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| **VIRGINIA HOMELESS SOLUTIONS PROGRAM (VHSP) FY2024-2026 FUNDING REQUEST** |

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 2022-2026 grant cycle.
* Be in good standing with DHCD and in compliance with all requirements set forth in the

[VHSP FY2022-2024 guidelines](https://continuumofcare513.com/wp-content/uploads/2022/02/homeless-and-special-needs-housing-guidelines-2022-2024.pdf) and [application instructions](https://continuumofcare513.com/wp-content/uploads/2022/02/HSNH-Application-Instructions.pdf)

**LETTER OF INTENT**

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| --- | --- |
| **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** |  |

**1) Contract Request Amount Summary**

**Total VSHP grant request:** *if not applicable/not requesting funds, put $0.00.  
Do not write in shaded areas.*

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| --- | --- | --- | --- |
| **Funding Programs** | **Amount** | **Projected Number of Households to be served** | **Average cost per household** |
| Street Outreach | $ |  |  |
| Targeted Prevention | $ |  |  |
| Rapid Re-Housing | $ |  |  |
| **TOTAL** | $ |  |  |

**2) Program Description**

Please provide a brief description of the proposed activity (ies). Please keep your response to no more than three pages.

1. **Brief description of the proposed activities:** Click or tap here to enter text.
2. **Target population(s):** Click or tap here to enter text.

**2) New 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.*

Select “Yes” or “No” to the following questions:

1. **Do you agree to undergo DHCD's organizational assessment?** **Yes  No**

From page 2 of the [2022-2024 VHSP Guidelines](https://continuumofcare513.com/wp-content/uploads/2022/02/homeless-and-special-needs-housing-guidelines-2022-2024.pdf)\*, "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."

1. **Have you set up a** [**CAMS profile**](https://dmz1.dhcd.virginia.gov/camsportal/Login.aspx) **and uploaded your most recent audit?**

**Yes  No  If yes, please include documentation.**

From page 2 of the [2022-2024 VHSP Guidelines,](https://continuumofcare513.com/wp-content/uploads/2022/02/homeless-and-special-needs-housing-guidelines-2022-2024.pdf) "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:
  + Bylaws
  + Organizational chart
  + Current agency budget
  + Proof of agency eligibility
  + Board of Director and staff listing
* 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](mailto:dmutombo@harrisonburgrha.com)