

**Northern Virginia Family Service  
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: 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

Email: lmcowell@nvfs.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.*

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

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

	<b>Renewal Amount</b>	<b>New/Expansion Amount</b>
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<b>Rapid Re-Housing</b>		
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		
<b>Subtotal</b>		
<b>HMIS (up to 5% of subtotal)</b>		
Computer Costs		
Fees and Licenses		
HMIS Staffing		
Training		
Other (specify)		
<b>Administration (up to 3% of subtotal)</b>		
Administration		
<b>Total</b>		

	<b>Renewal Amount</b>	<b>New/Expansion Amount</b>
<b>Targeted Prevention</b>		
Housing Search & Placement	\$15,000	
Housing Stabilization Case Management	\$122,500	
Housing Stabilization Financial Assistance	\$105,522	\$25,000
Housing Stabilization Services		
Rent Arrears		
Rent Assistance		
Service Location Costs		\$2,400 (Rent)
<b>Subtotal</b>	<b>\$243,022</b>	<b>\$27,400</b>
<b>HMIS (up to 5% of subtotal)</b>		
Computer Costs		
Fees and Licenses	\$626	
HMIS Staffing	\$5,000	\$1,370
Training		
Other (specify)		
<b>Administration (up to 3% of subtotal)</b>		
Administration	\$11,466	\$822
<b>Total</b>	<b>\$260,114</b>	<b>\$29,592</b>

## 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.** (Character Limit: 3,000)

The Fred Prevent! Program aims to prevent households from becoming homeless by helping those that are in need of community resources, at risk of sleeping outside or needing emergency shelter to quickly regain stability in affordable permanent housing. This is done in partnership with the Fredericksburg Regional Continuum of Care and the area's homeless service providers.

Through this program NVFS financially support those at risk of sleeping outside or needing emergency shelter within 14 days, including those who are:

- Fleeing or attempting to flee domestic violence, labor trafficking, or sex trafficking
- Temporarily staying in a hotel or motel that is self, family, or friend paid and have to leave
- Temporarily staying with family or friends and have to leave
- Exiting hospital, jail, or other institution with no identified housing plan
- Being evicted and have a court order to vacate

To qualify, households must first go through coordinate entry. Eligible candidates will be referred directly to the FredPrevent! Homelessness Prevention Program for homelessness diversion as well as financial assistance. Once a referral to the program is made, the FredPrevent! team will contact referred households to confirm eligibility and to complete a full application for those that qualify for financial assistance. The FredPrevent! team will then connect clients with appropriate community resources and work with local Housing Locators to identify new affordable housing, if needed. Finally, the FredPrevent! team will provide ongoing case management and coordinate financial assistance payments as needed. All payments are made directly to vendors.

**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)

NVFS administers the current Homelessness Prevention/Diversion program in FRCoC, Fredprevent!. In the first half of FY18 alone, NVFS Prevention staff has helped 67 households

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

Sam will pull	Renewal	New/Expansion
Households with Children	61%	61%
Households without Children	39%	39%
<b>Total</b>	<b>100%</b>	<b>100%</b>

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

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

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

Not applicable.	Renewal	New/Expansion
Households Served through Victim Service Coordinated Entry Process	0%	0%

**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)

NVFS utilizes Prevention/Diversion funding to help clients remain stably housed, or to move them from precarious situations into safe and stable homes.

Through our Diversion Coordinator, clients are given information on available community resources in order to divert homelessness whenever possible. For those that cannot be diverted, NVFS employs a full-time Housing Counselor, trained as a Homelessness Prevention Specialist, to work with these housing insecure residents in the FRCoC area. Financial assistance is supplied for arrears, rent and/or security deposits in cases where homelessness cannot be diverted.

NVFS is a voting member of the FRCoC Continuum and our staff participates in the System Planning Committee. This helps to ensure that we are not only collaborating with the FRCoC, but that we are helping to shape 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)

The NVFS FredPrevent! team works closely Good Will and Micah Ecumenical Ministries in order to connect clients to local employment services. In addition, our Diversion Coordinator maintains a list of local companies currently looking to hire.

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

FredPrevent! helps to leverage mainstream resources through the Diversion Coordinator by creating relationships with available community resources and increasing wrap-around services offered to clients, thus providing increased client support and better outcomes.

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

FredPrevent! works closely with local Homeless Service Providers to ensure timely communication, decreasing the chances of duplication of services.

In addition, the FredPrevent! team will work closely with Micah Ecumenical Ministries to provide Housing Location Services to Prevention qualified clients. This proposal includes a \$15,000 housing Search and Placement stipend for Micah Ecumenical Ministries, which will cover the cost of .25 FTE Housing Locator slated to be dedicated to FredPrevent! clients. An MOU will be drafted between NVFS and Micah Ecumenical Ministries prior to the final State grant submission.

**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 FredPrevent! 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.

**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)

The NVFS FredPrevent! team will not terminate client services for 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, or any other activity not covered in a lease agreement typically found in the project's geographic area.

Termination of services is determined on a case-by-case basis and is reserved for those instances where the client no longer meets eligibility criteria set forth by the VHSP Prevention grant 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)

Many of our clients simply lack the financial means to pull themselves out of their current precarious housing situation and the support to work through ways to sustainably maintain it. The FredPrevent! Homelessness Prevention Project reduces barriers to homelessness by providing homelessness diversion and wrap-around services, case management as well as financial support for those precariously housed individuals that qualify based on VHSP Prevention funding requirements.

**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)	1.5	N/A

Ideal Caseload for 1 FTE Case Manager	30
Average Length of Stay for Project Participants	104 days
Average Financial Assistance Cost per Household (RRH/Prevention Only)	\$1,250
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)

This project will employ a team of 1.5 FTE, work on a team that also includes 1 FTE Central Intake Coordinator and is supervised by a Prevention Supervisor as well as work closely with .25 FTE Housing Locator, provided by Micah Ecumenical Ministries. Individual position responsibilities are listed below:

**1 Central Intake Coordinator - Diversion Lite (Financially supported by Coordinated Assessment – Application Pending)**

- 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)**

**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)**

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)