

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: George Washington Regional Commission

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

EIN/TIN: 54-0715969

Address: 406 Princess Anne St, Fredericksburg, VA 22401

Application Contact

Name: Kate Gibson

Title: Senior Planner

Phone: 540-642-1579

Email: gibson@gwregion.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
CoC Planning (up to 7% of Community Base Request)		
Salaries	\$13,000	\$25,000
Other (specify) - Training	\$1,000	
Other (specify) - Travel	\$1,000	
Subtotal	\$15,000	\$25,000
HMIS (up to 5% of subtotal)		
Computer Costs		
Fees and Licenses	\$10,000	
HMIS Staffing		
Training		
Other (specify)		
Administration (up to 3% of subtotal)		
Administration		
Total	\$25,000	\$25,000

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
Cash	Local Government - GWRC Dues	CoC Planning	\$12,500
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)

The George Washington Regional Commission (GWRC) serves as lead agency for the Fredericksburg Regional Continuum of Care (CoC), the federally-mandated network of community organizations who provide a coordinated response to those experiencing or at imminent risk of homelessness in Planning District 16. This CoC Planning project will allow GWRC to continue providing an appropriate level of staffing to the CoC. CoC Planning activities include coordinating meetings; informing the CoC of best practices; providing technical assistance; overseeing collaborative applications; monitoring projects; preparing and submitting required data and reports; overseeing annual point-in-time (PIT) count planning and implementation; and ensuring the CoC continues to operate in compliance with the FRCoC Bylaws and the provisions of 24 CFR 578.7 (Responsibilities of the Continuum of Care).

The \$15,000 CoC Planning renewal request will continue to fund a portion of the CoC Coordinator salary as well as associated training and travel expenses. The \$13,000 for salaries will continue to be paired with \$65,627 in HUD CoC Program funding and \$27,619 in match to fund the CoC Coordinator position. (The cost breakdown for this position is \$50,000 in salary, \$18,405 in fringe, and \$37,110 in indirect costs. GWRC's indirect costs include the executive director and financial manager salaries and fringe, office space, office equipment and supplies, and GWRC's annual audit.) The \$2,000 for training and travel will continue to be used to send the CoC Coordinator to conferences and trainings, including the National Conference on Ending Homelessness, the Housing Virginia's Most Vulnerable Conference, the Statewide CoC Meeting at the Governor's Housing Conference, and other applicable trainings and meetings offered throughout the year. The \$25,000 CoC Planning expansion request, and associated match, would add 10.5 hours per week in CoC staff capacity in order to offset some of the lost staff capacity when the CoC VISTA term expires on April 30, 2018.

GWRC also serves as lead agency for the CoC's Homeless Management Information System (HMIS), the database required by an expanding list of state and federal programs to track and report on clients served. HMIS activities include overseeing local HMIS implementation and participation; contracting for HMIS software; providing training and troubleshooting assistance to HMIS users; and performing regular data quality monitoring and project and system performance evaluation. These responsibilities also fall under the CoC Coordinator position.

The \$10,000 HMIS renewal request will continue to subsidize the cost of the CoC's contract with Homeward for ServicePoint software and licenses (about \$17,500 annually), reducing the cost of the fees that GWRC charges to agencies utilizing HMIS.

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)

The renewal portion of this request will allow the CoC to maintain current CoC Coordinator staff capacity and HMIS capacity. Without current CoC Planning funds, GWRC would not be able to support a full-time CoC Coordinator. Without current HMIS funds, GWRC would not be able to subsidize the cost of HMIS, and the fees passed onto agencies utilizing HMIS would be prohibitive. Both CoC staffing and HMIS capacity are vital to the success of the CoC.

GWRC's oversight as CoC Lead Agency ensures that the CoC complies with state and federal requirements and that providers work together as one homelessness response system so that services are not duplicated. GWRC's project and system oversight and technical assistance also ensures that the community stays competitive for state and federal grants, as funders increasingly base decisions on outcomes data. Each year, GWRC submits collaborative grant applications on behalf of the CoC; in the last year the community was awarded a total of \$1,464,153 through these collaborative applications.

The regional HMIS facilitates information-sharing among homeless service providers, increasing coordination and reducing duplication of services. HMIS allows providers to better track and report on client needs, services provided, and outcomes; this data informs strategic planning and funding decisions within the CoC. As HMIS participation is required by several state and federal funding sources, GWRC's ongoing HMIS administration ensures that providers continue to be eligible for this funding.

In addition to the renewal request, GWRC is applying for a \$25,000 expansion in CoC Planning funds to add 10.5 hours per week in CoC staff capacity in order to offset some of the lost staff capacity when the CoC VISTA term expires on April 30, 2018.

The CoC currently has two full-time staff members, the CoC Coordinator and CoC VISTA, but unfortunately the CoC is not eligible to apply for a fourth VISTA through the Virginia Housing Alliance (VHA) AmeriCorps VISTA Program.

Participation in the VHA VISTA Program has demonstrated the CoC's need for additional staff capacity. Even with two full-time staff members, the CoC struggles to keep up with minimum CoC requirements (meetings, collaborative applications, reports, HMIS administration, PIT count, etc.), and does not have time for things like deeper data analysis, deeper project evaluation and monitoring, and community education.

GWRC plans to shift the current CoC VISTA into the CoC Coordinator role after her term ends in April, and shift the current CoC Coordinator to a broader role within GWRC as a Senior Planner. Current funding levels will allow for the Senior Planner to spend 1 hour per week on oversight of the CoC program and supervision of the CoC Coordinator. The additional CoC Planning funds requested would allow the Senior Planner to spend an additional 10.5 hours per week on CoC activities to supplement the capacity of the CoC Coordinator.

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

The Continuum of Care (CoC) Program and Emergency Solutions Grant (ESG) Program are both federal programs administered by the US Department of Housing and Urban Development (HUD) that provide funding for homeless services. Micah Ministries currently receives CoC Program funding for permanent supportive housing, and Empowerhouse, Loisann's Hope House, Micah Ministries, and Thurman Brisben Center all receive ESG funding as part of their VHSP rapid re-housing allocations from the Virginia Department of Housing and Community Development (DHCD).

The requested CoC Planning funds would allow additional CoC staff focus on the outcomes of CoC and ESG projects, above the level that this is already being performed. If the CoC Planning expansion request is funded, a portion of the additional staff hours will be dedicated to deeper project evaluation and monitoring.

Over the past year, CoC staff has focused on updating or adopting community-wide policies and procedures (Bylaws, Coordinated Entry Policies & Procedures, Rapid Re-Housing Policies & Procedures, and Funding Policies & Procedures). These documents set standards for operating the CoC and homelessness response system. Now that these standards are in place, there is a need for ongoing project and system evaluation, more refined data quality monitoring, and technical assistance at the agency and project level; CoC staff will focus on these elements in FY19.

CoC staff will work with the Funding & Performance Committee to develop local project performance standards to evaluate the outcomes of not just CoC and ESG-funded projects, but VHSP-funded projects as well. Staff will use data from HMIS or comparable databases to provide at least quarterly outcomes reports to the Funding & Performance Committee, which will factor into the committee's consideration of future funding requests.

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 CoC currently has two staff members. Kate Gibson is the Continuum of Care Coordinator and staffs both the CoC and its HMIS implementation. Prior to her current position, Kate served as an AmeriCorps VISTA for the Foothills Housing Network, a local planning group (LPG) of the Virginia Balance of State CoC, and as Community Development Planner for the Town of Warrenton, Virginia. Kate has 3.5 years of experience working for a CoC/LPG lead agency.

Samantha Shoukas is the Continuum of Care VISTA through the Virginia Housing Alliance (VHA) AmeriCorps VISTA Program. Samantha has a Bachelor of Arts in Sociology from the University of Mary Washington and a Master's in Social Work from Virginia Commonwealth University. Prior to joining the CoC in May 2017, she worked as an Adult Protective Services Worker with Fauquier County Department of Social Services for 4 years.

Kate Gibson currently spends an average of 11 hours per week working on GO Virginia, an economic development project administered by GWRC; the rest of her time is dedicated to staffing the CoC. Samantha Shoukas spends her full 40 hours per week staffing the CoC. The CoC leveraged time from a Regional Planner, about 8.5 hours per week, for the first half of the fiscal year. Remaining funding will be used to support two CoC staff members through the end of the fiscal year (June 30), after the CoC VISTA position ends on April 30, 2018. Without additional funding, the CoC will drop back to one full-time staff member on July 1, 2018.

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

GWRC has been providing regional planning services to Planning District 16 since 1961. GWRC has been the HMIS Lead Agency since 2008 and the CoC Lead Agency since 2014. GWRC administers several state and federal grants, and has administered HUD CoC Program grants since 2008 and DHCD VHSP grants since 2014. GWRC maintains consistent drawdowns, and does not have any unresolved monitoring or audit findings. GWRC's Board of Commissioners, comprised of elected officials from the five local governments of Planning District 16, meets monthly to oversee operations and current initiatives.

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)