

**FY 2024-2026 VHSP Competition – Collaborative Application Timeline**

The Harrisonburg Redevelopment and Housing Authority (HRHA) is the Lead Agency and fiscal agent for the Western Virginia Continuum of Care (CoC) and is responsible for coordinating the preparation and submission of the biennial CoC Collaborative Application to the Virginia Department of Housing and Community Development (DHCD) for its Virginia Homeless Solution Program funding competition. The CoC anticipates that DHCD will release the FY 2024-2026 Notice of Funding Opportunity (NOFO) in the upcoming weeks, by which time further details on the proposal process will be provided.

Agencies intending to apply for **Street Outreach, Prevention, or Rapid Rehousing** projects to serve **Winchester, Frederick and Clarke Counties** must submit a duly completed letter of intent to the CoC indicating the project (s) type, contact person for the application process along with other requested information.

**All letter of intent must be received by no later than: COB Friday, January 26, 2024**

Please note that this timeline will be updated with new activities upon release of the NOFO by DHCD.

Activities	Due Date/ Process Time
<p><b><i>New Projects Notice of Intent</i></b> Agencies intending to apply for a new project must submit a duly completed letter of intent by no later than: <b>5:00 PM on January 26, 2024</b></p>	<p><b>January 26, 2024</b></p>
<p><b>Application Preparation:</b> Organization interested in submitting a new project application under the CoC will need to:</p> <ul style="list-style-type: none"> <li>• Maintain the necessary <b>Unique Entity Identifier (UEI)</b> as assigned by the System for Award Management (SAM) to uniquely identify a business. Please note that the Federal government has transitioned from the use of DUNS number to UEI as of April 4, 2022. Visit <a href="http://www.sam.gov/SAM">www.sam.gov/SAM</a> to complete registration, or by calling (877)252-2700. Registration steps can also be found <a href="#">here</a>. The process for obtaining a UEI can take up to two business days.</li> <li>• Register in DHCD’s Centralized Application and Management System (CAMS) and submit one of the following financial documents: Financial Statement Audited Financial Statement; or an OMB A-122 Audit (Single Audit). All financial documents must be prepared by an independent Certified Public Accountant (CPA). A full DHCD’s financial policy can be reviewed at <a href="#">this link</a>. Registration in CAMS can be completed via <a href="#">this link</a></li> </ul>	<p><b>Plan for 2 to 3 business days for UEI.</b></p>
<p><b>Notice of Project Acceptance/Rejection</b></p> <ul style="list-style-type: none"> <li>• Conclusion of ad-hoc process for selection of new grantee.</li> <li>• All applicants will be notified via email about the acceptance of their eligibility to participate in the CoC’s VHSP collaborative funding process.</li> <li>• Missing documentations and or/amendments will need to be submitted or made within 48 hours of receiving the notice of acceptance.</li> </ul>	<p><b>February 2, 2024</b></p>
<p><b>All-Grantees Meeting (Mandatory):</b> Collaborative planning for executing the grant submission. Activities will include:</p> <ul style="list-style-type: none"> <li>• Identification of writing team</li> <li>• Defining responsibility matrix</li> <li>• Detailing protocol for agencies to submit supporting materials</li> </ul>	<p><b>Week of February 12<sup>th</sup></b> (Via Zoom)</p>

<b>VHSP Info Session*</b> : Informational meeting for new and renewal applicants to: <ul style="list-style-type: none"> <li>• Learn about the overall VHSP Collaborative application process</li> <li>• Become familiar with the application requirements and preparations</li> <li>• Learn about the scoring process and VHSP performance measures</li> </ul>	February 15 <sup>th</sup> 10:00 – 11:30 AM ( <a href="#">Meet via Zoom</a> )
DHCD – “How to Apply Webinar: to be attended by grant writing team	<b>TBD</b>
Initial Draft Set electronically to grantees/CoC staff for review	<b>Week of March 4<sup>th</sup></b>
Second all-grantee meeting – In-person (Mandatory). Activities: <ul style="list-style-type: none"> <li>• Collaborative grant read-through</li> <li>• Final budget reconciliation and approval</li> <li>• Review of supporting documents/required attachments</li> </ul>	<b>Week of March 4<sup>th</sup></b> (Location TBD)
Final Draft Completion sent to all grantees for final edits and approval	<b>March 25<sup>th</sup></b>
Proposal migration in CAMS for final submission	<b>On or Around March 29<sup>th</sup></b>

### Important Links

Systems	Access Links
CAMS Registration	<a href="#">DHCD CAMS Portal (virginia.gov)</a>
DHCD Financial Statement & Audit Policy	<a href="https://www.dhcd.virginia.gov/sites/default/files/Docx/audit-policy/dhcd-audit-policy.pdf">https://www.dhcd.virginia.gov/sites/default/files/Docx/audit-policy/dhcd-audit-policy.pdf</a>
NOFO Info Session Zoom Link Thursday, February 15 <sup>th</sup>	<a href="#">Join Via This Link</a> Meeting ID: 845 9626 3202 Passcode: 852067

*\*This info session could be canceled, depending on what is covered during the All-Grantee meeting and the DHCD's how to apply webinar.*