

DEPARTMENT OF VETERANS AFFAIRS  
Veterans Health Administration  
Washington DC 20420



In Reply Refer To: 116E

Dear Grant Applicant:

Thank you for your interest in the Homeless Providers Grant and Per Diem Program. We are pleased that you have responded to the Per Diem Only offering in the Notice of Funding Availability (NOFA). This offering is intended to provide partial operating expenses to programs in the form of per diem payments. These funds will make it possible for providers to have an immediate impact by helping to provide beds and services for homeless veterans. This year offers an exceptional opportunity for funding.

Included with this application package are the instructions and forms needed to submit a mandatory Grants.gov First Submission package. A copy of the NOFA has been included. Please take the time to review these documents thoroughly.

Please read the document describing the submission procedures to ensure your application is received in a timely and acceptable manner. Any First Submission applications submitted through Grants.gov that are incomplete or improperly filled out with regard to form, style or content will be rejected. Electronic submission of the First Submission portion of the application through Grants.gov is required.

The application process is as follows:

- Register with Grants.gov.
- Complete Grants.gov First Submission (electronic).
- If conditionally selected, your agency will be mailed a conditional selection letter and the Second Submission package.
- Complete the Second Submission.
- Print and mail an original and three (3) copies of the Second Submission to the address indicated in the conditional selection letter.
- Final selection/non-selection letters will be sent to your agency.

First Submission applications submitted late will not be accepted. We suggest you submit your application several days before the deadline date. Please note that Grants.gov does not allow applicants to "un-submit" applications. If you discover that changes or additions are needed once your application has been accepted and validated by the Department, you must "re-submit" the application. If the Department receives duplicate applications we will accept and process the application with the latest "date/time received" validation.

The deadline for applications is announced in the NOFA. Most questions about the application or the application process are explained in the enclosed material. If you have specific questions, please call (toll-free) 1-877-332-0334.

Assisting our homeless veterans continues to be a top priority of the Department of Veterans Affairs. My staff and I look forward to working with your organization toward this effort.

Sincerely,

Roger Casey,

Director, Grant and Per Diem Program

## Table of Contents

- New Electronic Submission Policy ..... 3
- Instructions for Transmitting Applications ..... 3
- Obtaining A DUNS Number ..... 4
- Grants.gov Submission Procedures and Tips ..... 6
- General Program Information ..... 8
- General Application Instructions for the First Submission ..... 11
- Project Narrative Instructions ..... 12
- Notice of Fund Availability (NOFA) ..... 13
- General Assurances ..... XX
- Frequently Asked Questions ..... XX
- Program Regulations 38 CFR 61.0 .....XX
- CHALENG Contact List ..... XX
- VISN Contact List ..... XX
- VISN Map ..... XX

## NEW ELECTRONIC SUBMISSION POLICY

**Electronic Submission is Required** – As outlined in the Federal Register notice for this grant competition, the First Submission application must be submitted electronically. You must submit your application using the electronic application system provided by Grants.gov. You may not e-mail an electronic copy to us. We will reject your First Submission application if you submit it in paper format.

Submitting a proper application through Grants.gov will require your agency to submit documents in an electronic format that you may currently only have in paper format. You will need to scan these documents into an electronic format that can be uploaded to your Grants.gov application package, such as a PDF document. If you do not have a scanner, there are many commercial businesses that will scan your documents and put them on a disk for you.

Under mandatory submissions, electronic applications must be received by 4:00 pm Eastern time on the application deadline date.

## INSTRUCTIONS FOR TRANSMITTING APPLICATIONS

**ATTENTION ELECTRONIC APPLICANTS:** Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition.

This program requires the electronic submission of the First Submission application--specific requirements and instructions can be found in the Federal Register notice.

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

### **Applications Submitted Electronically:**

You must submit your grant application through the Internet using the software provided on the Grants.gov Web site ( <http://www.grants.gov> ) by 4:00 p.m. (Eastern time) on the application deadline date. If you submit your application through the Internet via the Grants.gov website, you will receive an automatic acknowledgment when we receive your application.

For more information on using Grants.gov, please refer to the Notice of Fund Availability (NOFA) that was published in the Federal Register, the Grants.gov Submission Procedures and Tips document found in the application package instructions, and visit <http://www.grants.gov>.

## Obtaining a DUNS Number

The Federal government requires that all applicants for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors, have a DUNS number. (See policy at: [http://www.omb.gov/grants/grants\\_docs](http://www.omb.gov/grants/grants_docs)). The Federal government will use the DUNS number to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems.

### Data Universal Number System (DUNS) Number

- The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B).
- The DUNS Number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. Organizations should try and keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for a grant may be sufficient.
- In order to provide on-the-spot DUNS number assignment, the requestor should do this by telephone. (See telephone number below.)

### Obtaining a DUNS Number

- You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible, if there is a possibility you will be applying for future Federal grants or cooperative agreements. There is no need to wait until you are submitting a particular application.
- *If you already have a DUNS number.* If you, as the entity applying for a Federal grant or cooperative agreement, previously obtained a DUNS number in connection with the Federal acquisition process or requested or had one assigned to you for another purpose, you should use that number on all of your applications. It is not necessary to request another DUNS number from D&B. You may request D&B to supply a family-tree report of the DUNS numbers associated with your organization. Organizations should work with D&B to ensure the right information is on the report. Organizations should not establish new numbers, but use existing numbers and update/validate the information associated with the number.
- *If you are not sure if you have a DUNS number.* Call D&B using the toll-free number, **1-866-705-5711** and indicate that you are a Federal grant applicant/prospective applicant. D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.
- *If you know you do not have a DUNS number.* Call D&B using the toll-free number, **1-866-705-5711** and indicate that you are a Federal grant applicant/prospective applicant. D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.

### Managing Your DUNS Number

- D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Organizations with multiple DUNS numbers may request a free family tree listing from D&B to help determine what branches/divisions have numbers and whether the information is current. Please call the dedicated toll-free DUNS Number request line at 1-866-705-5711 to request your family tree.
- D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests to ensure that the appropriate branches/divisions have DUNS numbers for Federal purposes.
- As a result of obtaining a DUNS number you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request to be de-listed from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.

Obtaining a DUNS number is absolutely **Free** for all entities doing business with the Federal government. This includes grant and cooperative agreement applicants/prospective applicants and Federal contractors. Be certain that you identify yourself as a Federal grant applicant/prospective applicant.

### To Obtain Your DUNS Number

Please call the dedicated toll-free DUNS Number request line for Federal grant and cooperative agreement applicants or prospective grant applicants at:

**1-866-705-5711**

The number is staffed from 8 a.m. to 6 p.m. (local time of the caller when calling from within the continental United States) Calls placed to the above number outside of those hours will receive a recorded messages requesting the caller to call back between the operating hours.

- The process to request number takes about 5-10 minutes.
- A DUNS number will be assigned at the conclusion of the call.
- You will need to provide the following information:
- Legal Name
- Headquarters name and address for your organization
- Doing business as (DBA) or other name by which your organization is commonly known or recognized
- Physical Address, City, State and Zip Code
- Mailing Address(is separate from Headquarters and/or physical address)
- Telephone Number
- Contact Name and Title
- Number of Employees at your physical location

# IMPORTANT – PLEASE READ FIRST

## VA's Grant and Per Diem Program Grants.gov Submission Procedures and Tips for Applicants

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Veterans Affairs, Grant and Per Diem Program.

1. **REGISTER EARLY** – Grants.gov registration is a one-time process that may take five or more days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Get Started Steps are complete. For detailed information on the Get Started Steps, please go to: <http://www.grants.gov/GetStarted>.
2. **SUBMIT EARLY** – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded. The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:00 pm on the deadline date.

**Note: To submit successfully, you must provide the DUNS number on your application that was used when your organization registered with the CCR (Central Contractor Registry).**

3. **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and the Department receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Check Application Status link. For a successful submission, the date/time received should be earlier than 4:00 p.m. on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

If the date/time received is later than 4:00 p.m. Eastern time, on the closing date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site:<http://www.grants.gov/assets/ApplicationErrorTips.doc>. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

### **Submission Problems – What should you do?**

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or use the customer support available on the website: <http://www.grants.gov/CustomerSupport>.

If electronic submission is required, you must submit an electronic application before 4:00 p.m.

### **Helpful Hints When Working with Grants.gov**

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide on your application the DUNS number that was used when your organization registered with the CCR.**

Please go to <http://www.grants.gov/ForApplicants> for help with Grants.gov and click on the links in the lower right corner of the screen under Applicant Tips and Tools. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application Tips found on the Grants.gov homepage <http://www.grants.gov>.

### **Dial-Up Internet Connections**

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection.

### **MAC Users**

If you do not have a Windows operating System, you will need to use a Windows Emulation program to submit an application using Grants.gov. For additional information, review the [PureEdge Support for Macintosh](#) white paper published by Pure Edge: [http://www.grants.gov/GrantsGov\\_UST\\_Grantee/!SSL!/WebHelp/MacSupportforPureEdge.pdf](http://www.grants.gov/GrantsGov_UST_Grantee/!SSL!/WebHelp/MacSupportforPureEdge.pdf), and/or contact Grants.gov Customer Support ( <http://www.grants.gov/CustomerSupport> ) for more information.



## General Program Information

**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. The goal of this program is to help homeless veterans, primarily those living in places not ordinarily meant for human habitation or in emergency shelters, to (1) achieve residential stability; (2) increase their levels and/or income; and (3) obtain greater self-determination. These goals are reflected in the application package and selection criteria for the program.

Residential stability refers to access to, and length of stay in, stable affordable housing. Achieving residential stability involves not only the availability of affordable, permanent housing, but also the success of the program in addressing the problems that led to the veteran becoming homeless. Those problems may involve mental illness, substance abuse, physical disabilities, unemployment, or other factors.

Increased skill level and/or income refers to the resources needed to enable persons to live as self-sufficiently as possible. For many homeless persons this involves actions to bridge the gap between current income and the cost of living. The gap could be closed through employment, a higher-paying job, or access to entitlement benefits. The likelihood of obtaining a job, or a higher-paying job, could be enhanced through job or skills training, or enrolling in General Equivalency Diploma (GED) or higher education courses. For homeless persons with mental or physical disabilities that are so severe as to rule out outside employment, the goal of increased skill level and/or income may involve actions to increase self-sufficiency in other ways (e.g., life skills training, increased income through employment within a project, or increased income through access to entitlement benefits).

Greater self-determination refers to increases in the influence that participants have on decisions that affect their lives. Those increases may result from such actions as involvement in the development of his or her individual housing and supportive services plan (including developing personal goals), participating in resident advisory council meetings or other involvement in the development of program rules and procedures, involvement in program implementation through such activities as employment and volunteer services, and choice in selecting service providers.

**Measurable objectives:** To apply these goals to their proposed program, applicants must establish and include in their applications measurable objectives for each of the three goals. Applicants must also describe how their proposed programs will help them achieve these goals.

The measurable objectives established by each applicant are expected to vary based on the specific needs and characteristics of the homeless veterans proposed to be served as well as the specific program chosen. Where the population proposed to be selected has multiple or particularly difficult problems that need to be addressed, objectives should reflect realistic expectations.

The highest ratings under the quality of project plan criterion of the application will be awarded to applications containing project plans that describe specific, relevant, and measurable objectives for each of the common goals specified above, how the proposed housing and services will help residents reach these goals, how the program's success will be evaluated, and how program modifications will be made, if necessary, as a result of this evaluation.

VA will not consider the level of expectations described in the objective in rating applications. That is, an application that contains realistic objectives that reflect the very dysfunctional nature of the population to be served will be treated the same as an application that contains more optimistic objectives that reflect a less dysfunctional population. VA specifically does not want the process of establishing measurable objectives to lead applicants away from serving homeless persons with the most serious problems. VA does want applicants for each program to adopt the three goals, carefully consider how they can achieve them through their proposed projects, establish measurable objectives to gauge whether they are achieving the goals and, if funded, periodically measure project results and, as necessary make program adjustments.

**Eligible activities:** Funds may be used to provide operational costs as outlined in governing regulations for programs that furnish supportive services and supportive housing for homeless veterans, including:

1. Transitional housing (up to 24 months) with supportive services designed to enable homeless veterans to become as independent as possible;
2. Supportive services in a service center facility for homeless veterans not in conjunction with supportive housing.

**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.

**Eligible applicants:** Public or nonprofit private entities are eligible to apply for per diem payments, including states, metropolitan cities, urban counties, or other governmental entities, Indian tribal governments, and private nonprofit organizations.

**Per diem 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 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.**

**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. 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.

**Components:** Funds are available for assistance in the form of per diem to:

Provide operational costs as outlined in governing regulations for programs that furnish supportive services and supportive housing for homeless veterans.

A more detailed description of these components, including program requirements, is contained in the rule published in the *Federal Register*, 38 CFR part 61.0. 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, a complete application must be submitted through the Grants.gov electronic application process by the time and date specified in the Notice of Fund Availability (NOFA) published in the Federal Register. Applications submitted after the date and time published in the NOFA will not be rejected. To be considered complete all items requested in the grant application must be submitted as a single application package. Materials submitted separately will not be included in the application package for consideration and may result in the application being rejected or not funded.

**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.

**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 North 46<sup>th</sup> Street, Suite C-200  
Tampa, FL 33617

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

VA Grant/Per Diem Program website: <http://www1.va.gov/homeless/page.cfm?pg=3>

## General Application Instructions for the First Submission

The Grant/Per Diem Program, Per Diem Only Application consists of the following parts:

Part I:	<p><b>Application for Federal Assistance (SF 424)</b></p> <p>When filling out the SF 424, you must use the same DUNS number that your organization used when it registered with the Central Contractor Registry, or Grants.gov will reject the application.</p> <p>If your organization does not have a DUNS number, you should ask the chief financial officer, grant administrator, or authorizing official of your organization to register for a DUNS number. It is possible to request a DUNS number online at <a href="http://www.dnb.com/ccr/register.html">http://www.dnb.com/ccr/register.html</a> . You can also call Dun &amp; Bradstreet at 1-866-705-5711. Once you have completed the registration, your DUNS number should be available on the next business day.</p>
Part II:	<p><b>Eligibility Documentation</b></p> <p>Non-profit organizations must provide documentation of Accounting System Certification and Evidence of Private non-profit status. This should be accomplished by the following:</p> <ul style="list-style-type: none"> <li>• Providing certification on letterhead stationery from a CPA or Public Accountant dated within the past year, that <u>the organization has a functioning accounting system that is operated in accordance with generally accepted accounting principles (GAAP) or that the organization has designated a qualified entity to maintain a functioning accounting system in accordance with GAAP.</u> If an entity is used their name and address must be included in the certification letter;</li> </ul> <p style="text-align: center;"><b>AND</b></p> <ul style="list-style-type: none"> <li>• Providing evidence of the nonprofit status of the organization by submitting a copy of their IRS ruling providing tax-exempt status under the IRS Code of 1986, as amended;</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Providing documentation showing the applicant is a certified United Way Member Agency</li> </ul> <p><u>Other Attachments Form</u> – (found in the Grants.gov application package) is where applicants will attach additional documents, including IRS and CPA letters or a United Way letter.</p>
Part III:	<p><b>Program Narrative</b></p> <p><u>Project Narrative Attachment Form</u> – (found in the Grants.gov application package) is where applicants will attach their narrative responses for application. More information as to what is required under this part is outlined in the Project Narrative Instructions page that follows.</p>
Part IV:	<p><b>Assurances, Certifications, and Survey Form</b> – applicants must complete the following forms included in the application package:</p> <ul style="list-style-type: none"> <li>▪ Additional Assurances/Certifications (Drug-Free Workplace; Lobbying; and Debarment, Suspension, and other Responsibility Matters)</li> <li>▪ Survey on Ensuring Equal Opportunity for Applicants</li> </ul>

# Project Narrative Instructions

The project narrative is to be attached to the “Project Narrative Attachment Form” in the application package in Grants.gov.

Before preparing the project narrative, **applicants should review the Federal Register notice**, the Dear Applicant Letter, and the program statute for specific guidance and requirements. Note that applications will be evaluated according to the specific selection criteria specified in the Federal Register notice and program regulations 38 CFR 61.0.

Please limit the Project Narrative to 15 pages, single-spaced, font should be 10 point or larger, number the pages consecutively and do not use the back of the page. Please provide any charts, graphs, citations, or examples in the program narrative. Refer to the Federal Register notice for additional application submission requirements.

**To facilitate the review of the application, please organize your application narrative in the following order and include a Table of Contents:**

## 1. Applicant Summary

- a. Executive Director/CEO – Name, Title, Phone, and Fax.
- b. Person to contact about application: Name, Title, Phone, and Fax.
  
- c. Mailing address you wish all correspondence to be sent to (if different from agency address on SF 424).

## 2. Funding Priority

Indicate what funding priority identified in the Federal Register notice you are applying under, if any.

## 3. Project Summary

- a. Our Organization requests “Per Diem Only” funding for (state all that apply):  
TRANSITIONAL HOUSING and/or SERVICE CENTER
- b. Projected beds, bedrooms, and participants; please indicate the following:
  - i. Total number of bedrooms for all homeless persons
  - ii. Number of bedrooms just for homeless veterans
  - iii. Total number of beds for all homeless persons (include cribs and children’s beds)
  - iv. Number of beds just for homeless veterans
  - v. If service center, number of anticipated non-repeat visits per month (number of different veterans per month)
- c. Therefore, the number of beds we are asking VA to fund is ...
- d. Therefore, the number of unique service center visits we are asking VA to fund is...

## 4. Project Narrative

Provide a complete description of the proposed project.

## 5. Site Description

- a. Address of site (please make sure actual address of site(s) is listed and not the address of the agency).
- b. Indicate the type of housing that describes the type of living situation for participants: Dormitory, Shared Bedroom, Single Room Occupancy, Apartment, Shared Apartment, Single Family House, Shared Single Family House, Other (please describe) or indicate if the site does not involve housing.
- c. Housing Setting or Service Center Setting
  - i. Describe the neighborhood where the site is located (e.g., rural, urban, suburban; residential or commercial; prevalence of single family or multi-family dwellings).
  - ii. Describe how receptive the neighborhood residents are to a homeless facility.
- d. Describe the site’s accessibility to supportive services.

INSERT COPY OF NOFA HERE

**These assurances are for informational purposes only. You will be required to sign the assurances below if your organization is conditionally selected and requested to submit the Second Submission application package.**

**General Assurances – Per Diem Only**

<p><b><u>A. Services Benefiting Veterans</u></b> If this proposal is funded applicant assures that upon completion of the project:</p> <ol style="list-style-type: none"> <li>1. Programs so funded will be used principally to furnish to veterans the level of care for which the application was made at locations accessible to homeless veterans;</li> <li>2. Not more than 25 percent of participants at any one time will consist of participants who are not receiving such services as veterans;</li> <li>3. Services provided will meet standards prescribed by the Secretary of Veterans Affairs;</li> <li>4. Referral networks will be maintained for, and aid will be given to, homeless veterans in establishing eligibility for assistance and obtaining services under available entitlement and assistance programs;</li> <li>5. Confidentiality of records pertaining to homeless veterans will be maintained in accordance with applicable laws, Federal, State, and Local, (e.g., HIPAA, Privacy Act).</li> </ol> <p><b><u>B. Reports; Record Retention</u></b> 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.</p>	<p><b><u>C. Continued Financial Support</u></b> If this proposal is funded, applicant assures that adequate financial support will be available for the continued maintenance, repair and operation of the project.</p> <p><b><u>D. Fiscal Control</u></b> 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 per diem award.</p> <p><b><u>E. Non-Delinquency</u></b> 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.</p> <p><b><u>F. Accuracy of Application Information</u></b> All information submitted with this application is accurate, and does not contain any false, fictitious, or fraudulent statement or entry.</p> <p><b><u>G. Compliance</u></b> Applicant assures that it will comply with applicable requirements of 38 C.F.R. Part 61.</p>
--	--

## Frequently Asked Questions

**What is the difference between grants and per diem under this program?** Grants can be used for acquisition, renovation, or construction of a building that will provide services for homeless veterans. Grants can be considered capital funds. Per Diem is paid by VA to help organizations defray operational costs. Most grant awardees request per diem funding. Those entities that are not grant awardees need to apply for per diem under a separate Notice of Fund Availability (NOFA). This is sometimes referred to as the "Per Diem Only" NOFA.

**Who is eligible to apply for grants?** Non-profit organizations, state and local government agencies as well as Indian Tribal governments that wish to start new programs to provide supportive housing or supportive services for homeless veterans. In addition, 75% of clients served in the program must be veterans.

**What can a grant be used for?** Grant funds may provide up to 65% of the cost to acquire, renovate, or construct facilities that will be used to provide supportive housing (up to 24 months) and/or service centers (offering services such as case management, vocational development, crisis intervention, counseling, etc.) for homeless veterans; and to purchase vans in support of these programs. Grants may not be used for operational costs, including salaries.

**When is the application deadline?** Applications will be due on the date specified in the Notice of Fund Availability (NOFA) published in the Federal Register. You can check Federal Register publications on the Internet at <http://www.gpoaccess.gov/fr/browse.html> or you may contact the Grant and Per Diem Program at (toll-free) 1-877-332-0334.

**We are already a new homeless program, can we use grant funds to expand?** It depends. If the original program was created after November 10, 1992 and the expansion took place after November 1999 then you would be eligible to use grant funds to expand your program.

**What is my Catalog of Federal Domestic Assistance (CFDA) Number?** This number is preprinted on the Standard Form 424 in block 10. For the Grant and Per Diem Program this number is 64-024.

**What do I have to do to apply as a non-profit organization?** In order to be considered a non-profit organization you must have a non-profit status designation given by the IRS. You must be a non-profit at the time of application.

**What counts as matching funds for grants?** Matching funds must be cash or cash equivalents. In-kind donations that are part of the project are acceptable, such as donated architect's time, donated building materials, donated building, etc. However, in-kind matches must be related to the specific categories of renovation, acquisition, or construction for which your organization is applying.

**Where a building is being purchased with a mortgage, and the applicant has equity in the building, can the equity be used as part of the matching funds?** Possibly. If the applicant proposes to use VA funds to complete the purchase of a building, the applicant must ensure that the mortgage contract allows the mortgage to be pre-paid (e.g., paid in full at the time VA provides payment of the grant award).

**Can the grant funds be used to lease a building?** No. The one exception is a capital lease which is defined in the regulations at 38 CFR section 61.1.



**Can the grant funds be used to renovate or expand leased buildings?** No, unless the property is under a capital lease.

**Can grant funds be used to renovate or expand buildings on VA medical center grounds, or other buildings owned by the VA?** Yes, but the grant awardee must be an eligible entity. VA facilities are not eligible to receive this grant.

**Can grant funds be used to acquire, construct, or renovate homes or apartments that will ultimately be turned over to the veteran?** No. Ownership of property funded by the grant must remain with the public or non-profit private entity who is awarded a grant.

**Can grant funds be used to pay the salaries, operating costs, overhead, etc.?** No. These costs are covered under the Per Diem Component of the program.

**Who is eligible to apply for Per Diem payments?** Priority in awarding Per Diem funds goes to recipients of Grants. Non-Grant programs may qualify if they meet these criteria: (1) at least 75% of those receiving supportive services are veterans, (2) provide supportive housing or a homeless service center.

**What portion of operating costs will Per Diem payments cover?** Funding for services in conjunction with supportive housing is limited to the daily cost of providing the services, minus other sources of revenue, up to a predetermined amount. At this time, the maximum amount payable under per diem is \$29.31. The maximum hourly per diem rate for a service center not in connection with supportive housing is 1/8 the daily cost of care not to exceed the current VA State Home rate for domiciliary care. Payment for a veteran in a service center will not exceed 8 hours in any day.

**How does our agency apply for Per Diem?** If you are a grant recipient, your program that was created with grant funds will be considered for per diem. There is no need to reapply. Program staff will review the relevant portions of the original grant proposal. If your agency never received a grant for the particular component of the program you would like per diem for, you must apply in response to a separate Per Diem Only NOFA that will be published in the Federal Register.

**Can veterans be charged rent?** Veterans in supportive housing may be asked to pay rent if it does not exceed 30% of the veteran's monthly-adjusted income. In addition, reasonable fees may be charged for services not paid with Per Diem funds.

**What hints can you give about applying?** There is a strong emphasis on creating working relationships with the local VA medical center facilities as well as networking and collaborating with other community based organizations, so as to minimize duplication of services. There is also an emphasis on developing programs in underserved areas

# Program Regulations

Department of Veterans Affairs

---

38 CFR Parts 61

VA Homeless Providers Grant and Per Diem Program;  
Interim Final Rule – published in the *Federal Register* on March 19, 2003;  
Final Rule – published in the *Federal Register* on September 26, 2003.

---

## **PART 61--VA HOMELESS PROVIDERS GRANT AND PER DIEM PROGRAM**

Sec.

61.0 Purpose.

61.1 Definitions.

61.10 Capital grants--general.

61.11 Applications for capital grants.

61.12 Threshold requirements for capital grant applications.

61.13 Rating criteria for capital grant applications.

61.14 Selecting applications for capital grants.

61.15 Obtaining additional information and awarding capital grants.

61.16 Matching funds for capital grants.

61.17 Site control for capital grants.

61.20 Life Safety Code capital grants.

61.30 Per diem--general.

61.31 Application for per diem.

61.32 Ranking non-capital grant recipients for per diem.

61.33 Payment of per diem.

61.40 Special needs grants--general.

61.41 Special needs grants application.

61.42 Threshold requirements for special needs grant applications.

61.43 Rating criteria for special needs grant applications.

61.44 Awarding special needs grants.

61.50 Technical assistance grants--general.

61.51 Applications for technical assistance grants.

61.52 Threshold requirements for technical assistance grant applications.

61.53 Rating criteria for technical assistance grant applications.

61.54 Awarding technical assistance grants.

61.55 Technical assistance reports.

61.60 Notice of Fund Availability.

61.61 Agreement and funding actions.

61.62 Program changes.

61.63 Procedural error.

61.64 Religious organizations.

61.65 Inspections.

61.66 Financial management.

61.67 Recovery provisions.

61.80 General operation requirements for supportive housing and service centers.

61.81 Outreach activities.

61.82 Resident rent for supportive housing.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

### **Sec. 61.0 Purpose.**

VA's Grant and Per Diem Program  
Per Diem Only Instructions

This part implements the VA Homeless Providers Grant and Per Diem Program which consists of the following components: capital grants, per diem, special needs grants, and technical assistance grants.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

### **Sec. 61.1 Definitions.**

For purposes of this part:

Area or community means a political subdivision or contiguous political subdivisions (such as precinct, ward, borough, city, county, State, Congressional district, etc.) with a separately identifiable population of homeless veterans.

Capital grant means a grant for construction, renovation, or acquisition of a facility; or for acquisition of a van.

Capital lease means a lease that will be in effect for the full period in which VA may recover all or portions of the capital grant amount under this part.

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.

Fee means a fixed charge for a service offered by a recipient under this part, that is in addition to the services that are outlined in the recipient's application; and are not paid for by VA per diem or provided by VA, (e.g., cable television, recreational outings, professional instruction or counseling).

Fixed site means a physical structure that under normal conditions is not capable of readily being moved from one location to another location.

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.)

Homeless means: (1)(i) Lacking a fixed, regular and adequate nighttime residence; or  
(ii) Having a primary nighttime residence that is--  
(A) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);  
(B) An institution that provides a temporary residence for persons intended to be institutionalized; or  
(C) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.  
(2) The term homeless does not include imprisonment or other detainment pursuant to Federal or State law. Imprisonment or other detainment does not include probation, parole or electronic custody.

New construction means the building of a structure where none existed or an addition to an existing structure that increases the floor area by more than 100 percent.

Nonprofit organization means a private organization, no part of the net earnings of which may inure to the benefit of any member, founder, contributor, or individual. The organization must be recognized as a 501(c)(3) or 501(c)(19) nonprofit organization by the United States Internal Revenue Service, and:

(1) Have a voluntary board;

- (2) Have a functioning accounting system that is operated in accordance with generally accepted accounting principles, or designate an entity that will maintain a functioning accounting system for the organization in accordance with generally accepted accounting principles; and
- (3) Practice nondiscrimination in the provision of supportive housing and supportive services assistance.

Operating costs means expenses incurred in operating supportive housing, supportive services or service centers with respect to:

- (1) Administration (including staff salaries; costs associated with accounting for the use of grant funds, preparing reports for submission to VA, obtaining program audits, and securing accreditation; and similar costs related to administering the grant after the award), maintenance, repair and security for the supportive housing;
- (2) Van costs or building rent (except under capital leases), e.g., fuel, insurance, utilities, furnishings, and equipment;
- (3) Conducting on-going assessments of supportive services provided for and needed by participants and the availability of such services;
- (4) Other costs associated with operating the supportive housing.

Outpatient health services means outpatient health care, outpatient mental health services, outpatient alcohol and/or substance abuse services, and case management.

Participant means a person receiving services based on a grant or per diem provided under this part.

Public entity includes:

- (1) A county, municipality, city, town, township, local public authority (including any public and Indian housing agency under the United States Housing Act of 1937), school district, special district, intrastate district, council of governments (whether or not incorporated as a nonprofit corporation under state law), any other regional or interstate government entity, or any agency or instrumentality of a local government, and
- (2) The governing body or a governmental agency of any Indian tribe, band, nation, or other organized group or community (including any Native village as defined in section 3 of the Alaska Native Claims Settlement Act, 85 Stat 688) certified by the Secretary of the Interior as eligible for the special programs and services provided by the Bureau of Indian Affairs.

Rehabilitation means the improvement or repair of an existing structure. Rehabilitation does not include minor or routine repairs.

State means any of the several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, any territory or possession of the United States, or any agency or instrumentality of a State exclusive of local governments. The term does not include any public and Indian housing agency under United States Housing Act of 1937.

Supportive housing means housing with supportive services provided for homeless veterans and is:

- (1) Transitional housing, or
- (2) A part of, a particularly innovative project for, or alternative method of, meeting the immediate and long-term needs of homeless veterans.

Supportive services means services, which may be designed by the recipient or program participants, that provide appropriate services or assist such persons in obtaining appropriate services to address the needs of homeless veterans to be served by the project. Supportive services does not include inpatient acute hospital care, but does include:

- (1) Outreach activities;
- (2) Providing food, nutritional advice, counseling, health care, mental health treatment, alcohol and other substance abuse services, case management services;
- (3) Establishing and operating child care services for dependents of homeless veterans;
- (4) Providing supervision and security arrangements necessary for the protection of residents of supportive housing and for homeless veterans using supportive housing or services;

- (5) Providing assistance in obtaining permanent housing;
- (6) Providing education, employment counseling and assistance, and job training;
- (7) Providing assistance in obtaining other Federal, State and local assistance available for such residents including mental health benefits, employment counseling and assistance, veterans' benefits, medical assistance, and income support assistance; and
- (8) Providing housing assistance, legal assistance, advocacy, transportation, and other services essential for achieving and maintaining independent living.

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

VA means the Department of Veterans Affairs.

Veteran means a person who served in the active military, naval, or air service, and who was discharged or released there from under conditions other than dishonorable.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

### **Sec. 61.10 Capital grants--general.**

(a) VA provides capital grants to public or nonprofit private entities so they can assist homeless veterans by helping to ensure the availability of supportive housing and service centers to furnish outreach, rehabilitative services, vocational counseling and training, and transitional housing. Specifically, VA provides capital grants for up to 65 percent of the cost to:

- (1) Construct structures and purchase the underlying land to establish new supportive housing facilities or service centers, or to expand existing supportive housing facilities or service centers;
- (2) Acquire structures to establish new supportive housing facilities or service centers, or to expand existing supportive housing facilities or service centers;
- (3) Renovate existing structures to establish new supportive housing facilities or service centers, or to expand existing supportive housing facilities or service centers; and
- (4) Procure vans (purchase price, sales taxes, and title and licensing fees) to provide transportation or outreach for the purpose of providing supportive services.

(b) Capital grants may not be use for acquiring buildings located on VA-owned property. However, capital grants may be awarded for construction, expansion, or renovation of buildings located on VA-owned property.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

### **Sec. 61.11 Applications for capital grants.**

(a) To apply for a capital grant, an applicant must obtain from VA a capital grant application package and submit to VA the information called for in the application package within the time period established in the Notice of Fund Availability under Sec. 61.60 of this part.

(b) The capital grant application package includes exhibits to be prepared and submitted as part of the application process, including:

- (1) Justification for the capital grant;
- (2) Site description, site design, and site cost estimates;
- (3) Documentation on eligibility to receive a capital grant under this part;
- (4) Documentation on matching funds committed to the project;
- (5) Documentation on operating budget and cost sharing;
- (6) Documentation on supportive services committed to the project;
- (7) Documentation on site control and appropriate zoning, and on the boundaries of the area or community proposed to be served;

(8) If capital grant funds are proposed to be used for acquisition or rehabilitation, documentation demonstrating that the costs associated with acquisition or rehabilitation are less than the costs associated with new construction;

(9) If grant funds are proposed to be used for new construction, documentation demonstrating that the costs associated with new construction are less than the costs associated with rehabilitation of an existing building, that there is a lack of available appropriate units that could be rehabilitated at a cost less than new construction, and that new construction is less costly than acquisition of an existing building, (for purposes of this cost comparison, costs associated with rehabilitation or new construction may include the cost of real property acquisition);

(10) If the proposed construction includes demolition, a demolition plan, including the extent and cost of existing site features to be removed, stored, or relocated and information establishing that the proposed construction is in the same location as the building to be demolished or that the demolition is inextricably linked to the design of the construction project (the cost of demolition of a building cannot be included in the cost of construction unless the proposed construction is in the same location as the building to be demolished or unless the demolition is inextricably linked to the design of the construction project);

(11) Comments or recommendations by appropriate State (and area wide) clearinghouses pursuant to E.O. 12372 (3 CFR, 1982 Comp., p. 197), if the applicant is a State; and

(12) Reasonable assurances with respect to receipt of a capital grant under this part that:

(i) The project will be used principally to furnish to veterans the level of care for which such application is made; that not more than 25 percent of participants at any one time will be nonveterans; and that such services will meet the requirements of this part;

(ii) The recipient will continue to operate the project until the expiration of the period during which VA could seek recovery under Sec. 61.67;

(iii) Title to such site or van will vest solely in the applicant and the applicant will insure vans to the same extent they would insure a van bought with their own funds;

(iv) Adequate financial support will be available for the completion of the project or for the purchase and maintenance, repair, and operation of the van; and

(v) The recipient will keep records and submit reports as VA may reasonably require, within the time frames required; and give VA, upon demand, access to the records upon which such information is based.

(c) Applicants may apply for more than one capital grant.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

#### **Sec. 61.12 Threshold requirements for capital grant applications.**

To be eligible for a capital grant, an applicant must meet the following threshold requirements:

(a) The application was completed in all parts and included the information called for in the application package and was filed within the time period established in the Notice of Fund Availability;

(b) The applicant is a public or nonprofit private entity;

(c) The population proposed to be served is homeless veterans;

(d) The activities for which assistance is requested are eligible for funding under this part;

(e) The applicant has demonstrated that adequate financial support will be available to carry out the project for which the capital grant is sought consistent with the plans, specifications and schedule submitted by the applicant;

(f) The application has demonstrated compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) (42 U.S.C. 4601-4655);

(g) The applicant has agreed to comply with the requirements of this part and has demonstrated the capacity to do so;

(h) The applicant does not have an outstanding obligation to VA that is in arrears, and does not have an overdue or unsatisfactory response to an audit; and

(i) The applicant is not in default, by failing to meet requirements for any previous assistance from VA under this part.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

#### **Sec. 61.13 Rating criteria for capital grant applications.**

(a) Applicants that meet the threshold requirements in Sec. 61.12 of this part, will then be rated using the selection criteria listed in this section. To be eligible for a capital grant, an applicant must receive at least 600 points (out of a possible 1,200) and must receive points under criteria in paragraphs (b), (c), (d), (e), and (i) of this section.

(b) Quality of the project. VA will award up to 300 points based on the following:

(1) How program participants will achieve residential stability, including how available supportive services will help participants reach this goal;

(2) How program participants will increase their skill level and/or income, including how available supportive services will help participants reach this goal;

(3) How program participants will be involved in making project decisions that affect their lives so that they achieve greater self-determination, including how they will be involved in selecting supportive services, establishing individual goals and developing plans to achieve these goals;

(4) How permanent affordable housing will be identified and made known to participants upon leaving the transitional housing, and how participants will be provided necessary follow-up services to help them achieve stability in the permanent housing;

(5) How the service needs of participants will be assessed on an ongoing basis;

(6) How the proposed housing, if any, will be managed and operated;

(7) How participants will be assisted in assimilating into the community through access to neighborhood facilities, activities, and services;

(8) How and when the progress of participants toward meeting their individual goals will be monitored, evaluated, and documented;

(9) How and when the effectiveness of the overall project in achieving its goals will be evaluated and documented; and how any needed program modifications will be made based on those evaluations; and how program modifications will be reported to VA; and

(10) How the proposed project will be implemented in a timely fashion.

(c) Targeting to persons on streets and in shelters. VA will award up to 150 points based on:

(1) The extent to which the project is designed to serve homeless veterans living in places not ordinarily meant for human habitation (e.g., streets, parks, abandoned buildings, automobiles, under bridges, in transportation facilities) and those who reside in emergency shelters; and

(2) The likelihood that proposed plans for outreach and selection of participants will result in these populations being served.

(d) Ability of applicant to develop and operate a project. VA will award up to 200 points based on the extent to which the application demonstrates experience in the following areas:

(1) Engaging the participation of homeless veterans living in places not ordinarily meant for human habitation and in emergency shelters;

(2) Assessing the housing and relevant supportive service needs of homeless veterans;

(3) Accessing housing and relevant supportive service resources;

(4) If applicable, contracting for and/or overseeing the rehabilitation or construction of housing;

(5) If applicable, administering a rental assistance program;

(6) Providing supportive services or supportive housing for homeless veterans;

(7) Monitoring and evaluating the progress of persons toward meeting their individual goals;

(8) Evaluating the overall effectiveness of a program and using evaluation results to make program improvements, as needed; and

(9) Maintaining fiscal solvency as evidenced by providing their last complete yearly financial statements.

(e) Need. VA will award up to 150 points based on the extent to which the applicant demonstrates:

(1) Substantial unmet needs, particularly among the target population living in places not ordinarily meant for human habitation such as the streets, emergency shelters, based on reliable data from surveys of homeless populations or other reports or data gathering mechanisms that directly support claims made; and

(2) An understanding of the homeless population to be served and its unmet housing and supportive service needs.

(f) Innovative quality of the proposal. VA will award up to 50 points based on the innovative quality of the proposal, in terms of:

(1) Helping homeless veterans or homeless veterans with disabilities to reach residential stability, to increase their skill level and/or income, and to increase the influence they have over decisions that affect their lives;

(2) Establishing a clear link between the innovation(s) and its proposed effect(s); and

(3) Establishing usefulness as a model for other projects.

(g) Leveraging. VA will award up to 50 points based on the extent to which the applicant documents resources from other public and private sources, including cash and the value of third party contributions, have been committed to support the project at the time of application.

(h) Cost-effectiveness. VA will award up to 100 points for cost-effectiveness. Projects will be rated based on the cost and number of new supportive housing beds made available or the cost, amount, and types of supportive services made available, when compared to other transitional housing and supportive services projects, and when adjusted for high-cost areas. Cost-effectiveness may include using excess government properties (local, State, Federal), as well as demonstrating site control at the time of application.

(i) Coordination with other programs. VA will award up to 200 points based on the extent to which applicants demonstrate that they have coordinated with Federal, State, local, private and other entities serving homeless persons in the planning and operation of the project. Such entities may include shelter transitional housing, health care, or social service providers; providers funded through Federal initiatives; local planning coalitions or provider associations; or other program providers relevant to the needs of homeless veterans in the local community. Applicants are required to demonstrate that they have coordinated with the VA medical care facility of jurisdiction and VA Regional Offices of jurisdiction in their area. VA will award up to 50 points of the 200 points based on the extent to which commitments to provide supportive services are documented at the time of application. Up to 150 points of the 200 points will be given to the extent applicants demonstrate that:

(1) They are part of an ongoing community-wide planning process within the framework described above which is designed to share information on available resources and reduce duplication among programs that serve homeless veterans;

(2) They have consulted directly with the closest VA Medical Center and other providers within the framework described above regarding coordination of services for project participants; and

(3) They have coordinated with the closest VA Medical Center their plan to assure access to health care, case management, and other care services.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

#### **Sec. 61.14 Selecting applications for capital grants.**

(a) Applicants will first be grouped in 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 conditionally selected to receive a capital grant in accordance with their ranked order, as determined under Sec. 61.13 of this part. If funding priorities have been established and funds are still available after selection 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 this paragraph subject to available funding.

(b) In the event of a tie between applicants, VA will use the score from Sec. 61.13(e) of this part to determine the ranking.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

#### **Sec. 61.15 Obtaining additional information and awarding capital grants.**

(a) Each applicant who has been conditionally selected for a capital grant will be requested by VA to submit additional information, including:

(1) Documentation to show that the project is feasible, including a plan from an architect, contractor, or other building professional that provides estimated costs for the proposed design;

(2) Documentation showing the sources of funding for the project and firm financing commitments for the matching requirements described in Sec. 61.16 of this part;



- (3) Documentation establishing site control described in Sec. 61.17 of this part;
  - (4) Documentation establishing compliance with the National Historic Preservation Act (16 U.S.C. 470);
  - (5) Information necessary for VA to ensure compliance both with Uniform Federal Accessibility Standards (UFAS) and the Americans with Disabilities Act Accessibility Guidelines;
  - (6) Documentation establishing compliance with local and state zoning codes;
  - (7) Documentation in the form of one set of design development (35 percent completion) drawings demonstrating compliance with local codes, state codes, and the Life Safety Code of the National Fire Protection Association.
  - (8) Information necessary for VA to ensure compliance with the provisions of the National Environmental Policy Act (42 U.S.C. 4321 et seq.);
  - (9) A site survey performed by a licensed land surveyor; and
  - (10) Such other documentation as specified by VA in writing to the applicant to confirm or clarify information provided in the application.
- (b) The required additional information must be received by VA in acceptable form within the time frame established by VA in a Notice of Fund Availability published in the Federal Register.
- (c) Following receipt of the additional information in acceptable form, VA will execute an agreement and make payments to the grant recipient in accordance with Sec. 61.61 of this part and other applicable provisions of this part.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

#### **Sec. 61.16 Matching funds for capital grants.**

The amount of a capital grant may not exceed 65 percent of the total cost of the project for which the capital grant was awarded. The recipient must, from sources other than grant funds received under this part, match the funds provided by VA to cover the percentage of the total cost of the project not funded by the capital grant. This matching share shall constitute at least 35 percent of the total cost. If the project is for supportive housing, or a service center that would be used for purposes under this part and for other purposes, a capital grant may be awarded only in proportion to the use under this part. Capital grants may include application costs, including site surveys, architectural, and engineering fees, but may not include relocation costs.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

#### **Sec. 61.17 Site control for capital grants.**

(a) As a condition for obtaining a capital grant for supportive housing or a fixed site service center, an applicant must demonstrate site control through a deed, a capital lease, or an executed contract of sale, unless the site is in a building or on land owned by VA. Such site control must be demonstrated within 1 year after execution of an agreement under Sec. 61.61 of this part.

(b) A capital grant recipient may change the site to a new site meeting the requirements of this part subject to VA approval under Sec. 61.62 of this part. However, the recipient is responsible for and must demonstrate ability to provide for any additional costs resulting from the change in site.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

#### **Sec. 61.20 Life Safety Code capital grants.**

(a) This section sets forth provisions for obtaining a Life Safety Code capital grant under 38 U.S.C. 2012(c)(3). To be eligible to receive such a capital grant, an applicant already must have received a grant under section 3 of the Homeless Veterans Comprehensive Service Programs Act of 1992 (Public Law 102-590; 38 U.S.C. 7221 note) for construction, renovation, or acquisition of a facility and must obtain the Life Safety Code capital grant solely for renovations to such facility to comply with the Life Safety Code of the National Fire Protection Association. The following sections of this part apply to the Life Safety Code grants Sec. Sec. 61.60 through 61.66; and Sec. 61.80 and Sec. 61.82.

(b) To apply for a Life Safety Code capital grant under this section, an applicant must obtain from VA a Life Safety Code capital grant application package and submit to VA the information called for in the application package within the time period established in the Notice of Fund Availability. The Life Safety Code capital grant application package includes exhibits to be prepared and submitted as part of the application process, including:

- (1) Justification for the modifications needed to meet the Life Safety Code or such other comparable fire and safety requirements;
- (2) Site description, site design, and site cost estimates;
- (3) Reasonable assurances with respect to receipt of a Life Safety Code capital grant under this part that:

(i) The project being renovated is being, and will continue to be, used principally to furnish veterans the level of care for which VA awarded the applicant a grant under the Homeless Veterans Comprehensive Service Program Act of 1992; that not more than 25 percent of participants at any one time will be nonveterans; and that such services will meet the requirements of this part;

(ii) The recipient will keep records and submit reports as VA may reasonably require, within the time frames required; and give VA, upon demand, access to the records upon which such information is based;

(iii) The applicant has agreed to comply with the applicable requirements of this part and has demonstrated the capacity to do so;

(iv) The applicant does not have an outstanding obligation to VA that is in arrears, and does not have an overdue or unsatisfactory response to an audit; and

(v) The applicant is not in default, by failing to meet requirements for any previous assistance from VA.

(c)(1) Cost-effectiveness. VA will award up to 300 points for cost-effectiveness with adjustments for high-cost areas. Applicants should address the following:

(i) Estimated cost of the renovation and the type of work to be done;

(ii) Estimated cost of any displacement of program participants or services due to the renovation; and

(iii) Cost-benefit analysis addressing the benefit of renovation to the structure compared to moving program to another site.

(2) Coordination. VA will award up to 200 points for a summary countersigned by the local VAMC Facilities Management of the discussions concerning renovation plans. The summaries should detail the following:

(i) Urgency of the renovation;

(ii) Adequacy of the renovation; and

(iii) Opinion of feasibility and cost benefit.

(d) The highest-ranked applications for the Life Safety Code capital grants for which funding is available will be selected to receive grants in accordance with their ranked order. The amount awarded will be 100 percent of the estimated total cost of the renovation as stated in the Life Safety Code application (this may include application costs, architectural fees, and engineering fees).

VA will execute an agreement and make payments to the Life Safety Code capital grant recipient in accordance with Sec. 61.61 of this part and other applicable provisions of this part. In the event of a tie between applicants, VA will use the score from Sec. 61.20(c)(2) of this part to determine the ranking.

(e) Applicants may apply for more than one Life Safety Code capital grant.

(f) The authority to provide Life Safety Code grants expires on December 21, 2006.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

### **Sec. 61.30 Per diem-general.**

VA provides per diem funds to capital grant recipients or to entities eligible to receive a capital grant, which established a program of supportive housing or services after November 10, 1992 so they can assist homeless veterans by helping to offset operating costs to ensure the availability of supportive housing and service centers tasked with furnishing outreach, rehabilitative services, vocational counseling and training, and transitional housing assistance.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

### **Sec. 61.31 Application for per diem.**

(a) To apply for per diem, a capital grant recipient need only indicate the intent to receive per diem on the capital grant application or may separately request per diem by submitting to VA a written statement requesting per diem.

(b) To apply for per diem, a non-capital grant recipient must obtain from VA a non-capital grant application package and submit to VA the information called for in the application package within the time period established in the Notice of Fund Availability. The non-capital grant application package includes exhibits to be prepared and submitted as part of the application process, including:

- (1) Justification for per diem;
- (2) Documentation on eligibility to receive per diem under this part;
- (3) Documentation on operating budget and cost sharing;
- (4) Documentation on supportive services committed to the project;
- (5) Comments or recommendations by appropriate State (and area wide) clearinghouses pursuant to E.O. 12372 (3 CFR, 1982 Comp., p. 197), if the applicant is a State; and
- (6) Reasonable assurances with respect to receipt of per diem under this part that:
  - (i) The project will be used principally to furnish to veterans the level of care for which such application is made; that not more than 25 percent of participants at any one time will be nonveterans; and that such services will meet the requirements of this part;
  - (ii) Adequate financial support will be available for the per diem program; and
  - (iii) The recipient will keep records and submit reports as VA may reasonably require, within the time frames required; and give VA, upon demand, access to the records upon which such information is based.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

### **Sec. 61.32 Ranking non-capital grant recipients for per diem.**

(a) Applications from non-capital grant recipients in response to a Notice of Fund Availability will be reviewed and grouped in categories according to the funding priorities set forth in the NOFA, if any. Such applications will then be ranked within their respective funding category according to scores achieved only if the applicant scores at least 500 cumulative points from paragraphs (b), (c), (d), (e), and (i) of Sec. 61.13 of this part. The highest-ranked applications for which funding is available, within highest priority funding category if applicable, will be conditionally selected for eligibility to receive per diem payments in accordance with their ranked order. If funding priorities have been established and funds are still available after selection 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 this paragraph subject to available funding.

(b) In the event of a tie between applicants, VA will use the score from Sec. 61.13(e) of this part to determine the ranking.

(c) All applicants responding to a NOFA for "Per Diem Only" will be subject to the ranking method in paragraph (a) of this section.

Note to Sec. 61.32: Capital grant recipients are not required to be ranked, however, continuation of per diem payments to capital grant recipients will be subject to limitations set forth in Sec. 61.33 of this part.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

### **Sec. 61.33 Payment of per diem.**

(a) A capital grant recipient meeting the application requirements as outlined in Sec. 61.31(a) of this part is eligible for per diem subject to a site inspection establishing that the applicant continues to meet the requirements for a capital grant as outlined in the following sections, Sec. Sec. 61.62, 61.64, 61.65, 61.66, 61.80, 61.81, and 61.82.

(b) For non-capital grant recipients who apply for per diem under this part, funds will be allocated to the highest-ranked applicants in descending order until funds are expended. Payments will be contingent upon verification of application information based on an initial site inspection and other inspections pursuant to

Sec. 61.66 of this part and will be made for 3 years or as otherwise specified in the Notice of Fund Availability. Non-capital grant recipients may apply again thereafter only in response to a Notice of Fund Availability.

(c) For those applicants selected to receive per diem, VA will execute an agreement in accordance with Sec. 61.61 of this part and make payments to the grant recipient or non-grant recipient for those homeless veterans--

(1) Who VA referred to the grant recipient or non-grant recipient; or

(2) For whom VA authorized the provision of supportive housing or supportive service.

(d)(1) The rate of per diem payments for each veteran in supportive housing shall be the lesser of--

(i) The daily cost of care estimated by the per diem recipient minus other sources of payments to the per diem recipient for furnishing services to homeless veterans that the per diem recipient certifies to be correct (other sources include payments and grants from other departments and agencies of the United States, from departments of State and local governments, from private entities or organizations, and from program participants), or

(ii) The current VA State Home Program per diem rate for domiciliary care.

(2) The per diem amount for service centers shall be 1/8 of the lesser of the amounts in paragraphs (d)(1)(i) and (d)(1)(ii) of this section per hour, not to exceed 8 hours in any day.

(e) Per diem payments may be paid retroactively for services provided not more than 3 days before VA approval is given or, where through no fault of the recipient, per diem payments should have been made but were not made. VA will not pay per diem for any additional days of absence when a veteran has already been absent for more than 72 hours consecutively (scheduled or unscheduled). In addition, VA will not pay per diem payments for supportive housing for any homeless veteran who has had three or more episodes (admission and discharge for each episode) of supportive housing services paid for under this part. VA may waive the episode requirement if the services offered are different from those previously provided and may lead to a successful outcome.

(f) Payment of per diem is subject to availability of funds. When necessary due to funding limitations, VA will reduce the rate of per diem as necessary.

(g) Capital grant recipients and non-capital grant recipients may continue to receive per diem assistance only so long as they continue to meet the minimum eligibility requirements for obtaining a grant. For grant recipients this is the minimum 600 points as provided for in Sec. 61.13(a) of this part. For non-grant recipients this is the minimum 500 points provided for in Sec. 61.32(a) of this part.

(h) Per diem payments will not be paid for both supportive housing and supportive services provided to the same veteran by the same per diem recipient.

(i) For non-capital grant recipients, only those portions of the service center or supportive housing described in the application will be considered for per diem assistance.

(j) At the time of receipt, a per diem recipient must report to VA all other sources of income for the project for which per diem was awarded. The information in this paragraph provides a basis for adjustments to the per diem payment.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

#### **Sec. 61.40 Special needs grants--general.**

(a) VA provides special needs grants to capital grant and per diem recipients under this part 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 veterans:

(1) Women, including women who have care of minor dependents;

(2) Frail elderly;

(3) Terminally ill; or

(4) Chronically mentally ill.

(b) No part of a special needs grant may be used for any purpose that would change significantly the scope of the project for which a capital grant or per diem was awarded.

(c) The following sections of this part apply to special needs grants: Sec. Sec. 61.60 through 61.66; and Sec. 61.80; Sec. 61.82.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

**Sec. 61.41 Special needs grants application.**

(a) To apply for a special needs grant, an applicant must obtain from VA a special needs grant application package and submit to VA the information called for in the application package within the time period established in the Notice of Fund Availability.

(b) The special needs grant application package includes exhibits to be prepared and submitted as part of the application process, including:

- (1) Justification for the special needs grant;
- (2) Documentation on eligibility to receive a special needs grant under this part;
- (3) Documentation concerning the estimated operating costs for the needs of the specific population for which the special needs grant is requested;
- (4) Documentation concerning supportive services committed to the project;
- (5) Comments or recommendations by appropriate State (and area wide) clearinghouses pursuant to E.O. 12372 (3 CFR, 1982 Comp., p. 197), if the applicant is a State; and

(6) Reasonable assurances with respect to receipt of a special needs grant under this part that:

(i) The funds will be used to furnish to **veterans** the level of care for which such application is made; and that the special needs program will comply with applicable requirements of this part;

(ii) The recipient will keep records and submit reports as VA may reasonably require, within the time frames required; and give VA, upon demand, access to the records upon which such information is based; and

(iii) Adequate financial support will be available for the special needs program.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

**Sec. 61.42 Threshold requirements for special needs grant applications.**

To be eligible for a special needs grant, an applicant must meet the following threshold requirements:

(a) The application included the information called for in the application package and was filed within the time period established in the Notice of Fund Availability;

(b) The applicant still meets the requirements for receipt of per diem;

(c) The activities for which assistance is requested are eligible for funding under this part;

(d) The applicant has demonstrated that adequate financial support will be available to carry out the project for which the grant is sought consistent with the plans, specifications and schedule submitted by the applicant;

(e) The applicant does not have an outstanding obligation to VA that is in arrears, and does not have an overdue or unsatisfactory response to an audit;

(f) The applicant is not in default, by failing to meet requirements for any previous assistance from VA under this part; and

(g) The applicant has agreed to comply with applicable requirements of this part, to maintain eligibility for special need payments and has demonstrated the capacity to do so.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

**Sec. 61.43 Rating criteria for special needs grant applications.**

(a) Applicants that meet the threshold requirements in Sec. 61.42 of this part, will then be rated using the selection criteria listed in paragraphs (b) and (c) of this section. To be eligible for a special needs grant, an applicant must receive at least 300 points (out of a possible 500) and must score points in all areas (paragraphs (b)(1) through (c)(3)).

(b) VA will award up to 200 points based on the extent to which the applicant demonstrates why the service, operation, or personnel for which the special needs grant:

- (1) Is needed for the project;
- (2) Is integral to the project;

- (3) Is appropriate to the population and overall project design; and
  - (4) Meets the special needs population provided per diem in the previous year.
- (c) VA will award up to 300 points based on the extent the applicant's goals, objectives, and measures for the population to be served are:
- (1) Appropriate;
  - (2) Reasonable; and
  - (3) Measurable.
- (d) The information provided under paragraphs (b) and (c) of this section for women, including women who have care of minor dependents, should demonstrate how the program design will:
- (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.
- (e) The information provided under paragraphs (b) and (c) of this section for the frail elderly should demonstrate how the program design will:
- (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.
- (f) The information provided under paragraphs (b) and (c) of this section for the terminally ill should demonstrate how the program design will:
- (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.
- (g) The information provided under paragraphs (b) and (c) of this section for the chronically mentally ill should demonstrate how the program design will:
- (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.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

**Sec. 61.44 Awarding special needs grants.**

(a) Applicants will first be grouped in 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 conditionally selected to receive a special needs grant in accordance with their ranked order, as determined under Sec. 61.43 of this part. If funding priorities have been established and funds are still available after selection 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 this paragraph subject to available funding.

(b) In the event of a tie between applicants, VA will use the score from Sec. 61.43(b) of this part to determine the ranking.

(c) For those applicants selected for a special needs grant, VA will execute an agreement and make payments to the grant recipient in accordance with Sec. 61.61 of this part.

(d) The amount of the special needs grant will be the estimated total operational cost of the special need over the life of the special needs grant award as specified in the special needs grant agreement. Payments may be made for no more than 3 years. Recipients may apply again thereafter only in response to a Notice of Fund Availability.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

### **Sec. 61.50 Technical assistance grants-general.**

VA provides grants to entities or organizations with expertise in preparing grant applications relating to the provision of assistance for homeless veterans. The recipients are to use the grants to provide technical assistance to those nonprofit community-based groups with experience in providing assistance to homeless veterans in order to help such groups apply for grants under 38 CFR part 61 or apply for other grants from any source for addressing the problems of homeless veterans. This includes:

- (a) Group or individual seminars providing general instructions concerning grant applications;
- (b) Group or individual seminars providing instructions for applying for a specific grant; or
- (c) Group or individual instruction for preparing analyses to be included in a grant application.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

### **Sec. 61.51 Applications for technical assistance grants.**

(a) To apply for a technical assistance grant under this part, an applicant must obtain from VA a technical assistance grant application package and submit to VA the information called for in the technical assistance grant application package within the time period established in the Notice of Fund Availability.

(b) The technical assistance grant application package includes exhibits to be prepared and submitted as part of the application process, including

- (1) Justification for the technical assistance grant;
- (2) Documentation on eligibility to receive a technical assistance grant under this part;
- (3) Description of type of technical assistance that would be provided (see Sec. 61.50);
- (4) Documentation concerning the estimated operating costs and operating budget for the technical assistance program for which a grant is sought;
- (5) Documentation concerning expertise in preparing grant applications;
- (6) Documentation on resources committed to the provision of technical expertise
- (7) Comments or recommendations by appropriate State (and area wide) clearinghouses pursuant to E.O. 12372 (3 CFR, 1982 Comp., p. 197), if the applicant is a State; and
- (8) Reasonable assurances with respect to receipt of a technical assistance grant under this part that:
  - (i) The recipient will provide adequate financial and administrative support for providing the services set forth in the technical assistance grant application and will actually provide such services; and
  - (ii) The recipient will keep records and submit reports as VA may reasonably require, within the time frames required; and give VA, upon demand, access to the records upon which such information is based.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

**Sec. 61.52 Threshold requirements for technical assistance grant applications.**

To be eligible for a technical assistance grant, an applicant must meet the following threshold requirements:

- (a) The application included the information called for in the application package and was filed within the time period established in the Notice of Fund Availability;
- (b) The applicant established expertise in preparing grant applications;
- (c) The activities for which assistance is requested are eligible for funding under this part;
- (d) The applicant has demonstrated that adequate financial support will be available to carry out the project for which the grant is sought consistent with the plans, specifications and schedule submitted by the applicant;
- (e) The applicant does not have an outstanding obligation to VA that is in arrears, and does not have an overdue or unsatisfactory response to an audit; and
- (f) The applicant is not in default, by failing to meet requirements for any previous assistance from VA under this part.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

**Sec. 61.53 Rating criteria for technical assistance grant applications.**

(a) Applicants that meet the threshold requirements in Sec. 61.52 of this part, will then be rated using the selection criteria listed in paragraphs (b) and (c) of this section. To be eligible for a technical assistance grant, an applicant must receive at least 600 points (out of a possible 800) and must score points under paragraphs (b) and (c) of this section.

- (b) Quality of the technical assistance. VA will award up to 400 points based on the following:
  - (1) How the recipients of technical training will increase their skill level regarding the completion of applications;
  - (2) How the recipients of technical training will learn to find grant opportunities in a timely manner;
  - (3) How the technical assistance provided will be monitored and evaluated and changes made, if needed; and
  - (4) How the proposed technical assistance programs will be implemented in a timely fashion.

(c) Ability of applicant to demonstrate expertise in preparing grant applications develop and operate a technical assistance program. VA will award up to 400 points based on the extent to which the application demonstrates:

- (1) Ability to find grants available for addressing the needs of homeless veterans;
- (2) Ability to find and offer technical assistance to entities eligible for such assistance;
- (3) Ability to administer a technical assistance program;
- (4) Ability to provide grant technical assistance; and
- (5) Ability to evaluate the overall effectiveness of the technical assistance program and to make adjustments, if necessary, based on those evaluations.

**Sec. 61.54 Awarding technical assistance grants.**

(a) Applicants will first be grouped in 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 conditionally selected to receive a technical assistance grant in accordance with their ranked order, as determined under Sec. 61.53 of this part. If funding priorities have been established and funds are still available after selection 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 this paragraph subject to available funding.

(b) In the event of a tie between applicants, VA will use the score from Sec. 61.53(c) of this part to determine the ranking.

(c) For those applicants selected to receive a technical assistance grant, VA will execute an agreement and make payments to the grant recipient in accordance with Sec. 61.61 of this part.



(d) The amount of the technical assistance grant will be the estimated total operational cost of the technical assistance over the life of the technical assistance grant award as specified in the technical assistance grant agreement. Payments may be made for no more than 3 years. Recipients may apply again thereafter only in response to a Notice of Fund Availability.

(e) The amount of a technical assistance grant under this part may not exceed the cost of the estimated cost of the provision of technical assistance.

(f) VA will not pay for sustenance or lodging under a technical assistance grant.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

### **Sec. 61.55 Technical assistance reports.**

Each recipient of a technical assistance grant must submit to VA, quarterly, a report describing the activities for which the technical assistance grant funds were awarded, including the type and amount of technical assistance provided and the number of nonprofit community-based groups served.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

### **Sec. 61.60 Notice of Fund Availability.**

When funds are made available for capital grants, per diem for non-capital grant recipients, special needs grants, or technical assistance grants, VA will publish a Notice of Fund Availability in the Federal Register. The notice will:

(a) Give the location for obtaining application packages;

(b) Specify the date, time, and place for submitting completed applications;

(c) State the estimated amount and type of funding available; and

(d) State any priorities for or exclusions from funding to meet the statutory mandate of 38 U.S.C. 2011, to ensure that awards do not result in the duplication of ongoing services and to reflect the maximum extent practicable appropriate geographic dispersion and an appropriate balance between urban and nonurban locations.

(e) Provide other information necessary for the application process.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

### **Sec. 61.61 Agreement and funding actions.**

(a) When an applicant for a capital grant, per diem, a special needs grant, or a technical assistance grant meets all of the requirements under this part for the type of assistance requested and VA has funding for such assistance, VA will incorporate requirements under this part into an agreement to be executed by VA and the applicant. Upon execution of the agreement, grant funds are obligated to cover the amount of the approved assistance subject to the availability of funding. Payments will be for services rendered and are contingent upon submission of documentation in the form of invoices or purchase agreements and contingent on inspections, as VA deems necessary. VA will make payments on its own schedule to reimburse for amounts expended.

(b) Except for increases in the rate of per diem, VA will not make revisions to increase the amount obligated for assistance under this part after the initial obligation of funds.

(c) VA will enforce the obligations under this part through such action as may be appropriate, including temporarily withholding cash payments pending correction of a deficiency.

(d) VA may deobligate all or parts of assistance awarded under this part:

(1) If the actual total costs for assistance is less than the total cost stated in the application, or

(2) If the recipient fails to comply with the requirements of this part.

(e) However, before determining whether to deobligate under paragraph (d)(2) of this section, VA will issue a notice of intent to terminate payments. The recipient will then have 30 days to submit documentation demonstrating why payments should not be terminated.

After review of any such documentation, VA will issue a final decision concerning termination of payment.

(f) VA may also seek recovery under Sec. 61.67 of this part where a capital grant recipient fails to provide supportive services and/or supportive housing for the minimum period of operation under Sec. 61.67.

(g) Where a recipient has no control over causes for delays in implementing a project, VA may change the due date, as appropriate.

(h) Grant recipients that concurrently receive per diem and special needs payments shall not be paid more than 100 percent of the cost of the bed per day, product, operation, personnel, or service provided.

(i) No funds provided under this part may be used to replace Federal, State or local funds previously used, or designated for use, to assist homeless veterans.

(j) VA may obligate any recovered funds without fiscal year limitation.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

### **Sec. 61.62 Program changes.**

(a) Except as provided in paragraphs (b) through (d) of this section, a recipient may not make any significant changes to a project for which a grant has been awarded without prior VA approval. Significant changes include, but are not limited to, a change in the recipient, a change in the project site (including relocating, adding an annex, a branch, or other expansion), additions or deletions of activities, shifts of funds from one approved type of activity to another, and a change in the category of participants to be served.

(b) Recipients of grants exceeding \$100,000 for nonconstruction projects must receive prior VA approval for cumulative transfers among direct cost categories which exceed or are expected to exceed 10 percent of the current total approved budget.

(c) Recipients of grants for projects involving both construction and nonconstruction who are State or local governments must receive prior VA approval for any budget revision which would transfer funds between nonconstruction and construction categories.

(d) Approval for changes is contingent upon the application ranking remaining high enough after the approved change to have been competitively selected for funding in the year the application was selected.

(e) Any changes to an approved program must be fully documented in the recipient's records.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

### **Sec. 61.63 Procedural error.**

If an application would have been selected but for a procedural error committed by VA, VA will select that application for potential funding when sufficient funds become available if there is no material change in the information that resulted in its selection. A new application will not be required for this purpose.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

### **Sec. 61.64 Religious organizations.**

(a) As a condition for receiving assistance under this part, an organization that is primarily a religious organization must agree to conduct activities for which the assistance is provided in a manner that is free from religious influences and must comply with the following:

(1) It will not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to persons on the basis of religion;

(2) It will not discriminate against any person applying for housing or supportive services on the basis of religion and will not limit such housing or services or give preference to persons on the basis of religion; and

(3) It will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence as a condition of the provision of housing and supportive services.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

**Sec. 61.65 Inspections.**

VA may inspect the facility and any records of an entity applying for or receiving assistance under this part at such times as are deemed necessary to determine compliance with the provisions of this part. The authority to inspect carries with it no authority over the management or control of any entity applying for or receiving assistance under this part.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

**Sec. 61.66 Financial management.**

(a) All recipients shall comply with applicable requirements of the Single Audit Act Amendments of 1996, as implemented by OMB Circular A-133.

(b) All entities receiving assistance under this part must use a financial management system that follows generally accepted accounting principals and provides accounting records, including cost accounting records that are supported by documentation. Such cost accounting must be reflected in the entity's fiscal cycle financial statements to the extent that the actual costs can be determined for the program for which assistance is provided. All entities receiving per diem under this part must monitor the accuracy of the costs used to determine payment amounts per veteran. Entities receiving assistance must meet the applicable requirements of the appropriate OMB Circular for Cost-Principles (A-122 or A-87).

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

**Sec. 61.67 Recovery provisions.**

(a) If after 3 years from the date of award of a capital grant, the grant recipient has withdrawn from the VA Homeless Providers Grant and Per Diem Program (Program); does not establish the project for which the grant was made; or has established the project for which the grant was made but has not had final inspection, VA would be entitled to recover from the grant recipient all of the grant amounts provided for the project.

(b) Where the grant recipient is not subject to recovery under paragraph (a) of this section, VA will seek recovery of the grant amount on a prorated basis where the grant recipient ceases to provide services for which the grant was made or withdraws from the Program prior to the expiration of the applicable period of operation, which period shall begin on the date of final inspection for which the grant was made. The amount to be recaptured equals the total amount of the grant, multiplied by the fraction resulting from using the number of years the recipient was not operational as the numerator, and using the number of years of operation required under the following chart as the denominator.

Grant amount (dollars in thousands)	Years of operation
0-250.....	7
251-500.....	8
501-750.....	9
751-1,000.....	10
1,001-1,250.....	11
1,251-1,500.....	12
1,501-1,750.....	13
1,751-2,000.....	14
2,001-2,250.....	15
2,251-2,500.....	16
2,501-2,750.....	17
2,751-3,000.....	18
Over 3,000.....	20

-----  
Example A: Grantee A is awarded a grant and does not bring the project to operational status within 3 years from the time of award. Grantee A may be subject to full recapture of the grant award.

Example B: Grantee B is awarded a grant in the amount of \$300,000 and brings the project to operational status within 3 years from the time of award. Grantee B then provides services to homeless veterans for a period of 6 years from the date the program was operationalized, but now decides to close the program. As the original award was \$300,000 and as a condition of receiving the grant funds Grantee B agreed to provide services for 8 years. Therefore, Grantee B would be subject to the prorated recapture of the grant award for the 2-year period not served or in this case 1/4 of the original grant would be subject to recapture.

Example C: Grantee C is awarded a grant in the amount of \$400,000, becomes operational within 1 year of the date of the grant award and ceases operation 1 year later, 2 years after the date of the grant award. After the expiration of the 3-year period beginning on the date of the grant award, Grantee C would be subject to prorated recapture for the 7 years it did not provide service of the required 8 years of operation. The amount subject to recapture would thus be  $7/8 \times \$400,000$  or \$350,000.

(c) VA will seek to recover from the recipient of per diem, a special needs grant, or a technical assistance grant any funds that are not used in accordance with the requirements of this part.

(d) Before VA would take action to recover funds, VA will issue to the recipient a notice of intent to recover funds. The recipient will then have 30 days to submit documentation demonstrating why funds should not be recovered. After review of any such documentation, VA will issue a decision regarding whether action will be taken to recover funds.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

### **Sec. 61.80 General operation requirements for supportive housing and service centers.**

(a) Supportive housing and service centers for which assistance is provided under this part must:

(1) Comply with the Life Safety Code of the National Fire Protection Association and all applicable State and local housing codes, licensing requirements, fire and safety requirements, and any other requirements in the jurisdiction in which the project is located regarding the condition of the structure and the operation of the supportive housing or service centers.

(2) Notwithstanding the provisions of paragraph (a)(1) of this section, recipients of grants prior to December 21, 2001, are required to comply with the Life Safety Code of the National Fire Protection Association by December 21, 2006. Such recipients are not excused from meeting the other requirements of paragraph (a)(1) of this section, including State and local fire and safety requirements.

(b) Except for such variations as are proposed by the recipient that would not affect compliance with paragraph (a) of this section and are approved by VA, supportive housing must meet the following requirements:

(1) The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from the elements;

(2) Entry and exit locations to the structure must be capable of being utilized without unauthorized use of other private properties, and must provide alternate means of egress in case of fire;

(3) Buildings constructed or altered with Federal assistance must also be accessible to the disabled, as required by section 502 of the Americans with Disabilities Act, referred to as the Architectural Barriers Act;

(4) Each resident must be afforded appropriate space and security for themselves and their belongings, including an acceptable place to sleep that is in compliance with all applicable local, state, and federal requirements;

(5) Every room or space must be provided with natural or mechanical ventilation and the structures must be free of pollutants in the air at levels that threaten the health of residents;

(6) The water supply must be free from contamination;

(7) Residents must have access to sufficient sanitary facilities that are in proper operating condition, that may be used in privacy, and that are adequate for personal cleanliness and the disposal of human waste;

(8) The housing must have adequate heating and/ or cooling facilities in proper operating condition;

(9) The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents and sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire;

(10) All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner;

(11) The housing and any equipment must be maintained in a sanitary manner;

(12) The residents with disabilities must be provided meals or meal preparation facilities must be available;

(13) Residential supervision from a paid staff member, volunteer, or senior resident participant must be provided 24 hours per day, 7 days per week and for those times that a volunteer or senior resident participant is providing residential supervision a paid staff member must be on call for emergencies 24 hours a day 7 days a week (all supervision must be provided by individuals with sufficient knowledge for the position); and

(14) Residents must be provided a clean and sober (free from illicit drugs) environment and those supportive housing or service centers that provide medical or social detox at the same site as the supportive housing or service must ensure that those residents in detox are clearly separated from the general residential population.

(c) Each recipient of assistance under this part must conduct an ongoing assessment of the supportive services needed by the residents of the project and the availability of such services, and make adjustments as appropriate. The recipient will provide evidence of this ongoing assessment to VA at such times as are deemed necessary, but as a minimum, once annually in the form of a report that addresses the recipient's ability to meet the goals, objectives, measures, and special needs as set forth in the recipient's grant proposal.

(d) A homeless veteran may remain in transitional housing for which assistance is provided under this part for a period no longer than 24 months, except that a veteran may stay longer, if permanent housing for the veteran has not been located or if the veteran requires additional time to prepare for independent living. However, at any given time, no more than one-half of the veterans at such transitional housing facility may have resided at the facility for periods longer than 24 months.

(e) Each recipient of assistance under this part must provide for the consultation and participation of not less than one homeless veteran or formerly homeless veteran on the board of directors or an equivalent policymaking entity of the recipient, to the extent that such entity considers and makes policies and decisions regarding any project provided under this part. This requirement may be waived if an applicant, despite a good faith effort to comply, is unable to meet it and presents a plan, subject to VA approval, to otherwise consult with homeless or formerly homeless veterans in considering and making such policies and decisions.

(f) Each recipient of assistance under this part must, to the maximum extent practicable, involve homeless veterans and families, through employment, volunteer services, or otherwise, in constructing, rehabilitating, maintaining, and operating the project and in providing supportive services for the project.

(g) Each recipient of assistance under this part shall establish procedures for fiscal control and fund accounting to ensure proper disbursement and accounting of assistance received under this part.

(h) The recipient of assistance under this part that provides family violence prevention or treatment services must establish and implement procedures to ensure:

(1) The confidentiality of records pertaining to any individual provided services, and

(2) The confidentiality of the address or location where the services are provided.

(i) Each recipient of assistance under this part must maintain the confidentiality of records kept on homeless veterans receiving services.

(j) VA may disapprove use of outpatient health services provided through the recipient if VA determines that such services are of unacceptable quality. Further, VA will not pay per diem where the Department concludes that services furnished by the recipient are unacceptable.

(k) A service center for homeless veterans shall provide services to homeless veterans for a minimum of 40 hours per week over a minimum of 5 days per week, as well as provide services on an as-needed, unscheduled basis. The calculation of average hours shall include travel time for mobile service centers. In addition:

(1) Space in a service center shall be made available as mutually agreeable for use by VA staff and other appropriate agencies and organizations to assist homeless veterans;

(2) A service center shall be equipped to provide, or assist in providing, health care, mental health services, hygiene facilities, benefits and employment counseling, meals, and transportation assistance;

(3) A service center shall provide other services as VA determines necessary based on the need for services otherwise not available in the geographic area; and

(4) A service center may be equipped and staffed to provide, or to assist in providing, job training and job placement services (including job readiness, job counseling, and literacy and skills training), as well as any outreach and case management services that may be necessary to meet the requirements of this paragraph.

(l) Fixed site service centers will prominently post at or near the entrance to the service center their hours of operation and contacts in case of emergencies. Mobile service centers must take some action reasonably calculated to provide in advance a tentative schedule of visits, (e.g., newspapers, fliers, public service announcements on television or radio). The schedule should include but is not limited to:

- (1) The region of operation;
- (2) Times of operation;
- (3) Expected services to be provided; and
- (4) Contacts for specific information and changes.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

### **Sec. 61.81 Outreach activities.**

Recipients of capital grants and per diem under this part relating to supportive housing or service centers must use their best efforts to ensure that eligible hard-to-reach veterans are found, engaged, and provided assistance. Accordingly, a recipient should search for homeless veterans at places such as shelters, soup kitchens, parks, bus or train stations, and the streets. Outreach particularly should be directed toward veterans who have a nighttime residence that is an emergency shelter or a public or private place not ordinarily used as a regular sleeping accommodation for human beings (e.g., cars, streets, or parks).

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

### **Sec. 61.82 Resident rent for supportive housing.**

(a) Each resident of supportive housing may be required to pay rent in an amount determined by the recipient, except that such rent may not exceed 30 percent of the resident's monthly income after deducting medical expenses, child care expenses, court ordered child support payments, or other court ordered payments.

(b) Resident rent may be used for costs of operating the supportive housing or to assist supportive housing residents move to permanent housing.

(c) In addition to resident rent, recipients may charge residents reasonable fees for services not covered by VA per diem funds and not otherwise provided by VA.

(Authority: 38 U.S.C. 501, 2002, 2011, 2012, 2061, 2064, 7721 note)

<b>COMMUNITY HOMELESSNESS ASSESSMENT, LOCAL EDUCATION AND NETWORKING GROUPS (CHALENG) FOR VETERANS - VAMC/VAOPC</b>					
		<b>Craig Burnette, 404-327-4033, Craig.Burnette1@med.va.gov</b>			
<b>Name</b>	<b>Title/Program</b>	<b>Facility/Station Number</b>	<b>City/State/Zip</b>	<b>Phone</b>	<b>Fax</b>
<b>VISN 1</b>					
Gerald Carmichael, MSW	Homeless Coordinator	VA Medical Center -523	Boston, MA 02130	617-232-9500 ext. 4948	617-278-4477
Jim Tackett	Dir. HCHV & Vocational Services	VA Community Care Center	West Haven, CT 06516	203-931-4034	203-931-4068
Dennis E. Tully	HCHV Coordinator	VA Medical & Regional Office -402	Togus, ME 04330	207-329-5981	207-623-5780
Shara Puglisi, SW	Homeless Coordinator	Edith N. Rogers Vet. Hosp. -518	Bedford, MA 01730	781-687-2457	781-687-3179
See Gerald Carmichael above		VA Medical Center -525	Brockton, MA 02401	508-583-4500 ext. 1122	508-583-4500 ext. 2592
Robert Carroll	Homeless Veterans Coordinator	VA Medical Center -631	Leeds, MA 01053	413-584-4040 ext.2136	413-582-3178
John Campbell, LCSW	Homeless Program Coordinator	VA Medical Center -608	Manchester, NH 03104	603-624-4366 ext. 6670	603-626-6503
Richard T. Synnott, MSW (122)	Coordinator, Homeless Veterans Program	VA Medical Center -650	Providence, RI 02907	401-253-8000 ext. 528	401-254-2076
Robert E. Rummell	Homeless Veterans Service Coord.	VA Med. & Regional Office -405	White River Junction, VT 05009	802-295-9363 ext.6932	802-296-5150
Peter McMullen, R.N. (116A3)	Homeless Veterans Service Coord.	VA Medical Center -627	Newington, CT 06111	860-666-6951 ext.6747/6327	860-667-6842
		WJB Dorn Veterans Hospital	Bristol, RI 02809		
<b>VISN 2</b>					
Julie Laurenzi, CSW-R, ACSW	Homeless Coordinator	Samuel Stratton VA Med Ctr -500	Albany, NY 12206	518-434-1015	518-462-3099
see Robert Van Keuren (below)		VA Medical Center -514	Bath, NY 14810		
Kevin O'Hagan,	HCHV Coordinator	VA Medical Center	Rochester, NY 14620	585-463-2748	585-232-5194
Herbert Wittmeyer, RN, BSN	HCHV Coordinator	VA Medical Center -528	Buffalo, NY 14209	716-881-5855 ext. 227	716-883-8420
Robert Van Keuren (001A)	Network 2 Homeless Veterans Prog Coord	VA Medical Center -532	Canandaigua, NY 14424	716-393-7413	716-393-7629
Frank Ernenwein, ACSW (116A2)	HCHV Coordinator	VA Medical Center -670	Syracuse, NY 13210	315-425-4400 ext.51016	315-425-4406
<b>VISN 3</b>					
Joseph Macaluso, CSW (00MH)	Homeless & Community Programs Dtr.	VA Medical Center -526	Bronx, NY 10468	718-579-2142	718-579-3363

Julie Irwin, CSW (630 GC)	Coordinator, Torch Program	VA Health Care Center -527	Brooklyn, NY 11201	718-439-4345	718-439-4356
see below( Montrose)		VA Hudson Valley HCS	Castle Point, NY 12511-9999		
Linda Coulter, CSW	Homeless Services Coordinator	VA Hudson Valley HCS	Montrose, NY 10548	914-737-4400 ext. 3740	914-788-4362
See Julie Irwin above		VA Medical Center -630	New York, NY 10018		
John A. Sperandeo, MSW (122)	Chief, Social Work Service	VA Medical Center -632	Northport, NY 11768	631-261-4400 ext. 7031	631-266-6029
John Kuhn	Chief, Domiciliary Programs	VA Medical Center -604	Lyons, NJ 07939	908-647-0180 ext. 14166	908-604-5850
East Orange VAMC	CHALENG POC is same as Lyons VAMC				
<b>VISN 4</b>					
Richard Deakin, LSW	Homeless Coordinator	VA Medical Center -645	Pittsburgh, PA 15205-1297	412-365-5777	412-365-5795
Kent Johnson LCSW	Homeless Veterans Coordinator	VA Medical & Regional Office -460	Wilmington, DE 19805	302-633-5286	302-633-5266
Sandy Woitkowiak, MSW	Homeless Veterans Coordinator	James E. Van Zandt VAMC -503	Altoona, PA 16602-4377	814-943-8164 ext. 7640	814-940-7898
Daniel Slack, SW (54)	Homeless Coordinator	VA Medical Center -529	Butler, PA 16001-2480	724-285-2439	724-477-5038
Steven M. Chambers, Psy.D. (116D)	Coord., Domiciliary Homeless Program	VA Medical Center -542	Coatesville, PA 19320	610-384-7711 ext. 5610	610-383-0283
Richard Perfetto	HCHV Coordinator	VA Medical Center -562	Erie, PA 16504	814-874-0392	814-456-5464
Helen Stoitsits, LCSW	HCHV Coordinator	VA Medical Center -595	Lebanon, PA 17042	717-272-6621 ext. 4561	717-228-5972
Stephen C. Bennett, LCSW	HCHV Coordinator	VA Medical Center -642	Philadelphia, PA 19104	215-823-5800 ext.5506	215-823-4040
Morgan Burgess, SW	HCHV Coordinator	VA Medical Center -693	Wilkes-Barre, PA 18711	570-824-3521 ext. 7705	570-821-7299
Tammy M. Gorby	Homeless Coordinator	Louis A. Johnson VAMC -540	Clarksburg, WV 26301	304-623-3461 ext. 3583	304-626-7726
University Dr. VAMC	CHALENG POC is same as Highland Dr. VAMC				
<b>VISN 5</b>					
see Eugene Siciliano (below)		VA Medical Center -512	Baltimore, MD 21201	410-605-7263	410-605-7926
see Eugene Siciliano (below)		VA Medical Center -566	Fort Howard, MD 21052	410-687-8622	410-687-8960
Eugene Siciliano, LCSW	Homeless Veterans Coordinator	VA Medical Center -641	Perry Point, MD 21902	410-642-2411 ext.5808	410-642-1852
Kevin D. Morton, LICSW	Homeless Veterans Coordinator	VA Medical Center -688	Washington, DC 20422	202-745-8000 ext. 6892	202-745-8629
Bruce P. Jennings, Ph.D.	DCHV Coordinator	VAMC, 'Domiciliary 502' -613	Martinsburg, WV 25401	304-263-0811 ext. 3469	304-264-3989
<b>VISN 6</b>					
Bob Williamson, MSW	Social Work Service	VA Medical Center -558	Durham, NC 27703	919-286-0411. 6045	919-416-5834
Allison Haberfield	Homeless Veterans Program Coord.	VA Medical Center -637	Asheville, NC 28805	828-298-7911 ext.5335	828-299-5804



Eugene Paul, MSW	Homeless Coordinator	VA Medical Center -565	Fayetteville, NC 28301	910-822-7971	910-822-7927
Mark Byrd, SW	HCHV Coordinator	VA Medical Center -659	Salisbury, NC 28144	704-638-9000 ext.4082	704-638-3329
David R. Wall, MSW (122)	HCHV Coordinator	VA Medical Center -590	Hampton, VA 23667	757-722-9961 ext. 2137	757-726-6035
Carol Murray, Social Worker	HCHV Coordinator	Hunter Holmes McGuire VAMC -652	Richmond, VA 23249	804-675-5000 ext.4188	804-675-5346
Robert L. Schmitt, LCSW	Acting, Homeless Coordinator	VA Medical Center -658	Salem, VA 24153	540-982-2463 ext.1517	FTS 700-937-1932
Melissa Lewis, SW	Homeless Veterans Coordinator	VA Medical Center -517	Beckley, WV 25801	304-255-2121 ext.4480	304-255-2431
<b>VISN 7</b>					
Irma Gibson, Ph.D.	HCHV Coordinator	VA Medical Center	Decatur, GA 30033	404-321-6111 ext.7437	404-327-4028
Kathleen Scott, Dir. Domiciliary Prog.	HCHV Social Worker	VA Medical Center -509	Augusta, GA 30904	706-733-0188 ext. 6392	706-481-6749
Eddins, Sally, SW	HCHV Coordinator	Carl Vinson VAMC -557	Dublin, GA 31021	478-272-1210 ext.2684	478-277-2865
Willie Fields, LCSW	Coordinator, Homeless Veterans Prgm	VA Medical Center -521	Birmingham, AL 35205	205-933-8101 ext.6751	205-939-4585
see below Iva Davis		VA Medical Center -619	Montgomery, AL 36109-3798	334-727-0550 ext.3959	334-725-2776
Stella Clough, SW	HCHV Coordinator	VA Medical Center -679	Tuscaloosa, AL 35404	205-554-2000 ext.2737	205-554-2036
Iva Davis, Acting Chief, Social Work	HCHV Coordinator	VA Medical Center -680	Tuskegee, AL 36083	334-727-0550 ext. 3959	334-725-2776
Linda M. Williams, RN	HCHV/CWT Coordinator (116)	Ralph H. Johnson VAMC -534	Charleston, SC 29401-5799	843-789-7953	843-853-9167
Patricia Bradford, LCSW (122)	Homeless Coordinator	WJB Dorn Vets. Hospital -544	Columbia, SC 29209-1639	803-776-4000 ext. 7697	803-695-7962
				Patricia's pager 803-241-1895	Pat's cell 803-360-0900
<b>VISN 8</b>					
Catherine Alexander-Ponder	Homeless Program Coordinator	VA Medical Center -516	Bay Pines, FL 33744	727-398-6661 ext. 4711c:580-9081	727-398-9577
Vianne Marchese	Homeless Veteran Coordinator	VA Medical Center -573	Gainesville, FL 32608	352-376-1611ext.7461	352-376-7901
See Vianne Marchese above	Homeless Coordinator	VA Medical Center -594	Lake City, FL 32025-5898		
Leslie Spencer-Applewhite, ARNP (118)	HCHV Coordinator	VA Medical Center -546	Miami, FL 33125	305-541-5864 ext. 135	305-541-8614
Wendy Hellickson, LCSW (116-A7)	HCHV Coordinator	James A. Haley Vets Hosp -673	Tampa, FL 33617	813-979-3559	813-228-2857
Linda F. Graham, LCSW (122)	Homeless Coordinator	W. Palm Beach VAMC -548	West Palm Beach, FL 33410	561-422-6870	561-882-6725
Daniel Aponte-Ramos, MSW	Homeless Veteran Coordinator	VA Medical Center -455	San Juan, PR 00921-3201	787-641-7582 ext. 12327	787-641-4398

<b>VISN 9</b>					
Teresa H. Robinson, SW	Homeless Coordinator	VA Medical Center -626	Nashville, TN 37212-2637	615-327-5320 ext. 6162	615-321-6353
Maureen Shafer	Chief, Social Worker	VA Medical Center -614	Memphis, TN 38104	901-577-7268	901-577-7427
David Hansard (122H)	Homeless Veterans Care Programs	VA Medical Center -621	Mountain Home, TN 37684	423-926-1171 ext. 2874	423-926-1171 ext. 2812
See Teresa Robinson above	Homeless Coordinator	Alvin C. York VAMC -622	Murfreesboro, TN 37129	615-327-5320	615-321-6353
Jonathan Sickman, MSW (122)	Actg. Chief, Social Work Service	VA Medical Center -596	Lexington, KY 40511	859-233-4511	859-281-3984
Mary Newton, ARNP(116)	HCHV Program	VA Medical Center	Louisville, KY 40206	502-583-2199	502-583-1991
Julian E. Berry, MSW	HCMI Coordinator	VA Medical Center -581	Huntington, WV 25704	304-429-6741 ext. 2841	304-429-6741 ext. 3479
<b>VISN 10</b>					
Lisa Pape, LISW	Manager, Comprehensive Homeless Ctr.	VAMC Building 4116A(B)	Brecksville, OH 44141	440-526-3030 ext. 7961	440-546-2897
James Kennelly	Homeless Coordinator (116A4)	VA Medical Center -538	Chillicothe, OH 45601	740-773-1141 ext. 7459	740-772-7051
Iola Green, MSSW	HCHV Coordinator	VA Med. Ctr. -539	Ft. Thomas, KY 41075	859-572-6226	606-572-6222
Lois Depp, MSW	DCHV & HCHV Coordinator (116)	VA Medical Center -552	Dayton, OH 45428	937-267-3909	937-267-5314
Juanita H. Wilson, MSW, LISW (116)	Coord. Community Outreach Div/HCHV	VA Outpatient Clinic -757	Columbus, OH 43203	614-253-7963	614-253-7961
<b>VISN 11</b>					
Clare Reed, MSW	HCHV Outreach Worker	VA Medical Center -506	Ann Arbor, MI 48105	734-769-7100 ext. 7298	734-769-7412
Fran McGivern, ACSW (116)	Program Coordinator	VA Medical Center	Detroit, MI 48201	313-576-1000 ext. 3611	313-576-1074
Marian Beardsley-Gibbs (122)	Coord., Homeless Veterans Programs	VA Medical Center -515	Battle Creek, MI 49015	616-966-5600 ext.5648	616-969-2979
Judith Davidson, ACSW (122)	Chief, Social Work Service	Aleda E. Lutz VAMC -655	Saginaw, MI 48602	517-793-2340 ext. 3753	517-791-2416
William Breeding, MSW, LSW (122)	Chief, Social Work Service	VA Medical Center -550	Danville, IL 61832	217-442-8000 ext. 5109	217-477-4813
Susan D. Reusser, LCSW	Homless Program Coordinator	VAMC NIHCS Marion Campus	Marion, IN 46953	765-674-3321ext. 73981	765-677-5115
Stacy Knipscheer, MSW	HCHV Coordinator	Richard L. Roudebush VAMC -583	Indianapolis, IN 46201	317-554-0000 ext.4751	317-554-0270
Susan D. Reusser, LCSW	Social Work Service	VA Medical Center	Marion, IN 46953	765-677-3100 or 700-364-3725	765-677-3137
Linda Webb, LISW	HCHV Program Coordinator	Toledo Outpatient Clinic	Toledo, OH 43614	734-649-8491	419-259-3850
<b>VISN 12</b>					
Mary Ann Romeo, MSW (122)	Assistant Chief, Social Work	Edward Hines Jr. Vet Hosp -578	Hines, IL 60141-5122	708-202-2055	708-202-2087

	Service				
Lakeside see below		Chicago HCS Lakeside-535	Chicago, IL 60611	see below (Tab Martin)	
Tab Martin, RN (WS)	Clinician HCHV/SH	Chicago Health Care Sys -537	Chicago, IL 60689	312-569-7958	312-569-6144
Thomas J. Keith	Readjustment Counselor	VA Medical Center -556	North Chicago, IL 60064	847-688-1900 ext. 84845	847-578-3844
Barbara Nurenberg ,SW	Coordinator, Homeless Program	VA Medical Center -585	Iron Mountain, MI 49801	906-774-3300 ext.	906-779-3147
Timothy C. Koerber	Homeless Coordinator	Wm. S. Middleton Vets Hosp. -607	Madison, WI 53705	608-280-7085	608-280-7025
Barbara Gilbert	HCHV Coordinator	VA Medical Center -695	Milwaukee, WI 53208	414-342-0903	414-342-4999
Robert Karpinsky, MSSW, LCSW	Homeless Coordinator	VA Medical Center -676	Tomah, WI 54660	608-372-3971 ext.66024	608-372-1692
<b>VISN 15</b>					
Charles G. Carter	Homeless Veterans Coordinator	VA Medical Center -589	Kansas City, MO 64128-2295	816-861-4700	
Jennifer Templeton, SW	Homeless Coordinator-Mental Health	Harry S. Truman Vets. Hosp. -543	Columbia, MO 65201	573-814-6000 EXT. 6495	
Vickie Eich, SW	Homeless Coordinaor	VA Eastern Kansas HCS- Leavenworth	Leavenworth, KS 66048	913-682-2000 ext. 2383	913-758-4149
Dean Huber	Homeless Veteran Coordinator	VA Medical Center -609	Marion, IL 62959	618-997-5311 ext. 4227	618-993-4194
Renee' Taylor, MSW, LCSW	Soc ial Worker	John J. Pershing VAMC	Poplar Bluff, MO 63901	573-686-4151 ext.4724	573-778-4156
Evelyn D. Paul (122)	HCHV Coordinator	John J. Cochran VAMC -657	St. Louis, MO 63106	314-289-7611	314-289-9547
Randy Crandall (116B21)	Homeless Coordinator	Colmery-O'Neil VAMC -677	Topeka, KS 66622	785-350-3111 ext.2090	785-350-4368
Judy Epperson, SW	HCHV Coordinartor	VA Medical & Regional Office -452	Wichita, KS 67218	913-682-2000 ext.3203	
<b>VISN 16</b>					
Paul B. Matens, LCSW	Coordinator, Social Work Service	VA Medical Center -586	Jackson, MS 39216	601-362-4471 ext.5504	601-368-4094
Dorothy Thomas (122)	HCHV Coordinator	VA Medical Center -502	Alexandria, LA 71306-9004	318-473-0010 ext. 2773	318-483-5177
Peggy Favre	Homeless Veterans Program Coord.	VA Medical Center -520	Biloxi, MS 39531	228-563-2871	
Brian McAnally, LMSW (122)	HCHV Coordinator	VA Medical Center -564	Fayetteville, AR 72703	501-444-5065 ext.5143	501-587-5994
George Castillo, LMSW-ACP (122)	HCHV Coordinator	VA Medical Center -580	Houston, TX 77030	713-794-7848	713-794-7929
Estella L. Morris, Ph.D (122H/NLR)	Prog. Mgr. Comprehensive Hmls. Ctr.	VA Medical Center	Little Rock, AR 72204	501-257-4499	501-212-1005
Kenneth Rocky, MSW (COS6)	HCHV Coordinator	VA Medical Center -629	New Orleans, LA 70146	504-568-0811 ext 3620	504-589-5919
Carolyn Green (116B)	Coordinator, Homeless Program	Overton Brooks VA Med Ctr -667	Shreveport, LA 71101-	318-841-4812	318-841-4784

			4295		
Larry Chatman	Director, Friendship House	VA Medical Center -635	Oklahoma City, OK 73118	405-270-0501ext.1708	405-290-1777
Melanie Goldman, MSW	Homeless Coordinator	Tulsa OPC,Mental Health Clinic	Tulsa, OK 74145	918-764-7215	918-764-7259
See Melanie Goldman above		VA Muskogee	Muskogee, OK 74401	918-680-3758	
<b>VISN 17</b>					
Greta Mankins (116A)	Director, CHC	VA Medical Center -549	Dallas, TX 75214	214-857-0388	214-857-0372
see Greta Mankins above		Sam Rayburn Mem Vet Ctr -522	Bonham, TX 75418	903-583-6233	903-583-6687
Stephen C. Shomion, MSW	HCHV Coordinator	S. TX Vets. Health Care Sys. -671	San Antonio, TX 78284	210-321-2717 cell:210-279-9928	210-699-2257
James A. Brown, LMSW	HCHV Coordinator	VA Medical Center -685	Waco, TX 76711	254-752-6581 ext.7450	254-754-9346
Andrew M. Miller, SW	HCHV Coordinator	VA Outpatient Clinic	Austin, TX 78741	512-389-6504	512-389-7111
Jana M. O'Leary, SWS-122	HCHV Coordinator	Olin E. Teague VA Medical Center	Temple, TX 76504	254-778-481. Ext. 1425	254-899-6137
<b>VISN 18</b>					
David Stephensen , SW	Homeless Veterans Coordinator	Carl T. Hayden VAMC -644	Phoenix, AZ 85012	602-277-5551 ext. 7609	602-222-6521
Catherine Brown, SW	Homeless Coordinator	VA Medical Center -501	Albuquerque, NM 87120	505-265-1711 ext.5921	505-256-2723
Henry J. Hawley, AO	HCHV Coordinato/Mental Health	VA Medical Center -504	Amarillo, TX 79106	806-355-9703 ext.7540	806-356-3794
Janet Ryder	Homeless Veterans Coordinator	VA Medical Center -519	Big Spring, TX 79720-5500	432-263-7361 ext. 7327	432-268-5086
Joel A. Arrigucci, SW	Homeless/CWT Program Coord. (116)	VA Health Care Center -756	El Paso, TX 79903-4211	915-564-6139	915-564-7867
Vernon Throop Jr., SW	Outreach Coordinator	VA Medical Center -649	Prescott, AZ 86313	928-445-4860 ext.6315	928-776-6176
Keith Harris, SW	Homeless Veterans Coordinator	VA Medical Center -678	Tucson, AZ 85723	520-629-1839	520-629-4725
<b>VISN 19</b>					
Richard DeBlasio, LCSW	HCHV Program Coordinator	VA Medical Center -554	Denver, CO 80220	303-399-8020 ext. 2314	303-393-4656
Larry W. Melka, MSW (116HCMI)	HCHV Program Coordinator	VA Medical Ctr. -442	Cheyenne, WY 82001	307-778-7353	307-778-7812
Pam Mann, MSW, LCSW	Homeless Veterans Coordinator (11)	VA Med. & Regional Of. Ctr. -436	Fort Harrison, MT 59636	406-447-7309	406-447-7544
Monroe Jack Freeman (LCSW)	Homeless Program Coordinator	Colorado Springs VA Clinic	Colorado Springs, CO 80905	719-667-5588	719-327-5669
Larry Hall, SW	Homeless Coordinator	VA Medical Center -575	Grand Junction, CO 81501	970-242-0731 ext.2248	970-256-8905
see Pamm Mann above		VA Medical Center -617	Miles City, MT 59301		
Rudy Johansen, LCSW	Homeless Veterans Program	VA Medical Center -660	Salt Lake City, UT	801-582-1565 ext.2611	801-584-2507

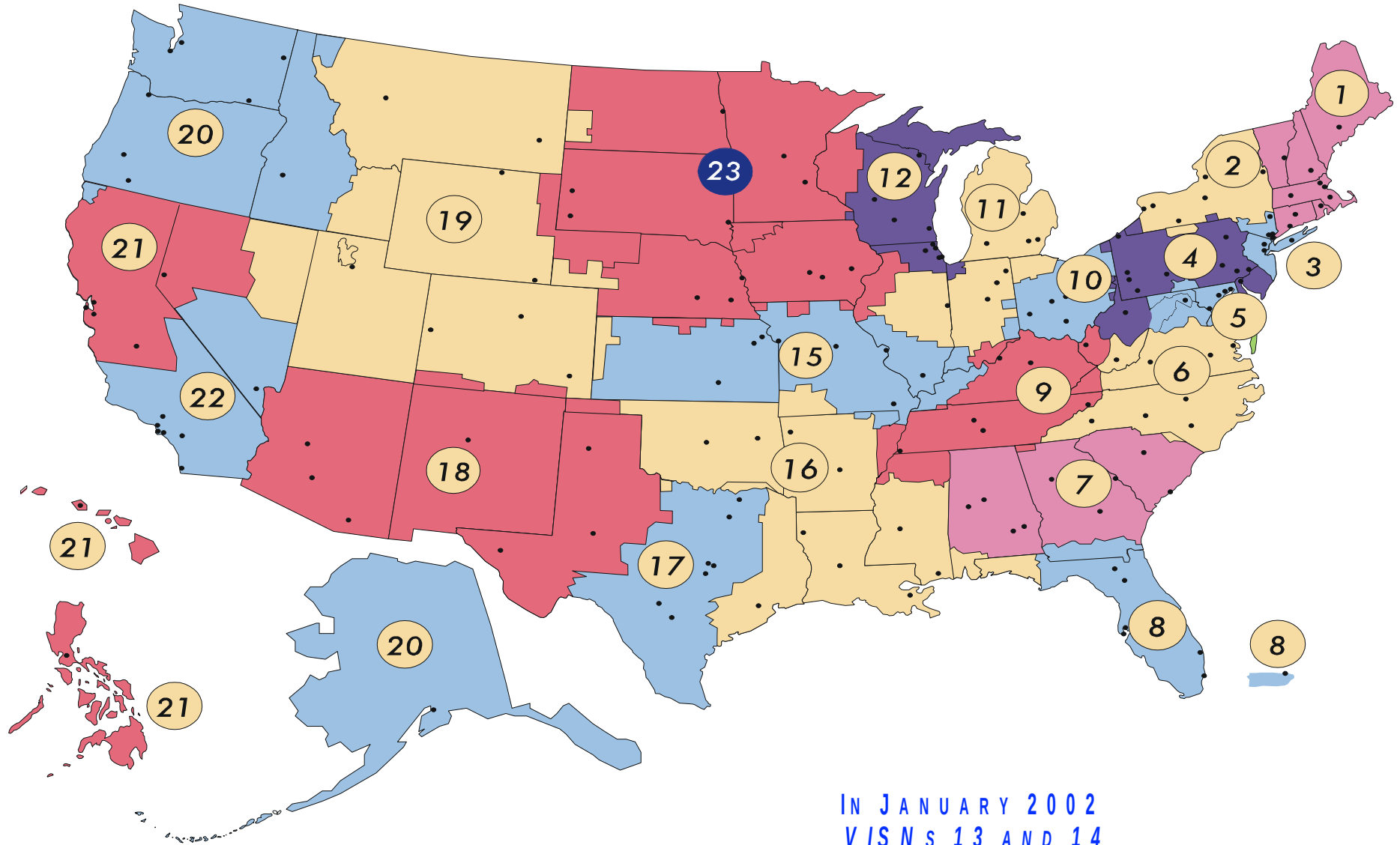
(116HO)	Coord.		84148		
David Carlson, LCSW	Mental Health Clinic	VA Medical Center -666	Sheridan, WY 82801	307-672-3473 ext. 3305	307-672-1911
<b>VISN 20</b>					
Laurence Brennan	HCHV Coordinator (V3 Dom)	VA Medical Center -648	Portland, OR 97239-2999	530-220-8262 ext. 33766	
Norman Wear (A116)	HCHV Coordinator, Outpatient Services	VA Puget Sound HCS	Tacoma, WA 98493	253-583-1634	253-589-4064
W. Harrison Childers M.A.C. C.AC.-II	Homeless Coordinator	VA Medical Center -363	Anchorage, AK 99503	907-273-4051/c:907-301-4112	907-273-4049
David W. Herring, MSW	Homelessness Coordinator	VA Medical Center -531	Boise, ID 83702	208-422-1000 EXT.4204	.
Norma Poasa	Homeless Program Nurse	VA Medical Center	Eugene, OR 97404	541-607-0897	541-607-7573
See Norman Wear above	HCHV Coordinator	VA Medical Center -663	Seattle, WA 98108	253-583-1634	206-589-4064
John Davis	HCHV Coordinator	VA Medical Center -668	Spokane, WA 99205	509-353-2699	509-353-2709
Milagros Schroeder, SW	HCHV Coordinator	VA Medical Center - (326)	Walla Walla, WA 99362	509-525-5200 ext. 22040	509-527-6113
Fred Berger, MSW (122)	HCHV Coordinao	VA Domiciliary-692	White City, OR 97503	541-826-2111 ext.3437	503-830-3518
<b>VISN 21</b>					
Bobbie Rosenthal (122)	Chief, Social Work Service	VA Medical Center -662	San Francisco, CA 94121	415-221-4810 ext. 2795	415-750-6976
Carolyn S. Hughes, PhD, LCSW	Chief, Social Work Service/HCHV Coord.	VA Medical Center -570	Fresno, CA 93703	559-225-6100 ext.5671	559-228-6903
Rick Velasquez, MSW (116/3B1)	Homeless Program Coordinaor	VA Pacific Islands HCS	Honolulu, HI 96819-1522	808-433-0335	808-433-0392
see Thalia Falcon, LCSW below		VA Medical Center -599	Livermore, CA 94550		
See Janet Hargrove below		Oakland Army Base	Oakland, CA 94607		
Thalia Falcon, LCSW	Homeless Program Coordinaor	VAMC MPD 122	Menlo Park, CA 94040	650-493-5000 ext. 22460	650-617-2614
Paula Rowles, LCSW	Coordinator HCHV/GPD Liaison	VA Medical Center -654	Reno, NV 89502	775-328-1761	775-328-1403
Janet Hargrove, LCSW	Chief, Social Work Svc. (122)	VANCHCS-Social Work Service (122)	Martinez, CA 94553	925-372-2420	925-372-2501
See Janet Hargrove Above			Sacramento, CA		
<b>VISN 22</b>					
William R. Brackett, SW	Homeless Program /G&PD Coordinator	VA Medical Center -600	Long Beach, CA 90822	562-826-8000 ext. 4684	562-826-5969
Marcia Evans, RN, MSN	Homeless Program Coordinator	c/o CBOC	N. Las Vegas, NV 89036	702-636-3000 ext.6056	702-636-4078
Nancy Whitney, LCSW	HCHV Coordinator	VA Medical Center -116A	Loma Linda, CA 92354	909-825-7084 ext.2388 Pager #7382	909-422-3186

Joetta Brown Higgins, MSW	Site Manager	LAACC	Los Angeles, CA 90012-3328	213-253-2677 ext. 4766	213-253-5555
Jessica Brian, LCSW	HCHV Coordinator	VA Mission Valley Outpatient Clininc	San Diego, CA 92108	619-400-5167	619-400-5159
Paul Burton, MSW (122)	Site Manager	SACC	Sepulveda, CA 91343	818-895-9596	818-895-9339
William Daniels, MSW (122)	Dir., West LA Comprehensive Hmls Ctr	West LA VA Med Ctr -691	Los Angeles, CA 90073	310-268-3385	310-268-4743
<b>VISN 23</b>					
Jo Weable, LICSW	HCHV Coordinator (116A)	VA Medical Center -618	Minneapolis, MN 55417	612-467-1771 or 1772	612-727-5633
Bob C. Stewart	HCHV Coordinator/Clinician	VA Med. & Regional Office -437	Fargo, ND 58102	701-239-3700 ext.3868/c:701- 238-7131	701-237-2686
Alan H. Stade, MSW, LISW (122)	Chief, Social Work Service	VA Medical Center -568	Fort Meade, SD 57741	605-347-7035	605-347-7204
Richard A. O'Connor, VRS	DCHV Coordinator	VA Medical Center -579	Hot Springs, SD 57747	605-745-2022	605-745-2056
Maxine Schaaf,	Homeless Coordinator	VA Medical Center	Sioux Falls, SD 57117-5046	605-336-3230 ext.6980	605-333-5387
Stephen J. Eisenreich, SW	HCHV Coordinator	VA Medical Center -656	St. Cloud, MN 56303	320-255-6480 ext. 6158	320-255-6378
Pamela K. Dorau, LCSW, LADAC	Homeless Program Coordinator (116A4)	VAMC, NWIHS -636	Omaha, NE 68105	402-346-8800 ext. 4338 pager#329	402-977-5684
William F. Walker, MSW	HCHV Coordinator	VA Medical Center -555	Des Moines, IA 50310- 5774	515-699-5999 ext.4036	515-699-5779
See Joe P. Heatherly, below		VA Medical Center -574	Grand Island, NE 68801		
Brian Brooks, LMSW	Homeless Coordinator	VA Medical Center -584	Iowa City, IA 52246	319-338-0581 ext. 5405/C: 319-430-5230	319-339-7097
Charlotte Kraai, LISW	Homeless Progm Coordinator	VA Central Iowa HCS -592	Knoxville, IA 50138	641-842-3101 ex.t 6448	641-828-5081
Joe P. Heatherly SW (116)	Homeless Coordinator	VA Medical Center -597	Lincoln, NE 68510	402-489-3802 ext. 6980	

## **Council of Network Homeless Coordinators Listing**

	<b>Name</b>	<b>Title/Program</b>	<b>Facility/Station Number</b>	<b>City/State/Zip</b>	<b>Phone</b>
VISN 1	Gerald Carmichael	Network Homeless Coord.	VA Boston Healthcare System	Boston, MA 02130	617-232-9500 ext.4948
VISN 1	Richard Synnott	Homeless Coordinator	VA Medical Center-650	Providence, RI 02907	401-253-8000 ext.528
VISN 2	Robert VanKeuren	Network Homeless Coord.	VA Medical Center-532	Canandaigua, NY 14424	716-393-7413
VISN 2	Jean Dittman	Community Day Prgrm Mng.	VA Medical Center-528	Buffalo, NY 14215	716-834-4270
VISN 3	Henrietta Fishman	Network Mgr., Homeless Programs	VA Medical Center-10N3HOM	Bronx, NY 10468	718-741-4254
VISN 4	Vincent Kane	Homeless Coord./Program Analy.	VA Medical Center	Wilmington, DE 19805 19104	302-994-2511 ext. 4750
VISN 5	Dale Smith	Clinical Manager, Resid.Care.Prg.	VA Medical Center	Perry Point, MD 21902	410-642-2411 ext.6516
VISN 6	James L. Robinson III	Assoc. Medical Center Director	VA Medical Center-659	Salisbury, NC 28144	704-638-3344
VISN 7	Craig Burnette	CHALENG/VISN 7 Coord.	VA Medical Center-508	Decatur, GA 30033	404-327-4033
VISN 8	Daniel Robbin	VISN 8 Homeless Coord.	VA Medical Center-546	Miami, FL 33126	305-541-5864 ext.136
VISN 9	David Hansard	Homeless Coordinator	VA Medical Center	Mountain Home, TN 37684	423-979-2874
<b>VISN 10</b>	<b>Lisa M.Pape</b>	<b>Chief, CHC</b>	<b>VA Medical Center</b>	<b>Brecksville, OH 44141</b>	<b>440-526-3030 ext. 7961</b>
VISN 11	Al Vair	Health System Specialist	VA Medical Center (116MH)	Ann Arbor, MI 48105-2303	734-222-4324
VISN 12	Mary Ann Romeo	Social Work Executive	VA Medical Center-578	Hines, IL 60141-5122	708-202-2055
VISN 15	Frank Piper	Chief, Domiciliary	VA Medical Center	Leavenworth, KS 66048	913-682-2000 ext.52296
VISN 16	Estella L. Morris	Mgr. Homeless Center	VA Medical Center	Little Rock, AR 72201	501-257-4401
VISN 17	Greta Mankins	Director, CHC	VA Medical Center -549	Dallas, TX 75214	214-857-0388
VISN 18	Steven Cohen	Clinical Dir.Community Programs.	VA Medical Center - 678	Tuscon, AZ 85723	520-792-1450 ext.5475
VISN 19	Larry W. Melka	HCHV Coordinator	VA Medical Center - 442	Cheyenne, WY 82001	307-778-7353
VISN 20	Chris H. Oliver	HCHV Coordinator	VA Medical Center Walla Walla	Walla Walla, WA 99362	509-525-5200 ext.22690
VISN 21	Roberta L. Rosenthal	Chief, Social Work Service	VA Medical Center-662	San Francisco, CA 94121	415-551-7338-voice mail
VISN 22	William L. Daniels	VISN 22 Homeless Coordinator	West LA VA Med Ctr-691	Los Angeles, CA 90073	310-478-3711 ext.43623
VISN 23	Ellen L. Mathes	Social Work Executive	VA Central Iowa HCS (116A)	Knoxville, IA 50138	641-828-5165

## 21 Veterans Integrated Service Networks (VISN)



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