



Fredericksburg Regional Continuum of Care

Funding Policies & Procedures

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I. Policy Intent

This policy governs the solicitation, review, selection, and ranking of projects for funding through collaborative applications, including those for Continuum of Care Program and Virginia Homeless and Special Needs Housing (excluding HOPWA) funding. Collaborative applications will be handled in the following manner to ensure an objective, transparent, and competitive funding process.

II. Key Documents

Policy Priorities – Annually developed and adopted by the CoC Board, this document will establish funding priorities and guide funding decisions.

Project Performance Standards – Annually developed by the Funding & Performance Committee, with staff support, and adopted by the CoC Board, this document will establish project performance standards, by project type.

Local Notices of Funding Availability (NOFAs) – Developed by CoC Staff for each collaborative application, local NOFAs will contain information on funding process and timeline, estimated funding available, applicant eligibility and requirements, and project requirements.

Local Application Forms – Developed by the Funding & Performance Committee, with staff support, and adopted by the CoC Board for each collaborative application, local application forms will be used either on their own or in conjunction with application forms required by the funding source to gather information from project applicants.

Scoring Sheets – Developed by the Funding & Performance Committee, with staff support, and adopted by the CoC Board for each collaborative application, scoring sheets will be used by the Funding & Performance Committee to review and score project applications.

III. Policy Priorities & Project Performance Standards

Each January, the CoC Board will adopt policy priorities and project performance standards for the upcoming calendar year. In order to finalize the documents in January, draft priorities and standards will be developed and posted for public comment in the last quarter of the year.

Policy priorities will be developed by the CoC Board, with staff support, based on local data, full CoC membership input, consumer input, and state and federal priorities. Project performance standards will be developed by the Funding & Performance Committee, with staff support, for each project type (outreach, homelessness prevention, emergency shelter, rapid re-housing, permanent supportive housing, and housing location) based on local data and federal, state, and local priorities and plans.

Draft policy priorities and project performance standards will be opened to the full CoC membership and community for public comment. Priorities and standards will be amended as necessary before receiving final approval from the CoC Board.

Final policy priorities and project performance standards will be posted on the FRCoC website.

Policy priorities and project performance standards will be used in making funding decisions for all collaborative applications. Project outcomes from the previous year will be compared to that year's project performance standards.

IV. Funding Process

The funding process for each collaborative application will follow these steps:

1. The Funding & Performance Committee will develop local application forms and scoring sheets for the collaborative application; these documents will be approved by the CoC Board.
2. The Collaborative Applicant will develop a local NOFA for the collaborative application.
3. The Collaborative Applicant will post the local NOFA, local application forms, and scoring sheets to the FRCoC website and distribute to the full CoC membership to solicit project applications at least 15 days before the project application deadline.
4. Project applications will be submitted to the Collaborative Applicant by the established deadline.
5. The Collaborative Applicant will submit all project applications to the Funding & Performance Committee for review and ranking.
6. The Funding & Performance Committee will review and score each application using Board-approved scoring sheets.
7. The Funding & Performance Committee will either reject or accept and rank each project application. The Funding & Performance Committee can also choose to reduce the amount of a project application.
8. The Collaborative Applicant will notify each applicant of the Funding & Performance Committee's recommendation to accept and rank, reject, or reduce their project application(s), and will share the completed scoring sheet for each project application with the project applicant. The Collaborative Applicant will also include specific instructions regarding the point of contact and deadline for appeals.
9. If applicable, any appeals will be handled according to the appeals process outlined in this document.
10. After the appeals process has concluded, if applicable, the Funding & Performance Committee will submit ranking recommendations to the CoC Board for final approval. If the CoC Board does not agree with the Funding & Performance Committee recommendation, the two groups will meet to determine the final ranking. If the two groups are not able to agree, the full CoC membership will vote on the final ranking.

11. The Collaborative Applicant will notify each applicant of the CoC Board's determination to accept and rank, reject, or reduce their project application(s).
12. If applicable, project applicants will have the opportunity to make changes to project applications based on feedback from the Funding & Performance Committee.
13. The completed collaborative application and project ranking will be posted to the FRCoC website and distributed to the full CoC membership for public review before the final deadline of the collaborative application.
14. The Collaborative Applicant will submit the final collaborative application on behalf of the FRCoC.

V. Applicant Threshold Requirements

Applicants requesting funds through any FRCoC collaborative application process must meet the following conditions:

1. Be a member of the FRCoC as defined in the Bylaws.
2. Agree to adhere to the *FRCoC Coordinated Entry Policies & Procedures*, including the following requirements of that document:
 - a. Follow the Housing First model
 - b. Participate in the CoC's coordinated entry process
 - c. Adhere to established project standards
 - d. Collect data through HMIS or a comparable database
3. Meet the eligibility requirements of the funding agency.

VI. Review & Ranking

The Funding & Performance Committee will review and score project applications using Board-approved scoring sheets. Scoring sheets may vary by project type and application type (new vs. renewal). Scoring sheets should consider the following elements:

- Eligibility and threshold requirements
- Alignment with local policy priorities
- Commitment to applicable state/federal policy priorities
- Strength of project application
- Project performance

CoC planning, HMIS, and coordinated entry projects should be reviewed for eligibility and threshold requirements to determine whether or not they should be accepted, but do not need to be scored if there are no projects of the same type to compare them to.

Project application scores should reflect the strength of the individual proposal as well as the relative strength of the proposal in comparison to other proposals for the same project type. Scores should also

reflect the proposal's ability to demonstrate strong collaboration among the network of projects within the homelessness response system.

Project application scores should inform the final project ranking, but the Funding & Performance Committee should also consider other factors, such as project type, population group served by the project, levels of unmet need, or other parameters. The Funding & Performance Committee will consider all of these factors to determine one of the following actions for each project application:

- Accept at full amount
- Accept at reduced amount
- Reject

The Funding & Performance Committee will rank all accepted projects. Renewal projects for CoC planning, HMIS, and coordinated entry that are accepted should be placed at the top of the ranking, as the system relies on these projects to operate. New projects for CoC planning, HMIS, and coordinated entry should be ranked based on the needs of the system.

VII. Reallocation

Collaborative application processes permit a CoC to reallocate funds between projects to better achieve federal, state, and CoC goals for addressing homelessness. In particular, the US Department of Housing and Urban Development (HUD) encourages the reallocation of funds from renewal projects to provide funding for new projects. Reallocation also presents an opportunity for CoCs to move funding from projects that are underutilized, not cost effective, underperforming, or obsolete.

The FRCoC will reallocate funds granted through collaborative application processes, as needed, to more effectively resolve homelessness, help households achieve stable housing, and improve CoC performance. Reallocation will be based on the adopted annual FRCoC policy priorities, 10-Year Strategic Plan, federal and state strategic goals, and project performance. Project funds may be reallocated through either the collaborative application process or the voluntary return of funds.

Reallocation through the Collaborative Application Process

During the collaborative application process, the Funding & Performance Committee may recommend that it is necessary to reallocate funds from a project, in part or in whole, to another project based on the factors described above. Additionally, the Funding & Performance Committee will consider the capacity of other project(s) to receive additional funding and their performance. The Funding & Performance Committee will reallocate funds by reducing or rejecting a renewal project and accepting a new project for the reallocated amount.

Grantees will be notified in writing of the Funding & Performance Committee's reallocation recommendation and justification. Grantees will also be provided specific instructions regarding the point of contact and deadline for appeals. In the event of an appeal, grantees will be notified of the decision in writing within 24 hours of the decision. At the end of the appeal period, the Funding & Performance Committee will provide the reallocation recommendation to the CoC Board as part of the ranking recommendation.

Reallocation through the Voluntary Return of Funds

FRCoC grantees may voluntarily return funds at any time during the grant operating year by providing a written request to the Collaborative Applicant. Any funds that are not able to be utilized without changing the intent of the grant funding should be voluntarily returned. A grantee seeking to return funds through the voluntary process must do so in accordance with federal and state requirements. The FRCoC Funding & Performance Committee will review the request and make a recommendation to the CoC Board for reallocation of the funds within seven days of receiving the request. During the review process, the Funding & Performance Committee will consider the following factors in determining how to reallocate funds:

- FRCoC policy priorities
- Collaborative application ranking
- Capacity and performance of other grantees and their project(s)

The CoC Board will review the reallocation recommendation of the Funding & Performance Committee and vote to approve or disapprove within three days of receiving the recommendation. The grantee will be notified of the CoC Board's decision in writing within 24 hours of the decision.

VIII. Appeals

Appeals can be made by applicants who have specific concerns regarding the review and scoring of their applications or by CoC members who feel that they were unfairly left out of the funding process.

Applicant appeals will only be considered in cases where applicants have material concerns specific to the review and scoring of their application. Applicant appeals specific to ranking or funding allocation recommendations will not be considered. (See "Eligible Appeals" below.) All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application by the applicant cannot be appealed.

Upon receipt of a notice of appeal, an Appeals Committee, composed of three members of the CoC Board and one member of the Funding & Performance Committee (non-voting), will be formed. The voting members of the Appeals Committee will not have reviewed the project application seeking appeal review or have a conflict of interest with any of the agencies applying for the applicable funding. The Appeals Committee will review each appeal to determine whether the appeal meets the eligibility criteria stated below. The Appeals Committee will review only those areas of the application that are being appealed. The recommendation of the Appeals Committee will be final.

Eligible Appeals

Applicants may appeal if they can:

- Prove their score is not reflective of the application information provided; or
- Describe bias or unfairness in the process, which warrants the appeal; or
- Document a compelling organizational necessity not specifically described elsewhere in this document.

CoC members may appeal if they can:

- Demonstrate that they were unfairly left out of the funding process

Appeals Process

1. The appeals process and deadline will be included in the local NOFA and posted on the FRCoC website.
2. The Collaborative Applicant will notify each applicant of the Funding & Performance Committee's recommendation to accept and rank, reject, or reduce their project application(s), and will share the completed scoring sheet for each project application with the project applicant. The Collaborative Applicant will also include specific instructions regarding the point of contact and deadline for appeals.
3. All notices of appeal must be submitted to the point of contact by the publicized deadline for appeals. Receipt of the notice of appeal will be confirmed within 24 hours.
4. The notice of appeal must include a written statement specifying in detail all grounds asserted for the appeal. The appeal must be submitted by an individual authorized to represent the agency and must include the specific sections of the application on which the appeal is based. The appealing agency must specify facts and evidence sufficient for the Appeals Committee to determine the validity of the appeal. That is, the notice of appeal must have attached the specific areas of the application being appealed and must also clearly explain why the information provided was adequate to gain additional points.
5. The Appeals Committee will review and evaluate all notices of appeal and determine whether or not each appeal meets the FRCoC requirements to make an appeal.
6. All eligible appeals will be read, reviewed, and evaluated by the Appeals Committee within 48 hours of the deadline for appeals.
7. The Appeals Committee will provide a determination on the appeal, and a written summary of the determination will be provided to the appealing applicant and the Funding & Performance Committee within 24 hours of the decision. The recommendation of the Appeals Committee will be final.



2018 Policy Priorities

Each year, the FRCoC will adopt a set of policy priorities to guide funding decisions for projects funded through collaborative applications, including those for Continuum of Care Program and Virginia Homeless Solutions Program funding. Policy priorities established by a funder for a specific collaborative application should also be considered when making funding decisions for that specific funding source.

The 2018 FRCoC policy priorities below are taken from the NOFA for the FY2017 Continuum of Care Program Competition.

- 1. Ending homelessness for all persons.** To end homelessness, the CoC should identify, engage, and effectively serve all persons experiencing homelessness. The CoC should measure their performance based on local data that take into account the challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g., veterans, youth, families, or those experiencing chronic homelessness). The CoC should have a comprehensive outreach strategy in place to identify and continuously engage all unsheltered individuals and families. Additionally, the CoC should use local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs. Finally, the CoC should use the reallocation process to create new projects that improve their overall performance and better respond to their needs.
- 2. Creating a systemic response to homelessness.** The CoC should be using system performance measures such as the average length of homeless episodes, rates of return to homelessness, and rates of exit to permanent housing destinations to determine how effectively they are serving people experiencing homelessness. Additionally, the CoC should be using their Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream housing and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive, and transparent.
- 3. Strategically allocating and using resources.** Using cost, performance, and outcome data, the CoC should improve how resources are utilized to end homelessness. The CoC should review project quality, performance, and cost effectiveness. The CoC should maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness. Finally, the CoC should review all projects eligible for renewal to determine their effectiveness in serving people experiencing homelessness as well as their cost effectiveness.
- 4. Using a Housing First approach.** Housing First prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. Projects should help individuals and families move quickly into permanent housing, and the CoC should measure and help projects reduce the length of time people experience homelessness. Additionally, the CoC should engage landlords and property owners, remove barriers to entry, and adopt client-centered service methods.

Fredericksburg Regional CoC 2018 VHSP Local Notice of Funding Availability

The Fredericksburg Regional Continuum of Care (FRCoC) is soliciting project applications for inclusion in its collaborative application for FY19 & FY20 Virginia Homeless Solutions Program (VHSP) funding.

VHSP is a state- and federally-funded program funded by the State General Fund and the federal Emergency Solutions Grant (ESG) to support Continuum of Care strategies and homeless service and prevention programs that align with the following goals:

- To reduce the number of individuals/households who become homeless;
- To shorten the length of time an individual or household is homeless; and
- To reduce the number of individuals/households that return to homelessness.

Please visit the [VHSP](#) page of the Virginia Department of Housing & Community Development (DHCD) website for more information about this program.

Applicant Eligibility & Requirements

Per the [FRCoC Funding Policies & Procedures](#), applicants requesting funds through any FRCoC collaborative application process must meet the following conditions:

1. Be a member of the FRCoC as defined in the Bylaws.
2. Agree to adhere to the *FRCoC Coordinated Entry Policies & Procedures*, including the following requirements of that document:
 - a. Follow the Housing First model
 - b. Participate in the CoC's coordinated entry process
 - c. Adhere to established project standards
 - d. Collect data through HMIS or a comparable database
3. Meet the eligibility requirements of the funding agency.

VHSP applicants must be non-profits that are current on 990 filings, housing authorities, planning district commissions, or units of local government. Planning district commissions and housing authorities are not eligible to receive funding for shelter operations or rapid re-housing activities.

VHSP applicants must also meet all requirements contained in the [Virginia Homeless and Special Needs Housing Funding Guidelines 2018-2020](#).

Project Requirements

There are eight categories of eligible VHSP activities:

- Outreach
- Emergency Shelter Operations
- Rapid Re-Housing
- Targeted Prevention

- Centralized/Coordinated Assessment/Entry System
- CoC Planning
- HMIS
- Administrative Costs

Projects must meet all requirements contained in the *Virginia Homeless and Special Needs Housing Funding Guidelines 2018-2020*.

Estimated Funding Available

The FRCoC currently receives the following amount of VHSP funding:

Category	Current Funding
Outreach	\$0
Emergency Shelter Operations	\$156,057
Rapid Re-Housing	\$557,626
Targeted Prevention	\$243,022
Centralized/Coordinated Assessment/Entry System	\$28,108
CoC Planning	\$15,000
HMIS	\$30,197
Administrative Costs	\$24,944
Total	\$1,054,954

The FRCoC is not limited in the amount of funding it can request through the VHSP collaborative application. Approximately \$15.2 million in VHSP funding is anticipated to be available statewide each year for FY19 & FY20, which represents level funding from FY18.

Funding Process & Timeline

The *FRCoC Funding Policies & Procedures* governs the solicitation, review, selection, and ranking of projects for funding through collaborative applications to ensure an objective, transparent, and competitive funding process. The collaborative application process for FY19 & FY20 Virginia Homeless Solutions Program funding will adhere to this policy.

Deadline	Action
2/22/2018	Application forms and scoring sheets approved by CoC Board
2/22/2018	Local NOFA, application forms, attachment templates, and scoring sheets sent to CoC members and posted to FRCoC website
3/9/2018	Project applications due to GWRC
3/22/2018	Project applications reviewed and ranked by Funding & Performance Committee
3/22/2018	Project applicants notified of ranking recommendation, application scores, and appeals process
3/25/2018	Appeals due to GWRC
3/26/2018	Appeals reviewed and determined by Appeals Committee
3/26/2018	Appealing agencies notified of Appeals Committee determinations
3/28/2018	Project ranking and collaborative application approved by CoC Board

3/28/2018	Project applicants notified of CoC Board determination
3/28/2018	Collaborative application sent to CoC members and posted to FRCoC website
3/30/2018	Collaborative application due to DHCD

Application Submission

Application forms and attachment templates, as well as scoring sheets, are available on the [Funding](#) page of the FRCoC website.

Project applications must be submitted via email to Kate Gibson at gibson@gwregion.org by March 9, 2018 at 11:59 PM.

Please note that information on drawdowns, resolution of monitoring findings, and performance of current VHSP projects will be provided by staff to the Funding & Performance Committee. Grantees will be given the opportunity to address any concerns raised by these items.

Appeals Process

Appeals will adhere to the appeals process outlined in the *FRCoC Funding Policies & Procedures*.

Appeals must be submitted via email to Kate Gibson at gibson@gwregion.org by March 25, 2018 at 11:59 PM.

2018 FRCoC Application for VHSP Funding Outreach; Emergency Shelter Operations; Rapid Re-Housing; Targeted Prevention

Please complete a separate application form for each outreach, emergency shelter operations, rapid re-housing, and targeted prevention project.

Application Information

Type of Project (select one):

- Outreach
- Emergency Shelter Operations
- Rapid Re-Housing
- Targeted Prevention

Type of Application (select one):

- Renewal (requesting level or reduced funding for existing project)
- Renewal with Expansion (requesting increased funding for existing project)
- New (requesting funding for new project)

Note: While requests for renewal and expansion funding can be submitted on one form, the amounts will be ranked separately by the Funding & Performance Committee.

Applicant

Legal Name:

Type of Applicant: Non-Profit Housing Authority PDC Unit of Local Government

EIN/TIN:

Address:

Application Contact

Name:

Title:

Phone:

Email:

Line-Item Budget

Please complete line-item budget below. Budget amounts should reflect the VHSP request only. Other funding sources will be included on the Spending Plan (required attachment).

Note: Renewal projects can apply for renewal HMIS and Administration amounts up to the grantee's total FY18 HMIS and Administration amounts regardless of 5% and 3% caps. HMIS and Administration amounts across all FY19 project applications shall not exceed total FY18 HMIS and Administration amounts.

Expansion projects can apply for an HMIS expansion up to the amount where the combined renewal/expansion HMIS request is 5% of the combined renewal/expansion project subtotal and an Administration expansion up to the amount where the combined renewal/expansion Administration request is 3% of the combined renewal/expansion project subtotal.

New projects can apply for an HMIS amount up to 5% of the project subtotal and an Administration amount up to 3% of the project subtotal.

	Renewal Amount	New/Expansion Amount
Outreach		
Case Management		
Limited Support Services		
Other (specify)		
Subtotal		
HMIS (up to 5% of subtotal)		
Computer Costs		
Fees and Licenses		
HMIS Staffing		
Training		
Other (specify)		
Administration (up to 3% of subtotal)		
Administration		
Total		

	Renewal Amount	New/Expansion Amount
Emergency Shelter Operations		
Case Management		
Limited Support Services		
Maintenance		
Rent		
Security		
Supplies		
Utilities		
Other (specify)		
Subtotal		
HMIS (up to 5% of subtotal)		
Computer Costs		
Fees and Licenses		
HMIS Staffing		
Training		
Other (specify)		
Administration (up to 3% of subtotal)		
Administration		
Total		

	Renewal Amount	New/Expansion Amount
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Rapid Re-Housing		
Housing Search & Placement		
Housing Stabilization Case Management		
Housing Stabilization Financial Assistance		
Housing Stabilization Services		
Rent Arrears		
Rent Assistance		
Service Location Costs		
Veteran Housing Stabilization Financial Assistance		
Veteran Rent Arrears		
Veteran Rent Assistance		
Subtotal		
HMIS (up to 5% of subtotal)		
Computer Costs		
Fees and Licenses		
HMIS Staffing		
Training		
Other (specify)		
Administration (up to 3% of subtotal)		
Administration		
Total		

	Renewal Amount	New/Expansion Amount
Targeted Prevention		
Housing Search & Placement		
Housing Stabilization Case Management		
Housing Stabilization Financial Assistance		
Housing Stabilization Services		
Rent Arrears		
Rent Assistance		
Service Location Costs		
Subtotal		
HMIS (up to 5% of subtotal)		
Computer Costs		
Fees and Licenses		
HMIS Staffing		
Training		
Other (specify)		
Administration (up to 3% of subtotal)		
Administration		
Total		

Match

Please indicate sources of match. Match must equal 25% of requested amount and must be spent on eligible VHSP expenses, but does not need to be of the same VHSP Category as the request. Match must be from local or private sources. If the project is requesting partial or full waiver of the match requirement, please explain. (See Page 14 of the Virginia Homeless and Special Needs Housing Funding Guidelines for full explanation of the match requirement.)

Type	Source	VHSP Category	Amount
Choose an item.		Choose an item.	
Choose an item.		Choose an item.	
Choose an item.		Choose an item.	

Narrative Responses

Provide a description that addresses the entire scope of the proposed project. (Character Limit: 3,000)

If renewal funding is being requested, explain how the project continues to meet a community need. If new/expansion funding is being requested, explain how the additional funds will increase system capacity and justify the community need for additional capacity. (Character Limit: 3,000)

Please indicate the breakdown of household types targeted by this project:

	Renewal	New/Expansion
Households with Children	%	%
Households without Children	%	%
Total	100%	100%

Certify that the project will adhere to the *FRCoC Coordinated Entry Policies & Procedures*, including the following requirements of the document:

- Follow the Housing First model
- Participate in the FRCoC Coordinated Entry Process and/or the Victim Service Coordinated Entry Process (including coordinated assessment for shelter/prevention and prioritization for rapid re-housing)
- Adhere to established project standards (including *FRCoC Rapid Re-Housing Policies & Procedures*)
- Collect data through HMIS or a comparable database

What percentage of households will be served through the Victim Service Coordinated Entry Process (including coordinated assessment for shelter/prevention and prioritization for rapid re-housing)?

	Renewal	New/Expansion
Households Served through Victim Service Coordinated Entry Process	%	%

What systems are in place to ensure that households experiencing homelessness are moved quickly to permanent housing and remain stably housed? (Character Limit: 3,000)

Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently. (RRH/Prevention Only, Character Limit: 3,000)

How will the project leverage mainstream resources? Provide project and community level examples. (Character Limit: 3,000)

How will the project leverage partnerships within the homelessness response system to limit duplication? (Character Limit: 3,000)

How will this project ensure that it does not screen people out based on severity of needs and vulnerabilities (including having too little or little income; active or history of substance abuse; having a criminal record with exceptions for state-mandated restrictions; history of domestic violence)? (Character Limit: 3,000)

How will the project ensure that participants are not terminated from the project for the following reasons: failure to participate in supportive services; failure to make progress on a service plan; loss of income or failure to improve income; being a victim of domestic violence; any other activity not covered in a lease agreement typically found in the project's geographic area. (Character Limit: 3,000)

Describe how the project is meeting the requirement of reducing barriers to homeless services programs and the specific barriers that have been reduced. Additionally, describe in detail how the project will meet the Prohibition Against Involuntary Family Separation and Equal Access and Prohibited Inquiries requirements. (Character Limit: 3,000)

Provide the following data. These numbers will be used to calculate anticipated number of households served by the project.

	Renewal	New/Expansion
Number of FTE Case Managers Dedicated to Project (could be fraction)		

Ideal Caseload for 1 FTE Case Manager	
Average Length of Stay for Project Participants	
Average Financial Assistance Cost per Household (RRH/Prevention Only)	
Shelter Beds for Households without Children (Shelter Operations Only)	
Shelter Beds for Households with Children (Shelter Operations Only)	
Shelter Units for Households with Children (Shelter Operations Only)	

Provide a description of project staff capacity to include experience and training. If any staff dedicated to the project are also dedicated to other projects, explain the breakdown of hours by project.
(Character Limit: 3,000)

Provide evidence of organizational capacity to include governance, leadership, experience, and financial management. (Character Limit: 3,000)

Are there any unresolved monitoring or audit findings for any grants operated by the applicant or potential subrecipients? If yes, please explain. (Character Limit: 1,000)

Yes No

Attachments (each project)

Housing First Checklist (Project Level section only)
Project Policies & Procedures
Project Job Descriptions (must be housing-focused)

Attachments (once per agency)

Spending Plan
Organizational Certifications and Assurances
Board of Director Listing(s)
Org Chart
990 (if applicable)
Profit and Loss Statement (prior year and most recent YTD)

2018 FRCoC Application for VHSP Funding Coordinated Assessment/Entry

Application Information

Type of Application (select one):

- Renewal (requesting level or reduced funding for existing project)
- Renewal with Expansion (requesting increased funding for existing project)
- New (requesting funding for new project)

Note: While requests for renewal and expansion funding can be submitted on one form, the amounts will be ranked separately by the Funding & Performance Committee.

Applicant

Legal Name:

Type of Applicant: Non-Profit Housing Authority PDC Unit of Local Government

EIN/TIN:

Address:

Application Contact

Name:

Title:

Phone:

Email:

Line-Item Budget

Please complete line-item budget below. Budget amounts should reflect the VHSP request only. Other funding sources will be included on the Spending Plan (required attachment).

Note: Renewal projects can apply for renewal HMIS and Administration amounts up to the grantee's total FY18 HMIS and Administration amounts regardless of 5% and 3% caps. HMIS and Administration amounts across all FY19 project applications shall not exceed total FY18 HMIS and Administration amounts.

Expansion projects can apply for an HMIS expansion up to the amount where the combined renewal/expansion HMIS request is 5% of the combined renewal/expansion project subtotal and an Administration expansion up to the amount where the combined renewal/expansion Administration request is 3% of the combined renewal/expansion project subtotal.

New projects can apply for an HMIS amount up to 5% of the project subtotal and an Administration amount up to 3% of the project subtotal.

	Renewal Amount	New/Expansion Amount
Coordinated Entry/Assessment		
Hardware/Software		
Maintenance		
Occupancy Costs		
Salaries		
Supplies		
Travel		
Utilities		
Other (specify)		
Subtotal		
HMIS (up to 5% of subtotal)		
Computer Costs		
Fees and Licenses		
HMIS Staffing		
Training		
Other (specify)		
Administration (up to 3% of subtotal)		
Administration		
Total		

Match

Please indicate sources of match. Match must equal 25% of requested amount and must be spent on eligible VHSP expenses, but does not need to be of the same VHSP Category as the request. Match must be from local or private sources. If the project is requesting partial or full waiver of the match requirement, please explain. (See Page 14 of the Virginia Homeless and Special Needs Housing Funding Guidelines for full explanation of the match requirement.)

Type	Source	VHSP Category	Amount
Choose an item.		Choose an item.	
Choose an item.		Choose an item.	
Choose an item.		Choose an item.	

Narrative Responses

Provide a description that addresses the entire scope of the proposed project. Specifically, how will the project staff and operate a coordinated assessment process that aligns with the *FRCoC Coordinated Entry Policies & Procedures*? (Character Limit: 3,000)

If renewal funding is being requested, explain how the project continues to meet a community need. If new/expansion funding is being requested, explain how the additional funds will increase system capacity and justify the community need for additional capacity. (Character Limit: 3,000)

Is the project able to provide 24-hour access to the coordinated assessment process? If not, how will the project partner with other community providers to ensure 24-hour access? Attach MOUs for any partnerships. (Character Limit: 3,000)

How will the project ensure that persons accessing the homelessness response system are diverted whenever ever possible? (Character Limit: 3,000)

How will the project leverage mainstream resources? Provide project and community level examples. (Character Limit: 3,000)

How will this project ensure that it does not screen people out based on severity of needs and vulnerabilities (including having too little or little income; active or history of substance abuse; having a criminal record with exceptions for state-mandated restrictions; history of domestic violence)? (Character Limit: 3,000)

Provide a description of project staff capacity to include experience and training. If any staff dedicated to the project are also dedicated to other projects, explain the breakdown of hours by project. (Character Limit: 3,000)

Provide evidence of organizational capacity to include governance, leadership, experience, and financial management. (Character Limit: 3,000)

Are there any unresolved monitoring or audit findings for any grants operated by the applicant or potential subrecipients? If yes, please explain. (Character Limit: 1,000)

Yes No

Attachments (each project)

Project Policies & Procedures
Project Job Descriptions

Attachments (once per agency)

Spending Plan
Organizational Certifications and Assurances
Board of Director Listing(s)
Org Chart
990 (if applicable)
Profit and Loss Statement (prior year and most recent YTD)

2018 FRCoC Application for VHSP Funding CoC Planning

Only the CoC Lead Agency is eligible to apply for CoC Planning VHSP funding.

Application Information

Type of Application (select one):

- Renewal (requesting level or reduced funding for existing project)
- Renewal with Expansion (requesting increased funding for existing project)
- New (requesting funding for new project)

Note: While requests for renewal and expansion funding can be submitted on one form, the amounts will be ranked separately by the Funding & Performance Committee.

Applicant

Legal Name:

Type of Applicant: Non-Profit Housing Authority PDC Unit of Local Government

EIN/TIN:

Address:

Application Contact

Name:

Title:

Phone:

Email:

Line-Item Budget

Please complete line-item budget below. Budget amounts should reflect the VHSP request only. Other funding sources will be included on the Spending Plan (required attachment).

Note: Renewal projects can apply for renewal HMIS and Administration amounts up to the grantee's total FY18 HMIS and Administration amounts regardless of 5% and 3% caps. HMIS and Administration amounts across all FY19 project applications shall not exceed total FY18 HMIS and Administration amounts.

Expansion projects can apply for an HMIS expansion up to the amount where the combined renewal/expansion HMIS request is 5% of the combined renewal/expansion project subtotal and an Administration expansion up to the amount where the combined renewal/expansion Administration request is 3% of the combined renewal/expansion project subtotal.

New projects can apply for an HMIS amount up to 5% of the project subtotal and an Administration amount up to 3% of the project subtotal.

	Renewal Amount	New/Expansion Amount
CoC Planning (up to 7% of Community Base Request)		
Salaries		
Other (specify)		
Other (specify)		
Subtotal		
HMIS (up to 5% of subtotal)		
Computer Costs		
Fees and Licenses		
HMIS Staffing		
Training		
Other (specify)		
Administration (up to 3% of subtotal)		
Administration		
Total		

Match

Please indicate sources of match. Match must equal 25% of requested amount and must be spent on eligible VHSP expenses, but does not need to be of the same VHSP Category as the request. Match must be from local or private sources. If the project is requesting partial or full waiver of the match requirement, please explain. (See Page 14 of the Virginia Homeless and Special Needs Housing Funding Guidelines for full explanation of the match requirement.)

Type	Source	VHSP Category	Amount
Choose an item.		Choose an item.	
Choose an item.		Choose an item.	
Choose an item.		Choose an item.	

Narrative Responses

Provide a description that addresses the entire scope of the proposed project, and how the CoC Lead Agency will use grant funds to comply with the provisions of 24 CFR 578.7. (Character Limit: 3,000)

If renewal funding is being requested, explain how the project continues to meet a community need. If new/expansion funding is being requested, explain how the additional funds will increase system capacity and justify the community need for additional capacity. (Character Limit: 3,000)

How will the requested funds improve the CoC's ability to evaluate the outcome of CoC and ESG projects? (Character Limit: 3,000)

Provide a description of project staff capacity to include experience and training. If any staff dedicated to the project are also dedicated to other projects, explain the breakdown of hours by project. (Character Limit: 3,000)

Provide evidence of organizational capacity to include governance, leadership, experience, and financial management. (Character Limit: 3,000)

Are there any unresolved monitoring or audit findings for any grants operated by the applicant or potential subrecipients? If yes, please explain. (Character Limit: 1,000)

Yes No

Attachments

Bylaws
HMIS Policies & Procedures
Coordinated Entry Policies & Procedures
Flow Chart
10-Year Plan
CoC Certifications and Assurances
Community Metrics

Project Job Descriptions

Spending Plan
Organizational Certifications and Assurances
Board of Director Listing(s)
Org Chart
990 (if applicable)
Profit and Loss Statement (prior year and most recent YTD)

**Fredericksburg Regional CoC
2018 VHSP Scoring Sheet
Outreach; Emergency Shelter Operations; Rapid Re-Housing; Targeted Prevention**

Instructions

Project application scores should reflect the strength of the individual proposal as well as the relative strength of the proposal in comparison to other proposals for the same project type. Scores should also reflect the proposal’s ability to demonstrate strong collaboration among the network of projects within the homelessness response system.

Project application scores should inform the final project ranking, but the Funding & Performance Committee should also consider other factors, such as project type, population group served by the project, levels of unmet need, or other parameters.

Requests for renewal and expansion funding will be scored on one scoring sheet but in separate columns. Renewal and expansion requests may receive different scores and will be ranked separately by the Funding & Performance Committee.

Summary

Applicant:

Project Type: Outreach Emergency Shelter Operations Rapid Re-Housing Targeted Prevention

Application Type: Renewal Renewal with Expansion New

Renewal Amount Requested:

New/Expansion Amount Requested:

Proposed # Households with Children Served:

Proposed # Households without Children Served:

Proposed % Households Served through Victim Service Coordinated Entry Process:

Threshold Review

Category	Scoring Factors	Available	Received		Comments
			Renewal	New/ Expansion	
Applicant Threshold Requirements	Applicants requesting funds through any FRCoC collaborative application process must meet the following conditions: (1) Be a member of the FRCoC as defined in the Bylaws.	Pass/Fail			

	<p>(2) Agree to adhere to the FRCoC Coordinated Entry Policies & Procedures, including the following requirements of that document:</p> <ul style="list-style-type: none"> (a) Follow the Housing First model (b) Participate in the FRCoC Coordinated Entry Process and/or Victim Service Coordinated Entry Process (c) Adhere to established project standards (d) Collect data through HMIS or a comparable database <p>(3) Meet the eligibility requirements of the funding agency.</p>				
Additional Requirements	<p>Must meet all of the following criteria to be considered:</p> <p>(1) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings.</p> <p>(2) For expansion projects, project applicants must articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources.</p>	Pass/Fail			
Applicant Eligibility	Applicant must be one of the following to apply for VHSP funding: non-profit, housing authority, planning district commission, or unit of local government.	Pass/Fail			
Match	Match equals 25% of requested amount. If project is requesting partial or full waiver of the match requirement, compelling reason for the waiver is given.	Pass/Fail			

Project Review

Category	Scoring Factors	Available	Received		Comments
			Renewal	New/Expansion	
Meets Community Need or Fills Gap	<p>2 points: Project continues to meet a community need and/or fills a gap in FRCoC services.</p> <p>1 point: Project somewhat meets a need and/or fills a gap.</p> <p>0 points: Project does not meet a need and/or fill a gap.</p>	2			
Housing First	<p>2 points: Thorough systems are in place to ensure households experiencing homelessness are moved quickly to permanent housing and remain stably housed.</p> <p>1 point: These systems are somewhat in place.</p>	2			

	0 points: These systems are not in place.				
Employment and Income Growth (RRH and Prevention Only)	2 points: Project fully assists participants to increase their employment and/or income and to maximize their ability to live independently. 1 point: Project somewhat assists with employment/income and living independently. 0 points: Project does not assist with employment/income and living independently.	2			
Leveraging Mainstream Resources	2 points: Project fully leverages mainstream resources including employment, mental health, social security, TANF, etc. and demonstrates outcomes or improved processes as a result of these connections. 1 point: Project somewhat leverages mainstream resources. 0 points: Project does not leverage mainstream resources.	2			
Leveraging System Partnerships	2 points: Project fully leverages partnerships within the homelessness response system to limit duplication. 1 point: Project somewhat leverages partnerships within the homelessness response system to limit duplication. 0 points: Project does not leverage partnerships within the homelessness response system to limit duplication.	2			
Low Barrier	2 points: Project has no barriers to entry or continued services (does not screen people out based on severity of needs and vulnerabilities and does not terminate project participants for activities not covered in a typical lease agreement). 1 point: Project has some barriers to entry or continued services. 0 points: Project has many barriers to entry or continued services.	2			
Reducing Barriers	2 points: Project is fully meeting the requirement of reducing barriers to homeless services programs and the Prohibition Against Involuntary Family Separation and Equal Access and Prohibited Inquiries requirements. 1 point: Project is partially meeting these requirements. 0 points: Project is not meeting these requirements.	2			
Capacity	2 points: Staff, organizational structure and capacity, and internal coordination are sufficient to carry out proposed activities. 1 point: Staff, organizational structure and capacity, and internal coordination are somewhat sufficient. 0 points: Staff, organizational structure and capacity, and internal coordination are not sufficient.	2			

Prior Experience	2 points: Applicant/sub recipients have previous experience in effectively utilizing state funds and performing proposed eligible activities AND serving proposed target population. 1 point: Applicant/sub recipients have experience with only one. 0 points: Applicant/sub recipients have experience with neither.	2			
Findings	1 point: Applicant does not have any unresolved monitoring or audit findings or has an adequate plan to address issues. 0 points: Applicant does have unresolved monitoring or audit findings and does not have an adequate plan to address issues.	1			
Spending Rates	DEDUCT 1 point for programs that DID NOT fully expend grant award for last full year of operation.	0			
Job Descriptions	1 point: Job descriptions are housing-focused. 0 points: Job descriptions are not housing-focused.	1			
Outreach/Shelter Total		18			
RRH/Prevention Total		20			

Additional Comments

Changes Needed Before Collaborative Application Submitted (if any)

**Fredericksburg Regional CoC
2018 VHSP Scoring Sheet
Coordinated Assessment/Entry**

Instructions

Project application scores should reflect the strength of the individual proposal as well as the relative strength of the proposal in comparison to other proposals for the same project type. Scores should also reflect the proposal’s ability to demonstrate strong collaboration among the network of projects within the homelessness response system. CoC planning and coordinated entry projects should be reviewed for eligibility and threshold requirements to determine whether or not they should be accepted, but do not need to be scored if there are no projects of the same type to compare them to.

Project application scores should inform the final project ranking, but the Funding & Performance Committee should also consider other factors, such as project type, population group served by the project, levels of unmet need, or other parameters.

Requests for renewal and expansion funding will be scored on one scoring sheet but in separate columns. Renewal and expansion requests may receive different scores and will be ranked separately by the Funding & Performance Committee.

Summary

Applicant:

Application Type: Renewal Renewal with Expansion New

Renewal Amount Requested:

New/Expansion Amount Requested:

Threshold Review

Category	Scoring Factors	Available	Received		Comments
			Renewal	New/ Expansion	
Applicant Threshold Requirements	Applicants requesting funds through any FRCoC collaborative application process must meet the following conditions: (1) Be a member of the FRCoC as defined in the Bylaws. (2) Agree to adhere to the FRCoC Coordinated Entry Policies & Procedures, including the following requirements of that document: (a) Follow the Housing First model	Pass/Fail			

	(b) Participate in the FRCoC Coordinated Entry Process and/or Victim Service Coordinated Entry Process (c) Adhere to established project standards (d) Collect data through HMIS or a comparable database (3) Meet the eligibility requirements of the funding agency.				
Additional Requirements	Must meet all of the following criteria to be considered: (1) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings. (2) For expansion projects, project applicants must articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources.	Pass/Fail			
Applicant Eligibility	Applicant must be one of the following to apply for VHSP funding: non-profit, housing authority, planning district commission, or unit of local government.	Pass/Fail			
Match	Match equals 25% of requested amount. If project is requesting partial or full waiver of the match requirement, compelling reason for the waiver is given.	Pass/Fail			

Project Review

Category	Scoring Factors	Available	Received		Comments
			Renewal	New/Expansion	
Alignment with Coordinated Entry Policies & Procedures	1 point: Project will staff and operate a coordinated assessment process that aligns with the FRCoC Coordinated Entry Policies & Procedures. 0 point: Project does not align with the FRCoC Coordinated Entry Policies & Procedures.	1			
Meets Community Need or Fills Gap	2 points: Project continues to meet a community need and/or fills a gap in FRCoC services. 1 point: Project somewhat meets a need and/or fills a gap. 0 points: Project does not meet a need and/or fill a gap.	2			
24 Hour Access	1 point: Project will provide or partner with other providers to provide 24-hour access to coordinated assessment. 0 points: Project is not able to provide 24-hour access.	1			

Diversion	1 point: Project will work to divert all persons accessing coordinated assessment whenever possible. 0 point: Project will not work to divert all persons accessing coordinated assessment whenever possible.	1			
Leveraging System Partnerships	2 points: Project fully leverages partnerships within the homelessness response system to limit duplication. 1 point: Project somewhat leverages partnerships within the homelessness response system to limit duplication. 0 points: Project does not leverage partnerships within the homelessness response system to limit duplication.	2			
Low Barrier	2 points: Project has no barriers to entry or continued services (does not screen people out based on severity of needs and vulnerabilities and does not terminate project participants for activities not covered in a typical lease agreement). 1 point: Project has some barriers to entry or continued services. 0 points: Project has many barriers to entry or continued services.	2			
Capacity	2 points: Staff, organizational structure and capacity, and internal coordination are sufficient to carry out proposed activities. 1 point: Staff, organizational structure and capacity, and internal coordination are somewhat sufficient. 0 points: Staff, organizational structure and capacity, and internal coordination are not sufficient.	2			
Prior Experience	2 points: Applicant/sub recipients have previous experience in effectively utilizing state funds and performing proposed eligible activities AND serving proposed target population. 1 point: Applicant/sub recipients have experience with only one. 0 points: Applicant/sub recipients have experience with neither.	2			
Findings	1 point: Applicant does not have any unresolved monitoring or audit findings or has an adequate plan to address issues. 0 points: Applicant does have unresolved monitoring or audit findings and does not have an adequate plan to address issues.	1			
Spending Rates	DEDUCT 1 point for programs that DID NOT fully expend grant award for last full year of operation.	0			
Total		14			

Additional Comments

Changes Needed Before Collaborative Application Submitted (if any)

**Fredericksburg Regional CoC
2018 VHSP Scoring Sheet
CoC Planning**

Instructions

Project application scores should reflect the strength of the individual proposal as well as the relative strength of the proposal in comparison to other proposals for the same project type. Scores should also reflect the proposal’s ability to demonstrate strong collaboration among the network of projects within the homelessness response system. CoC planning and coordinated entry projects should be reviewed for eligibility and threshold requirements to determine whether or not they should be accepted, but do not need to be scored if there are no projects of the same type to compare them to.

Project application scores should inform the final project ranking, but the Funding & Performance Committee should also consider other factors, such as project type, population group served by the project, levels of unmet need, or other parameters.

Requests for renewal and expansion funding will be scored on one scoring sheet but in separate columns. Renewal and expansion requests may receive different scores and will be ranked separately by the Funding & Performance Committee.

Summary

Applicant:

Application Type: Renewal Renewal with Expansion New

Renewal Amount Requested:

New/Expansion Amount Requested:

Threshold Review

Category	Scoring Factors	Available	Received		Comments
			Renewal	New/ Expansion	
Applicant Threshold Requirements	Applicants requesting funds through any FRCoC collaborative application process must meet the following conditions: (1) Be a member of the FRCoC as defined in the Bylaws. (2) Agree to adhere to the FRCoC Coordinated Entry Policies & Procedures, including the following requirements of that document: (a) Follow the Housing First model	Pass/Fail			

	(b) Participate in the FRCoC Coordinated Entry Process and/or Victim Service Coordinated Entry Process (c) Adhere to established project standards (d) Collect data through HMIS or a comparable database (3) Meet the eligibility requirements of the funding agency.				
Additional Requirements	Must meet all of the following criteria to be considered: (1) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings. (2) For expansion projects, project applicants must articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources.	Pass/Fail			
Applicant Eligibility	Applicant must be one of the following to apply for VHSP funding: non-profit, housing authority, planning district commission, or unit of local government.	Pass/Fail			
Match	Match equals 25% of requested amount. If project is requesting partial or full waiver of the match requirement, compelling reason for the waiver is given.	Pass/Fail			

Project Review

Category	Scoring Factors	Available	Received		Comments
			Renewal	New/Expansion	
Compliance with 24 CFR 578.7	1 point: The proposed planning activities that will be carried out by the CoC Lead Agency comply with the provisions of 24 CFR 578.7. 0 points: Proposed activities do not comply with 24 CFR 578.7.	1			
Meets Community Need or Fills Gap	2 points: Project continues to meet a community need and/or fills a gap in FRCoC services. 1 point: Project somewhat meets a need and/or fills a gap. 0 points: Project does not meet a need and/or fill a gap.	2			
CoC Improvement	1 point: Funds requested will improve the CoC's ability to evaluate the outcomes of both CoC Program-funded and ESG-funded projects.	1			

	0 points: Funds requested will not improve the CoC's ability to evaluate the outcomes of both CoC Program-funded and ESG-funded projects.				
Capacity	2 points: Staff, organizational structure and capacity, and internal coordination are sufficient to carry out proposed activities. 1 point: Staff, organizational structure and capacity, and internal coordination are somewhat sufficient. 0 points: Staff, organizational structure and capacity, and internal coordination are not sufficient.	2			
Prior Experience	2 points: Applicant/sub recipients have previous experience in effectively utilizing state funds and performing proposed eligible activities AND serving proposed target population. 1 point: Applicant/sub recipients have experience with only one. 0 points: Applicant/sub recipients have experience with neither.	2			
Findings	1 point: Applicant does not have any unresolved monitoring or audit findings or has an adequate plan to address issues. 0 points: Applicant does have unresolved monitoring or audit findings and does not have an adequate plan to address issues.	1			
Spending Rates	DEDUCT 1 point for programs that DID NOT fully expend grant award for last full year of operation.	0			
Total		9			

Additional Comments

Changes Needed Before Collaborative Application Submitted (if any)