

**NOTICE OF FUNDING AVAILABILITY**  
**CENTRAL VIRGINIA CONTINUUM OF CARE (VA 508)**  
**FY2020 DHCD HSNH Competition Program**



The Central Virginia Continuum of Care is soliciting project applications for inclusion in the CoC's bi-annual submission to DHCD for HSNH funding. According to the 2020-2022 Homeless and Special Needs Housing Guidelines, the only components to be considered for funding are:

- 1) Emergency Shelter Operations
- 2) Targeted Homeless Prevention
- 3) Centralized or Coordinated Entry
- 4) Rapid Re-Housing
- 5) Street Outreach
- 6) HOPWA

**ELIGIBLE APPLICANTS:** Eligible project applicants for the DHCD HSNH funding include nonprofit organizations, local governments, and public housing authorities.

**APPLICANT REQUIREMENTS:**

- a) All project applicants must have a [\(DUNS Number\)](#) and have active registrations in [\(SAM\)](#). Since this process can take time, interested applicants who are not registered are encouraged to start the process as soon as possible.
- b) Applicants and potential sub-recipients must demonstrate the financial management capacity and experience to carry out the project as detailed in the project application and to administer state funds. Organizations not recently funded by DHCD are required to undergo a DHCD performed audit.
- c) Further requirements can be found in the Homeless and Special Needs Guidelines 2020-2022.

**PROJECT REQUIREMENTS:**

- a) Must meet all guidelines, restrictions, and requirements for projects under the Homeless and Special Needs Guidelines 2020-2022.
- b) Must adopt a Housing First approach. Programs may not include any requirements or conditions for entry into the program (i.e. sobriety, income requirements, etc.) outside of the CVCoC Written Standards outlined in the CVCoC Policies and Procedures.
- c) Must agree to receive client referrals exclusively through the CVCoC coordinated entry process outlined in the CVCoC Coordinated Entry Policies.
- d) Must maximize leveraging through the use of mainstream resources.
- e) Must agree to participate in the local Homeless Management Information System (HMIS). Victim service providers must use a comparable database that meets the needs of the local HMIS.
- f) Must demonstrate compliance with the CVCoC Policies and Procedures.

**TIMELINE:**

All project applications are due to the CVCoC by 5pm on Friday, February 28, 2020. A PDF document of the complete project application found on the CVCoC website should be emailed to [francis@miriamshouseprogram.org](mailto:francis@miriamshouseprogram.org) by the deadline.

The ad hoc Ranking and Review Committee comprised of Central Virginia CoC board members will review all project applications on March 4, 2020. Projects will be notified of the funding decision by Friday, March 6, 2020. The grievance procedure for funding decisions can be found in the CVCoC Policies and Procedures.

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**INTENT TO SUBMIT PROJECT APPLICATION PROCESS:**

*Please email your notice of intent to submit a project application via email to Sarah Francis at [francis@miriamshouseprogram.org](mailto:francis@miriamshouseprogram.org) by February 7, 2020. Notices received after 02/07/2020 will not be considered and the project will not be considered by the Ranking and Review Committee. This notice allows the CVCoC to communicate additional requirements to organizations intending to apply for funding.*

Project Application Deadlines:

2/7/20	Intent to Submit Project Application notification due to CVCoC [email to <a href="mailto:francis@miriamshouseprogram.org">francis@miriamshouseprogram.org</a> ].
2/28/20	Submission of application and project documents emailed to CVCoC [email to <a href="mailto:francis@miriamshouseprogram.org">francis@miriamshouseprogram.org</a> ].
3/4/20	Ad hoc Ranking and Review Committee meets to select projects and funding amounts.
3/6/20	All applicants will be notified of Committee’s funding decision.

**ESTIMATED FUNDING AVAILABLE:**

It is estimated that the CVCoC will receive level funding for the FY2020-2021 at \$417,569 as no additional funds have been provided to the HSNH program.

**REVIEW AND SELECTION:**

The Central Virginia Continuum of Care (CVCoC) (VA-508) has established a Ranking and Review Committee comprised of CoC Board Members without a conflict of interest. The committee will select projects and funding levels for submission to DHCD by reviewing project quality, performance and cost effectiveness. All proposed project applicants will be notified by 3/6/20 if their project is selected for inclusion in the full application, the requested amount is reduced or the application was rejected.

If you have questions regarding this process please contact Sarah Francis at [francis@miriamshouseprogram.org](mailto:francis@miriamshouseprogram.org).

**FUNDING LEVEL OR SELECTION GRIEVANCE:**

Any organization wishing to file a grievance regarding the Review and Ranking Committee’s decision must notify the Collaborative Applicant’s representative, Sarah Francis, at [francis@miriamshouseprogram.org](mailto:francis@miriamshouseprogram.org) two days after the decision has been communicated. An appeal can be in the form of a letter, a memo or an email and must state the following:

- Agency name
- Project name
- Reason for appeal (no longer than 2 pages)
- Documentation to support the appeal

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An ad hoc Reallocation/Ranking Appeals Committee will be formed by 3-5 CoC non-conflicted members to review all appeals and will make recommendations to the CoC Board. The Appeals Committee will be selected from the CoC Board or its designees. These individuals will have no conflict of interest in serving. Applicants will be notified of the outcome no later than 5 business days after the appeal has been received.

**HOMELESS AND SPECIAL NEEDS HOUSING APPLICATION TIMELINE**

Announce local NOFA via email, Facebook and post on CVCoC website	<i>1/29/20</i>
All applicants must notify the CoC of their intention to apply (email <a href="mailto:francis@miriamshouseprogram.org">francis@miriamshouseprogram.org</a> )	<i>2/7/20</i>
Deadline to revise and submit project application	<i>2/28/20</i>
CoC Lead Agency compiles and sends to CVCoC Board for review.	<i>3/2/20</i>
Review and Ranking Committee reviews applications and votes on funding level and accepted projects	<i>3/4/20</i>
CoC Lead Agency notifies projects of committee's funding decision	<i>3/6/20</i>
Projects wishing to file a grievance with the committee's decision must do so by this date:	<i>3/10/20</i>
Miriam's House completes the community's HSNH application and submits to board for review	<i>3/18/20</i>
Miriam's House submits community's application in CAMS	<i>3/20/20</i>