



VIRGINIA HOMELESS SOLUTIONS PROGRAM (VHSP) FY2022-2024 FUNDING REQUEST

VHSP APPLICANT ELIGIBILITY

To be considered eligible for VHSP funding, applicants must:

- Be a unit of local government, nonprofit, planning district commission, or public housing authorities that are active participants of the Western Virginia Continuum of Care.
- Have recent funding agreements with the Virginia Department of Housing and Community Development (DHCD) within a Housing and Special Needs Program (contracts must have been executed since July 1, 2018) **OR** be willing to complete DHCD's administered organizational review process prior to the start of the VHSP 2022-2024 grant cycle.
- Be in good standing with DHCD and in compliance with all requirements set forth in the [VHSP FY2022-2024 guidelines](#) and [application instructions](#)

VHSP APPLICANT REQUIREMENTS

- **Geographic Coverage:** The applicant operates in the CoC's covered geography. This includes: Clarke, Frederick, Page, Rockingham, Shenandoah, and Warren counties, the towns within those counties, and the cities of Harrisonburg and Winchester.
- **Eligible Project Type:** The applicant must qualify as an eligible project. Eligible project types include: Street Outreach, Coordinated Entry, Targeted Prevention, Rapid Re-Housing, HOPWA.
- **Low Barrier:** The project is designed and implemented using Low Barrier principles, including no preconditions to entry except as required by funding sources and provision of necessary supports to maintain housing and prevent a return to homelessness
- **Housing First:** The project is designed and implemented to prioritize rapid placement and stabilization in permanent housing and ensures program participants experience low barriers to entry without preconditions and regardless of:
 - (a) little or too little income;
 - (b) active or history of substance abuse;
 - (c) having a criminal record with exceptions for restrictions imposed by federal, state, or local law or ordinance (e.g., restrictions on serving people who are listed on sex offender registries); or
 - (d) history of victimization (e.g., domestic violence, sexual assault, childhood abuse).
- **HMIS Participation:** The applicant participates in the Homeless Management and Information System (HMIS) database or a comparable database (for domestic violence service providers only). The applicant will also meet deadlines for submitting DHCD- and CoC-required reports, and meet data quality standards.
- **Coordinated Entry Participation:** The project participates/intends to participate in



coordinated entry in compliance with HUD's and the CoC's [Coordinated Entry Policies](#).

- **Collaborative Match:** Applicant can contribute to the collaborative match requirement, which is 25% of the grand total of available CoC funding excluding HOPWA funds. Only VHSP-eligible activities funded by local (local government or private) resources may be used to meet this requirement. Match resources may not be used to meet multiple match requirements.
- **Active CoC participant and in conformance with CoC standards:** Applicant will be expected to meet CoC engagement requirements by attending at least 75% of CoC meetings, participating on two or more committees, participating in coordinated entry and HMIS, voting, adopting best practices, and conforming to CoC standards for performance.
- **Serve vulnerable populations and fill housing needs:** Applicant serves the CoC's vulnerable subpopulations which have been identified as chronic, veteran, DV victims, HIV/AIDS homeless, and families with children. Additionally, the applicant fills a housing need gap within the CoC's covered geography.
- **Healthcare Enrollment Effective Utilization:** The project assists persons experiencing homelessness with enrolling in public health care benefits (State or Federal benefits, Medicaid, Indian Health Services), Private Insurers, Nonprofit, Philanthropic, and others. If yes, please indicate which services apply.
- **Documented, secured minimum match:** Applicant has 25% match commitments that satisfy CoC Program Rule requirements for source and amount.
- **Project is financially feasible:** Project has funding commitments equal to or exceeding the project budget.
- **Application is complete, and data are consistent:** All required information is completed, and all required attachments are provided. Data provided in response to different questions match
- **Meet reporting deadlines:** Applicant meets deadlines for submitting CAMS remittances and Mid-year and end-of-year reports.
- **Acceptable organizational audit/financial review:** Applicant's audit or financial review does not contain findings or other indications of financial or accounting problems.
- **Documented organizational financial stability:** Applicant's financial statements for the previous fiscal year demonstrates financial stability to support the operation of the project during the next operating year
- **Safety measures implemented (DV only):** Applicant ensures clients' safety (e.g., alarm system, security cameras, protecting client data in a comparable database, transfer plan).



LETTER OF INTENT

AGENCY CONTACT INFORMATION	
Organization Information	
Name of Agency	
Agency Address	
Primary Contact Information	
Name	
Email Address	
Phone Number	
Secondary Contact Information	
Name	
Email Address	
Phone Number	

PLEASE NOTE THAT RESPONSES TO QUESTIONS MAY NOT EXCEED 3 PAGES.

1) Summary

Total VSHP grant request: *if not applicable/not requesting funds, put \$0.00.*

Funding Programs	Amount
Street Outreach	\$
Coordinated Entry	\$
Targeted Prevention	\$
Rapid Re-Housing	\$
HOPWA	\$
Other (Please specify)	\$
TOTAL	\$

- i. Brief description of the proposed eligible activities:
- ii. Proposed number of households to be served, per requested funding program: _____
- iii. Proposed number of individuals to be served, per requested funding program: _____
- iv. Target population(s): _____
- v. Average cost per household, per requested funding program (*for prevention, rapid re-housing*): \$ _____

2) NEW VHSP APPLICANTS ONLY:

(New applicants are defined as agencies who have not had a recent funding agreement with DHCD. Recent funding agreements must have been executed since July 1, 2018 for any HSNH funding program.)



- i. **Do you agree to undergo DHCD's organizational assessment? Yes No**
From page 2 of the [2022-2024 VHSP Guidelines](#), "An assessment includes a review of organization finances, accounting standards, internal controls, grievance policies, record-keeping policies, confidentiality practices, conflict of interest policies, and fair housing practices. DHCD reserves the right to require and conduct organizational assessments of any proposed grantee prior to the execution of any agreement."
- ii. **Have you set up a [CAMS profile](#) and uploaded your most recent audit? Yes No**
- a. **If yes, include a documentation of proof.**
From page 2 of the [2022-2024 VHSP Guidelines](#), "All proposed grantees must be registered in DHCD's Centralized Application and Management System (CAMS) and are required to submit one of the following financial documents: Financial Statement*; Reviewed Financial Statement prepared by an independent Certified Public Accountant (CPA); Audited Financial Statement prepared by an independent CPA; or, an OMB A-133 Audit (Single Audit) prepared by an independent CPA."

REQUIRED ATTACHMENTS

- Grantee certification and assurances using attached template (one response per agency)
- Job descriptions for case managers and housing locator positions
- Evidence of organizational capacity:
 - Organizational chart
 - Bylaws
 - Board of Director and staff listing
 - Current agency budget
- Project budget, including projected match contributions, using attached template
- Relevant MOUs

**PLEASE SUBMIT EACH DOCUMENT AS AN INDIVIDUAL FILE ATTACHMENT.
DO NOT COMBINE IN A SINGLE FILE.**

Email to David Mutombo, CoC Coordinator, at dmutombo@harrisonburgrha.com