Homeless and Special Needs Housing
Application Instructions
for
Virginia Homeless Solutions Program (VHSP)
and
Housing Opportunities for Persons With AIDs
Funding

Funding Years
July 1, 2018 to June 30, 2019
July 1, 2019 to June 30, 2020

Due Date: March 30, 2018

EQUAL HOUSING
OPPORTUNITY

Homeless and Special Needs Housing Application
The Homeless and Special Needs Housing (HSNH) application is a community-based application for the Virginia Homeless Solutions Program (VHSP) and Housing Opportunities for Persons With AIDS (HOPWA) funding and provides the collaborative framework for the Housing Trust Fund (HTF) portion of the application intended to be released later in 2018.

Funding Levels
Approximately $17 million dollars (based on anticipated funding levels) funded through HSNH.

The amount of funding received within any continuum of care (CoC) or local planning group (LPG) is based on available funds and the application score that reflects the following:

- Local need;
- Alignment of the approach with state and federal goals;
- Alignment of proposed activities with state goals;
- Local coordination;
- Community and provider capacity; and
- Performance outcomes.

Though applications are CoC/LPG-based, grants are made directly to specific organizations for eligible homeless service programs. There is a minimum contract request amount of $25,000 per grantee; however, DHCD reserves the right to enter into contracts with grantees for less than $25,000.

Match Requirement
Virginia Homeless Solutions Program funds require a 25 percent match based on the total amount of funds allocated to the CoC/LPG, excluding HOPWA funding. This match requirement may be met at the community and/or grantee level, allowing communities to use programs or services funded by local and private resources as a match for this funding. The match must be used to meet the VHSP goals: to reduce the number of persons who become homeless, to shorten the length of time persons are homeless, and to reduce the number of persons that return to homelessness. Match must be received and expended within the grant year and may not be used to meet multiple match requirements.

Application Submission
The HSNH application must be submitted by the CoC/LPG through DHCD's Centralized Application and Management System (CAMS). Applicants must follow all instructions for submission. Applications will be reviewed and evaluated as submitted. Incomplete applications will negatively affect the final score.

In order to apply for funding, an applicant organization (the CoC/LPG lead organization) must have a registered CAMS organizational profile. Once an organization has an approved profile, individual users may be given access to CAMS by the organization's profile manager.

The Balance of State CoC local planning groups will be applying as local CoCs. In these cases, the lead organization for each planning group will submit the application for HSNH funding.

Applications may be submitted any time prior to the deadline. All applications must be submitted in CAMS prior to 11:59 PM March 30, 2018. DHCD staff will be available for technical assistance during normal business hours (Monday through Friday, 8:30am-5pm). Once an application is submitted, CAMS will send the applicant an email notification to confirm receipt.

Project Information
The applicant must log into CAMS, select the Homeless and Special Needs Housing Application, and apply. When the applicant clicks on Apply, the system will ask for a Project Name. The applicant should enter the name of the CoC/LPG as the project name. Once the applicant clicks Continue, the project name cannot be edited. At this point CAMS will give the application a system-generated Application ID number.
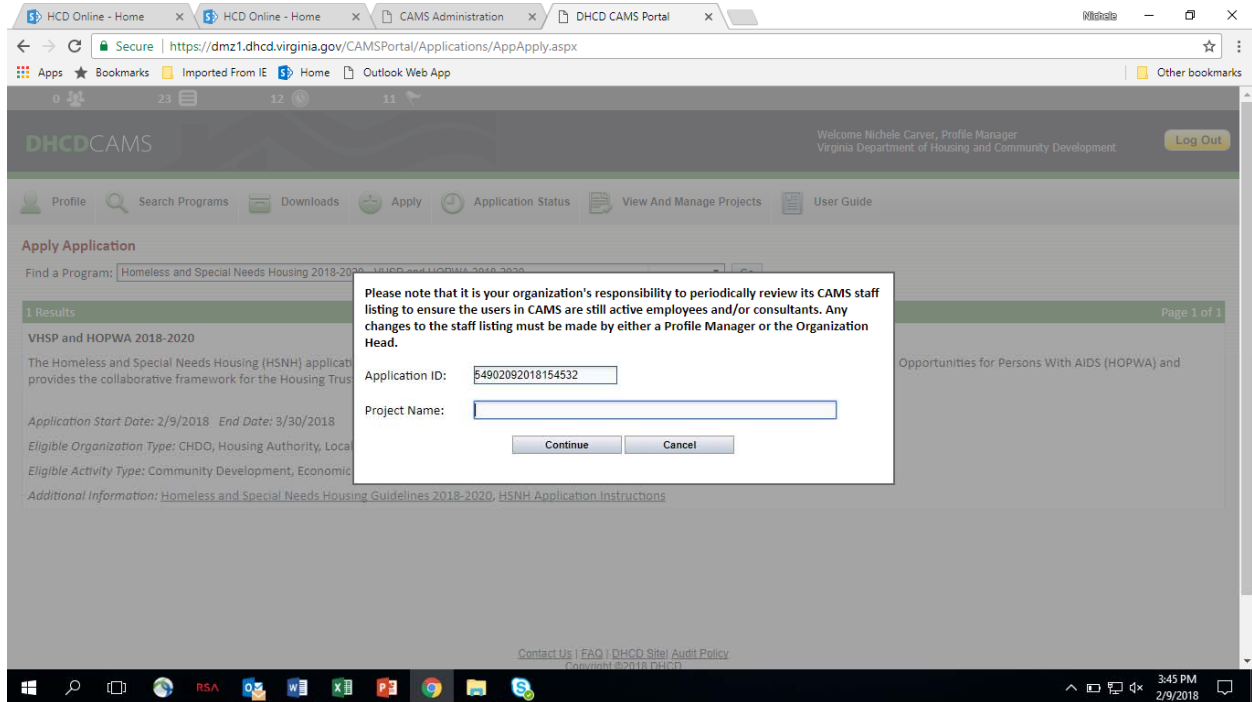
Select Continue and CAMS will take the applicant to the Project Information tab. On the project information tab, the Organization Name will be pre-populated based on the organization's (CoC/LPG lead organization) profile. Any errors or needed updates to the organizational profile must be made by the individual who is set up as a profile manager for the organization.

On the project information tab, enter the Project Primary Contact information of the individual DHCD should contact with questions regarding the application.

For Place of Primary Performance, enter the location of the lead organization. The Primary Service Area is the locality(s) that are included in the CoC/LPG.

At this point, the page will display a 'Print' option at the top right-hand corner. The 'Print' function will produce a PDF that can be printed or saved. This will display any information previously entered and saved in the application.

Helpful Tip: To print an application that will display all the questions, go into the "Narrative Information" tab and enter "NA" into each text box. This will allow you to have a copy of the application including all the narrative questions to work on outside of CAMS.

Project Budget

The application will advance to the project budget section. The applicant must enter the total amount of funds being requested for all proposed grantees for each eligible activity category:

- Outreach
- Emergency Shelter Operations
- Centralized or Coordinated Assessment/Entry
- Targeted Prevention
- Rapid Re-housing
- CoC Planning
- HMIS
- Administrative costs
- HOPWA

Requests are limited to no more than 3 percent for administration, 5 percent for HMIS, and 7 percent for CoC planning of the total base funding amount. The base funding includes outreach, emergency shelter operations, rapid re-housing, targeted prevention, and centralized or coordinated assessment/entry.

Narrative Information

The applicant will then be advanced to the narrative questions. Text boxes have an approximately 6,000-character limit. DHCD suggests that applicants work in a word processor software and copy and paste into the CAMS text boxes. Word processors allow an applicant to check the spelling and size of the text prior to copying and saving in CAMS. Be aware that there is a timeout feature in CAMS. Applicants will be logged out after 55 minutes of inactivity. DHCD recommends that applicants save frequently to ensure no information is lost. The narrative questions are located on the following page for the applicant's reference. Once the narrative information is complete, applicants should print the questions by clicking the <u>Print</u> tab at the top of the page and review the document for completeness and accuracy. The applicant is able to edit this information up until the time the application is submitted.

The CAMS text box in this section will only accommodate text responses. Graphs, tables, and charts will appear as text only. The applicant may use the CAMS attachment section to provide any supplement to the narrative text boxes.

HSNH Application Narrative

Part 1: Emergency Crisis Response System
- Summarize the funding request. The summary must specifically list the CoC/LPG's total request for each budget/activity category. For each proposed grantee, list the funding request for each budget/activity category and activities to be provided. If this request represents a community-wide ten percent difference (greater or lesser) over current VHSP and HOPWA funding, please explain.
- Provide the anticipated source(s) of match funding by agency to ensure the community match requirement is met.
- Describe the process used by the CoC/LPG to determine the service providers and funding request as well as the process for making adjustments as needed.
- Do any service providers within the CoC receive allocations of Emergency Solutions Grant (ESG) funding that are administered locally (not by DHCD)? If yes, list the service providers, funding activity categories, amounts, and ESG source as well as the coordination of these activities at the CoC/LPG level.
- Describe the process used by the CoC/LPG to engage stakeholders. Examples include DSS, CSBs, persons currently or formerly experiencing homelessness, jails, schools, etc.
- Describe the local coordinated assessment/entry system (please list specific tools and/or best practices that will be used). Provide instructions for accessing your CoC/LPG centralized or coordinated assessment/entry system. These instructions must provide appropriate access to your centralized/coordinated assessment/entry system to ensure that all referrals from DHCD, other communities, and providers link to the local system. This must include clear and appropriate method for individuals and families to access initial intake, evaluation, and services. *A Homeless Services Flow Chart is a required attachment (each proposed grantee and sub-grantee must be depicted in the flow chart).*
- Describe the local need in the CoC/LPG service area. Be sure to include local data that demonstrates the gap and/or demand in homeless services. Identify how the proposal will address these needs.
- How is the CoC/LPG using HMIS data and community-level homeless data in project design, to make changes, and inform decisions? Detail how data is used to prevent homelessness, shorten the length of homelessness, and prevent recidivism. In addition, explain how the CoC/LPG is using data from non-HMIS users.
- Describe your system's performance and outcomes in reducing the number of households entering the homeless assistance system, reducing the length of shelter stays, and reducing the number of households returning to homelessness.

Part II: Virginia Homeless Solutions Program (VHSP)
- Provide the anticipated number of households served (July 1, 2018 – June 30, 2019) in the community (CoC/LPG) by activity type (outreach, shelter, rapid re-housing, and prevention). The numbers served must be based on the spending plan and all anticipated resources.
- Provide the average cost to serve a household based on the anticipated number of households served (July 1, 2018 – June 30, 2019) in the community (CoC/LPG) by activity type (shelter, rapid re-housing, and prevention). The numbers served must be based on the spending plan and all anticipated resources.
- Describe how the CoC or LPG is meeting the requirement of reducing barriers to homeless services programs and the specific barriers that have been reduced. Additionally, describe in detail how the CoC/LPG will meet the Prohibition Against Involuntary Family Separation and Equal Access and Prohibited Inquiries requirements.
- Describe the prioritization process for targeted prevention.

- Describe the prioritization process for rapid re-housing.
- What systems are in place to ensure that households experiencing homelessness are quickly moved into permanent housing and remain stably housed?
- How does the CoC/LPG assist program participants in locating housing? If the CoC/LPG has a Housing Locator, describe the job duties of this position(s).
- How will the CoC/LPG leverage mainstream resources? Provide program and community level examples.
- Provide evidence of the organizational capacity of each proposed grantee to include governance, leadership, experience, and financial management.
- Provide a description of the program staff capacity to include experience, training, and staff to program participant ratio.
- Outreach: list the proposed grantee(s)/sub-grantee(s), the eligible activities to be provided by the proposed grantee, and how each will coordinate these activities on a CoC/LPG level.
- Targeted Prevention: list the proposed grantee(s)/sub-grantee(s), the eligible activities to be provided by the proposed grantee, and how each will coordinate these activities on a CoC/LPG level.
- Emergency Shelter Operations: list the proposed grantee(s)/sub-grantee(s), the eligible activities to be provided by the proposed grantee, and how each will coordinate these activities on a CoC/LPG level.
- Rapid Re-housing: list the proposed grantee(s)/sub-grantee(s), the eligible activities to be provided by the proposed grantee, and how each will coordinate these activities on a CoC/LPG level.
- Centralized or Coordinated Assessment/Entry System: list the proposed grantee(s)/sub-grantee(s), the eligible activities to be provided by the proposed grantee, and how each will coordinate these activities on a CoC/LPG level.
- CoC Planning: list the proposed grantee(s)/sub-grantee(s), the eligible activities to be provided by the proposed grantee, and how each will coordinate these activities on a CoC/LPG level.
- HMIS: list the proposed grantee(s)/sub-grantee(s), the eligible activities to be provided by the proposed grantee, and how each will coordinate these activities on a CoC/LPG level.

Part III: Housing Opportunities for Persons With AIDS (HOPWA)
- How are HOPWA services coordinated with the CoC/LPG?
- HOPWA: list the proposed grantee(s), the eligible activities to be provided by the proposed grantee, and how each will coordinate these activities on a CoC/LPG level.
- What safeguards or provisions are in place to protect clients' HIV/AIDS statuses from landlords and other third parties?
- Describe how clients are connected with community resources and which community resources will be leveraged for the HOPWA program.
- How is data being used to inform program design?

Part IV: Virginia Housing Trust Fund: Homeless Reduction Grant
- Intended release later in 2018
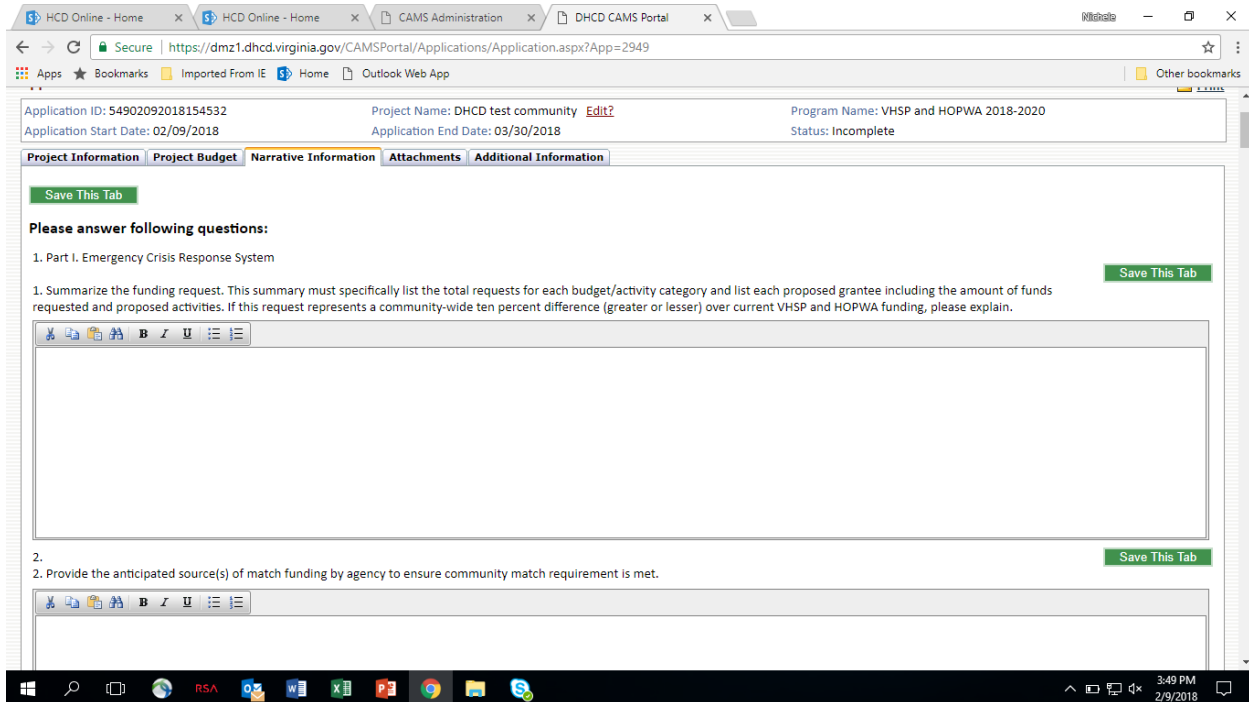
Attachments

Attachments are required for this application. For some, a DHCD-provided template must be used. The Spending Plan is an example where the applicant will be required to download the template, complete, and upload the completed template. All attachments are listed on the attachments tab in CAMS. The attachments with required templates have a link next to the name of the attachment and instructions to download.

Other attachments do not require DHCD templates. The CoC or LPG charter/by-laws is an example of an attachment that will not require a DHCD template. In these cases, the applicant will upload an electronic version of the document.

| Required Application Attachments	
Name of Attachment	**Requirement**
Spending Plan	DHCD template
CoC Certification and Assurances	DHCD template; required for all CoCs/LPGs
Organizational Certification and Assurances	DHCD template; required for all grantees included in the proposed HSNH year one request
HSNH Year One Request (by grantee and activity)	DHCD template
Community Metrics (agency-specific data is required for each proposed emergency shelter operations grantee)	DHCD template; data must be identifiable by proposed grantee name. (July 1, 2017 – January 31, 2018)
CoC Level Policies and Procedures/Service Standards (including Coordinated Entry)	Applicant document(s)
CoC/LPG Governance Charter/By-laws	Applicant document
CoC/LPG HMIS Policies and Procedures	Applicant document
Job Descriptions (case managers and housing	Applicant document; required for all grantees

locator positions)	included in the HSNH year one request
Homeless Services Flow Chart	Applicant document
Board of Director Listing	Applicant document; required for all non-profit grantees included in the HSNH year one request
MOU(s) (if applicable)	Applicant document(s)
Additional Attachments	Applicant additional attachments

In some cases, CAMS will provide for only one attachment, such as MOUs. This will require that the applicant save multiple sources of documentation as one document to upload or to submit multiple documents as a zip file.
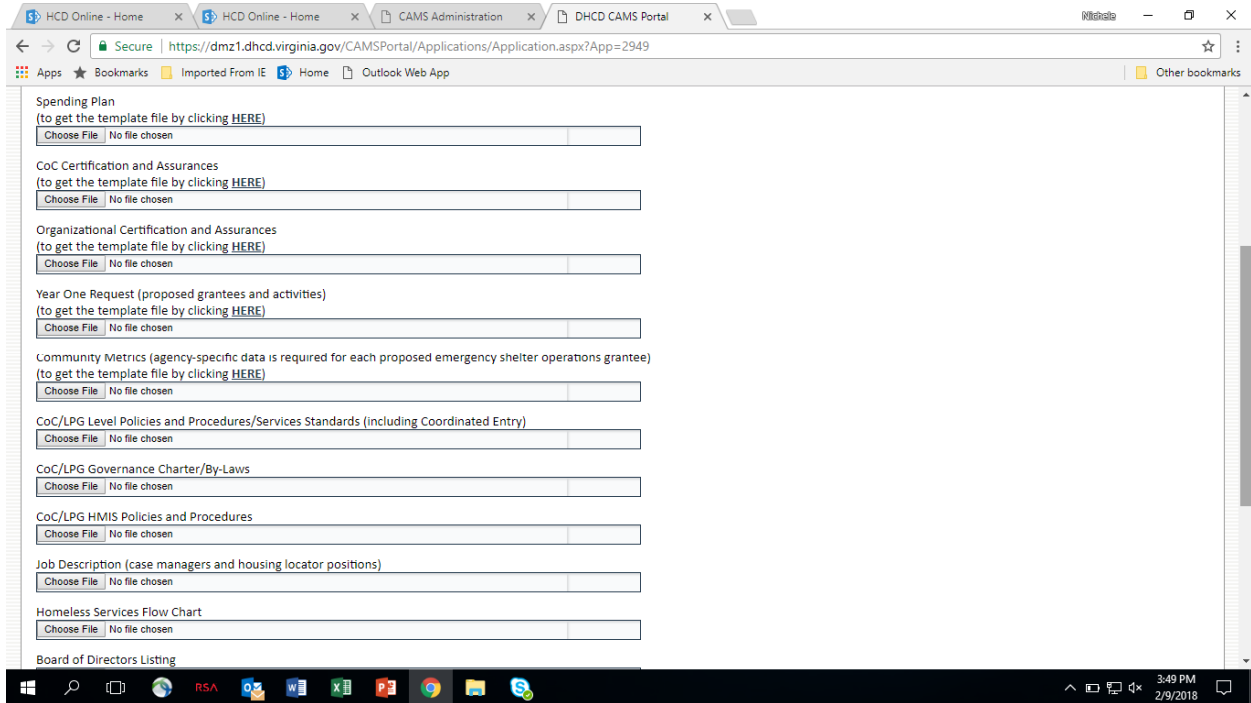
Additional Information

The <u>Additional Information</u> tab allows the applicant to provide additional information not previously requested in the other sections of the application.
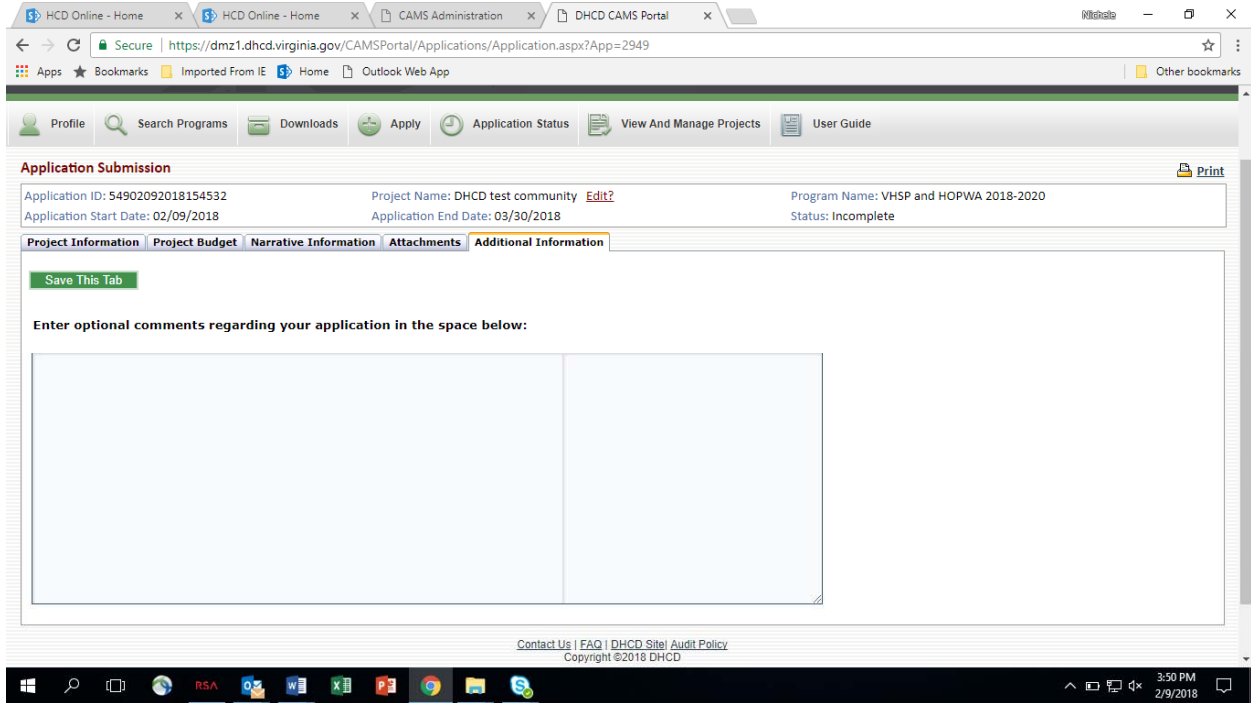
Application Status

Applicants may allow multiple users to edit and review application materials. Applicants are fully responsible for controlling security access to CAMS when the application is submitted to DHCD.

Once the applicant begins work on the application CAMS will save the application as <u>Incomplete</u>. The applicant may return repeatedly to CAMS to work on this application. Please be sure all work on the application is saved in CAMS. The application will remain as an incomplete application until the applicant chooses to submit the application. Once the application is submitted the status will change from Incomplete to <u>Pending</u>.

DHCD Review Process
DHCD conducts panel reviews of all CoC and LPG applications submitted through CAMS.

Applications must score 60 points out of a possible 100 to be considered for funding. All funding requests must be justified by the application. Scoring criteria are as follows:

> ➢ Need – 25 points
> ➢ Approach – 25 points
> ➢ Local Coordination – 25 points
> ➢ Capacity – 25 points

Applications will be reviewed and evaluated as submitted. Incomplete applications will negatively affect the final score.

DHCD reserves the right to fund CoCs and LPGs scoring below the 60-point threshold to ensure statewide access to HSNH funding. In such cases, funding may be contingent upon CoC/LPG and grantee participation in DHCD technical assistance site visits and training.

Grantees with unresolved findings from a previous DHCD monitoring, audit findings, or other compliance issues may not be eligible for a funding commitment.

Actual funding will be based on the following:
- Requested amount (total request and spending plan)
- Available funds
- Application score
- Local need
- Performance outcomes data
- Alignment with state and federal strategies
- Approach (proposed grantees, activities)
- Organizational capacity

Applications will be scored lower if ineligible activities or activities that are not aligned with state and federal goals to prevent and end homelessness are proposed. Lower scores will impact actual funding levels. Requests will be reduced based on available funding, ineligible activities, activities not in alignment with state and federal goals, and/or where proposed grantees are either ineligible or lack the capacity to carry out proposed activities. DHCD anticipates negotiations with each CoC or local planning group in order to make needed adjustments to proposed activities and budgets.

How to Apply - Webinars
DHCD will review application instructions during the "How to Apply" webinars to be held on:

Wednesday, February 14 (1:00 PM to 3:00 PM)

Thursday, February 15 (10:00 AM to 12:00 PM)

Questions
Contact Nichele Carver at (804) 371-7113 or nichele.carver@dhcd.virginia.gov