

**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: 52-1142547

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

Application Contact

Name: Kathy Anderson

Title: Executive Director

Phone: 540-373-9372

Email: kathya@empowerhouseva.org

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
Rapid Re-Housing		
Housing Search & Placement		
Housing Stabilization Case Management	\$ 49,200	
Housing Stabilization Financial Assistance	\$ 12,030	
Housing Stabilization Services		
Rent Arrears		
Rent Assistance	\$ 54,184	
Service Location Costs		
Veteran Housing Stabilization Financial Assistance		
Veteran Rent Arrears		
Veteran Rent Assistance		
Subtotal	\$ 115,414	
HMIS (up to 5% of subtotal)		
Computer Costs		
Fees and Licenses		\$ 2,900
HMIS Staffing		\$ 2,600
Training		
Other (specify)		
Administration (up to 3% of subtotal)		
Administration	\$ 4,727	
Total	\$ 4,727	\$ 5,500

	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		

GRAND Total	\$ 120,141	\$ 5,500
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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		\$ 41,880

Narrative Responses

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

Empowerhouse’s Rapid Re-housing (RRH) activities assist homeless survivors of domestic violence in attaining permanent housing quickly and increasing self-sufficiency. The RRH program offers financial assistance and supportive case management to individuals and their families in Planning 16 that are homeless due to domestic violence. These individuals may be referred to Empowerhouse through the FRCoC Coordinated Entry or reach out for services directly. RRH will provide rental, deposit, and utilities housing assistance subsidies at participant chosen and rental lease with landlord scattered site apartments and homes.

Participants begin with the Shelter Services Coordinator who implements the assessment tool for prioritization and supports them in creating a housing plan. Those most highly prioritized based on the most significant barriers to obtaining housing will speak to the Housing Advocate (HA) who helps prepare the survivor and her family in obtaining housing. The FRCoC shared Housing Locator, Empowerhouse trained in domestic violence, works with each of the RRH clients to identify properties that meet their needs. The Empowerhouse’s Housing Case Manager (HCM) along with the HL attends lease signings to ensure participants understand all aspects of the process and forms. The HA also prepares invoices to pay rent and other financial assistance and continues to promote setting short and long term goals to increase independence including measures to strengthen safety and economic well-being related to abuse. Empowerhouse contracts with Rappahannock Goodwill Industries (RGI) for an Employment Specialist (ES) that provides 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. The HCM and ES continue to meet with the survivor at their residence and other locations to work on housing stability goals and employment including search, attainment, maintenance, promotion, increasing skills, and ongoing financial stability. This may include solving barriers such as transportation, childcare and lack of skills.

The Empowerhouse RRH program will pay the security deposit and at least the first two months of rent in full. Each client who needs it will receive a set amount of money monthly for utilities, based on what is included in the rent and the size of the unit. After two months the client’s financial status will be

reassessed and Empowerhouse will determine if a client is able to start paying a portion of their rent and more utilities. Every 3 months the HA performs recertification to determine their current income and eligibility for rental assistance. Once a client is able to take on full financial responsibility, case management services are still offered and available to ensure stability is maintained.

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)

Renewal funding for Empowerhouse’s rapid re-housing assists individuals and family household survivors of domestic violence (DV) re-enter housing as soon as possible. They become homeless because they fled or are fleeing DV and have no other options for themselves and their children or they have tried other options and were unable to achieve housing stability and as a result seek entrance to the Empowerhouse DV shelter. In FY 15, Empowerhouse sheltered 24% (272) of PD16 sheltered people. 57% of households were unaccompanied individuals. With their unique needs, rapid re-housing case management and financial assistance support their quick journey to housing annually for 20 households with a trauma informed approach despite their many barriers. For these 20 most unlikely to self resolve, we use case management and financial assistance to help them re-house quickly. Barriers include lack of employment and work history, substance use, criminal records, and bad credit, many of which are outcomes of abuse experienced at the hands of their intimate partners. Of 40 households assisted in the past 18 months, 10% were ages 18-24, most of which were moms with 2 or more children. 33% were unaccompanied households and 67% were families. For those with many children, they lack income, daycare, family supports, and have limited English proficiency. Case management staff support their efforts to find housing and support them entering the unit, ensuring financial capability, and with housing stabilization including ongoing voluntary support with their DV in the form of advocacy and safety planning, and connecting them to mainstream resources as they become independent in their permanent housing. This past year, singles were 38% of our rapidly re-housed population (average caseload of 23) at any given time.

DV Survivors experience their own barriers to re-housing as well as those experienced within the general homeless population, sometimes compounded. Many DV survivors in housing experienced victimization by multiple relationships with violence and exploitation. For some this has led to substance use to cope with pain and for others, forced substance use was part of the abuse and coercion used by their abusive partners to control them. Once housed, many are coping with mental health needs, other chronic health conditions, and disabilities as they gain stability in their housing. Most of them are voluntarily working on GEDs or certificate programs, employability skill building, transportation, and continued legal matters related to DV, custody, and support as part of their self driven goals. This subset of homeless individuals and families receive the support to enter housing quickly while receiving critical DV services combined with other voluntary supports for their eventual success in housing stability. The additional funds for HMIS will support the new mandate for DV service providers to use a comparable database for the new SAGE system implemented by HUD.

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

	Renewal	New/Expansion
Households with Children	65%	65%
Households without Children	35%	35%
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)

As part of the coordinated entry process, individuals and their families in PD 16 who are homeless due to domestic violence (DV) should be referred to Empowerhouse via the Outreach office or through the 24-hour hotline. If domestic violence victims cannot be prevented from becoming homeless, they are assessed for shelter. Homeless victims are usually screened and enter our DV shelter first but may also be connected directly with our RRH program if they are homeless and cannot go into shelter for some reason. Once safely in shelter and their immediate physical and emotional crisis needs are met, the Shelter staff work with the client to complete a housing barrier assessment and housing plan. Victims without alternative housing options and interested in RRH can choose to complete the EH Prioritization Tool (adapted from the VI-SPADT assessment for those homeless to DV and approved by FRCoC). The completed prioritization tool is forwarded to the Housing Advocate (HA). Those entering directly from the community meet with the HA to complete the prioritization tool. Priority is given to those victims in the EH DV shelter, and who do not have somewhere else to go, or cannot enter the shelter for some reason, are not financially stable, and have multiple barriers to securing a lease.

The HA will meet with applicants who want to enter the program to review forms and help the participant understand the program and services available to them and the responsibilities of both parties. Once victims agree to the program, they complete a basic RRH application that contains contact information, children’s information, basic DV information, and housing situation. If funding is available, applicants are immediately accepted in the program, begin necessary paperwork, and referred to the CoC shared Housing Locator (HL), usually the same day. The HL uses the referral information to understand the participant’s potential housing barriers and works with area landlords to negotiate housing placements. This goal is to place the victim and their family in permanent housing as quickly as possible. The length of time for placement varies based on the HL’s case load and the specific housing barriers a participant may have.

The HCM also works with the participant to develop action plans to address needs in overcoming barriers to maintaining housing. Participation in supportive services (e.g., employment services by Employment Specialist (ES), advocacy and referrals to mainstream services, development of household skills such as budgeting) are voluntary. The ES and Housing staff continues to check-in with each client monthly for support and to assess if any new challenges have arisen that need to be addressed.

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)

Each participant is assessed at the beginning of the program to determine needs and goals and what voluntary services are requested. Empowerhouse Housing staff and the RGI Employment Specialist (ES) work with participants, as requested, to develop personal budget and goals including a timeline for obtaining and or retaining employment and/or benefits. Each participant has the opportunity to work with the ES who will assess participant's education, job skills and employment needs and barriers to employment with their voluntary participation help create a client driven action plan. The ES assists clients in identifying potential jobs, writing resumes and cover letters and preparing job applications. She helps them overcome barriers to employment such as transportation, childcare, disabilities, little to no work history/education and a criminal background often stemming from abuse. She assists survivors with their resumes, applications, and tutorials via the mobile and on-site Job Help Center. The ES and Housing staff can also link clients to Eastern Virginia Career College or Germanna Community College when they indicate an interest in the particular career paths offered and facilitate their participation in the program. They assist women in completing the Women's Independence Scholarship Program application, as applicable and desirable by victim, which is a grant program that provides educational support including stipends, transportation, housing payments, computers, internet access, etc. through financial assistance doled out by Empowerhouse, the co-applicant, as requested by the RRH client/scholarship recipient. The ES continues to meet with survivors at their homes, at our center, and in the community to work on employment including search, attainment, maintenance, promotion, increasing skills, and ongoing financial stability.

The Housing staff assess client's needs and desires for voluntary services that maximize their ability to live independently and develop action plans with clients to address their needs. They provide services and referrals and advocacy with referrals as necessary. They implement semi-annual voluntary seminars for clients that include the Allstate Moving Ahead through Economic Empowerment curriculum specifically for DV victims, budgeting, educational opportunities, dynamics of DV, physical and mental health resources, parenting and childcare resources, and others as identified by clients. Develop and distribute a monthly newsletter that includes job listings, scholarship opportunities, affirmations, healthy recipes, announcements, and other useful information. They assess for additional services or Social security Outreach Access and Recover (SOAR) application for persons with disabilities. The ES and Housing staff check-in with each client monthly for support and to assess if any new challenges have arisen that need to be addressed.

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

Once the RRH housing team works with each client to assess their individual barriers to housing and identify their needs, available community resources are discussed. Empowerhouse has established strong relationships with community organizations and agencies throughout Planning District 16 to quickly connect RRH participants as their needs are identified. The Housing Advocate (HA) and Housing Case Manager (HCM) provide referrals, accompaniment and advocacy as needed (and as allowed by confidentiality rules and client's written permission). The RGI Employment Specialist is available to work with all clients on their education, job skills and employment needs. During 2016 and 2017, 32 housing participants working with the ES gained employment. Eastern Virginia Career College commits to providing free certificate courses to some survivors and other free services of support such as massage, beauty, pampering, and professional clothing closet. Over the last two years multiple clients have attended EVCC, all receiving scholarships for the RN program. Clients have also attended classes at Germanna Community Colleges. Local Departments of Social Services (DSS) coordinate benefits (e.g., Temporary Assistance for Needy Families (TANF), Childcare subsidies) for DV victims and facilitate services and support for children and families impacted by abuse. Housing staff have also assisted clients in getting benefits reinstated. Empowerhouse's Healthcare Advocate recently assisted a client with gaining SSDI for her son. Micah is also available to assist clients with disability benefits through the SSI/SSDI, Outreach, Access, and Recovery (SOAR) program. Through our POH Partnership, Micah also employs our housing locator who we trained in domestic violence. Salvation Army picks up donated furniture and delivers it to newly set up households. Mobility Option provides Empowerhouse with four bus passes per month which have been used by clients in our housing.

Many of our clients have barriers related to mental health and substance abuse concerns. RACSB has provided disability services and counseling services to a few of our clients over the last year which has helped them maintain stability in housing. The National Counseling Group has provided in-home counseling to some of these clients as well. Our participants have also utilized counseling services at Snowden. Clients have been referred for substance abuse concerns and treatment to RACSB, the Sunshine Lady House and Bowman Counseling.

Additionally, the following resource information is regularly shared with clients. SERVE operates a food pantry accessible to our Stafford 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 D.C., provides pro bono attorneys for DV immigration cases. RUW provides free tax preparation.

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

Empowerhouse coordinates with partners in the FRCoC system to re-house primarily homeless victims of domestic violence (DV). The prioritization list is maintained by the shelter director (SD) who connects the participants to the Empowerhouse rapid re-housing services or mainstream services if their barriers do not prioritize them as those with the highest barriers or if they have interest and are not concerned about their confidentiality protection, they will be connected to the community's individual or family prioritization list and Veteran's list. They may be connected to the Salvation Army or CVHC as part of their housing plan and effort to self resolve without the rapid re-housing services and financial assistance. As part of their housing plan, the SD will explore all options. If they are referred to the housing advocate (HA) at Empowerhouse, the team will support their efforts to obtaining leases and permanent housing by connecting them with the voluntary services of the community's housing locator (HL). If a rental is selected and all of the certifications and forms are complete, the Empowerhouse

housing case manager (CM) will accompany the HL and participant to the lease signing. The CM will connect the participant to Salvation Army if they are in need of furniture and they will deliver community donated furniture that the participant needs if requested. Continued case management and financial assistance will be need based and recertification is a part of the process. The CM and participant will determine the minimum amount of assistance needed to maintain housing stability.

The DV dedicated employment specialist (ES) from Rappahannock Goodwill Industries will assist with voluntary services of employment search, employability skill building, applications to certificate programs, higher education scholarships that also support living expenses while enrolled and participating in higher education classes. The Empowerhouse CM and participant meet at least monthly to discuss participant driven goals focused on housing stability to continue to support the weaning off of assistance and achieving their housing stabilization goals. The CM continues connecting participants to Salvation Army as assistance may be needed for short term crisis needs. The Empowerhouse HA and CM will record all data and services in the HMIS comparable database to support the continued documentation of participants and services. The grants manager supports the team to pull data and organize it for presentation in required reporting. As needed the CM will connect participants to RACSB, Dominion Day Services, Family Solutions, the Sunshine Lady House and other mental health and substance use treatment services if the participant wants this support as part of their stabilization goals. Any continued support to achieve social services benefits, disability benefits, child and spousal support are all explored and provided to help participants connect to qualifying services.

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)

Empowerhouse's RRH program does not screen out applicants based on severity of needs or vulnerabilities. Basic eligibility criteria include being a survivor of domestic and/or sexual violence, dating violence, or stalking; eighteen years or (legally) emancipated minor; and in need of housing without sufficient emergency or transitional housing available. The prioritization tool completed by the Shelter Coordinator prioritizes participants based on the greatest need according to barriers they need to overcome. Participants are more likely to enter the program with a lot of need rather than being screened out. Applicants should also have a willingness or desire to participate in the program and meet with staff monthly and be able to safely live independently, without access to staff or support 24-hours per day, 7 days a week. The Housing Advocate (HA) will meet with victims who want to enter the program to review forms and help the participant understand the program and services available to them and the responsibilities of both parties. Once victims agree to the program, they complete a basic RRH application that contains contact information, children's information, basic DV information, and housing situation. If funding is available, applicants are generally accepted into the program immediately. Only then, after acceptance, are intake forms and the FRCoC Needs Assessment Tool completed, ensuring that barriers to housing (e.g., income and employment, rental history, criminal history, past or present mental health or substance abuse concerns, transportation, childcare) are not factored into the acceptance process. It is important to also note that the Empowerhouse RRH program recognizes that the applicant does not have control over the batterer's behavior or the behavior of people associated with the batterer. The program strives to help each participant maintain the safest life possible and will not exude participation or withhold assistance based on batterer's behavior.

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 assessed at the beginning of the program to determine her needs and goals, failure to participate in supportive services or make progress towards goals will not result in termination from the RRH program. The Empowerhouse Housing Program Guidelines clearly state that goal planning and goal achievement is a voluntary part of the program and that services received will not be contingent upon goal achievement. Clients initial this statement when reviewing guidelines in acknowledgement. The Housing staff encourages participants to utilize the employment specialist, offers coordination and referral to main stream resources, and support and seminars on specific client needs but articulates at the beginning of the program and throughout that participation in such supportive services is voluntary. Many clients readily access and use supportive services but the housing program has had some clients that do not access these services or work directly with the employment. During regular housing case management meetings the housing team will ask these clients what they feel would be helpful to maintain housing and ask what Empowerhouse can do to help them in becoming more stable with housing. Housing staff have advocated with landlords behalf of clients to pay a reduced portion of their rent over alternative time periods when they aren't able to pay for their portion of the rent on time. The participants in this program are victims of domestic violence who became homeless. This service is supportive in a victim's efforts to achieve freedom from domestic violence and the actions of an abuser are not factored into participation in the services except in the provision of services such as safety planning. Participants are encouraged to fill out confidential surveys during their participation in the program. The team members meet frequently in case management meetings with supervisor participation to staff cases and assist in overcoming service barriers and participant barriers. All participants are provided with grievance and appeals processes and forms in writing. This is another layer of oversight that ensures supervisors are informed of any participant concerns.

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 rapid re-housing services is also low barrier and allows a domestic violence survivor with many barriers to access permanent housing by providing the case management and financial assistance to help them overcome the initial barriers to becoming housed such as no income combined with a disability, criminal background, no employment history, eviction history, or bad credit. Whether the participant has limited English proficiency (LEP) or a large family, these barriers are overcome by the rapid re-housing case management, other supports, and the financial assistance.

Participants are not screened for these services based on gender, gender identity or expression, race, ethnicity, color, disability, sexual orientation, national origin, immigration status, or religious or educational background. Access to case management and other services are not limited by barriers to

participation that may include substance use, LEP, lack of employment, etc. In fact these barriers will help prioritize them for the highest level of assistance. Every effort is made to support a participant in determining their own goals and overcoming barriers to housing stabilization once in housing. All barriers may not be addressed if the participant chooses not to set goals or include the issue they are facing in their goals. The housing advocate and case manager use creative strategies and motivational interviewing to help participants move toward identifying and prioritizing overcoming their housing stabilization barriers. The participant may have an extended family member in the household upon entering housing. Any adults and any children that are in the household at entry will be included and adults will participate in the lease and may remain a part of the original household except an abusive partner.

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)	1.25	0

Ideal Caseload for 1 FTE Case Manager	14
Average Length of Stay for Project Participants	332 days
Average Financial Assistance Cost per Household (RRH/Prevention Only)	\$4,276
Shelter Beds for Households without Children (Shelter Operations Only)	N/A
Shelter Beds for Households with Children (Shelter Operations Only)	N/A
Shelter Units for Households with Children (Shelter Operations Only)	N/A

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)

The RRH Housing Team is lead by a full-time Housing Advocate, Daphne McIntosh. She is dedicated .5 FTE to RRH and .45 FTE to OVW housing. She has been the Empowerhouse Housing Advocate since 2010. In this role, Daphne helps prepare clients for housing, prepares invoices to pay rent and other financial support and continues to work with clients on setting and moving forward with their goals. She came to Empowerhouse in 2007 to work as an intern from a Para-professional counseling certificate program. Her dedication helped her to become Empowerhouse support services worker in 2008. She demonstrated excellent skills on the hotline, facilitated weekly support groups, helped obtain financial and educational resources for survivors, inspires volunteerism, and has continued to excel in the housing services. She has received DHCD, CoC, CVHC, VHA, National Alliance to End Homelessness (NAEH), National Network to End Domestic Violence (NNEDV) and National Center on Domestic Violence trainings (NCDV) trainings. Daphne recently attended the CoC Coordinated Entry Training. Amber Struder, at .75 FTE, has been the Housing Case Manager (HCM) since October 2016. Amber has a bachelor's degree in English and formerly worked with a tutoring organization serving school aged children. She began with Empowerhouse as a volunteer and completed the in-house 40 hour volunteer training. Since joining the housing team, she attends lease signings and meets with clients in their homes and at the office to provide supportive services. Amber has worked successfully with clients to develop goals, connect and utilize community resources, and develop positive relationships with clients. Amber has received trainings by NNEDV, NCDV, and RACSB. Both Daphne and Amber attend at least 20

hours of training each year and participated in NNEDV's (OVW) Transitional Housing Program Designs: Taking a Closer Look at Model Programs within the last year.

The RGI Employment Specialist- Housing program, Maureen O'Neill, is a dedicated .5 FTE member of the Empowerhouse's housing and shelter teams. She has been the Employment Specialist since November, 2013. Before that she was a domestic violence group facilitator and children's services intern for Empowerhouse, served as a Special Education paraprofessional at an elementary school, and was the assistance program director at a family counseling center. She developed the education navigator services at RGI and has helped a number of survivors apply for and receive WISP and FAFSA scholarships to further their education and stay financially afloat while doing so. Her combination of experiences in domestic violence, counseling, disabilities, and employment placement has been invaluable to our clients. She has completed the Mental Health First Aid Certification and is currently working towards her Master's degree in Human Services Counseling.

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)