

Virginia Housing Trust Fund- Homeless Reduction Grant



**VIRGINIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT**
Partners for Better Communities

To access webinar audio

Call-in toll free number 1-866-8425779

Conference Code: 804 371 1012

Purpose

Reduce homelessness through continuum of care (CoC)/local planning group (LPG) strategies and homeless service projects that are a part of an effective emergency crisis response system in communities to ensure that homelessness is rare, brief, and non-recurring

Emergency Crisis Response System

A housing focused approach that:

- Ensures homelessness is rare, brief, and non-recurring
- Helps households quickly regain housing stability
- Prevents households from becoming homeless
- Coordinates community based activities

Housing First

Housing First is focused on:

- Moving participants into permanent housing quickly
- Stabilization and mainstream resources to ensure participants remain in housing

Overview

- General fund allocation for 2017-2018 biennium budget
- Estimated appropriation of 5.5. million
- Up to 20% towards reducing homelessness
- \$850,000 anticipated towards the Homeless Reduction Grant
- Priority consideration will be given to efforts to reduce the number of homeless youth and families

Homeless Reduction Grant Pool

- Maximum amount of Trust Fund homeless reduction grant is \$100,000
- Deadline is 11:59PM on November 4, 2016
- All applications MUST be submitted through DHCD's CAMS on-line application system
- Applications will be evaluated "as is" so please fully complete all portions

Eligible Applicants

- Units of local government
- Non-profit organizations or housing developers (non-profit and for-profit)
- Community Housing Development Organizations (CHDOs)
- Single purpose organization or a limited liability corporation

Applicant Requirements

- Registered CAMS profile
- Relationships between all partners involved in project must be clearly articulated
- No outstanding issues

Eligible Projects

- Rapid Rehousing
- Permanent Supportive Housing (housing stabilization services)
- Predevelopment (permanent supportive housing)

Rapid Re-housing

Rapid Re-housing projects have three main components:

- Housing identification
- Rental/move-in financial assistance
- Case Management and Services

Permanent Supportive Housing

Permanent supportive housing projects have housing stabilization services as a component that includes the following eligible costs:

- Conducting initial assessments
- Counseling
- Facilitating access to mainstream services
- Monitoring and evaluating program participant progress
- Coordination with and referrals to other providers
- Developing individualized housing and service plans

Predevelopment

Pre-development permanent supportive housing projects include the following eligible costs:

- Feasibility study fees
- Consulting fees
- Financial application costs
- Architects, legal, engineers, development team fees
- Site control expenses
- Title clearance costs

CAMS Guidance

- All work in CAMS should be frequently saved
- Google Chrome is the recommended browser
- Work in MS Word and copy and paste into the CAMS text boxes
- The text box will only accommodate text responses. Graphic, tables, charts should not be pasted into the narrative section; instead, include the information in a separate attachment

Project Information

The screenshot shows a web browser window with two tabs: 'CAMS Administration' and 'DHCD CAMS Portal'. The address bar shows the URL: <https://dmz1.dhcd.virginia.gov/CAMSPortal/Applications/Application.aspx?App=2241>. The browser's address bar also shows 'Nichele' and 'Other bookmarks'. The page header includes the DHCD CAMS logo and a welcome message for Nichele R. Carver, Profile Manager, Virginia Department of Housing and Community Development, with a 'Log Out' button. A navigation menu contains links for Profile, Search Programs, Downloads, Apply, Application Status, View And Manage Projects, and User Guide. The main content area is titled 'Application Submission' and includes a 'Print' icon. It displays application details: Application ID: 39509232016135912, Project Name: DHCD Application Test (with an 'Edit?' link), Program Name: Housing Trust Fund Homeless Reduction Grant, Application Start Date: 09/23/2016, Application End Date: 11/04/2016, and Status: Incomplete. Below this is a tabbed interface with 'Project Information' selected. A 'Save This Tab' button is present. The 'Project Information' section includes: Organization Name: Virginia Department of Housing and Community Development; Project Primary Contact (with a help icon) fields for First Name*, Title*, Work Phone* (with separate boxes for area, number, and extension), Last Name*, and Email*; Project Location (with a help icon) fields for Address*, City*, and Zip Code* (with a 'Whats my +4?' link); and Primary Service Area* (with a help icon) section with a detailed instruction: 'Please select ALL localities that will be in your project's primary service area. Only one County, City or Town must be selected to save this page. Select the Add/Edit link to make changes. Selections will display below the County, City and Town sections. When selecting a County, it is not necessary to also select a Town that lies within that county. Consult the application information for this program for additional information.' Below the instructions are three selection options: County: Add/Edit County (No County Selected), City: Add/Edit City (No City Selected), and Town: Add/Edit Town (No Town Selected). At the bottom, there are links for Contact Us, FAQ, and DHCD Site, along with the copyright notice 'Copyright ©2016 DHCD'. The footer features the Virginia DHCD logo, the address 'Virginia Department of Housing and Community Development, 600 East Main Street, Suite 300, Richmond, VA 23219', and a small house icon. The Windows taskbar at the bottom shows various application icons and the system clock indicating 2:00 PM on 9/23/2016.

Project Budget

CAMS Administration | DHCD CAMS Portal

https://dmz1.dhcd.virginia.gov/CAMSPortal/Applications/Application.aspx?App=2241

Apps | Bookmarks | Imported From IE | Home

0 | 19 | 8 | 10

DHCD CAMS | Welcome Nichele R. Carver, Profile Manager | Virginia Department of Housing and Community Development | **Log Out**

Profile | Search Programs | Downloads | Apply | Application Status | View And Manage Projects | User Guide

Application Submission Print

Application ID: 39509232016135912 | Project Name: DHCD Application Test [Edit?](#) | Program Name: Housing Trust Fund Homeless Reduction Grant
 Application Start Date: 09/23/2016 | Application End Date: 11/04/2016 | Status: Incomplete

Project Information | **Project Budget** | Narrative Information | Attachments | Additional Information

[Save This Tab](#)

Project Budget Information
 Please enter your Total Request: \$

Cost/Activity Category		DHCD Request	Other Funding	Total
⊕ Rapid Re-housing	Add Delete	\$0.00	\$0.00	\$0.00
⊕ Permanent Supportive Housing	Add Delete	\$0.00	\$0.00	\$0.00
⊕ Pre-development	Add Delete	\$0.00	\$0.00	\$0.00
TOTAL		\$0.00	\$0.00	\$0.00

Budget Narrative:

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 600 East Main Street, Suite 300
 Richmond, VA 23219



Windows Taskbar: 2:05 PM 9/23/2016

Narrative

The screenshot shows a web browser window with the URL <https://dmz1.dhcd.virginia.gov/camsportal/Applications/Application.aspx?App=2243>. The page title is "DHCD CAMS Portal". The user is logged in as "Nichele R. Carver, Profile Manager" and is viewing the "Application Submission" page for application ID 39509232016144640. The application is for the "Housing Trust Fund Homeless Reduction Grant" program, with a start date of 09/23/2016 and an end date of 11/04/2016. The status is "Incomplete".

The page has a navigation menu with the following items: Profile, Search Programs, Downloads, Apply, Application Status, View And Manage Projects, and User Guide. The main content area is titled "Application Submission" and includes a "Print" button. Below this, there are tabs for "Project Information", "Project Budget", "Narrative Information", "Attachments", and "Additional Information". The "Narrative Information" tab is active, showing a "Save This Tab" button and the instruction "Please answer following questions:".

Question 1: Summarize the funding request. The summary must list the total request for each budget activity. A "Save This Tab" button is located to the right of the question.

Question 2: Provide a detailed description of the proposed activities. The narrative must include the project location and the current status of project components either under development or in the process of being implemented. A "Save This Tab" button is located to the right of the question.

Both questions have associated rich text editors with a toolbar containing icons for undo, redo, bold, italic, underline, bulleted list, and numbered list.

Attachments

Application Submission [Print](#)

Application ID: 39509232016135912 Project Name: DHCD Application Test [Edit?](#) Program Name: Housing Trust Fund Homeless Reduction Grant
Application Start Date: 09/23/2016 Application End Date: 11/04/2016 Status: Incomplete

Project Information | **Project Budget** | **Narrative Information** | **Attachments** | **Additional Information**

[Save This Tab](#)

Please submit/upload following required documents:

UPLOAD ATTACHMENTS INSTRUCTION:
Please see the application instructions for details.

Implementation Timeline (predevelopment projects only)
 No file chosen

Certifications and Assurances
(to get the template file by clicking [HERE](#))
 No file chosen

Applicant Financials
 No file chosen

CoC/LPG Letter of Support
 No file chosen

Homeless Services Flow Chart
 No file chosen

Job Descriptions
 No file chosen

MOUs
 No file chosen

Board of Directors
 No file chosen

Additional Attachments
 No file chosen

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600 East Main Street, Suite 300
Richmond, VA 23219

Windows Taskbar: 2:13 PM 9/23/2016

Attachments

- Implementation Timeline - Required for predevelopment projects only
- Certifications and Assurances - DHCD template; required for all projects
- Applicant Financials - Required for all projects –current and prior year organizational budgets to include revenue sources and expenses
- CoC Letter of Support – Required; must detail how the project fits into the CoC or local planning group crisis response system
- Homeless Flow Chart – Required for rapid re-housing and permanent supportive housing projects only

Attachments (cont.)

- Job Descriptions - Required for projects proposing staff costs
- MOUs – If applicable
- Board of Directors – Required for all non-profit applicants
- Additional attachments – Optional

Additional Information

The screenshot shows a web browser window with the following details:

- Browser Tabs:** CAMS Administration, DHCD CAMS Portal
- Address Bar:** <https://dmz1.dhcd.virginia.gov/CAMSPortal/Applications/Application.aspx?App=2241>
- Page Header:** DHCD CAMS logo on the left; "Welcome Nichele R. Carver, Profile Manager" and "Virginia Department of Housing and Community Development" on the right, with a "Log Out" button.
- Navigation Menu:** Profile, Search Programs, Downloads, Apply, Application Status, View And Manage Projects, User Guide.
- Section:** Application Submission (with a "Print" icon on the right).
- Application Details:**
 - Application ID: 39509232016135912
 - Project Name: DHCD Application Test [Edit?](#)
 - Program Name: Housing Trust Fund Homeless Reduction Grant
 - Application Start Date: 09/23/2016
 - Application End Date: 11/04/2016
 - Status: Incomplete
- Navigation Tabs:** Project Information, Project Budget, Narrative Information, Attachments, **Additional Information** (selected).
- Form:** A "Save This Tab" button is present. Below it, a text prompt reads "Enter optional comments regarding your application in the space below:" followed by a large empty text area.
- Footer:** Links for "Contact Us", "FAQ", and "DHCD Site"; "Copyright ©2016 DHCD"; the Virginia DHCD logo; and the address: "Virginia Department of Housing and Community Development, 600 East Main Street, Suite 300, Richmond, VA 23219".
- Taskbar:** Shows icons for Internet Explorer, Outlook, File Explorer, Chrome, Lync, and Word. The system clock shows 2:15 PM on 9/23/2016.

Application Status

- Multiple users can work on, edit and review application materials.
- CAMS will save the application as Incomplete. Applicant may return repeatedly to CAMS to work on application.
- Please be sure all work on the application is saved in CAMS.
- Once the application is submitted the status will change from Incomplete to Pending.

Evaluation

- Need – 20%
- Approach – 30%
- Local Coordination – 30%
- Capacity – 20%

Narrative Guidance

- Preference will be given to projects that are based on the Housing-First model and/or proven housing focused approaches
- Projects are expected to reduce homelessness and support overall CoC (or local planning group) efforts
- Project activities must be incorporated into the local coordinated assessment system and adhere to local policies and procedures
- Includes housing-focused standards of service and assistance
- For predevelopment grants, the resulting permanent supportive housing project must be designed to meet these standards

Narrative Guidance

- Clearly demonstrate how the project resulted from a local planning effort
- If applicable, describe how the project will reduce the number of homeless youth (age 18-24) and families
- Include local data that demonstrates the gap and demand and identify how the proposed project will address this need
- Describe how the project will implement housing stabilization services
- Describe the number and type of households projected to be served with this funding

Dates to Remember

- November 4 – Housing Trust Fund Applications DUE – www.dhcd.virginia.gov
- November 16-18 – Governor's Housing Conference – visit www.dhcd.virginia.gov

Technical Assistance

Application Questions

Nichele Carver

nichele.carver@dhcd.virginia.gov

804-371-7113

Technical CAMS Questions

CAMS Help Desk at

CamsHelp@dhcd.virginia.gov

Please do not wait until the last minute to submit –
Resource Team not available after 5 p.m.