



South Carolina Department of Veterans' Affairs

Veteran Homelessness & Transition Grant Orientation



South Carolina Department of Veterans' Affairs

Agenda

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| <p>I. Welcome and Introductions</p> <ul style="list-style-type: none"> a. Opening remarks by the host/facilitator b. Brief overview of SCDVA and its mission c. Contact information and resources | <p>10:00am – 10:20am</p> |
| <p>II. Overview of the Grant Program</p> <ul style="list-style-type: none"> a. Purpose of the grant b. Funding sources c. SCEIS Overview | <p>10:20am – 10:45am</p> |
| <p>III. Review Grant Program Manual</p> <ul style="list-style-type: none"> a. Reporting and Monitoring b. Compliance Regulation c. Service Categories d. Veteran Participant Eligibility | <p>10:45am – 12:00pm</p> |
| <p>IV. Lunch</p> | <p>12:00pm – 1:00 pm</p> |
| <p>V. SC Veteran Coalition Training</p> | <p>1:00pm - 1:30pm</p> |
| <p>VI. Reporting/ Quarterly Reporting/ Closeout</p> <ul style="list-style-type: none"> a. Programmatic and Financial Reporting | <p>1:30pm -2:30pm</p> |
| <p>VII. Break</p> | <p>2:30pm – 2:45pm</p> |
| <p>VIII. Questions</p> <ul style="list-style-type: none"> a. Questions and discussion b. Next steps | <p>2:45pm – 3:00pm</p> |
| <p>IX. Recap and Closing Remarks</p> | <p>3:00pm – 3:30pm</p> |

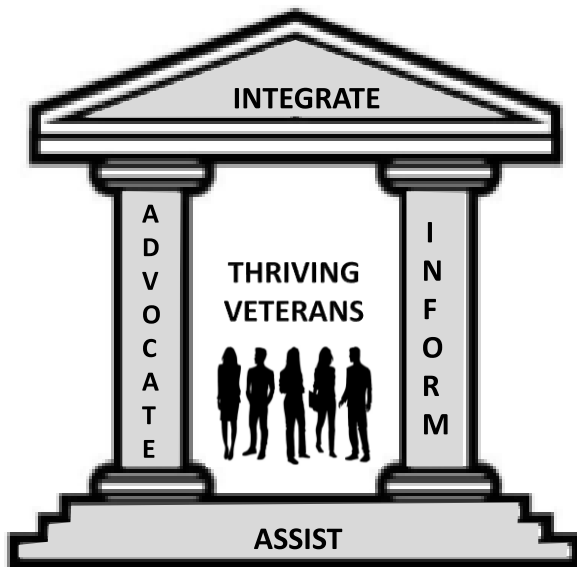


Welcome

Mission

The South Carolina Department of Veterans' Affairs leads and enables a state-wide coalition of partners with an interest in Veterans to create and sustain an environment in which Veterans can thrive as valued and contributing members of the South Carolina community.

What We Do: Help South Carolina Veterans thrive!



Thriving Veterans are:

- **Sound** mentally, emotionally, physically, spiritually, financially, and relationally
- **Satisfied** by the dignified manner in which they are treated by those who provide services
- **Respected** by their fellow citizens
- **Proud** of their continuing contributions to the South Carolina community and the Nation

We help by:

- **Assisting** Veterans and their families in obtaining the benefits to which they are entitled
- **Advocating** for Veterans, military installations, service members, and families
- **Informing** and educating the public, State and local leaders, and Veterans on all matters pertaining to Veterans
- **Integrating** the effects of all entities in the State that provide a service to Veterans or their families



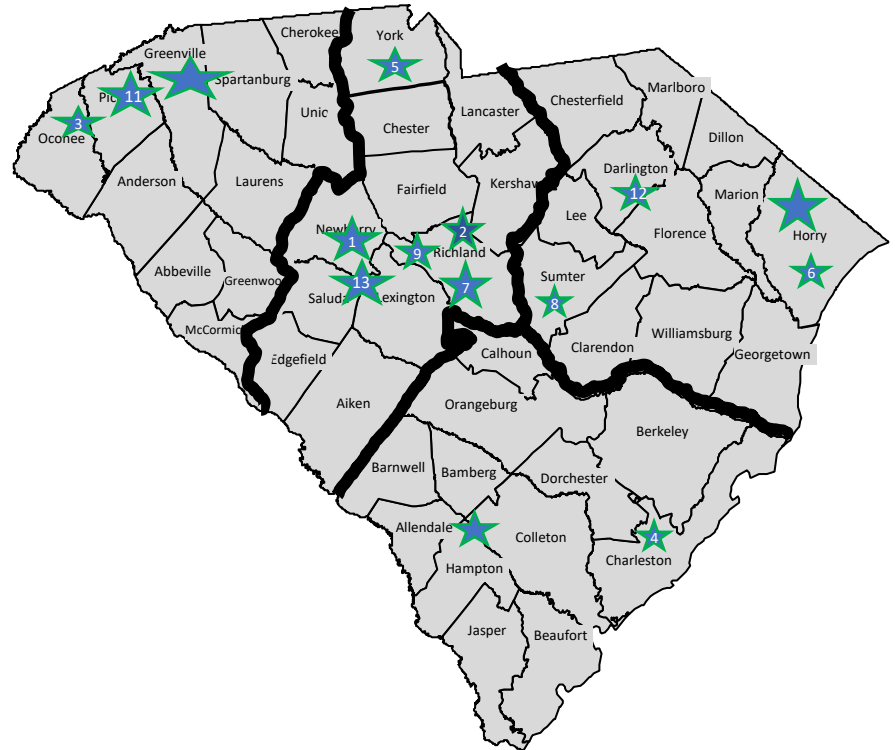
South Carolina Department of Veterans' Affairs

Agency Contacts

Division of Operations Housing Department	Technical Assistance
<p data-bbox="338 468 743 499">Transition Housing Officer</p> <p data-bbox="150 525 492 556">Alexis Spry, MBA, CPM</p> <p data-bbox="150 585 363 616">803-683-0236</p> <p data-bbox="150 645 556 676">Alexis.Spry@SCDVA.sc.gov</p> <p data-bbox="299 762 815 793">Transitional Housing Coordinator</p> <p data-bbox="150 822 338 853">Kami Drakes</p> <p data-bbox="150 882 363 913">803-683-0235</p> <p data-bbox="150 942 579 973">Kami.Drakes@SCDVA.sc.gov</p> <p data-bbox="351 1051 730 1082">SCDVA Housing Website</p> <p data-bbox="150 1110 911 1185">Veterans' Homelessness and Transition Grant SC Department Of Veterans' Affairs</p>	<p data-bbox="1163 462 1611 494">Senior Coalition Coordinator</p> <p data-bbox="994 522 1221 554">Gabriel Trujillo</p> <p data-bbox="994 582 1452 614">gabriel.trujillo@SCDVA.sc.gov</p> <p data-bbox="1182 705 1591 736">Operation Training Officer</p> <p data-bbox="994 765 1240 796">Thomas Kreitzer</p> <p data-bbox="994 825 1479 856">thomas.kreitzer@SCDVA.sc.gov</p> <p data-bbox="1078 951 1692 982">South Carolina Veteran Coalition Portal</p> <p data-bbox="994 1011 1761 1085">South Carolina Veteran Coalition SC Department Of Veterans' Affairs</p>

Veteran Homelessness and Transition Grantees

	Approved Organizations	County
1	Transitions – The Midlands Housing Alliance	Richland
2	Alston Wilkes Society	Richland Greenville
3	Upstate Warrior Solution	Greenville
4	Tri-County Veterans Support Network	Charleston
5	The Haven Men’s Shelter	York
6	ECHO	Horry
7	Fast Forward	Richland
8	Project Josiah Restoration Ministry	Sumter
9	The Big Red Barn Retreat	Richland
10	Goodwill Industries of Upstate/Midlands	Greenville
11	Warriors Once Again	Spartanburg
12	The Veterans Welcome Home and Resource Center	Horry
13	DAODAS	Statewide



Grant funds will be disbursed in 4 installments as per the schedule outlined below:

- Installment 1: July 2024
- Installment 2: October 2024
- Installment 3: January 2025
- Installment 4: April 2025



Grant Background

Purpose of Grant

The Veteran Homelessness and Transition Grant was established October 16, 2023, to assist homeless Veterans or Veterans at imminent risk of being homeless with resources needed to obtain and maintain permanent housing.

The grant is designed to enhance Veteran housing assistance programs managed by nonprofit organizations or South Carolina state agencies. The South Carolina Department of Veterans Affairs will award a grant to nonprofit groups and state government agencies that assist eligible South Carolina Veterans with the following services:

- Housing Assistance
- Utility or rental assistance
- Transitional Housing while participating in a substance abuse treatment program
- Employment

The minimum grant award is \$50,000, and the maximum grant award is \$250,000 per grant cycle. Veteran eligibility is under Title 38 of the Code of Federal Regulations, defining a Veteran as “a person who served in the active military, naval, or air services and who was discharged or released under conditions other than dishonorable.” Additionally, National Guard or reservist that were never active Title 10 are still eligible to receive services.

Grant Program Goals

- ✓ Reduce Veteran Homelessness:

Decrease the number of homeless Veterans in targeted area.

- ✓ Provide Sustainable Housing Solutions

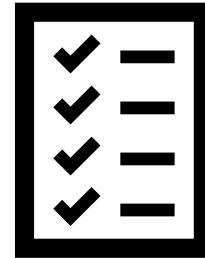
Ensure Veterans have access to stable and appropriated housing options.

- ✓ 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, secure lifestyles.





South Carolina Enterprise Information System (SCEIS) Overview

The Veteran Homelessness and Transition Grant Program is funded through appropriations by the South Carolina General Assembly and managed by the South Carolina Department of Veterans' Affairs (SCDVA).

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

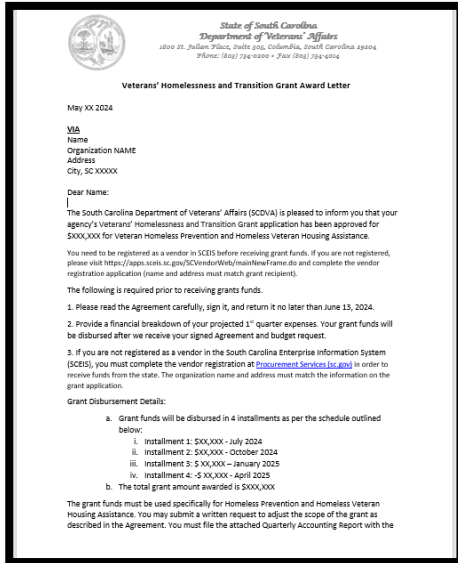
Step 6 - If your company can support emergency procurements, you have the option of supplying emergency contact information

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

Grant Award and Agreement



South Carolina Department of Veterans' Affairs until all grant funds are exhausted. Unexpended funds will be returned to the South Carolina Department of Veterans' Affairs.

Reporting Requirements:

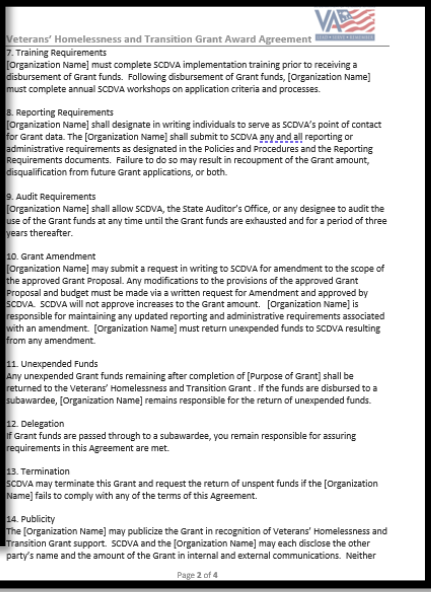
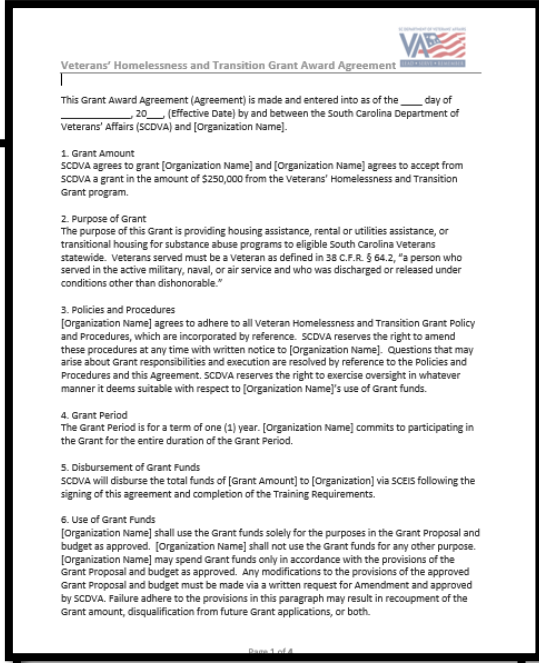
- Interim Report:** A progress report detailing project activities, achievements, challenges, and financial expenditures is due by the last Friday of the month of each quarter.
- Final Report:** A comprehensive final report summarizing project outcomes, impact, financial reconciliation, and lessons learned is due no later than June 30, 2025.

Reporting templates and guidelines will be provided separately.

After you complete your requirements to a sub-awardee, your organization remains responsible for the grant until all funds are completed. Please review these guidelines carefully and contact our housing assistance team with any questions.

To see the progress of your project and look forward to the positive impact it will have on the South Carolina Veteran population. If you have any questions, please do not hesitate to contact Alexis Spry at Alexis.Spry@scdva.sc.gov.

Sincerely,



A Grant Agreement, shown above, with the signature page will be emailed to the Grantee upon approval of the grant application. The grant becomes effective upon return of Grant Award Agreement and another authorized representative of the Grantee. Grant Award Agreement must have original signatures and returned to the South Carolina Department of Veterans Affairs within 15 business days of the date of award.

Subrecipient Agreement

- Subrecipient Agreement must be submitted to SCDVA if any entity other than the Grantee will be responsible for implementing any portion of the project.
 - For example, if state agency applied on behalf of a private non-profit housing organization.
- All Subrecipient Agreements must be submitted to SCDVA for review prior to execution of agreement



Reporting and Monitoring

As the recipient of SCDVA funds, Grantees must complete financial, performance and compliance reporting as required and outlined in the Grant program manual.

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

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

Grantees and subrecipients are required to submit Quarterly Expenditure Reports, supporting documentation (to include invoices, receipts, and payroll statements), 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.

All documents must be submitted by the last Friday of each quarter (September, December, March, and June) for the period of program operation and shall include current monthly and cumulative data. These spreadsheets shall be submitted to SCDVA's Division of Operation, Housing Department.

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 monthly.** SCVC training is provided virtually by SCDVA on the first Wednesday of each month from 10-11 a.m.



Reporting and Monitoring Cont.

- Required reports – templates will be provided upon Award Agreement
 - ✓ Quarterly Progress Report
 - ✓ Close-out and Certifications Report
 - ✓ Others as required
- Required records – retain for a minimum 5 years following grant closeout
 - ✓ Accomplishments data
 - ✓ Financial records
 - ✓ Contracts
 - ✓ Other supporting documents

*If any litigation, claim or 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.



Upon Award Agreement execution, Grantees will be required to provide a monthly status report on project implementation to SCDVA. SCDVA may modify the reporting schedule to better align with the Grantees' normal month-end financial cycle. The Grantee must complete a Monthly 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.



Compliance and Regulations

Grantee participation is contingent on the completion of an implementation training.

Additional training and technical assistance will be provided as needed.

Mandatory quarterly grant manager meetings will be held to provide updates and discuss best practices.

SCDVA will address the technical assistance needs of the grantee with special emphasis on compliance.

The Grantee will be required to maintain compliance and correct any deficiencies identified during grant audits.

On-Site Audits

- SCDVA will conduct onsite assessments, educational interventions, and follow-up visits to all grantees which are having trouble maintaining satisfactory compliance levels.
- SCDVA will develop action plans, which clearly detail the objectives to be accomplished in the appropriate timeframes; and formulate sample record and management forms and procedures that can be adapted by grantees to meet basic compliance requirements.
- Compliance Visits to one or more of a Grantee's places of business may be made as determined by Agency representatives to inspect and review a project's physical facilities, financial records, personnel records, operational policies and procedures, including observation of Grantee's delivery of services and other aspects of a Grantee's project as reasonably necessary to ensure compliance with the NOFA and these provisions.
- 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 following sanctions listed below:

Plan of Action: 30 Days from date of notice to address identified deficiencies

Sanctions: No additional funding until all deficiencies resolved (60 Days)

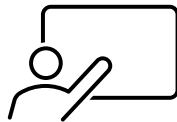
Termination and recoupment

Allowable Costs

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, substance abuse treatment, job training, and employment services.



Administrative Costs

- ✓ Insurance: Liability insurance related to the program.



Program Costs

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





Unallowable Costs

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 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 SCDVA grant 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 the grant terms. Funds can't be used for construction or procurement.

Certain Administrative Costs

- × Office Expenses: Rent, utilities, and maintenance of office space and grounds
- × Lobbying: Costs related to lobbying activities.
- × Fundraising: Expenses for raising funds for the organization or program.
- × Advertising: Costs of advertising not related to the recruitment of personnel, procurement of goods and services, or other allowable program activities.

VHTG, 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 housing department ensure compliance with all funding rules and regulations.



Grant Service Categories

Homeless Veterans’ Housing Assistance Services identified by Grantee to address Veterans’ homeless status, and 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 can include deposits, first month rent, grocery, and transportation assistance (including bus passes or rideshare funding). Services can only be authorized once per grant cycle per Veteran household.

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 including deposits, late fees, and payments in arrears. Services can only be authorized once per grant cycle per Veteran household.

Provide Proof of Cost Incurred	Provide Demonstration of Payment
<u>Lease or Rental Agreement must include:</u>	(A) If payment is made with Check, provide canceled/cleared check to include front and back with endorsement
(A) Landlord Name	
(B) Tenant (Beneficiary) Name(s)	
(C) Property Address	
(D) Term of Lease	
(E) Periodic amount due in the agreement	
OR	OR
<u>Eviction Notice must include:</u>	(B) If payment made by EFT, ACH, Bank Transfer, Debit Transactions, provide Bank Statement showing a summary of the payment transactions
(A) Date	
(B) Property Address	
(C) Tenant (Beneficiary) Name(s)	
(D) Landlord Name	
(E) Total Amount Due	
(F) Signature of Owner or Vendor	

A ledger from the apartment complex/vendor may accompany the documents listed above to supplement required cost documentation.



Grant Service Categories

Veterans' Utility Payments for electric, water, and/or gas includes connections, 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. Utility payments are not to be made to the Veteran, but to the vendor. Services can only be authorized once per grant cycle per Veteran household.

Provide Proof of Cost Incurred	Provide Demonstration of Payment
<u>Itemized statement must include:</u>	<p>(A) If payment is made with Check, provide canceled/cleared check to include front and back with endorsement</p> <p style="text-align: center;">OR</p> <p>(B) If payment made by EFT, ACH, Bank Transfer, Debit Transactions, provide Bank Statement showing a summary of the payment transactions</p>
(A) Vendor Name	
(B) Client ID and Address	
(C) Service Address	
(D) Statement Date	
(E) Amount Due	



Grant Service Categories

Veterans' Substance Abuse and Transitional Housing Assistance sponsors transitional housing rental cost for homeless Veterans participating in a substance abuse rehabilitation program. Services can only be authorized once per grant cycle per Veteran.

Provide Proof of Cost Incurred	Provide Demonstration of Payment
<u>Itemized Invoice must include:</u>	<p>(A) If payment is made with Check, provide canceled/cleared check to include front and back with endorsement</p> <p>OR</p> <p>(B) If payment made by EFT, ACH, Bank Transfer, Debit Transactions, provide Bank Statement showing a summary of the payment transactions</p>
(A) Vendor Name	
(B) Date of Invoice	
(C) Client ID	
(D) Description of Services	
(E) Date Service Provided	
(F) Amount per Service Provided	
(G) Total Amount	



Grant Service Categories

Veteran Employment Services provide eligible Veterans with employment services such as job searches, online training, professional certifications, resumes, interviewing skills building, and accessing legal documents. Services can only be authorized once per grant cycle per Veteran.

Provide Proof of Cost Incurred	Provide Demonstration of Payment
<u>Itemized Invoice must include:</u>	<p>(A) If payment is made with Check, provide canceled/cleared check to include front and back with endorsement</p> <p>OR</p> <p>(B) If payment made by EFT, ACH, Bank Transfer, Debit Transactions, provide Bank Statement showing a summary of the payment transactions</p>
(A) Vendor Name	
(B) Client ID	
(C) Description of skill or training program	
(D) Dates of Training	
(E) Amounts Paid per Item	
(F) Total Amount Paid	
(G) Date of Purchase	



Veteran Participant Eligibility

The Grantee must ensure that Veterans served using Veteran Homelessness and Transition Grant funds are eligible to receive services. Eligibility documentation must be maintained by the Grantee in the Veterans' records.

A Veteran must meet the following requirements to be eligible to participate:

1. Reside in the state of South Carolina.
2. Comply with Title 38 of the Code of Federal Regulations defining a Veteran as “a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable” and National Guard or reservist who were never active Title 10 are still eligible to receive services.
3. Have a Department of Defense Form DD-214, a Department of Defense National Guard Bureau (NGB) Form 22, or equivalent documentation (if an organization is able to confirm service contact the Transitional Housing Coordinator).
4. At risk of being homeless; been homeless for one or more nights; have proof of evictions; or have a notice of utility disconnection.
5. Desire to lead a clean and sober lifestyle; court ordered to participate in abuse program.
6. Desire to make meaningful life changes leading to independent living.
7. Can not be on the sexual offender registry.



Programmatic and Financial Reporting Requirements

Reporting Clients

- Served Clients Eligibility Determination
 - The Grantee must ensure that clients served using SCDVA grant funds are eligible prior to providing services to these clients.
- Eligibility documentation for each client served must be maintained by the Grantee for a minimum of five years after the grant period ends.
- Unduplicated Clients Served Grantees shall report beneficiaries served as Unduplicated in the Monthly Report. For purposes of this grant, unduplicated shall be defined as not previously counted during the grant award period.

Counting Clients

- Clients are not considered served and cannot be counted if they did not receive grant-funded services as outlined in the Approved Application.
- SCDVA will work with the Grantees to survey Clients' experience in receiving assistance and/or services as part of the Grant Project.



Closing Remarks

Transition Housing Officer

Alexis Spry, MBA, CPM

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Transitional Housing Coordinator

Kami Drakes

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SCDVA Housing Website

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