



Department of Veterans Affairs

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Homeless Providers Grant and Per Diem Program Technical Assistance Application

Section A- Instructions



SECTION A – GENERAL INFORMATION AND INSTRUCTIONS

Purpose and goals: The purpose of the VA Homeless Providers Grant and Per Diem Program is to promote the development and provision of supportive housing and/or appropriate supportive services, including innovative approaches to assist homeless veterans in the transition from homelessness and to enable them to live as independently as possible. The goal of the technical assistance grant component is to provide a resource for which those nonprofit community-based groups with experience in providing assistance to homeless veterans are able to seek technical assistance in applying for grants under 38 CFR part 61 or applying for other grants from any source for addressing the problems of homeless veterans. This goal is reflected in the application package and selection criteria for the program.

Measurable objectives: To apply this goal to their proposed program, applicants must establish and include in their applications measurable objectives for the proposed assistance program and for those served by the program. Applicants must also describe how their proposed program will help those nonprofit community-based groups with experience in providing assistance to homeless veterans apply for grants under 38 CFR part 61 or apply for other grants from any source for addressing the problems of homeless veterans.

The measurable objectives established by each applicant are expected to vary based on the specific needs and characteristics of the type of technical assistance program. Where the applicant will provide multiple or particularly difficult types of technical assistance for grants, 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 measurable objectives for each of the following; how the recipients of technical training will increase their skill level regarding the completion of applications; how the recipients of technical training will learn to find grant opportunities in a timely manner; how the technical assistance provided will be monitored and evaluated, and changes made if needed; and how the proposed technical assistance program will be implemented in a timely fashion.

VA will not consider the level of expectations described in the objective in rating applications. That is, an application that contains realistic objectives that target less sophisticated nonprofit organizations to be served will be treated the same as an application that contains more optimistic objectives that target more sophisticated nonprofit organizations. VA specifically does not want the process of establishing measurable objectives to lead applicants away from serving nonprofits with the least amount of experience. VA does want applicants for each technical assistance program to provide quality technical assistance to all agencies. Applicants should carefully consider how they could provide quality technical assistance to a wide variety of nonprofit agencies through their proposed projects regardless of the agencies' perceived sophistication. Applicants, if funded, will be required to measure, at least quarterly, project results and, as necessary make program adjustments.



Eligible activities: Technical assistance funding may be used for:

1. Group or individual seminars providing general instructions concerning grant applications;
2. Group or individual seminars providing instructions for applying for a specific grant; or
3. Group or individual instruction for preparing analyses to be included in a grant application.

The seminars (course of instruction) may use both electronic and face-to-face methodologies for delivery to participants, (e.g., web based training, video-conferencing, correspondence).

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

Grant award process: VA will notify applicants within grouped categories according to the funding priorities set forth in the NOFA, if any. Applicants will then be ranked, within their respective funding category if applicable. The highest-ranked applications for which funding is available, within highest priority funding category if applicable, will be conditionally selected to receive a technical assistance 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 the additional project information necessary for grant award and the date of the deadline for submission of such information. If an applicant is unable to meet any conditions for grant award within the specified timeframe, VA reserves the right to not award funds and to use the funds available for other components of the Grant and Per Diem Program.

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

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

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



GENERAL INSTRUCTIONS FOR APPLICATION COMPLETION

Components: Funds are available for technical assistance in the form of grants to eligible entities that will provide expertise in preparing grant applications relating to the provision of assistance for homeless veterans 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.

A more detailed description of this component, including program requirements, is contained in the rule published in the Federal Register, 38 CFR subpart 61.50. A copy of these regulations is provided in the appendix of this application. Applicants must review the regulations before completing this application.

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

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

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

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

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

Responses to Questions: Please do not read "into" the questions. Simply, answer the questions in a direct manner. Be sure to answer all parts of the question. The questions are designed to provide an



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accurate view of the proposal to a review panel. The space that is provided is sufficient to complete an accurate response. If applicants find they are having trouble answering a question in the space provided, they should look at the response and eliminate what may be unnecessary information. Chances are that a following question will provide an opportunity to use the eliminated information.

Information other than requested: The application is designed to provide VA with sufficient information to determine eligibility and to assign rating points for each section criterion. Applicants must not include information other than that requested. Moreover, applicants are asked to be concise in presenting requested information and must not exceed the designated spaces provided for response or add additional pages unless the application specifically instructs the applicant to respond on additional pages.

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

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

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

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

Mail Address: VA Homeless Providers Grant and Per Diem Program
Department of Veterans Affairs
10770 N. 46th Street, Suite C-200
Tampa, FL 33617

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