

VERP Planning Grant

Spring 2021

Application Due Date: May 26, 2021



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



Background

- The Virginia Eviction Reduction Pilot (VERP) Planning Grant was established using FY2020 VERP funds to help communities better understand their eviction prevention needs and develop mitigation strategies.
- Contingent upon applications received, DHCD will award up to \$390,000 in VERP Planning Grant funds for a June 15, 2021 – October 31, 2021 contract period.

Goals

- To aid localities and nonprofits to better understand the eviction prevention needs in their communities
- To build organizational capacity to mitigate evictions
- To prepare Grantees for a future VERP Implementation Grant applications
 - Receiving a *Planning* grant does NOT automatically mean applicants will receive an *Implementation* grant

Eligible Applicants

- Units of local government
- Non-profit organizations
- Institutions of higher education (in collaboration with a local nonprofit or unit of local government)
- Previous VERP applicants that did not receive funding are encouraged to apply.
- Current VERP Grantees are **ineligible** for Planning Grant funding

Applicant Requirements

- Registered in DHCD's Centralized Application and Management System (CAMS) profile
- No outstanding issues within CAMS

Geographic Targeting

- This grant opportunity is available statewide through a competitive application process.
- Priority Areas:
 - Danville
 - Petersburg
 - Chesapeake
- **DHCD will fund only one Grantee per locality.** Local Planning Grant activities must be coordinated with all local eviction prevention and diversion efforts. Applications not coordinated with other local efforts are ineligible.

Geographic Targeting

- DHCD will **not** provide a Planning Grant to priority areas already being served by current VERP *Implementation* Grantees. These include:
 - City of Hampton
 - City of Newport News
 - City of Norfolk
 - City of Norton
 - City of Richmond
 - Buchanan County
 - Dickenson County
 - Lee County
 - Russell County
 - Scott County
 - Wise County
- These localities are not included in geographic targeting and **should not** be part of an applicant's service area.

Scope of Service

Planning Grant projects should fall within at least one of the following categories and should be outlined in the “Scope of Work” attachment:

Category	Description
Need	Activities that help communities better understand their eviction prevention and diversion needs (i.e. surveys, community assessments, needs assessments)
Approach	Activities that foster landlord/tenant involvement (i.e. outreach and engagement strategies) Developing strategies to reduce evictions (i.e. community work plans)
Capacity	Activities that build capacity in communities where eviction programs may be disjointed (i.e. mapping of current assets and gaps analysis) Activities that strengthen a community’s capacity to assess eviction prevention (i.e. assessment tool development)

Eligible Activities

- **Needs Assessment**

- Examples: Eviction data collection costs, surveys of landlords/tenants, consultant fees

- **Outreach**

- Examples: Outreach and engagement activities, surveys of landlords/tenants, advertisement and awareness campaigns

- **Capacity Building**

- Examples: Training and capacity building sessions, assessment tool development

- **Administrative Costs** (up to 10 percent)

- Examples: Grants management, accounting for the use of grant funds, preparing final reports to submission to DHCD

Local Match

- The program does not require a match.
- Grantees are encouraged to use matching funds to supplement Planning Grant efforts if DHCD funding cannot cover the full cost of the project.
- Local COVID or other emergency resources **do count** toward a local match commitment.

Planning Grant Advisory Committee

- Planning Grant activities must be **coordinated** with other community eviction prevention resources.
- Each Grantee is required to have significant local coordination through a local advisory committee established for the purpose of the Planning Grant
- Please see the Program Guidelines for a full list of who should be included in the Planning Grant Advisory Committee

Reporting and Evaluation

- While there is no monthly reporting, Grantees are expected to provide DHCD with a **final work product** as part of their grant closeout.
 - Example: If applying under the “Needs” category, a Grantee will be expected to submit a copy of their results and final needs assessment
- Grantees should clearly define the Planning Grant project outcomes in the “Scope of Work” attachment.

Overview of Application Process

- Deadline: 11:59PM on May 26, 2021
- All applications must be submitted through DHCD's CAMS online application system
- Applications will be evaluated as submitted

Accessing VERP Planning Grant Application Instructions and Guidelines

1. Go to the DHCD website, www.dhcd.Virginia.gov
2. Click on Access CAMS button in the upper right corner
3. Click Applications and Programs
4. Click Apply on the top menu
5. Select Virginia Eviction Reduction Pilot (VERP) 2020 – VERP Planning Grant (2021) from the dropdown menu
6. Click Go
7. Click Apply

Tips for Using CAMS

- 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. Graphics, tables, or charts should not be pasted into the narrative section; instead, include the information in a separate attachment.

Project Information

Project Information

Project Budget

Narrative Information

Attachments

Additional Information

Project Information

Organization Name*:

Project Primary Contact

First Name*:

Last Name*:

Title*:

Email*:

Work Phone*: - -

Project Location

Address*:

Zip Code*: - [Whats my +4?](#)

City*:

Primary Service Area

County:  [Add/Edit County](#)

City:  [Add/Edit City](#)

Town:  [Add/Edit Town](#)

Project Budget

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Project Budget Information
Please enter your Total Request: \$

Cost/Activity Category	DHCD Request	Other Funding	Total
<input type="checkbox"/> Needs Assessment	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Outreach	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Capacity Building	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Administration (10% limit)	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00

Budget Narrative:

Narrative Information

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

Please answer following questions:

1. Describe the eviction rate(s) and local needs in the service area you intend to assess with the VERP Planning Grant. How do you know about this need? Include as much detail as is currently known (prior to examining this need further using Planning Grant funding).

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2. Describe your organization's strategic vision for eviction prevention. How does this Planning Grant opportunity tie into your organizational vision?

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3. Describe your current eviction prevention effort and how this planning grant will help coordinate and improve upon these efforts.

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Attachments

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

According to the program requirement, you must submit/upload following required documents:

Scope of Work

Choose File No file chosen

Implementation Timeline

Choose File No file chosen

(Optional)

Choose File No file chosen

Attachments

- Scope of Work
 - An outline of tasks and responsibilities to complete Planning Grant within the contract date (June 15, 2021 to October 31, 2021)
- Implementation Timeline
- Additional Optional Attachments

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.
- Be sure all work on the application is saved in CAMS.
- Once the application is submitted, the status will change from Incomplete to Pending.

Application Evaluation Criteria

<i>Criteria</i>	<i>Scoring Elements</i>	<i>Max. Points</i>
Need	Pre-pandemic rate of evictions; targeted localities (Danville, Petersburg, Chesapeake)	40
Approach	Evidence of local commitment to addressing evictions in the service area; community engagement; local collaboration; clear connection between Planning Grant proposal and eventual VERP application; local match	30
Capacity	Experience serving low-income households and providing financial assistance; ability to complete the Planning Grant during the timeframe	30
TOTAL – Must score at least 60 points to be considered for funding.		100

Assistance

Technical CAMS Questions:

CAMS Help Desk

CamsHelp@dhcd.virginia.gov

*Do not wait until the last minute – Resource Team is not available after business hours

Grant Application Questions:

Senta Gorrie, Associate Director
of Eviction Prevention

Senta.gorrie@dhcd.Virginia.gov

Questions & Answers