

**Commonwealth of Virginia  
Department of Housing and Community Development**

**COMBINED APPLICATION  
INFORMATION AND INSTRUCTIONS**

Fiscal Year 2009 (July 1, 2008 to June 30, 2009)  
for the following programs:

State Shelter Grant (SSG)  
Emergency Shelter Grant (ESG)  
Child Services Coordinator Grant (CSCG)  
Child Care for Homeless Children Program (CCHCP)

**Applications Must Be Received By:**

**5:00 PM Monday, April 28, 2008**

**Department of Housing and Community Development  
Homeless and Special Needs Housing  
The Jackson Center  
501 North Second Street  
Richmond, VA 23219-1321**

**COMBINED APPLICATION  
INFORMATION AND INSTRUCTIONS**  
**Fiscal Year 2009**  
(July 1, 2008 to June 30, 2009)

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## SECTION 1: GENERAL INFORMATION AND INSTRUCTIONS

### GENERAL INFORMATION

The Homeless and Special Needs Housing unit of the Virginia Department of Housing and Community Development (DHCD) offers four grants to nonprofit agencies and local governments to assist with the costs associated with providing shelter and related services for homeless adult individuals and/or homeless families. The four programs offered in the combined application are applicable to emergency shelters, transitional housing programs, domestic violence shelters, seasonal and day shelter facilities. All grant funds will be provided on a reimbursement basis.

**Applicants that have outstanding audit or monitoring findings, unresolved IRS findings, and/or applicants not in compliance with previous DHCD agreements are ineligible for funding. Primarily religious organizations must provide approved services in a manner that is free from religious influences. Applicants must have organizational financial systems established to safeguard against misappropriation of funds.**

All applicants **must** complete the entire first section of the application, entitled “General Information”, complete each of the required attachments and submit the required supplemental information. The remainder of the application is divided by program, and only those programs the applicant is interested in applying for need to be submitted. An explanation of each program is provided in this Information and Instructions document as well as a section to provide definitions of terms utilized by DHCD.

The following programs are included in this combined application:

- State Shelter Grant (SSG)
- Emergency Shelter Grant (ESG)
- Child Services Coordinator Grant (CSCG)
- Child Care for Homeless Children Program (CCHCP)

Throughout the grant year, grantees will be monitored by DHCD staff. Regular reviews of required statistical and financial reports will be conducted as well as on-site visits to review programmatic and financial procedures and to learn more about services provided. Each site will be assigned a Program Administrator who will serve as a point of contact for technical assistance.

**The deadline for the receipt of applications to include all necessary supplemental information and attachments is 5:00 PM Monday, April 28, 2008. Applications received after this time or with incomplete information will not be accepted and funding for those agencies and organizations will be denied.**

### **New Applicants**

Nonprofit organizations or local governments that previously have not received any of the above mentioned grants from DHCD are required to provide an additional letter of support from their local Continuum of Care (CoC). This document should substantiate the indicated services outlined in the applicant's proposal and community need for them. Additionally, DHCD will conduct a site inspection visit prior to the final award of grant funds. The shelter grant funds are **not** intended for start up efforts. Agencies are expected to have existing services established prior to participating in the application process.

**DHCD reserves the right to deny funding to new applicants based on the above outlined criteria and/or additional organizational capacity concerns that are identified.** New applicants will only be eligible for funds related to the number of beds offered and supportive services (see funding details in Funding Distribution Formula section).

### **Computer Specifications**

All forms, publications and applications are available electronically on the DHCD website: <http://www.dhcd.virginia.gov>. In addition, DHCD uses email as the primary means of regular and on-going communication with grantees. Therefore, it is a requirement that awarded agencies have ready access to a computer, with internet access and email addresses for employees.

### **Continuum of Care Planning Groups**

DHCD requires applicants to be actively involved in their local Continuum of Care (CoC) planning group. Each applicant must be certified as an active participant and as performing a needed and unduplicated service by their CoC Chairperson. If the chair for the applicant's CoC is an employee or volunteer at the applicant's agency, another CoC member in a leadership position should certify this assurance. Please see Attachment H of the application for the required form.

### **Funding Distribution Formula for SSG and ESG**

DHCD wants to ensure that the limited pool of funding that is received is used in the most effective way possible to help enable organizations to provide the necessary shelter services to homeless individuals and families of the Commonwealth. In order to do this, funding will be based on performance measures in addition to the number of "beds" offered by organizations. It is the intent of DCHD to help organizations build their capacity and operate more efficiently and effectively.

SSG and ESG funds will be divided into three allotments – 60 percent, 20 percent and 20 percent.

- The 60 percent allotment will be used as base line funding and will be awarded on a per bed formula.
- The 20 percent utilization allotment will be awarded based strictly on the historical utilization rates for agencies that have established grant projects related to this funding for fiscal year 2008. This information has been electronically transmitted to appropriate agencies. This allotment of funds will not be available to new applicants.
- The 20 percent supportive services allocation will be awarded based on the level of supportive services provided as outlined in the application.

### **Fiscal Year 2010 Funding**

It is anticipated that funding appropriations for SSG and ESG for fiscal year 2010 will be comparable to those of fiscal year 2009. Therefore, a full application will not be required for fiscal year 2010 SSG/ESG funding. However, a grant renewal process will be required.

Renewal contracts will be contingent upon established grantees' compliance with grant guidelines, utilization rates, supportive services offered, timely submission of reports, expenditure rates of allocations and renewal responses.

It is anticipated that changes related to the funding for children's services (CSCG and CCHCP) may be made for fiscal year 2010 which would necessitate a new application. Details related to those changes will be forthcoming throughout the 2009 fiscal year.

### **Quarterly Reports**

In order to maintain funding, organizations **must** electronically submit quarterly reports for all funded programs to DHCD by the 10<sup>th</sup> of the month following the end of the quarter. Late, incomplete or inaccurate information is grounds for delay in payment and/or termination of the grant agreement.

The fiscal year 2009 due dates for quarterly reports are:

First Quarter:	July 1 - September 30, 2008	Report Due: October 10, 2008
Second Quarter:	October 1 - December 31, 2008	Report Due: January 10, 2009
Third Quarter:	January 1 - March 31, 2009	Report Due: April 10, 2009
Fourth Quarter:	April 1 - June 30, 2009	Report Due: July 10, 2009

### **Notice of Funding and Grant Agreements**

Applications will be reviewed for completeness and accuracy by a panel of reviewers. DHCD may contact applicants for verification or clarification of information or for additional information prior to a funding decision.

Notifications of funding will be made by June 30, 2008.

Mandatory grant implementation sessions will be conducted in several sites across the state between June 15 and July 2. Specific dates and times will be made available by May 15.

All awards under any of the four programs included in this application are contingent upon availability of funding.

### **Application Sessions**

DHCD is offering three "How to Apply" **telephone conference** sessions in March for current and prospective grantees. These sessions will review the format of the combined application and provide technical assistance to ensure accurate completion of the document. While it is not mandatory, it is highly recommended that all applicants participate in one of the conference calls.

The dates and times for the “How to Apply” telephone conference calls are:

Friday, March 28, 2008	10:00 AM-12:00 PM
Friday, March 28, 2008	1:00 PM – 3:00 PM
Monday, March 31, 2008	1:00 PM – 3:00 PM

Agencies receiving SSG or ESG funds from DHCD during fiscal year 2008 should email their assigned Program Administrator to reserve a space at one of the sessions. New applicants should email Nicole Poulin at [nicole.poulin@dhcd.virginia.gov](mailto:nicole.poulin@dhcd.virginia.gov) to reserve a space at one of the sessions.

All responses must be received by no later than 5:00 PM Tuesday, March 25, 2008 to ensure adequate lines for the telephone conference. Please include organizational name, point of contact information and number of attendees in responses.

**For Further Questions Regarding the Completion of the Application**

Contact: Nicole Poulin, Program Manager

Phone: 804-371-7113

Email: [nicole.poulin@dhcd.virginia.gov](mailto:nicole.poulin@dhcd.virginia.gov)

## **APPLICATION INSTRUCTIONS**

### **General Directions**

1. Review the program guidelines and requirements for eligibility information specific to each of the four programs included in this application before completing the application. **Inaccurate and/or incomplete information will result in denial of funding.**
2. All applicants must complete Sections 1, 5 and 6 (General Information, Supplemental Information and Attachments).
3. Sections 2, 3 and 4 are specific to each program. Therefore, only the sections pertaining to those programs applied for should be submitted. Program descriptions for SSG, ESG, CSCG, and CCHCP are in this Information and Instructions document.
4. Please refer to the Definitions section for an explanation of the terms used in the application.

### **Completing the Application (Microsoft Word Document)**

1. Download a copy of the application document. Use the “Save As” function under “File” to save a copy on your computer.
2. The application is a Word document and must be completed on your computer.
3. The full legal name of the agency must appear in the upper right corner of every page as indicated in the header (Applicant: \_\_\_\_\_).
4. When the entire application is completed print a copy.
5. Upon completion, review the application and complete the “Application Checklist”. Ensure that all necessary forms are signed.
6. Compile the printed completed application, supplemental information and attachments in the order requested in the application.

### **Narratives**

Where narratives are required, the following criteria must be applied:

1. 12 point Times New Roman font
2. 1 inch margins
3. Single spaced
4. Stay within the specified page limit
5. Agency name on the upper right hand corner of each page

## **Format**

All aspects of the application must be completed using a computer with the exception of original signatures. Hand written applications will not be considered for funding. **Two** unbound packets of application materials (**one ORIGINAL and one COPY**) are required in the following order:

### **APPLICATION CHECKLIST** *(must accompany each application)*

#### **SECTION 1: GENERAL INFORMATION** *(must be submitted with each application)*

- A. Applicant Information
- B. Program Narrative
- C. Facility Information

#### **SECTION 2: STATE SHELTER GRANT (SSG) AND EMERGENCY SHELTER GRANT (ESG) APPLICATION**

*Only submit the sections for which funding is being requested. If the applicant has multiple programs for which funding is being requested, all applicable program sections must be completed.*

- A. Full Year Emergency Shelter Programs
- B. Domestic Violence Shelter Programs
- C. Transitional Housing Programs
- D. Seasonal Shelter Programs
- E. Day Shelter Programs
- F. Delivery of Supportive Services *(all applicants must complete this section)*

#### **SECTION 3: CHILD SERVICES COORDINATOR GRANT (CSCG) APPLICATION**

*Complete and submit only if applying for CSCG funding.*

#### **SECTION 4: CHILD CARE FOR HOMELESS CHILDREN PROGRAM (CCHCP) APPLICATION**

*Complete and submit only if applying for CCHCP funding.*

#### **SECTION 5: SUPPLEMENTAL INFORMATION** *(must accompany each application)*

#### **SECTION 6: ATTACHMENTS** *(must accompany each application)*

## **Submission Deadline**

1. The application for any or all programs included in this application is due in the DHCD office of the Jackson Center no later than 5:00 PM Monday, April 28, 2008.
2. This requirement is firm as to place, date, and time.
3. **Applications received after this date will not be accepted and funding for those organizations will be denied.**
4. Incomplete applications will not be accepted.
5. No applications will be accepted by facsimile or electronically.
6. Hand delivered applications should be brought to the main entrance of the DHCD office at the address below. Please request a receipt.
7. Send one original and one copy of all required documents to:

Nicole Poulin, Program Manager  
Homeless and Special Needs Housing  
Department of Housing and Community Development  
The Jackson Center  
501 North Second Street  
Richmond, Virginia 23219-1321

## **SECTION 2: STATE SHELTER GRANT (SSG) AND EMERGENCY SHELTER GRANT (ESG)**

### **PROGRAM GUIDELINES AND REQUIREMENTS**

#### **Technical Requirement**

##### Performance Measures

All emergency shelters receiving SSG and ESG funds (excluding seasonal and day shelters) must be able to document placement of a minimum of 10 percent of the homeless households served in fiscal year 2009 into transitional or permanent housing.

Applicants providing transitional housing must be able to document placement of a minimum of 50 percent of the households that completed the transitional housing program in fiscal year 2009 into permanent housing. "Household" is defined as all clients including single individuals and families.

##### Minimum Standards

If not already achieved, grantees are expected to have taken steps to meet the "Minimum Standards" for Homeless Programs by July 2009. The Minimum Standards are provided as Attachment B to this application and must be reviewed, signed (by agency and Board representatives) and included in submitted applications.

##### Organizational Capacity Expectation

Agencies receiving funding are expected to have organizational and fiscal controls in place to assure appropriate use of funds. Among these are: implementation of recognized accounting principles; appropriate and recognized employee policies and procedures; and appropriate and active Board of Directors oversight (*including written rules of order, duties and responsibilities, conflict of interest statements and recorded minutes*).

##### Building and Habitability Standards

The following are basic standards to ensure that emergency shelter and transitional housing facilities funded by SSG and ESG are safe, sanitary and adequately maintained:

*Structure and Materials* - The shelter building should be structurally sound to protect residents from the elements and not pose any threat to the health and safety of the residents.

*Access* - The shelter must be accessible and there should be a second means of exiting the facility in the case of emergency or fire.

*Space and Security* - Each resident should have adequate space and security for themselves and their belongings. Each resident must have an acceptable place to sleep.

*Interior Air Quality* - Each room or space within the shelter/facility must have a natural or mechanical means of ventilation. The interior air should be free of pollutants at a level that might threaten or harm the health of residents.

*Water Supply* - The shelter's water supply should be free of contamination.

*Sanitary Facilities* - Each resident should have access to sanitary facilities that are in proper operating condition. These facilities should be able to be used in privacy and be adequate for personal cleanliness and the disposal of human waste.

*Thermal Environment* - The shelter/facility must have any necessary heating/cooling facilities in proper operating condition.

*Illumination and Electricity* - The shelter/facility should have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There should be sufficient electrical sources to permit the safe use of electrical appliances in the shelter.

*Food Preparation* - Food preparation areas, if any, should contain suitable space and equipment to store, prepare and serve food in a safe and sanitary manner.

*Sanitary Conditions* - The shelter should be maintained in a sanitary condition.

*Fire Safety-Sleeping Areas* - There should be at least one working smoke detector in each occupied unit of the shelter facility. In addition, smoke detectors should be located near sleeping areas where possible. The fire alarm system should be designed for a hearing-impaired resident. Shelters are expected to pass a fire safety inspection to be conducted by the local fire marshals office on an annual basis.

*Fire Safety-Common Areas* - All public areas of the shelter must have at least one working smoke detector. Shelters are expected to pass a fire safety inspection to be conducted by the local fire marshals office on an annual basis.

### Definition of Homelessness

A homeless person is someone who is living on the street or in an emergency shelter, or who would be living on the street or in an emergency shelter without homelessness assistance. A person is considered homeless only when he/she resides in one of the places described below:

- In places not meant for human habitation such as cars, parks, sidewalks, abandoned buildings or on the street;
- In an emergency shelter;
- In transitional or supportive housing for homeless persons who originally came from the streets or emergency shelters;
- In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution;

- Is being evicted within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing or their housing has been condemned by housing officials and is no longer considered meant for human habitation;
- Is being discharged within a week from an institution in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing; or
- Is fleeing a domestic violence housing situation and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing.

Homelessness Verification and Documentation

Documentation of participants' homelessness situation is an equally important aspect of emergency shelter and transitional housing program management. SSG/ESG grantees are required to maintain adequate documentation of homelessness status to determine the eligibility of homeless applicants. The documentation is typically obtained from the participant or a third party at the time of referral, entry, intake or orientation to the program. A copy of the documentation must be maintained in the client file.

The degree of documentation of homelessness required depends on the type of short- or long-term shelter provided. Projects providing short-term emergency shelter only require a lower standard of proof of the person's prior living situation than projects providing long-term emergency shelter or transitional housing.

**Short-Term Emergency Shelter/Services (1 – 30 Days)**

<b>Participant</b>	<b>Verification/Documentation Required</b>
Persons living on the street	<p>Projects may provide short-term shelter and/or services - such as outreach, food health care, and clothing - to persons who reside on the streets or who are otherwise homeless. In these cases it may not be feasible to obtain required verifications and associated documentation for each homeless person.</p> <p>If unable to verify that the person is living on the street or in short-term emergency shelter, the participant or a staff person may prepare a short written statement about the participant's previous living place. The participant should sign the statement and date it.</p>

**Long-Term Emergency Shelter (1 – 120 Days)**

<b>Participant</b>	<b>Verification/Documentation Required</b>
Persons living on the street or in short-term emergency shelter	<p>Information should be obtained to indicate that the participant is living on the street or in short-term emergency shelter. This may include names of organizations or outreach workers who have assisted them in the past, whether the client receives any general assistance checks and where the checks are delivered, or any other information regarding the participant's activities in the recent past that might provide documentation.</p> <p>If unable to verify that the person is homeless, the participant or a staff person may prepare a short written statement about the participant's previous living place. The participant should sign the statement and date it.</p>
Persons coming from another program for homeless persons	<p>Obtain written verification from the homeless program staff that the participant has been residing at the facility. The verification should be signed and dated by the referring agency personnel.</p> <p>Also, obtain written verification that the participant was living on the streets or otherwise homeless, was residing in another homeless program or was discharged from an institution or evicted from a private dwelling prior to living in the facility and would have been homeless (see below for required documentation for eviction from a private dwelling).</p>
Persons being evicted from a private dwelling	<p>Obtain evidence of formal eviction notice indicating that the participant was being evicted within a week before receiving homeless assistance. Also, obtain information on the participant's income and efforts made to obtain housing and why, without the homeless assistance, the participant would be living on the street or in an emergency shelter.</p> <p>If the participant's family is evicting, a statement describing the reason for eviction must be signed by the family member and dated. In other cases where there is no formal eviction process, persons are considered evicted when they are forced out of the dwelling unit by circumstances beyond their control. In those instances, obtain a signed and dated statement from the participant describing the situation. The grantee/recipient must make efforts to confirm that these circumstances are true and have written</p>

	verification describing the efforts and attesting to their validity. The verification should be signed and dated.
Persons from a short-term stay (up to 30 consecutive days) in an institution who previously resided on the street or in an emergency shelter	Obtain written verification from the institution's staff that the participant has been residing in the institution for less than 31 days and information on the previous living situation. See above for guidance.
Persons being discharged from a longer stay in an institution	Obtain evidence from the institution's staff that the participant was being discharged within the week before receiving homeless assistance. Obtain information on the income of the participant, what efforts were made to obtain housing and why, without the homeless assistance, the participant would be living on the street or in an emergency shelter.
Persons fleeing domestic violence	Obtain written verification from the participant that he/she is fleeing a domestic violence situation. If a participant is unable to prepare verification, the grantee/recipient may prepare a written statement about the participant's previous living situation for the participant to sign and date.

### **Transitional Housing**

<b>Participant</b>	<b>Verification/Documentation Required</b>
For clients being accepted into the TH program from a homeless situation	The same criteria required of long-term shelters must be used in these situations.
For clients coming from an emergency shelter	A statement from the referring agency indicating the client resided in the shelter is sufficient.

### **Day Shelters**

Day shelters must have an established method of documenting homelessness and determining an accurate count of homeless persons served. (*Day shelters are only eligible for limited ESG funding.*)

### Termination of Participation and Grievance Procedure

Grantees may terminate assistance provided to clients who violate program requirements. The termination, however, must allow for the due process of the terminated client's rights.

Grantees must have in place a procedure that governs the termination and grievance process in addition to client rules and responsibilities. These procedures should describe the program requirements and the termination process, as well as the grievance procedure.

It is important that termination and grievance procedures and rules and responsibilities are effectively communicated to clients in order to ensure the procedures are fully understood. Staff is expected to verbally explain procedures to clients upon entry, intake or orientation to the program in addition to making this information readily available to participants through written information. Posting policies on a bulletin board in a common area within the facility is an effective way to ensure that the procedures are available for clients to access at any time.

### Participation of Homeless Persons in Policy-Making and Operations

Each grantee must involve, to the maximum extent possible, homeless individuals and families in program policy and procedure making decisions, in the maintenance and operation of facilities and in the provision of services to residents of these facilities.

This might include, for example, involvement of a formerly homeless person on the Board of Directors, Advisory Council or similar entity that considers and sets program policy or makes decisions for the grantee. This involvement may also be in the form of client employment or volunteering in agency activities such as construction, renovation, maintenance, general operation of facilities, or provision of services. Other methods of achieving client involvement may include having a suggestion box, using chore lists and exit interviews, conducting regularly scheduled house meetings, encouraging clients to assist with children's programs, parenting classes or vocational training programming.

Grantees may request a waiver from this requirement when the grantee is unable to meet it and the grantee agrees to consult with homeless or formerly homeless persons in making program policy or decisions.

This requirement is in accordance with federal regulation at 24 CFR 576.56 (b).

### Ensuring Confidentiality

To ensure the safety and security of clients, grantees are required to develop and implement procedures to guarantee the confidentiality of client records. At a minimum, all client paper files and records should be secured when not in use in a locked file cabinet in a room that is also locked when staff is not present. Client records and files that are stored electronically must be password protected and should only be accessed by authorized agency personnel. Unique client identifiers should be used whenever possible. Confidentiality statements should be used and signed by any staff, volunteers or outside individuals who have access to client information.

### Documentation of Service Provision

All SSG and ESG grant grantees must maintain accurate client records and documentation. Client files will be reviewed carefully during on-site monitoring visits. Grantees are expected to provide documentation through client files and agency policy and procedure based on the level of supportive services indicated in the approved FY 09 application.

Records shall be readily accessible to DHCD during the course of the grant agreement time frame and shall remain intact and accessible for **three years thereafter**. The exception is in the event that any litigation claim or audit is started before expiration of the three year period the records shall be retained until such action is resolved.

### Admissions and Supportive Services Guidelines

Applicants for all emergency shelter and transitional housing programs are required to offer supportive services as outlined in the application.

Grantees of SSG and/or ESG funds may give preference to homeless persons who resided in their service area prior to becoming homeless. However, it is expected that any verified homeless person meeting the emergency shelter or transitional housing program's admission criteria will be provided with shelter and services if space is available, with no consideration to previous residency status or last address. Providers of emergency shelter for victims of domestic violence who receive funds through SSG and/or ESG may grant priority to domestic violence victims, but must provide services to women (and their dependents, when appropriate) who are homeless due to other causes when space is available.

### Match

All SSG and ESG grantees are required to provide a dollar-for-dollar, match for the entire SSG and/or ESG award amount. The match must be for the specific project for which SSG and/or ESG funding is awarded and must be received and expended within the grant year. Allowable sources of match are cash, the value or fair rental value of any donated material or building, the value of any lease on a building, any salary paid to staff to carry out the program of the recipient and the value of the time and services contributed by volunteers to carry out the program of the recipient.

### Utilization Rates

Utilization rates will be used in determining 20 percent of the total SSG and ESG allocation administered by DHCD. An applicant's utilization rate is a measure of a facility's physical capacity versus actual rates of usage (bed nights provided for homeless individuals). This information is only relevant for agencies receiving funding from SSG and/or ESG during fiscal year 2008 from DHCD. This rate has been determined based on quarterly reports submitted. It will be transmitted electronically to agencies by the date of release of this application and must be signed and submitted as Attachment A of the application.

### Logic Models

Applicants are required to submit any *existing* organizational and/or service provision logic models available with submitted applications. It is anticipated that DHCD will require logic models to be included in the renewal process for shelter grant funding for fiscal year 2010. Details of this will be forthcoming in fiscal year 2009 and outlined in the 2010 renewal application.

## Religious Exemption

All organizations receiving SSG and/or ESG funds must provide all activities under these programs in a matter that is free from religious influences.

## **State Shelter Grant (SSG)**

The State Shelter Grant (SSG) is comprised of both state and federal funds. DHCD provides the state portion of the award through allocations from the State General Fund. The federal portion of the SSG is TANF (Temporary Assistance to Needy Families) funds which originate at the U.S. Department of Health and Human Services, Administration for Children and Families and are provided to the Virginia Department of Social Services (DSS). In turn DSS allots a portion to DHCD to administer and distribute as a part of the SSG program.

The goal of the State Shelter Grant (SSG) is to assist homeless families and individuals by providing financial support, technical assistance and training opportunities for local government and nonprofit agencies that provide services and support through the operation of emergency shelters and transitional housing facilities in Virginia.

Any building for which SSG funding is used for renovation, major rehabilitation or conversion must meet local government safety and sanitation standards. In addition, these efforts must comply with the Building and Habitation standards outlined in this document. Grantees must use the state portion of SSG awards to achieve code compliance of the facility structure prior to directing funds to other operation costs.

## Eligible SSG Applicants

Eligible applicants are incorporated nonprofit organizations and local governments in Virginia that provide emergency shelter and/or transitional housing facilities for homeless persons within the Commonwealth of Virginia. Applicants must be providing shelter and related services outlined as eligible in this application by July 1, 2008.

Staff will contact applicants who have not previously received SSG funds to schedule a facility tour prior to a funding decision. Staff may contact all applicants for verification or clarification of information or for additional information prior to a funding decision.

## Eligible Activities

The state portion of the SSG **may be used** for one or more of the following activities:

- Rehabilitation, repair and improvements to bring existing emergency shelters and transitional housing facilities into compliance with state and local health and building codes.
- Operation costs such as administration (including staff), maintenance, rent, utilities, insurance, supplies and furnishings for emergency shelters and transitional housing

facilities.

- The delivery of essential human services that address issues such as employment, substance abuse, education or health where such services do not duplicate or supplant existing local services.

The TANF portion of SSG **may be used for** the following activity:

- Operations and supportive services intended to achieve the purpose of the program as described for the state portion of the SSG allocation **with the exception of that related to structural rehabilitation, repair and improvements.**

Requirements related to SSG TANF:

- SSG TANF funds must be used for services related to individuals who have custody of minor children (includes individuals who are pregnant, who have custody of children less than 18 years old or a full-time secondary school student less than 19 years old who resides with the family).
- There must be an income limit for services provided under TANF. This income limit can be up to 200 percent of the federal poverty limit.

### Ineligible Activities

The state and TANF portions of the SSG **may not be used** for the following activities or for any activity that is in violation of federal law or the laws of the Commonwealth of Virginia:

- The provision of shelter or services to persons other than those who are homeless.
- Services related to unaccompanied minors who are not legally emancipated.
- The provision of emergency shelter to the homeless where clients are charged a fee/rent or required to make a donation to receive shelter.
- Services for which Section 8 rental vouchers or other rental subsidies that cover fair market rent costs for transitional housing and/ or emergency shelter units are being received.
- The provision of transitional housing for the homeless if either of the following apply:
  - Program fees charged exceed 30 percent of the resident's income;
  - The total annual income from rents exceeds 50 percent of the last year's total budget for the transitional housing program.
- To acquire/purchase new property (buildings, land, and structures). *Mortgage payments on existing property directly related to shelter services and administration are permissible.*

- Homeless prevention activities such as, but not limited to, mortgage or rental assistance and rental or utility deposits.
- The provision of beds for which third-party payments are received. This includes per diem payments from the Department of Social Services, the Department of Corrections and/or other state or federal agencies. FEMA funds that are provided on a per bed basis are exempt from this preclusion.
- The provision of day shelters with no overnight accommodations.
- Juvenile justice activities.

The SSG TANF **may not be used** for the following activities:

- Services provided for individuals without a minor child.
- Structural rehabilitation, repair and improvements.
- To provide medical services other than pre-pregnancy family planning services.

### **Emergency Shelter Grant (ESG)**

The Emergency Shelter Grant (ESG), authorized by the Stewart B. McKinney Homeless Assistance Act, is funded by the U. S. Department of Housing and Urban Development (HUD). This federally funded grant is administered by the Virginia Department of Housing and Community Development (DHCD), Division of Housing and is available to service providers in non-entitlement areas.

The goal of the ESG is to assist homeless families and individuals by providing shelter and services at emergency and transitional housing facilities in the Commonwealth of Virginia.

#### **Eligible Applicants**

Eligible applicants are incorporated nonprofit organizations and local governments in **non-entitlement** jurisdictions in Virginia that provide emergency shelter, transitional housing and/or day shelter programs for homeless persons within the Commonwealth of Virginia. *Applicants' facilities located in any of the U. S. Department of Housing and Urban Development (HUD) designated entitlement cities of Norfolk, Richmond, Roanoke and Virginia Beach and entitlement counties of Fairfax and Prince William are not eligible for ESG funding.*

Only day shelter programs with established policies directly related to documenting homelessness and determining accurate client counts will be considered eligible for funding. In addition, day shelter programs must provide at least the minimum level of supportive services to be considered eligible. *(See Section F Delivery of Supportive Services of Application)*

Applicants must abide by the requirements detailed in the *Federal Register Part II CFR Part 576*, the Housing and Community Development Act of 1992, regulations related to Lead-Based Paint Hazards, and other applicable federal and state regulations. At a minimum, all facilities assisted with ESG must meet HUD Section 8 Housing Quality Standards and Habitability Standards.

Primarily religious organizations must agree to provide all eligible activities under this program in a manner that is free from religious influences.

### Eligible Activities

ESG funds **may be used** for one or more of the following activities:

- Staff costs, not to exceed 10 percent of the total ESG award.
- Payment of shelter maintenance, operation (including administrative expenses [excluding staff costs]), rent, security, fuels, insurance, utilities, food and furnishings for emergency shelters, seasonal shelters, day shelters and transitional housing facilities.

### Ineligible Activities

ESG funds **may not be used** for the following activities or for any activity that is in violation of federal law or the laws of the Commonwealth of Virginia:

- The provision of services to persons other than those who are homeless (see Definition of Homelessness). For the purposes of this grant, children or juveniles who are wards of the state are not considered homeless persons.
- Prevention activities.
- The provision of emergency shelter wherein the payment of a fee or other compensation is a requirement to receive shelter.
- The provision of transitional housing for the homeless if any of the following apply:
  - Program fees charged exceed 30 percent of the resident's income.
  - The total annual income from rents exceeds 50 percent of the last year's total budget for the transitional housing program.
  - The applicant receives Section 8 Program subsidy or any other government rental subsidy to operate the facility.
- Staff costs exceeding 10 percent of the ESG award; this includes independently contracted supportive services staff.
- To acquire/purchase any real property (buildings, land, and structures) including mortgage payments.
- For building conversion, shelter renovation, rehabilitation, repair or the fees associated with these activities.
- For the provision of beds for which third-party payments are received. This includes per diem payments from the Department of Social Services, the Department of Corrections and/or other state or federal agencies. FEMA funding is not included.

- To pay the costs associated with audits or audited financial statements.
- For the purchase of computers including laptops.
- For travel or staff training.

### **SECTION 3: CHILD SERVICES COORDINATOR GRANT (CSCG)**

Child Services Coordinator Grant (CSCG) is comprised of both state and federal funds. DHCD provides the state portion of the award through allocations made by the State General Fund. The federal portion of the CSCG is TANF funds that originate with the U.S. Department of Health and Human Services, Administration for Children and Families and are provided to the Virginia Department of Social Services (DSS). In turn DSS allots a portion to DHCD to administer for shelter services related to children.

DHCD provides the Child Services Coordinator Grant (CSCG) to SSG grantees who qualify for the support of personnel costs associated Child Services Coordinator (CSC) positions. These positions specifically address the special health care, mental health and educational coordination needs of homeless children residing in emergency shelters and/or transitional housing programs.

CSC positions are responsible for screening children entering a facility. Any child with identified health or mental health needs must be referred to the most appropriate community resource for care and treatment. Each school age child, during the school year, must be enrolled in school. CSCs are expected to facilitate the coordination and advocacy of services related to children in the facility.

***Agencies receiving CSCG funds must have a comprehensive policy in effect for mandatory reporting of suspected child abuse and neglect. Agencies are strongly encouraged to contact the local department of social services and domestic violence programs for on-going guidance and training on this issue.***

#### Eligible Applicants

Eligible applicants are incorporated nonprofit organizations and local governments receiving SSG funding that provide emergency shelter or transitional housing for homeless families with children in the Commonwealth of Virginia.

#### Performance Measures

- 30 percent of children served in emergency or domestic violence shelters receive a health screening or assessment by professional staff and referrals are made for any necessary treatment;
- 75 percent of children served in transitional housing receive a health screening or assessment by professional staff and referrals are made for necessary treatment;
- 30 percent of children over the age of five who are served in an emergency shelter receive a mental health screening or assessment by professional staff and are referred to a mental health agency when necessary; and

- 75 percent of children over the age of five in transitional housing receive a professional mental health screening or assessment by professional staff and are referred to a mental health agency when necessary.

### Eligible Activities

The CSCG **may be** used for one or more of the following activities:

- Parent education and support activities for individuals residing in emergency shelter and transitional housing facilities.
- Individual or group activities designed to assist children in adjusting and coping to residing in emergency shelter or transitional housing facilities.
- The provision of activities to increase resiliency in children living in emergency or transitional housing facilities.

### Ineligible Activities

The CSCG **may not be used** for the following activities or for any activity that is in violation of federal law or the laws of the Commonwealth of Virginia:

- Formal child care services.
- Formal individual or group counseling activities (*i.e. those services that should be designated to license counselors*).
- For any other purpose than direct salary and benefit costs associated with the designated position(s).

### Match

There is no match requirement for CSCG. However, grantees of CSCG funds are encouraged to use other resources to supplement Children Services Coordinators' wages or salaries when appropriate.

## **SECTION 4: CHILD CARE FOR HOMELESS CHILDREN PROGRAM (CCHCP)**

The Child Care for Homeless Children Program (CCHCP) is provided through the federally funded Child Care and Development Block Grant (CCDBG). This block grant originates with the U.S. Department of Health and Human Services, Administration for Children and Families and is provided to the Virginia Department of Social Services (DSS). In turn DSS allots a portion to DHCD to administer for child care services for children residing in emergency shelter and transitional housing facilities.

Parents of homeless children receiving assistance with the costs of child care must be employed or in a job training or educational program.

CCHCP requires that parents with income pay a portion of the child care costs equal to ten percent of monthly gross income or \$25, whichever is greater, regardless of the number of children accessing child care, the number of hours of child care needed for the month, or the cost of the child care. Child care services must be provided by DSS licensed facilities.

### Eligible Applicants

Eligible applicants are incorporated nonprofit organizations and local governments that receive SSG funding and provide emergency shelter or transitional housing for homeless families with children in the Commonwealth of Virginia.

### Performance Measures

- 100 percent of eligible low-income families in homeless shelters needing child care to support employment will receive it, subject to available funding;
- 60 percent of households receiving child care have at least one parent employed when exiting the shelter;
- 85 percent of households entering the shelter with employment maintain employment when leaving the shelter through the provision of child care; and
- 30 percent of households receiving child care services move to permanent housing when exiting the shelter.

### Eligible Activities

The CCHCP **may be** used for one or more of the following activities:

- Payment of child care services for children living with their parent(s) or guardian(s) in emergency shelter and transitional housing facilities for the time their parent(s) or guardian(s) are working or attending job training or educational programs related to employment.

### Ineligible Activities

CCHCP funds **may not** be used for the following activities or for any activity that is in violation of federal law or the laws of the Commonwealth of Virginia:

- For payment to homeless parents for child care costs or other costs.
- To purchase child care services for homeless children exceeding the market rate for the locality as established by the Virginia Department of Social Services.
- For payment of the entire costs of child care for parents with income.
- For payment of child care services in lieu of assistance from local DSS child care subsidies.

### Match

There is no required match.

## SECTION 5: DEFINITIONS

The words and terms listed, when used in these guidelines, shall have the following meaning unless the context clearly indicates otherwise.

<b>Applicant</b>	an incorporated nonprofit organization or unit of local government that makes application for funds
<b>Application</b>	the written request for grant funding
<b>Case Management</b>	a form of supportive services; specifically outlined levels are defined in the application
<b>CCHCP</b>	Child Care for Homeless Children Program
<b>Chronically Homelessness</b>	An unaccompanied homeless individual with a disabling condition who has either:  (a) been continuously homeless for a year or more OR  (b) has had a least four episodes of homelessness in the past three years.
<b>CoC</b>	Continuum of Care
<b>CSCG</b>	Child Services Coordinator Grant
<b>DHCD</b>	Virginia Department of Housing and Community Development
<b>Day Shelter</b>	a drop-in service center with no overnight accommodation
<b>Domestic Violence Shelter</b>	an emergency shelter program designed to provide shelter services primarily for victims of domestic violence (and their dependents, when appropriate); these shelters may grant priority to domestic violence victims, but must provide services to women (and their dependents, when appropriate) who are homeless due to other causes when space is available
<b>Emergency Shelter</b>	short-term accommodation of less than six months for homeless individuals and families; emergency shelters serve to assist in resolving immediate crises, assess participants' needs and assist them to access appropriate housing, employment resources and/or human services.
<b>ESG</b>	Emergency Shelter Grant; funded through the U.S. Department of Housing and Urban Development
<b>Facility</b>	all or any portion of buildings or structures used to provide direct shelter services
<b>Grant Year 2008</b>	July 1, 2007 through June 30, 2008
<b>Grant Year 2009</b>	July 1, 2008 through June 30, 2009
<b>Grant Year 2010</b>	July 1, 2009 through June 30, 2010
<b>Grant Agreement</b>	the contract between DHCD and the service provider containing the terms and conditions provided for within a specific program
<b>Grantee</b>	agencies receiving DHCD funds

<b>HUD</b>	U. S. Department of Housing and Urban Development
<b>HQS</b>	Housing Quality Standards; a set of structural and maintenance standards established by the U. S. Department of Housing and Urban Development
<b>Habitability Standards</b>	a set of structural, maintenance and environmental standards established by the U. S. Department of Housing and Urban Development
<b>Handicapped Accessibility</b>	the absence of architectural or communication barriers which restrict full access to a facility by an individual with a physical or mental impairment
<b>Homeless</b>	<ol style="list-style-type: none"> <li>1. An individual or family that lacks a fixed, regular and adequate nighttime residence or</li> <li>2. An individual or family which has a primary nighttime residence that is: <ol style="list-style-type: none"> <li>(a) A supervised publicly or privately operated shelter designed to provide temporary living or conditions;</li> <li>(b) An institution that provides a temporary residence for individuals intended to be institutionalized; or</li> <li>(c) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.</li> </ol> </li> <li>3. The term <u>does not</u> include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.</li> <li>3. The term <u>does not</u> include any individual or family living in structures that are not physically sound, or those who are living with friends or family in a structure meant to house one family or individual (doubled-up or overcrowded conditions).</li> <li>5. The term <u>does not</u> apply to those are who considered at imminent danger of becoming homeless due to eviction or foreclosure. If eviction or foreclosure occurs, the individual or family may be considered homeless if there are no other housing resources available to them.</li> </ol>
<b>Local Approval</b>	endorsement of a project proposed by a nonprofit organization by an authorized local government official
<b>Locality</b>	a city, county, or town located within the Commonwealth of Virginia
<b>Maintenance</b>	routine repairs to a building or property to assure its continued safe, sanitary, and energy-efficient use
<b>Minimum Shelter Standards</b>	standards outlined in Attachment B of the application
<b>Permanent Housing</b>	a home or apartment, including Section 8, Single Room Occupancy Facilities (SRO) or Public Housing, in which the household plans to stay for a period of time
<b>Project Sponsor</b>	a non-profit organization or local government providing housing and services for homeless families and individuals receiving state and/or federal funds through DHCD to assist with these activities

<b>Rehabilitation</b>	substantial physical improvements/repairs to a facility which will secure it structurally, correct building, health, or fire safety code defects; increase energy efficiency; and assure safe and sanitary occupancy
<b>Seasonal Shelter</b>	seasonal facility open during inclement months of the year providing thermal protection and at a minimum, beds and food to homeless persons
<b>Service Area</b>	the geographic area or jurisdiction served by a nonprofit organization or a local government
<b>Supportive Services</b>	Assistance that: <ol style="list-style-type: none"> <li>1. Addresses the special needs of eligible persons; and</li> <li>2. Provides appropriate services or assists such persons in obtaining appropriate services including health care, mental health treatment, alcohol and other substance abuse services, child care services, case management services, counseling, supervision, education, job training and other services essential for achieving and maintaining independent living.</li> </ol>
<b>SSG</b>	State Shelter Grant
<b>Transitional Housing</b>	housing for homeless individuals and families intended to help residents build the skills and access the resources to move to permanent housing or permanent supportive housing within a period of between six and twenty-four months; single adults may have private or shared rooms; families should have private apartments or at minimum have private sleeping quarters; case management services are expected
<b>Utilization Rate</b>	a measure of a facility's physical capacity versus actual rates of usage (bed nights)