

**Northern Virginia Family Service
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: Northern Virginia Family Service

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

EIN/TIN: 54-0791977

Address: 10455 White Granite Drive Suite #100 Oakton, VA 22124

Application Contact

Name: Lorena D, McDowell

Title: Vice President, Programs

Phone: 571-748-2585

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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
Coordinated Entry/Assessment		
Hardware/Software		
Maintenance		
Occupancy Costs		
Salaries		\$71,022
Supplies		
Travel		
Utilities		
Other (specify)		
Subtotal		\$71,022
HMIS (up to 5% of subtotal)		
Computer Costs		\$1,200
Fees and Licenses		\$848 (1 user & 1 ART lic.)
HMIS Staffing		\$1,503
Training		
Other (specify)		
Administration (up to 3% of subtotal)		
Administration		\$2,130
Total		\$76,703

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.	N/A	Choose an item.	
Choose an item.	N/A	Choose an item.	
Choose an item.	N/A	Choose an item.	

NVFS will ask for a waiver of the match as we do not currently provide any other services in the FRCoC area.

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)

Through the proposed Coordinated Entry Expansion Project, NVFS will ensure that FRCoC assistance be allocated as effectively and efficiently as possible as well as ensure that it be easily accessible.

The priority of this Coordinated Entry System is to assess each situation to determine whether or not Diversion can be utilized before offering services designated for those experiencing or at imminent risk of homelessness. If an intervention from the Homelessness Response Providers is determined necessary, referrals will be made to Prevention or to Shelter, based on the best response to fit the need. This response will be determined by the FRCoC Coordinated Entry Google Form, approved by the George Washington Regional Commission and by the Continuum of Care.

To implement this process, NVFS will hire 1 FTE Central Intake Coordinator to work closely with our Prevention Specialist and Diversion Coordinator as a team. These team members will be responsible for:

1 Central Intake Coordinator (Diversion Lite)

- Reviewing vacancy reports from service providers
- Completing Coordinated Assessment
- Managing intake line
- Completing initial screening
- Having diversion conversation and connecting callers to community resources
- Making referrals to appropriate emergency services (shelter or homelessness prevention)
- Prioritizing prevention referrals and scheduling appointments (giving client list of required documentation)
- Maintaining referral log

.5 Diversion Coordinator (Diversion 2.0)

- Cultivate and maintain community resources and relationships
- Help clients problem-solve
- Provide warm hand-offs to mainstream providers

1 Prevention Specialist

- Completing intakes (completes paperwork and collects documentation from clients)
- Creating Housing Stability Plan with clients
- Completing Notice of Payment contract and submitting check requests as needed
- Connecting clients with wrap around services
- Providing regular case management
- Determining need for subsequent payments and recertifications
- Maintaining HMIS

.25 Housing Locator (Provided by Micah Ecumenical Ministries)

- Engaging landlords
- Maintaining landlord vacancy log
- Identifying appropriate housing availabilities, showing properties, starting application process and arranging lease signing
- Completing habitability checklist, rent reasonableness, lead-based paint and environmental reviews

.33 Prevention Supervisor (Admin)

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)

Currently, assessments are being done through multiple shelter partner agencies. While these agencies have worked hard to best coordinate services, the community has identified the need to centralize this operation in order to best implement the process and to ensure effectiveness.

This application represents the additional funding and staffing structure required in order to implement an effective coordinated assessment process.

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)

NVFS will provide Coordinated Entry during the highest volume call times, between the hours of 9am and 5pm, Monday through Friday.

In order to ensure that there are no gaps in services, NVFS will partner with a local 24-hour community agency, who will take over Coordinated Assessment after-hours. This will include evenings and weekends as well as holidays, sick days, vacation days and NVFS staff training days. From this funding application, partner agency will be provided a stipend to cover the use of their existing staff time while working on this project. Estimated calls to after-hours coverage partner agency are listed in the chart below. An MOU will be drafted between NVFS and Partner Agency prior to the final State grant submission.

Partner Agency Coordinated Assessment Coverage	Days	Number of Calls Per Day
Weeknights (not including holidays, sick/vacation/training days)	223	2
Weekend Days (whole day)	104	6
Holidays (whole day)	9	10
Sick Days (whole day)	12	10
Vacation Days (whole day)	12	10
Training Days (whole day)	4	10

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

The Coordinated Entry Coordinator will be trained to ask questions at initial intake to determine if diversion is possible and to connect those callers to community resources. In Addition, if all NVFS FY19 FRCoC VHSP applications are fully funded, NVFS will employ a .5 FTE Diversion Specialist. This staff member will be responsible for:

- Cultivating and maintaining community resources and relationships
- Helping clients problem-solve
- Providing warm hand-offs to mainstream providers

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

This project helps to leverage mainstream resources by better aligning current Homeless Services Providers through a community-centered approach and wrap-around services. Central Intake Coordinator will be a member of the FredPrevent! team, which will include Coordinated Entry as well as Homelessness Diversion and Prevention.

In addition, this team will work with Micah Ecumenical Ministries to provide Housing Location Services and shelter as well as all other local Homeless Service Shelter Providers, to include: Thurman Brisben Center, Hope House, Empower House and FAHASS. NVFS will also continue to work closely with the George Washington Regional Commission.

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)

NVFS does not screen clients out based on severity of needs or vulnerability. In fact, NVFS employees are trained to determine eligibility by following the FRCoC Coordinated Entry process and will only deny those services for which clients do not qualify, based on referral agency intake requirements and DHCD VHSP guidelines.

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)

An existing FredPrevent! staff member has been identified for this proposed position. This staff brings experience with the FRCoC Coordinated Entry Google Form, in-depth knowledge of available community resources and training in HMIS.

Specifically, the Central Intake Coordinator will be responsible for:

- Reviewing vacancy reports from service providers
- Completing Coordinated Assessment
- Managing intake line
- Completing initial screening
- Having diversion conversation and connecting callers to community resources
- Making referrals to appropriate emergency services (shelter or homelessness prevention)
- Prioritizing prevention referrals and scheduling appointments (giving client list of required documentation)
- Maintaining referral log

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

NVFS has been serving the Northern Virginia community since 1924. NVFS has a wide array of programs, all aimed at helping those in greatest need. In 2009, NVFS broadened its housing and homeless services scope to include the Agency's first 24 hour emergency shelter, SERVE. NVFS has a proven ability to provide quality services to homeless individuals and families, and since then, NVFS has been awarded two additional contracts for shelter operations by local County Departments of Social Services.

In Addition, in 2017, NVFS was asked by DHCD to help the FRCoC provide Prevention services in the abrupt absence of the previous Prevention provider. NVFS stepped in, re-built the program from the ground up and has been successfully administering Prevention the Fredericksburg Continuum since December, 2017.

NVFS is Governed by a diverse Board of Directors and managed by strong leadership through our Executive Director, Stephanie Berkowitz. Stephane has spent over 20 years working in the nonprofit sector building public and private partnerships and innovative responses to community needs and has been with NVFS for 16 years.

NVFS is well known for fiscal responsibility and adheres to the highest standards of financial management.

Note: The ability for NVFS to administer this project is based on securing continued VHSP funding in two other regions as all three communities will share the cost of one supervisory position. While we are relatively confident that we will continue to receive, at a minimum, level funding in these areas, it should be noted that a loss of funding in one or both of the other two continuums could require an additional funding ask from this community in order to proceed as planned.

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)