



**Virginia Eviction Reduction Pilot (VERP) 2.0  
Program Guidelines and Application Instructions  
2022**

*Application Due: November 15, 2021*

*How to Apply Webinars: October 25<sup>th</sup> 4:00 p.m. and 26<sup>th</sup> 10:00 a.m. (Mandatory)*



## Purpose

Governor Northam and the Virginia General Assembly have made reducing evictions a policy priority for the Commonwealth of Virginia. Governor Northam signed Executive Order 25 in November 2018 which made reducing the rate of evictions a housing priority for his administration. Recognizing the benefits of eviction reduction efforts, the General Assembly passed, and the Governor signed a budget during the 2020 Special Session, allocating \$3.3 million to implement the Virginia Eviction Reduction Pilot (VERP). The Virginia Department of Housing and Community Development (DHCD) was directed to design and implement the pilot. A second year of funding for the pilot was awarded by the Governor and the General Assembly during the 2021 session.

The purpose of VERP is to demonstrate effective approaches to reducing evictions through systems changes that make eviction rare, brief and humane while also providing flexible financial assistance to those at risk of an eviction.

When evictions cannot be prevented, the system must also include how to divert evictions once the household has received an unlawful detainer. The system's approach will include creating a collective impact model where organizations that serve as a safety-net within the community collaborate to ensure households have early access to resources that stabilize their housing situations.

For the purposes of this pilot, *eviction prevention* services are provided to households *before* they are issued unlawful detainers and courts get involved. Prevention services generally involve short-term financial assistance along with case management to ensure the household is connected to needed resources that stabilize their housing situation.

*Eviction diversion* services are provided after households are issued unlawful detainers and usually involve assisting with the negotiation process between landlords and tenants in outlining the terms of payment plans to address past due rent and fees. Typically, the further along in the eviction process a household gets, the further in debt the household becomes.

The Virginia Eviction Reduction Pilot (VERP) includes:

- Financial assistance
- Initiatives and partnerships that promote systems change, including Legal Aid
- Mediation between landlords and tenants
- Outreach and coordination with key partners and stakeholders

The purpose of VERP is to promote systems change that makes eviction rare, brief and humane while also providing flexible financial assistance to those at risk of an eviction. This pilot program is intended to demonstrate effective interventions to keep people housed. Successful grantees will develop guidelines that assure a high level of access and a low level of barriers to entry.

## **Background**

Evictions are involuntary residential moves initiated by property owners or managers. Evictions can be due to the nonpayment of rent, lease violations, the end of lease term, other issues between the landlord and the tenant, or a change in property use.

Evictions result in housing instability with negative impacts on overall financial well-being for a household, educational outcomes for children, and community health, making it essential that Virginia find a solution to reduce its overall rate of evictions.

In 2016, Matthew Desmond, a professor of sociology at Princeton University, released his examination of eviction in America in his book, *Evicted: Poverty and Profit in the American City*. His work with the Eviction Lab to collect and analyze national eviction data dating back to 2000 identified areas of the country with the highest eviction rates. Many large cities with the highest eviction rates are located in the Southeast. Five out of the top ten evicting cities in America at the date of the study were located in Virginia: Richmond, Hampton, Newport News, Norfolk and Chesapeake. Petersburg had the second highest eviction rate for a mid-sized city. Localities in Virginia with higher eviction rates tend to have a higher percentage of rental units and more cost burdened renters.

In 2020, Virginia and the rest of the country face high levels of housing insecurity due to the COVID pandemic. Virginia and locality leadership have responded to this crisis and are working to make Virginia a national leader in reducing evictions, in part, by providing rent assistance through the Virginia Rent Relief Program (RRP). Localities have also utilized federal and local funds to create their own rent relief efforts administered locally and focused on pandemic response.

While RRP and local efforts seek to address housing insecurity due to the COVID pandemic, the goal of VERP is to address systemic issues impacting housing insecurity and the rate of evictions in Virginia. The first round of VERP funding (VERP 1.0) focused on stabilizing individual households through a variety of housing supports including financial assistance, transportation costs, child care costs, case management and housing counseling. This second round of VERP funding (VERP 2.0) builds on

VERP 1.0 to address evictions from a *systemic* level through requiring coordination with the courts, incentivizing regional cooperation, and setting aside funds for a court navigation program. While VERP 1.0 emphasized service delivery to individual households, VERP 2.0 requires Grantees to reduce evictions at the systemic level. This will include working with stakeholders involved in the eviction process (i.e. landlords, courts, schools) with the goal of creating a coordinated eviction prevention and diversion system.

## **Funding Level**

The Virginia Eviction Reduction Pilot (VERP) has been allocated \$3.3 million, which includes \$300,000 for DHCD staffing to implement eviction prevention and diversion efforts. DHCD will award the full \$3 million in grant funds available for a January 1, 2022 – December 31, 2022 contract period to support local efforts in building or reinforcing a systemic approach to prevent and divert evictions through local grantees selected through a competitive application process. DHCD will set aside \$250,000 of the \$3 million available in grant funds for grantees to pilot a court navigator program as part of their VERP grant award. Guidelines for the court navigator set-aside can be found under the Pilot Program Design section of the application.

DHCD reserves the right to adjust funding level and grant period based on availability of funds, any additional federal funding, and/or the response to the Request for Application.

## **Geographic Targeting**

VERP is available statewide through a competitive application process. Applicants proposing to serve one or more of the following Virginia localities will be given a scoring preference because of these localities' high eviction rates and/or their inclusion in the [General Assembly created pilot diversion program](#):

- Accomack County
- Chesapeake
- Chesterfield
- Danville
- Hampton
- Henrico County
- Hopewell
- Newport News
- Norfolk
- Petersburg

- Portsmouth
- Prince George County
- Richmond
- Virginia Beach

DHCD will fund only one grantee per locality. Local pilot activities must be coordinated with all local eviction prevention and diversion efforts. **Applications not coordinated with other local efforts are ineligible.**

Applicants will also be given scoring preference for a regional scope to include nearby areas with high eviction rates. The region may be defined by the jurisdiction of a regional planning district commission or the area served by the homeless services Continuum of Care or Local Planning Group. Applicants are encouraged to apply in partnership with the key eviction prevention and diversion efforts in their area and to share grant resources to achieve pilot outcomes. Grantees are encouraged to work or partner with multiple localities. Any partnerships or collaborations must be reflected in a memorandum of understanding (MOU) or agreement to be submitted for DHCD approval.

### **Type of Assistance**

Pilot funds are grants to local organizations selected through a competitive application process. DHCD provides funds issued through contracts on a reimbursement basis with a possible renewal based on the availability of funds and grantee performance.

### **Local Match**

This program does not require a match, however applications that include local match contributions (both in-kind and cash match) will be given a scoring preference per the state budget directive. Local COVID or other emergency resources can count toward a local match commitment. Applicants are encouraged to secure local and regional commitments of funds regardless of source, but to think through sources that can help with both emergency response and long term needs.

### **Applicants Eligibility**

Applicants must be a nonprofit, unit of local government, planning district commission (PDCs), or public housing authority with a proven history of meeting the needs of lower-income households through the provision of financial assistance and housing support programs and with the existing capacity to successfully implement the pilot program.

Please note that institutions of higher education may apply in collaboration with a local nonprofit or unit of local government.

Applicants who partner with unit(s) of local government and/or a public housing authority will be given scoring preference. The goal of this type of partnership is to increase the coordination between the VERP project and broader social safety net and housing services provided by the locality and its partners. The shortage of affordable housing for low-income residents is a systemic cause of the eviction crisis and applicants are encouraged to actively address this through this partnership.

Applicants with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues will not be considered for funding. Please note that although DHCD will work with all interested parties, where appropriate, to resolve findings and compliance issues, it will be the responsibility of the applicant to assure good standing.

All applicants 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. See the table below to determine which document your organization is required to submit.

The threshold requirements outlined below are the minimal standards required by DHCD. All organizations funded by DHCD are encouraged to undertake the highest level of financial management review to ensure practices and procedures are fully examined and evaluated.

| <b>Threshold Requirement</b>   | <b>Document</b>   |
|--|---|
| Total annual expenditures ≤ \$100,000, regardless of source                    | Financial Statement prepared by organization (does not require preparation by a CPA)      |
| Total annual expenditure between \$100,001 and \$300,000, regardless of source | Reviewed Financial Statement prepared by an Independent Certified Public Accountant (CPA) |
| Total annual expenditures > \$300,000, regardless of source                    | Audited Financial Statement prepared by an Independent CPA                                |
| Federal expenditures ≥ \$750,000   | 2 CFR 200 Subpart F Audit - prepared by an Independent CPA                                |

Entities shall file the required financial document in the Centralized Application and Management System (CAMS) within nine (9) months after the end of their fiscal year or 30 days after it has been accepted (Reviewed Financial Statement, Audited Financial Statement, and OMB A-133 Audit only) - whichever comes first.

The full DHCD Audit Policy, including an explanation of the specific document requirements, can be found online at <https://www.dhcd.virginia.gov/sites/default/files/Docx/audit-policy/dhcd-financial-statement-audit-policy-2019.pdf>.

Subgrantees are allowable with VERP. Any applicable agreements or Memoranda of Understanding (MOUs) must be submitted with the application for this pilot and are subject to DHCD approval.

DHCD will contract with the grantee only. Grantees are held fully responsible for all reporting, submission of remittances, and maintaining all source documentation and program records. Grantees must monitor Subgrantee program compliance, and all state and federal requirements.

At least one representative of the organization must attend one of two “How to Apply” webinars in order to be considered minimally eligible to apply for VERP.

### **Pilot Program Design**

The purpose of VERP is to demonstrate effective approaches to reducing evictions through systems changes that make eviction rare, brief and humane while also providing flexible financial assistance to those at risk of an eviction.

Grantees must include individuals with lived experience in the design and decision-making process, adopt a tool for targeting assistance, and develop policies and procedures to be approved by DHCD.

Activities must include financial assistance, initiatives and partnerships that promote systems change, legal aid and mediation between landlords and tenants, outreach, and coordination with partners and stakeholders.

Evictions and housing instability have disproportionately impacted households of color. Pilot programs must be designed to address racial equity. Outreach plans are required if awarded a grant and must include concrete actions to reach out to Black, Indigenous, and People of Color (BIPOC) communities. It is also expected that outcomes of activities will proportionately impact BIPOC households.

For applicants that received VERP 1.0 funding, it is expected that Grantees will amend their current policies and procedures to comply with the VERP 2.0 systems approach and program guidelines. Applicants that received VERP 1.0 funding, should describe in

their pilot program design a) how VERP 1.0 funds built and strengthened their current eviction prevention and diversion system and b) how VERP 2.0 funds will further enhance their system to reduce evictions.

#### *Local VERP Advisory Committee*

The purpose of the VERP Advisory Committee is to systemically reduce evictions by convening key stakeholders to enhance communication and coordination. Each grantee is required to have significant local coordination through a local Advisory Committee that will be established by the grantee for the purpose of this program. The activities of this committee must include working with local courts and planning or implementing coordination efforts. The committee must also be involved in creating the outreach plan, coordination strategies, and partnerships and/or initiatives for systems change. It must include representatives from the following:

- Local CoC
- Workforce Development
- Local DSS
- Legal Aid
- Representative of the District Court
- Representative of Public Housing Authority
- Representative of associations representing landlords such as Realtors and Apartment Management Associations
- Housing Counseling Agency/Program
- Conflict Resolution (Alternate Dispute Resolution)
- Person with lived experience of eviction or housing insecurity
- Organizations representing communities of color
- Tenant advocacy groups (if present in the community)
- Centers for Independent Living (CILs)

#### *Financial Assistance*

This activity includes housing financial assistance and stabilization support services. Grantees are encouraged to use this funding flexibly for any household at risk of eviction, which includes but not limited to rent assistance and arrears, utilities, security deposits, moving expenses, application fees, medical bills, transportation or transit assistance, and childcare or eldercare.

#### *Initiatives and Partnerships Promoting Systems Change*

This activity includes increasing affordable housing options in local communities, working with courts to be part of eviction prevention response, increasing more jobs with living wages, increasing affordable childcare or eldercare, increasing affordable healthcare, increasing public transit for low income and BIPOC communities.



### *Legal Aid and Mediation between Landlords and Tenants*

This activity includes hosting or supporting Legal Aid and mediation between landlords and tenants. The VERP Advisory Committee can be tasked with coordinating these activities to brainstorm protocols to prevent or divert evictions. The goal of this activity is to provide tenants and landlords more chances to mediate challenges before going to court and get assistance before or during a court hearing. Successful pilot programs will partner with landlords, courts, mediators, and attorneys to ensure that using the court system to settle debts is a last resort.

### *Outreach and Resource Navigation*

The grantee must proactively seek out households at risk of eviction. Data should inform outreach plans on where to target outreach efforts. Outreach includes but is not limited to canvassing or door knocking, sending mailers with resource information, involving local schools, advertising at grocery stores, leveraging nontraditional community messengers, online website and search engine optimization, social media, and presence in 2-1-1 VIRGINIA's database. Grantees are highly encouraged to have staffers who assist households with applications and navigate community resources.

### *Coordination with Partners and Stakeholders*

Grantees must actively ensure there is coordination among service providers and stakeholders. This activity is defined by but is not limited to working with service providers to ensure tenants and landlords have accessible and timely entry points for assistance. Coordination with stakeholders can include but is not limited to working with the court to get a docket of households that were served unlawful detainers or working with landlords to get households that were served pay-or-quit notices or eviction filing.

### *Lived Experience*

All VERP funded programs must provide opportunities for an individual with lived experience (previously evicted or experienced housing instability) to be involved in the development, implementation, and evaluation of the local VERP project and any input must be implemented to the extent that it is appropriate for the program and feasible within funding constraints and statutory and regulatory guidelines.

### ***Court Navigator Pilot Program***

As part of their VERP grant award, grantees will be able to pilot a court navigator program, the purpose of which is to increase communication between judges and eviction prevention and diversion staff, assist tenants with navigating the court system, inform tenants about other resources, inform tenants about their legal rights and encourage mediation between tenants and landlords. Navigators do not provide legal

advice, but provide one-on-one assistance to self-represented tenants and make referrals to other sources of assistance as necessary. Court Navigator Programs should include on-site staff at courthouses to assist tenants.

Examples of potential court navigator activities include, but are not limited to:

- Helping tenants navigate the eviction process (i.e. what to expect in a case)
- Referring tenants to other sources of assistance (i.e. legal aid lawyers, domestic violence services, social services)
- Helping tenants complete court forms
- Assisting tenants in getting to court and providing emotional support
- Providing services either in-person or remotely as needed (i.e. phone, email, hotline, live chat, website,)

It is expected that grantees applying for the Court Navigator Program set-aside will have *existing* partnerships with courts and legal aid providers through Memorandum of Understandings (MOUs) prior to submitting their VERP application.

All Court Navigation Program policies and procedures will be approved by DHCD prior to implementing the program.

### **Participant Eligibility**

DHCD requires grantees to use an eligibility form designed to identify households most at risk of housing instability and to have clear policies and procedures that specify household eligibility and the program's approach to meeting their needs. This can include but is not limited to the type and amount of assistance available based on an individual's assessment score. Successful VERP grantees will demonstrate a commitment to screening households into the program, rather than using eligibility criteria that restricts households' access unnecessarily.

A template eligibility form can be found in the attachments section. If an applicant wishes to use their own assessment tool, it must include the following factors:

- Household headed by a person of color
- Single female head of household
- Number of recent moves within the past 12 months
- Age of the head of household and whether children are present in the home
- Involvement of child services or foster care
- Non-leaseholder status
- Domestic violence

- Frequency of law enforcement involvement at the unit
- Tenants living in large multi-family properties
- A household's housing cost burden

It is expected that grantees will prioritize and target VERP rental assistance to those who are ineligible for rental assistance under the Virginia Rent Relief Program (RRP). However, households eligible for financial assistance for costs other than rent are welcome to utilize both programs simultaneously. Each grantee should include a process for screening RRP eligibility as part of their intake process. Current RRP eligibility criteria can be found [here](#).

VERP funding can only be used to serve individuals whose incomes are at 80 percent Area Median Income (AMI) or below.

### **Eligible Activities**

All payments must be made to third parties, not the program participant.

Eligible VERP expenses include:

- Housing Financial Assistance
- Stabilization Support Services
- Prevention Activities
- Diversion Activities
- Outreach and Engagement
- Administrative Costs

#### *Housing Financial Assistance*

Funds may be used to prevent or divert program participant households from experiencing eviction. Eligible expenses include:

- Short-term (up to six months) rent assistance
- Rent assistance for those ineligible for RRP
- Ongoing rent contributions
- Rent and utility arrears
- Security deposits, moving expenses, application fees
- Utilities assistance

#### *Stabilization Support Service*

Funds may be used to help households achieve a greater level of housing security.

Eligible expenses include:

- Work supports (i.e. training costs; transportation assistance – bus tokens, ride sharing, auto repair; childcare or eldercare costs; medical bills)

### *Prevention Activities*

Funds may be used for eviction prevention activities that support the system's change by increasing and strengthening partnerships. Eligible expenses include:

- Capacity Building (i.e. coordination with stakeholders, initiatives and partnerships)
- Case management
- Housing counseling
- Landlord outreach and negotiation (i.e. mediation services)
- Programmatic staff

### *Diversion Activities*

Funds may be used for eviction diversion activities to support households that have received an unlawful detainer. Eligible expenses include:

- Court Navigation
- Legal Expenses (legal advice, representation and other services)
- Mediation services
- Programmatic staff
- Transportation to court
- Connection to Virginia Rent Relief Program

### *Outreach and Engagement*

Funds may be used for outreach and engagement activities. Each grantee will work with its local VERP Advisory Committee to develop an Outreach and Engagement Plan that ensures households at higher risk of eviction are made aware of their local VERP initiative. Eligible expenses include:

- Advertisement fees (i.e. advertisements in non-English publications, advertisements with high circulation amount, Communities of Color, printing, etc.)
- Outreach and engagement activities
- Programmatic staff
- Travel (i.e. mileage reimbursement for outreach activities)

### *Administrative Costs*

Administrative costs may include accounting for the use of grant funds, preparing reports for submission to DHCD, obtaining program audits, data collection and reporting, similar costs related to administering the grant after the award, and associated staff salaries. Administrative costs also include staff training for program and case management.

VERP funding must be coordinated with other available funding sources. Funds may not be used to replace mainstream resources. The Virginia Rent Relief Program (RRP) serves as a statewide funding source for rental assistance and specifically addresses housing insecurity during the COVID pandemic. VERP funds must be coordinated with RRP and should not duplicate assistance. Grantees should not use pilot resources where other resources are available, i.e. if there is an eviction diversion program currently in the community, grantees should not develop another eviction diversion program. However, the grantee can strengthen that component of local delivery efforts and assist in funding that type of program in conjunction with eviction prevention effort. Communities participating in the Eviction Diversion Pilot Program (Danville, Hampton, Petersburg, and Richmond) can use VERP funds to implement their state-mandated diversion pilot programs since no funds were provided.

Grantees must coordinate with any local court-based eviction diversion program. VERP Local Advisory Committees are expected to reduce evictions in their community by coordinating resources, problem solving system level issues, and addressing other challenges related to the prevention and diversion of evictions. Grantees and their local VERP Advisory Committee will work with DHCD to conduct focus groups with landlords, tenants and other key stakeholders to receive input on what components the local VERP funded eviction prevention system should include.

Grantees that own housing units must not use pilot funds for rental assistance in any units owned by the grantee or a subsidiary. Grantees must consult with DHCD for how best to address the needs of tenants living in any grantee owned units.

## **Data Collection & Evaluation**

Virginia lacks a statewide, real-time understanding of evictions across the commonwealth. Access to statewide eviction data is important for understanding current eviction trends and measuring the impact of an eviction prevention and diversion programs. Grantees will work closely with DHCD and a program evaluator to develop and implement a local or regional process to collect eviction data.

DHCD will be working with a third party to help evaluate the impact of the VERP program. It is expected that Grantees will participate with the evaluator in data collection, interviews, etc. to successfully evaluate the program.

## **Reporting**

VERP grantees will be required to submit a mid-year and end-year report in CAMS. These reports will be used to assess the impact of the grantee’s program and the overall effectiveness of the pilot.

## Application Process

Applications will be accepted on or before **November 15, 2021**. All applications must be submitted to DHCD through the online application and project management system called [CAMS](#) (Centralized Application and Management System). Please allow for up to two business days for responses to any CAMS help desk request. Applications must be submitted in CAMS on or before 11:59 PM, November 15, 2021.

All applications received by the deadline will be reviewed by a DHCD panel and scored based on the local need (30 points), program approach (40 points), and grantee capacity (30 points). Applications must score at least 60 points to be considered for funding. Up to 25 additional points will be awarded to grantees who are working with a public housing authority or local government (5 points), have a regional scope (5 points), provide a local match (5 points), and/or serve at least one priority area (up to 10 points).

| <b>Pilot Application Evaluation Criteria</b>  |   |  |   |
|---|---|--|---|
| <i>Criteria</i>   | <i>Scoring Elements</i>   | <i>Max. Points<br/>(Without Court<br/>Navigator<br/>Program)</i> | <i>Max. Points<br/>(With Court<br/>Navigator<br/>Program)</i> |
| Need  | Pre-pandemic rate of evictions; targeted localities (see page 3)  | 30   | 30  |
| Approach  | Inclusion of those with lived experience; policies and procedures; Advisory Committee; best practices; local collaboration; pilot components                            | 40   | 30  |
|   | Court navigator program policies and procedures; existing MOU between organization and courts to provide services; collaboration between courts and service provider(s) | N/A  | 10  |
| Capacity  | Experience serving low-income households, providing financial assistance , mediation, case management and regional partnerships   | 30   | 30  |
|   | VERP Mid-Year Report outcomes (current VERP grantees only)  |  |   |
| <b>TOTAL –must score at least 60 points.</b>  |   | <b>100</b>   | <b>100</b>  |
| <i>Additional Points (Scoring Preference)</i>   |   |  |   |
| Program partners with local government and/or housing authority (Letter of Commitment required) |   | 5  | 5   |
| Program has a regional scope (serves more than one locality)                                    |   | 5  | 5   |
| Local Match   |   | 5  | 5   |
| Program serves one priority area (see geographic targeting on pages 4 and 5)                    |   | 5  | 5   |
| Program serves more than one priority area  |   | 10   | 10  |

Please note that DHCD technical assistance is limited to normal business hours.

## **Application Submission**

VERP applications must be submitted through DHCD's [Centralized Application and Management System](#) (CAMS). Applicants should carefully follow all instructions for submission. Applications submitted with incorrect or missing information will be reviewed "as is."

An applicant organization must have a registered CAMS organizational profile in order to apply for pilot funding. Once an organization has an approved profile, individual users may be given access to CAMS by the organization's profile manager.

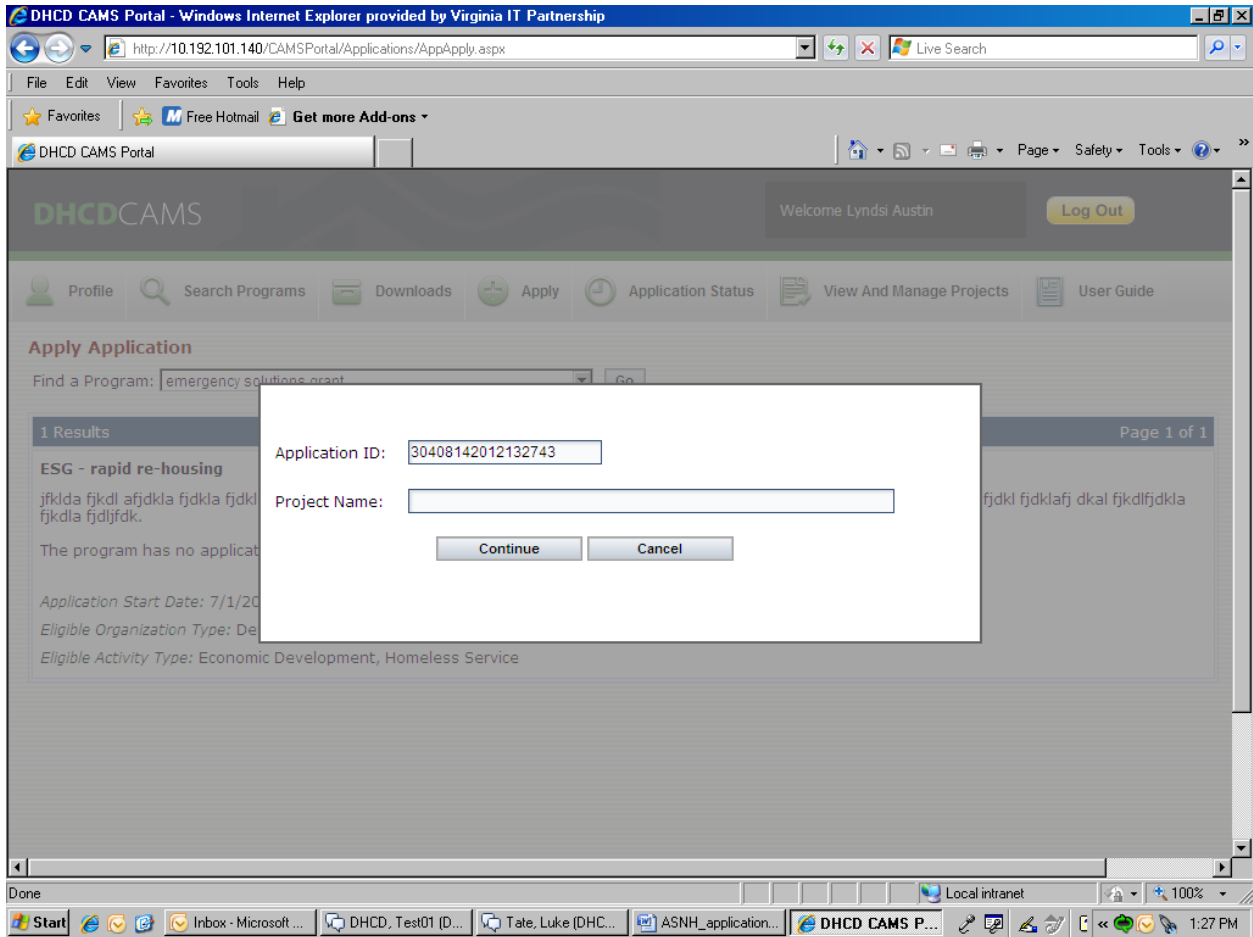
Applicants may submit applications at any time prior to the deadline. DHCD will only review applications submitted in CAMS prior to the established deadline.

CAMS will send the applicant an email notification when an application has been submitted and received.

All work in CAMS should be frequently saved. Please note that Chrome is the recommended browser.

## **Project Information**

The applicant must login to CAMS and select the VERP application and apply. When the applicant clicks on [Apply](#) the system will ask for a [Project Name](#). Please be careful to enter a project name that will help DHCD identify your project. Once the applicant hits [Continue](#) the project name cannot be edited. At this point CAMS will give the application a system-generated [Application ID](#) number.



Select Continue and CAMS will take the applicant to the Project Information tab. On the project information tab the Organization Name will be pre-populated based on the organization's profile. Please note, any errors or needed updates to the organizational profile must be made by the individual who is set up as a profile manager for your organization.

On the project information tab the applicant must enter the Project Primary Contact information. This is the name of the individual DHCD should contact with questions about the project and their contact information.

Place of Primary Performance is where that project (main office or service location) will be located and the Primary Service Area is the locality (ies) (one or more) that the project is intended to target.

Please note that at this point the page will display a 'Print' option at the top right-hand corner. The 'Print' function will produce a PDF that can be printed or saved. This will have any information that you have entered and saved in the application.



*Tip: To print an application that will display all the questions simply go into the “Narrative Information” tab and enter NA into each text box. This will allow you to have a copy of the application including all the narrative questions to work from outside of CAMS.*

**DHCD CAMS** Welcome Lyndsi Austin [Log Out](#)

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

**Application Submission** [Print](#)

Application ID: 34305292012094938 Project Name: HPP Test kld 5/29 Program Name: HPP  
 Application Start Date: 05/01/2012 Application End Date: 07/31/2012

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

**Project Information** You must click the "Save" button below to save the info you enter in the page!

Organization Name\*:

**Project Primary Contact**

First Name\*:  Last Name\*:   
 Title\*:  Email\*:   
 Work Phone\*:  -  -

**Place of Primary Performance**

Address\*:  Zip Code\*:  -  [Whats my +4?](#)  
 City/County\*:

**Primary Service Area**

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.

County: [Add/Edit County](#) No County Selected. City: [Add/Edit City](#) No City Selected. Town: [Add/Edit Town](#) No Town Selected.

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## Project Budget

The next tab Project Budget requires some basic budget information. Please enter the amount of requested pilot funds in the DHCD Request box and the match amount in the Other Funding text box.

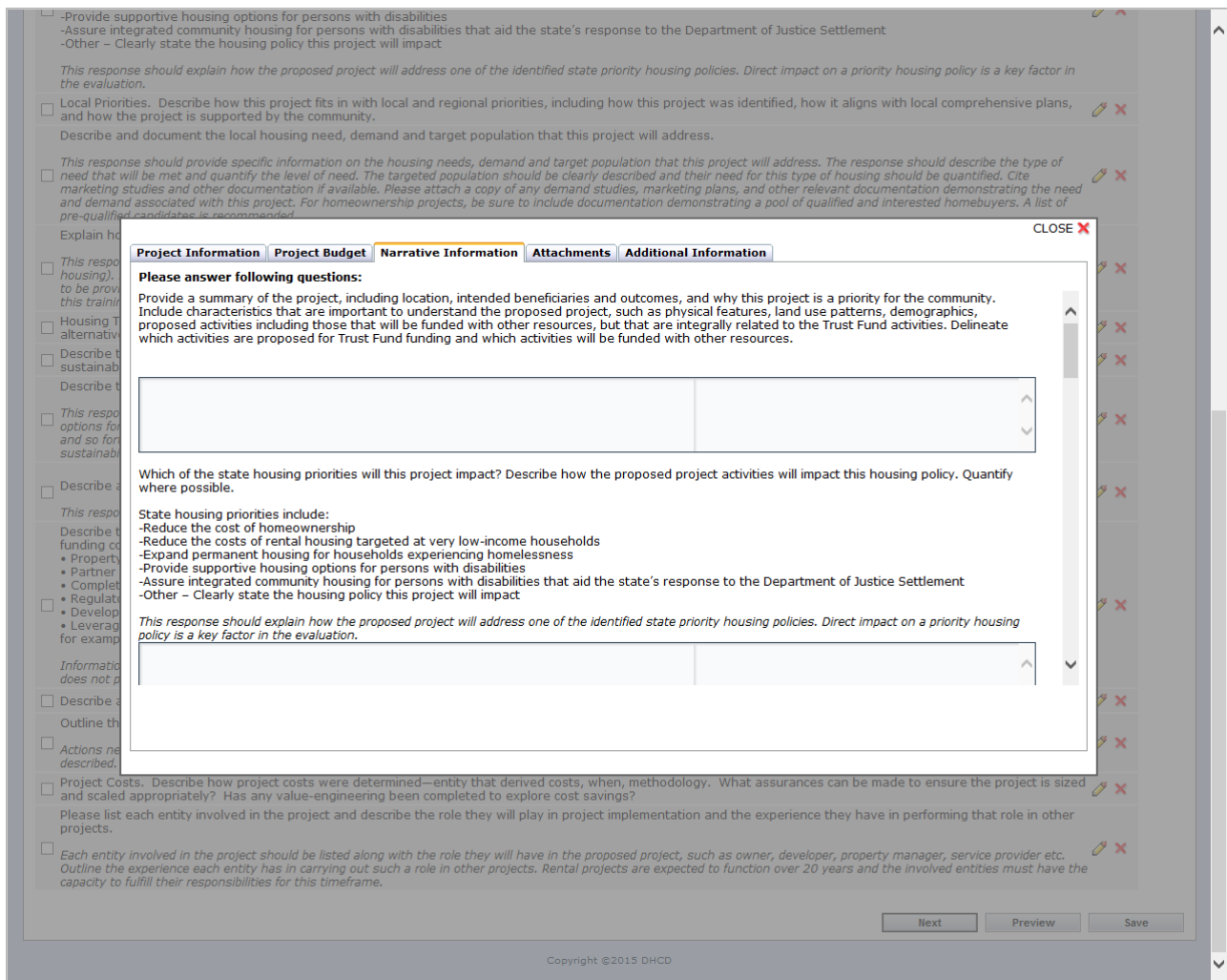
**Budget Instruction:**  
Budget narrative: please explain in the narrative section of this application the amount of funding requested and total estimated costs and sources for each budget category.

| Cost/Activity Category   | DHCD Request  | Other Funding | Total         |
|--|---------------|---------------|---------------|
| <input type="checkbox"/> Rental New Construction                   | \$0.00        | \$0.00        | \$0.00        |
| <input type="checkbox"/> Rental Rehabilitation                     | \$0.00        | \$0.00        | \$0.00        |
| <input type="checkbox"/> Homebuyer                                 | \$0.00        | \$0.00        | \$0.00        |
| <input type="checkbox"/> Down Payment and Closing Costs Assistance | \$0.00        | \$0.00        | \$0.00        |
| <input type="checkbox"/> Homeowner Rehabilitation                  | \$0.00        | \$0.00        | \$0.00        |
| <input type="checkbox"/> Economic Development                      | \$0.00        | \$0.00        | \$0.00        |
| <input type="checkbox"/> Community Facilities/Services             | \$0.00        | \$0.00        | \$0.00        |
| <input type="checkbox"/> Infrastructure                            | \$0.00        | \$0.00        | \$0.00        |
| <b>TOTAL</b>   | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |

## Narrative Information

The applicant will then go to the narrative questions. Please note there are size limits to the text boxes. DHCD suggests that applicants work in Word and copy and paste into the CAMS text boxes. Word allows an applicant to spell check and check the size of the text prior to copying and saving in the text box. Once the narrative information is complete applicants should print the questions by clicking the Print tab at the top of the page and review them for completeness and accuracy. The applicant is able to edit this information up until the time the application is submitted for review.

Please note that the CAMS text box in this section will only accommodate text responses. Graphic, tables, charts **should not** be pasted into the narrative section; instead, include the information in a separate attachment. The applicant may use the CAMS attachment section to provide any additional information not accommodated in the narrative text boxes.



Specific narrative questions and instructions are as follows:

1. Tell us about the eviction rates and local needs for the locality(ies) that your proposed program would serve.
2. Describe your organization's approach to reducing evictions and improving housing stability.
3. If you have previously received VERP funding, please describe the impact VERP 1.0 has made on your system thus far and how additional funding will improve your eviction prevention and diversion efforts in your community.
4. Tell us about how you will target these resources. Please describe how you plan to screen applicants for VERP eligibility and how you will leverage the Rent Relief Program (RRP) in this program. If using an assessment tool separate from the one included in this application, please describe what factors you will be using.
5. Tell us about how you will provide outreach, in general, and to households of color and how you will assure equitable access to these resources.
6. Tell us about the case management and supportive services your program will provide. Please describe coordination efforts with other service providers.

7. Please describe the composition of the local VERP Advisory Committee and the role it will play in the program.
8. If applying for court navigator funding, describe how your organization plans to partner with your local/regional court system.
9. If partnering with a local government or housing authority, please describe how your organization will coordinate with those entities and what role they will play in your program.
10. Tell us about your organization's experience with preventing evictions, providing housing and financial assistance and services to low-income households.
11. Please describe your capacity to support legal aid and/or mediation between landlords and tenants.
12. Please describe your organization's experience with initiative(s) or partnership(s) that promote systems change.
13. Please describe the pilot program's management team.
14. Tell us about how your organization coordinates with other organizations to meet the needs of clients. If your program has a regional component (i.e. serves more than one locality), please describe how you plan to coordinate resources throughout your service area.

## Attachments

There are a number of attachments required for the application. All attachments are listed on the attachment tab.

Please see the [CAMS User Guide](#) for more detailed instructions (file types and size limits).

Required application attachments include the following:

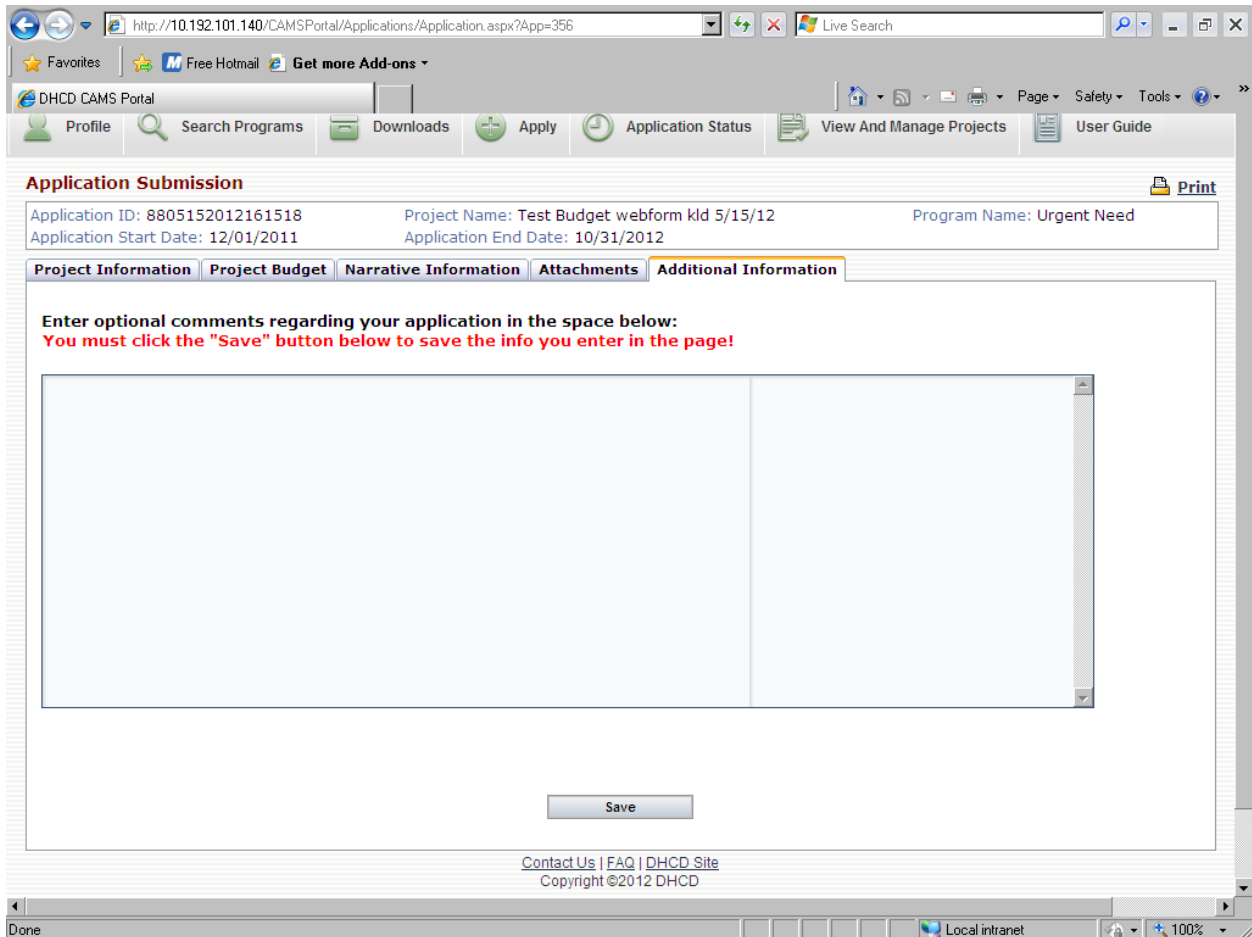
| Application Attachments                               |  |
|---|--|
| <i>Name of Attachment</i>                             | <i>Requirement</i>   |
| Implementation Timeline                               | A timeline from award date to full implementation. This should include expected services delivery start date and at least quarterly Advisory Committee meetings. |
| VERP Policies and Procedures                          | If not finalized, please provide a draft.  |
| Court Navigator Policies and Procedures               | Optional if not applying to court navigator set-aside. If not finalized, please provide a draft.   |
| Intake Form   | Optional if using DHCD template  |
| Eligibility Form                                      | Optional if using DHCD template  |
| Any MOUs, Letters of commitment or Related Agreements | Attach all applicable to the pilot   |
| Match Documentation                                   | Board-approved match documentation required.   |
| Advisory Committee                                    | Please attach a list of members including (name and who they represent)  |
| Optional Attachments                                  | Applicant additional attachments   |

In some cases, CAMS will provide for only one attachment, such as Other Funding Documentation. This will require that the applicant save multiple sources of documentation as one document/file to upload.

The screenshot displays the 'Application Setup' page in the CAMS system. The user is logged in as 'Lyndsi Austin'. The page shows the 'Attachments' tab selected, with a list of required documents and their corresponding 'Browse...' buttons. The documents listed are: Underwriting Template (required), Property Status and Location Documentation (required), Marketing/Demand Study or Needs Analysis, Other Funding Documentation, Applicant Financials (required), Timeline (required), Partner Commitment Documentation, and Additional Attachments. The interface also includes a sidebar with 'Enter Required' items and a bottom section for 'Upload Attachments Instruction'.

## Additional Information

The Additional Information tab allows the applicant to provide additional information not previously requested in the other sections of the application.



## Application Status

Applicants may allow multiple users to edit and review application materials. Please note that applicants are fully responsible for controlling security access to CAMS when the application is submitted to DHCD.

Once the applicant begins work on the application CAMS will save the application as Incomplete. The applicant may return repeatedly to CAMS to work on this application. Please be sure all work on the application is saved in CAMS. The application will remain as an incomplete application until the applicant chooses to submit the application. Once the application is submitted the status will change from Incomplete to Pending.

## DHCD Review Process

Applicants with unresolved findings from previous DHCD monitoring, audit findings or other compliance issues will not be eligible for a funding commitment.

DHCD will conduct reviews of all applications submitted by eligible applicants through CAMS.