

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: Empowerhouse

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

EIN/TIN: 52-1142547

Address: P.O. Box 1007 Fredericksburg, VA 22402 (150 Olde Greenwich Dr. (Suite 101) Fredericksburg, VA 22408)

Application Contact

Name: Kathy Anderson

Title: Executive Director

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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	\$ 32,076	\$ 11,300
Limited Support Services		
Maintenance	\$ 2,000	\$ 700
Rent		
Security	\$ 2,000	
Supplies		
Utilities	\$ 8,000	\$ 2,000
Other (specify)		
Subtotal	\$ 44,076	\$ 14,000
HMIS (up to 5% of subtotal)		
Computer Costs		
Fees and Licenses		
HMIS Staffing		
Training		
Other (specify)		
Administration (up to 3% of subtotal)		
Administration		
GRAND Total	\$ 44,076	\$ 14,000

	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
	Rappahannock United Way		\$ 14,519

Narrative Responses

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

Empowerhouse's Shelter provides a safe place for individuals fleeing domestic abuse to reside short term. These individuals may be referred to Empowerhouse through the FRCoC Coordinated Entry or reach out for services directly. As the only DV shelter serving Planning District 16, victims enter a welcoming facility specifically designed for their safety and well-being. A survivor and her children start in our crisis DV shelter which includes a bedroom or multiple in a suite depending on family size. The immediate physical and emotional crisis needs are met through safety, shelter, food, children's school stabilization, risk assessment, and safety planning including legal remedies. There is a pantry, multiple kitchens in a large dining area, suite kitchenettes with multiple food storage areas, a playroom, laundry, and computer job help center. Staff provide services throughout the building, in offices, and the victim services center. Residents are also within walking distance proximity to public transportation, groceries and pharmacy.

Victims often enter shelter with feelings of hopelessness and little self-worth. Staff trained on the dynamics of DV work with clients to help them realize they deserve a life of dignity and respect, with safety and hope. Clients begin to open up and staff helps them develop safety plans and identify housing goals that they can work on while in shelter. Once a housing plan and other goals are established, needed supportive services or assistance is discussed. Shelter staff provide referrals to community resources and advocacy with those referrals as appropriate. This may include connection to resources for benefits (e.g., TANF, Childcare Support, WIC, and SSDI), documentation/IDs, health and mental health services, substance abuse services, legal services, and school systems. Clients are also referred to the Rappahannock Goodwill Industries (RGI) Employment Specialist (ES) for voluntary employment services. The domestic violence trained ES works with survivors on typical employment tasks such as job searches, resume writing and interviewing techniques but also focuses on helping them overcome barriers to employment such as transportation, childcare, disabilities, little to no work history/education and a criminal background often stemming from abuse. Residents utilize generously donated items from the community (e.g., paper goods, clothing, personal hygiene supplies, diapers, food). Empowerhouse may provide financial resources to help clients work toward their goals (e.g., medication, driver's license fees, birth certificates) to help them overcome barriers to obtaining housing and to obtain benefits. Shelter staff meets regularly with clients throughout their stay to support them in preparing for their chosen next steps.

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)

Empowerhouse shelters homeless survivors of domestic violence and their children in PD16. In 2015, Empowerhouse housed 25% (272) of the total area homeless population sheltered and, in 2017; that number increased to 315 made possible through the help of our community. We expanded and relocated the Empowerhouse DV shelter after much needed expansion of a home that had been built 30 years ago. The former shelter no longer kept pace for the number of people who needed it (per high rate of area population growth) and its heavy duty use. More children are sheltered than adults as DV victims are forced to uproot their children when confronted with violence and abuse. As with all shelters serving the FRCoC, Empowerhouse attempts to divert anyone requesting shelter from becoming homeless. Callers to the 24-hour domestic violence hotline have a number of needs and, as part of their safety planning, our domestic violence shelter is explored. If they are seeking quick exit from the abusive situation or wish to leave their current residence, we explore all safe options including family and friends, FRCoC prevention, and protective orders.

A major criterion for requesting shelter and becoming homeless for our population is leaving an unsafe domestic violence situation. If they define their current residence as unsafe and the only step that will increase their safety is coming to the shelter, every effort is made to make shelter available. With the new shelter in place and the two units of independent shelter, we were able to receive all local requests for safe shelter except for 4 last year. The average daily census was 35 and every effort is made to not exceed 30 at one time due to staffing capacity. When we opened the new shelter, we were able to add 1.3 new FTE staff thanks to other funding sources to ensure 24 hour coverage and to aid in responding to the 50% increased population. However, we have not been able to increase staffing to the level needed for all 40 beds at the new shelter. We are requesting \$14,000 expansion funding to add 10 hours of housing focused case management and utilities and maintenance dollars to support the increased capacity and provision of services at the new domestic violence shelter in its third year of operation. Our goal continues to be sheltering all unsafe survivors of domestic violence and their children needing it and supporting them with the case management needed to help them move to permanent housing quickly.

Area law enforcement responds to over 6,300 domestic violence calls on average annually. Empowerhouse assists over 3,500 people each year through all of its programming. The shelter is serving the victims and their children who become homeless as a result. The services are voluntary, trauma informed, aim to increase safety, and seek permanent housing solutions that are safe for each sheltered victim as desired per their individualized self driven plan.

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

	Renewal	New/Expansion
Households with Children	50%	50%
Households without Children	50%	50%
Total	100%	100%

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

- X** Follow the Housing First model
- X** 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)
- X** Adhere to established project standards (including *FRCoC Rapid Re-Housing Policies & Procedures*)
- X** 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	100%	100%

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)

Individuals and their families in PD 16 who contact the FRCoC Coordinated Assessment Providers seeking homeless services due to domestic violence are referred to Empowerhouse’s Domestic Violence (DV) Hotline or Outreach Office. If victims are in a safe place to do so, they are immediately screened using Empowerhouse’s Shelter Assessment to understand their immediate and ongoing safety, support system and current living situation. A Danger Assessment is also completed which highlights several factors associated with increased risk of homicides (murders) of women and men in violent relationships. Once completed, Empowerhouse staff (typically three and at least 1 from shelter staff and 1 outreach office staff) review the Shelter Assessment and confirm eligibility for placement. Alternative housing options are discussed to help prevent the individual or family from becoming homeless including whether the individual has a support system of family and friends that may be an immediate safe housing option or determining if the individual is a candidate for FRCoC prevention services. If prevention services are an option, the individual is connected with the Empowerhouse housing advocate (HA) for possible prevention referral. If it is determined that their current living situation is unsafe and their only option is to enter shelter, then every effort is made to place them in shelter that same day.

After immediate crisis needs are addressed, the shelter director (SD) works with the client to complete a housing plan. This plan documents the client’s identified housing options and helps shelter staff provide services and identify resources that can assist clients in attaining permanent housing as quickly as possible. When completing the plan, residents are first asked if they have a plan for their housing needs following their shelter stay. Responses, if any, are recorded. Family and friends are also discussed as an option for permanent housing. If no options are identified, the shelter staff ask if the client would like more information on Section 8 and/or Empowerhouse’s Rapid Re-Housing (RRH) services. Victims interested in RRH can choose to complete the Empowerhouse Prioritization Tool (adapted from the VI-SPADT assessment for those homeless from DV and approved by FRCoC). The

completed prioritization tool is forwarded to the Housing Advocate (HA). Those assessments that demonstrate the highest barriers to obtaining housing will score highest and are prioritized for the RRH. Once housing goals are identified, the SD helps clients think through next steps they can take to reach those goals and ask what other services or assistance might benefit them in reaching those goals. Based on these conversations, the SD makes referrals and provides supportive services to assist clients with their housing goals including referral to the RGI Employment Specialist to facilitate the fastest route to permanent housing and promote stability once they gain it.

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)

Not applicable.

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

Each client residing in shelter is provided an extensive resource packet containing information about services, agencies, and resources available in the community. Once the Shelter Director (SD) works with residents to establish their goals, the shelter staff help survivors identify barriers to obtaining housing and discuss available community resources to help with goal attainment. Empowerhouse has established strong relationships with community organizations throughout PD 16 to quickly connect shelter residents as their needs are identified. The RGI Employment Specialist (ES) is available to work with all residents on their education, job skills and employment needs. During 2016 and 2017, over 35 residents who started working with the ES while in shelter gained employment. The SD assists residents in initiating the process with local Departments of Social Services (DSS) to receive benefits (e.g., TANF, Childcare subsidies) and the Health Department (e.g., WIC). Clients with school age children are provided contact information for McKinney-Vento Liaisons in their school district. Shelter staff help facilitate the process to ensure disruption in school attendance is limited. For survivors involved in Child Protective Services investigations, the close connection with area DSS have helped children stay with their protective parent while in the Empowerhouse shelter where they are safe. Survivors and their families may come into the shelter with nothing more than the clothes they are wearing. The SD requests an RGI Voucher in which families can use to obtain clothing and shoes. Many with transportation barriers received free bus passes donated by a collaborative organization. The FRED bus is a resource that may be new to survivors and their children which case management staff help them navigate.

Many of clients entering shelter have barriers related to mental health and substance abuse concerns. Clients have accessed the Rappahannock Area Community Services Board (RACSB) and Snowden for mental health services. Clients have also been referred for substance abuse concerns and treatment to the RACSB, the Sunshine Lady House and Bowman Counseling. Some residents unable to finish their shelter stay due to risky behaviors putting themselves and others at risk, have returned to shelter after connecting with services to address their crisis and then pursue their goals.

Additionally, the following resource information is regularly shared with clients. Legal Aid Works prioritizes assisting DV victims with representation or advice in civil proceedings such as POs, custody divorce; a procedure to expedite intake when we have an undocumented victim. Mil Mujeres, a nonprofit based in Washington, D.C., provides pro bono attorneys for DV immigration cases. These

services helped some clients who were undocumented obtain legal remedies to help them later with housing stability. This takes a lot of time. Rappahannock United Way (RUW) provides free tax preparation.

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

Empowerhouse and other system partners meet frequently in various committees and work groups to help achieve a seamless system for those experiencing homelessness. Empowerhouse receives referrals to our 24 hour hotline as our coordinated entry point from system partners when the homeless individual or family is fleeing domestic violence (DV). Empowerhouse refers those experiencing or at-risk of homelessness to our system's mainstream coordinated entry line for a streamlined assessment to support them to either divert to another solution, not shelter, or to land at the appropriate shelter where there is an opening if they cannot be prevented. When we divert, we may work with a third party to explore continued support where they are staying, or we may divert to prevention resources where mainstream resources may be leveraged to support the household from becoming homeless or connect them with prevention if they qualify and all other resources are exhausted.

When participants leave our shelter, we share a community based (at Micah) housing locator who addresses the needs of location for all of our sheltered families entering rapid re-housing services. We also support the DV homeless to connect with mainstream supports at social services for financial benefit programs, VIEW, TANF, and childcare resources. Our shelter director (SD) will explore with DV survivors as part of their safety plan whether they have interest and feel safe seeking a protective order. We receive a bi-monthly visit from a Legal Aid Works paralegal to streamline their intake for those who may qualify for legal support to help them with protective order representation in court, representation for custody, support, and divorce. The SD engages survivors in a barriers assessment tool to help tease out those with the highest barriers and identify who will be prioritized to meet with housing staff as a result of having the highest barriers to entering housing. The SD will help connect them to a number of services while they are working a housing plan to help them stay connected with mainstream services after they leave the shelter. For example, SNAP applications, WIC at the health department, food pantries, CVHC, the Salvation Army, and Goodwill are all places and programs that receive frequent referral connections from the Empowerhouse shelter. If a child is screened for a disability, staff will help with the application to support the family in increasing their income. If SOAR is needed, we will request the help of Micah. The McKinney Vento school liaisons are frequently contacted to support children with their transition into homelessness and out of it as they pass through our system. Empowerhouse is training (sometimes with 40 hours) FRCoC staff from other agencies to support the entire FRCoC efforts to support homeless and imminently at-risk homeless DV victims in our community for them to gain support wherever they enter our system.

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)

The Empowerhouse DV Shelter does not screen out individuals based on the level of their needs or personal barriers. The shelter assessment focuses on immediate safety concerns. A victim's income, mental health diagnosis, substance abuse use, or legal situations are not determining factors for placement. Some of this information may be revealed by the client during screening which only

enhances the Shelter staff's ability to respond and support victims with their immediate physical and emotional needs upon entering shelter. Occasionally survivors enter shelter under the influence. This is not a factor that counts against them or prohibits their participation in shelter. It is quite common for individuals to enter shelter with many needs. Abused women are at a greater risk than other women for long term health conditions such as chronic pain, neurological, gastrointestinal and reproductive disorders, migraine headaches, diabetes, substance use, and a range of physical and mental disabilities. Victims may enter the shelter with little or no income as abusers can often manipulate financial stability: destroying credit, disabling access to bank accounts, creating massive debt for the survivor, or refusing to pay any amount of support; further attempting to gain greater amounts of power and control over the survivor. Some clients enter the shelter with legal concerns. Abusers will manipulate an abusive situation during a call to the police in which the victim ends up being charged. This can result in loss of custody and outstanding child support charges. None of these circumstances would prohibit placement in shelter. Empowerhouse staff provide supportive services to assist clients with these needs both during their stay and once they exit shelter.

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)

Although each participant is encouraged to establish housing goals and begin working toward those goals, shelter residents are not required to participate in supportive services or develop and move forward on a progress plan to remain in shelter. Shelter staff inform clients of the support and services that the RGI Employment Specialist can provide but does not require that they meet with her or utilize such services. While housing and other goals are ongoing discussion topics with clients as their stay in shelter is intended to be brief; survivors are not asked to leave shelter for failure to make steps to improve income or make progress on goals.

Empowerhouse has established shelter guidelines to promote a positive communal living experience while residing in shelter. Critical guidelines have been established to ensure the safety of all shelter residents which include no abusive behavior; not disclosing the location of the shelter or revealing information about residents residing at the shelter; no illegal drugs, alcohol, drug paraphernalia or weapons allowed on the property; and medications must be in locked file cabinet or in car. Failure to abide by these critical guidelines is a high safety concern and residents may be asked to leave immediately. Empowerhouse does have a formal eviction appeal process in place. Victims that have been evicted from shelter can still use other Empowerhouse advocacy and support services (e.g., court advocacy, healthcare advocacy). Some residents return after evaluating their appeal or reviewing any changes that have taken place that will help them adhere to safety guidelines.

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)

Empowerhouse owns and operates an ADA compliant low barrier shelter that supports homeless survivors of domestic violence and their children. We operate a congregate facility with 9 suites, 15 bedrooms, and many more beds intended to not exceed 30 but do exceed that census at times. Empowerhouse also owns and operates a scattered site shelter with two separate units. Entrance to

shelter is based on assessing a homeless participant’s victimization from domestic violence and that shelter is their only option. If a victim is male, they are assisted through a hotel stay and have been assisted in the new congregate domestic violence shelter. Empowerhouse is exploring the on-going possibilities of sheltering both male and female victims within our sheltering facilities and are mainly exploring the assessment process and any additional guidelines and training that would be needed. Empowerhouse daytime staff recently received half-day training from the Virginia Anti-Violence Project on transgender and LGB victims of domestic violence in an effort to continue ensuring our domestic violence shelter is welcoming and available to LGBTQ+ survivors of domestic violence who are homeless and seeking shelter.

Participants are not screened for shelter based on gender, gender identity or expression, race, ethnicity, color, disability, sexual orientation, national origin, immigration status, or religious or educational background. Survivors bring their children to shelter including adult children as they request and identify the need. Empowerhouse has not limited entrance to shelter based on substance use, criminal background, mental health or other barriers for at least 25 years. Staff continually seek support as participants present with a variety of behavior challenges they have associated with substance use or mental health conditions and additional staff are scheduled as needed in an attempt to support all survivors in the building to achieve receiving support while managing challenging behaviors. Sometimes behaviors exceed the shelter staff’s ability to support all residents and staff safely and the service may be terminated. However staff carefully consider re-entry to shelter on that occasion or other occasions as time or new services may support the participant in managing these behaviors that were exhibited in the past. The staff and facilities offer a variety of supports including lockers for medications and personal belongings, locked food cabinets for personal use, suites to aid in privacy, combination locks on bedrooms and suites, private living spaces, and areas to where participants can retreat if it is helpful to manage their environments. Staff make every effort to bring in a support service if desired by the participant and would aid them in continuing to access the service if their access is jeopardized by risky and increased risky behaviors posing safety risks to others in the shelter.

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)	.55	.25

Ideal Caseload for 1 FTE Case Manager	40
Average Length of Stay for Project Participants	30 days
Average Financial Assistance Cost per Household (RRH/Prevention Only)	N/A
Shelter Beds for Households without Children (Shelter Operations Only)	9
Shelter Beds for Households with Children (Shelter Operations Only)	26
Shelter Units for Households with Children (Shelter Operations Only)	8

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)

Rose Leone has been the Empowerhouse Domestic Violence (DV) Shelter Director since 2012. She is dedicated to the housing focused case management at .55 FTE. She previously worked at Empowerhouse beginning in 1996 as a Shelter Night Resident Manager then became a Court Advocate, ultimately holding a supervisory role. During her time away from Empowerhouse, Rose worked for six years as a trainer and helped implement coordinated response teams across the state for the Virginia Sexual and Domestic Action Alliance in Richmond, VA. She continues to work with the Action Alliance as a trainer on DV and Crisis Intervention. Under her guidance, a new and expanded shelter facility opened in 2016 and she successfully transitioned residents and staff into the new environment. Rose's passion for her work can be seen in the way she approaches each new victim that has the courage to enter our doors and break free from abuse. Once clients have their immediate physical and emotional crisis needs met, she is able to help them find the strength to envision and take steps toward a life that is safe and filled with dignity, respect, safety, and hope.

All other shelter staff are not funded by DHCD and are dedicated to providing domestic violence services at shelter and maintaining low barrier and safe buildings where residents have an opportunity to recover from domestic violence and find safe housing and financial stability in their future. The DV Shelter Director is supported by the Shelter Services Coordinator, Ashley Kinney, and the Children's Coordinator, Melissa Nagel. Ashley joined Empowerhouse in 2012 as a Night Resident Manager before beginning her current position in August 2016. Melissa has worked with children in the shelter for almost 7 years. The RGI Employment Specialist, Maureen O'Neill, has also been a dedicated member of the shelter and housing team since 2013. The shelter team has ten part-time hourly shift Night Resident Managers who rotate to provide support to residents in the evenings and at night. All members of the shelter team have completed Empowerhouse's 40 hour volunteer training and full-time Empowerhouse staff complete at least 20 hours of training each year focused on best practices in DV and providing domestic violence supportive services.

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

Empowerhouse has been providing services including shelter for the past 40 years in this community as a 501(C)3 nonprofit organization since 1978. Supporting victims of domestic violence (DV) to obtain their own permanent housing with case management and rental assistance has been in place with grant funding starting in 2009. The organization currently manages 7 grants from the Federal government and State government. This includes a grant from DHCD, originally granted in the 1980s. The Federal grant is from the US Department of Justice, Office on Violence Against Women Transitional Housing Assistance for Victims of DV. The other competitive grants and contracts are with the Virginia Department of Criminal Justice Services and the Virginia Department of Social Services. Each of the State funding sources includes some Federal funds flowing through Virginia. Empowerhouse began employing a grants manager one year ago to support the work of data collection and reporting requirements. The other two employees (executive director and assistant director) charged with financial management and overseeing administration have led the organization for over 12 years. The executive director led another nonprofit for 5 years.

The organization has written financial procedures and internal controls to account for grant funding that support the tracking of program budgets by revenue and expenses. Treasurer's reports routinely provided to the Finance Committee and the Board. The Executive Director reviews finances monthly and supervises grant expense reports and invoicing via reviewing reports and signing invoices. Multiple individuals are involved in the handling of funds in order to provide a separation of duties

across the staff using best practices to minimize or eliminate the possibility of mishandling funds. The organization has not experienced any legal proceedings or suspension of funds for any reasons by any authority. The organization has strong policies and procedures including a personnel policies manual, ethical responsibilities statement, and robust training for all staff. The board by-laws and responsibilities are routinely evaluated for updates and the board members update their conflict of interest policy annually. The Board Governance Committee recently led the organization through a new 2018-2021 strategic planning process including a 2 day retreat and contract with a consulting firm with the support of grant funding. The organization receives an external audit annually from a reputable accounting firm, Robinson, Farmer, Cox, and Associates. The organization tracks financial transactions in accounting software in an electronic ledger and tracks grant budgets additionally in an excel grant tracking spreadsheet. The organization receives periodic monitoring visits from state funders and recently from the Federal government with great verbal feedback and a written report to follow.

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)