

SUPPORTIVE SERVICES FOR VETERAN FAMILIES (SSVF) PROGRAM

1. PURPOSE. This Veterans Health Administration (VHA) Handbook establishes procedures for the Supportive Services for Veteran Families (SSVF) Program and sets forth mandated procedures for the administration, monitoring, and oversight of the SSVF Program. The authority for administration, monitoring, and oversight of the SSVF Program is title 38 United States Code (U.S.C.) § 2044 and its implementing regulations.

2. SUMMARY OF CONTENTS. This is a new VHA Handbook. Describing the scope of assigned responsibilities for the SSVF Program, including implementation, monitoring, and oversight.

3. RELATED ISSUES. VHA Directive 1162.

4. FOLLOW-UP RESPONSIBILITY. The National Center for Homelessness Among Veterans in the Office of the Assistant Deputy Under Secretary for Health for Clinical Operations (10NC) is responsible for the contents of this Handbook. Questions may be referred to (215) 823-5800.

5. RESCISSIONS. None.

6. RECERTIFICATION. This VHA Handbook is scheduled for recertification on or before the last working day of October 2016.

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SUPPORTIVE SERVICES FOR VETERAN FAMILIES (SSVF) PROGRAM

1. PURPOSE

This Veterans Health Administration (VHA) Handbook establishes procedures for the Supportive Services for Veteran Families (SSVF) Program and sets forth mandated procedures for the Department of Veterans Affairs (VA) administration, monitoring, and oversight of these services.

2. BACKGROUND

a. The statutory authority for the SSVF Program is found at title 38 United States Code (U.S.C.) 2044. The implementing regulations are found at title 38 Code of Federal Regulations (CFR) Part 62.

b. Section 604 of the Veterans' Mental Health and Other Care Improvements Act of 2008, Public Law 110-387, authorized VA to develop the SSVF Program, which provides supportive services to very low-income Veteran families in, or transitioning to, permanent housing. Funds are granted to private non-profit organizations and consumer cooperatives who assist very low-income Veteran families by providing a range of supportive services designed to promote housing stability.

c. VA, the largest provider of treatment and assistance to homeless Veterans in the nation, is committed to rapidly expanding programs to help Veterans who are homeless now and to prevent Veterans from becoming homeless in the future. Homelessness, a significant national problem, has many causes. Homeless individuals are often unemployed, unable to work, or have such low incomes that they cannot afford housing. Some homeless individuals have disabling mental health, substance use, or physical conditions that lead to, or compound, their homeless situation. Homeless families are a growing part of the homeless population in America.

d. VA has developed several programs that offer a continuum of services to eligible homeless Veterans, such as the Health Care for Homeless Veterans (HCHV) Program, the Grant and Per Diem (GPD) Program, the Residential Rehabilitation and Treatment Programs (RRTP), the Homeless Dental Program, and the Housing and Urban Development (HUD) – VA Supported Housing (VASH) Program. The SSVF Program is a new program that is within VA's continuum of homeless services.

3. DEFINITIONS

Refer to 38 CFR 62.2 and 38 CFR 62.11 for exact definitions of key terms used within this Handbook. The following is a summary of these definitions.

a. **Applicant.** An applicant is an eligible entity that submits an application for a supportive services grant announced in a Notice of Fund Availability.

b. **Area or Community.** An area or community is a political subdivision or contiguous political subdivisions (such as a precinct, ward, borough, city, county, State, Congressional

district or tribal reservation) with an identifiable population of very low-income Veteran families.

c. **Eligible Entity.** An eligible entity is a private non-profit organization, or a consumer cooperative.

d. **Emergency Supplies.** Emergency supplies are items necessary for a participant's life or safety that are provided to the participant by a grantee on a temporary basis in order to address the participant's emergency situation.

e. **Grantee.** A grantee is an eligible entity that is awarded a supportive services grant.

f. **Homeless.** Section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302), states that the terms "homeless," "homeless individual," and "homeless person" means:

(1) A Veteran or Veteran's family who lacks a fixed, regular, and adequate nighttime residence.

(2) A Veteran or Veteran's family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground.

(3) A Veteran or Veteran's family living in a supervised publicly or privately-operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, state, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing).

(4) A Veteran who resided in a shelter or place not meant for human habitation and who is exiting an institution where a Veteran temporarily resided.

(5) A Veteran or Veteran's family who:

(a) Will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, state, or local government programs for low-income individuals or by charitable organizations as evidenced by:

1. A court order resulting from an eviction action that notifies the Veteran or Veteran's family that they must leave within 14 days.

2. The Veteran or Veteran's family having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days.

3. The Veteran or Veteran's family possessing credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and

any oral statement from a Veteran or Veteran's family seeking homeless assistance that is found to be credible must be considered credible evidence for the purposes of this clause, but also has no subsequent residence identified to reside in and lacks the resources or support networks needed to obtain other permanent housing.

(6) A Veteran's unaccompanied youth or a homeless family with children defined as homeless under other Federal statutes who:

(a) Have experienced a long-term period without living independently in permanent housing or having experienced persistent instability, as measured by frequent moves over the same time period; and

(b) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or other multiple barriers to employment.

g. **Notice of Fund Availability (NOFA)**. A NOFA is published in the Federal Register in accordance with title 38 CFR 62.40, announcing the availability of funds for supportive services grants.

h. **Occupying Permanent Housing**. A very low-income Veteran family must be considered to be occupying permanent housing, if the very low-income Veteran family:

(1) Is residing in permanent housing.

(2) Is homeless and scheduled to become a resident of permanent housing within 90 days pending the location or development of housing suitable for permanent housing. *NOTE: For limitations on and continuations of the provision of supportive services to participants classified under this category, see 38 CFR 62.35.*

(3) Has exited permanent housing within the previous 90 days to seek other housing that is responsive to the very low-income Veteran family's needs and preferences. *NOTE: For limitations on and continuations of the provision of supportive services to participants classified under this category, see 38 CFR 62.35.*

i. **Participant**. A participant is a very low-income Veteran family occupying permanent housing who is receiving supportive services from a grantee.

j. **Permanent Housing**. Permanent housing is community-based housing without a designated length of stay. Examples of permanent housing include, but are not limited to, a house or apartment with a month-to-month or annual lease term or home ownership.

k. **Private Non-Profit Organization**. A private non-profit organization is an incorporated private institution or foundation that has no part of the net earnings that inure to the benefit of any member, founder, contributor, or individual, which has a governing board that is responsible

for the operation of the supportive services provided under the SSVF Program and is approved by VA regarding financial responsibility. They can also be any of the following:

(1) A for-profit limited partnership, the sole general partner of which is an organization meeting the aforementioned requirements;

(2) A corporation wholly owned and controlled by an organization meeting the aforementioned requirements; or,

(3) A tribally-designated housing entity (as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103).

l. **State.** The term “state” refers to 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 the United States Housing Act of 1937.

m. **Subcontractor.** A subcontract is any third-party contractor, of any tier, working directly for an eligible corporation or agency.

n. **Supportive Services.** Supportive services are any of the following services provided to address the needs of a homeless Veteran:

(1) Outreach services as specified under 38 CFR 62.30;

(2) Case management services as specified under 38 CFR 62.31;

(3) Assisting Veterans in obtaining VA benefits as specified under 38 CFR 62.32;

(4) Assisting Veterans in obtaining and coordinating other public benefits as specified under 38 CFR 62.33; and

(5) Other services as specified under 38 CFR 62.34.

o. **Supportive Services Grant.** A Supportive Services Grant is a grant awarded under the SSVF Program.

p. **Supportive Services Grant Agreement.** A Supportive Services Grant Agreement is the agreement executed between VA and a grantee as specified under 38 CFR 62.50.

q. **Suspension.** Suspension is an action by VA that temporarily withdraws VA funding under a supportive services grant, pending corrective action by the grantee or pending a decision to terminate the supportive services grant by VA. Suspension of a supportive services grant is a separate action from suspension under VA regulations implementing Executive Orders 12549 and 12689, “Debarment and Suspension.”

r. **Very Low-Income Veteran Family.** A very low-income Veteran family is a Veteran family whose annual income, as determined in accordance with 24 CFR 5.609, does not exceed 50 percent of the median income for an area or community, as may be adjusted by VA in the NOFA.

s. **Veteran.** A Veteran is a person who served in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable.

t. **Veteran Family.** A Veteran family is a Veteran who is a single person or a family in which the head of household, or the spouse of the head of household, is a Veteran.

u. **Withholding.** The term “withholding” refers to the fact that payment of a supportive services grant will not be paid until such time as VA determines that the grantee provides sufficiently adequate documentation and/or actions to correct a deficiency for the supportive services grant. Costs for supportive services provided by grantees under the supportive services grant from the date of the withholding letter are reimbursed only if the grantee is able to submit the documentation or actions that the deficiency has been corrected to the satisfaction of VA.

4. SCOPE

a. This Handbook describes VA Central Office responsibilities concerning the oversight, monitoring and, support of the SSVF Program.

b. The goal of the SSVF Program is to promote housing stability among very low-income Veteran families.

c. Through the SSVF Program, VA aims to improve the housing stability of very low-income Veteran families. Grantees must provide outreach and case management services, and must assist participants in obtaining VA benefits and other public benefits, which may include:

- (1) Vocational and rehabilitation counseling;
- (2) Employment and training service;
- (3) Educational assistance;
- (4) Health care services;
- (5) Daily living services;
- (6) Personal financial planning services;
- (7) Transportation services;
- (8) Income support services;
- (9) Fiduciary and representative payee services;

- (10) Legal services;
- (11) Child care services;
- (12) Housing counseling services; and

(13) Other supportive services, including time-limited payments to third parties for certain purposes (e.g., rent, utilities, security or utility deposits, moving costs, emergency supplies, child care, or transportation), provided these payments help Veteran families remain in permanent housing or to obtain permanent housing.

5. ELIGIBLE VETERAN FAMILIES

To receive supportive services under this program, a recipient must be:

- a. A member of a Veteran family. Either a Veteran or a member of a family in which the head of household, or the spouse of the head of household, is a Veteran.
- b. Very low-income. The household income must not exceed 50 percent of area median income. Unless VA announces otherwise in the NOFA, the median income for an area or community is determined using the income limits most recently published by the Department of Housing and Urban Development for programs under section 8 of the United States Housing Act of 1937 (42 U.S.C. 1437f), which currently can be found at <http://www.huduser.org/portal/datasets/il.html>.

(3) Occupying Permanent Housing. A very low-income Veteran family is considered to be occupying permanent housing if they fall into one of three categories. The following table describes the three categories of “occupying permanent housing” as well as the time restrictions related to each.

| Category of Occupying Permanent Housing | Time Restriction |
|--|--|
| <p>Category (1) If a very low-income Veteran family is residing in permanent housing.</p> | <p>A grantee may continue to provide supportive services to a participant within category (1) so long as the participant continues to meet the definition of category (1).</p> |

| | |
|--|---|
| <p>Category (2) If a very low-income Veteran family is homeless and scheduled to become a resident of permanent housing within 90 days pending the location or development of housing suitable for permanent housing.</p> | <p>A grantee may continue to provide supportive services to a participant within category (2) so long as the participant continues to meet the definition of category (2), even if the participant does not become a resident of permanent housing within the originally scheduled 90-day period.</p> |
| <p>Category (3) If a very low-income Veteran family has exited permanent housing within the previous 90 days to seek other housing that is responsive to the very low-income Veteran family's needs and preferences.</p> | <p>A grantee may continue to provide supportive services to a participant within category (3) until the earlier of the following dates: (a) The participant commences receipt of other housing services adequate to meet the participant's needs; <u>or</u> (b) Ninety days from the date the participant exits permanent housing</p> |

6. RESPONSIBILITIES OF THE SSVF PROGRAM OFFICE, OFFICE OF THE ASSISTANT DEPUTY UNDER SECRETARY FOR HEALTH FOR CLINICAL OPERATIONS

The SSVF Program Office, Office of the Assistant Deputy Under Secretary for Health for Clinical Operations (10NC), VA Central Office is responsible for ensuring that:

- a. The SSVF Program operates in accordance with this VHA Handbook and 38 CFR Part 62.
- b. Supportive services grants are awarded to private non-profit organizations and consumer cooperatives in accordance with the threshold, evaluation, and selection criteria stated in 38 CFR Part 62.
- c. Supportive services grants are distributed expediently and in a manner consistent with relevant public laws, regulations, and VA directives and policies.
- d. Support and guidance, based on relevant laws, rules, regulations, and analysis of collected data, is provided to grantees to assist grantees in providing quality supportive services that are in compliance with existing laws and regulations;
- e. Grantees are operating in accordance with their supportive services grant agreements;
- f. Participant satisfaction surveys are reviewed and feedback based upon those surveys are provided to grantees, as appropriate;
- g. Grantees receive timely responses to submission of questions, requests to modify a supportive services grant for any proposed significant change that alters the supportive services grant program and corrective action plans, as applicable;

h. Temporary assistance payments are made by grantees only as necessary to assist participants in obtaining permanent housing or maintaining permanent housing; and

i. Temporary assistance payments do not exceed the limitations set out in 38 CFR 62.33 and 38 CFR 62.34, and the percentage of total grant funds established in the NOFA, if any.

7. CONFLICTS OF INTEREST

As part of the initial designation and annual re-designation, the SSVF Program Office employees are required to comply with the provisions of “Confidential Filer” regulations and submit to the Office of General Counsel (OGC) Form 450, Confidential Financial Disclosure Report, to ensure there is no actual or apparent conflict of interest between the Coordinator and the grantee (see 5 CFR Subpart 2634.900).

8. PROGRAM INSPECTIONS

a. **Authority.** Title 38 CFR 62.63 states that “VA has the right, at all reasonable times, to make visits to all grantee locations where a grantee is using supportive services grant funds in order to review grantee accomplishments and management control systems and to provide such technical assistance as may be required. VA may conduct inspections of all program locations and records of a grantee at such times as are deemed necessary to determine compliance with the provisions of this part. In the event that a grantee delivers services in a participant’s home, or at a location away from the grantee’s place of business, VA may accompany the grantee. If the grantee’s visit is to the participant’s home, VA will only accompany the grantee with the consent of the participant. If any visit is made by VA on the premises of the grantee or a subcontractor under the supportive services grant, the grantee must provide, and must require its subcontractors to provide, all reasonable facilities and assistance for the safety and convenience of the VA representatives in the performance of their duties. All visits and evaluations will be performed in such a manner as will not unduly delay services.”

b. **Inspections.** At a minimum, the SSVF Program Office must conduct annual inspections of grantees’ programs. Additional inspections must be conducted by the SSVF Program Office as deemed appropriate. Inspections assist the SSVF Program Office in gathering some of the information necessary to evaluate grantees’ performance. In particular, through inspections, the SSVF Program Office can evaluate whether:

(1) Supportive services provided to participants are within the framework of professional health care delivery standards and operational or clinical authority;

(2) The supportive services grant program is implemented and conducted in accordance with 38 CFR Part 62 and the supportive services grant agreement;

(3) Recordkeeping and participant files conform to 38 CFR 62.36, 38 CFR 62.72, the grantees’ written policies and procedures, and any applicable state or local policies;

(4) Grantees’ reports to VA are accurate and reflect current program operations; and

(5) Participants are satisfied with the supportive services they are receiving from grantees.

c. **Vehicle Purchases Funding.** If a grantee receives funding to purchase vehicles to provide transportation to participants, the SSVF Program Office must review vehicle usage to ensure activities associated with the vehicle(s) are as designated in the supportive services grant agreement.

d. **Visits to Participants' Homes.** It is expected that some grantees will provide supportive services to participants in participants' homes, rather than in an office setting. In order to properly oversee grantees who are operating such programs, VA may choose to visit participants' homes, provided the participants have consented to VA's visit and an appointment has been scheduled in advance.

9. FUNDING DISBURSEMENT

a. **Overview of the Department of Health and Human Services' (HHS) Payment Management System.** Supportive services grant funds are currently disbursed through the HHS Payment Management System (PMS) in the manner described in this paragraph. PMS is an internet-based system supported by staff from the HHS Division of Payment Management (DPM). Reports provided by PMS to VA aggregate accounting transactions and grantee-provided financial information, facilitating grant management and timely and accurate financial statement reporting.

b. **Fund Disbursement Process.** Grantees may draw down supportive services grant funds in accordance with the timeframes and manner set forth in the NOFA. Draw-down requests are submitted and processed online by the request functions of the PMS platform. Once a draw-down request is approved, disbursement is completed by electronic funds transfer to the grantee's bank account the following business day. If a draw-down request fails to meet the SSVF Program's automated reasonableness tests (e.g., the request amount exceeds remaining grant funds), the grantee's account is flagged and funds are disbursed only after an SSVF Program liaison at HHS manually approves the transaction.

c. **Funding Disbursement Oversight.** The SSVF Program Office must work with HHS to provide funding disbursement oversight. Funding disbursement oversight responsibilities of the SSVF Program Office include:

- (1) Reviewing and approving draw-down requests (as appropriate) that fail to meet the SSVF Program's automated reasonable tests;
- (2) Contacting grantees whose draw-down requests are not approved; and
- (3) Responding to inquiries from grantees regarding draw-down requests and approvals.

d. **Required Documentation**

(1) **PMS Registration.** To establish PMS access for a new grantee, VA must receive a Standard Form (SF)-1199A, Direct Deposit Sign-Up Form, and the primary contact information

for each grantee. The SF-1199A registers the grantee for direct deposits and includes the name of the grantee, contact information, and a valid bank account number, among other items. VA submits a package to DPM including the SF-1199A submitted by the grantee's financial institution, the Primary Contact Information form submitted by the grantee, and a cover letter stating that VA authorizes the grantee's registration.

(2) **Change of Account Information.** To change a grantee's bank account information after a grantee has received system access, the grantee must submit a formal request to VA. VA then makes a change of bank account request to DPM.

(3) **Draw-Down Documentation.** For each draw-down request, the grantee must provide the following information:

- (a) Payment due date,
- (b) Expected disbursement amount (total amount requested),
- (c) Cash on hand (SSVF Program funds remaining since last draw down), and
- (d) Payment request amount (total amount requested).

10. PROGRAM MONITORING, EVALUATION, AND OPERATIONS

a. **Statutory Requirement.** As required by Public Law 110-387, VA must conduct a study of the "effectiveness of the permanent housing program under 38 U.S.C. section 2044 in meeting the needs of very low-income Veteran families, as that term is defined in that section."

b. **Goals.** The SSVF Program is monitored by the SSVF Program Office, in cooperation with the VA National Center on Homelessness Among Veterans. The goals of the program evaluation are to:

- (1) Monitor supportive services provided by grantees to Veteran families;
- (2) Determine program and grantee effectiveness;
- (3) Ensure SSVF Program accountability; and
- (4) Identify ways to improve the SSVF Program.

c. **Grantee Program Changes**

(1) In accordance with 38 CFR 62.60, the SSVF Program Office must approve significant changes to a grantee's program, and a grantee must receive this approval prior to implementing such changes. Significant changes include, but are not limited to:

- (a) A change in the grantee or any subcontractors identified in the supportive services grant agreement;

- (b) A change in the area or community served by the grantee;
- (c) Additions or deletions of supportive services provided by the grantee;
- (d) A change in category of participants to be served; and
- (e) A change in budget line items that are more than 10 percent of the total supportive services grant award.

(2) Requests for such changes must originate with a grantee and be sent to the SSVF Program Office for approval or denial. If VA approves such change, VA must issue a written amendment to the grantee's supportive services grant agreement. VA must approve changes only if the grantee's amended application retains a high enough rank to have been competitively selected for funding in the year that the application was granted and that each supportive services grant modification request must contain a description of the revised proposed use of supportive services grant funds.

d. **Grantee Reporting Requirements.** Grantees are required to enter data into a Homeless Management Information System (HMIS) Web-based software application. This data consists of information on the participants served and the types of supportive services provided by grantees. Grantees must treat the data for activities funded by the SSVF Program separate from that of activities funded by other programs. Grantees are required to export client-level data for activities funded by the SSVF Program to VA on a regular basis. Grantees are also required to submit quarterly and annual financial and performance reports. The grantee is expected to demonstrate adherence to the grantee's proposed program concept, as described in the grantee's application.

e. **Participant Satisfaction Surveys.** Grantees are required to provide each participant with a satisfaction survey which can be submitted by the participant directly to VA, within 45 to 60 days of the participant's entry into the grantee's program and again within 30 days of such participant's pending exit from the grantee's program.

f. **Operations Oversight**

(1) **Participant Eligibility.** Grantees are expected to provide supportive services to very low-income Veteran families occupying permanent housing, as defined in 38 CFR Part 62. The SSVF Program Office may request documentation from grantees confirming participant eligibility at any time. Grantees are expected to verify participant eligibility at least once every 3 months. Grantees must verify and document each participant's eligibility for supportive services and classify the participant under one of the occupying permanent housing categories. Household income is to be calculated by the grantee in accordance with 24 CFR 5.609.

(2) **Limitations on and Continuations of the Provision of Supportive Services to Certain Participants.** Grantees are expected to adhere to the limitations on, and continuations of, the provision of supportive services to certain participants described in 38 CFR 62.35. The SSVF

Program Office may request documentation from grantees demonstrating the grantees' adherence to these policies at any time.

(3) **Temporary Financial Assistance Payments.** In accordance with any additional requirements or limitations included in a NOFA, grant funds may be used for temporary financial assistance paid directly to a third party on behalf of a participant if the grantee can reasonably determine that the payment would help the participant remain in permanent housing or obtain permanent housing as scheduled. Eligible temporary assistance payments include:

- (a) Child care assistance;
- (b) Transportation assistance;
- (c) Rental assistance, including the payment of rent, penalties, or fees;
- (d) Utility payments;
- (e) Security or utility deposits;
- (f) Moving costs; and
- (h) Emergency supplies.

(4) **Allegations of Impropriety.** Any and all allegations of impropriety by the grantee, VA employees, or the participants must be addressed immediately and documented through use of the appropriate VA mechanism (i.e., SSVF Program Office or Office of Inspector General (OIG)).

(a) Information about actual or possible violations of criminal laws related to VA programs, operations, facilities, or involving VA employees, where the violation of criminal law occurs on VA premises, must be reported by VA management officials to the VA police component with responsibility for the VA station or facility in question. If there is no VA police component with jurisdiction over the offense, the information must be reported to Federal, state, or local law enforcement officials, as appropriate.

(b) Criminal matters involving felonies must be immediately referred to OIG, Office of Investigations. VA management officials with information about possible criminal matters involving felonies must ensure, and be responsible for, prompt referrals to the OIG. Examples of felonies include, but are not limited to:

1. Theft of government property over \$1000;
2. False claims;
3. False statements;
4. Drug offenses;

5. Crimes involving information technology systems; and

6. Serious crimes against a person, i.e., homicides, armed robbery, rape, aggravated assault, and physical abuse of a VA patient.

(5) **Corrective Actions.** In accordance with 38 CFR 62.60(b), if a grantee's actual supportive services grant expenditures vary from the amount disbursed for a given quarter or actual supportive services grant activities vary from the grantee's program description provided in the supportive services grant agreement, VA may require that the grantee initiate, develop, and submit to VA for approval a Corrective Action Plan (CAP). The CAP must identify the expenditure or activity source that caused the deviation, describe the reason(s) for the variance, provide specific proposed corrective action(s), and provide a timetable for accomplishment of the corrective action. After receipt of the CAP, VA sends a letter to the grantee indicating that the CAP is approved or disapproved. If disapproved, VA makes beneficial suggestions to improve the proposed CAP and requests a resubmission, or VA takes other actions in accordance with 38 CFR Part 62.

(6) **Withholding and Suspension of Funds.** In accordance with 38 CFR 62.80, when a grantee fails to comply with the terms, conditions, or standards of the supportive services grant, VA may, with 7 days notice to the grantee, withhold further payment, suspend the supportive services grant, or prohibit the grantee from incurring additional obligations of supportive services grant funds, pending corrective action by the grantee or a decision to terminate. VA allows all necessary and proper costs that the grantee could not reasonably avoid during a period of suspension if such costs meet the provisions of the applicable Federal Cost Principles.

(7) **Funding Recovery Process.** VA recovers any supportive services grant funds that are not used in accordance with 38 CFR Part 62. The recovery of funds process, as described in 38 CFR 62.80, is as follows:

(a) VA issues a notice of intent to recover supportive services grant funds to the grantee. The notice outlines the aspects of the grantee's program that are not in compliance with 38 CFR Part 62 and indicates that VA must recover supportive services grant funds if the grantee cannot provide documentation to VA demonstrating why supportive services grant funds should not be recovered;

(b) The grantee has 30 days upon receipt of the notice to submit documentation to VA demonstrating why supportive services grant funds should not be recovered;

(c) The SSVF Program Office reviews the response from the grantee for adequacy and may, if necessary, request additional information; and

(d) After review of all submitted documentation, VA determines whether action will be taken to recover the supportive services grant.

(8) **Supportive Services Grant Termination.** A supportive services grant may be terminated in whole or in part in accordance with 38 CFR 62.80 if any of the following three conditions applies:

(a) By VA, if a grantee materially fails to comply with the terms and conditions of a supportive services grant award and 38 CFR Part 62;

(b) By VA with the consent of the grantee, in which case VA and the grantee agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated; and

(c) By a grantee upon sending to VA written notification of grant termination, including the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. *NOTE: If VA determines that the remaining portion of the supportive services grant will not accomplish the purposes for which the supportive services grant was made, VA may terminate the supportive services grant in its entirety if any of the other conditions for termination are met as set forth in subparagraph 10f, and subparagraphs 8a and 8b.*

(9) **Deobligation of Funds**

(a) VA may deobligate all or a portion of the amounts approved for use by a grantee if:

1. The activity for which funding was approved is not provided in accordance with the approved application and the requirements of 38 CFR Part 62;

2. Such amounts have not been expended within a 1-year period from the date of the signing of the supportive services grant agreement; or

3. Other circumstances set forth in the supportive services grant agreement authorize or require deobligation.

(b) At its discretion, in accordance 38 CFR 62.80, VA may re-advertise in a NOFA the availability of funds that have been deobligated or award deobligated funds to applicants who previously submitted applications in response to the most recently published NOFA.

(10) **Administrative Files.** The SSVF Program Office must maintain adequate administrative documentation associated with oversight activities. The SSVF Program Office must maintain an administrative file for each grantee. Items in the Administrative File must include, but are not limited to:

(a) A copy of the supportive services grant application and agreement;

(b) Changes in site, scope or budget;

(c) Critical incidents;

- (d) Inspection reports;
- (e) Quarterly and annual fiscal and program reports;
- (d) Minutes from meetings;
- (f) Any interim reviews of goals and objectives; and
- (g) Other administrative correspondence.

11. REFERENCES

- a. Title 38 U.S.C. 2044.
- b. Title 38 CFR Part 62.