

Before Starting the Project Application

To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.

Things to Remember:

- Additional training resources can be found on the HUD Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>
- Program policy questions and problems related to completing the application in e-snaps may be directed to HUD via the HUD Exchange Ask A Question.
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under the Fiscal Year (FY) 2019 Continuum of Care (CoC) Program Competition. For more information see FY 2019 CoC Program Competition NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2019 CoC Program NOFA and the FY 2019 General Section NOFA.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with navigational guides, which are also found on the HUD Exchange.
- New projects may only be submitted as either Reallocated, Bonus Projects, Reallocated + Bonus or DV Bonus. These funding methods are determined in collaboration with local CoC and it is critical that applicants indicate the correct funding method. Project applicants must communicate with their CoC to make sure that the CoC submissions reflect the same funding method.
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiency).
- HUD reserves the right to reduce or reject any new project that fails to adhere to (24 CFR part 578 and application requirements set forth in FY 2019 CoC Program Competition NOFA.

1A. SF-424 Application Type

1. Type of Submission:

2. Type of Application: New Project Application

If Revision, select appropriate letter(s):

If "Other", specify:

3. Date Received: 09/15/2019

4. Applicant Identifier:

5a. Federal Entity Identifier:

6. Date Received by State:

7. State Application Identifier:

1B. SF-424 Legal Applicant

8. Applicant

a. Legal Name: Valley Community Services Board

b. Employer/Taxpayer Identification Number (EIN/TIN): 54-1049477

	c. Organizational DUNS:	157693433	PLUS 4:	
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d. Address

Street 1: 85 Sangers Lane

Street 2:

City: Staunton

County: Augusta

State: Virginia

Country: United States

Zip / Postal Code: 24401

e. Organizational Unit (optional)

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application

Prefix: Mrs.

First Name: Lydia

Middle Name:

Last Name: Campbell

Suffix:

Title: MHCM Supervisor

Organizational Affiliation: Valley Community Services Board

Telephone Number: (540) 887-3200

Applicant: Valley Community Services Board
Project: PH-RRH

157693433
173076

Extension: 7602
Fax Number: (540) 887-3294
Email: lcampbell@vcsb.org

1C. SF-424 Application Details

9. Type of Applicant: D. Special District Government

10. Name of Federal Agency: Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Title: CoC Program

CFDA Number: 14.267

12. Funding Opportunity Number: FR-6300-N-25

Title: Continuum of Care Homeless Assistance
Competition

13. Competition Identification Number:

Title:

1D. SF-424 Congressional District(s)

14. Area(s) affected by the project (state(s) only): Virginia
(for multiple selections hold CTRL key)

15. Descriptive Title of Applicant's Project: PH-RRH

16. Congressional District(s):

a. Applicant: VA-006

b. Project: VA-006
(for multiple selections hold CTRL key)

17. Proposed Project

a. Start Date: 07/01/2020

b. End Date: 06/30/2021

18. Estimated Funding (\$)

a. Federal:

b. Applicant:

c. State:

d. Local:

e. Other:

f. Program Income:

g. Total:

1E. SF-424 Compliance

- 19. Is the Application Subject to Review By State Executive Order 12372 Process?** b. Program is subject to E.O. 12372 but has not been selected by the State for review.

If "YES", enter the date this application was made available to the State for review:

- 20. Is the Applicant delinquent on any Federal debt?** No

If "YES," provide an explanation:

1F. SF-424 Declaration

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

I AGREE: ☒

21. Authorized Representative

Prefix: Mr.

First Name: David

Middle Name:

Last Name: Deering

Suffix:

Title: Executive Director

Telephone Number: (540) 887-3200
(Format: 123-456-7890)

Fax Number: (540) 887-3294
(Format: 123-456-7890)

Email: ddeering@vcsb.org

Signature of Authorized Representative: Considered signed upon submission in e-snaps.

Date Signed: 09/15/2019

1G. HUD 2880

Applicant/Recipient Disclosure/Update Report - form HUD-2880
U.S. Department of Housing and Urban Development
OMB Approval No. 2506-0214 (exp.02/28/2022)

Applicant/Recipient Information

1. Applicant/Recipient Name, Address, and Phone

Agency Legal Name: Valley Community Services Board

Prefix: Mr.

First Name: David

Middle Name:

Last Name: Deering

Suffix:

Title: Executive Director

Organizational Affiliation: Valley Community Services Board

Telephone Number: (540) 887-3200

Extension:

Email: ddeering@vcsb.org

City: Staunton

County: Augusta

State: Virginia

Country: United States

Zip/Postal Code: 24401

2. Employer ID Number (EIN): 54-1049477

3. HUD Program: Continuum of Care Program

4. Amount of HUD Assistance Requested/Received: \$106,200.00

(Requested amounts will be automatically entered within applications)

5. State the name and location (street address, City and State) of the project or activity.

Refer to project name, addresses and CoC Project Identifying Number (PIN) entered into the attached project application.

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? Yes
(For further information, see 24 CFR Sec. 4.3).

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9. Yes

Part II Other Government Assistance Provided or Requested/Expected Sources and Use of Funds

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/Local Agency Name and Address	Type of Assistance	Amount Requested / Provided	Expected Uses of the Funds
85 Sangers Lane	SAMHSA/ HHS	\$127,853.00	mental health block grant
85 Sangers Lane	SAMHSA/ HHS	\$566,437.00	block grant for SUD treatment

Note: If additional sources of Government Assistance, please use the "Other Attachments" screen of the project applicant profile.

Part III Interested Parties

You must disclose:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation	Financial Interest in Project/Activity (\$)	Financial Interest in Project/Activity (%)
NA	NA	NA	\$0.00	0%

Note: If there are no other people included, write NA in the boxes.

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

I AGREE: ☒

Name / Title of Authorized Official: David Deering, Executive Director

Signature of Authorized Official: Considered signed upon submission in e-snaps.

Date Signed: 09/15/2019

1H. HUD 50070

HUD 50070 Certification for a Drug Free Workplace

Applicant Name: Valley Community Services Board

Program/Activity Receiving Federal Grant Funding: CoC Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:	
a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.	e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
b. Establishing an on-going drug-free awareness program to inform employees --- (1) The dangers of drug abuse in the workplace (2) The Applicant's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.	f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted --- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;	g. Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs a. thru f.
d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will --- (1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;	

2. Sites for Work Performance.

The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)
Workplaces, including addresses, entered in the attached project application.
Refer to addresses entered into the attached project application.

I certify that the information provided on this form and in any accompanying

X

documentation is true and accurate. I acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Authorized Representative

Prefix: Mr.

First Name: David

Middle Name

Last Name: Deering

Suffix:

Title: Executive Director

Telephone Number: (540) 887-3200
(Format: 123-456-7890)

Fax Number: (540) 887-3294
(Format: 123-456-7890)

Email: ddeering@vcsb.org

Signature of Authorized Representative: Considered signed upon submission in e-snaps.

Date Signed: 09/15/2019

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file

the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate:

X

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Applicant's Organization: Valley Community Services Board

Name / Title of Authorized Official: David Deering, Executive Director

Signature of Authorized Official: Considered signed upon submission in e-snaps.

Date Signed: 09/15/2019

1J. SF-LLL

DISCLOSURE OF LOBBYING ACTIVITIES
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.
Approved by OMB0348-0046

HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer the questions as they appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions states: "The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action."

Answer "No" if your organization is NOT engaged in lobbying.

Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program? No

Legal Name: Valley Community Services Board

Street 1: 85 Sangers Lane

Street 2:

City: Staunton

County: Augusta

State: Virginia

Country: United States

Zip / Postal Code: 24401

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I certify that this information is true and complete.

X

Authorized Representative

Prefix: Mr.
First Name: David
Middle Name:
Last Name: Deering
Suffix:
Title: Executive Director
Telephone Number: (540) 887-3200
(Format: 123-456-7890)
Fax Number: (540) 887-3294
(Format: 123-456-7890)
Email: ddeering@vcsb.org
Signature of Authorized Representative: Considered signed upon submission in e-snaps.
Date Signed: 09/15/2019

2A. Project Subrecipients

This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the  icon. To view or update subrecipient information already listed, select the view  option.

Total Expected Sub-Awards:

Organization	Type	Sub-Award Amount
This list contains no items		

2B. Experience of Applicant, Subrecipient(s), and Other Partners

1. Describe the experience of the applicant and potential subrecipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.

Valley Community Services Board is a political subdivision (IRC Section 115), providing mental health, substance use, developmental, and prevention services for individuals and families in the cities of Staunton and Waynesboro and the counties of Augusta and Highland. VCSB has received and successfully utilized \$127,853 Mental Health Block Grant funds and \$566,437 in Substance Use Treatment Block Grant funds since 2013. The Substance Use Treatment Block Grant funds alcohol/ drug treatment, substance use disorder residential treatment, treatment for co-occurring disorders, treatment for women with substance use disorder (SUD), and funds for SUD prevention activities for families.

VCSB was awarded state permanent supportive housing for individuals with serious mental illness funding in November 2018 and we began fully operating the program in January 2019. The total amount of funding was slated to serve approximately 30 households eligible for PSH, with target populations of individuals waiting to be discharged from state hospitals and individuals meeting the criteria for chronic homelessness identified. As of August 15, 2019, we have assisted 26 households obtain permanent housing and 23 remain stably housed. The activities proposed in this application are things that VCSB is currently performing daily. We have established the needed processes and infrastructure to be able to connect the most vulnerable with the right housing options at the right time and plan for this grant to complement our current program.

2. Describe the experience of the applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sector funds.

Valley CSB administers state rapid rehousing assistance, homelessness prevention assistance, and emergency shelter funds in the form of motel vouchers for Valley Homeless Connection, our local planning group, as a grant recipient of the Virginia Department of Housing and Community Development (DHCD). We receive PATH funds from SAMHSA via the state of Virginia and employ a PATH outreach worker who is skilled at locating and engaging unsheltered individuals in our rural community. A partnership between the Valley Mission, our area largest homeless shelter, and VCSB has resulted in a small part of the PATH program's required match being made by private local dollars. We received state permanent supportive housing funding in November 2018 and now operate the largest PSH program in our local planning group. Because Valley CSB is a political subdivision (IRC Section 115), we receive funds from each of the localities in our catchment area of the cities of Staunton and Waynesboro, and the counties of Augusta and Highland to provide services to the citizens of those localities. Most services we offer are reimbursable by

Medicaid and we are well experienced in submitting and receiving such reimbursement.

3. Describe the basic organization and management structure of the applicant and subrecipients (if any). Include evidence of internal and external coordination and an adequate financial accounting system.

Valley Community Services Board (VCSB) is a community behavioral health organization which serves as the single point of entry into the publicly funded services for mental health, developmental disabilities, and substance use disorders for the residents of Augusta County, Highland County, the City of Staunton, and the City of Waynesboro. VCSB is an IRC Section 115 Political Subdivision created by resolution of the four local governments for the residents it serves. VCSB receives 30% of its \$24.5 million funding with which to serve self-funded /indigent area residents via a Performance Contract with the Virginia Department of Behavioral Health & Developmental Services along with legislatively mandated matching funds from the governments of the four localities served by VCSB. VCSB receives another 60% of its funding for services provided to area Medicaid beneficiaries with the remaining 10% from services provided to individuals funded by Medicare, commercial insurance, and Federal block grants. VCSB is governed by a 16 member Board of Directors appointed by the governing bodies of the four localities served by VCSB. VCSB employs 272 full time equivalent employees who are organized into seven departments 236 FTE's work in three clinical departments providing direct client services (Dept of Behavioral Health, Dept of Developmental Services, Dept of Medical Services) and the remaining 36 FTE's work in four administrative/support departments (Administrative Services, Financial Management, Human Resources, Quality Management). The organization is led by an Executive Director and a seven person Executive Leadership Team to which a thirty four person Leadership Team of middle managers report. The Leadership Team then direct the day to day operations of VCSB's first line staff. The VCSB accounting system is maintained in a Microsoft Dynamics Great Plains computerized information system and supported by a variety of programs for budgeting, reporting and analysis. The agency is annually audited by independent auditors. Various Virginia State auditors from the Department of Behavioral Health and Developmental Services as well as the Virginia Department of Medical Assistance audit both financial information and clinical performance throughout the year. The VCSB Board of Directors annually approves the agency budget and monitors the yearly financial status through routine monthly Finance Committee meetings. The Finance Committee reports to the VCSB Board of Directors.

4a. Are there any unresolved monitoring or audit findings for any HUD grants(including ESG) operated by the applicant or potential subrecipients (if any)? No

3A. Project Detail

1a. CoC Number and Name: VA-521 - Virginia Balance of State CoC

1b. CoC Collaborative Applicant Name: Commonwealth of Virginia-Virginia Department of Housing and Community Development

2. Project Name: PH-RRH

3. Project Status: Standard

4. Component Type: PH

4a. Will the PH project provide PSH or RRH? RRH

5. Does this project use one or more properties that have been conveyed through the Title V process? No

6. Is this new project application requesting to transition from eligible renewal project(s) that were awarded to the same recipient and fully eliminated through reallocation in the FY 2019 CoC Program Competition? (Section II.B.2. and Section III.C.3.q. of the FY 2019 NOFA). No

7. Under CoC Interim Rules, new grant funding cannot replace state or local funds. Can you confirm that this project application for new CoC Program funding will not replace state or local funds?

X

3B. Project Description

1. Provide a description that addresses the entire scope of the proposed project.

Valley CSB's PH-RRH project will serve individuals & families experiencing literal homelessness. Due our existing partnership with our area's largest homeless shelter - Valley Mission, our PATH program, & our multiple access point coordinated entry system, VCSB can easily identify vulnerable & eligible individuals and families that would benefit from the RRH program. Eligibility criteria is simply that participant meets criteria for identification of literally homeless. VCSB housing services operate with a Housing First approach where there are no expectations or requirements for receiving assistance other than experiencing homelessness & the desire to obtain permanent housing. The housing stabilization case manager (HSCM) & participant will then focus on locating & obtaining suitable permanent housing. This will be documented in a 30 day housing stabilization plan that the HSCM & participant develop together, to be used as a simple guide for both the HSCM & participant to use to work together on locating and obtaining permanent housing that meets the participant's needs. The HSCM will be part of an existing housing services team that collaborates regarding landlord recruitment & retention. Existing members of this team have extensive knowledge of and relationships with large property management companies, medium sized rental companies, & private landlords with only one or two properties. We are fortunate to have very positive relationships with three rental companies who also operate with Housing First beliefs & do not screen out tenants for any reason. These rental companies routinely notify our team of a presenting vacancy as they share our beliefs that we must assist our most vulnerable & needy population first. VCSB's PH-RRH program will provide financial assistance determined on an individualized basis, however financial assistance may not continue past 24 months of assistance. The discontinuation of financial assistance will be clearly documented & communicated to the participant. The HSCM & participant will develop a written & mutually agreed upon plan for maintaining the newly secured permanent housing. This will include linking the participant to needed community resources, benefits such as SNAP and Medicaid, entitlements such as SSI/SSDI, employment opportunities, vocational training made available through the local Workforce Investment Board, as well as Housing Choice Vouchers that may be available at the two local PHAs. Monthly case management meetings will be offered and encouraged, however the frequency may increase based on the participant's individual needs. Case management supportive services will not automatically end when financial assistance ends and will continue based on the participant's individual needs however will be limited to a maximum of 24 months. 75% of participants will obtain permanent housing within 30 days. 90% will obtain housing within 60 days. 100% will maintain housing for 6 months.

2. For each primary project location or structure in the project, enter the number of days from the execution of the grant agreement that each of the following milestones will occur as related to CoC Program funds requested in this project application. If a milestone is not applicable, leave the associated fields blank. If the project has only one location or

New Project Application FY2019	Page 22	10/02/2019
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structure, or no structures, complete only column A. If multiple structures, complete one column for each structure.

Note: To expend funds within statutorily required deadlines, project applicants must be able to begin assistance within 12 months of conditional award. The one exception is for applicants who are conditionally awarded sponsor-based and project-based rental assistance. These conditional award recipients will have 24 months to execute a grant agreement; however, HUD encourages all recipients conditionally awarded funds to begin assistance within 12 months. The estimated schedule should reflect these statutorily required deadlines.

Project Milestones	Days from Execution of Grant Agreement	Days from Execution of Grant Agreement	Days from Execution of Grant Agreement	Days from Execution of Grant Agreement
	A	B	C	D
New project staff hired, or other project expenses begin?	30			
Participant enrollment in project begins?	60			
Participants begin to occupy leased units or structure(s), and supportive services begin?	90			
Leased or rental assistance units or structure, and supportive services near 100% capacity?	180			
Closing on purchase of land, structure(s), or execution of structure lease?				
Rehabilitation started?				
Rehabilitation completed?				
New construction started?				
New construction completed?				

3. Will your project participate in a CoC Coordinated Entry Process? Yes

*** 4. Please identify the project's specific population focus.**
(Select ALL that apply)

Chronic Homeless	<input checked="" type="checkbox"/>	Domestic Violence	<input checked="" type="checkbox"/>
Veterans	<input checked="" type="checkbox"/>	Substance Abuse	<input checked="" type="checkbox"/>
Youth (under 25)	<input checked="" type="checkbox"/>	Mental Illness	<input checked="" type="checkbox"/>
Families	<input checked="" type="checkbox"/>	HIV/AIDS	<input checked="" type="checkbox"/>
		Other (Click 'Save' to update)	<input type="checkbox"/>

5. Housing First

a. Will the project quickly move participants into permanent housing Yes

b. Does the project ensure that participants are not screened out based on the following items? Select all that apply.

Having too little or little income	<input checked="" type="checkbox"/>
Active or history of substance use	<input checked="" type="checkbox"/>
Having a criminal record with exceptions for state-mandated restrictions	<input checked="" type="checkbox"/>
History of victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
None of the above	<input type="checkbox"/>

c. Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply.

Failure to participate in supportive services	<input checked="" type="checkbox"/>
Failure to make progress on a service plan	<input checked="" type="checkbox"/>
Loss of income or failure to improve income	<input checked="" type="checkbox"/>
Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area	<input checked="" type="checkbox"/>
None of the above	<input type="checkbox"/>

d. Will the project follow a "Housing First" approach? Yes
(Click 'Save' to update)

6. If applicable, describe the proposed development activities and the responsibilities that the applicant and potential subrecipients (if any) will have in developing, operating, and maintaining the property.

N/A

7. Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation? No

8. Will more than 16 persons live in one structure? No

3C. Project Expansion Information

1. Is this New project application requesting a “Project Expansion” of an eligible renewal project of the same component type? No

4A. Supportive Services for Participants

1. Applicants requesting funds to provide housing or services to children and youth, with or without families, must establish policies and practices that are consistent with and do not restrict the exercise of rights provided by subtitle B of title VII of the McKinney-Vento Act (42 U.S.C. 11431, et seq.), and other laws (e.g. Head Start, part C of the Individuals with Disabilities Education Act) relating to the provision of educational and related services to individuals and families experiencing homelessness. Projects serving households with children or youth must have a staff person that is designated to ensure children or youth are enrolled in school and connected to the appropriate services within the community. Reminder: failure to comply with federal education assurances may result in Federal sanctions and significantly reduce the likelihood of receiving funding through the CoC Program Competition.

Please check the box that you acknowledge you will be required to meet the above requirements if you have any qualifying participants.

X

2. Describe how participants will be assisted to obtain and remain in permanent housing.

The housing stabilization case manager will be part of an existing housing services team that has robust knowledge of and relationships with large property management companies, medium sized rental companies, and private landlords with only one or two properties. The housing stabilization case manager will assist clients with locating and applying for suitable housing. Housing focused case management services will be offered which will involve linking participants to SNAP and Medicaid benefits, SSI/SSDI entitlements, vocational and workforce training, employment opportunities, and Housing Choice Vouchers administered by local PHAs, as well other community resources as identified. Because it is housing focused case management, the housing stabilization case manager will provide home based services to provide tenancy supports including education regarding compliance with leases and landlord-tenant rights and responsibilities.

3. What specific plan does this project have to specifically coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible?

The housing stabilization case manager will have extensive experience with ensuring individuals: apply for, receive, and maintain Medicaid benefits; apply for, receive, and maintain social security entitlements; access primary and specialized medical care; apply for, receive, and maintain SNAP benefits; access local workforce development services; access public transportation or transportation benefits within their health insurance coverage; apply for Housing Choice Vouchers with local PHAs. The housing stabilization case manager will

accompany participants to various appointments with respective agencies (often physically providing transportation) and support them during the application process as well as monitor the continued receipt of services and benefits, assisting participants with completing renewal paperwork. The department overseeing this program has extensive experience in supporting individuals with accessing mainstream resources and provides a true collaborative effort in identifying a potential resource when an individual presents a need for which a resource has not been previously identified.

**4. For all supportive services available to participants, indicate who will provide them and how often they will be provided.
Click 'Save' to update.**

Supportive Services		Provider	Frequency
Assessment of Service Needs		Applicant	As needed
Assistance with Moving Costs		Non-Partner	As needed
Case Management		Applicant	Monthly
Child Care		Non-Partner	As needed
Education Services		Non-Partner	As needed
Employment Assistance and Job Training		Non-Partner	As needed
Food		Non-Partner	As needed
Housing Search and Counseling Services		Applicant	As needed
Legal Services		Non-Partner	As needed
Life Skills Training		Non-Partner	As needed
Mental Health Services		Applicant	As needed
Outpatient Health Services		Non-Partner	As needed
Outreach Services		Applicant	Daily
Substance Abuse Treatment Services		Applicant	As needed
Transportation		Applicant	As needed
Utility Deposits		Applicant	As needed

5. Please identify whether the project will include the following activities:

5a. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs? Yes



5b. Regular follow-ups with participants to ensure mainstream benefits are received and renewed? Yes

6. Will project participants have access to Yes

**SSI/SSDI technical assistance
provided by the applicant, a subrecipient, or
partner agency?**

**6a. Has the staff person providing the
technical assistance completed SOAR
training in the past 24 months.** No

4B. Housing Type and Location

The following list summarizes each housing site in the project. To add a housing site to the list, select the  icon. To view or update a housing site already listed, select the  icon.

Total Units: 12

Total Beds: 12

Housing Type	Housing Type (JOINT)	Units	Beds
Scattered-site apartments (...)	---	12	12

4B. Housing Type and Location Detail

1. Housing Type: Scattered-site apartments (including efficiencies)

2. Indicate the maximum number of units and beds available for project participants at the selected housing site.

a. Units: 12

b. Beds: 12

3. Address

Project applicants must enter an address for all proposed and existing properties. If the location is not yet known, enter the expected location of the housing units. For Scattered-site and Single-family home housing, or for projects that have units at multiple locations, project applicants should enter the address where the majority of beds will be located or where the majority of beds are located as of the application submission. Where the project uses tenant-based rental assistance in the RRH portion, or if the address for scattered-site or single-family homes housing cannot be identified at the time of application, enter the address for the project's administration office. Projects serving victims of domestic violence, including human trafficking, must use a PO Box or other anonymous address to ensure the safety of participants.

Street 1: 85 Sangers Lane

Street 2:

City: Staunton

State: Virginia

ZIP Code: 24401

***4. Select the geographic area(s) associated with the address. For new projects, select the area(s) expected to be covered.
(for multiple selections hold CTRL key)**

519015 Augusta County, 511632 Waynesboro
City, 519790 Staunton city

5A. Project Participants - Households

Households Table

	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Number of Households	10	2		12
Characteristics	Persons in Households with at Least One Adult and One Child	Adult Persons in Households without Children	Persons in Households with Only Children	Total
Adults over age 24	8	1		9
Persons ages 18-24	2	1		3
Accompanied Children under age 18	10			10
Unaccompanied Children under age 18				0
Total Persons	20	2	0	22

Click Save to automatically calculate totals

5B. Project Participants - Subpopulations

Persons in Households with at Least One Adult and One Child

Characteristics	Chronicall y Homeless Non- Veterans	Chronicall y Homeless Veterans	Non- Chronicall y Homeless Veterans	Chronic Substanc e Abuse	Persons with HIV/AIDS	Severely Mentally III	Victims of Domestic Violence	Physical Disability	Developm ental Disability	Persons not represent ed by listed subpopul ations
Adults over age 24				1	1	2	2	1	1	
Persons ages 18-24						1	1			
Children under age 18				2	1	2	4	1		
Total Persons	0	0	0	3	2	5	7	2	1	0

Click Save to automatically calculate totals

Persons in Households without Children

Characteristics	Chronicall y Homeless Non- Veterans	Chronicall y Homeless Veterans	Non- Chronicall y Homeless Veterans	Chronic Substanc e Abuse	Persons with HIV/AIDS	Severely Mentally III	Victims of Domestic Violence	Physical Disability	Developm ental Disability	Persons not represent ed by listed subpopul ations
Adults over age 24	0					1				0
Persons ages 18-24	0					1				0
Total Persons	0	0	0	0	0	2	0	0	0	0

Click Save to automatically calculate totals

Persons in Households with Only Children

Characteristics	Chronicall y Homeless Non- Veterans	Chronicall y Homeless Veterans	Non- Chronicall y Homeless Veterans	Chronic Substanc e Abuse	Persons with HIV/AIDS	Severely Mentally III	Victims of Domestic Violence	Physical Disability	Developm ental Disability	Persons not represent ed by listed subpopul ations
Accompanied Children under age 18										
Unaccompanied Children under age 18										
Total Persons	0				0	0	0	0	0	0

6A. Funding Request

1. Will it be feasible for the project to be under grant agreement by September 30, 2021? Yes

2. What type of CoC funding is this project applying for in the 2019 CoC Competition? CoC Bonus

3. Does this project propose to allocate funds according to an indirect cost rate? No



4. Select a grant term: 1 Year

*** 5. Select the costs for which funding is being requested:**

Rental Assistance	<input checked="" type="checkbox"/>
Supportive Services	<input checked="" type="checkbox"/>
HMIS	<input type="checkbox"/>

6. If awarded, will this project require an initial grant term greater than 12 months? No

6E. Rental Assistance Budget

The following list summarizes the rental assistance funding request for the total term of the project. To add information to the list, select the  icon. To view or update information already listed, select the  icon.

Total Request for Grant Term:			\$49,200
Total Units:			5
Type of Rental Assistance	FMR Area	Total Units Requested	Total Request
TRA	VA - Staunton-Waynesboro, VA MSA (510...	5	\$49,200

Rental Assistance Budget Detail

Instructions:

Type of Rental Assistance: Select the applicable type of rental assistance from the dropdown menu. Options include tenant-based (TRA), sponsor-based (SRA), and project-based assistance (PRA). Each type has unique requirements and applicants should refer to the 24 CFR 578.51 before making a selection.

Metropolitan or non-metropolitan fair market rent area: This is a required field. Select the FY 2016 FMR area in which the project is located. The list is sorted by state abbreviation. The selected FMR area will be used to populate the rents in the chart below.

Size of Units: These options are system generated. Unit size is defined by the number of distinct bedrooms and not by the number of distinct beds.

of units: This is a required field. For each unit size, enter the number of units for which funding is being requested.

FMR: These fields are populated with the FY 2016 FMR amounts based on the FMR area selected by the applicant. The FMRs are available online at <http://www.huduser.org/portal/datasets/fmr.html>.

12 Months: These fields are populated with the value 12 to calculate the annual rent request.

Total Request: This column populates with the total calculated amount from each row based on the number of units multiplied by the corresponding FMR and by 12 months.

Total Units and Annual Assistance Requested: The fields in this row are automatically calculated based on the total number of units and the sum of the total requests per unit size per year.

Grant Term: This field is populated based on the grant term selected on Screen "6A. Funding Request" and will be read only.

Total Request for Grant Term: This field is automatically calculated based on the total annual assistance requested multiplied by the grant term.

All total fields will be calculated once the required field has been completed and saved.

Additional Resources can be found at the HUD Exchange:
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

Type of Rental Assistance: TRA

Metropolitan or non-metropolitan fair market rent area: VA - Staunton-Waynesboro, VA MSA (5101599999)

Size of Units	# of Units (Applicant)		FMR Area (Applicant)		12 Months			Total Request (Applicant)
SRO		x	\$492	x	12		=	\$0
0 Bedroom		x	\$656	x	12		=	\$0
1 Bedroom	1	x	\$660	x	12		=	\$7,920

2 Bedrooms	4	x	\$860	x	12	=	\$41,280
3 Bedrooms		x	\$1,169	x	12	=	\$0
4 Bedrooms		x	\$1,171	x	12	=	\$0
5 Bedrooms		x	\$1,347	x	12	=	\$0
6 Bedrooms		x	\$1,522	x	12	=	\$0
7 Bedrooms		x	\$1,698	x	12	=	\$0
8 Bedrooms		x	\$1,874	x	12	=	\$0
9 Bedrooms		x	\$2,049	x	12	=	\$0
Total Units and Annual Assistance Requested	5						\$49,200
Grant Term							1 Year
Total Request for Grant Term							\$49,200

Click the 'Save' button to automatically calculate totals.

6F. Supportive Services Budget

A quantity AND description must be entered for each requested cost.

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Assessment of Service Needs		
2. Assistance with Moving Costs		
3. Case Management	Salary and Fringe benefits for 1 FTE housing stabilization case manager	\$44,000
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/Counseling Services	Security deposits	\$6,000
9. Legal Services		
10. Life Skills		
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services		
14. Substance Abuse Treatment Services		
15. Transportation		
16. Utility Deposits		
17. Operating Costs		
Total Annual Assistance Requested		\$50,000
Grant Term		1 Year
Total Request for Grant Term		\$50,000

Click the 'Save' button to automatically calculate totals.

6l. Sources of Match

The following list summarizes the funds that will be used as Match for the project. To add a Matching source to the list, select the icon. To view or update a Matching source already listed, select the icon.

Summary for Match

Total Value of Cash Commitments:	\$26,550
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$26,550

1. Will this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant? No

Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
Yes	Cash	Government	VA DHCD	07/01/2019	\$15,000
Yes	Cash	Government	Staunton, Augusta...	07/01/2019	\$11,550

Sources of Match Detail

1. Will this commitment be used towards match ? Yes
2. Type of commitment: Cash
3. Type of source: Government
4. Name the source of the commitment: VA DHCD
(Be as specific as possible and include the office or grant program as applicable)
5. Date of Written Commitment: 07/01/2019
6. Value of Written Commitment: \$15,000

Sources of Match Detail

1. Will this commitment be used towards match ? Yes
2. Type of commitment: Cash
3. Type of source: Government
4. Name the source of the commitment: Staunton, Augusta, Waynesboro, Highland
(Be as specific as possible and include the office or grant program as applicable)
5. Date of Written Commitment: 07/01/2019
6. Value of Written Commitment: \$11,550

6J. Summary Budget

The following information summarizes the funding request for the total term of the project. However, administrative costs can be entered in 8. Admin field below.

Eligible Costs	Annual Assistance Requested (Applicant)	Grant Term (Applicant)	Total Assistance Requested for Grant Term (Applicant)
1a. Acquisition			\$0
1b. Rehabilitation			\$0
1c. New Construction			\$0
2a. Leased Units	\$0	1 Year	\$0
2b. Leased Structures	\$0	1 Year	\$0
3. Rental Assistance	\$49,200	1 Year	\$49,200
4. Supportive Services	\$50,000	1 Year	\$50,000
5. Operating	\$0	1 Year	\$0
6. HMIS	\$0	1 Year	\$0
7. Sub-total Costs Requested			\$99,200
8. Admin (Up to 10%)			\$7,000
9. Total Assistance Plus Admin Requested			\$106,200
10. Cash Match			\$26,550
11. In-Kind Match			\$0
12. Total Match			\$26,550
13. Total Budget			\$132,750

Click the 'Save' button to automatically calculate totals.

7A. Attachment(s)

Document Type	Required?	Document Description	Date Attached
1) Subrecipient Nonprofit Documentation	No		
2) Other Attachment(s)	No		
3) Other Attachment(s)	No		

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

7D. Certification

A. For all projects:

Fair Housing and Equal Opportunity

It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and regulations pursuant thereto (Title 24 CFR part I), which state that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance, and will immediately take any measures necessary to effectuate this agreement. With reference to the real property and structure(s) thereon which are provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer, transferee, for the period during which the real property and structure(s) are used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

It will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and with implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, disability, familial status or national origin.

It will comply with Executive Order 11063 on Equal Opportunity in Housing and with implementing regulations at 24 CFR Part 107 which prohibit discrimination because of race, color, creed, sex or national origin in housing and related facilities provided with Federal financial assistance.

It will comply with Executive Order 11246 and all regulations pursuant thereto (41 CFR Chapter 60-1), which state that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal contracts and shall take affirmative action to ensure equal employment opportunity. The applicant will incorporate, or cause to be incorporated, into any contract for construction work as defined in Section 130.5 of HUD regulations the equal opportunity clause required by Section 130.15(b) of the HUD regulations.

It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701(u)), and regulations pursuant thereto (24 CFR Part 135), which require that to the greatest extent feasible opportunities for training and employment be given to lower-income residents of the project and contracts for work in connection with the project be awarded in substantial part to persons residing in the area of the project.

It will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and with implementing regulations at 24 CFR Part 8, which prohibit discrimination based on disability in Federally-assisted and conducted programs and activities.

It will comply with the Age Discrimination Act of 1975 (42 U.S.C. 6101-07), as amended, and implementing regulations at 24 CFR Part 146, which prohibit discrimination because of age in projects and activities receiving Federal financial assistance.

It will comply with Executive Orders 11625, 12432, and 12138, which state that program participants shall take affirmative action to encourage participation by businesses owned and operated by members of minority groups and women.

If persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for assistance are unlikely to be reached, it will establish additional procedures to ensure that interested persons can obtain information concerning the assistance.

It will comply with the reasonable modification and accommodation requirements and, as appropriate, the accessibility requirements of the Fair Housing Act and section 504 of the Rehabilitation Act of 1973, as amended.

Additional for Rental Assistance Projects:

If applicant has established a preference for targeted populations of disabled persons pursuant to 24 CFR part 578 or 24 CFR 582.330(a), it will comply with this section's nondiscrimination requirements within the designated population.

B. For non-Rental Assistance Projects Only.

15-Year Operation Rule.

Applicants receiving assistance for acquisition, rehabilitation or new construction: The project will be operated for no less than 15 years from the date of initial occupancy or the date of initial service provision for the purpose specified in the application.

1-Year Operation Rule.

Applicants receiving assistance for supportive services, leasing, or operating costs but not receiving assistance for acquisition, rehabilitation, or new construction: The project will be operated for the purpose specified in the application for any year for which such assistance is provide

Where the applicant is unable to certify to any of the statements in this certification, such applicant shall provide an explanation.

Name of Authorized Certifying Official: David Deering

Date: 09/15/2019

Title: Executive Director

Applicant Organization: Valley Community Services Board

PHA Number (For PHA Applicants Only):

I certify that I have been duly authorized by the applicant to submit this Applicant Certification and to ensure compliance. I am aware that any false, fictitious, or fraudulent

X

statements or claims may subject me to criminal, civil, or administrative penalties . (U.S. Code, Title 218, Section 1001).

☐

Active SAM Status Requirement.

I certify that our organization has an active System for Award Management (SAM) registration as required by 2 CFR 200.300(b) at the time of project application submission to HUD and will ensure this SAM registration will be renewed annually to meet this requirement.

☒

8B. Submission Summary

Applicant must click the submit button once all forms have a status of Complete.

Page		Last Updated
1A. SF-424 Application Type		No Input Required
1B. SF-424 Legal Applicant		No Input Required

New Project Application FY2019	Page 46	10/02/2019
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1C. SF-424 Application Details	No Input Required
1D. SF-424 Congressional District(s)	08/14/2019
1E. SF-424 Compliance	08/14/2019
1F. SF-424 Declaration	08/14/2019
1G. HUD 2880	08/14/2019
1H. HUD 50070	08/14/2019
1I. Cert. Lobbying	08/14/2019
1J. SF-LLL	08/14/2019
2A. Subrecipients	No Input Required
2B. Experience	08/23/2019
3A. Project Detail	08/23/2019
3B. Description	09/15/2019
3C. Expansion	08/14/2019
4A. Services	09/15/2019
4B. Housing Type	08/14/2019
5A. Households	08/14/2019
5B. Subpopulations	No Input Required
6A. Funding Request	08/22/2019
6E. Rental Assistance	08/14/2019
6F. Supp Srvcs Budget	08/14/2019
6I. Match	08/23/2019
6J. Summary Budget	No Input Required
7A. Attachment(s)	No Input Required
7D. Certification	08/23/2019