



## **Virginia Homeless Solutions Program Application Instructions**

### **Funding Years**

**July 1, 2016 to June 30, 2017**

**July 1, 2017 to June 30, 2018**

**Due Date: March 31, 2016**



### Funding Levels

Approximately \$15.9 million dollars (based on anticipated funding levels) in Virginia Homeless Solutions Program (VHSP) funds will be allocated through a community-based application process.

The amount of funding received within any CoC/local planning group is based on the following:

- Application score;
- Local spending plan;
- Local need;
- Alignment of the approach with state and federal goals;
- Alignment of proposed activities with state goals; and
- Available funds.

While applications are CoC or local planning group-based, grants are to specific organizations for eligible homeless service and prevention programs. Note there is a minimum contract amount of \$25,000 per grantee. DHCD will not enter into contracts with grantees for less than \$25,000. See Eligible Activities for more details.

### Match Requirement

Virginia Homeless Solutions Program funds require a 25 percent match. This is based on the total amount of funds allocated to the local CoC or planning group, excluding HOPWA funding. Note that this match requirement may be met at the community and/or grantee level. This allows 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 application for VHSP must be submitted by the Continuum of Care (CoC) or Balance of State local planning group through DHCD's [Centralized Application and Management System \(CAMS\)](#). Applicants should carefully follow all instructions for submission. Applications submitted with incorrect or missing information will be reviewed "as is."

## Application Instructions

An applicant organization (the CoC or local planning group lead organization) must have a registered CAMS organizational profile in order to apply for funding through this process. Once an organization has an approved profile, individual users may be given access to CAMS by the organization's profile manager.

Please note that 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 Virginia Homeless Solution Program funding.

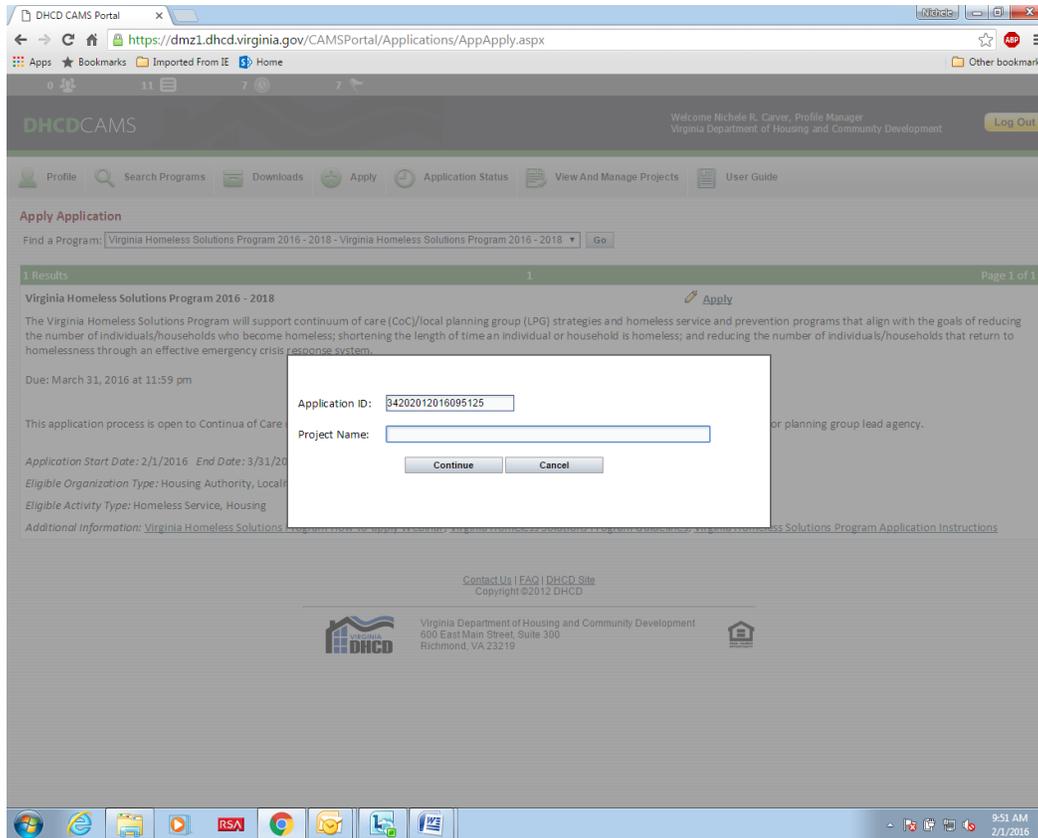
Applications may be submitted any time prior to the deadline. All applications must be submitted in CAMS prior to 11:59 PM March 31, 2016. Note that DHCD staff will be available for technical assistance during normal business hours and will not be available after 5:00 PM.

CAMS will send the applicant an email notification when an application has been submitted and received.

### **Project Information**

The applicant must log in to CAMS, select the Virginia Homeless Solution Program 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 local CoC or planning group 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.

## Application Instructions



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 lead organization) profile. Please note, any errors or needed updates to the organizational profile must be made by the individual who is set up as a profile manager for your organization.

On the project information tab, the applicant must enter the Project Primary Contact information. This is the name and contact information of the individual DHCD should contact with questions about the Virginia Homeless Solution Program application.

For Place of Primary Performance please enter the location of the lead organization. The Primary Service Area is the locality or localities that are included in the CoC.

Please note that 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 have any information that you have entered and saved in the application.

*Helpful Tip: To print an application that will display all the questions simply 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 from outside of CAMS.*

## Application Instructions

The screenshot shows a web browser window displaying the DHCD CAMS Portal. The URL is <https://dmz1.dhcd.virginia.gov/CAMSPortal/Applications/Application.aspx?App=1926>. The page title is "Application Submission". The user is logged in as Michela R. Carver, Profile Manager, Virginia Department of Housing and Community Development. The application details are as follows:

Application ID: 34202012016094822	Project Name: DHCD test <a href="#">Edit?</a>	Program Name: Virginia Homeless Solutions Program 2016 - 2018
Application Start Date: 02/01/2016	Application End Date: 03/31/2016	Status: Incomplete

The page has several tabs: Project Information, Project Budget, Narrative Information, Attachments, and Additional Information. The "Project Information" tab is active. It contains a "Save This Tab" button and the following information:

**Project Information**  
Organization Name: Virginia Department of Housing and Community Development

**Project Primary Contact**

First Name*:	<input type="text"/>	Last Name*:	<input type="text"/>
Title*:	<input type="text"/>	Email*:	<input type="text"/>
Work Phone*:	<input type="text"/>		

**Project Location**

Address*:	<input type="text"/>	Zip Code*:	<input type="text"/> - <input type="text"/> <a href="#">Whats my +4?</a>
City*:	<input type="text"/>		

**Primary Service Area\***

Please select ALL localities that will be in your project's primary service area. Only one County, City or Town must be selected to save this page. Select the Add/Edit link to make changes. Selections will display below the County, City and Town sections. When selecting a County, it is not necessary to also select a Town that lies within that county. Consult the application information for this program for additional information.

County: <a href="#">Add/Edit County</a>	City: <a href="#">Add/Edit City</a>	Town: <a href="#">Add/Edit Town</a>
No County Selected.	No City Selected.	No Town Selected.

At the bottom of the page, there are links for "Contact Us", "FAQ", and "DHCD Site", along with the DHCD logo and address: Virginia Department of Housing and Community Development, 600 East Main Street, Suite 300, Richmond, VA 23219.

### 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:

- Shelter Operations
- Rapid Re-housing
- Veterans Rapid Re-housing
- Prevention/Diversion
- Centralized Assessment
- CoC Planning
- HMIS
- Administration
- HOPWA

## Application Instructions

Application ID: 34202012016094822 Project Name: DHCD test Application End Date: 03/31/2016 Program Name: Virginia Homeless Solutions Program 2016 - 2018 Application Start Date: 02/01/2016 Status: Incomplete

**Project Budget Information**  
Please enter your Total Request: \$ 0.00

Cost/Activity Category	DHCD Request	Other Funding	Total
Operations	\$0.00	\$0.00	\$0.00
Rapid Re-housing	\$0.00	\$0.00	\$0.00
Veteran's Rapid Re-housing	\$0.00	\$0.00	\$0.00
Prevention	\$0.00	\$0.00	\$0.00
Centralized/Coordinated Assessment	\$0.00	\$0.00	\$0.00
CoC Planning	\$0.00	\$0.00	\$0.00
HMIS	\$0.00	\$0.00	\$0.00
Administration	\$0.00	\$0.00	\$0.00
Homeless Services Subtotal	\$0.00	\$0.00	\$0.00
HOPWA	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Budget Narrative:

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. The base includes shelter operations, rapid re-housing, veteran rapid re-housing, prevention/diversion, and centralized or coordinated assessment/entry.

### Narrative Information

The applicant will then be advanced to the narrative questions. Please note that text boxes have an approximately 6,000 character limit. DHCD suggests that applicants work in Microsoft Word and copy and paste into the CAMS text boxes. Word allows an applicant to spell check and check the size of the text prior to copying and saving in the text box. 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 attached as an appendix to these instructions for the applicant's reference. Once the narrative information is complete, applicants should print the questions by clicking the Print 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 for review.

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

## Application Instructions

The screenshot displays the DHCD CAMS Portal interface. At the top, the browser address bar shows the URL: <https://dmz1.dhcd.virginia.gov/CAMSPortal/Applications/Application.aspx?App=1926>. The page title is "Application Submission".

Application details are listed below the title:

- Application ID: 34202012016094822
- Project Name: DHCD test [Edit?](#)
- Program Name: Virginia Homeless Solutions Program 2016 - 2018
- Application Start Date: 02/01/2016
- Application End Date: 03/31/2016
- Status: Incomplete

Navigation tabs include: Project Information, Project Budget, Narrative Information (selected), Attachments, and Additional Information. A "Save This Tab" button is visible above the main content area.

The main content area contains three numbered questions:

1. Summarize the funding request. This summary must specifically list the total requests for each budget/activity category and list each proposed grantee including the amount of funds requested and proposed activities. If this request represents a community-wide ten percent difference (greater or lesser) over current VHSP and HOPWA funding, please explain. [Save This Tab](#)
2. Provide the anticipated number of households served (July 1, 2016 – June 30, 2017) in the community (CoC or local planning group) by activity type (shelter, rapid re-housing, and prevention). The numbers served must be based on the spending plan and all anticipated resources. [Save This Tab](#)
3. Provide the average cost to serve a household based on the anticipated number of households served (July 1, 2016 – June 30, 2017) in the community (CoC or local planning group) by activity type (shelter, rapid re-housing, and prevention). The numbers served must be based on the spending plan and all anticipated resources. [Save This Tab](#)

Each question is followed by a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, and text color.

Please submit the following narrative responses in the CAMS application:

- Summarize the funding request. This summary must specifically list the total requests for each budget/activity category and list each proposed grantee including the amount of funds requested and proposed activities. If this request represents a community-wide ten percent difference (greater or lesser) over current VHSP and HOPWA funding, please explain.
- Provide the anticipated number of households served (July 1, 2016 – June 30, 2017) in the community (CoC or local planning group) by activity type (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, 2016 – June 30, 2017) in the community (CoC or local planning group) by activity type (shelter, rapid re-housing, and prevention). The numbers served must be based on the spending plan and all anticipated resources.

## Application Instructions

- Describe the process used by the CoC or local planning group 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 Solution 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 or local planning group level.
- Describe the process used by the CoC or local planning group to engage stakeholders. Examples include DSS, CSBs, persons currently or formerly experiencing homelessness, jails, schools, etc.
- Describe the local need in the CoC (local planning group) 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.
- 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 or local planning group centralized/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 with this application*
- Describe how the CoC or local planning group is addressing barriers. In addition, a detailed response is required for: large households of five or more children; LGBTQ households; two parent or single father households; and, persons with mobility limitations.
- How will the CoC or local planning group divert households seeking homeless services from homelessness? Include a description of the prioritization process.
- Does the CoC or local planning group have a housing locator? If so, describe the job duties of this position(s). If not, describe the process for locating housing for program participants.
- What systems are in place to ensure that households experiencing homelessness are moved quickly to permanent housing and remain stably housed?

## Application Instructions

- How is the CoC or local planning group using HMIS and HMIS data to prevent homelessness, shorten the length of homelessness, and prevent recidivism? In addition, explain how the CoC or local planning group is using data from non-HMIS users.
- How will the CoC or local planning group 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
- Shelter Operations: 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 or local planning group level.
- Rapid Re-Housing: 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 or local planning group level.
- Veteran Rapid Re-Housing: 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 or local planning group level.
- Prevention: 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 or local planning group level.
- Centralized/Coordinated Assessment/Entry System: 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 or local planning group level.
- CoC Planning: 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 or local planning group level.
- HMIS: 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 or local planning group level.

## Application Instructions

- 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 or local planning group level.

### 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 a 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 local planning group charter/by-laws is an example of an attachment that will not require a DHCD template. In these cases the applicant would upload an electronic version of the document.

<b>Required Application Attachments</b>	
<b><i>Name of Attachment</i></b>	<b><i>Requirement</i></b>
<u>Spending Plan</u>	DHCD template
<u>CoC Certification and Assurances</u>	DHCD template; required for all CoCs
<u>Grantee Certification and Assurances</u>	DHCD template; required for all grantees included in the proposed spending plan/VHSP year-one request
<u>VHSP 1 – Year Request (by grantee and activity)</u>	DHCD template
<u>CoC/LPG Governance Charter/By-laws</u>	Applicant document
<u>CoC/LPG HMIS Policies and Procedures</u>	Applicant document
<u>Job Descriptions: (case managers and housing locator positions)</u>	Applicant document; required for all grantees included in the VHSP year-one request
<u>M.O.U.(s) (if applicable)</u>	Applicant document(s)
<u>Homeless Services Flow Chart</u>	Applicant document
<u>CoC Level Policies and Procedures/Service Standards</u>	Applicant document(s)
<u>Board of Director Listing</u>	Applicant document; required for all non-profit grantees included in the VHSP year-one request
<u>Additional Attachments</u>	Applicant additional attachments

## Application Instructions

In some cases CAMS will provide for only one attachment, such as M.O.U.s. 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.

**VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**  
Partners for Better Communities

Project Management  
Admin Management  
Glossary

Programs | Applications | Attachment Templates Lyndsi Austin

**Application Setup**  
Select a Program: Virginia Homeless Solutions Program 2014 - 2016 To Subprogram

Project and Budget Info | Narrative Information | Attachments

**Enter Required Attachments** CLOSE X

**Project Information | Project Budget | Narrative Information | Attachments | Additional Information**

**UPLOAD ATTACHMENTS INSTRUCTION:**  
Please note that the VHSP 1-Year Request (by grantee and activity) and budget should be completed for a one year period.

Title 1:

Title 2:

Title 3:

Title 4:

Title 5:

Title 6:

Title 7:

Title 8:

Title 9:

Title 10:

Title 11:

Title 12:

Title 13:

Title 14:

Title 15:

Title 16:

Title 17:

Title 18:

Title 19:

Title 20:

Upload Attachments Instruction:  
Please note that the VHSP 1-Year Request (by grantee and activity) and budget should be completed for a one year period.

Preview Save

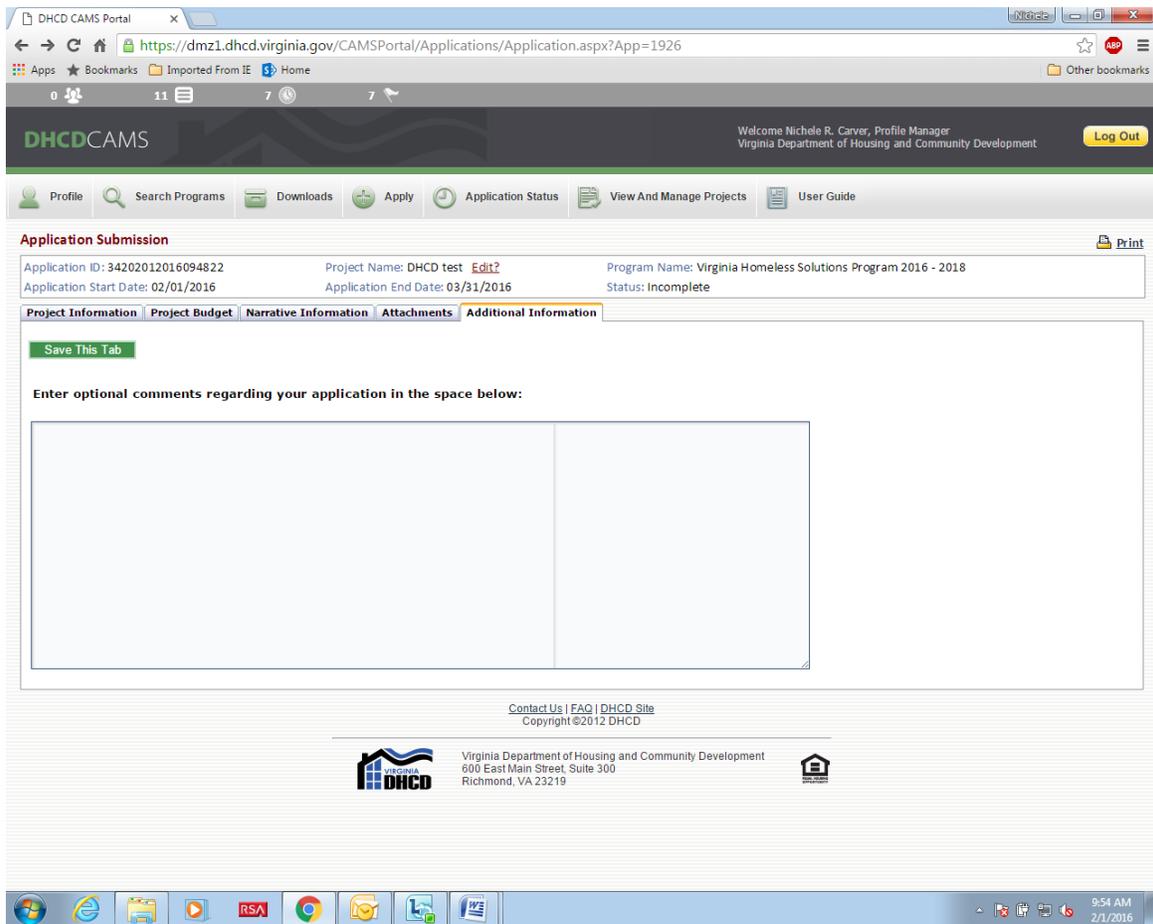
Copyright ©2014 DHCD

Local intranet | Protected Mode: Off 100%

## Application Instructions

### Additional Information

The Additional Information tab allows the applicant to provide additional information not previously requested in the other sections of the application.



The screenshot displays the DHCD CAMS Portal interface. The browser address bar shows the URL: <https://dmz1.dhcd.virginia.gov/CAMSPortal/Applications/Application.aspx?App=1926>. The user is logged in as Nichele R. Carver, Profile Manager, with a 'Log Out' button. The navigation menu includes Profile, Search Programs, Downloads, Apply, Application Status, View And Manage Projects, and User Guide. The main content area is titled 'Application Submission' and shows details for Application ID: 34202012016094822, Project Name: DHCD test, Program Name: Virginia Homeless Solutions Program 2016 - 2018, Application Start Date: 02/01/2016, Application End Date: 03/31/2016, and Status: Incomplete. The 'Additional Information' tab is selected, and a large text area is provided for entering optional comments regarding the application. The footer includes contact information for the Virginia Department of Housing and Community Development (DHCD) and the date 9:54 AM 2/1/2016.

### 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 Incomplete. 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 Pending.

### DHCD Review Process

## Application Instructions

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

DHCD conducts panel reviews of all CoC or local planning group 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 receive up to five bonus points for a completed System Wide Analytics and Projections (SWAP) tool, formerly known as the BYC and SPP.

Note that DHCD reserves the right to fund CoCs and local planning groups scoring below the 60 point threshold to ensure statewide access to VHSP. In such cases funding may be contingent upon CoC and grantee participation in DHCD technical assistance site visits and training.

Actual funding will be based on the following:

- Requested amount (total request and spending plan)
- Available funds
- Application score
- Local need
- Alignment with state and federal strategies
- Approach (proposed grantees, activities, and organizational capacity)

Applications will be scored lower if ineligible activities or activities that are not aligned with state and federal goals to prevent and reduce homelessness are proposed. Lower scores will impact actual funding levels. Requests will be reduced based on available funding, ineligible activities, where activities are 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.

## Application Instructions

### How to Apply - Webinars

DHCD will review application instructions during the “How to Apply” webinars to be held on:

Monday, February 8 (2:00 PM to 4:00 PM)

Tuesday, February 9 (10:00 AM to 12:00 PM)

### Questions

Contact Nichele Carver at 804-371-7113 or [nichele.carver@dhcd.virginia.gov](mailto:nichele.carver@dhcd.virginia.gov)

### Resources

[Virginia Homeless Solutions Program Guidelines](#)

[HUD Exchange](#)

[National Alliance to End Homelessness](#)