

Request for Records Disposition Authority

Records Schedule Number DAA-0015-2016-0008

Schedule Status Approved

Agency or Establishment Department of Veterans Affairs

Record Group / Scheduling Group Records of the Department of Veterans Affairs

Records Schedule applies to Major Subdivision

Major Subdivision Veterans Benefits Administration

Schedule Subject Homeless Shelter Program (HSP) Records

Internal agency concurrences will be provided Yes

Background Information

The Homeless Shelter Program monitors property sold to non-profits who use the properties to provide shelter to homeless Veterans. Loan Guaranty, through the Homeless Shelter Program, requires these organizations to provide quarterly reports of the shelter's status and proof of use. Loan Guaranty is required to store specific records related to the Homeless Shelter Program. The attached request identifies the length of time VA is required to store the records, as well as providing required public notification.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0015-2016-0008

Sequence Number	
1	Homeless Shelter Program (HSP) Records Disposition Authority Number: DAA-0015-2016-0008-0001
2	Homeless Shelter Program (HSP) Records Disposition Authority Number: DAA-0015-2016-0008-0002

Records Schedule Items

Sequence Number	
1	<p>Homeless Shelter Program (HSP) Records</p> <p>Disposition Authority Number DAA-0015-2016-0008-0001</p> <p>Application Record - Application from completed by the Non-profit Organization (NPO) to become a Qualified Non-profit Organization (QNO) eligible to participate in the HSP including all exhibits/attachments supporting the statement contained in the application form. Approval or Denial Letter from the Department of Veterans Affairs (VA) Loan Guaranty Service (LGY) Contract Assurance Property Management (CA-PM) unit.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff in fiscal year when application is complete.</p> <p>Retention Period Destroy 5 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Homeless Shelter Program (HSP) Records</p> <p>Disposition Authority Number DAA-0015-2016-0008-0002</p> <p>Performance Record - Contents of this record will consist of required reports from Preferred Organizations (POs) and Qualified non-profits Organizations (QNOs) to be provided at specified intervals to COPM by email to PM.VBACO@va.gov with a hard copy by mail to COPM at the following address: VA Central Office Loan Guaranty Service, Property Management Unit, 261B, 810 Vermont Ave, NW, Washington, DC 20420. Quarterly Assistance Provider Report specified by 10a in HSP Handbook. Change in Tenant Occupancy. Proof of Hazard Insurance covering the HSP property.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing?

No

Disposition Instruction

Cutoff Instruction

Cutoff annually

Retention Period

Destroy 5 year(s) after cutoff

Additional Information

GAO Approval

Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
07/19/2016	Certify	Martin Hill	Program Management Office	Office of Information and Technology - Enterprise Records Service
09/27/2016	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/05/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/06/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/08/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist