



# Virginia Homeless Solutions Program (VHSP)

## How to Apply Webinars

Wednesday, March 5, 2014

10:00 AM

and

Thursday, March 6, 2014

2:00 PM



# To access webinar audio

Call-in toll free number 1-8668425779

Conference Code: 804 371 7100



# Accessing the VHSP Application Instructions and Guidelines

Go to the DHCD website [www.dhcd.virginia.gov](http://www.dhcd.virginia.gov)

Click on the CAMS System Link in the upper right corner

Click Search Programs

Click the dropdown arrow for By Program Name

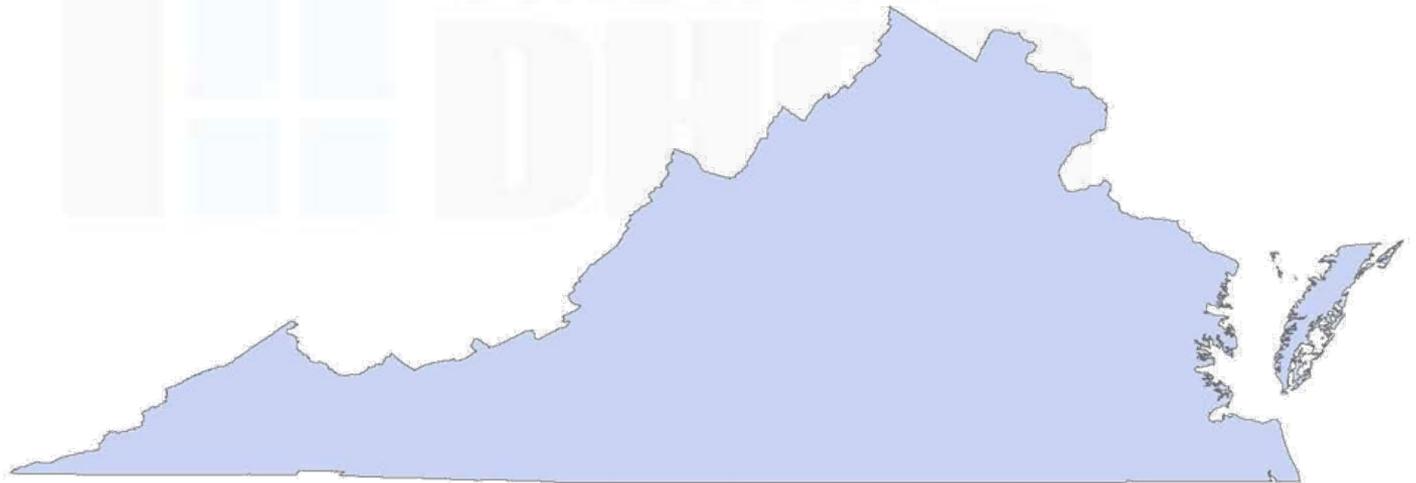
Select Virginia Homeless Solutions Program

Then click Go

The application instructions and guidelines are located at the bottom of the webpage



**The Virginia Homeless Solutions Program is a community-based systems approach to preventing and ending homelessness throughout the Commonwealth**





- **State Policy**
- **Federal Requirements**
- **Goals:**
  - **To reduce the length of homelessness**
  - **To reduce the number of new cases of homelessness**
  - **To reduce the number of individuals returning to homelessness**





# VHSP Funding

<b>Funding Sources (approximate annual amounts)</b>		
<i>Name</i>	<i>Source</i>	<i>Amount</i>
<b>Emergency Solutions Grant</b>	<b>Federal -HUD</b>	<b>\$2,391,983</b>
<b>State General Funds - Child Services Coordination Grant</b>	<b>Virginia</b>	<b>\$330,453</b>
<b>State General Funds - Homeless Assistance</b>	<b>Virginia</b>	<b>\$7,901,820 (including \$500,000 for Rapid Re-Housing)</b>
<b>State General Funds - Homeless Prevention</b>	<b>Virginia</b>	<b>\$4,050,000</b>
<b>Housing Opportunities for Person with AIDS/HIV (HOPWA)*</b>	<b>Federal -HUD</b>	<b>\$696,044</b>
<b>TOTAL</b>		<b>\$15,370,300</b>



# Eligible Applicants

The lead CoC or BoS local planning group organization is the only eligible applicant

The lead organization must have a registered CAMS organizational profile in order to apply for funding through this process





# Eligible Grantees

**Non-profit organizations  
(current on 990 filings)**

**Units of local government**

**Housing authorities\***

**Planning District Commissions\***

*\* excludes shelter operations and rapid re-housing*



# Eligible Grantees

**These are the organizations that DHCD contracts with for the provision of eligible activities**

**The identified organizations must meet DHCD eligibility requirements**

**These organizations must also be identified in the VHSP Year 1 Request (required attachment)**





# Eligible Grantees

**All proposed grantees must be registered in DHCD's Centralized Application Management System (CAMS) and have submitted their current annual audit or as applicable their reviewed financial statement through CAMS**

**Proposed grantees without current financial documents in CAMS (within 90 days of the fiscal year end) will not be considered for funding**



# Eligible Grantees

**Grantees with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues are not eligible to receive funding**

*See page 6 of the VHSP guidelines for the full listing of grantee requirements*



# Eligible Grantees Categories

- **Service Providers**
- **Service Coordinator**
- **Fiscal Agent**



# Service Providers

**These are the individual organizations identified in the application VHSP year one request (required attachment). These are the organizations providing the eligible activities. This would also include an HMIS administrator, if applicable.**



# Service Coordinator

**One or more service providers may collaborate to provide specific services. In this case, DHCD contracts with the service coordinator. The service coordinator is a service provider in the collaboration. The application must clearly explain how the service providers will work together.**

- Written agreements/MOUs required and must be attached**
- The service coordinator assumes full responsibility for meeting all HMIS reporting, record keeping, spending, and other program requirements, including monitoring**



# Fiscal Agent

**The organization does not directly provide any services covered by the DHCD contract. However, all remittances, documentation requirements, and other program responsibilities must be maintained by the fiscal agent.**

- Written agreements/MOUs required and must be attached
- The fiscal agent assumes full responsibility for meeting all HMIS reporting, record keeping, spending, and other program requirements, including monitoring

**Role is limited to organizations with demonstrated capacity**



# Grant Agreements

**DHCD will enter into a contractual agreement for the provision of eligible activities with eligible grantees**

**DHCD will enter into written agreements specifying CoC requirements with each CoC or BoS local planning group**



# Funding

VHSP funding will be administered based on a two year funding cycle

DHCD will issue **one-year (July 1, 2014 - June 30, 2015)** grant agreements as a result of an application process

Grant agreements will be renewable based on **performance, compliance and available funds** for a second year of funding (July 1, 2015 – June 30, 2016)

The VHSP application proposed budget and the VHSP Year 1 Request (required attachment) is for **one year** of funding



# Match Requirements

**VHSP funds require a 25 percent match**

**Match is based on the total amount of funds allocated within the CoC or BoS local planning group, excluding HOPWA funding**

**Match requirement may be met at the community and/or grantee level**

***See page 5 of the VHSP guidelines for the full listing of match requirements***



# Documentation of Match

Match must be listed in the “Other Funding” column of the VHSP application proposed budget

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



# Eligible Activities

**Nine categories of eligible activities:**

**Shelter Operations**

**Rapid Re-Housing**

**Prevention**

**Child Services Coordination**

**Centralized/Coordinated Assessment System**

**CoC Planning**

**HMIS**

**Administrative Cost**

**HOPWA Assistance**

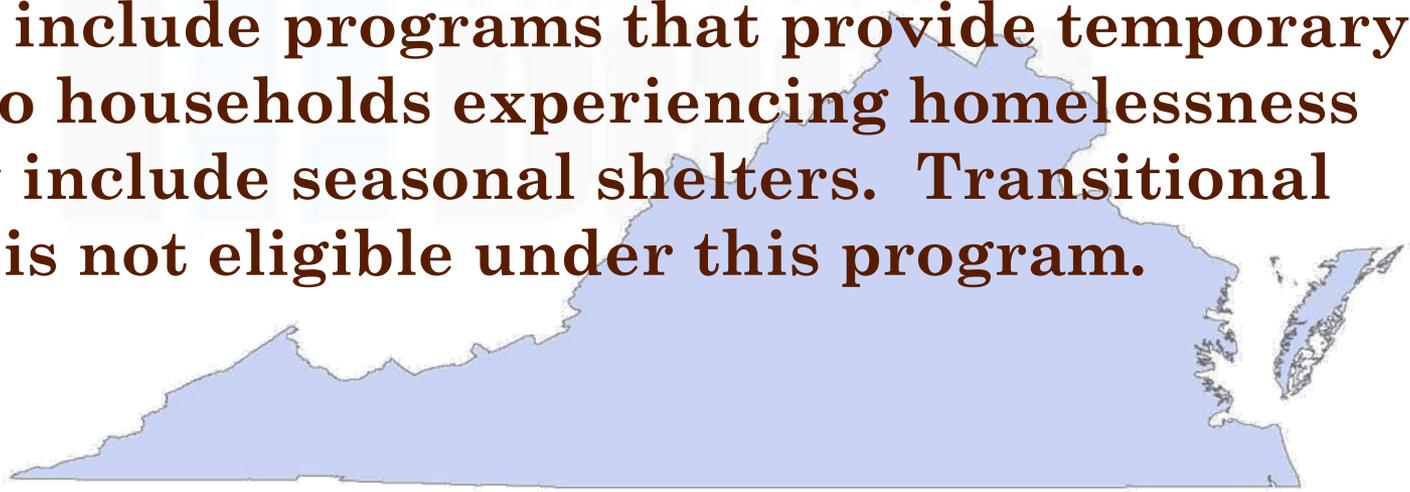




# Shelter Operations

**Shelter operations will support emergency shelter for households experiencing homelessness in Virginia.**

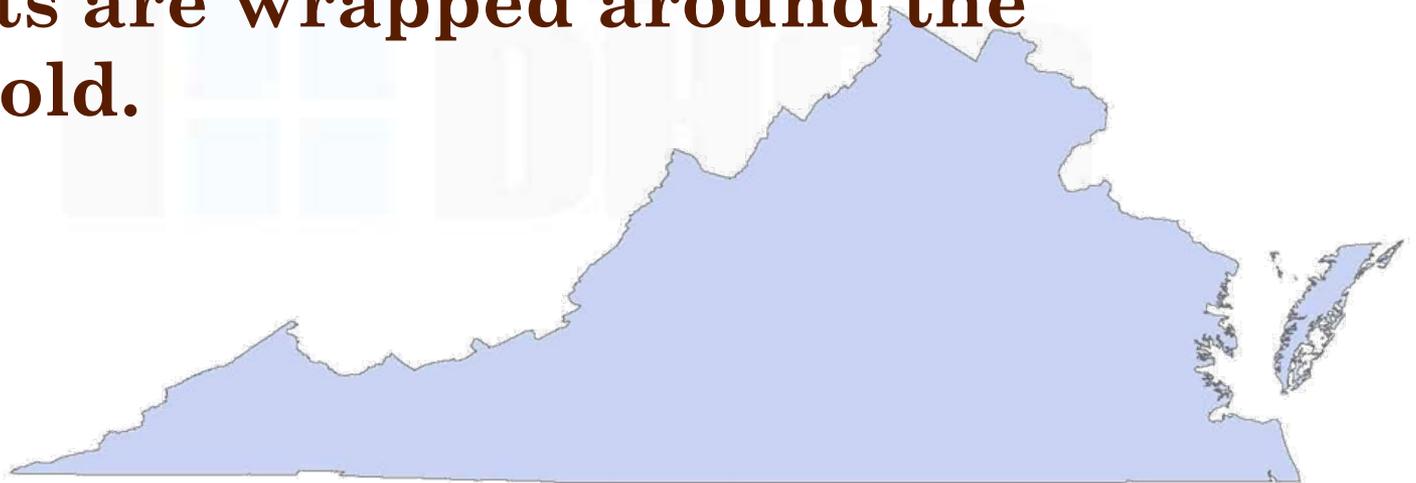
**Shelters include programs that provide temporary shelter to households experiencing homelessness and may include seasonal shelters. Transitional housing is not eligible under this program.**





# Rapid Re-housing

**Quickly moving individuals and families out of homelessness and into permanent housing ensuring that stabilization supports are wrapped around the household.**





# Prevention

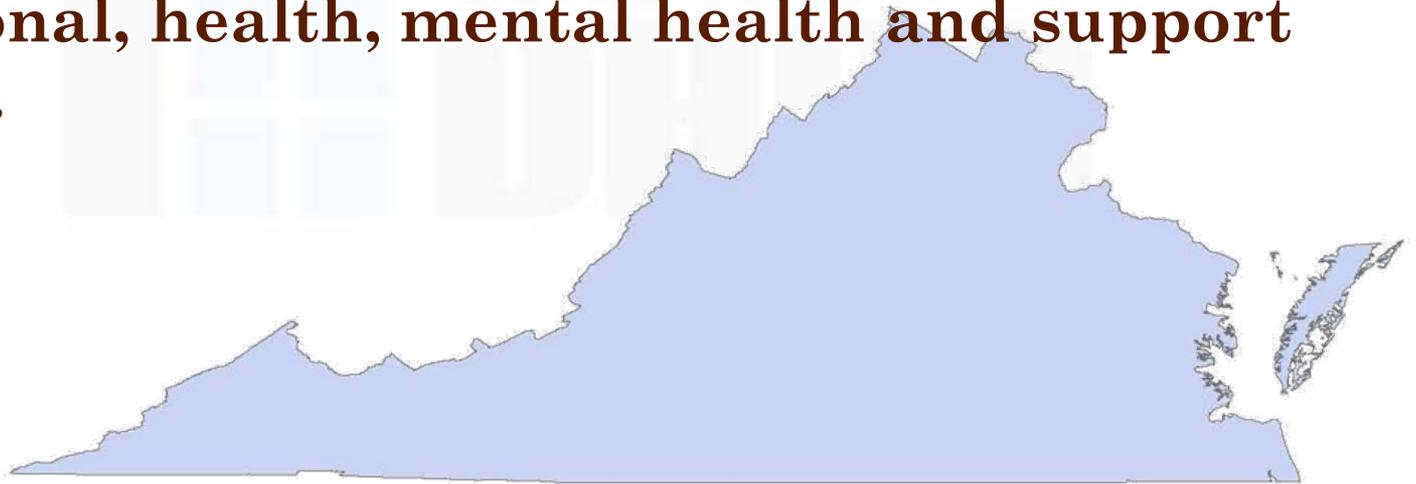
**Households would be diverted where possible from shelter. The centralized or coordinated assessment system must identify all households that are good candidates for prevention. These include individuals and households seeking shelter who are currently housed, though at imminent risk of homelessness.**





# Child Services Coordination

**A community-based system that provides for child services coordination targeted to homeless children. Children being served through homeless services programs in the Commonwealth should be effectively connected to the appropriate educational, health, mental health and support services.**





# Centralized/Coordinated Assessment System

**This funding will support activities that meet the following system standards:**

Provides coordinated program participant intakes, assessments, and referrals

Covers the entire CoC or local planning group geographic area

Provides easy access for individuals and families seeking housing or services

Provides a comprehensive and standardized assessment tool

Has written standards for determining program eligibility, prioritization, and level of assistance

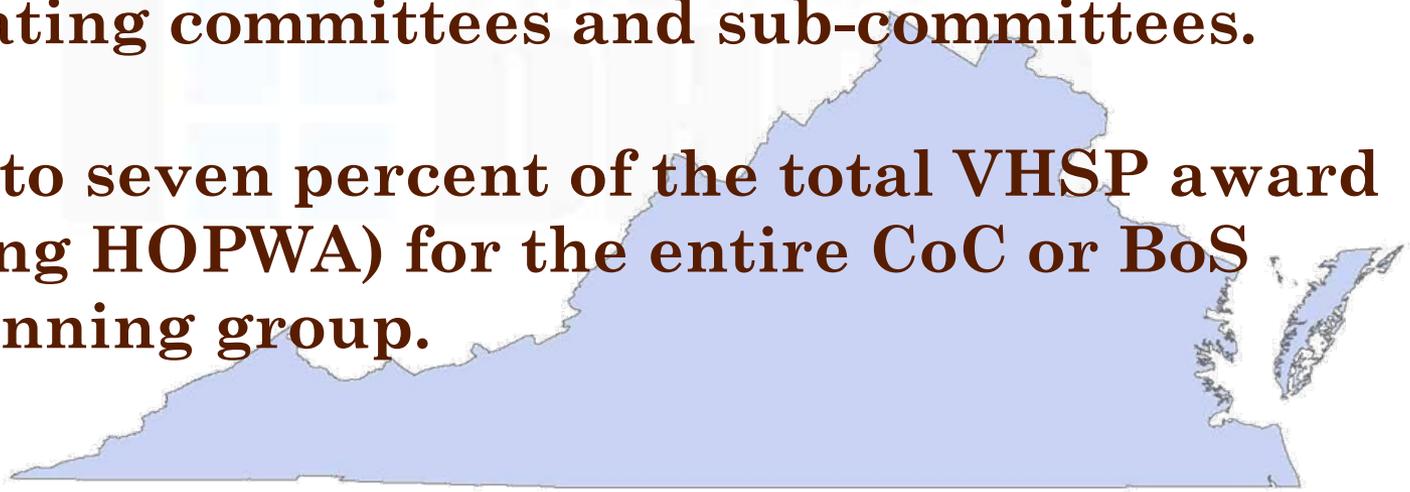
Conducts regular evaluations to determine overall system effectiveness for process improvement measures



# CoC Planning

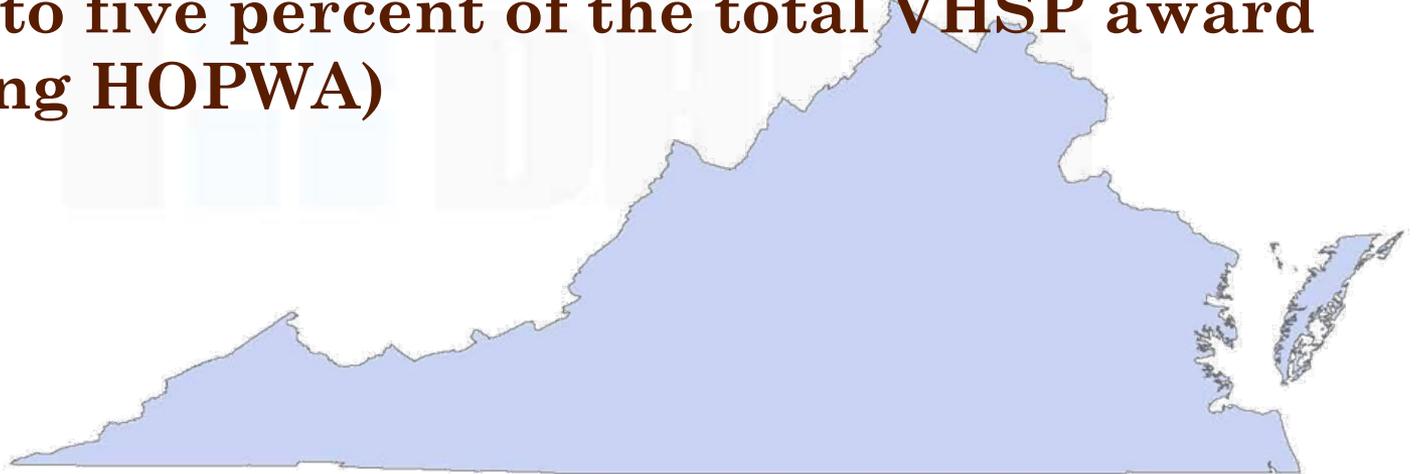
**CoC planning costs are limited to the CoC or BoS local planning group lead organizations. Eligible costs include the cost associated with completing CoC or BoS local planning group applications for funding and the costs associated with coordinating committees and sub-committees.**

**Limited to seven percent of the total VHSP award (excluding HOPWA) for the entire CoC or BoS local planning group.**



**Reasonable and appropriate costs associated with operating a HMIS for purposes of collecting and reporting data required under this program and analyzing patterns of use of funds are eligible**

**Limited to five percent of the total VHSP award (excluding HOPWA)**

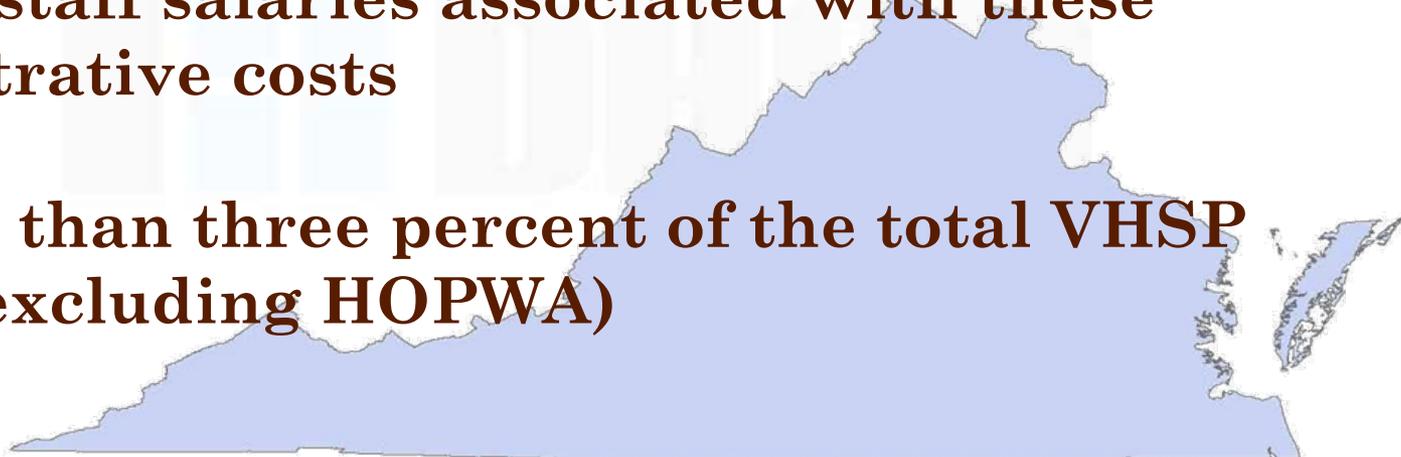




# Administrative Costs

**Administrative costs may include costs associated with accounting for the use of grant funds, preparing reports for submission to DHCD, obtaining program audits, similar costs related to administering the grant after the award, and grantee staff salaries associated with these administrative costs**

**No more than three percent of the total VHSP award (excluding HOPWA)**





# HOPWA Assistance

**The HOPWA program goals are to assist eligible households to maintain housing stability**

**Funds will be focused on direct housing assistance to those most in need and supportive services**

*\* Proof of HOPWA financial management training certification will be required prior to execution of the grant agreement*





# Funding Limitations

Cost/Activity Category	DHCD Request	Other Funding	Total
<input type="checkbox"/> Operations	\$0.00	\$0.00	\$0.00
Operations ▾	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$0.00
<input type="checkbox"/> Rapid Re-housing	\$0.00	\$0.00	\$0.00
Rapid Re-housing ▾	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$0.00
<input type="checkbox"/> Prevention	\$0.00	\$0.00	\$0.00
Prevention ▾	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$0.00
<input type="checkbox"/> Child Services Coordinating Costs	\$0.00	\$0.00	\$0.00
Child Services Coordinating Costs ▾	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$0.00
<input type="checkbox"/> Centralized/Coordinated Assessment	\$0.00	\$0.00	\$0.00
Centralized/Coordinated Assessment ▾	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$0.00
<input type="checkbox"/> CoC Planning	\$0.00	\$0.00	\$0.00
CoC Planning ▾	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$0.00
<input type="checkbox"/> HMIS	\$0.00	\$0.00	\$0.00
HMIS ▾	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$0.00
<input type="checkbox"/> Administration	\$0.00	\$0.00	\$0.00
Administration ▾	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$0.00
Homeless Services Subtotal	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> HOPWA	\$0.00	\$0.00	\$0.00
HOPWA ▾	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Lead agency only  
Max 7%

Max 5%

Max 3%

*Proposed budgets that don't adhere to the percentage limits could lose application points*



# Ineligible Activities

## Ineligible and Prohibited Activities

Grantee past due taxes

Grantee late fees

Repayment of loans from the program participant to the grantee

Return of utility or security deposits to the grantee not tracked as program income

Developing discharge planning programs in mainstream institutions

Charging Program or any other fees to the program participant

*This list is not exhaustive, please see page 29 of the VHSP guidelines for the full listing of ineligible activities*



# Other VHSP Requirements

Local CoC/Planning Group  
Point-in-Time Count Date  
Coordination

Prohibition Against  
Involuntary Family  
Separation

Discharge Coordination

Confidentiality Policy

Compliance with Fair Housing  
and Civil Rights Laws

Grievance Policy

Recordkeeping

Financial Management

Time sheets

HOPWA Financial

Management Training



# Other VHSP Requirements

Accounting Standards

Property Standards

Internal Controls

Nondiscrimination and  
Equal Opportunity  
Requirements

Organizational Conflicts of  
Interest

Affirmatively Furthering  
Fair Housing

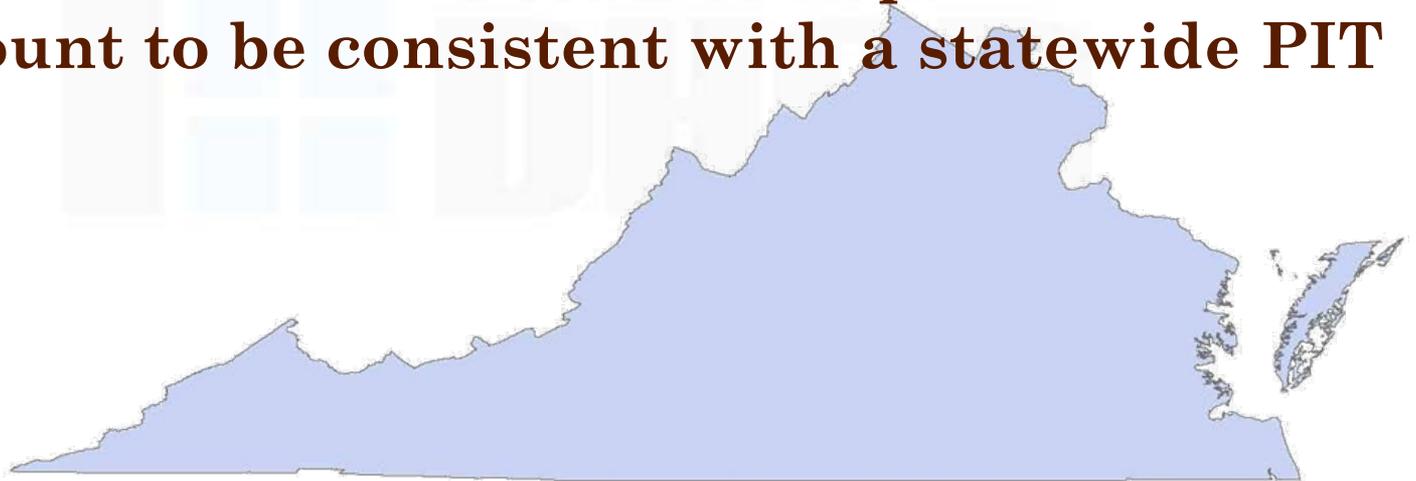
Individual Conflicts of  
Interest

*Please see page 30 of the VHSP guidelines for the other requirements section*



# CoC/Local Planning Group Point-in-Time Count Date Coordination

**All Virginia CoCs and local planning groups must coordinate the date of the annual point-in-time (PIT) count to be consistent with a statewide PIT date**





# Organizational Conflicts of Interest

**The provision of any type or amount of assistance may not be conditional on an individual's or family's acceptance or occupancy of housing owned by the grantee, the sub-grantee, a parent organization, or subsidiary.**

**Grantees/sub-grantees, parent organizations, or subsidiaries may not administer rapid re-housing or prevention assistance and use the assistance for households residing in units owned by the grantee/sub-grantee, parent organization, or subsidiary.**



# Individual Conflicts of Interest

**Applies to any person who is an employee, agent, consultant, officer, or elected or appointed official of the grantee or its sub-grantee.**

**For the procurement of goods and services, the grantee and/or its sub-grantee must comply with the agency code of conduct and conflict of interest policies.**

**Individuals may not both participate in decision-making related to determining eligibility and receive any financial benefit. This financial benefit may not be received by the specific individual, any member of his/her immediate family or a business interest. The restriction applies throughout tenure in the position and for a one-year period following tenure.**

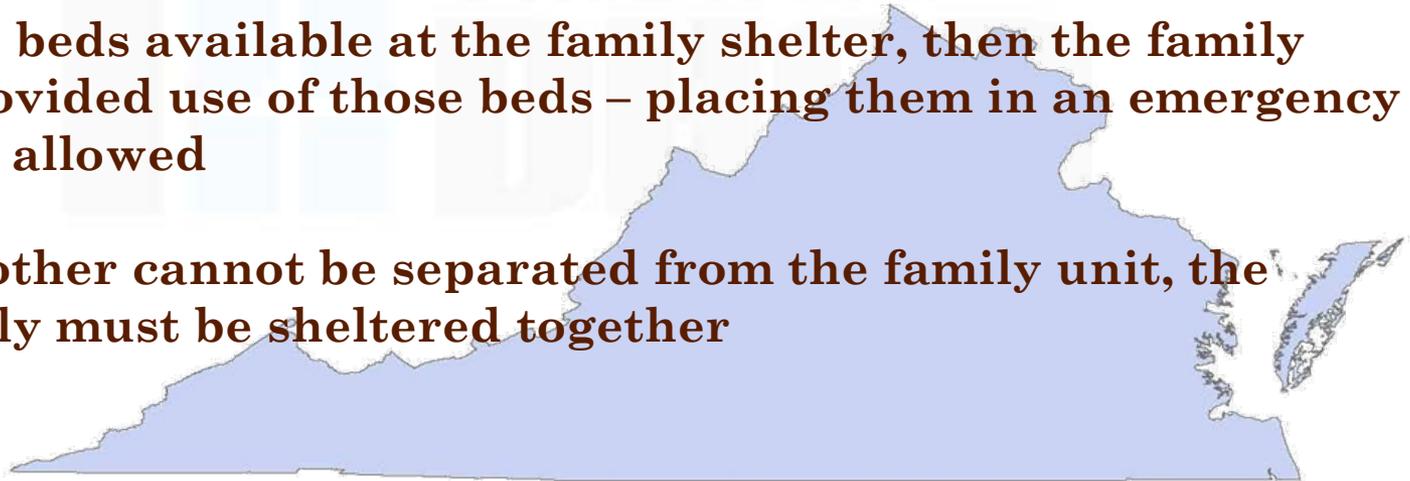


# Prohibition Against Involuntary Family Separation

**The age of a child under age 18 must not be used as a basis for denying any family's admission to an emergency shelter that uses VHSP funding or services and provides shelter to families with children under age 18**

**If there are beds available at the family shelter, then the family must be provided use of those beds – placing them in an emergency hotel is not allowed**

**A father/mother cannot be separated from the family unit, the entire family must be sheltered together**





# Point of Contact

**CoCs and local planning groups must provide a point-of-contact appropriate for referrals from state agencies and providers outside of their CoC or local planning group. This contact must directly link individuals or providers to the centralized or coordinated assessment system.**





# Confidentiality Policy

**The grantee's confidentiality policy should, at a minimum, address:**

**How staff will gather, record, and store confidential information**

**The consent process for the release of confidential information**

**Protocols for responding to breaches of confidentiality**

**Standards contained in relevant state and federal laws, including HIPAA compliance (if applicable) and HIV confidentiality statutes**

**Privacy standards related to data collection and use of participant information for program reporting, such as HMIS**



# Funding

If the proposed VHSP funding request is 10% greater or less than the DHCD FY 2012-13 funding\* for the entire CoC or local planning group, then the following must be documented in the narrative:

- Rationale for the increase/decrease
- Justification for funding agencies that did not fully expend the FY 2012-13 allocated amount
- The CoC or local planning group's plan to monitor expenditure rates over the next year

\* Funding is the smaller of the original grant awards or the actual expenditure amounts . This includes (ESG, HSG, HPP, HOPWA and CSCG). This amount does not include (ESG –Stage 2 or CCHCP).



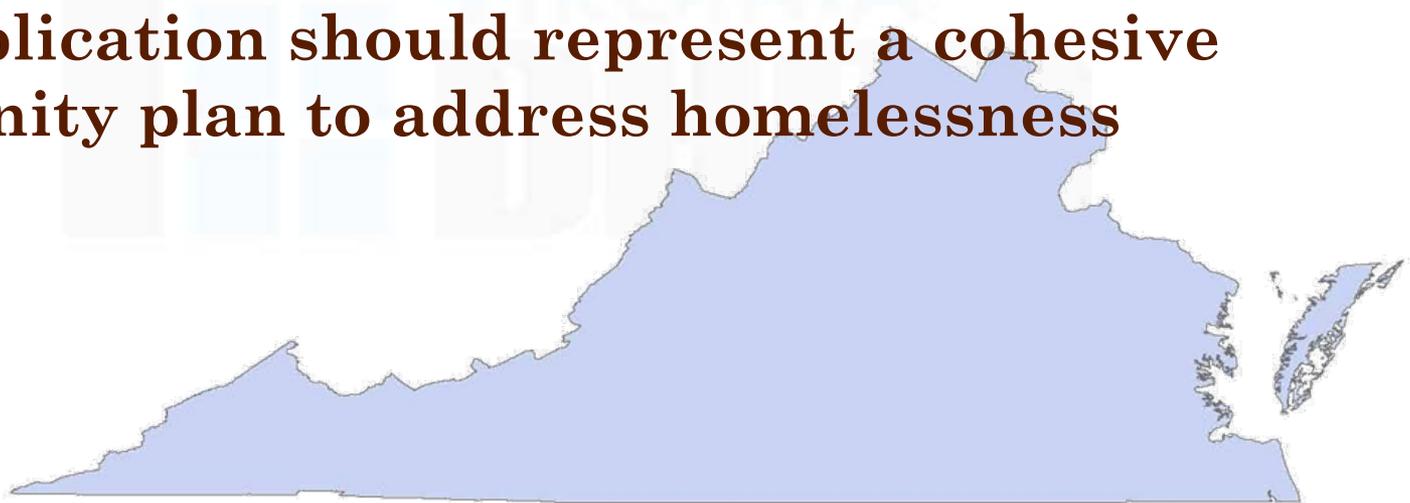
# Application

- **Submitted through the Centralized Application Management System (CAMS)**
- **Deadline for submission is 11:59 p.m. on April 25, 2014**
- **Technical assistance for CAMS, the VHSP application and program specific questions is available M-F 8 a.m. - 5 p.m.**



# Application Process

- **ONLY ONE** application will be accepted from the lead agency of the CoC or BoS local planning group
- The application should represent a cohesive community plan to address homelessness





# Application Recommendations

**Prior to submitting the application ASK...**

**Does this community based proposal address the following:**

**How to reduce the number of individuals/households who become homeless;**

**How to shorten the length of time an individual or household is homeless; and**

**How to reduce the number of individuals/households that return to homelessness**

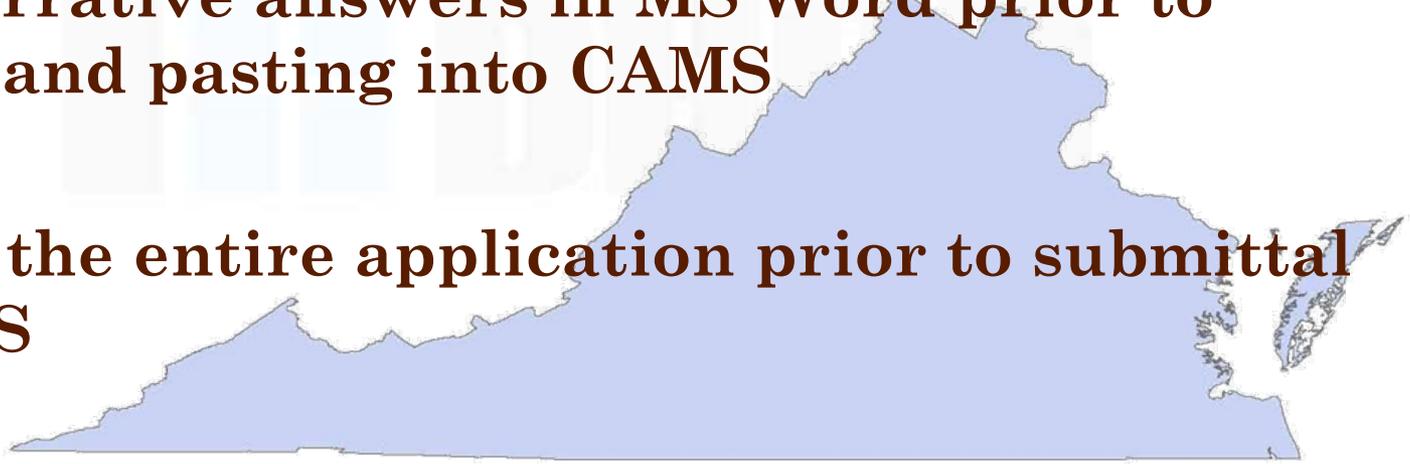


# Application Recommendations

**Read the VHSP guidelines and application instructions PRIOR to working on the application**

**Save narrative answers in MS Word prior to cutting and pasting into CAMS**

**Review the entire application prior to submittal in CAMS**





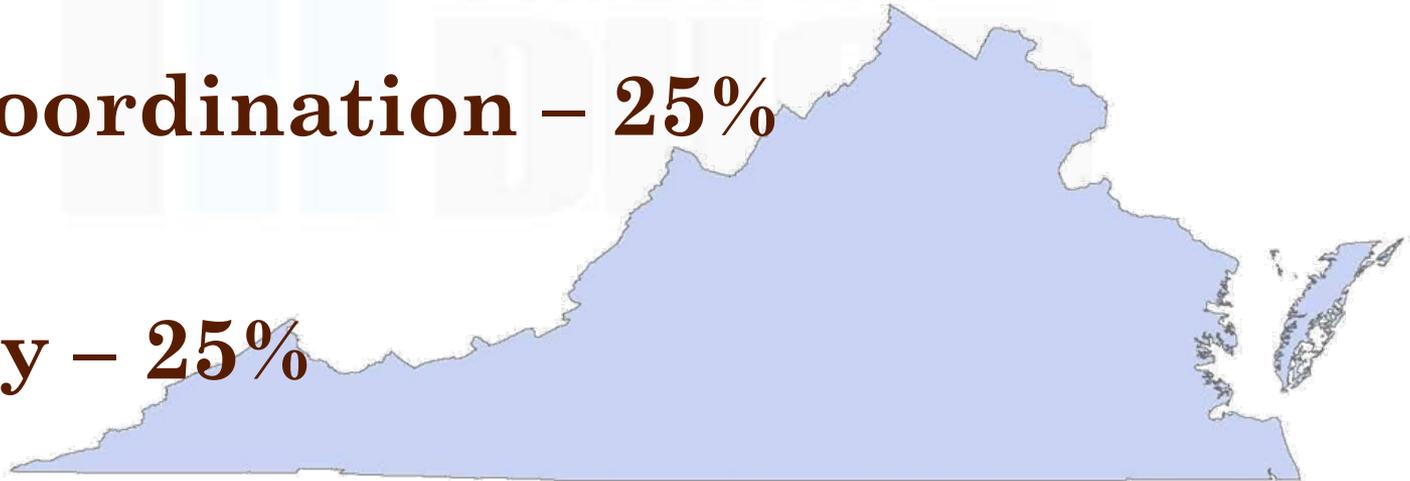
# Scoring Criteria

**Need - 25%**

**Approach – 25%**

**Local Coordination – 25%**

**Capacity – 25%**





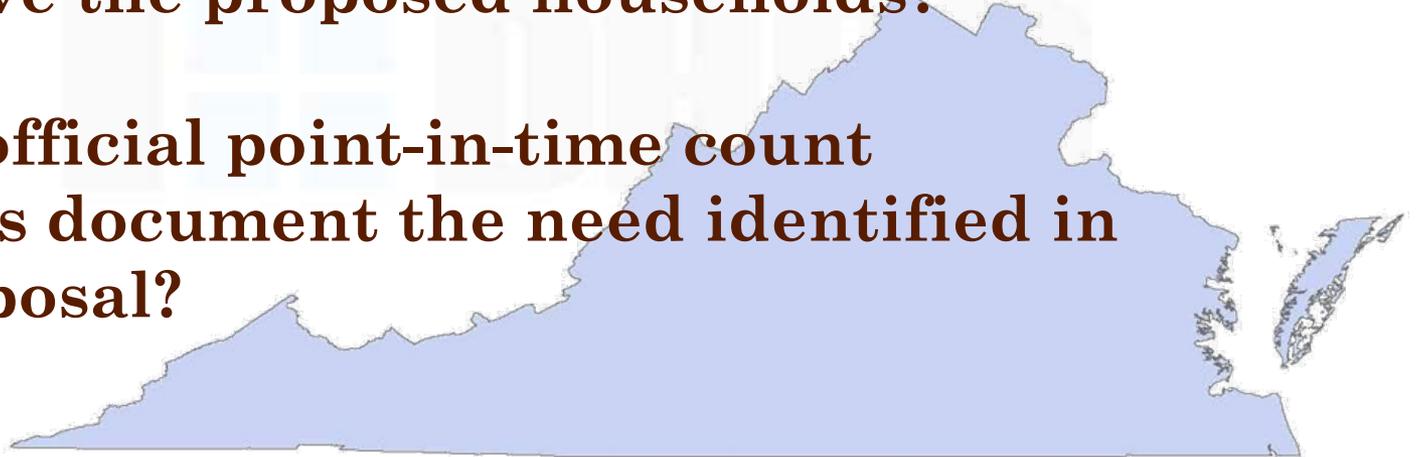
# Need

**What is the local need?**

**How is this proposal addressing the identified need?**

**How much will it cost to meet the need and serve the proposed households?**

**Do the official point-in-time count numbers document the need identified in the proposal?**





# Approach

**How would a household access the centralized intake or receive a coordinated assessment?**

**Are the most vulnerable citizens being served by the proposed projects?**

**What measures will be taken to assure that households experiencing homelessness are moved quickly to permanent housing?**

**How many households would this proposal serve (RRH, Prevention and Shelter)?**

**Is the documented need being addressed by the proposed activities?**



# Local Coordination

**How will the CoC or local planning group leverage mainstream resources?**

**What is the local centralized/coordinated assessment system**

- provide tools as additional attachments
- provide the community's homeless services flow chart (required attachment)

**How will child service coordination be integrated into the local coordination efforts?**



# Capacity

**Do the proposed grantees have established standard accounting practices (including internal controls, fiscal accounting procedures, etc.)**

**Do the proposed grantees expend program funds appropriately and in a timely manner?**

**Do the proposed grantees fully participate in the CoC or local planning group?**

**Do any of the proposed grantees in this application have National Alliance Rapid Re-housing Certification?**



# Application Attachments

- **Spending plan**
- **Local Government certification**
- **CoC Certification and Assurances**
- **Grantee Certification and Assurances**
- **CoC Governance Policy**
- **Coc HMIS policies and procedures**
- **Job Descriptions (case managers and housing locators)**
- **M.O.U.'s (if applicable)**
- **Rapid Re-housing certification (if applicable)**
- **VHSP Year 1 Request**
- **Homeless Services Flow Chart**





# Negotiations

## Purpose

**To discuss funding recommendations**

**To discuss proposed activities**

**To discuss proposed grantees**

**To clarify information presented in the application**



# Negotiation Schedule

**Initial negotiations: May 7 – 14**

**Follow-up negotiations: May 19 – 23**

**Final negotiations: May 27 – 30**

*Lead agencies and proposed grantees: Please block off availability during the negotiation times. Meetings will be scheduled May 1, 5 and 6.*



# Basis of Funding

- **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)**
- **Negotiations**





# Basis of Funding

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



# Technical Assistance

## Virginia Homeless Solution Program Application Questions

Nichele Carver

Program Manager

(804) 371-7113

[Nichele.Carver@dhcd.virginia.gov](mailto:Nichele.Carver@dhcd.virginia.gov)



# Questions ?????