

Loisann's Hope House

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: Loisann's Hope House

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

EIN/TIN: 52-1419314

Address: 902 Lafayette Blvd Fredericksburg, VA 22401

Application Contact

Name: Lisa Crittenden

Title: Chief Executive Officer

Phone: (540) 371-0831

Email: lisacrittenden@loisannshopehouse.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		
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		\$96,995
Housing Stabilization Financial Assistance		
Housing Stabilization Services		\$63,993
Rent Arrears		
Rent Assistance		
Service Location Costs		
Subtotal		\$160,988
HMIS (up to 5% of subtotal)		\$5,262
Computer Costs		\$1,500
Fees and Licenses		\$762
HMIS Staffing		\$2,200
Training		
Other (specify) (Phones)		\$800
Administration (up to 3% of subtotal)		
Administration		\$2,640
Total		\$168,890

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	Ind./Business Contributions		\$42,222.50

Narrative Responses

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

The current Fred Prevent! program has been successfully serving precariously housed members of the community for nearly two years. Loisann's Hope House intends to continue these efforts, with minimal service interruption or programmatic change.

As currently designed, the FredPrevent! program prevents households from becoming homeless by connecting those at risk of homelessness to various community supports and, when necessary, providing financial support for security deposits, rent and utilities. Case management is offered to individuals seeking assistance and is not dependent on financial assistance qualifications.

Under Loisann's Hope House's leadership, FredPrevent! staff will continue to help those that are in need of community resources or at risk of sleeping outside. Staff will ensure that households quickly regain stability in affordable permanent housing and will provide wrap around services to ensure long-term success.

Through this program Loisann's Hope House will 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 being asked to leave
- Temporarily staying with family or friends and being asked to leave
- Exiting hospital, jail, or other institution with no identified housing plan
- Being evicted and have a court order to vacate

Community members seeking assistance will begin with the coordinate entry process and will only be accepted into Prevention after Diversion efforts have been attempted and after they have been deemed eligible and referred for services. Once a referral to the program is made, the FredPrevent! team will work with households to confirm eligibility and to begin the process of connecting the household to community resources. Households that qualify for financial assistance will work with staff to complete a full Prevention application and collect required documentation.

Finally, the FredPrevent! team will continue to 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)

With the early exit of NVFS, the community will need the FredPrevent! program to be picked up by a provider that is well versed in the programmatic and financial details of the program as it currently functions. Thankfully, Loisann’s Hope House began meeting with NVFS at the end of the FY18 Fiscal year to begin in-depth discussions around prevention. The intent of these meetings was to learn how the program currently functions and to determine whether or not the program would be a good fit for the Loisann’s Hope House program portfolio. It was determined to be an excellent fit for the agencies values and strategic plan and conversations around transition planning were just beginning at the time of the NVFS decision to withdraw from the community with an expedited timeline.

If funded, Loisann’s Hope House intends to continue its close relationship with NVFS throughout the transition process and will work hard to ensure minimal interruptions for the community at large.

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

Estimated Average Numbers	Renewal	New/Expansion
Households with Children		60%
Households without Children		40%
Total		100%

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)

Loisann’s Hope House aims to continue to implement FredPrevent! similarly to the existing program.

At the first consultation, the Central Intake & Diversion Coordinator will give clients information on available community resources and assess whether or not the client can be diverted from homelessness without requiring monetary support. For those that cannot be diverted, Loisann's Hope House will employ two full-time Housing Counselors, trained as Homelessness Prevention Specialists, to work with these housing insecure residents in the FRCoC area. Financial assistance will be supplied for utilities, arrears, rent and/or security deposits in cases where homelessness cannot be diverted without monetary support.

Loisann's Hope House is a long-time and very active voting member of the FRCoC Continuum. Multiple staff participate in the Continuum of Care meetings as well as the System Planning Committee.

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 Loisann's Hope House FredPrevent! team will continue to work closely with Good Will and Micah Ecumenical Ministries to connect clients to local employment services. In addition, the Central Intake & Diversion Coordinator will maintain a list of local companies currently looking to hire and post these positions to the office job board.

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

By its current design, the FredPrevent! program helps to leverage mainstream resources through the efforts of the Diversion Coordinator. This integral team member works to foster relationships with other community service providers and support programs. Should Loisann's Hope House be awarded both the Prevention and Coordinated Entry programs, the current Diversion Coordinators' work will be wrapped into the Coordinated Entry process and executed by the Central Intake and Diversion Coordinator. This position will be responsible for creating and managing a pool of current and accessible resources for clients to tap into, thus increasing wrap-around services offered to clients. These wrap-around services have been proven to lead to increased client satisfaction, support and, ultimately, better outcomes.

In addition, this team will continue work with many other FRCoC service Providers, to include: Thurman Brisben Center, Hope House, Empower House and FAHASS. Loisann's Hope House 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)

The proposed project will work closely with local Homeless Service Providers to ensure timely communication, decreasing the chances of duplication of services. If funded together with Coordinated Entry, this project will work closely with the Central Intake & Diversion Coordinator, who will utilize the HMIS system to track client progress and supports provided.

How will this project ensure that it does not screen people out based on severity of needs and
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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)

Loisann's Hope House does not screen clients out based on severity of needs or vulnerability. Loisann's Hope House employees are instead trained to determine eligibility by following the FRCoC Coordinated Entry process and may 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)

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. This project will be under the direct supervision of the Chief Operating Officer, Tara Best, who will closely monitor the project to ensure compliance.

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)

The proposed project will ensure that FredPrevent! continues to provide a critical service in the FRCoC community. Prevention, by definition, aims to prevent households from becoming literally homeless and requiring shelter services. Prevention and diversion combined are a frontline offense in the fight against homelessness and, as such, do not screen out clients, but rather attempts to catch struggling clients early on in order to decrease the likelihood of literal homelessness.

Additionally, this project program will meet clients out in the field and will not require that they attend regular or lengthy case management meetings, thus reducing multiple potential barriers, such as: transportation, disability, child care, availability and/or work conflicts, etc.

Prevention will always seek to house families together, in whatever make-up they present. Further, sexual orientation and/or gender identity information will not be collected and so can have no bearing on subsequent support determinations.

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)	N/A	2

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)	\$1,500
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 proposed project will be directly supervised by the Loisann's Hope House Chief Operating Officer, Tara Reed, and will employ a team of 1.5 FTE Prevention staff to work with the Central Intake & Diversion Coordinator as a cohesive team, should both project be funded.

Loisann's Hope House will seek to fill these roles with local, talented professionals that have experience in homeless services as well as detailed client assessments and the HMIS systems. Bachelor's degrees will be required for all positions, with a Master's degree preferred.

Position responsibilities are as follows:

2 FTE Prevention Specialists

- 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

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

Loisann's Hope House has over 30 years of federal, state and local grant management experience. The organization has been a grantee servicing families in the Rapid Rehousing program since FY 2012/13 and recognized as the largest family shelter in PD 16. Loisann's Hope House initially was established by St. George's Episcopal Church as an emergency shelter for all homeless clients. The organization transitioned to a full-fledged family emergency shelter targeting homeless children and their families in 2015, per federal law.

Loisann's Hope House has around the clock staffing to support homeless families in shelter and Rapid Rehousing. There are eight full-time and seven part-time, totaling fifteen employees. The Rapid Rehousing Program consists of five staff focused on addressing the needs of clients starting from intake through permanent housing. Collectively these individuals have over 20 years of experience in working with at risk populations and have worked in the field homelessness for over ten years. The Chief Executive Officer and Chief Operating Officer bring a wealth of knowledge and experience from the nonprofit sector and the human services field. Together they have leadership and homeless services experience equal to 30 years.

The Board of Directors of Loisann's Hope House has strong leadership and is very active in the governance of the organization. They are driven by the mission to quickly move children and their families from homelessness to permanent housing with the goal to end homelessness in our community. Their commitment and passion has supported the efforts to move more families into permanent housing even resulting in the purchase of an additional home to reduce the numbers of families on the streets. The board consists of community leaders from a vast background of successful business owners, academia,
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healthcare professionals, and legal experts.

Loisann's Hope House staff consists of an internal financial manager that handles all aspects of finance including, but not limited, accounts receivable, accounts payable, grant expenditures, and payroll. The Board of Directors has governance Finance Committee that oversees the financial operations of the organization. The organization conducts an annual audit of its finances and has been audited as a grantee on the federal and state level. The organization has been a recipient of federal, state and local funding since its inception. (Insert same as other grant language) Most recently, Loisann's Hope House was a grantee of the Housing Trust Fund and placed forty-one families into their own homes.

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)