----------------------------|
|   |  | 2. DATE SUBMITTED  | APPLICANT IDENTIFIER       |
| <b>1. TYPE OF SUBMISSION:</b><br>Application<br><input type="checkbox"/> Construction<br><input type="checkbox"/> Non-Construction  | Preapplication<br><input type="checkbox"/> Construction<br><input type="checkbox"/> Non-Construction | 3. DATE RECEIVED BY STATE  | STATE APPLICANT IDENTIFIER |
|   |  | 4. DATE RECEIVED BY FEDERAL AGENCY   | FEDERAL IDENTIFIER         |
| <b>5. APPLICANT INFORMATION</b>   |  |  |                            |
| Legal Name:   |  | Organizational Unit:   |                            |
| Address (give city, county, State, and zip code):   |  | Name and telephone number of person to be contacted on matters involving this application (give area code)   |                            |
| 6. EMPLOYER IDENTIFICATION NUMBER (EIN):<br>-   |  | 7. TYPE OF APPLICANT: (enter appropriate letter in box)  |                            |
| <b>8. TYPE OF APPLICATION:</b><br><input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision<br><br>If Revision, enter appropriate letter(s) in box(es)<br><br>A. Increase Award   B. Decrease Award   C. Increase Duration<br>D. Decrease Duration Other (specify):<br>_____ |  | A. State                      H. Independent School Dist.<br>B. County                    I. State Controlled Institution of Higher Learning<br>C. Municipal                J. Private University<br>D. Township                K. Indian Tribe<br>E. Interstate                L. Individual<br>F. Intermunicipal        M. Profit Organization<br>G. Special District        N. Other (Specify): _____ |                            |
| 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:<br><b>64-024</b><br>TITLE: VA Homeless Providers Grant and Per Diem Program  |  | 9. NAME OF FEDERAL AGENCY:<br><b>Department of Veterans Affairs</b>  |                            |
| 12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):   |  | 11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:  |                            |
| <b>13. PROPOSED PROJECT</b>   |  | <b>14. CONGRESSIONAL DISTRICTS OF:</b>   |                            |
| Start Date  | Ending Date  | a. Applicant   | b. Project                 |
| <b>15. ESTIMATED FUNDING:</b>   |  | <b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>  |                            |
| a. Federal  | \$   | a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:<br><br>DATE _____<br><br>b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372<br><input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW   |                            |
| b. Applicant  | \$   |  |                            |
| c. State  | \$   |  |                            |
| d. Local  | \$   |  |                            |
| e. Other  | \$   |  |                            |
| f. Program Income   | \$   |  |                            |
| g. Total  | \$   | <b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b><br><input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No   |                            |
| <b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.</b>                              |  |  |                            |
| a. Type Name of Authorized Representative   |  | b. Title   | c. Telephone Number        |
| d. Signature of Authorized Representative   |  | e. Date Signed   |                            |



**6. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (cont.)**

**B. PRIMARY COVERED TRANSACTIONS**

**This certification is required by regulations implementing Executive Order 12549, Debarment and Suspension, and VA's implementing regulations at 38 CFR Part 44.**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
  - (b) Have not within a three- year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification such prospective participant shall attach an explanation to this proposal.

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Organization Name

Project Number

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Name and Title of Authorized Representative

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Signature of Authorized Representative

Date



Department of Veterans Affairs

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# ***Homeless Providers Grant and Per Diem Program***

## ***Section D – Forms Section***

These forms are to be used as necessary. All forms may not apply to the grant you are seeking.  
Consult the grant application for use of the proper forms.

**Standard Form 424**

**VA Form 10-0361A**

**Standard Form 424A**

**Standard Form 424B**

**Standard Form 424C**

**Standard Form 424D**

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**Forms to accompany the JAN 2003 10-0361 Series**

**6. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (cont.)**

**C. Instructions for Certification Lower Tier Covered Transactions**

By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

1. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, VA may pursue available remedies, including suspension and/or debarment.
2. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact VA for assistance in obtaining a copy of those regulations.
4. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by VA.
5. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under paragraph 4 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, VA may pursue available remedies, including suspension and/or debarment.

## Application Assembly Checklist

Place your application in the order of the checklist below and list the page numbers in sequence on both the application and on this checklist. The checklist will serve as your Table of Contents for your application package. A page number box is at the bottom center of each application page. On documents you have provided (i.e., assurances, resumes, etc.) please place these documents in their proper order as directed in the application (i.e., Attach Here) and number them in sequence. When finished your application should be sequentially numbered, beginning at the first page and continuing through the last one submitted.

| Included Items  | VA Page Numbers                    | Applicant Page Number |
|---|------------------------------------|-----------------------|
| Application for Federal Assistance (Standard Form 424)                          | Located in Forms Section           |                       |
| Application Receipt Form (VA Form 10-0361A)                                     | Located in Forms Section           |                       |
| Application Assembly Checklist  | SN Submission – page 24            |                       |
| Applicant Summary   | SN Submission – page 1             |                       |
| Eligibility to Receive VA Assistance  | SN Submission – page 1             |                       |
| Project Summary   | SN Submission – page 2 through 4   |                       |
| Budget  | SN Submission – page 5             |                       |
| Project Plan  | SN Submission – page 5 through 15  |                       |
| Assurances  | SN Submission – page 16            |                       |
| Certification Regarding Debarment, Suspension, and other Responsibility Matters | SN Submission – page 17 through 20 |                       |
| Certification Regarding Drug-Free Workplace                                     | SN Submission – page 21 & 22       |                       |
| Certification Regarding Lobbying  | SN Submission – page 23            |                       |
| OMB Forms -- Section D  | Located in Forms Section           |                       |
| a. Standard Form 424A, Non-Construction Budget                                  |                                    |                       |
| b. Standard Form 424B, Non-Construction Assurances                              |                                    |                       |

**6. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (cont.)**

**D. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Organization Name

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Name and Title of Authorized Representative

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Signature of Authorized Representative

Date

**8. CERTIFICATION REGARDING LOBBYING**

**THIS CERTIFICATION IS REQUIRED BY 38 CFR PART 45,  
VA's REGULATIONS IMPLEMENTING SECTION 319 OF PUBLIC LAW 101-121.**

The undersigned certifies, to the best of their knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$ 1 0,000 and of more than \$ 100,000 for each such failure.

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Organization Name

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Name and Title of Authorized Representative

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Signature of Authorized Representative Date

## **7. CERTIFICATION REGARDING DRUG-FREE WORKPLACE**

### **A. INSTRUCTIONS FOR CERTIFICATION DRUG-FREE WORKPLACE**

By signing and/or submitting this, application or grant agreement, the grantee is providing the certification set out below.

1. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
2. For grantees other than individuals, Alternate I applies.
3. For grantees who are individuals, Alternate II applies.
4. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
5. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or state highway department while in operation, state employees in each local unemployment office, performers in concert halls or radio studios).
6. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:
  - Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308-11 through 1308.15);
  - Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;
  - Criminal drug statute means a federal or non-federal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;
  - Employee means the employee of a grantee directly engaged in the performance of work under a grant, including:
    - (i) All direct charge employees;
    - (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and
    - (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

**THIS CERTIFICATION IS REQUIRED BY 38 CFR PART 44, VA'S REGULATIONS  
IMPLEMENTING THE DRUG-FREE WORKPLACE ACT OF 1988.**

- B. The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibitions:
  - (b) Establishing an ongoing drug-free awareness program to inform employees about--
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will--
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of any conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - (e) Notifying the Agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
  - (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted--
    - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency;
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

C. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

---

Place of Performance (Street address, city, county, state, zip code.)

Check here if there are workplaces on file that are not identified here.

---

Organization Name

---

Name and Title of Authorized Representative

---

Signature of Authorized Representative

Date