



VETERANS' HOMELESSNESS AND TRANSITION GRANT

POLICY AND PROCEDURE MANUAL

July 1, 2025

I. Introduction

The Veterans' Homelessness and Transition Grant Policy and Procedure Manual outlines standard guidelines to ensure consistent service delivery, regulatory compliance, and accountability. It includes eligibility criteria, application procedures, financial management protocols, reporting standards, and risk management practices.

The Veterans' Homelessness and Transition Grant was established October 16, 2023, to assist homeless Veterans or Veterans at risk of homelessness in securing permanent housing. Funded by the South Carolina General Assembly and administered by the South Carolina Department of Veterans' Affairs (SCDVA), the grant manual provides guidance for organizations (Grantees) on applying for and managing funds.

The program's mission is to support nonprofits and government agencies in delivering essential services, including permanent housing, rental or utilities assistance, transitional housing, transportation, and case management for eligible South Carolina Veterans.

II. Program Goals and Objectives

- Reduce Veteran Homelessness: Aim to decrease the number of homeless Veterans in targeted areas.
- Provide Sustainable Housing Solutions: Ensure Veterans have access to stable and appropriate housing options.
- Enhance Access to Support Services: Increase Veterans' access to healthcare, employment assistance, mental health services, and other essential support systems.
- Promote Long-Term Stability: Support Veterans in achieving and maintaining independent, stable lifestyles.

Objectives

- Provide support, services, and resources to Veterans and their families to improve their quality of life and strengthen their connections and integration with their communities statewide.
- Provide grant-funded services and resources that have measurable, positive outcomes.
- Ensure a diverse range of grant-funded services are available within geographic regions.
- Develop outreach programs to locate and engage homeless Veterans within communities.
- Collaborate with nonprofits and state agencies to expand affordable and suitable housing choices for Veterans.

III. Organizations Eligibility Requirements

For purposes of this grant, Organizations must meet the requirements listed below and submit a complete application by the due date for award consideration. Grant applications will be accepted only via electronic submission (not to exceed 12 pages). Only one application per Applicant will be accepted. Visit the South Carolina Department of Veterans' Affairs website <https://scdva.sc.gov/veterans-homelessness-and-transition-grant> for a copy of these materials.

To be eligible for the program, an Applicant must be a South Carolina government entity or nonprofit with the following:

- For nonprofit Applicants, registered and in good standing with the Division of Public Charities with the Secretary of State for a minimum of 3 years.
- For nonprofit Applicants, recognized by the Internal Revenue Service as a 501(c)(3) or (19) tax-exempt organization (must provide a copy of their IRS designation or affirmation letter)
- Faith based organizations are eligible on the same basis as other nonprofit organizations.
- Public or non-profit private entity as defined in 38 CFR § 79.10.
- Physically located and operating in South Carolina.
- Member of the South Carolina Veteran Coalition.
- Must demonstrate the technical and administrative abilities and resources to administer the grant successfully.
- Applicants must provide sufficient eligibility information to allow SCDVA to evaluate their application for scoring purposes.
- Grantees must maintain their status as a 501(c)(3) or (19) non-profit, state, or local government for the entire award cycle.
- Applicants must follow all state and federal laws and be free of tax liabilities.

IV. Application and Award Process

Applicants must submit a completed application form along with a detailed project purposed by the specified deadline to SCDVA. The application must contain:

- Program Detail Narrative
- Budget Worksheet and Budget Narrative (list of specific objectives, goals, and timeline that the grant will accomplish or achieve)
- Organization Summary and Organization Chart
- Organization anti-discrimination policy
- Copies of the Applicant's articles of incorporation and bylaws if a nonprofit entity
- By signing and applying, the Applicant agrees to accept the terms and conditions if awarded.

Selection Process

A panel of experts will review applications based on criteria including project impact, feasibility, and alignment with program areas, and make award recommendations to the Secretary of SCDVA. The Secretary makes the final determination for awarding grants and considers all attributes of the applications, specifically how they will serve Veteran's needs, prior to awarding.

Grant Award

Successful Applicants will be notified via email. To accept the award, the Grantee must return and/or agree to the following:

- The terms and requirements within the SCDVA Veterans Homelessness and Transition Grant Policy and Procedure Manual.
- Veterans' Homelessness and Transition Grant Award Agreement.
- The approved Grant Application and all items submitted by the grant applicant to SCDVA in response to the Notice of Grant Award.
- The Grantee shall designate in writing, individuals to serve as the point of contact for grant data (Authorized Designees). The Grantee shall notify SCDVA within 10 business days in the event of a change in the Authorized Designee.

South Carolina Enterprise Information System (SCEIS)

Approved applicants must register as a SCEIS Vendor within 30 days of acceptance to receive disbursement of 1st quarter funds. To register, visit the SCEIS Vendor Registration website at [South Carolina State Procurement \(sc.gov\)](https://www.sc.gov) and complete the following steps:

Step 1 - Your company's name and tax identification number. For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN). The Name/TIN combination should match U.S. Internal Revenue Service records.

Step 2 - The name, phone number, and email address of the person responsible for maintaining this profile.

Step 3 - The company's primary contact information, to include phone and fax, and if available, your company's website.

Step 4 - Your company's mailing address.

Step 5 - If applicable, an alternate 'order from' or 'remit to' address.

Step 6 - If your company can support emergency procurements, you have the option of supplying emergency contact information.

Step 7 - Pick from the database of possible goods/service categories that your company would be able to supply to the state government.

Step 8 - Additional or secondary company contacts (name, job function, phone, email address).

Step 9 - Any additional text you would like to provide to describe your business.

Registration updates: All registered Vendors are required to maintain accurate and up to date information in SCEIS to receive payment. If there are discrepancies between the budget request and SCEIS, payment may be delayed.

Confidentiality

Grantees must develop and implement written confidentiality procedures to ensure all records containing personally identifiable information for clients receiving SCDVA assistance are kept secure and confidential.

Conflict of Interest

Grantees must comply with organizational, individual, and procurement conflict of interest provisions. Grantees will be required to repay any SCDVA funds disbursed for persons with whom there is an identified conflict of interest unless an exception is granted by SCDVA.

Organizational Conflicts of Interest

Grantees must not condition SCDVA-funded assistance on a client's acceptance of housing owned by the grantee, a parent or subsidiary of the grantee.

V. Grant Funding and Disbursement

Disbursement

Grant funds will be disbursed in 4 quarterly installments (July, October, January, and April).

Prior to the first Request for Payment, the Grantee must ensure that any subrecipient agreements and/or third-party contracts have been reviewed and authorized by SCDVA and confirm alignment with SCDVA goals and mission.

The Grantee must submit a Request for Payment form for eligible expenses and documentation as follows:

- Grantee must submit expense report for the previous quarter along with the budget request for the upcoming quarter.
- Disbursement is issued based on verified, eligible expenses to ensure compliance and accountability.

- The Grantee must certify the information provided has been completed in accordance with the terms and conditions of the Award Agreement.
- All documentation (including appointments to the Award Agreement) that SCDVA may reasonably require to substantiate the incurred expenses and certifications must be submitted with the Request for Payment.
- Invoices must be certified as valid expenses by an Authorized Designee of the Grantee who is knowledgeable about the work that has been completed.
- Requests for payment must be submitted using forms approved by SCDVA and may be signed by any Authorized Designee. Delay of payment may result from incomplete or late submission of required or requested documents.
- Payment requests must be approved by SCDVA in accordance with the approved scope of work and budget. Payments are issued from the State Treasurer's Office (STO) using the South Carolina Enterprise Information System and will be mailed or deposited into the Grantee's designated bank account.

Grant Amendment

Veterans Homelessness and Transition Grantees may amend their agreement only with written approval from SCDVA. Grantees should contact the SCDVA Transitional Housing Officer to discuss potential amendments before submitting request.

- Amended Budget Form - Complete and submit the SCDVA amendment budget form. Ensure that all sections are filled out including the original budget figures, and brief explanation for each change.
- Justification for the Amendment: Provide a brief narrative explaining request.
- Impact Statement: Detail how the adjustment will impact the overall project including any changes to deliverables, timelines, or other budget categories. If there are any reallocations of the funds from other budget lines, please specify the source and amount.
- Supporting Documentation: Include any relevant documentation that support the need for the budget amendment.

Amendments may be submitted by grantees during the contract period; however, no amendment will be accepted within 60 days of the end of the grant cycle.

VI. Eligible Services Categories

1. **Veterans' Permanent Housing Assistance Services** created to support Veterans' who are literally homeless or striving to transition out of a homeless status. This service category is to help Veterans, and their families gain stability and to initiate all the resources necessary to establish permanent housing. Resources may include security deposits, maximum of first 3 months' rental assistance, limited hotel assistance, essential goods and services such as home startup kits not to exceed \$1,000 per Veteran household.

- a. Covered Essential Goods include:
 - i. Basic essential furniture
 - ii. Kitchen supplies
 - iii. Initial groceries
 - iv. Utility deposits
 - v. Household items
 - vi. Purchase of basic phone and up to three months pre-paid service (only if participant is engaged in Veteran Empowerment Plan (VEP) and will use the phone to assist with obtaining housing and/or employment. (Phone cannot exceed \$40 - and one-month pre-paid service cannot exceed \$30)
 - vii. Personal Hygiene items
 - viii. Financial coaching and counseling
 - ix. Legal fees related to housing and employment stability

Home Start-up kits should be customized based on the individual needs of each veteran to prevent unnecessary expenses and ensure resource efficiency.

Payments are not to be made to the Veteran, but to the vendor only. Services can only be authorized once per grant cycle per Veteran household.

2. **Veterans' Rental Assistance** is temporary in nature and is intended to provide limited emergency assistance and financial relief to Veterans at imminent risk of being homeless and who can demonstrate financial need. Rental assistance will cover monthly rent arrearages, late fees and court fees.
3. **Veterans' Utility Payments** provides essential support to veterans who are at risk of homelessness by helping them maintain critical utility services and avoid disconnection due to financial hardship. This program offers short term financial assistance and coordinated support services to ensure veterans can remain safely house with uninterrupted access to electricity, water/sewer, gas, and phone reconnection (that directly supports employment or stability goals). The service can cover late fees, and payments in arrears. The Veteran must be a named person on the utility account or other bill/invoice presented for financial support.
4. **Veterans' Transitional Housing and Wellness Services** sponsors transitional housing rental cost for homeless Veterans participating in rehabilitation programs. Services can only be authorized once per grant cycle per Veteran. This service requires implementation of a Veteran Empowerment Plan, aiming to promote long-term stability and reduce barriers to permanent housing.

Veteran Empowerment Plan Requirements

The **Veteran Empowerment Plan (VEP)** must be completed within the first 7 business days of program entry and include:

- **Housing Goal:** Identify a long-term housing option and set achievable steps and a timeline to secure permanent housing.
- **Income Stabilization Plan:** Assess current income and benefits; apply or enroll in income sources such as VA benefits, SSI/SSDI, employment, SNAP, TANF, or other subsidies.
- **Financial Management:** Complete a budget worksheet to identify monthly expenses, debt, and savings goals; enroll in a financial literacy class or one-on-one financial coaching.
- **Healthcare and Mental Health Needs:** Screen for healthcare, mental health, or substance use treatment needs; connect to VA medical services or local clinics; commit to follow treatment plans as applicable.
- **Legal Documentation:** Identify any legal barriers (e.g., lack of ID, obtain referrals for legal aid or DMV assistance).
- **Supportive Services:** Participate in programs addressing substance use, trauma recovery, or life skills as needed; identify a support system (e.g., mentor, sponsor, or peer support group).
- **Veteran Employment Services** provide eligible Veterans with employment services such as job search services, job skills training, professional certifications, resumes, interviewing skills building, accessing legal documents, tools and uniforms required to perform the jobs task by the employer, and job-related internet services. Internet service is only allowable under employment-related costs if the individual is working from home and internet access is necessary for their job duties. Internet service is only allowable under employment-related costs if the individual is working from home and internet access is necessary for their job duties.
- Services may also include basic hygiene services to prepare for an interview or first day on the job.

5. Veteran Transportation Assistance provides support to eligible veterans experiencing or at risk of homelessness, with the goal of removing transportation barriers that hinder access to employment, healthcare, housing, and other essential services. This service offers a combination of public, private, and nonprofit transportation options as well as a one-time vehicle repair assistance benefit for Veterans. Service components include:

- **Bus passes-** monthly or single use passes to ensure reliable access to appointments, job sites, and housing programs.
- **Rideshare support:** preauthorized rideshare services- not to exceed 50 miles.
- **Nonprofit transportation-** direct transportation through partner nonprofit organization using agency owned vehicles for case management Veterans.
- **Gas Card** not to exceed \$100 for purpose of obtaining housing or employment.

- Critical car repair assistance - up to \$1,500 per veteran. This support is available only for critical repairs necessary for maintaining employment, attending medical appointments, or securing permanent housing. This benefit is limited to a single use per Veteran for the entire period the grant operates, regardless of future funding or renewals.

Organizations must verify and retain the following before approving funds:

- An itemized invoice or repair estimate from a certified mechanic
- Valid driver's license issued by the state
- Proof of vehicle ownership in the veteran's name
- Current proof of automobile insurance
- Proof of employment or formal job offer

Participating organizations must:

- Maintain detailed documentation of all transportation expenditures and client eligibility.
- Use a preapproved process for all rideshares and repair services with supervisory sign off.
- Conduct monthly reconciliations of transportation expenditures with receipts and service logs.
- Limit non-emergency transportation use to services tied to housing, employment, or healthcare access.
- Create/maintain an internal policy & procedure that includes a limitation of liability clause and a waiver form to be signed by the participating Veteran.

6. **Veterans Case Management-** To ensure that case management services provided under the grant align with the designated service categories, promoting effective and targeted support for Veterans.

Service Categories and Corresponding Case Management Activities include:

- Homeless Housing Assistance Services: Assist in locating temporary and permanent housing, navigating housing applications, and coordinating with shelters and housing providers.
- Rental Assistance: Support in budgeting, understanding lease agreements, and liaising with landlords to prevent eviction.
- Utility Payments: Aid in managing utility bills, setting up payment plans, and applying for utility assistance programs.
- Transitional Housing Assistance and Wellness Support Services : Provide referrals to treatment programs, support during recovery, and assistance in transitioning to stable housing post-treatment.
- Employment Services: Offer job search assistance, resume building, interview preparation, and connections to vocational training programs.

1. Case Management: Coordinate comprehensive care plans, monitor progress, and adjust services as needed.

VII. Veteran Eligibility Requirements

The Grantee must ensure that Veterans served using Veterans Homelessness and Transition Grant funds are eligible to receive services. Grantees must assess and document a Veteran's financial need prior to requesting assistance. The grantee should assess the Veteran's financial situation, eligibility criteria, and supporting documentation to ensure that the requirements outlined in the grant program guidelines are met.

Eligibility documentation must be maintained by the Grantee in the Veterans' records.

A Veteran must meet the following requirements to be eligible to participate in services funded by the Veterans Homelessness and Transition Grant Program:

- Meet Title 38 of the Code of Federal Regulations definition of a Veteran: "a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable"; or a former National Guard member or reservist (even if never active under Title 10 orders) who was discharged or released under conditions other than dishonorable.
- Widows and widowers of Veterans of eligible Veterans may also qualify for services.
- Reside in the state of South Carolina.
- Proof of Veteran's Status Discharge Documents: Department of Defense Form DD-214, Department of Defense National Guard Bureau (NGB) Form 22, or equivalent documentation. (If the grantee is unable to verify a Veteran's eligibility, contact SCDVA Housing Department).
- Proof of Homelessness or Risk of Homelessness: Be at risk of being homeless; been homeless for one or more nights; have proof of evictions; or have a notice of utility disconnection.
- Behavioral Contract and Internal Policy Guidelines - Applies to transitional housing, housing assistance, and employment programs only. To demonstrate commitment to obligations required to remain in the program grantees should implement a behavior contract or internal procedures to ensure the Veterans willingness to abide by program rules.
- Is not on the sexual offender registry. Grantees must check the applicant's name against the state sex offender registries [South Carolina Public Sex Offender Registry \(sc.gov\)](https://sc.gov). Applicants found to be listed on the state sex offender registry are ineligible for housing assistance under the program. This policy applies to all grantees providing housing assistance services to homeless Veterans under the funding and oversight of SCDVA.

Payment Processing Requirements

Financial assistance payments are not to be made to the Veteran, but to the vendor for all service categories. Payments must be made by check (must provide canceled/cleared check to include front and back with endorsement); or by EFT, ACH, Bank Transfer, Debit or Credit Transactions (must provide Bank Statement showing where credit account was paid and a summary of the payment transactions upon request). The Veteran must be the name person on the lease, utility, or other bill or invoice presented for financial support.

Grantees must maintain proof of the delivery of services (i.e., invoice receipt to include date, the clients name, vendor name, property address, term of lease, periodic amount due, etc.) in their place of business for a minimum of five years. Proof of delivery documentation must be made available to SCDVA upon request. SCDVA may recoup payment for services that do not have a documented proof of payment.

Allowable and Unallowable Cost

Veteran Homelessness and Transitions Grant, has specific guidelines and requirements detailed in their Notice of Funding Availability (NOFA) and program manual. It is crucial for grantees to refer to these documents and consult with the SCDVA housing department, ensure compliance with all funding rules and regulations.

Allowable Costs are those that are deemed necessary and reasonable for the performance of the grant.

Direct Assistance to Veterans

- Housing Costs: Rental assistance, security deposits, utility payments, and moving costs.
- Supportive Services: Case management, transitional housing and wellness treatment, transportation, job training, and employment services.

Program Costs

- Staff Salaries and Benefits: Wages and benefits for staff directly involved in program delivery.
- Training: for staff to improve service delivery.
- Supplies and Equipment: Office supplies, computers, software, communication tools. Other equipment necessary for program operations with the approval of SCDVA. .
- Travel: Expenses for staff to attend SCDVA grant manager trainings and meetings.

Administrative Costs

- Insurance: Liability insurance related to the program.
- Administrative expenses such as rent, utilities, and maintenance of office space, etc. must not exceed 10% of the total grant.

Unallowable costs are those that are not permissible under the grant program.

Personal Expenses

- Entertainment: Costs of amusement, social activities, and related costs (e.g., tickets, meals, lodging, rentals).
- Fines and Penalties: Costs resulting from violations of, or failure to comply with, federal, state, or local laws and regulations.
- Personal Debts: Payment of personal debts of staff or program participants that are not related to program objectives.

Luxury Items

- Purchase or rental of luxury vehicles, high-end office furnishings, and other items that are not necessary for the program.
- Unjustified Travel: Travel costs that are not directly related to the program activities or are excessive.

Other Specific Restrictions

- Supplanting Funds: Using grant funds to replace (supplant) other funds that have been appropriated for the same purpose.
- Capital Expenditures: Large capital expenditures for facilities or equipment unless specifically allowed by SCDVA. Funds can't be used for construction or procurement.
- Large Equipment: For purposes of this grant, SCDVA adopts the federal guidance on the purchase of equipment. Equipment is defined in federal guidance (2 CFR 200.1) as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
 - Large Equipment purchases are not an allowable cost with the 24-25 SCDVA Veterans' Homelessness and Transition Grant.
 - Recipients must have prior written approval from SCDVA for supplies and small equipment purchases under \$5000 per unit.

Certain Administrative Costs

- Lobbying: Costs related to lobbying activities.
- Fundraising: Expenses for raising funds for the organization or program.

Waste, Fraud, and Abuse of Funds

All grantees and subrecipients under the Veterans Homelessness and Transition Grant (VHTG) are prohibited from engaging in waste, fraud, or abuse of program funds. Any suspected waste, fraud, or abuse must be reported immediately to the South Carolina Department of Veterans' Affairs (SCDVA). SCDVA reserves the right to investigate all allegations and take appropriate corrective actions, including reimbursement of misused funds, suspension of funding, or legal action.

Grant Reporting and Monitoring

The South Carolina Veteran Coalition is the system of record for tracking Veterans served under the Veteran Homelessness and Transition Grant. Veterans' information must be entered into the South Carolina Veteran Coalition system, and their profiles must be updated to record progress and outcomes of services provided. Training is provided virtually by SCDVA on the first Wednesday of each month from 10:00 a.m. to 11:00 a.m.

The Grant has a unique Recipient Identification Number (GID) in the South Carolina Veteran Coalition Systems. Each Veteran that receives assistance from the Veteran' Homelessness and Transition grant will be assigned an alphanumeric code.

Quarterly Reporting Schedule

Grantee and subrecipients are required to submit Quarterly Expenditure, and Performance reports on outputs and outcomes, including information on participants served to date, funds expended, and narrative descriptions of program progress or issues or as deemed necessary. Reporting templates are located at [Housing Resources | SC Department Of Veterans' Affairs](#).

All documents must be submitted by the 15th of the first month of each quarter (October, January, April and July) for the period of program operation and shall include cumulative data. All quarterly reports must be submitted via email to SCDVA's Housing Division at Veteranhousing@scdva.sc.gov.

Grantees must be able to collect and maintain relevant deidentified client-level data and provide SCDVA access to all relevant deidentified client-level to better understand outcomes associated with services offered through this grant opportunity.

Grantees are required to maintain accounting records for compiling and reporting accurate financial data, in accordance with appropriate accounting standards and principles.

It is essential that reports and forms are complete and accurate, reflecting all relevant activities and financial details for the designated reporting period.

Grantees must establish internal controls to ensure completion and timely submission of all mandatory performance and/or compliance reporting.

The Grantee must complete a Quarterly Program Plan Status Report that includes, but is not limited to, the following:

- Status of implementing each of the components listed in the grant proposal submitted with the application.
- List each type of personnel hired by the Grantee (e.g., peer support specialists, Licensed Clinical Social Workers, etc.) for the purposes of this project. Identify which personnel are Grantee's staff and which are contractors.

- List all costs associated with developing the proposed unit, including the amount of grant funds expended since the beginning of the grant term.
- Grantees will be required to report all grant expenditure information to SCDVA in an Annual Fiscal Report within 30 days after the end of each year of the grant term. Funds awarded to a Grantee that are unspent within the grant term must be returned to SCDVA within 30 days after the end of the grant term.

VIII. Compliance and Monitoring

Monitoring Activities

Implementation meeting Attendance - The Grantee will not be eligible to participate in Veteran Homelessness and Transition Grant activities until they have participated in the annual implementation training. Implementation training will occur before the start of the grant and be communicated with grantees.

Implementation site visit - SCDVA staff will coordinate an onsite visit for grantees not to exceed three (3) hours at the beginning of the grant term. The visit can include a tour of the facility, discussion of goals and any needed training or support.

Quarterly review of reporting requirements – Grantees are required to submit quarterly reports on the provided template. SCDVA staff will carefully review submittals and compare what data is entered into the SCVC website. Grantees are required to respond to any questions the SCDVA staff may have from submitted reporting and data and ensure timely correction of information if needed.

Onsite compliance visit – SCDVA staff will coordinate an onsite visit around mid-year for grantees not to exceed three (3) hours. The visit can include a tour of the facility, a review of Grant Onsite Compliance Meeting document, random audits of participant records, review of the grantee's policies and procedures, and any needed training. SCDVA staff will submit an onsite report to the grantee, and the grantee has 30 calendar days to sign and return the report and respond to any findings, if applicable.

Desk Audit – SCDVA staff reserves the right to review all grant record documentation including Veteran/Participant files. This activity can be completed virtually or in person depending on specific circumstances.

Quarterly Workgroup Meeting Attendance – SCDVA will host quarterly grant manager meetings to provide updates and best practices among Grantees. Attendance is required by at least one representative from each organization.

Monthly "Mission: BRIEF" meeting – SCDVA will host an optional monthly meeting with the purpose of connecting grantees with each other, sharing outside resources, and reviewing any relevant or needed training and technical assistance as it relates to the successful management of this grant. SCDVA staff will maintain and update a tentative plan for these meetings to ensure the needs of grantees are being met. SCDVA reserves the right to make these meetings a requirement if a grantee is exhibiting compliance challenges throughout the grant term.

Corrective Action Plan: The Grantee will be required to maintain compliance and correct any deficiencies identified during monitoring. SCDVA staff reserve the right to conduct more or less

monitoring tasks depending on grantee performance and capacity of SCDVA staff. In the event SCDVA finds the Grantee to be out-of-compliance with program standards, performance standards, or the terms or conditions of the Award Agreement, SCDVA will have the right to exercise any of the sanction options described below:

- Corrective Action Plans: 30 Days to address identified deficiencies.
- Sanctions: No additional funding until all deficiencies resolved.
- Termination and recoupment.

Any of the following actions may result in termination from participating in the Veteran Homelessness and Transition Grant:

- Failure to timely provide required forms and/or documents.
- Failure to improve program deficiencies and performance upon notice of a written warning.
- Failure to use the South Carolina Veteran Coalition (Combined Arms) to record interactions and outcomes.

Any Applicant or Grantee who provides false or misleading information to SCDVA about a project seeking funding, in any capacity whatsoever, regardless of when such false or misleading information is discovered. SCDVA may report the provision of false or misleading information to any regulatory agencies that govern the party who provided such information (e.g., S.C. Secretary of State, the S.C. Department of Labor, Licensing and Regulation, etc.)

IX. Risk Assessment and Monitoring Tiers

Risk is assessed based on timely and accurate reporting, financial stewardship, service delivery compliance, and responsiveness to technical assistance.

Risk Assessment Tool: SCDVA has created and maintains a risk assessment tool. This tool is created to help SCDVA identify and prioritize risk, and to determine what successes and best practices are occurring. SCDVA can use this tool to contribute to future funding decisions and if changes need to be made to an organization's monitoring plan. SCDVA reserves the right to make changes to the risk assessment tool to ensure that it stays a relevant mechanism in aiding with the determination of risk level as accurately as possible. The risk level of the grantee will help inform what level of monitoring is appropriate.

Risk Based Monitoring Plan: SCDVA has completed the first year of the grant as of June 30, 2025, and, therefore, has established a baseline of monitoring risk. Beginning July 1, 2025, SCDVA will be moving towards a risk-based monitoring plan with the intent of providing more oversight to grantees who necessitate a higher level of support. SCDVA may revise the monitoring plan and risk level at its discretion to address unforeseen circumstances. to adapt to any unforeseen circumstances. The plan for risk-based monitoring is as follows:

Risk Tier	Monitoring Activities
New	Grantees who are new to the grant or are returning after a year or more of lapsed time can expect the following monitoring activities to occur: Implementation meeting Attendance, Implementation Site Visit, review of quarterly reports, review of quarterly budget requests, review of quarterly expenditure form, Onsite Compliance Visit to include a desk audit, required attendance to quarterly workgroup meetings, and a strong suggestion to attendance at the monthly open office hours meetings.
High Risk	Grantees who are determined to be high risk from previous or current performance can expect the following activities to occur: Implementation meeting Attendance, review of quarterly reports, review of quarterly budget requests, review of quarterly expenditure form, Onsite Compliance Visit to include a desk audit, required attendance to quarterly workgroup meetings, and a strong suggestion to attendance at the monthly open office hours meetings.
Medium Risk	Grantees who are determined to be medium risk from previous or current performance can expect the following activities to occur: Implementation meeting Attendance, review of quarterly reports, review of quarterly budget requests, review of quarterly expenditure form, a desk audit, required attendance to quarterly workgroup meetings, and a strong suggestion to attendance at the monthly open office hours meetings.
Low Risk	Grantees who are determined to be low risk from previous or current performance can expect the following activities to occur: Implementation meeting Attendance, review of quarterly reports, review of quarterly budget requests, review of quarterly expenditure form, required attendance to quarterly workgroup meetings, and recommended attendance at the monthly open office hours meetings.

X. Case Management Requirements

Case Manager Log

- Due quarterly the same time
- Case manager must complete and submit to grant manager after the end of the quarter
- Hourly rates will need to be determined even if salary
- Essential for SCDVA to be able to allow case management as a service that we can still report on

XI. Record Retention

Record retention is required for a minimum of 5 years following grant closeout. If any litigation, claim, or an audit is started before the expiration of the five-year period, then records must be retained for three years after the litigation, claim or audit is resolved.

XII. Closeout Procedures

Grantees will work closely with SCDVA staff to ensure a complete and timely closeout process of the SFY26 SCDVA Veteran Homelessness and Transition Grant. Closeout procedures will include turning in any missing reporting, budget requests, and the resolution to any compliance findings. The grantee will need to submit a final accounting of actual grant funds spent and final costs need to be accounted for on the Close-out Report. Any staff time charged to the grant should be documented and saved with the organizations grant record. Any disallowed costs will need to be settled. If applicable, subcontracts need to be closed out. Unspent funds must be reviewed, reported, and returned to SCDVA within 90 days of grant end date via a check made out to South Carolina Department of Veterans' Affairs. Close-out report needs to be completed, signed and returned to SCDVA by communicated due date. Ensure that all grant documentation is saved pursuant to retention requirements of this grant and the grantees organizational requirements.

XIII. Contact Information

For general inquiries about the program, please use the following contact details:

General Email Address:

VeteranHousing@scdva.sc.gov

Phone: 803-898-3568

Mailing Address:

1800 St. Jilian Place

Suite 305

Columbia, SC 29204

Website: [Veterans' Homelessness and Transition Grant | SC Department Of Veterans' Affairs](#)

For specific inquiries, please refer to the appropriated section of the Manual or contact the program office directly using the general email address provided above. SCDVA has the right to update the Veteran Homelessness and Transition Grant Program Manual as needed. All changes will be shared with current Grantees and sub-awardees and will be available on the SCDVA website.