

AGENDA
JAMES CITY COUNTY BOARD OF SUPERVISORS
BUSINESS MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
May 27, 2025
1:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATION(S)

1. Retirement Commendation for Service - Myat Hlaing

D. CONSENT CALENDAR

1. Contract Award-Annual HVAC Equipment, Installation, Service, Controls, and Products
2. Contract Award - \$113,459 - Equipment and Installations for Nine Marked Police Vehicles
3. Contract Award - \$181,424 - Parks & Recreation Department Master Plan
4. Dedication of the Streets in Parcel C of Tract 3 in the Stonehouse Subdivision
5. Dedication of the Streets in Section 3 of the Westmoreland Subdivision
6. Environmental Health and Safety Software Contract - SafetyStratus
7. Grant Award - \$8,000,000 - Department of Historic Resources - Preservation Virginia for the Exclusive Support of the Historic Jamestowne Flooding Mitigation Project
8. Grant Award - \$19,004 - Forest Sustainability Fund
9. Grant Award - \$66,185 - Homeless Reduction Grant Program
10. Grant Award - \$289,512 - Homeless Reduction Grant Program
11. Grant Award - \$19,000 - Virginia DEQ CBPA Support Grant 2025
12. Minutes Adoption
13. Resolution to Amend Chapter 2 of the Personnel Policies and Procedures Manual
14. Supplemental Grant Award-\$79,451

E. BOARD DISCUSSIONS

1. Staffing Discussion

2. Williamsburg Regional Library System
3. Government Center Update
4. The Virginia Department of Transportation Revenue Sharing Program - Fiscal Years 2029-2030
5. The Virginia Department of Transportation - Transportation Alternatives Program - Fiscal Years 2027-2028

F. BOARD CONSIDERATION(S)

1. Disposal of County Property Located at 4601 Ironbound Road

G. BOARD REQUESTS AND DIRECTIVES

H. REPORTS OF THE COUNTY ADMINISTRATOR

I. CLOSED SESSION

1. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; specifically, a parcel of real property situated in the Berkeley District along Jamestown Road, pursuant to Section 2.2-3711 (A)(3) of the Code of Virginia
2. Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia
 - a. Economic Development Authority Appointments
 - b. Stormwater Program Advisory Committee Appointments
 - c. Colonial Community Criminal Justice Board Appointments
3. Discussion of the award of a public contract involving the expenditure of public funds, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711(A)(29) of the Code of Virginia, and pertaining to the contract for the joint operation of schools between the County and the City of Williamsburg.
4. Certification of Closed Session

J. ADJOURNMENT

1. Adjourn until 5 pm on June 10, 2025 for the Regular Meeting

MEMORANDUM

DATE: May 27, 2025

TO: The Board of Supervisors

FROM: Mark Abbott, Capital Projects Coordinator

SUBJECT: Contract Award - Annual HVAC Equipment, Installation, Service, Controls, and Products

A Request for Proposals (RFP) was solicited from qualified firms to simplify the purchasing process and speed up work when HVAC Equipment, Installation, Service, Controls, and Products services are required by having firms pre-selected based upon their qualifications per the requirements of the Virginia Public Procurement Act and establishing an “in place” contract for needed HVAC services.

Interested firms responded to the RFP by describing their qualifications, project approach, and experience in performing similar work. A panel of staff members representing General Services evaluated the proposals and selected the most qualified firms. The contracts have an initial term of one year with four additional one-year options available to the County. The RFP included cooperative procurement provisions allowing Williamsburg-James City County Public Schools and other entities to use the HVAC firms if they so choose.

Firms selected for contract award are:

1. ABM
2. ColonialWebb
3. Trane U.S., Inc.
4. Warwick Plumbing & Heating Corporation

Staff recommends approval of the attached resolution awarding a contract to the firms listed above.

MA/ap
CA-AnnHVACSvc-mem

Attachment

RESOLUTION

CONTRACT AWARDS - ANNUAL HVAC EQUIPMENT, INSTALLATION,

SERVICE, CONTROLS, AND PRODUCTS

WHEREAS, a Request for Proposals has been advertised and evaluated for the annual HVAC Equipment, Installation, Service, Controls, and Products; and

WHEREAS, the firms listed below were determined to be the best qualified to provide the required services.

1. ABM
2. ColonialWebb
3. Trane U.S., Inc.
4. Warwick Plumbing & Heating Corporation

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby awards the contracts for annual HVAC Equipment, Installation, Service, Controls, and Products to the firms listed in this resolution.

James O. Icenhour, Jr.
Chair, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

HIPPLE
NULL
LARSON
MCGLENNON
ICENHOUR

VOTES

AYE NAY ABSTAIN ABSENT

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Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of May, 2025.

CA-AnnHVACSvcs-res

MEMORANDUM

DATE: May 27, 2025

TO: The Board of Supervisors

FROM: Mark L. Jamison, Chief of Police

SUBJECT: Contract Award - \$113,459 - Equipment and Installations for Nine Marked Police Vehicles

James City County Police Department requested and was authorized funds in the County's Fiscal Year (FY) 2025 Budget to purchase equipment and installation services for police vehicles. The department is prepared at this time to purchase equipment and installation services for nine of its marked vehicles at a cost of \$113,459.

The procurement method preferred by Police is to use a cooperative purchasing contract issued by the City of Hampton to Atlantic Communications, Inc. The City of Hampton cooperative purchasing contract contains wording allowing other localities to purchase from the Contract.

Cooperative procurement action is authorized by Chapter 1, Section 5 of the James City County Purchasing Policy and the Virginia Public Procurement Act. By participating in the cooperative procurement action, staff believes the County will increase efficiency, reduce administrative expenses, and benefit from an accelerated delivery process.

Adoption of the attached resolution will allow County Administration, in collaboration with the Purchasing Division, to enter into a one-time purchase with Atlantic Communications, Inc., for the purchase of equipment and equipment installation for nine marked vehicles. Funds are available within the Police Department's current FY2025 budget.

Staff recommends adoption of the attached resolution authorizing the contract award to Atlantic Communications, Inc., in the amount of \$113,459 for the procurement of vehicle equipment and installation for the Police Department.

MLJ/md
CA-EqInst9MrkVeh-mem

Attachment

RESOLUTION

CONTRACT AWARD - \$113,459 - AUTHORIZATION TO PURCHASE POLICE VEHICLE

EQUIPMENT AND INSTALLATION SERVICES

WHEREAS, funds are available through the Police Department's Fiscal Year 2025 Budget for Equipment and Installation Services for nine marked police vehicles; and

WHEREAS, cooperative procurement action is authorized by Chapter 1, Section 5 of the James City County Purchasing Policy and the Virginia Public Procurement Act, and the City of Hampton issued a cooperative purchasing contract to Atlantic Communications, Inc., as a result of a competitive sealed Invitation for Bid; and

WHEREAS, the Police Department and Purchasing staff determined the Contract specifications meet the County's performance requirements for police vehicle equipment and installation services at a price of \$113,459 through Atlantic Communications, Inc.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the Purchasing Director and County Administrator to execute a Purchase Order with Atlantic Communications, Inc., for equipment and installation services for nine marked police vehicles in the amount of \$113,459.

James O. Icenhour, Jr.
Chair, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

HIPPLE
NULL
LARSON
MCGLENNON
ICENHOUR

VOTES

AYE NAY ABSTAIN ABSENT

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_____	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of May, 2025.

CA-EqInst9MrkVeh-res

James City County
2024 Ford PIU Patrol

ATLANTIC
COMMUNICATIONS
PUBLIC SAFETY EQUIPMENT
800-407-8498

Qty

9

Front End	Total	Part #	List	Discount	Pricing	Ext.
Grill Lights - Tinted	18	CD5031-RBW	\$ 256.47	55%	\$ 115.41	\$ 2,077.38
Front Corner Lights (RB)	18	MICROPAK-DC-RB	\$ 129.02	40%	\$ 77.41	\$ 1,393.38
Speaker 1	9	C3100U	\$ 428.95	50%	\$ 214.48	\$ 1,930.32
Speaker 1 Bracket	9	SPKR-BKT-DS-PIU20	\$ 66.65	40%	\$ 39.99	\$ 359.91
Speaker 2	9	C3100U	\$ 428.95	50%	\$ 214.48	\$ 1,930.32
Speaker 2 Bracket	9	SPKR-BKT-PS-PIU20	\$ 66.65	40%	\$ 39.99	\$ 359.91
Flasher Module	9	FACTORY	\$ -		\$ -	\$ -
Roof	Total	Part #	List	Discount	Pricing	Ext.
Lightbar	9	16-32588-CM			\$ 1,675.00	\$ 15,075.00
Lightbar Bracket	9	INCLUDED			\$ -	\$ -
Interior Cab	Total	Part #	List	Discount	Pricing	Ext.
Console w/built in Printer Mount	9	CC-25UV-0414-PRTR	\$ 893.00	30%	\$ 625.10	\$ 5,625.90
Armrest	9	AC-TB-ARMMNT-XL	\$ 224.00	30%	\$ 156.80	\$ 1,411.20
Cupholder	9	AC-INBHG	\$ 64.00	30%	\$ 44.80	\$ 403.20
Storage Tray	9	FP-SGTRAY	\$ 50.00	30%	\$ 35.00	\$ 315.00
Charging Ports	9	FP-USBC-2DC	\$ 90.00	30%	\$ 63.00	\$ 567.00
Console Faceplate - Siren	9	FP-C3-Z3	\$ -		\$ -	\$ -
Console Faceplate - Radio 1	9	TBD	\$ -		\$ -	\$ -
Console Faceplate	9	TBD	\$ -		\$ -	\$ -
Console Faceplate	9	TBD	\$ -		\$ -	\$ -
Computer Mount	9	CD-SDMT-SA-LED	\$ 429.00	30%	\$ 300.30	\$ 2,702.70
Computer Dock	9	C/S	\$ -		\$ -	\$ -
Computer Power Supply	9	C/S	\$ -		\$ -	\$ -
Vehicle Partition - Single Transport	9	475-0767	\$ 2,902.05	35%	\$ 1,886.33	\$ 16,976.97
Window Armor - Passenger Side	9	Included	\$ -	0%	\$ -	\$ -
Siren	9	Z3SX(P)	\$ 2,203.50	60%	\$ 881.40	\$ 7,932.60
Expansion Node	9	SWITCHNODE	\$ 396.92	50%	\$ 198.46	\$ 1,786.14
OBD Link	9	Z3S-OBD-001	\$ 572.83	50%	\$ 286.42	\$ 2,577.78
Vehicle Sync Module	9	V2V/V2V-SPLIT	\$ 441.78	50%	\$ 220.89	\$ 1,988.01
Steering Wheel Interface	9	SMART SIREN	\$ -	0%	\$ -	\$ -
Side Equipment	Total	Part #	List	Discount	Pricing	Ext.
Running Board Lights (RBW)	9	OL60L-RBW-CM	\$ 844.95	50%	\$ 422.48	\$ 3,802.32
Running Board Lights (RBW)	9	OL60R-RBW-CM	\$ 844.95	50%	\$ 422.48	\$ 3,802.32
Running Board Brackets	18	RNRBKT-PIU20	\$ 90.17	40%	\$ 54.10	\$ 973.80
Rear Cargo Side Window Lights (RBAW)	18	MR24QRBAW-SB	\$ 197.83	40%	\$ 118.70	\$ 2,136.60
Rear Cargo Side Window Brackets	18	PMP2WSSSB	\$ 25.00	40%	\$ 15.00	\$ 270.00
Rear End	Total	Part #	List	Discount	Pricing	Ext.
Rear Deck Lights	18	MR24QRBAW-SB	\$ 197.83	40%	\$ 118.70	\$ 2,136.60
Rear Deck Bracket	18	PMP2WSSSB	\$ 25.00	40%	\$ 15.00	\$ 270.00
Tail Light LED Inserts (BW)	18	CD9012-PI-BW	\$ 161.53	40%	\$ 96.92	\$ 1,744.56
Rear Corner Lights	18	MICROPAK-DC-RB	\$ 129.02	40%	\$ 77.41	\$ 1,393.38
Tail Light Flasher	9	SMART SIREN	\$ -		\$ -	\$ -
Weapon/Storage Vault (6H X 18D)	9	PDU-06-42-18-001			\$ 506.25	\$ 4,556.25
Weapon/Storage Brackets - Lifted	9	PDU-CTU-8-BR2021			\$ 306.25	\$ 2,756.25
Lift Gate LEDs (RBA)	18	CD3802-RBA-SB	\$ 196.37	50%	\$ 98.19	\$ 1,767.42

Additional Equipment	Total	Part #	List	Discount	Pricing	Ext.
Radar	9	C/S			\$ -	\$ -
Camera System	9	C/S			\$ -	\$ -
Inverter - 1500	9	C/S			\$ -	\$ -
Accessories	Total	Part #	List	Discount	Pricing	Ext.
Installation Materials	9				\$ 100.00	\$ 900.00
Timer/Voltage Equipment	9	PDM14			\$ 165.00	\$ 1,485.00
Magnetic Mics	9	425-3816			\$ 40.00	\$ 360.00
Services	Total				Pricing	Ext.
Shipping	9				\$ 450.00	\$ 4,050.00
Install - Patrol (Lightbars, Grill Lights, Speaker, Console, Siren, Rear Deck Lights, Radio)	9	<install>			\$ 950.00	\$ 8,550.00
Install - Computer Mount	9	<install>			\$ 87.55	\$ 787.95
Install - Running Board Lights	9	<install>			\$ 175.10	\$ 1,575.90
Install - Misc Small Equip (chargers, overhead lights, console accessories, additional lights)	54	<install>			\$ 87.55	\$ 4,727.70
Quote provided by: Randall Caldwell, Public Safety Sales Manager						\$ 113,458.77

Quote is good for 90 days. Pricing per "City of Hampton Co-op Contract"

REV C

NOTES: REMOVED WINDOW TINT, INSTALL FOR WEAPON MOUNT, CAMERA SYSTEM. REMOVED WEAPON RACK
CORRECTED PRICING FOR THE PASSENGER SIDE WINDOW ARMOR (INCLUDED IN SINGLE CELL, NO CHARGE)

Configuration	
Customer Colors: R/B/W	
Slider 1 = REAR Slider 2 = SIDE Slider 3 = FRONT	
Audio 1 = WAIL/WAIL2 Audio 2 = YELP/YELP2 Audio 3 = LUD YELP/COMMAND	
Aux A = LEFT SCENE Aux B = RIGHT SCENE Aux C = TAKEDOWN Aux D = FRONT SCENE Aux E = CRUISE Aux F = ALL Aux G = LOW FREQ Aux H = GUN LOCK	

BRAKE FUNCTIONAL ON WINGMAN (2 OUTSIDES)

DOOR OUTLINER ACTIVATION (FRONT DOORS ONLY)

STEERING WHEEL BUTTONS (LEVELS 1 -3 AND FRONT SCENE)

REVERSE (MICROPAK)

MEMORANDUM

DATE: May 27, 2025

TO: The Board of Supervisors

FROM: Arlana Fauntleroy, Director of Parks & Recreation

SUBJECT: Contract Award - \$181,424 - Parks & Recreation Department Master Plan

A Request for Proposals (RFP) was solicited from qualified firms to develop a comprehensive Parks & Recreation Department Master Plan that will guide the planning, development, programming, and maintenance of indoor and outdoor Parks & Recreation facilities inclusive of County parks and recreation centers for the next 10 years. The Department completed its last Master Plan Update in 2017, making this a priority to ensure alignment with the growing and changing needs of the community, national accreditation requirements, community input, and future goals.

The following qualified firms submitted proposals to be considered for contract award. In these proposals, each firm described their past experience, qualifications, project approach and timeline, and cost of total project.

Firms:

1. Berry, Dunn, McNeil & Parker, LLC
2. Destination by Design
3. Stantec Consulting Services Inc.
4. McGill Associates
5. Kimley-Horn and Associates, Inc.
6. Interface Studio, LLC

A team of staff members from the Departments of Parks & Recreation and Community Development evaluated each of the proposals and selected one firm, Berry, Dunn, McNeil & Parker, LLC.

Staff recommends approval of the attached resolution awarding a contract to Berry, Dunn, McNeil & Parker, LLC in the amount of \$181,424.

AF/md
CA-P&RMasterPlan-mem

Attachment

RESOLUTION

CONTRACT AWARD - \$181,424 -

PARKS & RECREATION DEPARTMENT MASTER PLAN

WHEREAS, a Request for Proposals (RFP) has been advertised and evaluated to develop a comprehensive Parks & Recreation Department Master Plan; and

WHEREAS, the Parks & Recreation Department Master Plan will guide the planning, development, programming, and maintenance of indoor and outdoor Parks & Recreation facilities; and

WHEREAS, six firms submitted proposals and Berry, Dunn, McNeil & Parker, LLC was determined to be the most fully qualified firm that best met James City County Parks & Recreation Department's needs as defined in the RFP; and

WHEREAS, previously authorized budget funds are available to fund this project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the contract award in the amount of \$181,424 to Berry, Dunn, McNeil & Parker, LLC for the Parks & Recreation Department Master Plan.

James O. Icenhour, Jr.
Chair, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

HIPPLE
NULL
LARSON
MCGLENNON
ICENHOUR

VOTES

AYE NAY ABSTAIN ABSENT

_____	_____	_____	_____
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Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of May, 2025.

CA-P&RMasterPlan-res

MEMORANDUM

DATE: May 27, 2025

TO: The Board of Supervisors

FROM: Toni E. Small, Director of Stormwater and Resource Protection Division

SUBJECT: Dedication of the Streets in Parcel C of Tract 3 in the Stonehouse Subdivision

Attached is a resolution requesting acceptance of the streets in Parcel C of Tract 3 in the Stonehouse Subdivision which are proposed as public rights-of-way into the State Secondary Highway System. The streets proposed for acceptance are Viburnum Drive, Trillium Drive, Coral Bells Court, and Bellflower Court. They are shown in red on the attached map. The streets have been inspected and approved by representatives of the Virginia Department of Transportation (VDOT) as meeting the minimum requirements for secondary roadways.

VDOT's Secondary Street Acceptance Requirements (SSAR), effective March 2009 and updated December 2011, outline processes on how streets are designed, constructed, and officially accepted for maintenance as part of the Secondary System of State Highways. Upon the satisfactory completion of construction of streets, VDOT advises and coordinates with the local governing body of the street's readiness for acceptance through the use of VDOT's Form AM-4.3. As part of the initial acceptance process, the County Board of Supervisors must request, by resolution, that VDOT accept the street for maintenance as part of the Secondary System of State Highways. Administrative procedures outlined in the SSAR/24VAC30-92-70 lists criteria for street acceptance and what information is required on the local resolution. Once the resolution is approved, the signed Form AM-4.3 and the resolution are then returned to VDOT. VDOT then officially notifies the locality of the street's acceptance into the Secondary System of State Highways and the effective date of such action. This notification serves as the start of VDOT maintenance responsibility. As part of the process, the County will hold an appropriate amount of subdivision or public improvement surety for the roadway, as required by local Ordinances, until the acceptance process is complete. Also, within 30 days of the local governing body's request (resolution), VDOT requires a maintenance surety to be posted by the developer to guarantee performance of the street for one year from the date of acceptance.

Staff recommends the adoption of the attached resolution.

TES/ap
DedStTrc3CStnhs-mem

Attachments:

1. Resolution
2. AM-4.3
3. Map

RESOLUTION

DEDICATION OF THE STREETS IN PARCEL C OF TRACT 3 IN THE

STONEHOUSE SUBDIVISION

WHEREAS, the streets described on the attached Virginia Department of Transportation (VDOT) Form AM-4.3 for Parcel C of Tract 3 in the Stonehouse Subdivision, fully incorporated herein by reference, are shown on plats recorded in the Office of the James City County Clerk of the Circuit Court; and

WHEREAS, the Residency Administrator for VDOT advised the Board that the streets meet the Secondary Street Acceptance Requirements (SSAR) of VDOT; and

WHEREAS, the County and VDOT entered into an agreement on July 1, 1994, for comprehensive stormwater detention, which applies to this request for addition.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby requests VDOT to add the streets described in the attached VDOT Form AM-4.3 for Parcel C of Tract 3 in the Stonehouse Subdivision to the Secondary System of State Highways, pursuant to §33.2-705 of the Code of Virginia and VDOT's SSAR.

BE IT FURTHER RESOLVED that the Board of Supervisors guarantees clear and unrestricted rights-of-way as described and any necessary easements for cuts, fills, and drainage.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Residency Administrator for VDOT.

James O. Icenhour, Jr.
Chair, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

	VOTES			
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
HIPPLE	_____	_____	_____	_____
NULL	_____	_____	_____	_____
LARSON	_____	_____	_____	_____
MCGLENNON	_____	_____	_____	_____
ICENHOUR	_____	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of May, 2025.

DedStTrc3CStnhs-res



COMMONWEALTH OF VIRGINIA DEPARTMENT OF TRANSPORTATION
Form AM 4.3

In James City County

by Resolution of the governing body adopted 5/27/2025

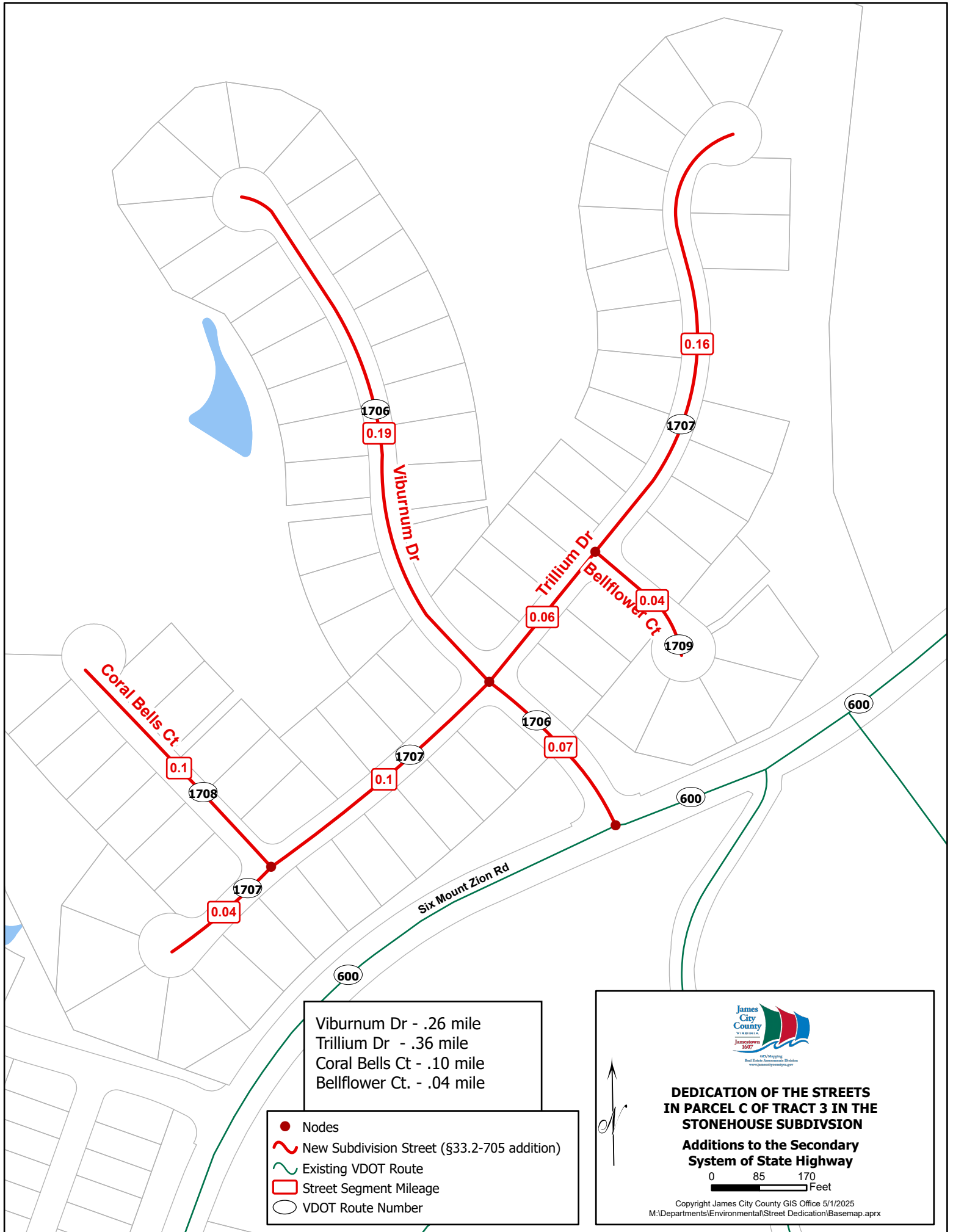
The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes to the secondary system of state highways.

A Copy Testee Signed (County Official): _____

Report of Changes in the Secondary System of State Highways

Project/Subdivision: Stonehouse Tract 3 Parcel C

CHANGE TYPE	RTE NUM & STREET NAME	CHANGE DESCRIPTION	FROM TERMINI	TO TERMINI	LENGTH	NUMBER OF LANES	RECORDATION REFERENCE	ROW WIDTH
Addition	Rt. 1706 - Viburnum Dr.	New subdivision street §33.2-705	600	CDS	0.26	2		50
Addition	Rt. 1707 - Trillium Dr	New subdivision street §33.2-705	CDS - left	CDS - right via 1706	0.36	2		50
Addition	Rt. 1708 - Coral Bells Ct	New subdivision street §33.2-705	1707 - Trillium Dr.	CDS	0.10	2		50
Addition	Rt. 1709 - Bellflower Ct.	New subdivision street §33.2-705	1707 - Trillium Dr	CDS	0.04	2		50



MEMORANDUM

DATE: May 27, 2025

TO: The Board of Supervisors

FROM: Toni E. Small, Director of Stormwater and Resource Protection Division

SUBJECT: Dedication of the Streets in Section 3 of the Westmoreland Subdivision

Attached is a resolution requesting acceptance of the streets in Section 3 of the Westmoreland Subdivision which are proposed as public rights-of-way into the State Secondary Highway System. The streets proposed for acceptance are Pennington Place and the continuation of Westmoreland Drive. They are shown in red on the attached map. The streets have been inspected and approved by representatives of the Virginia Department of Transportation (VDOT) as meeting the minimum requirements for secondary roadways. Sections 1 and 2 of the subdivision's streets were accepted previously in March of 2002.

VDOT's Secondary Street Requirements (SSR), effective January 2005, outline processes on how streets are designed, constructed, and officially accepted for maintenance as part of the Secondary System of State Highways. Upon the satisfactory completion of construction of streets, VDOT advises and coordinates with the local governing body of the street's readiness for acceptance through the use of VDOT's Form AM-4.3. As part of the initial acceptance process, the County Board of Supervisors must request, by resolution, that VDOT accept the street for maintenance as part of the Secondary System of State Highways. Administrative procedures outlined in the 2005 Subdivision Street Requirements. 2005 Subdivision Street Requirements §33.1-229 lists criteria for street acceptance and what information is required on the local resolution. Once the resolution is approved, the signed Form AM-4.3 and the resolution are then returned to VDOT. VDOT then officially notifies the locality of the street's acceptance into the Secondary System of State Highways and the effective date of such action. This notification serves as the start of VDOT maintenance responsibility. As part of the process, the County will hold an appropriate amount of subdivision or public improvement surety for the roadway, as required by local Ordinances, until the acceptance process is complete. Also, within 30 days of the local governing body's request (resolution), VDOT requires a maintenance surety to be posted by the developer to guarantee performance of the street for one year from the date of acceptance.

Staff recommends the adoption of the attached resolution.

TES/ap
DedWstmreIndSec3-mem

Attachments:

1. Resolution
2. AM-4.3
3. Map

RESOLUTION

DEDICATION OF THE STREETS IN SECTION 3 OF THE WESTMORELAND SUBDIVISION

WHEREAS, the streets described on the attached Virginia Department of Transportation (VDOT) Form AM-4.3 for Section 3 of the Westmoreland Subdivision, fully incorporated herein by reference, are shown on plats recorded in the Clerk's Office of the Circuit Court of James City County, Virginia; and

WHEREAS, the Residency Administrator for VDOT advised the Board that the streets meet the Secondary Street Requirements (SSR) of VDOT; and

WHEREAS, the County and VDOT entered into an agreement on July 1, 1994, for comprehensive stormwater detention, which applies to this request for addition.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby requests VDOT to add the streets described in the attached VDOT Form AM-4.3 for Section 3 of the Westmoreland Subdivision to the Secondary System of State Highways, pursuant to §33.1-229 of the Code of Virginia and VDOT's SSR.

BE IT FURTHER RESOLVED that the Board guarantees clear and unrestricted rights-of-way as described and any necessary easements for cuts, fills, and drainage.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Residency Administrator for VDOT.

James O. Icenhour, Jr.
Chair, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

HIPPLE
NULL
LARSON
MCGLENNON
ICENHOUR

VOTES

AYE NAY ABSTAIN ABSENT

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Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of May, 2025.

DedWstmreIndSec3-res



COMMONWEALTH OF VIRGINIA DEPARTMENT OF TRANSPORTATION
Form AM 4.3

In James City County

by Resolution of the governing body adopted 5/27/2025

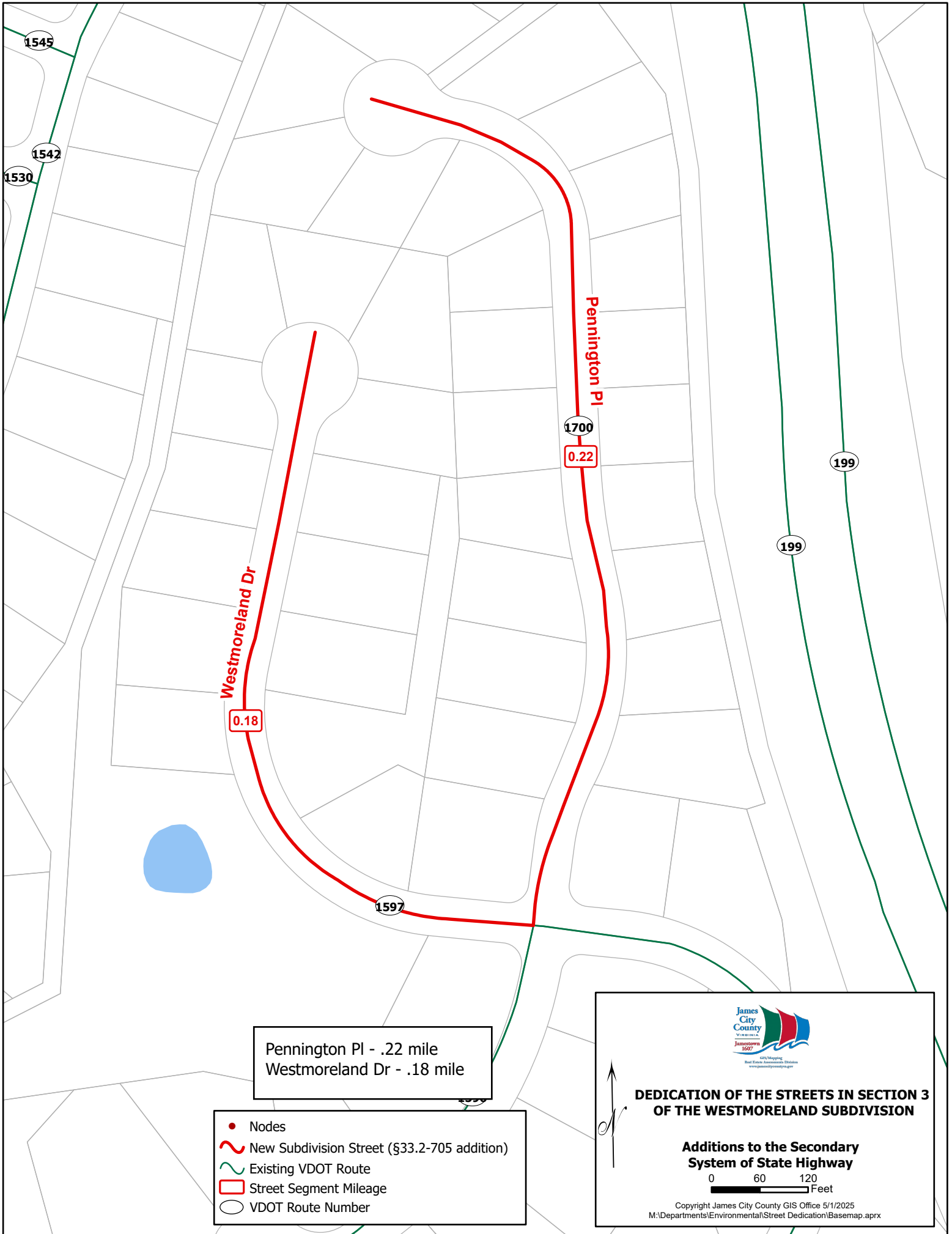
The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes to the secondary system of state highways.

A Copy Testee Signed (County Official): _____

Report of Changes in the Secondary System of State Highways

Project/Subdivision: Westmoreland Section 3 and 4

CHANGE TYPE	RTE NUM & STREET NAME	CHANGE DESCRIPTION	FROM TERMINI	TO TERMINI	LENGTH	NUMBER OF LANES	RECORDATION REFERENCE	ROW WIDTH
Addition	Rt. 1597 - Westmoreland Dr	New subdivision street §33.2-705	stub out (near Gentry Ln)	CDS	0.18	2		50
Addition	Rt. 1700 - Pennington Pl	New subdivision street §33.2-705	stub out	CDS	0.22	2		50



MEMORANDUM

DATE: May 27, 2025

TO: The Board of Supervisors

FROM: Cathy Binczak, Risk Manager

SUBJECT: Environmental Health and Safety Software Contract - SafetyStratus

The County's employee Environmental Health and Safety (EHS) processes are currently tracked and managed manually. Staff recommends the procurement of an EHS software to assist the Risk Management team in efficiently consolidating, managing, tracking, and coordinating multiple EHS processes across County departments, including but not limited to, employee safety incidents and inspections, insurance claims, OSHA injury recordkeeping, and other related documentation.

In October of 2024, a Request for Proposals (RFP) was issued for a Risk Management EHS software solution. The RFP Committee reviewed the submitted proposals and determined that the vendor SafetyStratus offered an EHS software solution that best met the County's needs.

Staff is recommending that the County sign the contract with SafetyStratus effective June 2025, with software implementation to be completed in Fiscal Year (FY) 2026. The five-year proposal for this contract includes the following amounts for implementation and ongoing licensing, support, and services:

<u>Year</u>	<u>Amount</u>
Implementation	\$36,260
1	\$83,300
2	\$83,300
3	\$83,300
4	\$83,300
5	\$83,300

This constitutes a five-year total of \$452,760. This cost is determined to be fair and reasonable. Funds are available in the approved FY 2025 and FY 2026 budgets for the software implementation and Year 1 software licensing, support, and services. Funding for future years will be requested in the budget in the applicable fiscal years.

Attached is a resolution authorizing the proposed contract.

CB/ap
EHSSoftwC-mem

Attachment

RESOLUTION

ENVIRONMENTAL HEALTH AND SAFETY SOFTWARE CONTRACT - SAFETYSTRATUS

WHEREAS, County staff recommends procurement of software to efficiently consolidate, manage, track, and coordinate the County’s employee Environmental Health and Safety (EHS) processes; and

WHEREAS, a Request for Proposals determined SafetyStratus to be competitively procured and best met the needs of the County for an EHS software solution for a five-year term for services; and

WHEREAS, staff has evaluated and recommends the contract for use of the EHS software SafetyStratus; and

WHEREAS, funding was approved in the Fiscal Year (FY) 2025 and FY 2026 budgets for the software implementation and Year 1 software licensing, support, and services, and funding for future years will be requested in the budget in the applicable fiscal years.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the County Administrator to execute the contract for Environmental Health and Safety software with SafetyStratus.

James O. Icenhour, Jr.
Chair, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

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NULL
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VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
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Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of May, 2025.

EHSSoftwC-res

MEMORANDUM

DATE: May 27, 2025

TO: The Board of Supervisors

FROM: Paul D. Holt, III, Director of Community Development

SUBJECT: Grant Award - \$8,000,000 - Department of Historic Resources - Preservation Virginia for the Exclusive Support of the Historic Jamestowne Flooding Mitigation Project

Funding was appropriated in the 2024/2025 Virginia State Budget to be distributed through the Virginia Department of Historic Resources (DHR). Within that appropriation, \$8,000,000 was awarded to Preservation Virginia for the Exclusive Support of the Historic Jamestowne Flooding Mitigation Project.

Preservation Virginia and its subsidiary, the Jamestown Rediscovery Foundation, are engaged in a process to address the urgent need to protect 22.5 acres at Jamestown, America's Birthplace, to preserve Virginians' and the American public's access to Jamestown's archaeology, landscape, and museum spaces. Funds from the grant award will be used to address immediate flood protection measures to protect archaeological and structural resources.

Because Preservation Virginia is a privately funded organization, the award letter indicates that the funds cannot be provided directly to the Preservation Virginia from the Commonwealth and, instead, must pass through the appropriate local government (in this case, the County). The deadline for the funds to be transferred from the Commonwealth to the County is mid-June, 2025; however, the funds will be disbursed by the County to Preservation Virginia as soon as the necessary Memorandum of Understanding (MOU) is executed and written notification to release funds is received from DHR. The County's sole responsibilities will be to: (1) accept the grant funds from the Commonwealth; and (2) distribute the grant funds to Preservation Virginia upon receipt of written notification to release funds from DHR. The foregoing limited County responsibilities will be memorialized in a three-party MOU/Grant Agreement executed by the parties following adoption of the attached resolution, subject to approval as to form by the County Attorney's Office.

The County will receive \$8,000,000 from the Commonwealth and then distribute such funds to the recipient when DHR directs the County to release the funds. As such, no direct impact/cost to the County is anticipated. The term of the MOU is for a period of two years from the effective date and may be extended upon written mutual agreement. Preservation Virginia will be responsible for maintaining accurate records on the use of the grant funds and submitting a final project report to DHR and the County within 30 days of the full expenditure of the grant funds.

Staff recommends acceptance of these grant funds and approval of the attached resolution.

PDH/ap
GA-HistJmstwne-mem

Attachment

RESOLUTION

GRANT AWARD - \$8,000,000 - DEPARTMENT OF HISTORIC RESOURCES -

PRESERVATION VIRGINIA FOR THE EXCLUSIVE SUPPORT OF THE HISTORIC

JAMESTOWNE FLOODING MITIGATION PROJECT

WHEREAS, the Virginia Department of Historic Resources (DHR) has awarded \$8,000,000 to Preservation Virginia for the Exclusive Support of the Historic Jamestowne Flooding Mitigation Project; and

WHEREAS, Preservation Virginia and its subsidiary, the Jamestown Rediscovery Foundation, are engaged in a process to address the urgent need to protect 22.5 acres at Jamestown, America's Birthplace, to preserve Virginians' and the American public's access to Jamestown's archaeology, landscape, and museum spaces; and

WHEREAS, funds from the appropriation will be used to address immediate flood protection measures to protect archaeological and structural resources; and

WHEREAS, because Preservation Virginia is a privately funded organization, the award letter indicates that the funds cannot be provided directly to Preservation Virginia from the Commonwealth and, instead, must pass through the appropriate local government (in this case, the County); and

WHEREAS, the deadline for the funds to be transferred from the Commonwealth to the County is mid-June 2025; however, the funds will be disbursed by the County to Preservation Virginia as soon as the necessary Memorandum of Understanding (MOU) is executed and written notification to release funds is received from DHR; and

WHEREAS, the County's sole responsibilities will be to: (1) accept the grant funds from the Commonwealth; and (2) distribute the grant funds to Preservation Virginia upon receipt of written notification to release funds from DHR; and

WHEREAS, there is no local match required.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the acceptance and appropriation of funds to the Special Projects/Grants Fund as follows and also authorizes the County Administrator to enter into a MOU with DHR and Preservation Virginia for the purposes of providing these funds to Preservation Virginia in order to implement these grant funds:

Revenue:

State - DHR Award	<u>\$8,000,000</u>
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Expenditure:

Preservation Virginia Flooding Mitigation at Historic Jamestowne	<u>\$8,000,000</u>
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James O. Icenhour, Jr.
Chair, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

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VOTES			
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Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of
May, 2025.

GA-HistJamstwne-res

Memorandum of Understanding

Among

The Virginia Department of Historic Resources

And

James City County

And

Preservation Virginia

For the

Administration of the FY 2024-2025 State Grant for Historic Preservation

The Commonwealth of Virginia through the Department of Historic Resources will provide \$8,000,000 to Preservation Virginia for the exclusive support of the Historic Jamestowne Flooding Mitigation Project (hereinafter “the Project”).

This Memorandum of Understanding (hereinafter “MOU”) establishes a partnership among the Virginia Department of Historic Resources (hereinafter “DHR”), James City County, an official subdivision of the Commonwealth (hereinafter “the Local Government”), and Preservation Virginia (hereinafter “the Recipient”).

I. MISSION

DHR is the State Historic Preservation Office of the Commonwealth. DHR fosters, encourages, and supports the stewardship and use of Virginia’s significant architectural, archaeological, and historic resources as valuable assets for the economic, educational, social, and cultural benefit of citizens and communities. A significant responsibility is the administration and review of state and federal historic preservation grant programs for financial and programmatic compliance. DHR is authorized to administer state grants to non-state agencies under the Code of Virginia.

Preservation Virginia and its subsidiary, the Jamestown Rediscovery Foundation, are engaged in a process to address the urgent need to protect our 22.5 acres at Jamestown, America’s Birthplace, to preserve Virginians’ and the American public’s access to Jamestown’s archaeology, landscape and museum spaces. Funds shall be used to address immediate flood protection measures to protect archaeological and structural resources.

Together, the Parties enter into this MOU to mutually promote efforts to execute the Project. Accordingly, DHR, the Local Government and the Recipient operating under this MOU agree as follows:

II. PURPOSE AND SCOPE

DHR, the Local Government, and the Recipient will cooperate to ensure the correct and timely administration of the grant and the appropriate use and disbursement of its funds.

1. The “Partners” are forming a collaboration to comply with the provisions of The “Partners” are forming a collaboration to comply with the provisions of the 2024 Appropriation Act.

2. The collaboration is intended to benefit the citizens of James City County and the Commonwealth.
3. Each organization which is a party to this MOU is responsible for its own expenses related to this MOU.
4. There will be an exchange of funds between the parties for tasks associated with this MOU as outlined below.

III. RESPONSIBILITIES

Each party will appoint a person to serve as the official contact and coordinate the activities of each organization in carrying out this MOU. The initial appointees of each organization are:

DHR: Stephanie Williams, Deputy Director of Administration
Stephanie.williams@dhr.virginia.gov
(804) 482-6802
2801 Kensington Ave., Richmond, VA 23221

Local Government: Paul D. Holt, III, Director of Community Development
James City County
Paul.Holt@jamescitycountyva.gov
(757) 253-6671
101 Mount Bay Road, Building A
Williamsburg, VA 23185

Recipient: Cheryl Greenday, Chief Financial Officer
Preservation Virginia
Cgreenday@preservationvirginia.org
(804) 357-1184
204 West Franklin Street, Richmond, VA 23220

DHR will:

- Transfer award funding in the amount of \$8,000,000 to the Local Government upon full execution of this MOU, but no later than June 30, 2025;
- Authorize and instruct the Local Government to transfer funds to the Recipient upon full execution of this MOU;
- Instruct the Recipient on the procedures for maintaining the financial records of the grant;

The Local Government will:

- Serve as fiscal conduit for the Project by receiving and transferring the grant funds in full to the Recipient upon full execution of this MOU.

The Recipient will:

- Submit project information form.

EXHIBIT A

Name of Recipient:	
Project Director Name:	Project Director Title:
Project Director Phone:	Project Director Email:
Grant Period: End date ____/____/____	
Project Title:	

Final Report Instructions: Please answer all questions within this document. Label all pages with the name of the Recipient organization. The final project worksheet, and all supporting materials, including copies of all invoices and receipts, must be submitted to DHR with this report.

Project Description

1. Summarize the results of the project accomplished under this grant.
2. Describe any differences between the planned results as stated in the Project Scope of Work and the actual results. (*N/A is an allowable response*)

Financial Information

Please describe how the state funds were allocated to your project.

Note: You may indicate non-state funds that were used to complete the project, however, no matching funding is required.

Experience

Answers to the following questions will help us improve the administration of this grant program.

1. What were the major successes or obstacles you faced in implementing your grant project and what additional assistance (from partner organizations, the community, DHR, etc.) would have benefited your organization?
2. Provide a quote and citation/author that describes how this project has benefited the local community and the Commonwealth and how it has furthered the public's knowledge of significant historical/cultural event(s) that shaped the nation. This quote may be used by the Commonwealth and/or DHR in publications or other social media.

Final date due: _____ Final date submitted: _____

Recipients Official's Signature: _____ Date: _____

Printed Name: _____ Phone: _____

Email: _____

Date Final approved by DHR: _____

DHR Grant Manager Signature: _____

MEMORANDUM

DATE: May 27, 2025

TO: The Board of Supervisors

FROM: Tammy Mayer Rosario, Assistant Director of Community Development

SUBJECT: Grant Award - \$19,004 - Forest Sustainability Fund

For Fiscal Year (FY) 2025, James City County has been awarded a grant from the Virginia Department of Forestry's Forest Sustainability Fund in the amount of \$19,004. The Forest Sustainability Fund was a result of legislation introduced in the 2022 session and then amended in the 2024 session of the Virginia General Assembly. Now part of the Code of Virginia, it assists localities by providing a portion of forgone revenue due to forest use value taxation.

James City County qualified for this Fund due to its use-value taxation program for forest land and was one of 70 localities submitting applications for the grant. The County plans to use the funds for public education, outdoor recreation, or forest conservation projects, as required by the Code of Virginia.

Staff recommends that the Board of Supervisors adopt the attached resolution to appropriate the amount received in FY 2025 of \$19,004.

TMR/ap
GA-ForSustFd25-mem

Attachment

RESOLUTION

GRANT AWARD - \$19,004 - FOREST SUSTAINABILITY FUND

WHEREAS, James City County has been awarded \$19,004 from the Virginia Department of Forestry as part of the Forest Sustainability Fund; and

WHEREAS, additional funding is expected from this Fund in future years and will be appropriated as the amounts are known; and

WHEREAS, the County plans to use the funds for public education, outdoor recreation, or forest conservation projects, as required by the Code of Virginia; and

WHEREAS, no local match is required.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby appropriates this funding in the Special Projects/Grants Fund for this purpose as follows:

Revenue:

State - Forest Sustainability Fund	<u>\$19,004</u>
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Expenditure:

Forest Sustainability Fund	<u>\$19,004</u>
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James O. Icenhour, Jr.
Chair, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

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VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
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Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of May, 2025.

GA-ForSustFd25-res

MEMORANDUM

DATE: May 27, 2025

TO: The Board of Supervisors

FROM: Barbara E. Watson, Director of Social Services

SUBJECT: Grant Award - \$66,185 - Homeless Reduction Grant Program

The James City County Social Services Housing Unit (Housing) has received a \$66,185 Homeless Reduction Grant from the Virginia Department of Housing and Community Development, funded through Virginia's Housing Trust Fund. The grant supports Rapid Re-Housing, a program designed to help individuals and families quickly exit homelessness and return to permanent housing, through rent assistance and housing stabilization financial assistance. The grant also supports the administrative costs associated with administering the program.

Housing is designated as a Virginia Homeless Solutions Program Partner by the Greater Virginia Peninsula Housing Consortium and provides homeless support services within James City County, the City of Williamsburg, and Upper York County by administering emergency shelter, Rapid Re-Housing, and homeless prevention programs.

By accepting these funds, the James City County Social Services Housing Unit will agree to administer Rapid Re-Housing in accordance with the Virginia Homeless and Special Needs Housing Funding Guidelines 2024-2026 (A).

The grant requires no local match.

Staff recommends acceptance of the funds and adoption of the attached resolution.

BEW/md
GA-HomelessReduc-mem

Attachments:

1. Resolution
2. (A) Virginia Homeless and Special Needs Housing Funding Guidelines 2024-2026
3. (B) Grant Agreement 2025 Housing Trust Fund Homeless Reduction Grant Program

RESOLUTION

GRANT AWARD - \$66,185 - HOMELESS REDUCTION GRANT PROGRAM

WHEREAS, the Virginia Department of Housing and Community Development (DHCD) partners with state, federal, local, and nonprofit entities to implement housing and community and economic development initiatives, including homelessness reduction; and

WHEREAS, DHCD has awarded James City County Social Services Housing Unit a Homeless Reduction Grant (HRG) in the amount of \$66,185; and

WHEREAS, James City County Social Services Housing Unit, as a participating agency within the Greater Virginia Peninsula Housing Consortium, will provide Rapid Re-Housing services within James City County, the City of Williamsburg, and Upper York County; and

WHEREAS, the grant requires no local match.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes acceptance of this grant and the following appropriation to the Housing and Neighborhood Development Fund:

Revenue:

State - HRG	<u>\$66,185</u>
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Expenditures:

HRG - Rent Assistance	\$45,000
HRG - Housing Stabilization	\$19,200
HRG - Administration	<u>\$ 1,985</u>
Total	<u>\$66,185</u>

James O. Icenhour, Jr.
Chair, Board of Supervisors

ATTEST:

_____ Teresa J. Saeed Deputy Clerk to the Board	HIPPLE NULL LARSON MCGLENNON ICENHOUR
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Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of May, 2025.

**GRANT AGREEMENT
2025 HOUSING TRUST FUND
HOMELESS REDUCTION GRANT PROGRAM
25-HTF-020**

This Grant Agreement is made by and between the **Virginia Department of Housing and Community Development (“DHCD”)** and **James City County (“Grantee”)** for the period **January 1, 2025 to December 31, 2025** in the total amount of **\$66,185**.

The Homeless Reduction Grants are funded through Virginia’s Housing Trust Fund, a state appropriation of \$87,500,000 for the fiscal year 2025 budget. The Department may use up to 20 percent of the Fund for grants to reduce homelessness with priority consideration given to projects targeted to homeless youth and families. The Grant is subject to the terms, guidelines and regulations set forth in the Virginia Homeless and Special Needs Housing Funding Guidelines 2024 – 2026 and any subsequent amendments to the guidelines, the laws of the Commonwealth of Virginia and federal law.

I. Scope of Services

Eligible activities include rapid re-housing, housing stabilization services and rental assistance for permanent supportive housing, and innovation projects for underserved populations. The program goals are to provide effective and efficient assistance to reduce the length of time households experience homelessness, reduce the number of households returning to homelessness, and provide supportive services for chronically homeless persons permanent supportive housing programs.

Funding allocations obligated in this agreement are generated based on the budget summary submitted by the grantee. Allocated funds are listed in Appendix A – Grant Summary of this document.

II. Conditions

A. Reimbursement

Funds are disbursed on a reimbursement based on payment dates. Grantees must submit remittances in DHCD’s Centralized Application and Management System (CAMS) and be able to provide documentation that the work and services occurred within the grant period and the expenses were paid appropriately by the Grantee. Grantees may elect to submit remittances on a monthly or bi-monthly basis, the chart below reflects monthly submission dates. The option selected should be adhered to throughout the year. Supporting documentation must clearly indicate the period for which the reimbursement is requested.

Payment Period	Remittance Submission Timeframe
January 1-31, 2025	February 1-28, 2025
February 1-29, 2025	March 1-31, 2025
March 1-31, 2025	April 1-30, 2025
April 1-30, 2025	May 1-31, 2025
May 1-31, 2025	June 1-30, 2025
June 1-30, 2025	July 1-31, 2025
July 1-31, 2025	August 1-31, 2025
August 1-31, 2025	September 1-30, 2025

September 1-30, 2025	October 1-31, 2025
October 1-31, 2025	November 1-30, 2025
November 1-30, 2025	December 1-31, 2025
December 1-31, 2025	January 1-31, 2026

B. Reporting

Grantees must submit reports as required by DHCD. Such reports may include, but are not limited to quarterly, semi-annual and/or annual outcomes and performance reports. Any required reports and their due dates will be announced by DHCD along with any relevant instruction.

Submission of reports implies approval from the executive director and is considered final. DHCD reserves the right to withhold reimbursement payments if the Grantee fails to submit the reports.

Year-End Report

The Grantee must submit a year-end report no later than March 31, 2026.

C. Continuum of Care Participation

Grantees must actively participate in the Homeless Management Information System (HMIS) or a comparable system and regional continuum of care or balance of state local planning groups. In addition, Grantees must assure full participation in annual point-in-time and housing inventory counts.

D. Accounting

The Grantee must adhere to Generally Accepted Accounting Principles (GAAP). The Grantee shall establish and maintain separate accounts within its existing accounting system or set up accounts independently. The Grantee shall record in its accounting system all grant payments received pursuant to the grant and all other match funds provided for, accruing to, or otherwise received on account of the grant.

All costs charged to the grant shall be supported by properly executed payrolls, timesheets, contracts, or vouchers evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, contracts, vouchers, or other accounting documents pertaining in whole or in part to the grant shall be clearly identified, readily accessible, and separate and distinct from all other such documents. Such documents shall reside at the offices of the grantee.

E. DHCD Notification

Grantee must notify DHCD of any potentially illegal act, such as misuse of grant funds or fair housing violations, immediately upon knowledge of such act. In addition, Grantee must notify DHCD should any other local, federal or state agency uncover evidence of any potentially illegal act. Grantee must notify DHCD if there is a change in agency management and/or fiscal personnel. Failure to do so will constitute a finding and may result in repayment of funds by the Grantee, the de-obligation of current funding and the preclusion of future funding.

F. Audit

All grantees, sub-grantees, CHDOs, localities, developers, or any other organizations that receive funding during a program year and/or have projects in progress are required to submit financial statements to DHCD.

Required statements are as follows: Financial Statement(s)**, Reviewed Financial Statement(s) that have been reviewed by an Independent CPA, Financial Statement(s) that have been audited by an Independent CPA or an audit required by the Code of Federal Regulations (CFR), (2 CFR 200 Subpart F), audited by an independent CPA. Please see the table below to determine which documents your organization is required to submit.

If the entity expends awards under only one DHCD program and the program's statutes or regulations, or terms and conditions of the award do not require a financial statement audit, the entity may elect to have a program-specific audit conducted.

The threshold requirements outlined below are the minimal standards required by DHCD.

Threshold Requirement	Document
Total annual expenditures < \$350,000 (Regardless of source)	Financial Statement(s) prepared by organization**
Total annual expenditures > \$350,000 (Regardless of source)	Reviewed Financial Statement(s) – Reviewed by an Independent CPA
Total annual expenditures > \$550,000 (Regardless of source)	Financial Statement(s) – Audited by an Independent CPA
Federal expenditures > \$1,000,000	2 CFR 200 Subpart F Audit – Audited by an Independent CPA

** Does not require preparation by a CPA

Submission Requirements

Required financial statements/audit must be submitted yearly, within nine (9) months after the end of your fiscal year or 30 (thirty) days after it has been accepted (reviewed financial statement(s), audited financial statements, and 2 CFR 200 Subpart F audit only) - whichever comes first. Entities must electronically submit their financial statement(s), reviewed financial statements, audited financial statements, 2 CFR 200 Subpart F audit, or program specific audit in DHCD's Centralized Application and Management System (CAMS) which requires the organization to register in CAMS at <https://dmz1.dhcd.virginia.gov/camsportal/Login.aspx>.

Entities are required to have a DHCD reviewed and approved current audit or reviewed financial statement(s) in order to submit a remittance request.

The full DHCD Audit Policy, including explanation of the specific document requirements can be found online at: <https://www.dhcd.virginia.gov/sites/default/files/Docx/audit-policy/dhcd-audit-policy.pdf>

G. Compliance

Grantees with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues are not eligible to receive allocations. DHCD will work with all interested parties toward the resolution of unresolved matters, where appropriate.

H. Maintenance of Records

Records shall be readily accessible to DHCD, appropriate state agencies, and the general public during the course of the grant agreement and shall remain intact and accessible for five years thereafter. The exception is in the event that any litigation claim or audit is started before expiration of the five-year period, the records shall be retained until such action is resolved.

I. Costs Incurred Prior To Grant Agreement Execution

No costs incurred prior to the start of the contract period shall be eligible for reimbursement, unless incurred costs are authorized in writing by DHCD.

J. State Not Liable

The Grantee shall hold harmless the Commonwealth of Virginia, DHCD, its agents and employees from any and all claims and demands based upon or arising out of any action by the Grantee, its employees, agents or contractors.

K. Expenditure Review

DHCD will monitor expenditure rates to ensure state resources are maximized. Failure to expend funds proportionately throughout the contract period may result in the de-obligation of funds. DHCD reserves the right to de-obligate funds at any time during the contract period.

L. Termination, Suspension, Conditions

If through any cause, the Grantee fails to comply with the terms, conditions or requirements of the contract documents, DHCD may terminate or suspend this Agreement by giving written notice of the same and specifying the effective date of termination or suspension at least five (5) days prior to such action.

In the case of contract violation by the Grantee, DHCD may request that all or some of the grant funds be returned, even if the Grantee has already expended the funds. The Grantee agrees to return such funds as requested by DHCD within 30 days of the written request.

M. Subsequent Contracts

The Grantee shall remain fully obligated under the provisions of the Grant Agreement notwithstanding its designation of any subsequent or third parties for the undertaking of all or part of the activities for which the Grant assistance is being provided to the Grantee.

The Grantee agrees to ensure that any contractor or subcontractor who is not the Grantee shall comply with all the lawful requirements of the Grantee necessary to insure that the project for which this assistance is being provided under this Agreement are carried out in accordance with the Grantee's Assurances and Certifications.

N. Default

A default is any unapproved use of grant funds. Upon due notice to the Grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, DHCD may take one or more of the following actions:

- (1) direct the Grantee to submit progress schedules for completing approved activities;
- (2) issue a letter of warning advising the Grantee of the default, establishing a

date by which corrective actions must be completed and putting the Grantee on notice that more serious actions will be taken if the default is not corrected or is repeated;

- (3) direct the Grantee to suspend, discontinue, or not incur costs for the affected activity;
- (4) require the Grantee to reimburse DHCD for costs inappropriately charged to the program;
- (5) other appropriate action including , but not limited to, any remedial action legally available, such as affirmative litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions and any other available remedies.

No delay or omissions by DHCD in exercising any right or remedy available to it under the Agreement shall impair any such right to remedy or constitute a waiver or acquiescence in any Grantee default.

O. Conflict of Interest

Grantees shall ensure that the provision of any type or amount of assistance may not be conditional on an individual's or family's acceptance or occupancy of housing owned by the grantee, the sub-grantee, a parent organization, or subsidiary. Grantees/sub-grantees, parent organizations, or subsidiaries may not administer rapid re-housing assistance and use the assistance for households residing in units owned by the grantee/sub-grantee, parent organization, or subsidiary.

Individuals (employees, agents, consultants, officers, or elected or appointed officials of the grantee or sub-grantee) may not both participate in decision-making related to determining eligibility and receive any financial benefit. This financial benefit may not be received by the specific individual, any member of his/her immediate family or a business interest. The restriction applies throughout tenure in the position and for a one-year period following tenure.

P. Religious Influence

The Grantee may not engage in inherently religious activities such as worship, religious instruction, or proselytization as part of the programs or services funded under this grant agreement. If an organization conducts these activities they must be offered separately, in time or location, from the programs or services funded under this grant agreement and participation must be voluntary for program participants.

IV. Additional Assurances

- A. Grantee will give the Virginia Department of Housing and Community Development, the Comptroller, HUD and any other authorized state representatives access to and the right to examine all records, books, papers, or documents related to the Grant.
- B. In accordance with federal law, grantee will provide that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin, in any phases of employment or in any phase of service delivery.

V. Additional Certifications:

The Grantee certifies that it will comply with the following:

The Agreement is hereby executed by the parties on the date set forth below their respective signatures as follows:

Virginia Department of Housing and Community Development

Sandra Powell, Senior Deputy Director

Date

James City County

Signature

SCOTT A. STEVENS

Name (printed or typed)

COUNTY ADMINISTRATOR

Title

4-17-2025

Date

APPROVED AS TO FORM

COUNTY ATTORNEY

Appendix A – Grant Summary

<u>Grant No.</u>	<u>Grant Term</u>	<u>Performance Period</u>	<u>Total Award</u>
<u>25-HTF-020</u>	12 Months	<u>01/01/2025–</u> <u>12/31/2025</u>	<u>Amount \$66,185</u>

A. Rapid Re-housing

- i. Rent assistance – \$45,000
- ii. Rent arrears -
- iii. Housing stabilization financial assistance
- \$19,200
- iv. Housing stabilization case management –
- v. Housing search and placement –
- vi. Housing stabilization services -
- vii. Service location costs -

B. HMIS

- i. HMIS -

C. Administration

- i. Administration - \$1,985

Proposed Benefit (households): 10



**Virginia Homeless and Special Needs Housing
Funding Guidelines
2024 - 2026**



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Virginia Department of Housing and Community Development

The Virginia Department of Housing and Community Development (DHCD) partners with state, federal, local and nonprofit housing and community and economic development initiatives. DHCD programs strive to maintain the vibrancy of communities throughout the Commonwealth and include providing universal broadband access, investing in economic development initiatives, promulgating the statewide building and fire regulations, preserving the affordability and efficiency of Virginia's homes and buildings, addressing homelessness, reducing eviction rates across the state and fostering innovative solutions to create affordable housing.

Homeless and Special Needs Housing Grant Programs

The Virginia Department of Housing and Community Development (DHCD) partners with state, federal, local and nonprofit entities to implement housing and community and economic development initiatives. DHCD programs strive to maintain the vibrancy of communities throughout the Commonwealth and include providing decent, safe and affordable housing and universal broadband access, investing in economic development initiatives, promulgating the statewide building and fire regulations, addressing homelessness, and reducing eviction rates across the state.

HSNH administers three grant programs:

Virginia Homeless Solutions Program

[Virginia Homeless Solutions Program](#) (VHSP) funding supports the development and implementation of localized emergency crisis response systems, to ensure homelessness is rare, brief, and one-time through coordinated community-based activities. Through a housing-focused approach, the goals of VHSP are to assist households experiencing homelessness to quickly regain stability in permanent housing and to prevent households from becoming homeless. These activities are designed to reduce the overall length of homelessness in the community, the number of households becoming homeless, and the overall rate of formerly homeless households returning to homelessness.

Housing Opportunities for Persons With AIDS

The [Housing Opportunities for Persons With AIDS](#) (HOPWA) program is U.S. Department of Housing and Urban Development (HUD) funding dedicated to the housing needs of people living with HIV/AIDS. DHCD administers the program by granting funds to nonprofits and local governments to provide housing and services that benefit low-income persons living with HIV/AIDS and their families.

Virginia Housing Trust Fund

The goal of the [Virginia Housing Trust Fund Homeless Reduction Grant](#) (HTF-HRG) is to reduce homelessness in the Commonwealth of Virginia. DHCD will support Continuum of Care (CoC)/balance of state local planning group (LPG) strategies and homeless service projects that are a part of an effective emergency crisis response system in communities to ensure that homelessness is rare, brief, and one-time.

* FY 2024 HSNH Administered Funding		
VHSP	HOPWA	HTF Homeless Reduction Grant
\$16,098,561	\$1,610,297	\$14,000,000

** Actual funding levels have not been determined at the writing of this document and could vary significantly from estimated amounts.*

Homeless and Special Needs Housing Grantee Requirements

Grantees must comply with program guidelines and applicable state and federal policies and procedures, including compliance with non-discrimination laws. In addition to the grantee requirements below, grantees must adhere to the requirements for the specific funding streams.

Organizations funded by HSNH grant programs (direct grantees and sub-contractors) may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under HSNH. If an organization conducts these activities, then they must be offered separately, in time or location, from the programs or services funded under HSNH and participation must be voluntary for project participants.

Grantees must have established standard accounting practices including internal controls, fiscal accounting procedures, and cost allocation plans as well as track agency and program budgets by revenue sources and expenses.

Grantees with outstanding audit findings, IRS findings, DHCD monitoring findings, or other compliance issues are not eligible to receive funding. Grantees will not be eligible to receive allocations if any of these conditions occur within the grant period. DHCD will work with all interested parties where appropriate, to resolve findings and compliance issues.

Proposed grantees without DHCD HSNH funding agreements within the last two years will be subject to an organizational assessment prior to the execution of any DHCD HSNH funding agreement. DHCD reserves the right to require and conduct organizational assessment of any proposed or current grantee prior to the execution of any HSNH agreement. An assessment includes a review of organization finances, accounting standards, internal controls, grievance policies, record keeping policies, confidentiality practices, conflict of interest policies, and fair housing practices.

All grantees, sub-grantees, CHDOs, sub-recipients, localities, developers, or any other organizations that receive funding during a program year and/or have projects in progress are required to submit financial statements to DHCD. Required statements are as followed: Financial Statement(s)**, Reviewed Financial Statement(s) prepared by an Independent Certified Public Accountant (CPA), Financial Statement(s) that have been audited by an Independent CPA or an audit required by the Code of Federal Regulations (CFR), (2 CFR 200 Subpart F), audited by an independent CPA. Please see the table below to determine which documents your organization is required to submit.

The threshold requirements outlined below are the minimal standards required by DHCD. We strongly encourage all organizations receiving funds from DHCD to undertake the highest level of financial management review to ensure practices and procedures are fully examined and evaluated.

Threshold Requirement	Document
Total annual expenditures <\$100,000 (Regardless of source)	Financial Statement(s) prepared by organization**
Total annual expenditure between \$100,001 and \$300,000 (Regardless of source)	Reviewed Financial Statement(s) prepared by an Independent Certified Public Accountant (CPA)
Total annual expenditures > \$300,000 (Regardless of source)	Financial Statement(s) that have been audited by an Independent CPA
Federal expenditures >\$750,000	2 CFR 200 Subpart F Audit – Audited by an Independent CPA

** Does not require preparation by a CPA

Required financial statements must be submitted yearly, within nine (9) months after the end of your fiscal year or 30 (thirty) days after it has been accepted (reviewed financial statement(s), audited financial statements, and 2 CFR 200 Subpart F audit only) - whichever comes first.

The full DHCD Audit Policy, including an explanation of the specific document requirements, can be found online at: <https://www.dhcd.virginia.gov/sites/default/files/Docx/audit-policy/dhcd-audit-policy.pdf>

Eligible grantees are the organizations that DHCD contracts with for the provision of eligible activities. These organizations are identified during the grant application process and are designated as the:

- Service Provider(s)
- Service Coordinator, and/or
- Fiscal Agent

Service Provider

These are the individual organizations identified in the HSNH application to provide the eligible activities. This would also include a Homeless Management Information System (HMIS) administrator, if applicable.

Service Coordinator

One or more service providers may collaborate to provide specific services. In this case, DHCD will consider contracting with the service coordinator. The service coordinator is a service provider in the collaboration. The application must clearly explain how the service providers will work together. Written agreements are required between services providers involved in the coordinated effort. Copies of the related written agreements or Memoranda of Understanding (MOUs) must be submitted as an attachment with the application. The service coordinator (grantee) assumes full responsibility for meeting all HMIS, reporting, record keeping, spending, and other program requirements. These responsibilities include monitoring each service provider included in the coordinated effort for program compliance. This role is limited to organizations with demonstrated capacity.

Fiscal Agent

DHCD will consider contracting with organizations as fiscal agents. In this case, the organization does not directly provide any services covered by the DHCD contract. However, all remittances, documentation requirements, and other program responsibilities must be maintained by the fiscal agent. The fiscal agent assumes full responsibility for meeting all HMIS reporting, record keeping, spending, and other program requirements. These responsibilities include monitoring each service provider providing any services or activities funded through the application process. This role is limited to organizations with demonstrated capacity.

Continuum of Care (CoC)/Local Planning Group (LPG) Point-in-Time Count Date Coordination
Each CoC and LPG must conduct the annual point-in-time (PIT) count on the date designated by the state.

Participation in CoC/LPG

CoC/LPG participation in accordance with the community's bylaws and standards is required.

Non-Discrimination in Housing and Community Development Programs

Federal laws prohibit discrimination in housing and community development programs and activities because of race, color, religion, sex (including gender, gender identity, sexual orientation, and sexual harassment), national origin, familial status, and disability. These obligations extend to recipients of HUD financial assistance, including sub-recipients, as well as

the operations of state and local governments and their agencies, and certain private organizations operating housing and community development services, programs, or activities.

Equal Access and Prohibited Inquiries

All activities must be made available without regard to actual or perceived sexual orientation, gender identity, or marital status. Grantees are prohibited from inquiring about an applicant's or participant's sexual orientation or gender identity for the purpose of determining eligibility or otherwise making housing available. This does not prohibit an individual from voluntarily self-identifying sexual orientation or gender identity.

Service providers that make decisions about eligibility for or placement into single-sex emergency shelters or other facilities will place a potential project participant (or current project participant seeking a new assignment) in a shelter or facility that corresponds to the gender with which the person identifies, taking health and safety concerns into consideration. A project participant's or potential project participant's own views with respect to personal health and safety should be given serious consideration in making the placement. For instance, if the potential project participant requests to be placed based on his or her sex assigned at birth, the provider should place the individual in accordance with that request, consistent with health, safety, and privacy concerns. Providers must not make an assignment or reassignment based on complaints of another person when the sole stated basis of the complaint is a project participant or potential project participant's non-conformance with gender stereotypes.

While an emergency shelter or housing project may limit assistance to households with children, it may not limit assistance to only women with children. Such a shelter or housing project must also serve the following family types, should they present, in order to be in compliance with the Equal Access rule: Single male head of household with minor child(ren); and any household made up of two or more adults, regardless of sexual orientation, marital status, or gender identity, presenting with minor child(ren).

Further, grantees must not discriminate against a group of people presenting as a family based on the composition of the family (e.g., adults and children or just adults), the age of any member's family, the disability status of any members of the family, marital status, actual or perceived sexual orientation, or gender identity.

Under the Equal Access Rule, "family" includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, any group of persons presenting for assistance together with or without children and irrespective of age, relationship, or whether or not a member of the household has a disability. A child who is temporarily away from the home because of placement in foster care is considered a member of the family.

Grantees must assess and serve individuals and households as they present. Any group of people that present together for assistance and identify themselves as a family, regardless of age, relationship, or other factors, are considered to be a family and must be served as such.

Discharge Coordination

Persons who are being imminently discharged into homelessness from publicly funded institutions are eligible to receive financial assistance or services through this funding as long as they meet the project participant eligibility requirements. Grantees and CoCs/LPGs must coordinate with these institutions to prevent, where possible, individuals from becoming homeless. Referrals must be made where appropriate to the following:

- Veterans Administration (VA)
- Department of Social Services
- Community Services Boards (CSBs)

- Other mainstream resources as needed

Compliance with Fair Housing and Civil Rights Laws

(1) Grantees must comply with all applicable state and federal fair housing and civil rights requirements (see 24 CFR 5.105(a)). This includes the Virginia Values Act (effective July 1, 2020) which expands the list of protected classes under the Virginia Fair Housing Act. As expanded, the Virginia Fair Housing Act prohibits discrimination based on race, color, religion, national origin, sex, elderliness (age 55 and older), familial status, source of funds, sexual orientation, gender identity, military status, or disability (collectively the “Protected Classes”). (2) If the grantee: (a) Has been charged with an ongoing systemic violation of the Fair Housing Act; or (b) Is a defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging an ongoing pattern or practice of discrimination; or (c) Has received a letter of findings identifying ongoing systemic noncompliance under Title VI of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, or section 109 of the Housing and Community Development Act of 1974, and the charge, lawsuit, or letter of findings referenced in subparagraphs (a), (b), or (c) above has not been resolved before the application deadline, then the grantee is ineligible to apply for funds.

Compliance with Virginia Residential Landlord and Tenant Act

All HSNH-funded project activities must adhere to the [Virginia Residential Landlord and Tenant Act](#) (VRLTA) as applicable.

Americans with Disabilities Act Compliance

All grantees shall adhere to Title II and III of the Americans with Disabilities Act (ADA). Title II prohibits discrimination in the form of excluding an otherwise qualified person with a disability (i.e. a person who would qualify for the program or activity but for their disability) from participating in programs or activities is prohibited. All are required to make reasonable accommodations in policies and practices and to make reasonable modifications in physical structures to ensure equal access to the programs. Title III prohibits discrimination on the basis of disability in the activities of places of public accommodations which include shelters, social service establishments, and other public accommodations providing housing and requires newly constructed or altered places of public accommodation—as well as commercial facilities (privately owned, nonresidential facilities such as factories, warehouses, or office buildings)—to comply with the ADA Standards.

Confidentiality Policy

All grantees shall ensure the confidentiality of the name of any individual assisted and any other information regarding individuals receiving assistance.

The grantee’s confidentiality policy should, at a minimum, address:

- How staff will gather, record, and store confidential information;
- The consent process for the release of confidential information;
- Protocols for responding to breaches of confidentiality;
- Standards contained in relevant state and federal laws, including HIPAA compliance (if applicable) and HIV confidentiality statutes; and,
- Privacy standards related to data collection and use of participant information for program reporting, such as HMIS.

Grievance and Termination Policy

Any individual receiving assistance must receive written notification of the grantee’s grievance policy. Grievance policies must be board-approved and provide specific procedures to be followed for any disputed decision affecting this assistance. Project participants contacting DHCD directly will be referred back to the grantee’s grievance policy. The grantee must be

prepared to provide documentation of the grievance record for all project participant grievances. DHCD will review and approve all grievance policies.

Grantees may terminate assistance to a project participant who violates program requirements and resume assistance to a project participant whose assistance was previously terminated. Termination must include a formal process that recognizes the rights of individuals receiving assistance to the due process of law. This process must include at least two-levels. The initial level of the process should be held by the grantee organization wherein the grievance is reviewed or heard by an individual other than the person (or subordinate of that person) who made or approved the termination decision. Should the client or household disagree with the decision made by the initial reviewer, a second level must be available for an appeal at the CoC/LPG level. This two-level process, at a minimum, must consist of: (1) Written notice to the project participant containing a clear statement of the reasons for termination; (2) Prompt written notice of the final decision to the project participant; and (3) Written policy for continuing assistance to surviving family members, in the event of a death of a head of household, that establishes a reasonable grace period of continued assistance to surviving family members, not to exceed one year, measured from the date of death of the participant.

Recordkeeping

Grantees must keep any records and make any reports (including those pertaining to services received, project participant housing status, race, ethnicity, gender, and disability status data) that DHCD requires within the specified timeframe. All contractual and project participant records must be maintained for at a minimum of five years. Records include both program records such as the documentation or match requirement, financial records such as bank statements, and project participant records. Copies of cancelled checks/bank statements or expenses associated with the project participant must also be retained. Grantees are required to maintain a record of all project participants that are screened and classified as ineligible for a service provided within the Continuum of Care. This must include documentation of the reason for the determination of ineligibility. For more information about documentation requirements see [Accounting Standards](#).

Data Reporting Requirements

Reports must be submitted in CAMS as required by DHCD. Reports will also be required at the CoC and LPG level. Timeliness is critical, as this data will be aggregated for other reporting purposes. Grantees that fail to meet reporting requirements and deadlines are considered non-compliant which may affect future grant reimbursements and other DHCD funding opportunities.

Grantees must ensure that data is complete and accurate. Each grantee is expected to enter all project participant data into the HMIS system, complete periodic data quality checks, and work with the local HMIS administrator to ensure that complete quality data is submitted to DHCD by the specific due dates. Grantees primarily serving survivors of domestic violence and sexual assault must meet these requirements using a comparable database.

Grantees must be able to track and report program activities, project participant data, and spending separately from other activities. Grantees will report on outputs, such as the number of persons served and the demographic characteristics of persons served, program funds expended by activity type, as well as outcomes related to housing stability. Most reporting elements will be generated from HMIS data. Adherence to required HMIS data standards will be essential to performance reporting.

HMIS

HMIS is an electronic data collection system that facilitates the collection of information on persons who are homeless or at risk of becoming homeless that is managed and operated

locally. Grantees must certify that there is full utilization with the HMIS in their area. However, different areas within the state may use different systems and/or system administrators. The grantee or any prospective grantee should work with their CoC/LPG to coordinate HMIS access and technical assistance. The grantee assumes full responsibility for all reporting to DHCD.

Grantees are required to report project participant-level data, such as the number of persons served and their demographic information, in a HMIS database. Grantees providing financial assistance and services will use the HMIS system in the applicable Continuum of Care to collect data and report on outputs and outcomes as required. The required data elements that will be collected in HMIS are included in the [2024 HMIS Data Standards](#).

HMIS systems may be open or closed. Closed systems prevent other providers within a local HMIS system from sharing project participant data. Open systems allow for coordination among service providers and facilitate a coordinated or centralized assessment process. While an open system may not yet be available in a specific CoC/LPG, grantees must participate in an open system as one becomes available for local use.

Domestic violence service providers and HOPWA providers not using HMIS must use a comparable system that meets all HMIS data standards and reporting requirements.

Learn more about [HMIS requirements](#).

Unique Entity ID (UEI)

All grantees are required to register with a UEI in the System for Award Management (SAM).

System for Award Management (SAM)

The System for Award Management (SAM) combines federal procurement systems and the Catalog of Federal Domestic Assistance into one system to include the CCR. As with CCR, SAM collects, validates, stores, and disseminates data. Since 2003, indirect recipients of federal funds have been required to register with CCR and as of 2012, CCR merged with SAM. All grantees and sub grantees or subcontractors receiving federal grant awards or contract must be registered with SAM. For further information on registering and renewing annual registrations, go to <https://www.sam.gov>.

Method of Payment

Funds are disbursed on a reimbursement based on payment dates. All grantees must be registered in CAMS and have approved audits in order to receive reimbursement. Remittances are submitted in CAMS; however, any grantee with unresolved findings or compliance issues may have reimbursement suspended.

DHCD requires that grantees receive funds via electronic transfer. Instructions on establishing an account with the Virginia Department of Accounts (DOA) is located on their website through the selection of Electronic Data Interchange (EDI) from the link on the right hand side of the DOA main webpage. The EDI guide can then be accessed through a link under the Trading Partner Information section.

Financial Management

Grantees must ensure compliance with regulations and requirements pertaining to the following key areas of financial management:

- Allowable costs
- Source documentation
- Internal controls
- Budget controls

- Cash management
- Cost allocation plans
- Accounting records
- Procurement
- Property asset controls
- Audits

Grantees must only use funds for eligible activities and in accordance with the DHCD-approved program budget. Any changes from the planned expenditures must be approved in advance by DHCD. Funds may not be used for activities other than those authorized in the guidelines and approved by DHCD. Reimbursements are based on the date the payment is made by the grantee. All expenditures must be in accordance with program conditions such as funding ceilings and other limitations on eligible costs.

Internal controls refer to the combination of policies, procedures, defined responsibilities, personnel, and records that allow an organization to maintain adequate oversight and control of its finances. Internal controls reflect the overall financial management system of an organization or agency. Budget controls, cash management, cost allocation plans, accounting records, procurement, and property controls are subsets of the overall financial system.

The specific administrative requirements (i.e., financial management standards) for grants to state and local government entities are contained in 24 CFR Part 200 and CAPP Manual. Grantees will be monitored for compliance with the program requirements and documentation.

A financial compliance monitoring may include the following:

- An organizational chart showing titles and lines of authority for all individuals involved in approving or recording financial (and other) transactions
- Written position descriptions that describe the responsibilities of all key employees
- A written policy manual specifying approval authority for financial transactions and guidelines for controlling expenditures
- Written procedures for the recording of transactions, as well as an accounting manual and a chart of accounts
- Adequate separation of duties to ensure that no one individual has authority over an entire financial transaction
- Hiring policies to ensure that staff qualifications are equal to job responsibilities and that individuals hired are competent to do the job
- Access to accounting records, assets, blank forms, and confidential records is adequately controlled, such that only authorized persons can access them
- Procedures for regular reconciliation of its financial records, comparing its records with actual assets and liabilities of the organization
- Accounting records/source documentation
- Cash management procedures
- Cost allocation plans
- Procurement procedures
- Property controls
- Annual Audit

In order to ensure DHCD monitoring processes are compliance with Violence Against Women Act (VAWA), domestic violence service providers must adopt a formal check request policy to ensure appropriate use of grant funds. The grantee must use a Check Request form as the primary method of requesting checks or cash in connection with an authorized expense incurred on behalf of grant-funded programs or project participant expenses. Check requests describe the expense, list the amount of the expense, and should follow the following steps:

1. Use a standardized Check Request form to include a description of the expense, the title of the corresponding eligible grant activity, the amount of the expense, and the payee.
2. Get requisite approval from supervisor.
3. Attach receipts and/or invoices. Make sure the amount requested matches the amount to be spent or reimbursed.
4. Submit to appropriate finance personnel who will verify information provided, review back-up documentation, file documentation, and prepare check(s). Once filed, the Check Request forms and attached receipts and/or invoices must have any project participant-level personally identifying information redacted.

All check requests must have at least two signatures: the requestor and the authorizer. The authorizing signature must be a director or manager that has budgetary oversight for the program incurring the expense. All significant (over \$5,000), unusual, and nonrecurring transactions must be reported to the CEO.

Time Sheets

Employee time sheets must reflect actual hours (not percentages) worked based on the cost allocation plan. Time sheets must be signed and dated by the employee and the supervisor with first-hand knowledge of the work performed or equivalent electronic approval. If the expenditures are paid for by more than one source (e.g., federal, public, private) the split costs should be accurately tracked within the grantee's accounting system.

Hazard Pay

Grantees with staff who are working in frontline or essential services positions may elect to adopt a Hazard Pay policy. This policy must be formally adopted and written into the organization's employee policies manual. During an emergency crisis, the adoption of a Hazard Pay policy would allow grantees to increase pay for frontline or essential services staff for continuing their work during the crisis. If the grantee chooses to adopt a hazard pay policy, it should be reflected on employee time sheets to support the increase in payments.

Accounting Standards

In addition to establishing a system of accounting sufficient to accurately record and report transactions, adequate source documentation must be maintained as support for these transactions. Source documentation includes but is not limited to the following:

- Purchase Requisitions
- Purchase Orders
- Contracts
- Contract Invoices
- Bank Statements
- Cancelled Checks
- Draw downs
- Payment Vouchers
- Employee Time Sheets
- Travel Advance Requests
- Travel Reimbursement Vouchers
- Vendor Invoices
- Journal Voucher Entries
- Cash Receipts

All source documents must be coded by a reference number so that a clear link exists between the fiscal records and these documents. Coding could include the check number used to make the payment, the journal entry in which transaction was recorded or the page number from the

cash receipt journal. Purchase order numbers and payment voucher numbers may also be used to provide the necessary audit link.

Supporting documents can be copies or originals, but must be sufficient in detail to support the transaction and to justify it as an allowable grant expense.

The grantee must keep copies of the source documents, and be made available for HUD and/or DHCD review upon request for a minimum of five (5) years.

The grantee must maintain proof of cancellation (e.g. copy of check's backside, bank statement, or photocopy of check's cancellation) for all payments. While these are not required in the project participant files, they must be readily available for monitoring purposes.

Internal Controls

The grantee must have appropriate internal controls in place to:

- Safeguard assets;
- Prevent waste, fraud, and mismanagement;
- Promote efficiency of operations; and
- Whistleblower protections.

Effective internal controls to the extent possible must include the following procedures:

- Segregation of duties among employees to prevent one person from having complete control over all phases of any transaction
- Workflow procedures for processing all transactions from one employee to another. This must provide for a cross check of work, but not a duplication of effort
- Rotation of duties among employees to allow for control over any one given phase and ensure that other employees can fill in when a position becomes vacant
- The procedures used should be clearly detailed and documented for all individuals to follow and as an aid in training new employees
- All assets, records, and checks must be properly protected using locks, safes, and other measures to ensure security

Monitoring

DHCD is responsible for monitoring all program activities carried out by a grantee to ensure that the program requirements are met. Monitoring can include both programmatic and financial reviews. DHCD and HUD may monitor any funded project, as applicable. Grantees must make available organizational and project related records to both DHCD and HUD with notice.

Grantees are responsible for all programmatic and contractual terms. The grantee is responsible for ensuring that these terms and requirements are met regardless of partnership arrangements or MOUs with other organizations.

Results from the monitoring of grantees will be shared with the grantee's board of directors and CoC/LPG lead agency.

Conflicts of Interest

Grantees and partners must have conflict of interest policies that clearly prohibit personal gain or benefit and meet other program requirements.

Organizational Conflicts of Interest

The provision of any type or amount of assistance may not be conditional on a household's acceptance or occupancy of housing owned by the grantee, sub-grantee, parent organization, or subsidiary. An organization may not both participate in decision-making related to

determining eligibility and receive any financial benefit. For example, a grantee, sub-grantee, parent organization, or subsidiary may not both administer rapid re-housing or prevention assistance and use the assistance for households residing in units owned by the entity.

A CoC/LPG may request a waiver for an organization to both administer rapid re-housing assistance and place households in units owned by the same organization, a parent organization, or subsidiary where critical local necessity can be demonstrated and where project participant evaluations will be provided by another unrelated organization. Waiver requests must be submitted in writing to DHCD prior to the provision of rapid re-housing assistance specific to the requested waiver. Waivers will not be granted for prevention administrators.

Individual Conflicts of Interest

Individual conflicts of interest apply to any person who is an employee, agent, consultant, officer, or elected or appointed official of the grantee or its sub-grantee. For the procurement of goods and services, the grantee and/or its sub-grantee must comply with the agency code of conduct and conflict of interest policies.

Individuals (employees, agents, consultants, officers, or elected or appointed officials of the grantee or sub-grantee) may not both participate in decision-making related to determining eligibility and receive any financial benefit. This financial benefit may not be received by the specific individual, any member of his/her immediate family or a business interest. The restriction applies throughout tenure in the position and for a one-year period following tenure.

Upon written request of the grantee, DHCD may grant an exception to the restrictions in the paragraph above on a case-by-case basis when it determines that the exception will serve to further the goals of the program and promote the efficient use of program funds. In requesting an exception, the grantee must provide a disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made. In most cases, additional HUD waivers are required.

Property Standards

DHCD provides the Basic Habitability Checklist that must be completed, signed by all required parties, and included in all project participant records for rapid re-housing and prevention (new units only) assistance. The checklist must also be completed for each emergency shelter location and retained in agency administrative records. While the habitability standards do not require a certified inspector, the inspector must meet one of the following criteria:

- Program staff (grantee/sub-grantee staff); or
- Staff from or hired by an agency of the grantee/sub-grantee, such as a city department that is designated to conduct inspections, or a contractor hired for that task; or
- Staff from another subsidy program that is providing assistance and requires an inspection (e.g., Section 8, Public Housing).

The habitability standards are different from HUD's Housing Quality Standards (HQS). Housing that is occupied by families with children and that was constructed before 1978 must also comply with Lead Based Paint inspection requirements, per the Lead Based Paint Poisoning Prevention Act. This requirement applies only to units that a family moves into with assistance. This does not apply to units currently occupied by project participants.

HOPWA HQS differs from the standards of the Basic Habitability Checklist. See [HOPWA HQS](#).

DHCD provides a Lead-Based Paint Visual Assessment form that must be completed and included in project participant records. Staff must complete an online training course before performing visual assessments.

The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.), as amended by the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 et seq.) and implementing regulations at 24 CFR part 35, subparts A, B, M, and R shall apply to housing occupied by families receiving assistance through HOPWA.

HUD's lead-based paint rules apply to all housing units that a family with children moves into with assistance. Specifically, lead-based paint rules apply when:

1. Housing to be assisted was constructed before 1978; and
2. Residents will include a pregnant woman or a child 6 years of age or younger. Note: Studio units are exempt.

All housing meeting the above criteria must receive a lead-based paint visual assessment before assistance may be provided. Staff must complete an [online training course](#) before performing visual assessments and retain the certification on file.

Nondiscrimination and Equal Opportunity Requirements

Grantees must comply with all applicable fair housing and civil rights requirements. In addition, grantees must make known that rental assistance and services are available to all on a nondiscriminatory basis and ensure that all citizens have equal access to information about and equal access to the financial assistance and services provided under this program. A statement of such must be included in the Project Participant Agreement, signed by the project participant, and maintained in the project participant file.

Among other things, this means that each grantee must take reasonable steps to ensure meaningful access to programs to persons with limited English proficiency (LEP), pursuant to Title VI of the Civil Rights Act of 1964. This may include providing language assistance or ensuring that program information is available in the appropriate languages for the geographic area served by the CoC/LPG and that LEP persons have meaningful access to this assistance.

Affirmatively Furthering Fair Housing

Grantees have a duty to affirmatively further fair housing opportunities for classes protected under the Fair Housing Act. Protected classes include race, color, national origin, religion, sex, disability, and familial status. In addition, Virginia's Fair Housing Law further protects "elderliness," individuals age 55 or older, from housing discrimination and the Virginia Values Act extends existing state non-discrimination protections for housing on the basis of sexual orientation and gender identity. Examples of affirmatively furthering fair housing include: (1) marketing the program to all eligible persons, including persons with disabilities and persons with limited English proficiency; (2) making buildings and communications that facilitate applications and service delivery accessible to persons with disabilities (see, for example, HUD's rule on effective communications at 24 CFR 8.6); (3) providing fair housing counseling services or referrals to fair housing agencies; (4) informing participants of how to file a housing discrimination complaint, including providing the toll-free number for the Housing Discrimination Hotline: 1-800-669-9777; and (5) recruiting landlords and service providers in areas to which housing choice is expanded. In addition, housing discrimination complaints may be reported to the Virginia Fair Housing Office at the Department of Professional and Occupational Regulation at (888) 551-3247.

HSNH Ineligible and Prohibited Activities

Ineligible and prohibited activities include but are not limited to the following:

- Grantee past due taxes
- Grantee late fees
- Repayment of loans from the project participant to the grantee
- Return of utility or security deposits to the grantee not tracked as program income

- Construction or rehabilitation
- Project participant credit card bills or other debt
- Vehicle repair
- Medical or dental care and medicines (not applicable to HOPWA)
- Expenses related to drug and alcohol testing
- Clothing and grooming
- Home furnishings
- Pet care
- Renter's insurance
- Payment of third-party security deposits such as surety bonds
- Entertainment activities
- Project participant work or education related materials
- Cash assistance to project participants, including gift cards and gas cards
- Expenses to develop discharge planning programs from institutional settings
- Any payments made to project participants
- Any payments to ineligible third parties
- Any fees charged to the project applicant or participant
- Employee bonuses

Emergency Crisis Response System

How A Crisis Response System Can End Homelessness

An effective crisis response system is able to identify and quickly connect people who are experiencing or are at risk of experiencing homelessness to housing assistance and other services. It works because it aligns a community, its programs, and services around one common goal – to make homelessness rare, brief, and nonrecurring.

What Is a Crisis Response System?

The goals of an effective crisis response system are to identify those experiencing homelessness, prevent homelessness when possible, connect people with housing quickly, and provide services when needed. An effective crisis response system achieves those goals through the following:

Outreach: Outreach workers connect people at risk of or experiencing homelessness to coordinated entry, emergency services, and shelter. They work with other programs in the system to connect people to stable, permanent housing.

Coordinated entry: Coordinated entry is a process designed to quickly identify, assess, refer, and connect people in crisis to housing assistance and services.

Prevention: Prevention is an important component of a community's crisis response system and can help it reduce the size of its homeless population. Prevention assistance can aid households in preserving their current housing situation or prevent homelessness for people who are currently housed, but seeking shelter. This assistance helps them identify immediate alternate housing arrangements and, if necessary, connect them with services.

Emergency shelters and interim housing: People experiencing a housing crisis or fleeing an unsafe situation need to find a place to stay, quickly. Emergency shelter and interim housing can fill this role in a crisis response system. These interventions should be low-barrier and align their goals and program activities with the larger system's goals.

Permanent housing: A crisis response system must have the capacity to connect people experiencing homelessness with permanent housing programs, such as rapid re-housing and permanent supportive housing, and other stable housing options.

Role of the CoC/LPG

The role of the CoC/LPG is to promote a communitywide goal of ending homelessness, provide funding for efforts to rehouse those who are homeless, promote access to mainstream programs, and optimize housing stabilization.

Each CoC/LPG must have a lead entity accountable for these goals and the responsibility to ensure effective communication to all stakeholders involved in the CoC/LPG's emergency crisis response system.

Responsibilities

The responsibilities of the CoC/LPG include governance and structure, system coordination and planning, designating and operating the HMIS, and designing a coordinated entry system.

Governance and structure

Each CoC/LPG is to have a board that represents the CoC/LPG and includes at least one homeless or formally homeless person. The responsibilities of the board depend on the authority delegated to the board by the CoC/LPG and must be documented in the CoC/LPG's governance charter. Other committees should be identified in the charter to carry out the responsibilities of the CoC/LPG.

System coordination and planning

At a minimum, the system should include coordinated outreach and engagement, entry and assessment, shelter, permanent housing, supportive services, and homeless prevention strategies. Written system standards must be established to guide the implementation of all homeless assistance services.

Planning efforts must ensure a coordinated and "right sized" system by conducting a point-in-time count, annual gaps analysis, participation in consolidated plan development, and consultation with Emergency Solutions Grant (ESG) recipients. In addition, the CoC/LPG must establish and monitor performance measures and take action against poor performers.

Designating and operating HMIS

Each CoC/LPG must designate a HMIS lead to carry out the day-to-day operations of the CoC HMIS.

Coordinated entry

CoC/LPG must operate a coordinated entry system that provides an initial, comprehensive assessment of households who are homeless and best connect them to the housing and services they need to return to, and stabilize in, permanent housing.

Virginia Homeless Solutions Program

Virginia Homeless Solutions Program (VHSP) funds support the emergency crisis response system, a housing-focused approach to ensure homelessness is rare, brief, and one-time through coordinated community-based activities. The goals of VHSP are to assist households experiencing homelessness to quickly regain stability in permanent housing and to prevent households from becoming homeless. These activities are designed to reduce the overall length of homelessness in the community, the number of households becoming homeless, and the overall rate of formerly homeless households returning to homelessness.

Key Outputs and Performance Measures

Grantees and CoC/LPGs will be evaluated and monitored on how well they achieve key outputs, performance measures, and processes.

Grantees will be required to provide mid-year (July 1 - Dec. 31) and end of year reports (July 1 - June 30). Most reporting responses will be collected from the HUD Coordinated Entry APR or the HUD APR Department of Housing and Urban Development Annual Performance Reports (APRS) available in the Homeless Management Information System (HMIS) or a comparable database that is required to follow the HUD Data Standards. The specific data elements to be collected for the DHCD required reports may vary by project type. These reports will include (but are not limited to) items such as:

- Demographics
- Permanent Housing Placements
- Insurance
- Prior Living Situation

However, end of year reports may also include:

- Length of time receiving financial assistance (Targeted Prevention and RRH)
- Length of time receiving case management (Targeted Prevention and RRH)

Capacity and utilization (Emergency Shelter Operations) During agency and system monitoring, evaluations of the following processes will occur:

- Ensuring that all households at the entry point are assessed with a standardized assessment tool
- Entry point(s) are low-barrier and easily accessible
- Service providers refer appropriate households seeking shelter to the entry points
- Appropriate written policies and procedures are implemented (DHCD must review and approve these and all revisions)
- Individualized housing-focused case management is provided

VHSP Funding

DHCD administers the Commonwealth of Virginia's homeless services resources through VHSP. These resources include approximately \$15 million in state and federal annual funding.

*Funding Sources (approximate annual amounts)		
<i>Name</i>	<i>Source</i>	<i>Amount</i>
Emergency Solutions Grant	Federal – HUD	\$2,819,422
State General Funds – Homeless Assistance	Virginia	\$8,689,210 (\$1,078,000 set aside for RRH, \$100,000 of which is veteran-specific)
State General Funds – Homeless Prevention	Virginia	\$3,969,000

TOTAL	\$15,477,632
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** Actual funding levels have not been determined at the writing of this document and could vary significantly from estimated amounts.*

DHCD will support CoC/LPG strategies and homeless service programs that align with state and federal goals to ensure there is an effective emergency crisis response system to homelessness in communities throughout the commonwealth.

VHSP funding will be administered based on a two-year funding cycle. DHCD will issue one-year (July 1, 2024 - June 30, 2025) grants to grantees as a result of an application process. These grants will be renewable based on performance, compliance, and available funds for a second year of funding (July 1, 2025 – June 30, 2026).

Grant Award Funding

VHSP funds will be allocated through the community-based competitive application process.

The amount of funding received within any CoC/LPG is based on available funds and the application score that reflects the following:

- Local need;
- Alignment of the approach with state and federal goals;
- Alignment of proposed activities with state goals;
- Local coordination;
- Community and provider capacity;
- Data quality; and
- Performance outcomes.

While applications are community-based, grants are provided to specific organizations for eligible projects. There is a minimum contract request amount of \$25,000 per grantee; however, DHCD reserves the right to enter into contracts with grantees for less than \$25,000.

Match Requirement

VHSP funds require a 25 percent match based on the total amount of funds allocated to the CoC/LPG. This match requirement may be met at the community and/or grantee level. This allows communities to use programs or services funded by local and private resources as a match for this funding. The match must be used to meet the VHSP goals: to reduce the number of persons who become homeless, to shorten the length of time persons are homeless, and to reduce the number of persons that return to homelessness. Match must be received and expended within the grant year and may not be used to meet multiple match requirements.

Allowable sources of match are cash, the fair rental value of any donated material or space and any salary paid from local or private sources which have not otherwise been charged to VHSP. Match resources also may include in-kind donations and volunteer labor. The worth of in-kind donations and labor are based on the value at the time of the donation or service rendered.

To determine the volunteer hourly rate, consult Independent Sector's website <https://independentsector.org/resource/value-of-volunteer-time/>. The value of the volunteer rate presented is the average wage of non-management, non-agricultural workers. If a volunteer is providing a specialized skill, the [Bureau of Labor Statistics](#) has hourly wages by occupation that may be used to determine the value of a specialized skill.

Grantee Requirements

Grantees are funded as a result of a community based application process which identifies specific organizations that will carry out homeless service activities. DHCD contracts directly with these individual organizations or grantees. Grantees must be non-profits that are current on HSNH – VHSP 2024 – 2026

990 filings, housing authorities, planning district commissions or units of local government. Planning district commissions and housing authorities are not eligible to receive funding for shelter operations or rapid re-housing activities. However, units of local government may sub-grant rapid re-housing funding to housing authorities. See [Notice CPD-17-10 Sub-awarding Emergency Solutions Grants Program Funds to Public Housing Agencies and Local Redevelopment Authorities](#).

In addition to requirements set forth in the [Homeless and Special Needs Housing guidelines](#), each grantee must adhere to the following requirements including:

- Full participation in coordinated/centralized assessment system
- 100 percent of project participants assessed with community-based common assessment tool
- Coordination with other homeless services and homeless prevention providers
- Use of HMIS that meets HUD HMIS data standards (DV programs may use another data system, but must meet all HUD HMIS data standards and reporting requirements)
- Timely referral of eligible households for targeted prevention or rapid re-housing assistance through coordinated assessment/entry or coordination with providers
- Documentation of project participant homeless status and services provided
- Completion of a [housing barrier assessment](#) and [housing plan](#) that includes how permanent housing will be maintained once assistance is terminated
- Adherence to a primary focus on quick placement into permanent housing
- Adherence to a secondary focus on housing stability

Housing First

All programs must use a housing first approach focused on moving project participants into permanent housing as quickly as possible. Grantees must use housing stabilization support services and mainstream resources as needed to ensure housing stability. Grantees' program policies and procedures must reflect a Housing First approach.

Harm Reduction

All programs must emphasize a Harm Reduction approach. In accordance with Harm Reduction principles, programs must not require treatment or sobriety. Grantees must seek to work with project participants to reduce the negative consequences of the person's continued use of alcohol and/or drugs. Termination of assistance must not be based upon a person's continued use of alcohol and/or drugs or adherence to medical regimen. Efforts should include all possible approaches to assist the person to reduce or minimize the risk of these behaviors, while at the same time assisting them to move into, and stabilize in, permanent housing. Harm reduction is not intended to prevent the termination of a participant whose actions constitute a threat to the safety of other participants and staff. Grantees' program policies and procedures must reflect a Harm Reduction approach.

Trauma Informed Care

All programs must incorporate Trauma Informed Care policies and procedures into their program design and delivery of services. Trauma Informed Care is defined as: an organizational structure and treatment framework that involves understanding, recognizing, and responding to the effects of all types of trauma. Trauma Informed Care also emphasizes physical, psychological, and emotional safety for both project participants and providers, with the goal of rebuilding a sense of control and empowerment. Trauma Informed services take into account an understanding of trauma in all aspects of service delivery and place priority on the trauma survivor's safety and agency. Trauma Informed Services create a culture of nonviolence, learning, and collaboration. Grantees' program policies and procedures must reflect a Trauma Informed Care approach.

Case Management Best Practices

All programs must ensure staff providing case management and supportive services have the necessary skills and training to effectively serve project participants. All VHSP-funded case management and supportive services staff positions must have these skills and trainings listed within the job position description. These skills and training should include: Housing-Focused Case Management, Motivational Interviewing, Trauma-Informed Care, and Harm Reduction.

- *Housing-Focused Case Management* is a case management approach focused on housing stability and placement with an emphasis on the arrangement, coordination, monitoring, and delivery of services related to housing needs and improving housing stability. While showing empathy and respect, an effective case manager tailors their approach, methods of engagement, and services offered to meet the unique needs of each project participant household.
- *Motivational Interviewing* is a person-centered approach to working with project participants focused on evoking motivation for change and developing an actionable plan using self-identified goals.

Homeless Participation

Grantees must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policy-making entity of the recipient, to the extent that the entity considers and makes policies and decisions regarding any facilities, services, or other assistance. If the grantee is unable to meet the requirement, it must instead develop and implement a plan to consult with homeless or formerly homeless individuals in considering and making policies and decisions regarding any facilities, services, or other assistance that receive funding. To the maximum extent practicable, the grantee must involve homeless individuals and families in constructing, renovating, maintaining, and operating facilities. This involvement may include employment or volunteer services.

Prohibition Against Involuntary Family Separation

The family unit must be accepted and sheltered as they present. Further, the age of a child under age 18 must not be used as a basis for denying a family admission to an emergency shelter that uses VHSP funding or services and provides shelter to families with children under age 18. All VHSP-funded service providers that provide shelter to families must do so regardless of the age of the child.

Initial Screening

All households seeking homeless assistance must be initially screened through coordinated or centralized assessment/entry. This screening must be completed in a manner that allows for the identification of households for prevention services and immediate referral to the appropriate provider. Initial screenings take place when the household is seeking assistance. All households seeking services, regardless of eligibility or ineligibility for any specific program, must receive appropriate referrals. Records must be maintained for all households denied services. See [Recordkeeping](#) requirements.

Proof of Diversion

All households seeking homeless assistance must be engaged in diversion, a problem-solving conversation to address the household's current housing crisis. Diversion is not meant to turn households away from accessing necessary services; rather, it is a strengths-based practice that helps households identify safe housing options and solutions based on their available resources, not those of the homeless crisis response system. This should include a discussion of alternative resources available to the household, linkages to mainstream and natural supports, and light-touch assistance such as short-term and one-time financial assistance.

Evidence of diversion must be documented at intake using case notes and/or a grantee's or CoC/LPG's established diversion tool.

Strength-Based Housing Barriers Assessment and Housing Plan

Once the initial housing crisis is addressed, the project participant household must receive a housing barriers assessment. A housing plan must be developed based on the initial assessment for each project participant household. In all cases, housing barrier assessments and plans must be individualized to identify and address the unique household situation. All plans must be focused first on quickly obtaining permanent housing and second on obtaining and maintaining housing stability. Project participants must receive at least monthly housing-focused case management.

Environmental Reviews

Environmental reviews (ER) are required for rapid re-housing when rental assistance is provided. Based on guidance provided by HUD Headquarters, DHCD will complete one ER that will cover the majority of the VHSP RRH projects. A grantee will need to complete an ER only if the unit is part of a complex with more than five units and falls in the 100 Year Flood Plain or on a Coastal Barrier. To determine if the unit is located in either of these two locations use the following resources:

- John H. Chafee Coastal Barrier Resources System Virginia: <https://www.fws.gov/library/collections/official-coastal-barrier-resources-system-maps>
- Coastal Barrier Resources System Mapper: <http://www.fws.gov/cbra/Maps/Mapper.html>
- FEMA's National Flood Hazard Layer (mapping tool): <https://www.fema.gov/national-flood-hazard-layer-nfhl>

In addition, units in the following areas (*regardless of flood plain status but not coastal barrier status*) are not required to complete an additional ER:

Accomack	Hillsboro	Painter
Cheriton	Keller	Scottsburg
Clintwood	La Crosse	South Hill
Dendron	Melfa	The Plains
Galax	Montross	Troutdale
Gretna	Newsoms	

The environmental review is based on the building and surrounding geography, and not just the actual unit. Therefore, if a unit is located within a building or a complex the ER need only be conducted on the building or complex and not each unit. Environmental reviews are valid for five years, so if a unit, building, or complex has had a review within the last five years, an additional ER will not need to be conducted.

The environmental review form, *Environmental Review for Activity/Project that is Exempt or Categorically Excluded Not Subject to Section 58.5 (Pursuant to 24 CFR 58.34(a) and 58.35(b))*, must be completed for each unit/complex that falls in the flood plain or coastal barrier where rental assistance is provided. DHCD will provide a partially completed form to be used for VHSP rapid re-housing projects.

Eligible Service Areas

The VHSP funds are allocated to grantees within CoCs/LPGs within Virginia. Eligible service area requirements are intended to maximize the amount of available funds serving Virginia localities and are not intended to exclude services to any individuals or family based upon their last known address.

Eligible Activities

There are eight categories of eligible VHSP activities:

- Outreach
- Centralized or Coordinated Assessment/Entry System
- Targeted Prevention
- Emergency Shelter Operations
- Rapid Re-housing
- CoC/LPG Planning
- HMIS
- Administrative Costs

VHSP activities and associated costs are intentionally focused on the implementation of an emergency crisis response system. Whenever possible, households experiencing a housing crisis should be diverted from entering the homeless services system through problem-solving conversations, linkages to mainstream and natural supports, and light-touch financial assistance through flexible funding sources.

This assistance is to prevent households from homelessness when possible, provide emergency shelter as necessary, rapidly move project participants to permanent housing, and ensure housing stability. VHSP assistance is not intended to provide long-term support, nor will it be able to address all of the financial and supportive services needs of households. Rather, assistance should be focused on housing stabilization, linkages to community resources, and mainstream benefits, and helping project participants develop a plan for preventing future housing instability. CoCs/LPGs must ensure that there is a clear process for determining the type, level, and duration of assistance for each project participant.

Outreach

Outreach includes essential services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services.

Communities should share information across outreach teams and sites and engage with other systems, including law enforcement, hospitals and emergency departments, corrections, libraries, and job centers. These efforts should proactively seek all unsheltered people within the CoC/LPG geographic area, including people living in encampments or tent cities, and not be limited to serving only persons seeking assistance. All outreach should be person-centered and emphasize building rapport and trust as a means of helping people obtain housing with appropriate services.

Project Participant Eligibility

Unsheltered homeless includes individuals or families who lack a fixed, regular, and adequate nighttime residence, such as an individual or family with a primary nighttime residence that is a public or private place not meant for human habitation including but not limited to a car, park, abandoned building, bus or train station, airport, or camping ground.

Requirements

Outreach must be connected with the community's centralized or coordinated assessment/entry system.

Required Documentation:

- Documentation of literal homeless status
- Strength-based housing barrier assessment and housing plan
- Evidence of connection with the community's coordinated entry process

- Coordination with mainstream resources

Expenses

Eligible outreach costs include:

- Engagement and housing-focused case management
- Limited support services (requires DHCD pre-approval)
- Service location costs
- Other (requires DHCD pre-approval)

Engagement and housing-focused case management includes the costs of activities to locate, identify, and build relationships with unsheltered households experiencing homelessness and the cost of assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the project participant. Engagement and housing-focused case management costs include staff expenses related to:

- Connecting with centralized or coordinated assessment system;
- Actively connecting and providing information and referrals to programs targeted to people experiencing homelessness and mainstream social services and housing programs;
- Purchasing items necessary for the household experiencing unsheltered homelessness to access housing such as the cost to secure identification;
- Conducting and documenting an initial assessment of needs and eligibility;
- Providing crisis counseling;
- Addressing urgent physical needs such as the costs to purchase tangible items related to meeting the health and safety needs of an unsheltered household such as meals, toiletries, or blankets;
- Completing a strength-based housing barriers assessment and corresponding individualized housing and service plans;
- Assisting a project participant in overcoming immediate barriers to obtaining housing;
- Monitoring and evaluating project participant progress; and
- Oversight and supervision of engagement and housing-focused case management staff.

Limited support services include the transportation costs of travel by outreach workers, social workers, medical professionals, or other service providers are eligible, provided that this travel takes place during the provision of services eligible under this section. The costs of transporting unsheltered persons to emergency shelter or other service facilities, or to connect households with other permanent housing solutions (such as reuniting with family or friends in another locality), may also be eligible. These costs include the use of public transportation and rideshare programs by the project participant.

Any limited support services provided must be based on project participant needs and address specific housing barriers and emergency health services and mental health service needs. These funds should be used as a last resort for support services and may not be used if other resources are available. Documentation of the need for a specific support service and the lack of other available resources must be included in the project participant file in cases where these funds are used to pay for essential services.

All limited support services costs must be pre-approved by DHCD.

Funds may be used for service location costs, such as rent for office space, printer/copier costs, and utilities for an office.

Centralized or Coordinated Assessment/Entry System

All CoCs/LPGs and DHCD homeless services grantees must use a local centralized or coordinated assessment/entry system. A local centralized or coordinated assessment/entry system is a best practice for a housing-focused approach targeted to helping households experiencing homelessness quickly regain stability in permanent housing.

All local centralized or coordinated assessment/entry system providers must engage households seeking homeless assistance in diversion.

The following are standards of an effective coordinated entry system:

- Provides and documents problem-solving conversations to address the immediate housing crisis;
- Provides coordinated project participant intakes, assessments, and referral;
- Covers the entire CoC/LPG geographic area;
- Affirmatively markets housing and support services regardless of race, color, national origin, religion, sex, age, familial status, or disability who are least likely to apply in the absence of outreach and maintains records of marketing activities;
- Provides easy access for individuals and families seeking housing or services;
- Provides a comprehensive and standardized assessment tool;
- Conducts regular evaluations to determine overall system effectiveness for process improvement measures;
- Has written standards that are low barrier for determining program eligibility, prioritization, and level of assistance; and
- Provides training protocols and at least one annual training opportunity to organizations that serve as access points or otherwise conduct assessments.

For additional information, visit: <https://www.hudexchange.info/programs/coc/toolkit/responsibilities-and-duties/#coordinated-entry>

Requirements

Each centralized or coordinated assessment system must have in place written standards for determining program eligibility, prioritization, and level of assistance. Each system must conduct regular evaluations to determine overall effectiveness for process improvement measures.

CoC/LPGs must provide a local method and point-of-contact appropriate for referrals from state agencies and providers outside of their CoC/LPG. This contact must directly link individuals or providers to the centralized or coordinated assessment system.

All projects receiving VHSP funds for Centralized or Coordinated Assessment/Entry System must have projects set up as such in HMIS.

Expenses

Eligible costs include:

- Service Location Costs
- Maintenance
- Travel
- Supplies
- Hardware/Software
- Staff salaries
- Other (requires DHCD pre-approval)

Service location costs such as rent for office space where access is provided to conduct assessments, printer/copier costs, and utilities for an office are eligible.

Maintenance costs may include staff costs accrued by the grantee in the performance of maintenance on a location where access is provided to centralized or coordinated assessments. Any maintenance or other contract for services must adhere to grantee procurement policies.

While travel costs are eligible, these must be documented as necessary. These include travel costs for staff to provide initial assessments where access either electronic or otherwise is not readily available. Systems must be designed to provide coverage for the entire CoC/LPG. Every effort must be made to leverage technology and community-based resources.

Supplies are limited to those directly related to the provision of centralized or coordinated assessments. These include but are not limited to office supplies. Supplies do not include luxury items or items that go beyond what is necessary to provide for the centralized or coordinated assessment system.

Reasonable and appropriate costs of hardware or software required for the purposes of providing initial assessments through a centralized or coordinated system are eligible. Eligible costs include the purchase of software and/or user licenses, the leasing or purchasing of needed computer equipment, and cost for auxiliary aids and language services.

Staff costs to provide access to the centralized or coordinated assessment, conduct the initial assessments, make referrals, and implement diversion are eligible costs. These include salary, fringe, and associated costs.

VHSP Participant Initial Eligibility

Project Participant Initial Eligibility by Activity Type	
<i>Eligible Activity</i>	<i>Project Participant Eligibility</i>
Prevention	• At imminent risk of homelessness; • Household income below 30 percent of Area Median Income (AMI)*; AND • No other resources
Shelter	• Literally homeless • At imminent risk of homelessness and diversion has been attempted • Individuals exiting institution (where they resided temporarily) with no resources or anywhere to go • Individuals fleeing domestic violence
Rapid Re-housing	• Literally homeless (shelter residents, living in other situations not meant for human habitation); or • Individuals who were literally homeless prior to entering an institution (where they resided temporarily – 90 days or fewer) and are exiting the institution with no resources or anywhere to go; AND • No other resources

*Median Family Income (MFI) has been changed to Area Median Income for the duration of HSNH Guidelines 2022-2024.

Targeted Prevention

The crisis response system must attempt to prevent episodes of homelessness for individuals and households seeking shelter who are currently housed but at imminent risk of homelessness. Whenever possible and safe, households experiencing a housing crisis should be diverted from entering the homeless services system through problem-solving conversations,

linkages to mainstream and natural supports, and light-touch financial assistance through flexible funding sources.

Communities should ensure that prevention financial assistance is targeted to households most likely to enter shelter but for the financial assistance. Prevention financial assistance is not intended to operate as an eviction prevention program. Non-financial prevention assistance should be leveraged where possible to divert households from homelessness. Financial assistance (e.g., rent assistance) should be provided as a last resort to prevent homelessness.

Duplication of assistance is not eligible. Financial assistance cannot be made on behalf of eligible individuals or families for the same period of time and for the same cost types that are being provided through another federal, state, or local housing subsidy program.

The following are examples of situations where prevention from homelessness may be feasible:

- Household living in someone else's unit (doubled-up) where the right to occupy has been terminated
- Household living in their own unit where housing loss within 14 days is imminent and homelessness could be averted
- Household living in hotel/motel (paid for by household) and the household is unable to pay for additional nights

Project Participant Eligibility

Prevention assistance is limited to those households who will imminently lose their primary nighttime residence within 14 days and meet all other requirements. The household must have an income below 30 percent of AMI and lack the sufficient resources and support networks necessary to retain housing without assistance.

Prevention financial assistance beyond three months requires recertification of eligibility. This recertification must then be completed every three months based on the household's project entry date for the duration of financial assistance. Recertification requires grantee documentation of the following:

- Project participant household income below 30 percent of AMI
- The household lacks the financial resources and support networks needed to remain in existing housing without Prevention assistance
- Housing stabilization services are being appropriately implemented

Recertification Requirement	
Any Financial Assistance	Every three months
Services/Case Management Only	Every 12 months

Requirements

Prevention providers must coordinate with other service providers to ensure project participants receive services in a timely manner.

Provision of any financial assistance should be "needs-based," meaning that grantees should determine the amount of assistance based on the minimum amount needed to maintain housing stability in the near term. This will allow communities to use program resources efficiently to serve as many households as possible.

When households are moved into a new unit or stabilized into an existing unit and rent assistance is provided, the rent must be Reasonable.

Rent reasonableness means that the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same time period for comparable non-luxury unassisted units. To make this determination, the grantee should consider (a) the location, quality, size, type, and age of the unit; and (b) any amenities, housing services, maintenance and utilities to be provided by the owner. If the gross rent for the unit exceeds either the rent reasonableness standard, grantees are prohibited from using VHSP funds for any portion of the rent, even if the household is willing and/or able to pay the difference.

Grantees must not make payments directly to project participants, but only to landlords or property management companies. In addition, an assisted property may not be owned by the grantee or their parent, subsidiary, or affiliated organization (see [Conflict of Interest](#)).

Monthly housing-focused case management is required but participation in all program services must be voluntary. Grantees must provide the appropriate level of case management in order to ensure housing stability.

Required documentation for all VHSP – Prevention Project Participant Client Files:

- Initial screening
- Proof of diversion at intake (see HSNH-VHSP Guidelines, page 22)
- Coordination with mainstream resources
- Certification form signed by the project participant stating that the project participant has received a copy of the grantee's grievance policy
- Completed *VHSP Prevention Project Participant Eligibility Requirements* with corresponding eligibility documentation
- Strength-based housing barrier assessments and housing plans;
- Grantees must use [HUD Published Income Limits](#) for determining income limits;
- Prevention financial assistance requires that the project participant head of household have the valid lease with a landlord that is in compliance with tenant/landlord laws in their name. A copy of this lease must be included in the project participant record; and
- Monthly housing-focused case management (e.g., updates on housing plan, noted progress toward housing stability, etc.).

In addition, the following documentation is required for all VHSP – Prevention Project Participants receiving rent assistance:

- A completed copy of the [HSNH Rent Reasonableness Worksheet](#), and
- A copy of the completed utility allowance worksheet must be included in the project participant file. Grantees must utilize the appropriate utility allowance for any utilities paid by the project participant separate from rent. The local housing authority's or [Virginia Housing's](#) appropriate regional allowances may be used to calculate the rent standard.

Expenses

Non-financial prevention assistance should be leveraged where possible. Financial assistance (e.g., rent assistance) should be provided as a last resort to prevent homelessness.

Eligible targeted prevention costs include:

- Rent assistance
- Rent arrears
- Housing stabilization financial assistance
- Housing stabilization case management
- Housing search and placement

- Housing stabilization services
- Service location costs

Rent Assistance and Rent Arrears

Rental assistance is tenant-based rental assistance that allows individuals and families to obtain and remain in rental units. These funds cannot be used for mortgage assistance.

Grantees must determine the amount of rental assistance provided, such as “shallow subsidies” (payment of a portion of the rent), payment of 100 percent of the rent, or graduated/declining subsidies. Grantees may require a project participant to share in the costs of rent, however inability of a project participant to contribute to the rent should not be a determination for termination from the program.

No project participant may receive more than 24 months of assistance during any three-year period of time. Assistance with any portion of rent during a month counts as a month toward the 24-month limit.

Payment of rent arrears consists of a one-time payment for up to six months in arrears, including any late fees on those arrears. Rental arrears may be paid if the payment enables the project participant to obtain or retain a housing unit. Rental arrearage assistance should only be used to prevent homelessness.

If funds are used to pay rental arrears, arrears must be included in determining the total period of the project participant’s rental assistance, which may not exceed 24 months. While the payment of rent arrears is a lump sum and recorded as such in HMIS, each month and the number of months must be noted in HMIS and counted toward the total rent assistance limit of 24 months.

Any individual or family receiving assistance beyond any arrears and two current months of rent and financial assistance must be evaluated and recertified as eligible every three months.

Funds may not be used to pay damage costs incurred by the tenant.

Rental assistance or arrears to pay for a lot on which a manufactured or mobile home is located is an eligible expense as long as the household is otherwise eligible.

Housing Stabilization Financial Assistance

Funds may be used to provide financial assistance to help project participants quickly access housing. The housing relocation and stabilization services financial assistance includes:

- Security deposit and last month’s rent (if applicable)
- Utility payments, including utility deposits and arrears
- Moving costs
- Application fees
- Personal Identification
- Project participant travel costs

Security deposits must be paid directly to landlords or property managers.

Grantees must not take measures to recapture any deposit assistance provided to project participants. In the cases where the return of a deposit to the grantee is unavoidable, all returned deposits must be tracked as program income. Any resulting program income must be used for eligible activities.

Funds may be used for up to 24 months of utility payments for each project participant in any three-year period of time, provided that the project participant or a member of his/her household has an account in his/her name with a utility company and is not receiving assistance for the same period of time for the utilities.

Utility assistance may include up to six months of utility payments in arrears per service. Payments of arrears must be counted toward the 24-month limit.

The grantee must use the Virginia Housing (VH) or the local housing authority utility allowance guideline to set reasonable limits for utility payments.

Assistance with utilities may be structured where the project participant pays a portion of the utilities. Partial assistance payment for any month of utilities counts as a month of assistance. Utilities are limited to water/sewer, heating oil, gas, and electricity. Twenty-four month limits are based on assistance with one or more of the basic utilities per month. Since the actual number of months may be difficult to determine, grantees may estimate the total number of months covered. In these cases, the grantee must document the basis for the estimation.

Funds may be used for reasonable moving costs, such as truck rental or hiring a moving company, to assist an eligible household with housing stability.

Funds may be used for lease or apartment application fees where necessary and no other source has been identified to assist an eligible household with housing stability.

Funds may be used to secure personal identification when necessary to secure permanent housing placement. These funds should be used as a last resort and may not be used if other resources are available. Documentation of the need of the personal identification to secure permanent housing and the lack of other available resources must be included in the project participant file in cases where these funds are used to pay for personal identification. Funds may not be used to secure personal identification as a part of an intake screening process for services.

Funds may be used for reasonable project participant costs directly related to housing stabilization efforts. Project participant travel costs may include the cost for bus, taxi, or ride share services for the project participant during the housing search or unit leasing process.

Housing Stabilization Case Management

Funds may be used for housing stabilization case management. This includes the costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for project participants residing in permanent housing or to assist a project participant in overcoming immediate barriers to obtaining housing. Project participants must receive housing-focused case management at least once a month.

This assistance cannot exceed 24 months during the period the project participant is living in permanent housing.

These costs include:

- Conducting initial assessments
- Counseling
- Facilitating access to mainstream services
- Monitoring and evaluating project participant progress
- Coordination with and referrals to other providers

- Developing individualized housing and service plans
- Fees for use of auxiliary aids and language services
- Oversight and supervision of housing-focused case management staff

Prevention funds can be used for housing-focused case management alone. That is, although rental assistance cannot be provided independent of case management services, case management can be provided independent of rental assistance. For example, case management could be provided after the term of a project participant's rental assistance expires, as long as the 24-month cap for each type of assistance is not exceeded.

"Stand alone" case management or other services can also be provided to support project participants who receive rental assistance through non-VHSP funds, as long as the individual or family is eligible for assistance at the time of the intake.

Housing Search and Placement

Housing search and placement funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Component services or activities may include education of tenant rights and responsibilities, lease requirements, securing utilities, moving arrangements, representative payee services concerning rent and utilities, and landlord outreach and mediation. Costs may also include expenditures associated with assessing housing unit compliance with property standards, lead-based paint requirements, and rent reasonableness. Expenses associated with staff salaries in the role of housing locator are eligible costs.

Housing Stabilization Services

Funds may be used for services that are targeted to assist project participants to maintain housing. These may include critical skills related to household budgeting, money management, accessing a personal credit report, and resolving personal credit issues. If grantees elect to conduct credit checks on project participants, they must do so for all project participants so as not to violate Fair Housing Law or otherwise discriminate among project participants. Grantees may not use these funds to reimburse landlords for their costs associated with conducting credit and/or background checks. Credit may not be used to determine program eligibility. Payment of debt is an ineligible expense.

Service Location Costs

Funds may be used for service location costs, such as rent for office space, printer/copier costs, and utilities for an office.

Emergency Shelter Operations

Whenever possible, households experiencing a housing crisis should be diverted from entering the homeless services system through problem-solving conversations, linkages to mainstream and natural supports, and light-touch financial assistance through flexible funding sources.

In cases where the prevention of homelessness is not possible or safe, emergency shelter may be used as a temporary measure. Shelter operations will support low-barrier, housing-focused emergency shelter for households experiencing homelessness in Virginia. Types of shelters may include scattered site, congregate, seasonal, or hotel/motel vouchers. Transitional housing is not eligible under this program.

The focus of all shelter stays is:

- To quickly obtain permanent housing (primary focus)
- To obtain housing stability (secondary focus)

Project Participant Eligibility

1. Literally homeless: individuals and families who lack a fixed, regular, and adequate nighttime residence including those residing in a shelter or a place not meant for human habitation and those exiting an institution where they resided temporarily
2. At imminent risk of homelessness: individuals and families who will imminently lose their primary nighttime residence within 14 days and diversion has been attempted
3. Households fleeing or attempting to flee domestic violence who are either literally homeless or at imminent risk of homelessness (category one and two above)

Requirements

Coordination with prevention resources must be established and maintained to ensure timely referrals where appropriate. Grantees must work with local prevention services to help identify and refer all households seeking shelter where prevention of homelessness would be a viable alternative.

Participants are immediately assisted to obtain permanent housing to ensure shelter stays are minimized.

Grantees must not implement a maximum length of stay in VHSP-funded emergency shelter for persons and households experiencing homelessness.

Homeless assistance case management and services are needs-based and housing-focused with minimal barriers.

Shelters must meet basic habitability standards, pass annual fire inspections, and comply with the Americans with Disabilities Act (ADA) and Fair Housing Act standards. If the shelter is not ADA compliant, the grantee must have a plan to meet the needs of households with disabilities.

Required Documentation:

- Proof of diversion at intake (see HSNH-VHSP Guidelines, page 23)
- Certification form signed by the project participant stating that the project participant has received a copy of the grantee's grievance policy
- Strength-based housing barrier assessment and housing plan
- Coordination with mainstream resources

Expenses

Most costs associated with the operation of a shelter are eligible. These include:

- Service Location Costs
- Security
- Maintenance
- Supplies
- Housing-focused case management
- Limited support services (requires DHCD pre-approval)
- Other (requires DHCD pre-approval)

Service location costs must be for actual leasing costs accrued by the grantee for the housing unit(s), hotel/motel vouchers, or building(s) where temporary shelter and essential services are provided. These funds may not be used to reimburse the grantee for costs associated with a mortgage or loan on the property. Other costs include rent for office space, printer/copier costs, and utilities for an office.

Both security and maintenance costs may include staff and supply costs accrued by the grantee in the performance of security and/or maintenance. Any security, maintenance, or any other contract for services must adhere to grantee procurement policies.

As condominium fees cover maintenance and sometimes utilities associated with a unit, these are allowable for grantee-owned properties utilized for programs funded through this program.

Supplies are limited to those directly related to meeting basic health and safety needs of project participants during the shelter stay. These include but are not limited to office supplies, cleaning supplies, food costs for meals provided, and bathroom supplies. Supplies do not include luxury items or items that go beyond meeting basic health and safety needs of project participants. The grantee should contact their program administrator for further guidance.

Case management must be housing-focused. Costs include:

- Conducting initial assessments
- Completing a strength-based housing barriers assessment and corresponding individualized housing and service plans
- Assisting a project participant in overcoming immediate barriers to obtaining housing.
- Facilitating access to mainstream services
- Monitoring and evaluating project participant progress
- Coordination with and referrals to other providers
- Fees for use of auxiliary aids and language services
- Oversight and supervision of engagement and housing-focused case management staff

Any support services provided must be based on project participant needs and address specific housing barriers including the cost to secure personal identification. These funds should be used as a last resort for support services and may not be used if other resources are available. Documentation of the need for a specific support service and the lack of other available resources must be included in the project participant file in cases where these funds are used to pay for essential services. All support services costs must be pre-approved by DHCD.

Transportation costs of project participants may be eligible under the “other” category. This includes the cost of transporting project participants to shelter sites from designated pick up locations in the case of shelter models that require mass transportation. The cost of transporting emergency shelter project participants to other permanent housing solutions (such as reuniting with family or friends in another locality), may also be eligible. All “other” costs must be pre-approved by DHCD and adhere to grantee procurement policies.

Rapid Re-housing

Rapid re-housing is an intervention designed to help individuals and families quickly exit homelessness and return to permanent housing. Rapid re-housing assistance is offered without preconditions (such as employment, income, absence of criminal record, or sobriety) and the resources and services provided are tailored to the unique needs of the household.

Core components:

1. Housing identification
2. Rent and move-in assistance
3. Rapid re-housing case management and services

Project Participant Eligibility

Rapid re-housing assistance is limited to literally homeless households. These are households who lack a fixed, regular, and adequate nighttime residence. This includes those currently

residing in a shelter and those exiting an institution (where they resided temporarily for 90 days or fewer) with no housing resources.

Veteran rapid re-housing assistance is limited to literally homeless households wherein a member of the household is a veteran. A veteran is any military member who has been released from their obligation to continue service in the armed forces. To be eligible for services an honorable discharge is not required; all veterans are eligible regardless of discharge type. Veteran rapid re-housing is an eligible cost sub-category for state funded rapid re-housing only.

Duplication of assistance is not eligible. Financial assistance cannot be made on behalf of eligible individuals or families for the same period of time and for the same cost types that are being provided through another federal, state, or local housing subsidy program.

All rapid re-housing financial assistance beyond three months requires recertification of eligibility. This recertification must then be completed every three months based on the household's project entry date for the duration of financial assistance. Recertification requires grantee documentation of the following:

- Project participant household income below 30 percent of AMI
- The household lacks the financial resources and support networks needed to remain in existing housing without Rapid Rehousing assistance
- Housing stabilization services are being appropriately implemented

Recertification Requirement	
Any Financial Assistance	Every three months
Services/Case Management Only	Every 12 months

Requirements

Provision of any financial assistance should be needs based, meaning that grantees should work closely with each project participant household to determine the level and length of financial assistance necessary to obtain and maintain housing in the near term.

Rapid re-housing assistance usually begins prior to the project participant entering housing. For VHSP rapid re-housing, projects in HMIS should be set up as follows:

1. The project entry date is the date the person eligible for VHSP rapid re-housing assistance is admitted to the project, even if only in initial stage of engagement. Rapid re-housing is the only residential program that allows the project entry date to be earlier than the project participant's move in date.
2. The Universal Data Elements and any other information required at project entry.
3. When the project participant moves into permanent housing, enter the date the household physically moved into the housing unit in the residential move-in date field.

When households are moved into a new unit and rent assistance is provided, the rent must meet two standards:

- Rent Reasonableness – rent is equal to or less than other like units in the area
- Fair Market Rent (FMR) – rent (including utilities) is at or below the HUD established FMR for the unit size in the area

Rent reasonableness means that the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same time period for comparable non-luxury unassisted units. To make this determination, the

grantee should consider (a) the location, quality, size, type, and age of the unit; and (b) any amenities, housing services, maintenance and utilities to be provided by the owner.

FMR limits include the cost of utilities. Grantees will need to utilize an established utility allowance in order to assess FMR limits for rents on units not including all utilities. The actual rent charged for a unit plus the allowance for any utilities that the project participant must pay themselves must not exceed the FMR for the area.

If the gross rent for the unit exceeds either the rent reasonableness standard or the FMR, grantees are prohibited from using VHSP funds for any portion of the rent, even if the household is willing and/or able to pay the difference.

Fair Market Rent Requirement Waiver

DHCD's Homeless and Special Needs Housing is waiving the Fair Market Rent (FMR) requirement for all grant programs utilizing state funds. This waiver impacts the Virginia Homeless Solutions Program – State Rapid Re-housing. The FMR requirement is waived for any project participant household receiving rental assistance funded under State Rapid Re-housing. All other unit eligibility requirements will remain in effect, including the Rent Reasonableness requirement.

This waiver does not impact project participant households receiving rental assistance under Virginia Homeless Solutions Program – Federal Rapid Re-housing.

Grantees must not make payments directly to project participants, but only to landlords or property management companies. In addition, an assisted property may not be owned by the grantee or their parent, subsidiary or affiliated organization (see [Conflict of Interest](#)).

Monthly housing-focused case management is required but participation in all program services must be voluntary. Grantees must provide the appropriate level of case management in order to ensure housing stability.

Required documentation for all VHSP – RRH Project Participant client files:

- Initial screening
- Certification form signed by the project participant stating that the project participant has received a copy of the grantee's grievance policy
- Completed *VHSP Rapid Re-housing Project Participant Eligibility Requirements*.
- Strength-based housing barriers assessments and housing plans.
- Grantees must use [HUD Published Income Limits](#) for determining income limits
- Rapid re-housing financial assistance requires that the project participant head of household have the valid lease with a landlord that is in compliance with tenant/landlord laws in their name. A copy of this lease must be included in the project participant file.
- Monthly housing-focused case management is required. Grantees must provide the appropriate level of case management in order to ensure housing stability.
- Grantees must have written agreements with both the project participant and the landlord that identify the terms of the rapid re-housing assistance. This should specifically provide the landlord with guidance for addressing issues which could impact housing stability and must include:
 - A provision requiring the owner to give the grantee a copy of any notice to the project participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the project participant.
 - The same payment due date, grace period, and late payment penalty requirements as the project participant's lease.

- The term of the rental assistance agreement for the period of time they anticipate providing assistance.
- Documentation of veteran status (as appropriate)*
 - Veterans Department of Defense (DD) Form 214 Certificate of Release Discharge from Active Duty
 - VBA Statement of Service (SOS)
 - VHA Veteran identity card
 - VISTA printout from VHA healthcare provider
 - Hospital Inquiry System (HINQS)
 - VBA letter of service connected disability payment or non-service connected pension

* If documents proving veteran status are not immediately available, an Affidavit of Veteran Status signed by the veteran can be used to allow grantees to enroll veterans and initiate supportive services.

In addition, the following documentation is required for all VHSP – Rapid Rehousing Project Participants receiving rent assistance:

- A completed copy of the [HSNH Rent Reasonableness Worksheet](#) with the applicable [Fair Market Rents \(FMR\) for the area](#) noted, and
- A copy of the completed utility allowance worksheet must be included in the project participant file. Grantees must utilize the appropriate utility allowance for any utilities that are paid by the project participant separate from rent. The grantee may use the local housing authority's or [Virginia Housing's](#) regional allowances in order to calculate the rent standard.

Expenses

Eligible rapid re-housing costs include:

- Rent assistance
- Veterans rent assistance (State RRH only)
- Rent arrears
- Veterans rent arrears (State RRH only)
- Housing stabilization financial assistance
- Veterans housing stabilization financial assistance (State RRH only)
- Housing stabilization case management
- Housing search and placement
- Risk Mitigation Fund (State RRH only)
- Housing stabilization services
- Service location costs

Rental Assistance and Rent Arrears

Rental assistance is tenant-based rental assistance that can be used to allow individuals and families to obtain and remain in rental units. Funds cannot be used for mortgage assistance.

Grantees must determine the amount of rental assistance provided, such as shallow subsidies (payment of a portion of the rent), payment of 100 percent of the rent, or graduated/declining subsidies. Grantees may require a project participant to share in the costs of rent, however inability of a project participant to contribute to the rent should not be a determination for termination from the program.

No project participant may receive more than 24 months of assistance during any three-year period of time. Assistance with any portion of rent during a month counts as a month toward the 24-month limit.

Payment of rent arrears consists of a one-time payment for up to six months in arrears, including any late fees on those arrears. Rental arrears may be paid if the payment enables the project participant to obtain a housing unit.

If funds are used to pay rental arrears, arrears must be included in determining the total period of the project participant's rental assistance, not to exceed 24 months. While the payment of rent arrears is a lump sum and recorded as such in HMIS, each month and the number of months must be noted in HMIS and counted toward the total rent assistance limit of 24 months.

Any individual or family receiving assistance beyond any arrears or fees and two current months of rent or financial assistance must be evaluated and recertified as eligible every three months.

Assistance should be needs-based, meaning that grantees should determine the amount of assistance based on the minimum amount needed to help the project participant maintain housing stability in the near term. This will allow communities to use program resources efficiently to serve as many households as possible.

Funds may not be used to pay damage costs incurred by the tenant.

The rental assistance to move into a new unit cannot exceed the actual rental cost, which must be in compliance with HUD's standard of rent reasonableness and be at or below [Fair Market Rents \(FMR\)](#) for the area.

Rental assistance or arrears to pay for a lot on which a manufactured or mobile home is located is an eligible expense as long as the household is otherwise eligible.

Veterans Rental Assistance and Rent Arrears

Follow the above guidelines for VHSP Rental Assistance and Rent Arrears and document veteran status as indicated under [RRH Requirements](#).

Housing Stabilization Financial Assistance

Funds may be used to provide financial assistance to help project participants quickly access housing. The housing relocation and stabilization services financial assistance includes:

- Security and utility deposits
- Last month's rent
- Utility payments
- Utility arrears
- Moving costs
- Application fees
- Personal Identification

Funds may be used to pay for security deposits, including utility deposits, for project participants. This is eligible in the case where the project participant is otherwise eligible and they are not receiving security or utility deposits assistance from another source. Security deposits must be paid directly to landlords or property managers.

Grantees must not take measures to recapture any deposit assistance provided to project participants. In the cases where the return of a deposit to the grantee is unavoidable, all returned deposits must be tracked as program income. Any resulting program income must be used for eligible activities.

Funds may be used for up to 24 months of utility payments for each project participant in any three-year period of time, provided that the project participant or a member of his/her household has an account in his/her name with a utility company and is not receiving assistance for the same period of time for the utilities.

Utility assistance may include up to six months of utility payments in arrears per service. Payments of arrears must be counted toward the 24-month limit.

The grantee must use the Virginia Housing or the local housing authority utility allowance guideline to set reasonable limits for utility payments.

Assistance with utilities may be structured where the project participant pays a portion of the utilities. Utilities are limited to water/sewer, heating oil, gas, and electricity. Partial assistance payment for any month of utilities counts as a month of assistance. Grantees may pay past due utilities which must be included in the 24-month limit. Twenty-four month limits are based on assistance with one or more of the basic utilities per month. As the actual number of months may be difficult to determine, grantees may use estimates to determine the total number of months covered. In these cases, the grantee must document the basis for the estimation.

Funds may be used for reasonable moving costs, such as truck rental or hiring a moving company, to assist an eligible household with housing stability. Funds may be used for lease or apartment application fees where necessary and no other source has been identified to assist an eligible household with housing stability.

Funds may be used to secure personal identification when necessary to secure permanent housing placement. These funds should be used as a last resort and may not be used if other resources are available. Documentation of the need of the personal identification to secure permanent housing and the lack of other available resources must be included in the project participant file in cases where these funds are used to pay for personal identification. Funds may not be used to secure personal identification as a part of an intake screening process for services.

Veteran Housing Stabilization Financial Assistance

Follow the above guidelines for VHSP Housing Stabilization Financial Assistance and document veteran status as indicated under [RRH Requirements](#).

Housing Stabilization Case Management

Funds may be used for housing stability case management. These are the costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for project participants residing in permanent housing or to assist a project participant in overcoming immediate barriers to obtaining housing. Project participants must receive housing-focused case management at least once a month.

This assistance cannot exceed 30 days during the period the project participant is seeking permanent housing and cannot exceed 24 months during the period the project participant is living in permanent housing. All project participants must be moved as quickly as possible to permanent housing.

These costs include:

- Conducting initial assessments
- Counseling
- Facilitating access to mainstream services
- Monitoring and evaluating project participant progress

- Coordination with and referrals to other providers
- Developing individualized housing and service plans
- Fees for use of auxiliary aids and language services
- Oversight and supervision of housing-focused case management staff

Rapid re-housing funds can be used for housing-focused case management alone. Although rental assistance cannot be provided independent of case management, case management can be provided independent of rental assistance. For example, case management could be provided after the term of a project participant's rental assistance expires, as long as the 24-month cap for each type of assistance is not exceeded.

“Stand alone” case management or other services can also be provided to support project participants who receive rental assistance through non-VHSP funds, as long as the individual or family is eligible for VHSP assistance at the time of the intake evaluation.

Veteran Housing Stabilization Case Management

Follow the above guidelines for VHSP Housing Stabilization Case Management and document veteran status as indicated under [RRH Requirements](#).

Housing Search and Placement

Housing search and placement funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Component services or activities may include staff costs related to: tenant counseling, assisting individuals and families to understand leases, securing utilities, making moving arrangements, representative payee services concerning rent and utilities, and outreach and negotiation with property owners related to locating or retaining housing. Costs also include expenditures associated with assessing housing unit compliance with property standards, lead requirements, and rent reasonableness. Costs associated with staff in the role of housing locator would be eligible housing search and placement costs.

Housing Stabilization Services

Funds may be used for services that are targeted to assist project participants to maintain housing. These may include critical skills related to household budgeting, money management, accessing a personal credit report, and resolving personal credit issues. If grantees elect to conduct credit checks on project participants, they must do so for all project participants so as not to violate Fair Housing Law or otherwise discriminate among project participants. Grantees may not use these funds to reimburse landlords for their costs associated with conducting credit and/or background checks. Credit may not be used to determine program eligibility. Payment of debt is an ineligible expense.

Risk Mitigation Funds

Risk mitigation funds are eligible under VHSP – State Rapid Rehousing in an effort to increase the number of housing units available to persons exiting homelessness. This activity seeks to improve outreach and engagement efforts between grantees, the households they serve, and landlords or property owners. Eligible risk mitigation fund costs include: (i) the cost to repair damages incurred by the project participant not covered by the security deposit, and (ii) up to two months' rent or until the vacancy is filled, whichever comes first, in situations where a tenant has left before the end of a lease. Both eligible expense types are offered as a last resort to maintain landlord relationships and encourage the continued reduction of rental barriers.

Any payment of risk mitigation funds must be counted toward the project participant's 24-month of assistance limit.

Service Location Costs

Funds may be used for service location costs, such as rent for office space, printer/copier costs, and utilities for an office.

CoC/LPG Planning (limited to ten percent of total VHSP base budget)

CoC and Balance of State LPG lead organizations may use CoC/LPG Planning funds to meet any of the planning needs of the CoC/LPG.

Expenses

Eligible costs include coordination activities, project evaluation, project monitoring, HSNH application activities, developing a CoC/LPG system, training related to the emergency crisis response system, stipends for persons with lived experience serving on leadership board or advisory groups, and compliance activities.

CoC/LPG planning costs are limited to ten percent of the total VHSP base for the entire CoC or balance of state local planning group. The base includes outreach, prevention, shelter operations, rapid re-housing, and centralized or coordinated assessment/entry.

HMIS (limited to five percent of total VHSP base budget)

HMIS is a local information technology system used to collect project participant-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. Each Continuum of Care is responsible for selecting an HMIS software solution that complies with HUD's data collection, management, and reporting standards.

Requirements

Grantees will be required to conduct data collection and reporting through the use of HMIS that meets HUD HMIS data standards, regardless of receipt of VHSP-HMIS funding. Grantees primarily serving survivors of domestic violence and sexual assault may use another data system, and must meet all HUD HMIS data standards and reporting requirements. There are reporting requirements for both the grantee and the CoC/LPG.

Grantees (including domestic violence service providers) are required to provide VHSP reports and aggregate data to DHCD and the CoC/LPG. This includes the Consolidated Annual Performance and Evaluation Report (CAPER), the primary reporting mechanism for Emergency Solutions Grants (ESG), which is part of VHSP funding. This report requires that data be reported through a special Comma Separated Value (CSV) export.

Expenses

Homeless Management Information System (HMIS) expenditures are limited to five percent of the total VHSP base funding amount which includes outreach, prevention, shelter operations, rapid re-housing, and centralized or coordinated assessment/entry.

Eligible HMIS Activities

Reasonable and appropriate costs associated with operating a HMIS for purposes of collecting and reporting data required under this program and analyzing patterns of use of funds are eligible. Eligible costs include the purchase of HMIS software and/or user licenses, leasing or purchasing needed computer equipment for providers and the central server, costs associated with data collection, entry and analysis, and staffing associated with the operation of the HMIS, including training.

For DV shelter service providers, costs associated with a comparable system are eligible.

Ineligible HMIS Activities

HSNH – VHSP 2024 – 2026

HMIS activities that are ineligible include planning and development of HMIS systems, development of new software systems, and replacing current state and local government funding for an existing HMIS.

Administrative Costs (limited to five percent of total VHSP base budget)

Administrative costs may include accounting for the use of grant funds, preparing reports for submission to DHCD, obtaining program audits, similar costs related to administering the grant after the award, and associated staff salaries. Administrative costs also include staff training for program and case management, as long as this training is directly related to the provision of an emergency crisis response system. As with all billed expenditures, billing for administrative costs must be based on actual costs incurred during a particular period. Office supplies are eligible administrative costs.

No more than five percent of the total VHSP base funding amount may be spent on administrative costs. The base includes outreach, prevention, shelter operations, rapid re-housing, and centralized or coordinated assessment/entry.

While it is not necessary to detail administrative costs on reimbursements, grantees must be able to document all administrative costs and will be required to produce said documentation at the time of either on-site or desk monitorings.

Housing Opportunities for Persons With AIDS (HOPWA)

The Housing Opportunities for Persons With AIDS (HOPWA) program was authorized by the National Affordable Housing Act of 1990 and revised under the Housing and Community Development Act of 1992, to provide states and localities with the resources and incentives to devise and implement long-term comprehensive strategies for meeting the housing needs of low-income persons with Acquired Immunodeficiency Syndrome (AIDS) and related diseases, and their families. Activities of primary importance are providing housing assistance and services that assist this population to maintain housing stability where they can maintain complex medication regimens and address HIV/AIDS related problems.

Funds are appropriated annually by Congress to the U.S. Department of Housing and Urban Development (HUD) for administration of this program. HOPWA funds are then awarded by formula to eligible states and Eligible Metropolitan Statistical Areas (EMSAs) that meet the minimum number of cumulative AIDS cases. States and metropolitan areas coordinate use of HOPWA funds with their respective Consolidated Plans, a collaborative process whereby the state or metropolitan area establishes a unified vision for community development actions.

As an eligible state, the Commonwealth of Virginia receives a HOPWA formula grant, administered by the Department of Housing and Community Development (DHCD). DHCD grants these HOPWA funds to eligible grantees (that operate outside the state's EMSAs) based on a community-based application. DHCD will issue one-year contracts to HOPWA providers (sub-grantees) as a result of the HSNH application process.

Eligible Service Areas

Funds received through these awards will only support project participants in programs within Virginia's non-eligible metropolitan statistical areas (listed in the chart below). HOPWA-eligible metropolitan areas receive their HOPWA allocations directly from HUD and have specific guidelines and separate processes not included within this application process or program.

DHCD's intention is to provide HOPWA services to eligible individuals and households within Virginia's non-entitlement area. As resources permit, HOPWA grantees are required to provide services to eligible individuals and households outside the grantee services area.

Counties of:			
Accomack	Charlotte	King George	Prince Edward
Albemarle	Craig	Lancaster	Richmond
Alleghany	Cumberland	Lee	Roanoke
Amherst	Dickenson	Louisa	Rockbridge
Appomattox	Essex	Lunenburg	Rockingham
Augusta	Floyd	Mecklenburg	Russell
Bath	Fluvanna	Middlesex	Scott
Bedford	Franklin	Montgomery	Shenandoah
Bland	Frederick	Nelson	Smyth
Botetourt	Giles	Northampton	Tazewell
Brunswick	Grayson	Northumberland	Washington
Buchanan	Greene	Nottoway	Westmoreland
Buckingham	Greensville	Orange	Wise
Campbell	Halifax	Page	Wythe
Caroline	Henry	Patrick	
Carroll	Highland	Pittsylvania	

Independent Cities of:			
Bedford City	Danville	Lynchburg	Salem
Bristol	Emporia	Martinsville	Staunton
Buena Vista	Galax	Norton	Waynesboro
Charlottesville	Harrisonburg	Radford	Winchester
Covington	Lexington	Roanoke City	

Grantee Requirements

In addition to requirements set forth in the [Homeless and Special Needs Housing Grantee Requirements](#), each grantee must adhere to the following requirements:

Local Coordination

Grantees should partner with other service providers (public and private) to coordinate project participant services and fully leverage the available resources in the particular service area.

Housing Assessments and Plans

All project participant files must contain an individualized housing assessment and housing and service plan with evidence of annual updates and ongoing progress. Housing assessments and plans assist in ensuring that participants achieve greater housing stability by receiving HOPWA assistance. Regulation 24 CFR 574.500(b) (2) states that the grantee (DHCD) will ensure that each project agrees to “conduct an ongoing assessment of the housing assistance and supportive services required by the participants in the program”. The housing assessment is the foundation for the development of an individualized housing and service plan that includes gathering participant information about current finances, past rental history, behavioral history and other service needs. The sub-grantee should assess housing and supportive service needs at the point of intake or application and create plans for housing stability. These plans must be updated at least annually.

[HOPWA Grantee Oversight Resource Guide](#) - This resource discusses in more detail HOPWA requirements, eligibility and monitoring requirements. It also has useful tools and forms that may assist in running the HOPWA program. Not all activities described in the guide are part of the DHCD HOPWA program.

Duplication of assistance is not eligible. Financial assistance cannot be made on behalf of eligible individuals or families for the same period of time and for the same cost types that are being provided through another federal, state, or local housing subsidy program.

[HOPWA Program Administration Toolkit](#) - The resources located here are designed to help grantees that receive HOPWA funding comply with applicable laws and regulations and administer programs more efficiently and effectively. Some of the forms that may be useful are HOPWA HQS Habitability Standards, STRMU tracking sheet, housing application and assessment, project participant files checklist, etc.

HOPWA Financial Management Training

The Office of HIV/AIDS Housing (OHH) has worked with the HOPWA technical assistance staff at ICF International to develop a [Financial Management Online Training course](#). This is a new approach to training that allows grantees and other community partners to access vital information remotely. This tool is designed to provide important information about the regulations and practices of the HOPWA program and to benefit a variety of staff. The training covers many topics including HOPWA financial management standards, management of personnel and non-personnel costs, HOPWA rental assistance and reporting, auditing and oversight of grantees. All organizations that receive HOPWA funding must have documentation on file for all applicable staff that the Financial Management Training was completed.

HOPWA Oversight Training: <https://www.hudexchange.info/trainings/hopwa-oversight-training/>

Getting to Work: A Training Curriculum for HIV/AIDS Service Providers and Housing Providers: <https://www.hudexchange.info/trainings/dol-hud-getting-to-work-curriculum-for-hiv-aids-providers/>

HOPWA Financial Management Training course: <https://www.hudexchange.info/trainings/courses/hud-hopwa-financial-management-online-training/>

Environmental Reviews

Environmental reviews (ER) are required when rental assistance is provided. The environmental review form, *Environmental Review for Activity/Project that is Exempt or Categorically Excluded Not Subject to Section 58.5 (Pursuant to 24 CFR 58.34(a) and 58.35(b))*, must be completed for each unit/complex that falls in the flood plain or coastal barrier where rental assistance is provided.

Confidentiality

Grantees must not use any identifying information that could compromise a participant's confidentiality regarding HOPWA assistance. For example, checks to property owners, envelopes, letterhead, and other printed material should not contain any language that might indirectly disclose a participant's HIV status.

HOPWA HQS

Habitability standards inspections are required for each unit subsidized (Tenant Based Rental Assistance [TBRA] or permanent housing placement) with HOPWA assistance (except Short Term Rent, Mortgage, and Utility [STRMU]). Each unit must pass a housing quality inspection to ensure the housing is safe and sanitary and in compliance with local and state housing codes, licensing standards, and any other jurisdictional requirements, and the HOPWA program habitability standards as outlined in 24 CFR 574.310(b). Housing quality inspections are made at initial move-in and annually during the term of the rental assistance. Prior to occupancy by the HOPWA-funded tenant, the unit must be inspected and approved by the grantee. The staff member performing the inspection does not need any special training, just familiarity with the HOPWA guidelines. The grantee should use the [HOPWA HQS Habitability Standards](#) form that covers the standards set out in the HOPWA regulations.

Lead-Based Paint Requirements

The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.), as amended by the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 et seq.) and implementing regulations at 24 CFR part 35, subparts A, B, M, and R shall apply to housing occupied by families receiving assistance through HOPWA, with the exception of studio units. HUD's lead-based paint rules apply to all housing assisted with TBRA or STRMU. Specifically, lead-based paint rules apply when:

- Housing to be assisted was constructed before 1978; and
- Residents will include a pregnant woman or a child 6 years of age or younger.
- All housing meeting the above criteria must receive a lead-based paint visual assessment before assistance may be provided.

Staff must complete an [online training course](#) before performing visual assessments and retain the certification on file.

Project Participant Eligibility

There are two basic elements of HOPWA eligibility:

- Household has at least one person who has Acquired Immunodeficiency Syndrome (AIDS) or related diseases (Human Immunodeficiency Virus, that is, HIV infection). This includes households where the only eligible person is a minor. Medical verification of status is required.
- The household must be at or below 80 percent of Area Median Income (AMI). Income limits are available on HUD's website at: <https://www.huduser.gov/portal/datasets/il.html>.

Grantees must document and date the determination of income eligibility, using the [HUD Income Calculator](#). This documentation including all required source documentation must be included in the project participant file. In the case of no household income, a project participant certified statement of no income is allowable.

All participant files must contain documentation of an intake assessment that verifies the participants' eligibility to receive HOPWA assistance. Low-income people living with Acquired Immunodeficiency Syndrome (AIDS) or Human Immunodeficiency Virus (HIV) diagnosis and their families are eligible to receive HOPWA assistance. Acceptable medical documentation of HIV status includes:

- A statement of HIV verification signed by a physician, certified health care worker, or HIV testing site representative;
- Social Security Administration records indicating the nature of a disability determination;
- Other relevant federal program records verifying HIV status.

Participant eligibility status, household composition, and rental payments must be recertified at least annually. The grantee must have a method in place for tracking participant eligibility and verifying income that looks for changes in income, family composition, and circumstances. The grantee must have policies and procedures that require the participant to notify the organization of any changes during the course of a program year.

Grantees must have signed releases of information from HOPWA participants that allow for obtaining and storing HIV status documentation. As part of a private medical record, such information is highly confidential and protected by state laws that govern HIV status information (see [Confidentiality Policy](#)).

Eligible beneficiaries are individuals or households with a total household income at or below 80 percent of the median income for the area (Area Median Income or AMI), as defined by HUD. HUD AMIs are calculated annually for individual localities and organized by number of persons in the household. Area Median Income charts: <https://www.huduser.gov/portal/datasets/il.html>. For detailed information and online training material regarding how to calculate annual income, visit [HUD's website](#). In calculating eligibility, the entire household income must be taken into account, not just the income of the HOPWA-eligible person. The number of persons living in the household applying for assistance must also be verified. A statement from the participant regarding household composition is acceptable documentation.

The grantee must have income verification for all adult members of a household (including any minor's income). If an adult member of a household has no verifiable income, the grantee must have the person sign a certification stating that he/she has no income.

Income documentation should reflect current income. Typically, income statements should be less than 90 days old based on the date of eligibility determination. Eligibility must be verified annually, taking into account possible changes in household income.

To receive HOPWA housing assistance and supportive services, at least one family member must have HIV/AIDS and the household must income-qualify. The HOPWA-eligible person in

any household can be a minor. The minor child must reside in the household at least 51 percent of the time. However, an adult with custodial authority must accompany the eligible minor. In such a case, the “head of the household” is the custodial adult.

Eligible Activities

The 2020-22 HOPWA funds will support direct housing assistance to those most in need and supportive services for the HOPWA-eligible individuals.

- Tenant-based Rental Assistance (TBRA)
- Short-term Rent, Mortgage, and Utility (STRMU) Assistance
- Supportive Services
- Housing Information Services (limited to three percent)
- Administrative Costs (limited to seven percent)

Tenant-based Rental Assistance (TBRA)

Tenant-based rental assistance is a rental subsidy used to help participants obtain permanent housing in the private rental housing market that meets housing quality standards and is rent reasonable. Working much like the Section 8 Housing Choice Voucher Program, HOPWA tenant-based assistance pays the difference between the Fair Market Rent and the tenant’s portion of the rent. With TBRA, the HOPWA grantee makes rental payments directly to property owners or property management companies. While the HOPWA subsidy covers a portion of the full rent, the tenant also pays a portion based on their adjusted income or gross income.

There are three key elements for the determination of the HOPWA TBRA assistance:

- Calculation of gross and adjusted household income;
- Calculation of tenant rent payment (based on income); and
- Calculation of HOPWA subsidy payment.

Requirements

In addition, participant files must contain proper documentation to support any use of the Earned Income Disregard. The Earned Income Disregard, as it is commonly called, allows qualified individuals and families receiving housing assistance to keep more of their earned income for a period of up to two years following an increase in employment income. The [HOPWA Program Administration Toolkit](#) provides guidance on implementing the Earned Income Disregard for the purpose of calculating project participant income and resident rent payment.

All units must comply with HOPWA rent and habitability standards.

Participant eligibility status, household composition, and rental payments should be recertified at least annually. The grantee should have a method in place for tracking participant eligibility and verifying income that looks for changes in income, family composition, and circumstances. The grantee must have policies and procedures in place that require the participant to notify the grantee of income changes during the course of a program year.

Grantees may enter into annual renewable contracts with project participants. Grantees will be required to ensure that all property and occupancy standards continue to be met through the entire contract period. Grantees must reexamine participant’s family income, size, and composition at least once a year.

Grantees must not make payments directly to project participants, but only to landlords or property management companies.

Required Documentation:

- Properly calculated household income;

- Income verification using third-party sources (e.g., pay stubs, earning statements, checks, W-2 forms, and income tax returns);
- If a participant reports no income, a signed and witnessed “Verification of No Income”;
- [Determination of income eligibility](#) (does not require a signature);
- Properly calculated project participant rent payment;
- Verification that the HOPWA subsidy was properly calculated, including use of utility allowances (when applicable) and FMR rent standards;
- [Verification of rent reasonableness](#);
- Verification that the housing meets habitability and lead standards;
- Housing assessment and plan (completed at least annually);
- Verification of HIV/AIDS status; and
- Copy of valid lease.

Expenses

Eligible costs include rent (not mortgage payments) and utility costs.

For further guidance on rent and utility cost calculations, refer to [HUD’s HOPWA Grantee Oversight Resource Guide](#), Chapter 4, Tenant Based Rental Assistance.

HOPWA participant rent payments will be the higher of two amounts:

- 10 percent of gross household income;
- 30 percent of adjusted income.

Short-term Rent, Mortgage, and Utility (STRMU) Assistance

STRMU is time-limited housing assistance designed to prevent homelessness and increase housing stability for project participants with an emergency need. Used in connection with other HOPWA activities and other local, state, and federal resources, STRMU can lead to long-term solutions to housing problems for participants receiving this time-limited housing assistance.

Project Participant Eligibility

STRMU is designed to be a short-term, needs-based intervention to prevent homelessness. Individuals must meet the following additional criteria in order to receive STRMU assistance:

- Project participant must be currently housed. Homeless individuals are not eligible for STRMU assistance. Assistance is provided to help homeowners and renters remain in their current place of residence.
- Project participant must be able to document that he/she has a legal right to occupy premises or has responsibility for the utility payment. Examples of acceptable documentation are as follows:
 - *Rental payments:* Project participant must be named tenant under valid lease or referenced in lease as occupant of the premises.
 - *Mortgage payments:* Project participant must demonstrate that he/she is owner of mortgaged property (mortgage, deed of trust, title insurance policy).
 - *Utility payments:* Project participant must have account in their name or proof of responsibility to make utility payments (copies of money orders, cancelled checks, receipts).
- Project participant must demonstrate he/she does not have the resources to meet rent, mortgage, or utility payments and, in the absence of STRMU assistance, would be at risk of homelessness.
 - Documentation of a default or late payment notice is not required; project participant can provide copies of bank statements and bills to demonstrate need.

Requirements

Grantees may provide assistance for a period of up to 21 weeks in any 52-week program year period (for example, not exceeding 21 weeks in the period of July 1, 2024-June 30, 2025). The

amount of assistance varies per project participant depending on funds available, tenant need and program guidelines. STRMU is intended for project participants with an emergency need and not intended to provide long-term financial assistance.

Example of “Emergency Need”

- Grantee experiences a sudden loss of income due to changes in health
- Grantee has lost employment and has not yet been found eligible for SSDI
- Grantee’s household loses a source of income when family composition changes
- Due to above, grantee family faces eviction, foreclosure or utilities shut-off
- Grantee faces extraordinary and unexpected health care costs

Grantees must not make payments directly to project participants, but only to landlords or property management companies.

Grantees may establish caps (limits) for rent, mortgage, or utility assistance.

Required Documentation:

- AIDS/HIV status;
- [Documentation of determination of income eligibility](#) (does not require a signature);
- Properly calculated household income;
- Need for STRMU assistance;
- Time limits are consistent with 21 weeks of assistance in a 52-week program year (for example: Not exceeding 21 weeks in period between July 1, 2024-June 30, 2025);
- Housing meets lead-based paint requirements;
- Housing assessment and plan updated at least annually; and
- Copy of valid lease.

Expenses

Eligible STRMU expenses include:

- Rent and mortgage assistance
 - Must be reasonable and represent actual housing costs
 - The amount of assistance provided is not limited to Fair Market Rents or “reasonable rent” limits
 - Unlike other forms of HOPWA assistance, tenants are not required to pay 30 percent of their income towards the rent or mortgage payment. However, if they are able, project participants should pay a portion of their housing costs as any portion paid by the tenant does not count against the 21-week STRMU benefit ceiling. If grantees decide on this method, they must have a policy and procedure in place to ensure that this is calculated and documented clearly and tracked appropriately. The policy and procedure must be pre-approved by DHCD.
- Late fees
 - Late fees and other penalties may be paid if, in the event of nonpayment, the household is at risk of eviction or loss of housing.
 - Utility assistance late fees may be paid
- Utility payments

Ineligible STRMU expenses include:

- Security deposits and first month’s rent
 - STRMU assistance is designed to help homeowners and renters stay in their current place of residence; as a result, security deposits and first month’s rent are not eligible costs under STRMU. However, these costs are eligible as permanent housing placement costs (under the supportive services activity).
- Moving assistance

- Household supplies and furnishings
- Automobile expenses
- Telephone expenses
 - Telephone expenses are not payable as a utility expense under STRMU. However, such expenses may be covered as a supportive service expense in limited circumstances.

Supportive Services

Supportive services are important tools in helping project participants and family members stabilize their living situations and help address care needs of persons living with HIV infection. To be eligible for supportive services, a project participant and family members are not required to receive housing financial assistance.

The primary purpose of HOPWA programs is housing assistance.

Requirements

Services provided with HOPWA funds must focus on supporting the housing stability of project participants. All supportive service expenses for the HOPWA program must be documented as being last resort. The sub-grantee must document reasonable efforts to qualify recipients for other programs that might pay for supportive services in the project participant's individual housing service plan.

In addition, sub-grantees must report the following at the end of the year:

- The number of eligible households that received the specific service;
- The amount expended by the sub-grantee in the specific category; and
- The value of other non-HOPWA funds leveraged for this activity.

[Permanent housing placement](#) is also designated as supportive services in the reporting forms, but as separate budget line items and tracked separately as a data element.

Required Documentation:

- Documentation of HIV status;
- [Documentation of determination of income eligibility](#) (does not require a signature);
- Properly calculated household income;
- Documentation of need for supportive service assistance;
- Housing assessment and plan;
- Recipients of supportive services are eligible, as defined by HOPWA regulations;
- The activity itself is an eligible HOPWA activity;
- The services are adequate and appropriate for the level of support required by participants; and
- Records of supportive services to validate beneficiary data and reported expenditures.

Expenses

The following are eligible expenses under HOPWA Supportive Services:

- Adult day care and personal assistance
- Alcohol and drug abuse services
- Case management/advocacy/coordination of benefits
- Child care
- Education
- Employment assistance and training for persons with HIV/AIDS

- Health and medical services (health services may only be provided to “individuals with acquired immunodeficiency syndrome or related diseases and not to family members” (24 CFR 574.300b(7))
- Legal services
- Life skills management
- Nutritional services (including meals)
- Mental health services
- Outreach
- Transportation

Permanent Housing Placement

Permanent housing placement services may be used to help eligible persons establish a new residence where ongoing occupancy is expected to continue. It may be used to complement other forms of HOPWA housing assistance.

Requirements

Permanent Housing Placement is a subset of supportive services that is tracked separately.

Expenses

Eligible permanent housing placement costs include:

- Housing location services
- Permanent housing placement financial assistance

Housing Location Services

Housing location services funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Component services or activities may include housing referral and tenant counseling (understanding a residential lease and its obligations, mediation of disputes, etc.).

Permanent Housing Placement Financial Assistance

Funds may be used to provide financial assistance to help project participants access housing.

Eligible expenses include:

- Application fees and credit check expenses
- First month's rent and security deposit (not to exceed two months' rent)
- One-time utility connection fees and processing credit

These costs, including security deposits, are not considered rental assistance and should be billed as a supportive service. Placement costs cannot exceed the value of two months' rent in the new unit. Further, such funds should be designated to be returned to the sub-grantee's HOPWA program when beneficiaries vacate the new unit. Returned funds should be recorded and tracked as program income and used for HOPWA program purposes.

Ineligible permanent housing expenses include but are not limited to moving costs, standard furnishings, and housekeeping/household supplies.

Housing Information Services (limited to three percent of total HOPWA budget)

HOPWA allows for payment of HMIS costs and participation.

Requirements

If participating in HMIS, the HOPWA providers must use the system to enhance service coordination and project participant access to community assistance programs and must collect all of the Universal Data Elements and Program-Specific Data Elements. See [HOPWA Program HMIS Manual](#).

Expenses

Sub-grantees may use up to three (3) percent of the overall HOPWA award for HMIS costs. Sub-grantees should use the Housing Information Services line item for HMIS costs associated with tracking project participant access and services (data entry).

However, when the systems are developed or are being used by staff for data reporting, the costs are considered administrative costs and are subject to the applicable administrative cost limit.

Key Outputs and Performance Measures (HOPWA)

HOPWA grantees will be evaluated and monitored on how well they achieve key outputs, performance measures, and processes. Grantees will be required to provide an end of year report (July 1- June30). This report is a HUD requirement and updates and changes will reflect those made by HUD. DHCD will communicate changes (if applicable) annually.

End of Year reports will be completed by any organization that deliver/conduct any HOPWA activities (e.g., Supportive Services, Tenant-Based Rental Assistance, Permanent Housing Placement, etc.) in addition to administrative activities. These reports will be submitted in the format requested by DHCD.

Generally, HOPWA grantees will be required to submit family member level outputs (e.g., households served and demographic information), prior living situations, health outcomes, housing outcomes, longevity and income levels, as well as other outcomes (e.g., access to care and support outcomes) and expenditures (for HOPWA-eligible costs).

Administrative Costs (limited to seven percent of total HOPWA budget)

Eligible administrative costs include expenses that support program operations, such as bookkeeping and the compilation and reporting of data.

Requirements

As with all billed expenditures, billing for administrative costs must be based on actual costs incurred during a particular period.

As with personnel costs, basing administrative charges on a straight pro-rated amount of the total grant (e.g., seven percent of the total amount awarded to the grantee divided into constant monthly increments) may be helpful for budgeting but is not adequate. Rather, administrative charges should be based on the actual monthly program costs, which should vary each month.

While it is not necessary to detail administrative costs on reimbursements, grantees must be able to document all administrative costs and will be required to produce said documentation at the time of either on-site or desk monitorings.

Virginia Housing Trust Fund: Homeless Reduction Grant

The goal of the Virginia Housing Trust Fund Homeless Reduction Grant program is to reduce homelessness in the Commonwealth of Virginia. DHCD will support Continuum of Care (CoC)/balance of state local planning group (LPG) strategies and homeless service projects that are or will be a part of an effective emergency crisis response system to ensure that homelessness is rare, brief, and one-time.

The Homeless Reduction Grant program must be coordinated with other community-based activities. All CoCs, LPGs, and DHCD homeless services grantees use a local centralized or coordinated assessment/entry system. A local centralized or coordinated assessment/entry system is the best practice for a housing-focused approach targeted toward helping households experiencing homelessness quickly regain stability in permanent housing.

Background

The Virginia Housing Trust Fund is estimated to increase significantly this fiscal year. It is estimated that \$14,000,000 will be available for HTF Homeless Reduction Grants this fiscal year. This funding amount is subject to change. This funding provides grants for targeted efforts to reduce homelessness. Priority consideration will be given to efforts to reduce the number of youth and families experiencing homelessness. Funding will be awarded to projects best aligned with state and federal goals to end homelessness in communities throughout the commonwealth.

Eligible Grantees

Eligible grantees are units of local government, non-profit organizations, housing developers (non-profit and for-profit), Community Housing Development Organizations (CHDOs), single purpose organizations, or limited liability corporations (LLCs). The preferable grantee is the primary partner in the LLC, development team, or the individual organization that will have the ongoing responsibility for the project. Proposed projects that will leverage multiple partners and subcontracts are allowable.

The grantee is the entity responsible for compliance. DHCD may not enter into program contracts with any grantee with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues. However, DHCD will work with all interested parties toward the resolution of outstanding issues, as appropriate.

Grantee Requirements

Each grantee must adhere to the requirements set forth in the [Homeless and Special Needs Housing guidelines](#).

Eligible Activities

Eligible projects are designed to reduce homelessness, are located within Virginia, and include:

- Rapid Re-housing
- Underserved Populations Innovation Project
- Permanent Supportive Housing (housing stabilization services and rental assistance for chronically homeless)
- HMIS
- Administrative Costs

Rapid Re-housing

Rapid re-housing is an intervention designed to help individuals and families quickly exit homelessness and return to permanent housing. Rapid re-housing assistance is offered without

preconditions (such as employment, income, absence of criminal record, or sobriety) and the resources and services provided are tailored to the unique needs of the household.

Core components:

1. Housing identification
2. Rent and move-in assistance
3. Rapid re-housing case management and services

Project Participant Eligibility

Rapid re-housing assistance is limited to literally homeless households. These are households who lack a fixed, regular, and adequate nighttime residence. This includes those currently residing in a shelter and those exiting an institution (where they resided temporarily for 90 days or fewer) with no housing resources.

Duplication of assistance is not eligible. Financial assistance cannot be made on behalf of eligible individuals or families for the same period of time and for the same cost types that are being provided through another federal, state, or local housing subsidy program.

All rapid re-housing financial assistance beyond three months requires recertification of eligibility. This recertification must then be completed every three months based on the household's project entry date for the duration of financial assistance. Recertification requires grantee documentation of the following:

- Project participant household income below 30 percent of AMI
- The household lacks the financial resources and support networks needed to remain in existing housing without Rapid Rehousing assistance
- Housing stabilization services are being appropriately implemented

Recertification Requirement	
Any Financial Assistance	Every three months
Services/Case Management Only	Every 12 months

Requirements

Provision of any financial assistance should be needs based, meaning that grantees should determine the amount of assistance based on the minimum amount needed to maintain housing stability in the near term. This will allow communities to use program resources efficiently to serve as many households as possible.

- When households are moved into a new unit, the rent must meet Reasonableness.

Rent reasonableness means that the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same time period for comparable non-luxury unassisted units. To make this determination, the grantee should consider (a) the location, quality, size, type, and age of the unit; and (b) any amenities, housing services, maintenance and utilities to be provided by the owner.

If the gross rent for the unit exceeds either the rent reasonableness standard, grantees are prohibited from using VHSP funds for any portion of the rent, even if the household is willing and/or able to pay the difference.

Grantees must not make payments directly to project participants, but only to landlords or property management companies. In addition, an assisted property may not be owned by the grantee or their parent, subsidiary or affiliated organization (see [Conflict of Interest](#)).

Monthly housing-focused case management is required but participation in all program services must be voluntary. Grantees must provide the appropriate level of case management in order to ensure housing stability.

Required Documentation:

- All project participants must receive an initial screening
- Certification form signed by the project participant stating that the project participant has received a copy of the grantee's grievance policy
- All project participants must receive initial eligibility certification using DHCD's *VHSP Rapid Re-housing Project Participant Eligibility Requirements*.
- All households must have strength-based housing barriers assessments and housing plans.
- Grantees must use [HUD Published Income Limits](#) for determining income limits
- A copy of the [HSNH Rent Reasonableness Worksheet](#) must be completed and included in the project participant file.
- A copy of the completed utility allowance worksheet must be included in the project participant file. Grantees must utilize the appropriate utility allowance for any utilities that are paid by the project participant separate from rent. The grantee may use the local housing authority's or [Virginia Housing's](#) appropriate regional allowances in order to calculate the rent standard.
- Rapid re-housing financial assistance requires that the project participant head of household have the valid lease with a landlord or a master lease agreement that is in compliance with tenant/landlord laws in their name. For master lease agreements, these must be legally binding for a duration of at least 6 months and participation in any program or service must not be a requirement for tenancy. A copy of the lease must be included in the project participant file.
- Monthly housing-focused case management is required. Grantees must provide the appropriate level of case management in order to ensure housing stability.
- Grantees must have written agreements with both the project participant and the landlord that identify the terms of the rapid re-housing assistance. This should specifically provide the landlord with guidance for addressing issues which could impact housing stability and must include:
 - A provision requiring the owner to give the grantee a copy of any notice to the project participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the project participant.
 - The same payment due date, grace period, and late payment penalty requirements as the project participant's lease.
 - The term of the rental assistance agreement for the period of time they anticipate providing assistance.

Expenses

Eligible rapid re-housing costs include:

- Rent assistance
- Rent arrears
- Housing stabilization financial assistance
- Housing stabilization case management
- Housing search and placement
- Housing stabilization services
- Service location costs

Rental Assistance and Rent Arrears

Rental assistance is tenant-based rental assistance that can be used to allow individuals and families to obtain and remain in rental units. Funds cannot be used for mortgage assistance.

Grantees must determine the amount of rental assistance provided, such as shallow subsidies (payment of a portion of the rent), payment of 100 percent of the rent, or graduated/declining subsidies. Grantees may require a project participant to share in the costs of rent, however inability of a project participant to contribute to the rent should not be a determination for termination from the program.

No project participant may receive more than 12 months of assistance. Assistance with any portion of rent during a month counts as a month toward the 12-month limit.

Payment of rent arrears consists of a one-time payment for up to six months in arrears, including any late fees on those arrears. Rental arrears may be paid if the payment enables the project participant to obtain a housing unit.

If funds are used to pay rental arrears, arrears must be included in determining the total period of the project participant's rental assistance, a period not to exceed 12 months. While the payment of rent arrears is a lump sum and recorded as such in HMIS, each month and the number of months must be noted in HMIS and counted toward the total rent assistance limit of 12 months.

Any individual or family receiving assistance beyond any arrears and two months of rent and financial assistance must be evaluated and recertified as eligible every three months.

Assistance should be needs based, meaning that grantees should determine the amount of assistance based on the minimum amount needed to help the project participant maintain housing stability in the near term. This will allow communities to use program resources efficiently to serve as many households as possible.

Funds may not be used to pay damage costs incurred by the tenant.

The rental assistance to move into a new unit cannot exceed the actual rental cost, which must be in compliance with HUD's standard of rent reasonableness.

Rental assistance or arrears to pay for a lot on which a manufactured or mobile home is located is an eligible expense as long as the household is otherwise eligible.

Rental assistance provided toward rent for a housing unit owned by a grantee, related entity, or partner is prohibited.

Housing Stabilization Financial Assistance

Funds may be used to provide financial assistance to help project participants quickly access housing. The housing relocation and stabilization services financial assistance includes:

- Security and utility deposits
- Last month's rent
- Utility payments and arrears
- Moving costs
- Application fees

Funds may be used to pay for security deposits, including utility deposits, for project participants. This is eligible in the case where the project participant is otherwise eligible and they are not receiving security or utility deposits assistance from another source. Security deposits must be paid directly to landlords or property managers.

Grantees must not take measures to recapture any deposit assistance provided to project participants. In the cases where the return of a deposit to the grantee is unavoidable, all returned deposits must be tracked as program income. Any resulting program income must be used for eligible activities.

Funds may be used for up to 12 months of utility payments for each project participant in any three-year period of time, provided that the project participant or a member of his/her household has an account in his/her name with a utility company and is not receiving assistance for the same period of time for the utilities.

Utility assistance may include up to six months of utility payments in arrears per service. Payments of arrears must be counted toward the 12-month limit.

The grantee must use the Virginia Housing or the local housing authority utility allowance guideline to set reasonable limits for utility payments.

Assistance with utilities may be structured where the project participant pays a portion of the utilities. Partial assistance payment for any month of utilities counts as a month of assistance. Grantees may pay past due utilities; however, the past due months must be included in the 12-month limit. Utilities are limited to water/sewer, heating oil, gas, and electricity. Twelve month limits are based on assistance with one or more of the basic utilities per month. Since the actual number of months may be difficult to determine, grantees may use estimates to determine the total number of months covered. The basis for the estimation must be included in the client file.

Funds may be used for reasonable moving costs, such as truck rental or hiring a moving company, to assist an eligible household with housing stability.

Funds may be used for lease or apartment application fees where necessary and no other source has been identified to assist an eligible household with housing stability.

Housing Stabilization Case Management

Funds may be used for housing stability case management. These are the costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for project participants residing in permanent housing or to assist a project participant in overcoming immediate barriers to obtaining housing. Project participants must receive housing-focused case management at least once a month.

This assistance cannot exceed 12 months during the period the project participant is living in permanent housing.

These costs include:

- Conducting initial assessments
- Counseling
- Facilitating access to mainstream services
- Monitoring and evaluating project participant progress
- Coordination with and referrals to other providers
- Developing individualized housing and service plans
- Fees for use of auxiliary aids and language services

Rapid re-housing funds can be used for housing-focused case management alone. Although rental assistance cannot be provided independent of case management, case management can be provided independent of rental assistance. For example, case management could be

provided after the term of a project participant's rental assistance expires, as long as the 12-month cap for each type of assistance is not exceeded.

"Stand alone" case management or other services can also be provided to support project participants who receive rental assistance through non-VHSP funds, as long as the individual or family is eligible for VHSP assistance at the time of the intake evaluation.

Housing Search and Placement

Housing search and placement funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Component services or activities may include staff costs related to: tenant counseling, assisting individuals and families to understand leases, securing utilities, making moving arrangements, representative payee services concerning rent and utilities, and outreach and negotiation with property owners related to locating or retaining housing. Costs also include expenditures associated with assessing housing unit compliance with property standards, lead requirements, and rent reasonableness. Costs associated with staff in the role of housing locator would be eligible housing search and placement costs.

Housing Stabilization Services

Funds may be used for services that are targeted to assist project participants to maintain housing. These may include critical skills related to household budgeting, money management, accessing a personal credit report, and resolving personal credit issues. If grantees elect to conduct credit checks on project participants, they must do so for all project participants so as not to violate Fair Housing Law or otherwise discriminate among project participants. Grantees may not use these funds to reimburse landlords for their costs associated with conducting credit and/or background checks. Credit may not be used to determine program eligibility. Payment of debt is an ineligible expense.

Service Location Costs

Funds may be used for service location costs, such as rent for office space, printer/copier costs, and utilities for an office.

Underserved Populations Innovation Project

The purpose of the Underserved Populations Innovation Project is to support innovative local efforts to serve members of an underserved population experiencing homelessness and pilot new models of assistance to determine the array of interventions necessary to serve the target population.

Client Eligibility

The Underserved Population Innovation Project targets members of an underserved population that are experiencing homelessness.

Underserved populations are defined by a lack of resources targeted towards providing culturally appropriate and trauma-informed services for a vulnerable population.

Examples of underserved populations include but are not limited to:

- Persons 60 years of age or older
- Unaccompanied youth aged 18 to 24
- Persons identifying as LGBTQ+
- Persons with disabilities, including physical or cognitive impairments, or substance use disorder
- Persons living in rural areas

- “Rural” encompasses all population, housing, and territory not included with an urban area as indicated by the U.S. Census Bureau’s [2020: Virginia Core Based Statistical Areas and Counties Map](#).

Projects serving monolithic groups based on race, color, national origin, or religious ideologies will not be permitted for the use of HTF – HRG funding.

All projects, unless otherwise stated, must utilize the U.S. Department of Housing and Urban Development (HUD) Category 1 definition of literal homelessness.

Literal Homelessness is defined as:

Any individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (i) Has a primary nighttime residence that is a public or private place not meant for human habitation;
- (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
- (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

Grantees targeting unaccompanied homeless youth may choose to employ the following two definitions of homelessness:

1. U.S. Department of Education (ED)

Subtitle VII-B of the McKinney-Vento Homeless Assistance Act defines homeless children and youths as follows: The term “**homeless children and youths**”—

A. means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 11302(a)(1) of this title); and

B. includes—

- i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 11302(a)(2)(C) of this title);
- iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- iv. migratory children (as such term is defined in section 6399 of title 20) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii). 42 U.S.C. § 11434a(2)

Subtitle VII-B of the McKinney-Vento Homeless Assistance Act defines unaccompanied youth as follows: The term “**unaccompanied youth**” includes a youth not in the physical custody of a parent or guardian. 42 U.S.C. § 11434a(6)

2. U.S. Department of Housing and Urban Development (HUD)

Category 1: Literally Homeless - Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (iv) Has a primary nighttime residence that is a public or private place not meant for human habitation;
- (v) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
- (vi) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

Housing solutions assistance must be offered without preconditions (such as employment, income, absence of criminal record, or sobriety).

Eligible Activities

There are three categories of Underserved Populations Innovation Project activities:

- Innovative Project Planning
- Homeless Underserved Populations Outreach/Engagement
- Housing Solutions

All HTF – HRG – Underserved Populations Innovation Projects must include the Innovative Project Planning activity and may or may not include Homeless Underserved Populations Outreach/Engagement, and/or Housing Solutions.

Innovative Project Planning

Innovative Project Planning funds may be used to develop and/or pilot new models of assistance to best meet the needs of underserved populations experiencing homelessness. All projects must be designed to meet the unique needs of the target population in their community.

Requirements

The project must be designed to meet at least one of the following core components:

1. Effectively identify and engage members of the underserved population at risk of or experiencing homelessness and connect them with trauma-informed, culturally appropriate, and developmentally and age-appropriate interventions;
2. Intervene early when members of the underserved population do become homeless and work to divert the individual or household from the experience of homelessness when safe and appropriate;
3. Develop coordinated entry systems to identify members of the underserved population for appropriate types of assistance and to prioritize resources for the most vulnerable;
4. Ensure access to safe shelter and emergency services when needed;
5. Ensure assessments respond to the unique needs and circumstances of members of the underserved population and emphasize strong connections to and supported exits from mainstream systems as needed;
6. Create individualized services and housing options tailored to the needs of each individual or household, and include measurable outcomes across key indicators of performance, including education and employment;
7. Perform a needs assessment of the capacity of the current local crisis response system and existing projects to serve members of the underserved population;
8. Develop an assessment to determine the level of housing and supportive services needs of members of the underserved population experiencing homelessness. This should include a recommendation for type of housing intervention to be utilized based on the individual or household's level of need;

9. Review opportunities in the local crisis response system and system's existing projects to implement best practices that are specifically focused on helping members of the underserved population to stabilize in housing and implement the types of housing interventions which are most successful in resolving the housing crisis and setting up the individual or household for an enhanced quality of life (i.e. addressing connections to healthcare and mitigating social isolation);
10. Maintain an inventory of the community's resources to support members of the underserved population, especially those that assist with stabilization;
11. Develop a collaborative partnership to address discharge planning with institutions such as jails or other corrections facilities, hospitals, addiction treatment facilities, child welfare facilities, or mental health programs; AND/OR
12. Establish an inter-disciplinary coalition between the CoC/LPG leadership, community homeless services projects, and mainstream resources that serve members of the underserved population.

All projects must provide opportunity for involvement by members of the underserved population. Members of the underserved population including homeless and formerly homeless individuals, must be involved in the development, implementation, and evaluation of the Innovative Project Planning and any input must be implemented to the extent that is appropriate for the project and feasible within statutory and regulatory guidelines.

All projects must also review opportunities to raise funding and create proposals that establish new Housing First projects or expand existing projects that support housing-focused solutions for members of the underserved population experiencing homelessness.

Expenses

Eligible costs include coordination activities, project planning and design activities, consulting fees, project evaluation, and training related to the pilot project. Stipends and consulting fees as compensation for individuals with lived experience for their participation and shared expertise are eligible expenses.

Homeless Underserved Populations Outreach/Engagement

Homeless Underserved Populations Outreach/Engagement includes essential services related to identifying and engaging members of the underserved population at risk of, or experiencing homelessness, and connecting them with trauma-informed, culturally appropriate, and developmentally and age-appropriate interventions.

Outreach services should coordinate a comprehensive set of strategies, spanning the homeless crisis response system, other systems of care, and mainstream resources as appropriate for the underserved population. For example, projects designed to serve unaccompanied homeless youth aged 18 to 24 should work with schools, the child welfare system, the criminal processing system, drop-in centers, hotlines, and 2-1-1 Virginia.

Whenever possible, outreach services should employ prevention and diversion strategies, and otherwise secure immediate access to low-barrier crisis housing and services for members of the underserved population should they so choose. Prevention and diversion strategies may include: connecting and/or reunifying individuals with members of their family or other natural supports (as defined by each household).

Requirements

All outreach efforts must be client-centered and tailored to the unique needs of the underserved population.

Required Documentation

- Individualized service plan, to include housing options
- Evidence of connection with the community's coordinated entry process (as appropriate)
- Coordination with mainstream resources

Expenses

Eligible Homeless Underserved Populations Outreach/Engagement costs include:

- Essential Services – Case Management
- Essential Services - Limited Support Services (requires DHCD pre-approval)
- Service location costs
- Other (requires DHCD pre-approval)

Essential Services – Case Management

Funds may be used for engagement and housing-focused case management. These are the costs of locating, identifying, and building relationships with youth experiencing homelessness and the cost of assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the youth program participant. Costs include staff expenses related to:

- Connecting with centralized or coordinated assessment system;
- Actively connecting and providing information and referrals to programs targeted to people experiencing homelessness and mainstream resources and housing programs;
- Conducting and documenting an initial assessment of needs and eligibility;
- Providing crisis counseling;
- Addressing urgent physical needs;
- Completing a strength-based housing barriers assessment and corresponding individualized housing and service plans;
- Assisting a program participant in overcoming immediate barriers to housing; and
- Monitoring and evaluating program participant progress.

Essential Services - Limited Support Services

Includes the transportation costs of travel by outreach workers, social workers, medical professionals, or other service providers are eligible, provided that this travel takes place during the provision of services eligible under this section. The costs of transporting unsheltered people to emergency shelters or other service facilities are also eligible. These costs include the use of public transportation and rideshare programs by the project participant.

Service Location Costs

Funds may be used for service location costs, such as rent for office space, printer/copier costs, and utilities for an office.

Housing Solutions

Members of the underserved population experiencing homelessness should be connected to appropriate and choice-driven service options and swiftly moved into time-limited (Host Homes-only) or permanent or non-time-limited housing options. All services and housing options should be: individualized and tailored to the needs of each individual or household, trauma-informed, culturally and linguistically appropriate, and developmentally and age-appropriate.

All housing solution financial assistance beyond three months requires recertification of eligibility. This recertification must then be completed every three months for the duration of financial assistance. Recertification requires grantee documentation of the following:

- Program participant household income below 30 percent of AMI;
- The household lacks the financial resources and support networks needed to remain in existing housing without financial assistance; AND

- Housing stabilization services are being appropriately implemented.

Recertification Requirement	
Any Financial Assistance	Every three months
Services/Case Management Only	Every 12 months

Eligible housing solutions activities include:

- Host Homes
- Rapid Re-housing (including Shared Housing)
- Innovative Permanent Housing Solutions
- Housing-Stabilization Case Management

Host Homes

Host homes is a model in which a family agrees to permit an individual or household to reside in the home with them. While staying in a host home, the individual or household are able to engage in housing stabilization services and work toward self-determined goals.

Requirements

In order to be eligible, the residence must be in a community-based setting, the family may or may not be related to the individual or household, and the length of stay may or may not be time-limited.

Grantees must establish a host home screening and training process. All prospective host families must complete the screening and training process prior to hosting the individual or household in their home. The screening must include a background check, an interview with the prospective host family, and a home visit. The training must be a comprehensive training program, conducted in-person or via webinar, to orient host families to the host home program, review program requirements, and discuss expectations of the host home. The training program should also provide training on issues related to, among others:

- Homelessness in your community, to include details specific to the experience of homelessness among the underserved population
- Personal biases
- Cultural competency
- Communication and conflict resolution
- LGBTQ+
- Trauma and resiliency

Grantees must not make payments directly to project participants, but only to host home head of household.

Required Documentation

- Grantees must have written agreements with the host family that states their willingness to house the project participant. If there are additional expectations set by the host home, this must be documented.
- Grantees must document how household costs are determined and employ the same method for all program participants (ex. pro-rata, compare costs before and after the project participant joined the household, etc.).
- Grantees must certify completion of host home screening and training process for each host family.
- Monthly housing-focused case management is required. Grantees must provide the appropriate level of case management in order to ensure housing stability.

Expenses

Eligible Host Home expenses include:

- Host home support
- Host home recruitment
- Temporary housing placement (hotel or motel)
- Housing stabilization services
- Service location costs
- Other (requires DHCD pre-approval)

Host Home Support

Recognizing that the addition of another person in the home may increase costs to the family, funding may be used to subsidize the additional costs attributable to housing the project participant. Costs may include:

- Food
- Basic needs support
- Transportation
- Utilities

Host Home Recruitment

Funds may be used for host home recruitment. This includes the costs of recruiting host homes, conducting background checks and host home interviews, and developing and providing the host home training program.

Temporary Housing Placement

When an appropriate emergency shelter placement is unavailable, funds may be used for hotel/motel vouchers only until the desired housing placement is available. The need for temporary housing placement must be documented in the program participant's file.

Housing Stabilization Services

Funds may be used for services that are targeted to assist project participants to maintain housing. These may include critical skills related to household budgeting, money management, accessing a personal credit report, and resolving personal credit issues. If grantees elect to conduct credit checks on project participants, they must do so for all project participants so as not to violate Fair Housing Law or otherwise discriminate among project participants. Grantees may not use these funds to reimburse landlords for their costs associated with conducting credit and/or background checks. Credit may not be used to determine program eligibility. Payment of debt is an ineligible expense.

Service Location Costs

Funds may be used for service location costs, such as rent for office space, printer/copier costs, and utilities for an office.

Rapid Re-housing (including Shared Housing), and Innovative Permanent Housing Solutions

Funds may be used to provide tenant-based rental assistance. Innovative Permanent Housing Solutions means any permanent housing solution that does not fall within the definitions of host homes or rapid re-housing (including shared housing). Examples of Innovative Permanent Housing Solutions are the use of residential care homes for older adults and master leasing units. The permanent housing solution, including any innovative permanent housing solution, must meet all of the requirements listed below.

Requirements

Provision of any financial assistance should be needs-based, meaning that grantees should determine the amount of assistance based on the minimum amount needed to maintain housing stability in the near term. This will allow communities to use program resources efficiently to serve as many households as possible.

When households are moved into a new unit, the rent must meet Rent Reasonableness. Rent reasonableness means that the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same time period for comparable non-luxury unassisted units. To make this determination, the grantee should consider (a) the location, quality, size, type, and age of the unit; and (b) any amenities, housing services, maintenance and utilities to be provided by the owner. Grantees must not make payments directly to program participants, but only to landlords or property management companies.

Required Documentation

- Initial screening
- Certification form signed by the project participant stating that the project participant has received a copy of the grantee's grievance policy
- Strength-based housing barriers assessments and housing plans.
- A copy of the [HSNH Rent Reasonableness Worksheet](#) must be completed and included in the project participant file.
- A copy of the completed utility allowance worksheet must be included in the project participant file. Grantees must utilize the appropriate utility allowance for any utilities that are paid by the project participant separate from rent. The grantee may use the local housing authority's or [Virginia Housing's](#) appropriate regional allowances in order to calculate the rent standard.
- Rapid re-housing financial assistance requires that the project participant head of household have a valid lease with a landlord that is in compliance with tenant/landlord laws in their name. A copy of this lease must be included in the project participant file. If grantee is master leasing, the grantee must have a sublease with the head of household. A copy of the master lease as well as a copy of the sublease must be included in the project participant file.
- Monthly housing-focused case management is required. Grantees must provide the appropriate level of case management in order to ensure housing stability.
- Grantees must have written agreements with both the project participant and the landlord that identify the terms of the rapid re-housing assistance. This should specifically provide the landlord with guidance for addressing issues which could impact housing stability and must include:
 - A provision requiring the owner to give the grantee a copy of any notice to the project participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the project participant.
 - The same payment due date, grace period, and late payment penalty requirements as the project participant's lease.
 - The term of the rental assistance agreement for the period of time they anticipate providing assistance.

Expenses

Eligible rapid re-housing (including shared housing) and innovative permanent housing solutions costs include:

- Rental assistance
- Rent arrears

- Housing stabilization financial assistance
- Housing search and placement
- Housing stabilization services
- Temporary housing placement
- Service location costs
- Other (requires DHCD pre-approval)

Rental Assistance and Rent Arrears

Rental assistance is tenant-based rental assistance that can be used to allow individuals and families to obtain and remain in rental units. Funds cannot be used for mortgage assistance. Grantees must determine the amount of rental assistance provided, such as shallow subsidies (payment of a portion of the rent), payment of 100 percent of the rent, or graduated/declining subsidies. Grantees may require a program participant to share in the costs of rent, however inability of a project participant to contribute to the rent should not be a determination for termination from the program.

No program participant may receive more than 12 months of assistance.

Assistance with any portion of rent during a month counts as a month toward the 12-month limit.

Payment of rent arrears consists of a one-time payment for up to six months in arrears, including any late fees on those arrears. Rental arrears may be paid if the payment enables the program participant to obtain a housing unit.

If funds are used to pay rental arrears, arrears must be included in determining the total period of the program participant's rental assistance, not to exceed 12 months. While the payment of rent arrears is a lump sum and recorded as such in HMIS, each month and the number of months must be noted in HMIS and counted toward the total rent assistance limit of 12 months.

Any individual or family receiving assistance beyond any arrears and two current months of rent and financial assistance must be evaluated and recertified as eligible every three months. Assistance should be needs based, meaning that grantees should determine the amount of assistance based on the minimum amount needed to help the program participant maintain housing stability in the near term. This will allow communities to use program resources efficiently to serve as many households as possible.

Funds may not be used to pay damage costs incurred by the tenant.

The rental assistance to move into a new unit cannot exceed the actual rental cost, which must be in compliance with HUD's standard of Rent Reasonableness.

Rental assistance or arrears to pay for a lot on which a manufactured or mobile home is located is an eligible expense as long as the household is otherwise eligible.

Housing Stabilization Financial Assistance

Funds may be used to provide financial assistance to help program participants quickly access housing. The housing relocation and stabilization services financial assistance includes:

- Security and utility deposits
- Last month's rent
- Utility payments

- Utility arrears
- Moving costs
- Food costs
- Transportation
- Application fees

Funds may be used to pay for security deposits, including utility deposits, for program participants. This is eligible in the case where the program participant is otherwise eligible and they are not receiving security or utility deposits assistance from another source. Security deposits must be paid directly to landlords or property managers.

Grantees must not take measures to recapture any deposit assistance provided to program participants. In the cases where the return of a deposit to the grantee is unavoidable, all returned deposits must be tracked as program income. Any resulting program income must be used for eligible activities.

Funds may be used for up to 12 months of utility payments for each program participant in any three-year period of time, provided that the program participant or a member of his/her household has an account in his/her name with a utility company and is not receiving assistance for the same period of time for the utilities.

Utility assistance may include up to six months of utility payments in arrears per service. Payments of arrears must be counted toward the 12-month limit.

The grantee must use the VH or the local housing authority utility allowance guideline to set reasonable limits for utility payments.

Assistance with utilities may be structured where the program participant pays a portion of the utilities. Partial assistance payment for any month of utilities counts as a month of assistance. Grantees may pay past due utilities; however, the past due months must be included in the 12-month limit. Utilities are limited to water/sewer, heating oil, gas, and electricity. Twelve month limits are based on assistance with one or more of the basic utilities per month. As the number of months may be difficult to determine, grantees may use estimates to determine the total number of months covered. In these cases, the grantee must document the basis for the estimation.

Funds may be used for reasonable moving costs, such as truck rental or hiring a moving company, to assist an eligible household with housing stability.

Funds may be used for lease or apartment application fees where necessary and no other source has been identified to assist an eligible household with housing stability.

Funds may be used for emergency food to assist an eligible household with obtaining and maintaining permanent housing. Costs for food may include delivery services if no other food source is available. Documentation of connection to mainstream resources such as Supplemental Nutrition Assistance Program (SNAP) and/or local food banks should be documented in the project participants' file.

Funds may be used for transportation to obtain and maintain permanent housing. Transportation expenses are limited to ride share, bus passes, or other methods of public transportation.

Housing Search and Placement

Housing search and placement funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Component services or activities may include staff costs related to: tenant counseling, assisting individuals and families to understand leases, securing utilities, making moving arrangements, representative payee services concerning rent and utilities, and outreach and negotiation with property owners related to locating or retaining housing. Costs also include expenditures associated with assessing housing unit compliance with property standards, lead requirements, and rent reasonableness. Costs associated with staff in the role of housing locator would be eligible housing search and placement costs.

Housing Stabilization Services

Funds may be used for services that are targeted to assist project participants to maintain housing. These may include critical skills related to household budgeting, money management, accessing a personal credit report, and resolving personal credit issues. If grantees elect to conduct credit checks on project participants, they must do so for all project participants so as not to violate Fair Housing Law or otherwise discriminate among project participants. Grantees may not use these funds to reimburse landlords for their costs associated with conducting credit and/or background checks. Credit may not be used to determine program eligibility. Payment of debt is an ineligible expense.

Temporary Housing Placement

When an appropriate emergency shelter placement is unavailable, funds may be used for hotel/motel vouchers only until the desired housing placement is available. The need for temporary housing placement must be documented in the program participant's file.

Service Location Costs

Funds may be used for service location costs, such as rent for office space, printer/copier costs, and utilities for an office.

Housing Stabilization Case Management

Funds may be used for housing stability and housing-focused case management. These are the costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for project participants residing in permanent housing or to assist a project participant in overcoming immediate barriers to obtaining housing.

This assistance cannot exceed 12 months during the period the project participant is living in permanent housing.

These costs include:

- Conducting initial assessments
- Counseling
- Facilitating access to mainstream services
- Monitoring and evaluating project participant progress
- Coordination with and referrals to other providers
- Developing individualized housing and service plans
- Fees for use of auxiliary aids and language services

Clients must receive housing-focused case management at least once per month.

Rapid re-housing funds can be used for housing-focused case management alone. Although rental assistance cannot be provided independent of case management, case management can be provided independent of rental assistance. For example, case management could be

provided after the term of a project participant's rental assistance expires, as long as the 12-month cap for each type of assistance is not exceeded.

"Stand alone" case management or other services may also be provided to support project participants who receive rental assistance through non-HTF – HRG funds, as long as the individual or household is eligible for HTF – HRG assistance at the time of the intake evaluation.

Permanent Supportive Housing (Housing Stabilization Services and Rental Assistance for Chronic Homeless)

Permanent supportive housing (PSH) for chronic homelessness is an evidence-based housing intervention that combines decent, safe, and affordable community-based housing, non-time-limited affordable housing assistance, and wrap-around supportive services for individuals experiencing chronic homelessness. In PSH, individuals and households are ensured the rights of tenancy under state and local landlord tenant laws while being linked to voluntary and flexible supports and services designed to meet tenants' needs and preferences. The goal of PSH is to assist individuals and households in achieving housing stability.

To be eligible, the CoC/LPG must have adopted HUD's notice ([CPD-16-11](#)) prioritizing persons experiencing chronic homelessness and other vulnerable persons experiencing homelessness in permanent supportive housing.

Project Participant Eligibility

Permanent Supportive Housing program targets individuals and families who meet the HUD definition of chronic homelessness:

- Chronic homelessness: individuals and families who have been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last three years that total 12 months; and, have an adult head of household (or a minor head of household if no adult is present in the household) with a diagnosable substance use disorder, serious mental illness, developmental disability (as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of two or more of those conditions. For further clarification, see the [HEARTH: Defining "Chronically Homeless" Final Rule](#).

Core Components

- Individually tailored and flexible supportive services that are voluntary, can be accessed 24 hours a day/7 days a week, and are not a condition of ongoing tenancy;
- Leases that are held by the tenants without limits on length of stay; and
- Ongoing collaboration between service providers, property managers, and tenants to preserve tenancy and resolve crisis situations that may arise.

Key Outcomes and Objectives

Permanent Supportive Housing projects are evaluated and monitored on how well they are achieving key project outcomes and objectives. Outcomes are measured at both the community- and project-level and include:

- Households served and length of assistance
- Percentage households stabilized in the permanent supportive housing project
- Percentage households exited to a permanent destination (efficacy of the grantee's Move On strategy)

Requirements

HSNH – HTF – HRG 2025

All programs must adhere to a housing first approach focused first on moving project participants into the permanent supportive housing project as quickly as possible and second on obtaining and maintaining housing stability. Projects must use housing stabilization support services and mainstream resources as needed to ensure housing stability.

Monthly housing-focused case management is required but participation in all program services must be voluntary. Grantees must provide the appropriate level of case management in order to ensure housing stability. All services must be designed and implemented to ensure project participants remain independently housed. All services must be individualized to meet the needs of the project participant.

Projects must strive to meet a participant to case manager ratio of no greater than 15:1 to ensure effective and appropriate provision of case management and supportive services. Projects that are unable to meet this expectation must provide a written description of how they will ensure effective and appropriate provision of case management and supportive services, and, if applicable, how they will work toward meeting this goal in the future.

Grantees must ensure coordination with mainstream resources and community-based supports to improve housing stability of project participants. Mainstream resources are publicly funded programs that provide services, housing and income supports. They include federal, state, and local programs such as Temporary Assistance for Needy Families (TANF), Medicare, Medicaid, and Housing Choice Vouchers, that provide housing, health care, income supports, and other forms of assistance. Community-based supports include formal and informal programs and resources offered by faith-based organizations, nonprofit agencies, members of the community, and other institutions.

Grantees must establish a sustainability plan to ensure program services, including supportive services and rental assistance, are able to continue once Housing Trust Fund – Homeless Reduction Grant funding ends.

Provision of any financial assistance should be needs based, meaning that grantees should determine the amount of assistance based on the minimum amount needed to maintain housing stability in the near term. This will allow communities to use program resources efficiently to serve as many households as possible.

A program participant must be the tenant on a lease (or sublease) for an initial term of at least one year that is renewable and is terminable only for cause. Further, leases (or subleases) must be renewable for a minimum term of one month. Permanent supportive housing is permanent housing with indefinite leasing or rental assistance paired with supportive services.

When households are moved into a new unit, the rent must meet Rent Reasonableness. Rent reasonableness means that the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same time period for comparable non-luxury unassisted units. To make this determination, the grantee should consider (a) the location, quality, size, type, and age of the unit; and (b) any amenities, housing services, maintenance and utilities to be provided by the owner.

If the gross rent for the unit exceeds either the rent reasonableness standard, grantees are prohibited from using VHSP funds for any portion of the rent, even if the household is willing and/or able to pay the difference.

Grantees must not make payments directly to project participants, but only to landlords or property management companies.

Move-On Strategies

Grantees must develop and implement Moving On strategies aimed at identifying permanent supportive housing project participants who may no longer need or want the intensive services offered in PSH but continue to need assistance to maintain their housing. Moving On strategies must include partnerships between the CoC/LPG, grantee, and mainstream housing programs such as public housing, the Housing Choice Voucher program, and HUD-funded multifamily housing providers.

Termination of Assistance

The grantee may terminate assistance to a project participant who violates project requirements or conditions of occupancy. Termination under this section does not bar the grantee from providing further assistance at a later date to the same individual or household.

In terminating assistance to a project participant, the grantee must provide a formal process that recognizes the rights of individuals receiving assistance under the due process of law. This process, at a minimum, must consist of:

1. Providing the project participant with a written copy of the program rules and the termination process before the participant begins to receive assistance;
2. Written notice to the project participant containing a clear statement of the reasons for termination;
3. A review of the decision, in which the project participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
4. Prompt written notice of the final decision to the project participant.

Grantees that are providing permanent supportive housing for chronically homeless must exercise judgment and examine all extenuating circumstances in determining when violations are serious enough to warrant termination so that a project participant's assistance is terminated only in the most severe cases.

Required Documentation

- Initial screening
- Documentation of referral of project participant from the CoC/LPG's coordinated entry system to the PSH project
- Strength-based housing barriers assessments and housing plans
- Monthly housing-focused case management is required. Grantees must provide the appropriate level of case management in order to ensure housing stability.
- Grantees must have written agreements with the project participant to identify the terms of the permanent supportive housing project. This should specifically provide guidance for addressing issues which could impact housing stability
- Evidence of coordination with mainstream resources and community-based supports
- Grantees must certify (at least annually) that appropriate housing stabilization services are being implemented
- Permanent supportive housing rental assistance requires that the project participant head of household have a valid lease (or sublease) with a landlord that is in compliance with tenant/landlord laws in their name. A copy of this lease must be included in the project participant file. The lease must have an initial term of at least one year that is renewable and is terminable only for cause. Further, leases (or subleases) must be renewable for a minimum term of one month.

- For project participants receiving rental assistance, grantees must have written agreements with both the project participant and the landlord that identify the terms of the financial assistance. This should specifically provide the landlord with guidance for addressing issues which could impact housing stability and must include:
 - A provision requiring the owner to give the grantee a copy of any notice to the project participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the project participant.
 - The same payment due date, grace period, and late payment penalty requirements as the project participant's lease.
 - The term of the rental assistance agreement for the period of time they anticipate providing assistance.

Expenses

- Housing stabilization services
- Rental assistance

Housing Stabilization Services

The costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for project participants residing in permanent supportive housing.

These costs include:

- Conducting initial assessments
- Provision of case management and housing stabilization services
- Counseling
- Facilitating access to mainstream resources and community-based supports
- Monitoring and evaluating project participant progress
- Coordination with and referrals to other providers
- Developing individualized housing and service plans

Rental Assistance

Rental assistance is tenant-based or project-based rental assistance that may be used to enable individuals and families to obtain and remain in permanent supportive housing rental units. Funds must not be used for mortgage assistance.

Under tenant-based rental assistance, project participants select any appropriately sized unit within the CoC or LPG's geographic service area, although grantees may restrict the location under certain circumstances to ensure the availability of the appropriate supportive services.

Under project-based rental assistance, project participants reside in a housing unit owned or leased by a grantee and the rental assistance is dedicated to that unit.

Grantees must determine the amount of rental assistance provided, such as shallow subsidies (payment of a portion of the rent), payment of 100 percent of the rent, or graduated/declining subsidies, based on the unique needs of the project participant. Grantees may require a project participant to share in the costs of rent, however inability of a project participant to contribute to the rent should not be a determination for termination from the program.

Grantees must not request reimbursement for any portion of the rent paid for by the project participant under the HTF-HRG grant.

Assistance should be needs based, meaning that grantees should determine the amount of assistance based on the minimum amount needed to help the project participant maintain

housing stability in the near term. This will allow communities to use program resources efficiently to serve as many households as possible.

Funds may not be used to pay damage costs incurred by the tenant.

The rental assistance to move into a new unit cannot exceed the actual rental cost, which must be in compliance with HUD's standard of rent reasonableness.

All project participants receiving rental assistance must be offered the appropriate housing stabilization and supportive services necessary to maintain their permanent supportive housing or engage in Move On strategies.

HMIS

Reasonable and appropriate costs associated with operating a HMIS for purposes of collecting and reporting data required under this program and analyzing patterns of use of funds are eligible. Eligible costs include the purchase of HMIS software and/or user licenses, leasing or purchasing needed computer equipment for providers and the central server, costs associated with data collection, entry and analysis, and staffing associated with the operation of the HMIS, including training.

For DV shelter service providers, costs associated with a comparable system are eligible.

Administrative Costs (limited to three percent of total HTF-HRG budget)

Administrative costs may include accounting for the use of grant funds, preparing reports for submission to DHCD, obtaining program audits, similar costs related to administering the grant after the award, and associated staff salaries. Administrative costs may also include staff training for program and case management, as long as this training is directly related to the provision of an emergency crisis response system.

As with all billed expenditures, billing for administrative costs must be based on actual costs incurred during a particular period.

No more than three percent of the requested funding amount may be spent on administrative costs.

While it is not necessary to detail administrative costs on reimbursements, grantees must be able to document all administrative costs and will be required to produce said documentation at the time of either on-site or desk monitoring.

MEMORANDUM

DATE: May 27, 2025

TO: The Board of Supervisors

FROM: Barbara E. Watson, Director of Social Services

SUBJECT: Grant Award - \$289,512 - Homeless Reduction Grant Program

The James City County Social Services Housing Unit (Housing) has received a \$289,512 Homeless Reduction Grant from the Virginia Department of Housing and Community Development, funded through Virginia's Housing Trust Fund. The grant supports Rapid Re-Housing, a program designed to help individuals and families quickly exit homelessness and return to permanent housing, through rent assistance and housing stabilization financial assistance. The grant also supports the administrative costs associated with administering the program.

Housing is designated as a Virginia Homeless Solutions Program Partner by the Greater Virginia Peninsula Housing Consortium and provides homeless support services within James City County, the City of Williamsburg, and Upper York County by administering emergency shelter, Rapid Re-Housing, and homeless prevention programs.

By accepting these funds, the James City County Social Services Housing Unit will agree to administer Rapid Re-Housing specifically targeted to eligible households within the Williamsburg-James City County School District that fall under the U.S. Department of Education Subtitle VII-B of the McKinney-Vento Homeless Assistance Act, which includes homeless children and youths. Housing will work to secure safe, decent, and sanitary housing in the Upper Peninsula/James City County in accordance with the Virginia Homeless and Special Needs Housing Funding Guidelines 2024-2026 (A).

The grant requires no local match.

Staff recommends acceptance of the funds and adoption of the attached resolution.

BEW/ap
GA-HmelssRed-mem

Attachments:

1. Resolution
2. (A) Virginia Homeless and Special Needs Housing Funding Guidelines 2024-2026
3. (B) Grant Agreement 2025 Housing Trust Fund Homeless Reduction Grant Program

RESOLUTION

GRANT AWARD - \$289,512 - HOMELESS REDUCTION GRANT PROGRAM

WHEREAS, the Virginia Department of Housing and Community Development (DHCD) partners with state, federal, local, and nonprofit entities to implement housing and community and economic development initiatives, including homelessness reduction; and

WHEREAS, DHCD has awarded James City County Social Services Housing Unit a Homeless Reduction Grant (HRG) in the amount of \$289,512; and

WHEREAS, James City County Social Services Housing Unit, as a participating agency within the Greater Virginia Peninsula Housing Consortium, will provide Rapid Re-Housing services specifically targeted to eligible households within the Williamsburg-James City County (WJCC) School District that fall under the U.S. Department of Education Subtitle VII-B of the McKinney-Vento Homeless Assistance Act; and

WHEREAS, the grant requires no local match.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes acceptance of this grant and the following appropriation to the Housing and Neighborhood Development Fund:

Revenue:

State - HRG - WJCC Schools	<u>\$289,512</u>
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Expenditures:

HRG - WJCC Schools - Rent Assistance	\$230,640
HRG - WJCC Schools - Housing Stabilization	\$ 41,440
HRG - WJCC Schools - Temporary Housing	\$ 9,000
HRG - WJCC Schools - Administration	<u>\$ 8,432</u>
Total	<u>\$289,512</u>

James O. Icenhour, Jr.
Chair, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

HIPPLE
NULL
LARSON
MCGLENNON
ICENHOUR

VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of May, 2025.

GA-HmelssRed-res

**GRANT AGREEMENT
2025 HOUSING TRUST FUND
HOMELESS REDUCTION GRANT PROGRAM
25-HTF-054**

This Grant Agreement is made by and between the **Virginia Department of Housing and Community Development (“DHCD”)** and **James City County (“Grantee”)** for the period **January 1, 2025 to December 31, 2025** in the total amount of **\$289,512.40**.

The Homeless Reduction Grants are funded through Virginia’s Housing Trust Fund, a state appropriation of \$87,500,000 for the fiscal year 2025 budget. The Department may use up to 20 percent of the Fund for grants to reduce homelessness with priority consideration given to projects targeted to homeless youth and families. The Grant is subject to the terms, guidelines and regulations set forth in the Virginia Homeless and Special Needs Housing Funding Guidelines 2024 – 2026 and any subsequent amendments to the guidelines, the laws of the Commonwealth of Virginia and federal law.

I. Scope of Services

Eligible activities include rapid re-housing, housing stabilization services and rental assistance for permanent supportive housing, and innovation projects for underserved populations. The program goals are to provide effective and efficient assistance to reduce the length of time households experience homelessness, reduce the number of households returning to homelessness, and provide supportive services for chronically homeless persons permanent supportive housing programs.

Funding allocations obligated in this agreement are generated based on the budget summary submitted by the grantee. Allocated funds are listed in Appendix A – Grant Summary of this document.

II. Conditions

A. Reimbursement

Funds are disbursed on a reimbursement based on payment dates. Grantees must submit remittances in DHCD’s Centralized Application and Management System (CAMS) and be able to provide documentation that the work and services occurred within the grant period and the expenses were paid appropriately by the Grantee. Grantees may elect to submit remittances on a monthly or bi-monthly basis, the chart below reflects monthly submission dates. The option selected should be adhered to throughout the year. Supporting documentation must clearly indicate the period for which the reimbursement is requested.

Payment Period	Remittance Submission Timeframe
January 1-31, 2025	February 1-28, 2025
February 1-29, 2025	March 1-31, 2025
March 1-31, 2025	April 1-30, 2025
April 1-30, 2025	May 1-31, 2025
May 1-31, 2025	June 1-30, 2025
June 1-30, 2025	July 1-31, 2025
July 1-31, 2025	August 1-31, 2025
August 1-31, 2025	September 1-30, 2025

September 1-30, 2025	October 1-31, 2025
October 1-31, 2025	November 1-30, 2025
November 1-30, 2025	December 1-31, 2025
December 1-31, 2025	January 1-31, 2026

B. Reporting

Grantees must submit reports as required by DHCD. Such reports may include, but are not limited to quarterly, semi-annual and/or annual outcomes and performance reports. Any required reports and their due dates will be announced by DHCD along with any relevant instruction.

Submission of reports implies approval from the executive director and is considered final. DHCD reserves the right to withhold reimbursement payments if the Grantee fails to submit the reports.

Year-End Report

The Grantee must submit a year-end report no later than March 31, 2026.

C. Continuum of Care Participation

Grantees must actively participate in the Homeless Management Information System (HMIS) or a comparable system and regional continuum of care or balance of state local planning groups. In addition, Grantees must assure full participation in annual point-in-time and housing inventory counts.

D. Accounting

The Grantee must adhere to Generally Accepted Accounting Principles (GAAP). The Grantee shall establish and maintain separate accounts within its existing accounting system or set up accounts independently. The Grantee shall record in its accounting system all grant payments received pursuant to the grant and all other match funds provided for, accruing to, or otherwise received on account of the grant.

All costs charged to the grant shall be supported by properly executed payrolls, timesheets, contracts, or vouchers evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, contracts, vouchers, or other accounting documents pertaining in whole or in part to the grant shall be clearly identified, readily accessible, and separate and distinct from all other such documents. Such documents shall reside at the offices of the grantee.

E. DHCD Notification

Grantee must notify DHCD of any potentially illegal act, such as misuse of grant funds or fair housing violations, immediately upon knowledge of such act. In addition, Grantee must notify DHCD should any other local, federal or state agency uncover evidence of any potentially illegal act. Grantee must notify DHCD if there is a change in agency management and/or fiscal personnel. Failure to do so will constitute a finding and may result in repayment of funds by the Grantee, the de-obligation of current funding and the preclusion of future funding.

F. Audit

All grantees, sub-grantees, CHDOs, localities, developers, or any other organizations that receive funding during a program year and/or have projects in progress are required to submit financial statements to DHCD.

Required statements are as follows: Financial Statement(s)**, Reviewed Financial Statement(s) that have been reviewed by an Independent CPA, Financial Statement(s) that have been audited by an Independent CPA or an audit required by the Code of Federal Regulations (CFR), (2 CFR 200 Subpart F), audited by an independent CPA. Please see the table below to determine which documents your organization is required to submit.

If the entity expends awards under only one DHCD program and the program's statutes or regulations, or terms and conditions of the award do not require a financial statement audit, the entity may elect to have a program-specific audit conducted.

The threshold requirements outlined below are the minimal standards required by DHCD.

Threshold Requirement	Document
Total annual expenditures < \$350,000 (Regardless of source)	Financial Statement(s) prepared by organization**
Total annual expenditures > \$350,000 (Regardless of source)	Reviewed Financial Statement(s) – Reviewed by an Independent CPA
Total annual expenditures > \$550,000 (Regardless of source)	Financial Statement(s) – Audited by an Independent CPA
Federal expenditures > \$1,000,000	2 CFR 200 Subpart F Audit – Audited by an Independent CPA

** Does not require preparation by a CPA

Submission Requirements

Required financial statements/audit must be submitted yearly, within nine (9) months after the end of your fiscal year or 30 (thirty) days after it has been accepted (reviewed financial statement(s), audited financial statements, and 2 CFR 200 Subpart F audit only) - whichever comes first. Entities must electronically submit their financial statement(s), reviewed financial statements, audited financial statements, 2 CFR 200 Subpart F audit, or program specific audit in DHCD's Centralized Application and Management System (CAMS) which requires the organization to register in CAMS at <https://dmz1.dhcd.virginia.gov/camsportal/Login.aspx>.

Entities are required to have a DHCD reviewed and approved current audit or reviewed financial statement(s) in order to submit a remittance request.

The full DHCD Audit Policy, including explanation of the specific document requirements can be found online at: <https://www.dhcd.virginia.gov/sites/default/files/Docx/audit-policy/dhcd-audit-policy.pdf>

G. Compliance

Grantees with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues are not eligible to receive allocations. DHCD will work with all interested parties toward the resolution of unresolved matters, where appropriate.

H. Maintenance of Records

Records shall be readily accessible to DHCD, appropriate state agencies, and the general public during the course of the grant agreement and shall remain intact and accessible for five years thereafter. The exception is in the event that any litigation claim or audit is started before expiration of the five-year period, the records shall be retained until such action is resolved.

I. Costs Incurred Prior To Grant Agreement Execution

No costs incurred prior to the start of the contract period shall be eligible for reimbursement, unless incurred costs are authorized in writing by DHCD.

J. State Not Liable

The Grantee shall hold harmless the Commonwealth of Virginia, DHCD, its agents and employees from any and all claims and demands based upon or arising out of any action by the Grantee, its employees, agents or contractors.

K. Expenditure Review

DHCD will monitor expenditure rates to ensure state resources are maximized. Failure to expend funds proportionately throughout the contract period may result in the de-obligation of funds. DHCD reserves the right to de-obligate funds at any time during the contract period.

L. Termination, Suspension, Conditions

If through any cause, the Grantee fails to comply with the terms, conditions or requirements of the contract documents, DHCD may terminate or suspend this Agreement by giving written notice of the same and specifying the effective date of termination or suspension at least five (5) days prior to such action.

In the case of contract violation by the Grantee, DHCD may request that all or some of the grant funds be returned, even if the Grantee has already expended the funds. The Grantee agrees to return such funds as requested by DHCD within 30 days of the written request.

M. Subsequent Contracts

The Grantee shall remain fully obligated under the provisions of the Grant Agreement notwithstanding its designation of any subsequent or third parties for the undertaking of all or part of the activities for which the Grant assistance is being provided to the Grantee.

The Grantee agrees to ensure that any contractor or subcontractor who is not the Grantee shall comply with all the lawful requirements of the Grantee necessary to insure that the project for which this assistance is being provided under this Agreement are carried out in accordance with the Grantee's Assurances and Certifications.

N. Default

A default is any unapproved use of grant funds. Upon due notice to the Grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, DHCD may take one or more of the following actions:

- (1) direct the Grantee to submit progress schedules for completing approved activities;
- (2) issue a letter of warning advising the Grantee of the default, establishing a

date by which corrective actions must be completed and putting the Grantee on notice that more serious actions will be taken if the default is not corrected or is repeated;

- (3) direct the Grantee to suspend, discontinue, or not incur costs for the affected activity;
- (4) require the Grantee to reimburse DHCD for costs inappropriately charged to the program;
- (5) other appropriate action including , but not limited to, any remedial action legally available, such as affirmative litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions and any other available remedies.

No delay or omissions by DHCD in exercising any right or remedy available to it under the Agreement shall impair any such right to remedy or constitute a waiver or acquiescence in any Grantee default.

O. Conflict of Interest

Grantees shall ensure that the provision of any type or amount of assistance may not be conditional on an individual's or family's acceptance or occupancy of housing owned by the grantee, the sub-grantee, a parent organization, or subsidiary. Grantees/sub-grantees, parent organizations, or subsidiaries may not administer rapid re-housing assistance and use the assistance for households residing in units owned by the grantee/sub-grantee, parent organization, or subsidiary.

Individuals (employees, agents, consultants, officers, or elected or appointed officials of the grantee or sub-grantee) may not both participate in decision-making related to determining eligibility and receive any financial benefit. This financial benefit may not be received by the specific individual, any member of his/her immediate family or a business interest. The restriction applies throughout tenure in the position and for a one-year period following tenure.

P. Religious Influence

The Grantee may not engage in inherently religious activities such as worship, religious instruction, or proselytization as part of the programs or services funded under this grant agreement. If an organization conducts these activities they must be offered separately, in time or location, from the programs or services funded under this grant agreement and participation must be voluntary for program participants.

IV. Additional Assurances

- A.** Grantee will give the Virginia Department of Housing and Community Development, the Comptroller, HUD and any other authorized state representatives access to and the right to examine all records, books, papers, or documents related to the Grant.
- B.** In accordance with federal law, grantee will provide that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin, in any phases of employment or in any phase of service delivery.

V. Additional Certifications:

The Grantee certifies that it will comply with the following:

- (a) Freedom of Information Act (5 U.S.C 552) and Virginia Freedom of Information Act;
- (b) Virginia Fair Employment Contracting Act
- (c) Fair Housing Act (42 U.S.C. 3601-20), and implementing measures under:
 - 24 CFR 100 (discriminatory conduct under Fair Housing Act);
 - Executive Order 11063 and regulations at 24 CFR 107 (preventing discrimination on basis of race, color, creed, or national origin);
 - 24 CFR Part 8 (prohibiting discrimination against handicapped individuals);
 - Title VIII of Civil Rights Act of 1968 as amended (prohibiting discrimination based on race, color, national origin, religion, sex, familial status [including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18], and disability
- (d) The Violence Against Women Act (VAWA), Title IV of the Violent Crime Control and Law Enforcement Act of 1994 and implementing the regulations at:
 - 24 CFR 90 Violence Against Women
- (e) Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at:
 - 24 CFR 146 (nondiscrimination on basis of age in HUD programs);
 - Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
 - 24 CFR 574.320 (Federal rent standards for rental assistance, requiring rents to be charged no greater than appropriate Fair Market Rent levels);
 - 24 CFR Part 35 (Federal lead-based paint provisions, requiring visual inspections and stabilization of paint before commencement of occupancy);
- (f) Adhere to Executive Orders 11625, 12432, and 12138, that Grantee must make efforts to encourage participation of minority and women-owned business enterprises in connection with funded activities; Encourage participation of locally-owned enterprises in connection with funded activities;
- (g) McKinney-Vento Homeless Assistance Program Regulations;
- (h) Anti-lobbying Certification;
- (i) Drug Free Workplace

If requested by DHCD:

1. A Grantee that is a unit of local government agrees to assume the status of a responsible Federal official under the National Environmental Policy Act (NEPA) of 1969 and other provisions of Federal law as specified at 24 CFR 58 and 58.5 and agrees to comply with these NEPA regulations.
2. All Grantees that are not units of local government agree to assist DHCD in carrying out 24 CFR 58 and 58.5.

The Agreement is hereby executed by the parties on the date set forth below their respective signatures as follows:

Virginia Department of Housing and Community Development

Sandra Powell, Senior Deputy Director

Date

James City County

Signature

Name (printed or typed)

Title

Date

Appendix A – Grant Summary

<u>Grant No.</u>	<u>Grant Term</u>	<u>Performance Period</u>	<u>Total Award</u>
<u>25-HTF-054</u>	12 Months	<u>01/01/2025–</u> <u>12/31/2025</u>	<u>Amount</u> <u>\$289,512.40</u>

A. Underserved Populations Innovation Project

- i. Homeless Underserved Populations Outreach/Engagement
 - 1. Essential Services – Case Management –
 - 2. Essential Services – Limited Support Services (requires DHCD pre-approval) –
 - 3. Service Location Costs –
 - 4. Other (requires DHCD pre-approval) –
- ii. Rapid Rehousing and Innovative Permanent Housing Solutions
 - 1. Rent assistance – \$230,640
 - 2. Rent arrears -
 - 3. Housing stabilization financial assistance - \$41,440
 - 4. Housing stabilization case management –
 - 5. Housing search and placement –
 - 6. Housing stabilization services -
 - 7. Temporary housing placement - \$9,000
 - 8. Service location costs -
 - 9. Other (requires DHCD pre-approval) –

B. Innovative Project Planning

- i. Planning -

C. HMIS

- i. HMIS -

D. Administration

- i. Administration - \$8,432.40

Proposed Benefit (households): 10



**Virginia Homeless and Special Needs Housing
Funding Guidelines
2024 - 2026**



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Virginia Department of Housing and Community Development

The Virginia Department of Housing and Community Development (DHCD) partners with state, federal, local and nonprofit housing and community and economic development initiatives. DHCD programs strive to maintain the vibrancy of communities throughout the Commonwealth and include providing universal broadband access, investing in economic development initiatives, promulgating the statewide building and fire regulations, preserving the affordability and efficiency of Virginia's homes and buildings, addressing homelessness, reducing eviction rates across the state and fostering innovative solutions to create affordable housing.

Homeless and Special Needs Housing Grant Programs

The Virginia Department of Housing and Community Development (DHCD) partners with state, federal, local and nonprofit entities to implement housing and community and economic development initiatives. DHCD programs strive to maintain the vibrancy of communities throughout the Commonwealth and include providing decent, safe and affordable housing and universal broadband access, investing in economic development initiatives, promulgating the statewide building and fire regulations, addressing homelessness, and reducing eviction rates across the state.

HSNH administers three grant programs:

Virginia Homeless Solutions Program

[Virginia Homeless Solutions Program](#) (VHSP) funding supports the development and implementation of localized emergency crisis response systems, to ensure homelessness is rare, brief, and one-time through coordinated community-based activities. Through a housing-focused approach, the goals of VHSP are to assist households experiencing homelessness to quickly regain stability in permanent housing and to prevent households from becoming homeless. These activities are designed to reduce the overall length of homelessness in the community, the number of households becoming homeless, and the overall rate of formerly homeless households returning to homelessness.

Housing Opportunities for Persons With AIDS

The [Housing Opportunities for Persons With AIDS](#) (HOPWA) program is U.S. Department of Housing and Urban Development (HUD) funding dedicated to the housing needs of people living with HIV/AIDS. DHCD administers the program by granting funds to nonprofits and local governments to provide housing and services that benefit low-income persons living with HIV/AIDS and their families.

Virginia Housing Trust Fund

The goal of the [Virginia Housing Trust Fund Homeless Reduction Grant](#) (HTF-HRG) is to reduce homelessness in the Commonwealth of Virginia. DHCD will support Continuum of Care (CoC)/balance of state local planning group (LPG) strategies and homeless service projects that are a part of an effective emergency crisis response system in communities to ensure that homelessness is rare, brief, and one-time.

* FY 2024 HSNH Administered Funding		
VHSP	HOPWA	HTF Homeless Reduction Grant
\$16,098,561	\$1,610,297	\$14,000,000

** Actual funding levels have not been determined at the writing of this document and could vary significantly from estimated amounts.*

Homeless and Special Needs Housing Grantee Requirements

Grantees must comply with program guidelines and applicable state and federal policies and procedures, including compliance with non-discrimination laws. In addition to the grantee requirements below, grantees must adhere to the requirements for the specific funding streams.

Organizations funded by HSNH grant programs (direct grantees and sub-contractors) may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under HSNH. If an organization conducts these activities, then they must be offered separately, in time or location, from the programs or services funded under HSNH and participation must be voluntary for project participants.

Grantees must have established standard accounting practices including internal controls, fiscal accounting procedures, and cost allocation plans as well as track agency and program budgets by revenue sources and expenses.

Grantees with outstanding audit findings, IRS findings, DHCD monitoring findings, or other compliance issues are not eligible to receive funding. Grantees will not be eligible to receive allocations if any of these conditions occur within the grant period. DHCD will work with all interested parties where appropriate, to resolve findings and compliance issues.

Proposed grantees without DHCD HSNH funding agreements within the last two years will be subject to an organizational assessment prior to the execution of any DHCD HSNH funding agreement. DHCD reserves the right to require and conduct organizational assessment of any proposed or current grantee prior to the execution of any HSNH agreement. An assessment includes a review of organization finances, accounting standards, internal controls, grievance policies, record keeping policies, confidentiality practices, conflict of interest policies, and fair housing practices.

All grantees, sub-grantees, CHDOs, sub-recipients, localities, developers, or any other organizations that receive funding during a program year and/or have projects in progress are required to submit financial statements to DHCD. Required statements are as followed: Financial Statement(s)**, Reviewed Financial Statement(s) prepared by an Independent Certified Public Accountant (CPA), Financial Statement(s) that have been audited by an Independent CPA or an audit required by the Code of Federal Regulations (CFR), (2 CFR 200 Subpart F), audited by an independent CPA. Please see the table below to determine which documents your organization is required to submit.

The threshold requirements outlined below are the minimal standards required by DHCD. We strongly encourage all organizations receiving funds from DHCD to undertake the highest level of financial management review to ensure practices and procedures are fully examined and evaluated.

Threshold Requirement	Document
Total annual expenditures <\$100,000 (Regardless of source)	Financial Statement(s) prepared by organization**
Total annual expenditure between \$100,001 and \$300,000 (Regardless of source)	Reviewed Financial Statement(s) prepared by an Independent Certified Public Accountant (CPA)
Total annual expenditures > \$300,000 (Regardless of source)	Financial Statement(s) that have been audited by an Independent CPA
Federal expenditures >\$750,000	2 CFR 200 Subpart F Audit – Audited by an Independent CPA

** Does not require preparation by a CPA

Required financial statements must be submitted yearly, within nine (9) months after the end of your fiscal year or 30 (thirty) days after it has been accepted (reviewed financial statement(s), audited financial statements, and 2 CFR 200 Subpart F audit only) - whichever comes first.

The full DHCD Audit Policy, including an explanation of the specific document requirements, can be found online at: <https://www.dhcd.virginia.gov/sites/default/files/Docx/audit-policy/dhcd-audit-policy.pdf>

Eligible grantees are the organizations that DHCD contracts with for the provision of eligible activities. These organizations are identified during the grant application process and are designated as the:

- Service Provider(s)
- Service Coordinator, and/or
- Fiscal Agent

Service Provider

These are the individual organizations identified in the HSNH application to provide the eligible activities. This would also include a Homeless Management Information System (HMIS) administrator, if applicable.

Service Coordinator

One or more service providers may collaborate to provide specific services. In this case, DHCD will consider contracting with the service coordinator. The service coordinator is a service provider in the collaboration. The application must clearly explain how the service providers will work together. Written agreements are required between services providers involved in the coordinated effort. Copies of the related written agreements or Memoranda of Understanding (MOUs) must be submitted as an attachment with the application. The service coordinator (grantee) assumes full responsibility for meeting all HMIS, reporting, record keeping, spending, and other program requirements. These responsibilities include monitoring each service provider included in the coordinated effort for program compliance. This role is limited to organizations with demonstrated capacity.

Fiscal Agent

DHCD will consider contracting with organizations as fiscal agents. In this case, the organization does not directly provide any services covered by the DHCD contract. However, all remittances, documentation requirements, and other program responsibilities must be maintained by the fiscal agent. The fiscal agent assumes full responsibility for meeting all HMIS reporting, record keeping, spending, and other program requirements. These responsibilities include monitoring each service provider providing any services or activities funded through the application process. This role is limited to organizations with demonstrated capacity.

Continuum of Care (CoC)/Local Planning Group (LPG) Point-in-Time Count Date Coordination
Each CoC and LPG must conduct the annual point-in-time (PIT) count on the date designated by the state.

Participation in CoC/LPG

CoC/LPG participation in accordance with the community's bylaws and standards is required.

Non-Discrimination in Housing and Community Development Programs

Federal laws prohibit discrimination in housing and community development programs and activities because of race, color, religion, sex (including gender, gender identity, sexual orientation, and sexual harassment), national origin, familial status, and disability. These obligations extend to recipients of HUD financial assistance, including sub-recipients, as well as

the operations of state and local governments and their agencies, and certain private organizations operating housing and community development services, programs, or activities.

Equal Access and Prohibited Inquiries

All activities must be made available without regard to actual or perceived sexual orientation, gender identity, or marital status. Grantees are prohibited from inquiring about an applicant's or participant's sexual orientation or gender identity for the purpose of determining eligibility or otherwise making housing available. This does not prohibit an individual from voluntarily self-identifying sexual orientation or gender identity.

Service providers that make decisions about eligibility for or placement into single-sex emergency shelters or other facilities will place a potential project participant (or current project participant seeking a new assignment) in a shelter or facility that corresponds to the gender with which the person identifies, taking health and safety concerns into consideration. A project participant's or potential project participant's own views with respect to personal health and safety should be given serious consideration in making the placement. For instance, if the potential project participant requests to be placed based on his or her sex assigned at birth, the provider should place the individual in accordance with that request, consistent with health, safety, and privacy concerns. Providers must not make an assignment or reassignment based on complaints of another person when the sole stated basis of the complaint is a project participant or potential project participant's non-conformance with gender stereotypes.

While an emergency shelter or housing project may limit assistance to households with children, it may not limit assistance to only women with children. Such a shelter or housing project must also serve the following family types, should they present, in order to be in compliance with the Equal Access rule: Single male head of household with minor child(ren); and any household made up of two or more adults, regardless of sexual orientation, marital status, or gender identity, presenting with minor child(ren).

Further, grantees must not discriminate against a group of people presenting as a family based on the composition of the family (e.g., adults and children or just adults), the age of any member's family, the disability status of any members of the family, marital status, actual or perceived sexual orientation, or gender identity.

Under the Equal Access Rule, "family" includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, any group of persons presenting for assistance together with or without children and irrespective of age, relationship, or whether or not a member of the household has a disability. A child who is temporarily away from the home because of placement in foster care is considered a member of the family.

Grantees must assess and serve individuals and households as they present. Any group of people that present together for assistance and identify themselves as a family, regardless of age, relationship, or other factors, are considered to be a family and must be served as such.

Discharge Coordination

Persons who are being imminently discharged into homelessness from publicly funded institutions are eligible to receive financial assistance or services through this funding as long as they meet the project participant eligibility requirements. Grantees and CoCs/LPGs must coordinate with these institutions to prevent, where possible, individuals from becoming homeless. Referrals must be made where appropriate to the following:

- Veterans Administration (VA)
- Department of Social Services
- Community Services Boards (CSBs)

- Other mainstream resources as needed

Compliance with Fair Housing and Civil Rights Laws

(1) Grantees must comply with all applicable state and federal fair housing and civil rights requirements (see 24 CFR 5.105(a)). This includes the Virginia Values Act (effective July 1, 2020) which expands the list of protected classes under the Virginia Fair Housing Act. As expanded, the Virginia Fair Housing Act prohibits discrimination based on race, color, religion, national origin, sex, elderliness (age 55 and older), familial status, source of funds, sexual orientation, gender identity, military status, or disability (collectively the “Protected Classes”). (2) If the grantee: (a) Has been charged with an ongoing systemic violation of the Fair Housing Act; or (b) Is a defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging an ongoing pattern or practice of discrimination; or (c) Has received a letter of findings identifying ongoing systemic noncompliance under Title VI of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, or section 109 of the Housing and Community Development Act of 1974, and the charge, lawsuit, or letter of findings referenced in subparagraphs (a), (b), or (c) above has not been resolved before the application deadline, then the grantee is ineligible to apply for funds.

Compliance with Virginia Residential Landlord and Tenant Act

All HSNH-funded project activities must adhere to the [Virginia Residential Landlord and Tenant Act](#) (VRLTA) as applicable.

Americans with Disabilities Act Compliance

All grantees shall adhere to Title II and III of the Americans with Disabilities Act (ADA). Title II prohibits discrimination in the form of excluding an otherwise qualified person with a disability (i.e. a person who would qualify for the program or activity but for their disability) from participating in programs or activities is prohibited. All are required to make reasonable accommodations in policies and practices and to make reasonable modifications in physical structures to ensure equal access to the programs. Title III prohibits discrimination on the basis of disability in the activities of places of public accommodations which include shelters, social service establishments, and other public accommodations providing housing and requires newly constructed or altered places of public accommodation—as well as commercial facilities (privately owned, nonresidential facilities such as factories, warehouses, or office buildings)—to comply with the ADA Standards.

Confidentiality Policy

All grantees shall ensure the confidentiality of the name of any individual assisted and any other information regarding individuals receiving assistance.

The grantee’s confidentiality policy should, at a minimum, address:

- How staff will gather, record, and store confidential information;
- The consent process for the release of confidential information;
- Protocols for responding to breaches of confidentiality;
- Standards contained in relevant state and federal laws, including HIPAA compliance (if applicable) and HIV confidentiality statutes; and,
- Privacy standards related to data collection and use of participant information for program reporting, such as HMIS.

Grievance and Termination Policy

Any individual receiving assistance must receive written notification of the grantee’s grievance policy. Grievance policies must be board-approved and provide specific procedures to be followed for any disputed decision affecting this assistance. Project participants contacting DHCD directly will be referred back to the grantee’s grievance policy. The grantee must be

prepared to provide documentation of the grievance record for all project participant grievances. DHCD will review and approve all grievance policies.

Grantees may terminate assistance to a project participant who violates program requirements and resume assistance to a project participant whose assistance was previously terminated. Termination must include a formal process that recognizes the rights of individuals receiving assistance to the due process of law. This process must include at least two-levels. The initial level of the process should be held by the grantee organization wherein the grievance is reviewed or heard by an individual other than the person (or subordinate of that person) who made or approved the termination decision. Should the client or household disagree with the decision made by the initial reviewer, a second level must be available for an appeal at the CoC/LPG level. This two-level process, at a minimum, must consist of: (1) Written notice to the project participant containing a clear statement of the reasons for termination; (2) Prompt written notice of the final decision to the project participant; and (3) Written policy for continuing assistance to surviving family members, in the event of a death of a head of household, that establishes a reasonable grace period of continued assistance to surviving family members, not to exceed one year, measured from the date of death of the participant.

Recordkeeping

Grantees must keep any records and make any reports (including those pertaining to services received, project participant housing status, race, ethnicity, gender, and disability status data) that DHCD requires within the specified timeframe. All contractual and project participant records must be maintained for at a minimum of five years. Records include both program records such as the documentation or match requirement, financial records such as bank statements, and project participant records. Copies of cancelled checks/bank statements or expenses associated with the project participant must also be retained. Grantees are required to maintain a record of all project participants that are screened and classified as ineligible for a service provided within the Continuum of Care. This must include documentation of the reason for the determination of ineligibility. For more information about documentation requirements see [Accounting Standards](#).

Data Reporting Requirements

Reports must be submitted in CAMS as required by DHCD. Reports will also be required at the CoC and LPG level. Timeliness is critical, as this data will be aggregated for other reporting purposes. Grantees that fail to meet reporting requirements and deadlines are considered non-compliant which may affect future grant reimbursements and other DHCD funding opportunities.

Grantees must ensure that data is complete and accurate. Each grantee is expected to enter all project participant data into the HMIS system, complete periodic data quality checks, and work with the local HMIS administrator to ensure that complete quality data is submitted to DHCD by the specific due dates. Grantees primarily serving survivors of domestic violence and sexual assault must meet these requirements using a comparable database.

Grantees must be able to track and report program activities, project participant data, and spending separately from other activities. Grantees will report on outputs, such as the number of persons served and the demographic characteristics of persons served, program funds expended by activity type, as well as outcomes related to housing stability. Most reporting elements will be generated from HMIS data. Adherence to required HMIS data standards will be essential to performance reporting.

HMIS

HMIS is an electronic data collection system that facilitates the collection of information on persons who are homeless or at risk of becoming homeless that is managed and operated

locally. Grantees must certify that there is full utilization with the HMIS in their area. However, different areas within the state may use different systems and/or system administrators. The grantee or any prospective grantee should work with their CoC/LPG to coordinate HMIS access and technical assistance. The grantee assumes full responsibility for all reporting to DHCD.

Grantees are required to report project participant-level data, such as the number of persons served and their demographic information, in a HMIS database. Grantees providing financial assistance and services will use the HMIS system in the applicable Continuum of Care to collect data and report on outputs and outcomes as required. The required data elements that will be collected in HMIS are included in the [2024 HMIS Data Standards](#).

HMIS systems may be open or closed. Closed systems prevent other providers within a local HMIS system from sharing project participant data. Open systems allow for coordination among service providers and facilitate a coordinated or centralized assessment process. While an open system may not yet be available in a specific CoC/LPG, grantees must participate in an open system as one becomes available for local use.

Domestic violence service providers and HOPWA providers not using HMIS must use a comparable system that meets all HMIS data standards and reporting requirements.

Learn more about [HMIS requirements](#).

Unique Entity ID (UEI)

All grantees are required to register with a UEI in the System for Award Management (SAM).

System for Award Management (SAM)

The System for Award Management (SAM) combines federal procurement systems and the Catalog of Federal Domestic Assistance into one system to include the CCR. As with CCR, SAM collects, validates, stores, and disseminates data. Since 2003, indirect recipients of federal funds have been required to register with CCR and as of 2012, CCR merged with SAM. All grantees and sub grantees or subcontractors receiving federal grant awards or contract must be registered with SAM. For further information on registering and renewing annual registrations, go to <https://www.sam.gov>.

Method of Payment

Funds are disbursed on a reimbursement based on payment dates. All grantees must be registered in CAMS and have approved audits in order to receive reimbursement. Remittances are submitted in CAMS; however, any grantee with unresolved findings or compliance issues may have reimbursement suspended.

DHCD requires that grantees receive funds via electronic transfer. Instructions on establishing an account with the Virginia Department of Accounts (DOA) is located on their website through the selection of Electronic Data Interchange (EDI) from the link on the right hand side of the DOA main webpage. The EDI guide can then be accessed through a link under the Trading Partner Information section.

Financial Management

Grantees must ensure compliance with regulations and requirements pertaining to the following key areas of financial management:

- Allowable costs
- Source documentation
- Internal controls
- Budget controls

- Cash management
- Cost allocation plans
- Accounting records
- Procurement
- Property asset controls
- Audits

Grantees must only use funds for eligible activities and in accordance with the DHCD-approved program budget. Any changes from the planned expenditures must be approved in advance by DHCD. Funds may not be used for activities other than those authorized in the guidelines and approved by DHCD. Reimbursements are based on the date the payment is made by the grantee. All expenditures must be in accordance with program conditions such as funding ceilings and other limitations on eligible costs.

Internal controls refer to the combination of policies, procedures, defined responsibilities, personnel, and records that allow an organization to maintain adequate oversight and control of its finances. Internal controls reflect the overall financial management system of an organization or agency. Budget controls, cash management, cost allocation plans, accounting records, procurement, and property controls are subsets of the overall financial system.

The specific administrative requirements (i.e., financial management standards) for grants to state and local government entities are contained in 24 CFR Part 200 and CAPP Manual. Grantees will be monitored for compliance with the program requirements and documentation.

A financial compliance monitoring may include the following:

- An organizational chart showing titles and lines of authority for all individuals involved in approving or recording financial (and other) transactions
- Written position descriptions that describe the responsibilities of all key employees
- A written policy manual specifying approval authority for financial transactions and guidelines for controlling expenditures
- Written procedures for the recording of transactions, as well as an accounting manual and a chart of accounts
- Adequate separation of duties to ensure that no one individual has authority over an entire financial transaction
- Hiring policies to ensure that staff qualifications are equal to job responsibilities and that individuals hired are competent to do the job
- Access to accounting records, assets, blank forms, and confidential records is adequately controlled, such that only authorized persons can access them
- Procedures for regular reconciliation of its financial records, comparing its records with actual assets and liabilities of the organization
- Accounting records/source documentation
- Cash management procedures
- Cost allocation plans
- Procurement procedures
- Property controls
- Annual Audit

In order to ensure DHCD monitoring processes are compliance with Violence Against Women Act (VAWA), domestic violence service providers must adopt a formal check request policy to ensure appropriate use of grant funds. The grantee must use a Check Request form as the primary method of requesting checks or cash in connection with an authorized expense incurred on behalf of grant-funded programs or project participant expenses. Check requests describe the expense, list the amount of the expense, and should follow the following steps:

1. Use a standardized Check Request form to include a description of the expense, the title of the corresponding eligible grant activity, the amount of the expense, and the payee.
2. Get requisite approval from supervisor.
3. Attach receipts and/or invoices. Make sure the amount requested matches the amount to be spent or reimbursed.
4. Submit to appropriate finance personnel who will verify information provided, review back-up documentation, file documentation, and prepare check(s). Once filed, the Check Request forms and attached receipts and/or invoices must have any project participant-level personally identifying information redacted.

All check requests must have at least two signatures: the requestor and the authorizer. The authorizing signature must be a director or manager that has budgetary oversight for the program incurring the expense. All significant (over \$5,000), unusual, and nonrecurring transactions must be reported to the CEO.

Time Sheets

Employee time sheets must reflect actual hours (not percentages) worked based on the cost allocation plan. Time sheets must be signed and dated by the employee and the supervisor with first-hand knowledge of the work performed or equivalent electronic approval. If the expenditures are paid for by more than one source (e.g., federal, public, private) the split costs should be accurately tracked within the grantee's accounting system.

Hazard Pay

Grantees with staff who are working in frontline or essential services positions may elect to adopt a Hazard Pay policy. This policy must be formally adopted and written into the organization's employee policies manual. During an emergency crisis, the adoption of a Hazard Pay policy would allow grantees to increase pay for frontline or essential services staff for continuing their work during the crisis. If the grantee chooses to adopt a hazard pay policy, it should be reflected on employee time sheets to support the increase in payments.

Accounting Standards

In addition to establishing a system of accounting sufficient to accurately record and report transactions, adequate source documentation must be maintained as support for these transactions. Source documentation includes but is not limited to the following:

- Purchase Requisitions
- Purchase Orders
- Contracts
- Contract Invoices
- Bank Statements
- Cancelled Checks
- Draw downs
- Payment Vouchers
- Employee Time Sheets
- Travel Advance Requests
- Travel Reimbursement Vouchers
- Vendor Invoices
- Journal Voucher Entries
- Cash Receipts

All source documents must be coded by a reference number so that a clear link exists between the fiscal records and these documents. Coding could include the check number used to make the payment, the journal entry in which transaction was recorded or the page number from the

cash receipt journal. Purchase order numbers and payment voucher numbers may also be used to provide the necessary audit link.

Supporting documents can be copies or originals, but must be sufficient in detail to support the transaction and to justify it as an allowable grant expense.

The grantee must keep copies of the source documents, and be made available for HUD and/or DHCD review upon request for a minimum of five (5) years.

The grantee must maintain proof of cancellation (e.g. copy of check's backside, bank statement, or photocopy of check's cancellation) for all payments. While these are not required in the project participant files, they must be readily available for monitoring purposes.

Internal Controls

The grantee must have appropriate internal controls in place to:

- Safeguard assets;
- Prevent waste, fraud, and mismanagement;
- Promote efficiency of operations; and
- Whistleblower protections.

Effective internal controls to the extent possible must include the following procedures:

- Segregation of duties among employees to prevent one person from having complete control over all phases of any transaction
- Workflow procedures for processing all transactions from one employee to another. This must provide for a cross check of work, but not a duplication of effort
- Rotation of duties among employees to allow for control over any one given phase and ensure that other employees can fill in when a position becomes vacant
- The procedures used should be clearly detailed and documented for all individuals to follow and as an aid in training new employees
- All assets, records, and checks must be properly protected using locks, safes, and other measures to ensure security

Monitoring

DHCD is responsible for monitoring all program activities carried out by a grantee to ensure that the program requirements are met. Monitoring can include both programmatic and financial reviews. DHCD and HUD may monitor any funded project, as applicable. Grantees must make available organizational and project related records to both DHCD and HUD with notice.

Grantees are responsible for all programmatic and contractual terms. The grantee is responsible for ensuring that these terms and requirements are met regardless of partnership arrangements or MOUs with other organizations.

Results from the monitoring of grantees will be shared with the grantee's board of directors and CoC/LPG lead agency.

Conflicts of Interest

Grantees and partners must have conflict of interest policies that clearly prohibit personal gain or benefit and meet other program requirements.

Organizational Conflicts of Interest

The provision of any type or amount of assistance may not be conditional on a household's acceptance or occupancy of housing owned by the grantee, sub-grantee, parent organization, or subsidiary. An organization may not both participate in decision-making related to

determining eligibility and receive any financial benefit. For example, a grantee, sub-grantee, parent organization, or subsidiary may not both administer rapid re-housing or prevention assistance and use the assistance for households residing in units owned by the entity.

A CoC/LPG may request a waiver for an organization to both administer rapid re-housing assistance and place households in units owned by the same organization, a parent organization, or subsidiary where critical local necessity can be demonstrated and where project participant evaluations will be provided by another unrelated organization. Waiver requests must be submitted in writing to DHCD prior to the provision of rapid re-housing assistance specific to the requested waiver. Waivers will not be granted for prevention administrators.

Individual Conflicts of Interest

Individual conflicts of interest apply to any person who is an employee, agent, consultant, officer, or elected or appointed official of the grantee or its sub-grantee. For the procurement of goods and services, the grantee and/or its sub-grantee must comply with the agency code of conduct and conflict of interest policies.

Individuals (employees, agents, consultants, officers, or elected or appointed officials of the grantee or sub-grantee) may not both participate in decision-making related to determining eligibility and receive any financial benefit. This financial benefit may not be received by the specific individual, any member of his/her immediate family or a business interest. The restriction applies throughout tenure in the position and for a one-year period following tenure.

Upon written request of the grantee, DHCD may grant an exception to the restrictions in the paragraph above on a case-by-case basis when it determines that the exception will serve to further the goals of the program and promote the efficient use of program funds. In requesting an exception, the grantee must provide a disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made. In most cases, additional HUD waivers are required.

Property Standards

DHCD provides the Basic Habitability Checklist that must be completed, signed by all required parties, and included in all project participant records for rapid re-housing and prevention (new units only) assistance. The checklist must also be completed for each emergency shelter location and retained in agency administrative records. While the habitability standards do not require a certified inspector, the inspector must meet one of the following criteria:

- Program staff (grantee/sub-grantee staff); or
- Staff from or hired by an agency of the grantee/sub-grantee, such as a city department that is designated to conduct inspections, or a contractor hired for that task; or
- Staff from another subsidy program that is providing assistance and requires an inspection (e.g., Section 8, Public Housing).

The habitability standards are different from HUD's Housing Quality Standards (HQS). Housing that is occupied by families with children and that was constructed before 1978 must also comply with Lead Based Paint inspection requirements, per the Lead Based Paint Poisoning Prevention Act. This requirement applies only to units that a family moves into with assistance. This does not apply to units currently occupied by project participants.

HOPWA HQS differs from the standards of the Basic Habitability Checklist. See [HOPWA HQS](#).

DHCD provides a Lead-Based Paint Visual Assessment form that must be completed and included in project participant records. Staff must complete an online training course before performing visual assessments.

The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.), as amended by the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 et seq.) and implementing regulations at 24 CFR part 35, subparts A, B, M, and R shall apply to housing occupied by families receiving assistance through HOPWA.

HUD's lead-based paint rules apply to all housing units that a family with children moves into with assistance. Specifically, lead-based paint rules apply when:

1. Housing to be assisted was constructed before 1978; and
2. Residents will include a pregnant woman or a child 6 years of age or younger. Note: Studio units are exempt.

All housing meeting the above criteria must receive a lead-based paint visual assessment before assistance may be provided. Staff must complete an [online training course](#) before performing visual assessments and retain the certification on file.

Nondiscrimination and Equal Opportunity Requirements

Grantees must comply with all applicable fair housing and civil rights requirements. In addition, grantees must make known that rental assistance and services are available to all on a nondiscriminatory basis and ensure that all citizens have equal access to information about and equal access to the financial assistance and services provided under this program. A statement of such must be included in the Project Participant Agreement, signed by the project participant, and maintained in the project participant file.

Among other things, this means that each grantee must take reasonable steps to ensure meaningful access to programs to persons with limited English proficiency (LEP), pursuant to Title VI of the Civil Rights Act of 1964. This may include providing language assistance or ensuring that program information is available in the appropriate languages for the geographic area served by the CoC/LPG and that LEP persons have meaningful access to this assistance.

Affirmatively Furthering Fair Housing

Grantees have a duty to affirmatively further fair housing opportunities for classes protected under the Fair Housing Act. Protected classes include race, color, national origin, religion, sex, disability, and familial status. In addition, Virginia's Fair Housing Law further protects "elderliness," individuals age 55 or older, from housing discrimination and the Virginia Values Act extends existing state non-discrimination protections for housing on the basis of sexual orientation and gender identity. Examples of affirmatively furthering fair housing include: (1) marketing the program to all eligible persons, including persons with disabilities and persons with limited English proficiency; (2) making buildings and communications that facilitate applications and service delivery accessible to persons with disabilities (see, for example, HUD's rule on effective communications at 24 CFR 8.6); (3) providing fair housing counseling services or referrals to fair housing agencies; (4) informing participants of how to file a housing discrimination complaint, including providing the toll-free number for the Housing Discrimination Hotline: 1-800-669-9777; and (5) recruiting landlords and service providers in areas to which housing choice is expanded. In addition, housing discrimination complaints may be reported to the Virginia Fair Housing Office at the Department of Professional and Occupational Regulation at (888) 551-3247.

HSNH Ineligible and Prohibited Activities

Ineligible and prohibited activities include but are not limited to the following:

- Grantee past due taxes
- Grantee late fees
- Repayment of loans from the project participant to the grantee
- Return of utility or security deposits to the grantee not tracked as program income

- Construction or rehabilitation
- Project participant credit card bills or other debt
- Vehicle repair
- Medical or dental care and medicines (not applicable to HOPWA)
- Expenses related to drug and alcohol testing
- Clothing and grooming
- Home furnishings
- Pet care
- Renter's insurance
- Payment of third-party security deposits such as surety bonds
- Entertainment activities
- Project participant work or education related materials
- Cash assistance to project participants, including gift cards and gas cards
- Expenses to develop discharge planning programs from institutional settings
- Any payments made to project participants
- Any payments to ineligible third parties
- Any fees charged to the project applicant or participant
- Employee bonuses

Emergency Crisis Response System

How A Crisis Response System Can End Homelessness

An effective crisis response system is able to identify and quickly connect people who are experiencing or are at risk of experiencing homelessness to housing assistance and other services. It works because it aligns a community, its programs, and services around one common goal – to make homelessness rare, brief, and nonrecurring.

What Is a Crisis Response System?

The goals of an effective crisis response system are to identify those experiencing homelessness, prevent homelessness when possible, connect people with housing quickly, and provide services when needed. An effective crisis response system achieves those goals through the following:

Outreach: Outreach workers connect people at risk of or experiencing homelessness to coordinated entry, emergency services, and shelter. They work with other programs in the system to connect people to stable, permanent housing.

Coordinated entry: Coordinated entry is a process designed to quickly identify, assess, refer, and connect people in crisis to housing assistance and services.

Prevention: Prevention is an important component of a community's crisis response system and can help it reduce the size of its homeless population. Prevention assistance can aid households in preserving their current housing situation or prevent homelessness for people who are currently housed, but seeking shelter. This assistance helps them identify immediate alternate housing arrangements and, if necessary, connect them with services.

Emergency shelters and interim housing: People experiencing a housing crisis or fleeing an unsafe situation need to find a place to stay, quickly. Emergency shelter and interim housing can fill this role in a crisis response system. These interventions should be low-barrier and align their goals and program activities with the larger system's goals.

Permanent housing: A crisis response system must have the capacity to connect people experiencing homelessness with permanent housing programs, such as rapid re-housing and permanent supportive housing, and other stable housing options.

Role of the CoC/LPG

The role of the CoC/LPG is to promote a communitywide goal of ending homelessness, provide funding for efforts to rehouse those who are homeless, promote access to mainstream programs, and optimize housing stabilization.

Each CoC/LPG must have a lead entity accountable for these goals and the responsibility to ensure effective communication to all stakeholders involved in the CoC/LPG's emergency crisis response system.

Responsibilities

The responsibilities of the CoC/LPG include governance and structure, system coordination and planning, designating and operating the HMIS, and designing a coordinated entry system.

Governance and structure

Each CoC/LPG is to have a board that represents the CoC/LPG and includes at least one homeless or formally homeless person. The responsibilities of the board depend on the authority delegated to the board by the CoC/LPG and must be documented in the CoC/LPG's governance charter. Other committees should be identified in the charter to carry out the responsibilities of the CoC/LPG.

System coordination and planning

At a minimum, the system should include coordinated outreach and engagement, entry and assessment, shelter, permanent housing, supportive services, and homeless prevention strategies. Written system standards must be established to guide the implementation of all homeless assistance services.

Planning efforts must ensure a coordinated and "right sized" system by conducting a point-in-time count, annual gaps analysis, participation in consolidated plan development, and consultation with Emergency Solutions Grant (ESG) recipients. In addition, the CoC/LPG must establish and monitor performance measures and take action against poor performers.

Designating and operating HMIS

Each CoC/LPG must designate a HMIS lead to carry out the day-to-day operations of the CoC HMIS.

Coordinated entry

CoC/LPG must operate a coordinated entry system that provides an initial, comprehensive assessment of households who are homeless and best connect them to the housing and services they need to return to, and stabilize in, permanent housing.

Virginia Homeless Solutions Program

Virginia Homeless Solutions Program (VHSP) funds support the emergency crisis response system, a housing-focused approach to ensure homelessness is rare, brief, and one-time through coordinated community-based activities. The goals of VHSP are to assist households experiencing homelessness to quickly regain stability in permanent housing and to prevent households from becoming homeless. These activities are designed to reduce the overall length of homelessness in the community, the number of households becoming homeless, and the overall rate of formerly homeless households returning to homelessness.

Key Outputs and Performance Measures

Grantees and CoC/LPGs will be evaluated and monitored on how well they achieve key outputs, performance measures, and processes.

Grantees will be required to provide mid-year (July 1 - Dec. 31) and end of year reports (July 1 - June 30). Most reporting responses will be collected from the HUD Coordinated Entry APR or the HUD APR Department of Housing and Urban Development Annual Performance Reports (APRS) available in the Homeless Management Information System (HMIS) or a comparable database that is required to follow the HUD Data Standards. The specific data elements to be collected for the DHCD required reports may vary by project type. These reports will include (but are not limited to) items such as:

- Demographics
- Permanent Housing Placements
- Insurance
- Prior Living Situation

However, end of year reports may also include:

- Length of time receiving financial assistance (Targeted Prevention and RRH)
- Length of time receiving case management (Targeted Prevention and RRH)

Capacity and utilization (Emergency Shelter Operations) During agency and system monitoring, evaluations of the following processes will occur:

- Ensuring that all households at the entry point are assessed with a standardized assessment tool
- Entry point(s) are low-barrier and easily accessible
- Service providers refer appropriate households seeking shelter to the entry points
- Appropriate written policies and procedures are implemented (DHCD must review and approve these and all revisions)
- Individualized housing-focused case management is provided

VHSP Funding

DHCD administers the Commonwealth of Virginia's homeless services resources through VHSP. These resources include approximately \$15 million in state and federal annual funding.

*Funding Sources (approximate annual amounts)		
<i>Name</i>	<i>Source</i>	<i>Amount</i>
Emergency Solutions Grant	Federal – HUD	\$2,819,422
State General Funds – Homeless Assistance	Virginia	\$8,689,210 (\$1,078,000 set aside for RRH, \$100,000 of which is veteran-specific)
State General Funds – Homeless Prevention	Virginia	\$3,969,000

TOTAL	\$15,477,632
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** Actual funding levels have not been determined at the writing of this document and could vary significantly from estimated amounts.*

DHCD will support CoC/LPG strategies and homeless service programs that align with state and federal goals to ensure there is an effective emergency crisis response system to homelessness in communities throughout the commonwealth.

VHSP funding will be administered based on a two-year funding cycle. DHCD will issue one-year (July 1, 2024 - June 30, 2025) grants to grantees as a result of an application process. These grants will be renewable based on performance, compliance, and available funds for a second year of funding (July 1, 2025 – June 30, 2026).

Grant Award Funding

VHSP funds will be allocated through the community-based competitive application process.

The amount of funding received within any CoC/LPG is based on available funds and the application score that reflects the following:

- Local need;
- Alignment of the approach with state and federal goals;
- Alignment of proposed activities with state goals;
- Local coordination;
- Community and provider capacity;
- Data quality; and
- Performance outcomes.

While applications are community-based, grants are provided to specific organizations for eligible projects. There is a minimum contract request amount of \$25,000 per grantee; however, DHCD reserves the right to enter into contracts with grantees for less than \$25,000.

Match Requirement

VHSP funds require a 25 percent match based on the total amount of funds allocated to the CoC/LPG. This match requirement may be met at the community and/or grantee level. This allows communities to use programs or services funded by local and private resources as a match for this funding. The match must be used to meet the VHSP goals: to reduce the number of persons who become homeless, to shorten the length of time persons are homeless, and to reduce the number of persons that return to homelessness. Match must be received and expended within the grant year and may not be used to meet multiple match requirements.

Allowable sources of match are cash, the fair rental value of any donated material or space and any salary paid from local or private sources which have not otherwise been charged to VHSP. Match resources also may include in-kind donations and volunteer labor. The worth of in-kind donations and labor are based on the value at the time of the donation or service rendered.

To determine the volunteer hourly rate, consult Independent Sector's website <https://independentsector.org/resource/value-of-volunteer-time/>. The value of the volunteer rate presented is the average wage of non-management, non-agricultural workers. If a volunteer is providing a specialized skill, the [Bureau of Labor Statistics](#) has hourly wages by occupation that may be used to determine the value of a specialized skill.

Grantee Requirements

Grantees are funded as a result of a community based application process which identifies specific organizations that will carry out homeless service activities. DHCD contracts directly with these individual organizations or grantees. Grantees must be non-profits that are current on HSNH – VHSP 2024 – 2026

990 filings, housing authorities, planning district commissions or units of local government. Planning district commissions and housing authorities are not eligible to receive funding for shelter operations or rapid re-housing activities. However, units of local government may sub-grant rapid re-housing funding to housing authorities. See [Notice CPD-17-10 Sub-awarding Emergency Solutions Grants Program Funds to Public Housing Agencies and Local Redevelopment Authorities](#).

In addition to requirements set forth in the [Homeless and Special Needs Housing guidelines](#), each grantee must adhere to the following requirements including:

- Full participation in coordinated/centralized assessment system
- 100 percent of project participants assessed with community-based common assessment tool
- Coordination with other homeless services and homeless prevention providers
- Use of HMIS that meets HUD HMIS data standards (DV programs may use another data system, but must meet all HUD HMIS data standards and reporting requirements)
- Timely referral of eligible households for targeted prevention or rapid re-housing assistance through coordinated assessment/entry or coordination with providers
- Documentation of project participant homeless status and services provided
- Completion of a [housing barrier assessment](#) and [housing plan](#) that includes how permanent housing will be maintained once assistance is terminated
- Adherence to a primary focus on quick placement into permanent housing
- Adherence to a secondary focus on housing stability

Housing First

All programs must use a housing first approach focused on moving project participants into permanent housing as quickly as possible. Grantees must use housing stabilization support services and mainstream resources as needed to ensure housing stability. Grantees' program policies and procedures must reflect a Housing First approach.

Harm Reduction

All programs must emphasize a Harm Reduction approach. In accordance with Harm Reduction principles, programs must not require treatment or sobriety. Grantees must seek to work with project participants to reduce the negative consequences of the person's continued use of alcohol and/or drugs. Termination of assistance must not be based upon a person's continued use of alcohol and/or drugs or adherence to medical regimen. Efforts should include all possible approaches to assist the person to reduce or minimize the risk of these behaviors, while at the same time assisting them to move into, and stabilize in, permanent housing. Harm reduction is not intended to prevent the termination of a participant whose actions constitute a threat to the safety of other participants and staff. Grantees' program policies and procedures must reflect a Harm Reduction approach.

Trauma Informed Care

All programs must incorporate Trauma Informed Care policies and procedures into their program design and delivery of services. Trauma Informed Care is defined as: an organizational structure and treatment framework that involves understanding, recognizing, and responding to the effects of all types of trauma. Trauma Informed Care also emphasizes physical, psychological, and emotional safety for both project participants and providers, with the goal of rebuilding a sense of control and empowerment. Trauma Informed services take into account an understanding of trauma in all aspects of service delivery and place priority on the trauma survivor's safety and agency. Trauma Informed Services create a culture of nonviolence, learning, and collaboration. Grantees' program policies and procedures must reflect a Trauma Informed Care approach.

Case Management Best Practices

All programs must ensure staff providing case management and supportive services have the necessary skills and training to effectively serve project participants. All VHSP-funded case management and supportive services staff positions must have these skills and trainings listed within the job position description. These skills and training should include: Housing-Focused Case Management, Motivational Interviewing, Trauma-Informed Care, and Harm Reduction.

- *Housing-Focused Case Management* is a case management approach focused on housing stability and placement with an emphasis on the arrangement, coordination, monitoring, and delivery of services related to housing needs and improving housing stability. While showing empathy and respect, an effective case manager tailors their approach, methods of engagement, and services offered to meet the unique needs of each project participant household.
- *Motivational Interviewing* is a person-centered approach to working with project participants focused on evoking motivation for change and developing an actionable plan using self-identified goals.

Homeless Participation

Grantees must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policy-making entity of the recipient, to the extent that the entity considers and makes policies and decisions regarding any facilities, services, or other assistance. If the grantee is unable to meet the requirement, it must instead develop and implement a plan to consult with homeless or formerly homeless individuals in considering and making policies and decisions regarding any facilities, services, or other assistance that receive funding. To the maximum extent practicable, the grantee must involve homeless individuals and families in constructing, renovating, maintaining, and operating facilities. This involvement may include employment or volunteer services.

Prohibition Against Involuntary Family Separation

The family unit must be accepted and sheltered as they present. Further, the age of a child under age 18 must not be used as a basis for denying a family admission to an emergency shelter that uses VHSP funding or services and provides shelter to families with children under age 18. All VHSP-funded service providers that provide shelter to families must do so regardless of the age of the child.

Initial Screening

All households seeking homeless assistance must be initially screened through coordinated or centralized assessment/entry. This screening must be completed in a manner that allows for the identification of households for prevention services and immediate referral to the appropriate provider. Initial screenings take place when the household is seeking assistance. All households seeking services, regardless of eligibility or ineligibility for any specific program, must receive appropriate referrals. Records must be maintained for all households denied services. See [Recordkeeping](#) requirements.

Proof of Diversion

All households seeking homeless assistance must be engaged in diversion, a problem-solving conversation to address the household's current housing crisis. Diversion is not meant to turn households away from accessing necessary services; rather, it is a strengths-based practice that helps households identify safe housing options and solutions based on their available resources, not those of the homeless crisis response system. This should include a discussion of alternative resources available to the household, linkages to mainstream and natural supports, and light-touch assistance such as short-term and one-time financial assistance.

Evidence of diversion must be documented at intake using case notes and/or a grantee's or CoC/LPG's established diversion tool.

Strength-Based Housing Barriers Assessment and Housing Plan

Once the initial housing crisis is addressed, the project participant household must receive a housing barriers assessment. A housing plan must be developed based on the initial assessment for each project participant household. In all cases, housing barrier assessments and plans must be individualized to identify and address the unique household situation. All plans must be focused first on quickly obtaining permanent housing and second on obtaining and maintaining housing stability. Project participants must receive at least monthly housing-focused case management.

Environmental Reviews

Environmental reviews (ER) are required for rapid re-housing when rental assistance is provided. Based on guidance provided by HUD Headquarters, DHCD will complete one ER that will cover the majority of the VHSP RRH projects. A grantee will need to complete an ER only if the unit is part of a complex with more than five units and falls in the 100 Year Flood Plain or on a Coastal Barrier. To determine if the unit is located in either of these two locations use the following resources:

- John H. Chafee Coastal Barrier Resources System Virginia: <https://www.fws.gov/library/collections/official-coastal-barrier-resources-system-maps>
- Coastal Barrier Resources System Mapper: <http://www.fws.gov/cbra/Maps/Mapper.html>
- FEMA's National Flood Hazard Layer (mapping tool): <https://www.fema.gov/national-flood-hazard-layer-nfhl>

In addition, units in the following areas (*regardless of flood plain status but not coastal barrier status*) are not required to complete an additional ER:

Accomack	Hillsboro	Painter
Cheriton	Keller	Scottsburg
Clintwood	La Crosse	South Hill
Dendron	Melfa	The Plains
Galax	Montross	Troutdale
Gretna	Newsoms	

The environmental review is based on the building and surrounding geography, and not just the actual unit. Therefore, if a unit is located within a building or a complex the ER need only be conducted on the building or complex and not each unit. Environmental reviews are valid for five years, so if a unit, building, or complex has had a review within the last five years, an additional ER will not need to be conducted.

The environmental review form, *Environmental Review for Activity/Project that is Exempt or Categorically Excluded Not Subject to Section 58.5 (Pursuant to 24 CFR 58.34(a) and 58.35(b))*, must be completed for each unit/complex that falls in the flood plain or coastal barrier where rental assistance is provided. DHCD will provide a partially completed form to be used for VHSP rapid re-housing projects.

Eligible Service Areas

The VHSP funds are allocated to grantees within CoCs/LPGs within Virginia. Eligible service area requirements are intended to maximize the amount of available funds serving Virginia localities and are not intended to exclude services to any individuals or family based upon their last known address.

Eligible Activities

There are eight categories of eligible VHSP activities:

- Outreach
- Centralized or Coordinated Assessment/Entry System
- Targeted Prevention
- Emergency Shelter Operations
- Rapid Re-housing
- CoC/LPG Planning
- HMIS
- Administrative Costs

VHSP activities and associated costs are intentionally focused on the implementation of an emergency crisis response system. Whenever possible, households experiencing a housing crisis should be diverted from entering the homeless services system through problem-solving conversations, linkages to mainstream and natural supports, and light-touch financial assistance through flexible funding sources.

This assistance is to prevent households from homelessness when possible, provide emergency shelter as necessary, rapidly move project participants to permanent housing, and ensure housing stability. VHSP assistance is not intended to provide long-term support, nor will it be able to address all of the financial and supportive services needs of households. Rather, assistance should be focused on housing stabilization, linkages to community resources, and mainstream benefits, and helping project participants develop a plan for preventing future housing instability. CoCs/LPGs must ensure that there is a clear process for determining the type, level, and duration of assistance for each project participant.

Outreach

Outreach includes essential services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services.

Communities should share information across outreach teams and sites and engage with other systems, including law enforcement, hospitals and emergency departments, corrections, libraries, and job centers. These efforts should proactively seek all unsheltered people within the CoC/LPG geographic area, including people living in encampments or tent cities, and not be limited to serving only persons seeking assistance. All outreach should be person-centered and emphasize building rapport and trust as a means of helping people obtain housing with appropriate services.

Project Participant Eligibility

Unsheltered homeless includes individuals or families who lack a fixed, regular, and adequate nighttime residence, such as an individual or family with a primary nighttime residence that is a public or private place not meant for human habitation including but not limited to a car, park, abandoned building, bus or train station, airport, or camping ground.

Requirements

Outreach must be connected with the community's centralized or coordinated assessment/entry system.

Required Documentation:

- Documentation of literal homeless status
- Strength-based housing barrier assessment and housing plan
- Evidence of connection with the community's coordinated entry process

- Coordination with mainstream resources

Expenses

Eligible outreach costs include:

- Engagement and housing-focused case management
- Limited support services (requires DHCD pre-approval)
- Service location costs
- Other (requires DHCD pre-approval)

Engagement and housing-focused case management includes the costs of activities to locate, identify, and build relationships with unsheltered households experiencing homelessness and the cost of assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the project participant. Engagement and housing-focused case management costs include staff expenses related to:

- Connecting with centralized or coordinated assessment system;
- Actively connecting and providing information and referrals to programs targeted to people experiencing homelessness and mainstream social services and housing programs;
- Purchasing items necessary for the household experiencing unsheltered homelessness to access housing such as the cost to secure identification;
- Conducting and documenting an initial assessment of needs and eligibility;
- Providing crisis counseling;
- Addressing urgent physical needs such as the costs to purchase tangible items related to meeting the health and safety needs of an unsheltered household such as meals, toiletries, or blankets;
- Completing a strength-based housing barriers assessment and corresponding individualized housing and service plans;
- Assisting a project participant in overcoming immediate barriers to obtaining housing;
- Monitoring and evaluating project participant progress; and
- Oversight and supervision of engagement and housing-focused case management staff.

Limited support services include the transportation costs of travel by outreach workers, social workers, medical professionals, or other service providers are eligible, provided that this travel takes place during the provision of services eligible under this section. The costs of transporting unsheltered persons to emergency shelter or other service facilities, or to connect households with other permanent housing solutions (such as reuniting with family or friends in another locality), may also be eligible. These costs include the use of public transportation and rideshare programs by the project participant.

Any limited support services provided must be based on project participant needs and address specific housing barriers and emergency health services and mental health service needs. These funds should be used as a last resort for support services and may not be used if other resources are available. Documentation of the need for a specific support service and the lack of other available resources must be included in the project participant file in cases where these funds are used to pay for essential services.

All limited support services costs must be pre-approved by DHCD.

Funds may be used for service location costs, such as rent for office space, printer/copier costs, and utilities for an office.

Centralized or Coordinated Assessment/Entry System

All CoCs/LPGs and DHCD homeless services grantees must use a local centralized or coordinated assessment/entry system. A local centralized or coordinated assessment/entry system is a best practice for a housing-focused approach targeted to helping households experiencing homelessness quickly regain stability in permanent housing.

All local centralized or coordinated assessment/entry system providers must engage households seeking homeless assistance in diversion.

The following are standards of an effective coordinated entry system:

- Provides and documents problem-solving conversations to address the immediate housing crisis;
- Provides coordinated project participant intakes, assessments, and referral;
- Covers the entire CoC/LPG geographic area;
- Affirmatively markets housing and support services regardless of race, color, national origin, religion, sex, age, familial status, or disability who are least likely to apply in the absence of outreach and maintains records of marketing activities;
- Provides easy access for individuals and families seeking housing or services;
- Provides a comprehensive and standardized assessment tool;
- Conducts regular evaluations to determine overall system effectiveness for process improvement measures;
- Has written standards that are low barrier for determining program eligibility, prioritization, and level of assistance; and
- Provides training protocols and at least one annual training opportunity to organizations that serve as access points or otherwise conduct assessments.

For additional information, visit: <https://www.hudexchange.info/programs/coc/toolkit/responsibilities-and-duties/#coordinated-entry>

Requirements

Each centralized or coordinated assessment system must have in place written standards for determining program eligibility, prioritization, and level of assistance. Each system must conduct regular evaluations to determine overall effectiveness for process improvement measures.

CoC/LPGs must provide a local method and point-of-contact appropriate for referrals from state agencies and providers outside of their CoC/LPG. This contact must directly link individuals or providers to the centralized or coordinated assessment system.

All projects receiving VHSP funds for Centralized or Coordinated Assessment/Entry System must have projects set up as such in HMIS.

Expenses

Eligible costs include:

- Service Location Costs
- Maintenance
- Travel
- Supplies
- Hardware/Software
- Staff salaries
- Other (requires DHCD pre-approval)

Service location costs such as rent for office space where access is provided to conduct assessments, printer/copier costs, and utilities for an office are eligible.

Maintenance costs may include staff costs accrued by the grantee in the performance of maintenance on a location where access is provided to centralized or coordinated assessments. Any maintenance or other contract for services must adhere to grantee procurement policies.

While travel costs are eligible, these must be documented as necessary. These include travel costs for staff to provide initial assessments where access either electronic or otherwise is not readily available. Systems must be designed to provide coverage for the entire CoC/LPG. Every effort must be made to leverage technology and community-based resources.

Supplies are limited to those directly related to the provision of centralized or coordinated assessments. These include but are not limited to office supplies. Supplies do not include luxury items or items that go beyond what is necessary to provide for the centralized or coordinated assessment system.

Reasonable and appropriate costs of hardware or software required for the purposes of providing initial assessments through a centralized or coordinated system are eligible. Eligible costs include the purchase of software and/or user licenses, the leasing or purchasing of needed computer equipment, and cost for auxiliary aids and language services.

Staff costs to provide access to the centralized or coordinated assessment, conduct the initial assessments, make referrals, and implement diversion are eligible costs. These include salary, fringe, and associated costs.

VHSP Participant Initial Eligibility

Project Participant Initial Eligibility by Activity Type	
<i>Eligible Activity</i>	<i>Project Participant Eligibility</i>
Prevention	• At imminent risk of homelessness; • Household income below 30 percent of Area Median Income (AMI)*; AND • No other resources
Shelter	• Literally homeless • At imminent risk of homelessness and diversion has been attempted • Individuals exiting institution (where they resided temporarily) with no resources or anywhere to go • Individuals fleeing domestic violence
Rapid Re-housing	• Literally homeless (shelter residents, living in other situations not meant for human habitation); or • Individuals who were literally homeless prior to entering an institution (where they resided temporarily – 90 days or fewer) and are exiting the institution with no resources or anywhere to go; AND • No other resources

*Median Family Income (MFI) has been changed to Area Median Income for the duration of HSNH Guidelines 2022-2024.

Targeted Prevention

The crisis response system must attempt to prevent episodes of homelessness for individuals and households seeking shelter who are currently housed but at imminent risk of homelessness. Whenever possible and safe, households experiencing a housing crisis should be diverted from entering the homeless services system through problem-solving conversations,

linkages to mainstream and natural supports, and light-touch financial assistance through flexible funding sources.

Communities should ensure that prevention financial assistance is targeted to households most likely to enter shelter but for the financial assistance. Prevention financial assistance is not intended to operate as an eviction prevention program. Non-financial prevention assistance should be leveraged where possible to divert households from homelessness. Financial assistance (e.g., rent assistance) should be provided as a last resort to prevent homelessness.

Duplication of assistance is not eligible. Financial assistance cannot be made on behalf of eligible individuals or families for the same period of time and for the same cost types that are being provided through another federal, state, or local housing subsidy program.

The following are examples of situations where prevention from homelessness may be feasible:

- Household living in someone else's unit (doubled-up) where the right to occupy has been terminated
- Household living in their own unit where housing loss within 14 days is imminent and homelessness could be averted
- Household living in hotel/motel (paid for by household) and the household is unable to pay for additional nights

Project Participant Eligibility

Prevention assistance is limited to those households who will imminently lose their primary nighttime residence within 14 days and meet all other requirements. The household must have an income below 30 percent of AMI and lack the sufficient resources and support networks necessary to retain housing without assistance.

Prevention financial assistance beyond three months requires recertification of eligibility. This recertification must then be completed every three months based on the household's project entry date for the duration of financial assistance. Recertification requires grantee documentation of the following:

- Project participant household income below 30 percent of AMI
- The household lacks the financial resources and support networks needed to remain in existing housing without Prevention assistance
- Housing stabilization services are being appropriately implemented

Recertification Requirement	
Any Financial Assistance	Every three months
Services/Case Management Only	Every 12 months

Requirements

Prevention providers must coordinate with other service providers to ensure project participants receive services in a timely manner.

Provision of any financial assistance should be "needs-based," meaning that grantees should determine the amount of assistance based on the minimum amount needed to maintain housing stability in the near term. This will allow communities to use program resources efficiently to serve as many households as possible.

When households are moved into a new unit or stabilized into an existing unit and rent assistance is provided, the rent must be Reasonable.

Rent reasonableness means that the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same time period for comparable non-luxury unassisted units. To make this determination, the grantee should consider (a) the location, quality, size, type, and age of the unit; and (b) any amenities, housing services, maintenance and utilities to be provided by the owner. If the gross rent for the unit exceeds either the rent reasonableness standard, grantees are prohibited from using VHSP funds for any portion of the rent, even if the household is willing and/or able to pay the difference.

Grantees must not make payments directly to project participants, but only to landlords or property management companies. In addition, an assisted property may not be owned by the grantee or their parent, subsidiary, or affiliated organization (see [Conflict of Interest](#)).

Monthly housing-focused case management is required but participation in all program services must be voluntary. Grantees must provide the appropriate level of case management in order to ensure housing stability.

Required documentation for all VHSP – Prevention Project Participant Client Files:

- Initial screening
- Proof of diversion at intake (see HSNH-VHSP Guidelines, page 22)
- Coordination with mainstream resources
- Certification form signed by the project participant stating that the project participant has received a copy of the grantee's grievance policy
- Completed *VHSP Prevention Project Participant Eligibility Requirements* with corresponding eligibility documentation
- Strength-based housing barrier assessments and housing plans;
- Grantees must use [HUD Published Income Limits](#) for determining income limits;
- Prevention financial assistance requires that the project participant head of household have the valid lease with a landlord that is in compliance with tenant/landlord laws in their name. A copy of this lease must be included in the project participant record; and
- Monthly housing-focused case management (e.g., updates on housing plan, noted progress toward housing stability, etc.).

In addition, the following documentation is required for all VHSP – Prevention Project Participants receiving rent assistance:

- A completed copy of the [HSNH Rent Reasonableness Worksheet](#), and
- A copy of the completed utility allowance worksheet must be included in the project participant file. Grantees must utilize the appropriate utility allowance for any utilities paid by the project participant separate from rent. The local housing authority's or [Virginia Housing's](#) appropriate regional allowances may be used to calculate the rent standard.

Expenses

Non-financial prevention assistance should be leveraged where possible. Financial assistance (e.g., rent assistance) should be provided as a last resort to prevent homelessness.

Eligible targeted prevention costs include:

- Rent assistance
- Rent arrears
- Housing stabilization financial assistance
- Housing stabilization case management
- Housing search and placement

- Housing stabilization services
- Service location costs

Rent Assistance and Rent Arrears

Rental assistance is tenant-based rental assistance that allows individuals and families to obtain and remain in rental units. These funds cannot be used for mortgage assistance.

Grantees must determine the amount of rental assistance provided, such as “shallow subsidies” (payment of a portion of the rent), payment of 100 percent of the rent, or graduated/declining subsidies. Grantees may require a project participant to share in the costs of rent, however inability of a project participant to contribute to the rent should not be a determination for termination from the program.

No project participant may receive more than 24 months of assistance during any three-year period of time. Assistance with any portion of rent during a month counts as a month toward the 24-month limit.

Payment of rent arrears consists of a one-time payment for up to six months in arrears, including any late fees on those arrears. Rental arrears may be paid if the payment enables the project participant to obtain or retain a housing unit. Rental arrearage assistance should only be used to prevent homelessness.

If funds are used to pay rental arrears, arrears must be included in determining the total period of the project participant’s rental assistance, which may not exceed 24 months. While the payment of rent arrears is a lump sum and recorded as such in HMIS, each month and the number of months must be noted in HMIS and counted toward the total rent assistance limit of 24 months.

Any individual or family receiving assistance beyond any arrears and two current months of rent and financial assistance must be evaluated and recertified as eligible every three months.

Funds may not be used to pay damage costs incurred by the tenant.

Rental assistance or arrears to pay for a lot on which a manufactured or mobile home is located is an eligible expense as long as the household is otherwise eligible.

Housing Stabilization Financial Assistance

Funds may be used to provide financial assistance to help project participants quickly access housing. The housing relocation and stabilization services financial assistance includes:

- Security deposit and last month’s rent (if applicable)
- Utility payments, including utility deposits and arrears
- Moving costs
- Application fees
- Personal Identification
- Project participant travel costs

Security deposits must be paid directly to landlords or property managers.

Grantees must not take measures to recapture any deposit assistance provided to project participants. In the cases where the return of a deposit to the grantee is unavoidable, all returned deposits must be tracked as program income. Any resulting program income must be used for eligible activities.

Funds may be used for up to 24 months of utility payments for each project participant in any three-year period of time, provided that the project participant or a member of his/her household has an account in his/her name with a utility company and is not receiving assistance for the same period of time for the utilities.

Utility assistance may include up to six months of utility payments in arrears per service. Payments of arrears must be counted toward the 24-month limit.

The grantee must use the Virginia Housing (VH) or the local housing authority utility allowance guideline to set reasonable limits for utility payments.

Assistance with utilities may be structured where the project participant pays a portion of the utilities. Partial assistance payment for any month of utilities counts as a month of assistance. Utilities are limited to water/sewer, heating oil, gas, and electricity. Twenty-four month limits are based on assistance with one or more of the basic utilities per month. Since the actual number of months may be difficult to determine, grantees may estimate the total number of months covered. In these cases, the grantee must document the basis for the estimation.

Funds may be used for reasonable moving costs, such as truck rental or hiring a moving company, to assist an eligible household with housing stability.

Funds may be used for lease or apartment application fees where necessary and no other source has been identified to assist an eligible household with housing stability.

Funds may be used to secure personal identification when necessary to secure permanent housing placement. These funds should be used as a last resort and may not be used if other resources are available. Documentation of the need of the personal identification to secure permanent housing and the lack of other available resources must be included in the project participant file in cases where these funds are used to pay for personal identification. Funds may not be used to secure personal identification as a part of an intake screening process for services.

Funds may be used for reasonable project participant costs directly related to housing stabilization efforts. Project participant travel costs may include the cost for bus, taxi, or ride share services for the project participant during the housing search or unit leasing process.

Housing Stabilization Case Management

Funds may be used for housing stabilization case management. This includes the costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for project participants residing in permanent housing or to assist a project participant in overcoming immediate barriers to obtaining housing. Project participants must receive housing-focused case management at least once a month.

This assistance cannot exceed 24 months during the period the project participant is living in permanent housing.

These costs include:

- Conducting initial assessments
- Counseling
- Facilitating access to mainstream services
- Monitoring and evaluating project participant progress
- Coordination with and referrals to other providers

- Developing individualized housing and service plans
- Fees for use of auxiliary aids and language services
- Oversight and supervision of housing-focused case management staff

Prevention funds can be used for housing-focused case management alone. That is, although rental assistance cannot be provided independent of case management services, case management can be provided independent of rental assistance. For example, case management could be provided after the term of a project participant's rental assistance expires, as long as the 24-month cap for each type of assistance is not exceeded.

"Stand alone" case management or other services can also be provided to support project participants who receive rental assistance through non-VHSP funds, as long as the individual or family is eligible for assistance at the time of the intake.

Housing Search and Placement

Housing search and placement funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Component services or activities may include education of tenant rights and responsibilities, lease requirements, securing utilities, moving arrangements, representative payee services concerning rent and utilities, and landlord outreach and mediation. Costs may also include expenditures associated with assessing housing unit compliance with property standards, lead-based paint requirements, and rent reasonableness. Expenses associated with staff salaries in the role of housing locator are eligible costs.

Housing Stabilization Services

Funds may be used for services that are targeted to assist project participants to maintain housing. These may include critical skills related to household budgeting, money management, accessing a personal credit report, and resolving personal credit issues. If grantees elect to conduct credit checks on project participants, they must do so for all project participants so as not to violate Fair Housing Law or otherwise discriminate among project participants. Grantees may not use these funds to reimburse landlords for their costs associated with conducting credit and/or background checks. Credit may not be used to determine program eligibility. Payment of debt is an ineligible expense.

Service Location Costs

Funds may be used for service location costs, such as rent for office space, printer/copier costs, and utilities for an office.

Emergency Shelter Operations

Whenever possible, households experiencing a housing crisis should be diverted from entering the homeless services system through problem-solving conversations, linkages to mainstream and natural supports, and light-touch financial assistance through flexible funding sources.

In cases where the prevention of homelessness is not possible or safe, emergency shelter may be used as a temporary measure. Shelter operations will support low-barrier, housing-focused emergency shelter for households experiencing homelessness in Virginia. Types of shelters may include scattered site, congregate, seasonal, or hotel/motel vouchers. Transitional housing is not eligible under this program.

The focus of all shelter stays is:

- To quickly obtain permanent housing (primary focus)
- To obtain housing stability (secondary focus)

Project Participant Eligibility

1. Literally homeless: individuals and families who lack a fixed, regular, and adequate nighttime residence including those residing in a shelter or a place not meant for human habitation and those exiting an institution where they resided temporarily
2. At imminent risk of homelessness: individuals and families who will imminently lose their primary nighttime residence within 14 days and diversion has been attempted
3. Households fleeing or attempting to flee domestic violence who are either literally homeless or at imminent risk of homelessness (category one and two above)

Requirements

Coordination with prevention resources must be established and maintained to ensure timely referrals where appropriate. Grantees must work with local prevention services to help identify and refer all households seeking shelter where prevention of homelessness would be a viable alternative.

Participants are immediately assisted to obtain permanent housing to ensure shelter stays are minimized.

Grantees must not implement a maximum length of stay in VHSP-funded emergency shelter for persons and households experiencing homelessness.

Homeless assistance case management and services are needs-based and housing-focused with minimal barriers.

Shelters must meet basic habitability standards, pass annual fire inspections, and comply with the Americans with Disabilities Act (ADA) and Fair Housing Act standards. If the shelter is not ADA compliant, the grantee must have a plan to meet the needs of households with disabilities.

Required Documentation:

- Proof of diversion at intake (see HSNH-VHSP Guidelines, page 23)
- Certification form signed by the project participant stating that the project participant has received a copy of the grantee's grievance policy
- Strength-based housing barrier assessment and housing plan
- Coordination with mainstream resources

Expenses

Most costs associated with the operation of a shelter are eligible. These include:

- Service Location Costs
- Security
- Maintenance
- Supplies
- Housing-focused case management
- Limited support services (requires DHCD pre-approval)
- Other (requires DHCD pre-approval)

Service location costs must be for actual leasing costs accrued by the grantee for the housing unit(s), hotel/motel vouchers, or building(s) where temporary shelter and essential services are provided. These funds may not be used to reimburse the grantee for costs associated with a mortgage or loan on the property. Other costs include rent for office space, printer/copier costs, and utilities for an office.

Both security and maintenance costs may include staff and supply costs accrued by the grantee in the performance of security and/or maintenance. Any security, maintenance, or any other contract for services must adhere to grantee procurement policies.

As condominium fees cover maintenance and sometimes utilities associated with a unit, these are allowable for grantee-owned properties utilized for programs funded through this program.

Supplies are limited to those directly related to meeting basic health and safety needs of project participants during the shelter stay. These include but are not limited to office supplies, cleaning supplies, food costs for meals provided, and bathroom supplies. Supplies do not include luxury items or items that go beyond meeting basic health and safety needs of project participants. The grantee should contact their program administrator for further guidance.

Case management must be housing-focused. Costs include:

- Conducting initial assessments
- Completing a strength-based housing barriers assessment and corresponding individualized housing and service plans
- Assisting a project participant in overcoming immediate barriers to obtaining housing.
- Facilitating access to mainstream services
- Monitoring and evaluating project participant progress
- Coordination with and referrals to other providers
- Fees for use of auxiliary aids and language services
- Oversight and supervision of engagement and housing-focused case management staff

Any support services provided must be based on project participant needs and address specific housing barriers including the cost to secure personal identification. These funds should be used as a last resort for support services and may not be used if other resources are available. Documentation of the need for a specific support service and the lack of other available resources must be included in the project participant file in cases where these funds are used to pay for essential services. All support services costs must be pre-approved by DHCD.

Transportation costs of project participants may be eligible under the “other” category. This includes the cost of transporting project participants to shelter sites from designated pick up locations in the case of shelter models that require mass transportation. The cost of transporting emergency shelter project participants to other permanent housing solutions (such as reuniting with family or friends in another locality), may also be eligible. All “other” costs must be pre-approved by DHCD and adhere to grantee procurement policies.

Rapid Re-housing

Rapid re-housing is an intervention designed to help individuals and families quickly exit homelessness and return to permanent housing. Rapid re-housing assistance is offered without preconditions (such as employment, income, absence of criminal record, or sobriety) and the resources and services provided are tailored to the unique needs of the household.

Core components:

1. Housing identification
2. Rent and move-in assistance
3. Rapid re-housing case management and services

Project Participant Eligibility

Rapid re-housing assistance is limited to literally homeless households. These are households who lack a fixed, regular, and adequate nighttime residence. This includes those currently

residing in a shelter and those exiting an institution (where they resided temporarily for 90 days or fewer) with no housing resources.

Veteran rapid re-housing assistance is limited to literally homeless households wherein a member of the household is a veteran. A veteran is any military member who has been released from their obligation to continue service in the armed forces. To be eligible for services an honorable discharge is not required; all veterans are eligible regardless of discharge type. Veteran rapid re-housing is an eligible cost sub-category for state funded rapid re-housing only.

Duplication of assistance is not eligible. Financial assistance cannot be made on behalf of eligible individuals or families for the same period of time and for the same cost types that are being provided through another federal, state, or local housing subsidy program.

All rapid re-housing financial assistance beyond three months requires recertification of eligibility. This recertification must then be completed every three months based on the household's project entry date for the duration of financial assistance. Recertification requires grantee documentation of the following:

- Project participant household income below 30 percent of AMI
- The household lacks the financial resources and support networks needed to remain in existing housing without Rapid Rehousing assistance
- Housing stabilization services are being appropriately implemented

Recertification Requirement	
Any Financial Assistance	Every three months
Services/Case Management Only	Every 12 months

Requirements

Provision of any financial assistance should be needs based, meaning that grantees should work closely with each project participant household to determine the level and length of financial assistance necessary to obtain and maintain housing in the near term.

Rapid re-housing assistance usually begins prior to the project participant entering housing. For VHSP rapid re-housing, projects in HMIS should be set up as follows:

1. The project entry date is the date the person eligible for VHSP rapid re-housing assistance is admitted to the project, even if only in initial stage of engagement. Rapid re-housing is the only residential program that allows the project entry date to be earlier than the project participant's move in date.
2. The Universal Data Elements and any other information required at project entry.
3. When the project participant moves into permanent housing, enter the date the household physically moved into the housing unit in the residential move-in date field.

When households are moved into a new unit and rent assistance is provided, the rent must meet two standards:

- Rent Reasonableness – rent is equal to or less than other like units in the area
- Fair Market Rent (FMR) – rent (including utilities) is at or below the HUD established FMR for the unit size in the area

Rent reasonableness means that the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same time period for comparable non-luxury unassisted units. To make this determination, the

grantee should consider (a) the location, quality, size, type, and age of the unit; and (b) any amenities, housing services, maintenance and utilities to be provided by the owner.

FMR limits include the cost of utilities. Grantees will need to utilize an established utility allowance in order to assess FMR limits for rents on units not including all utilities. The actual rent charged for a unit plus the allowance for any utilities that the project participant must pay themselves must not exceed the FMR for the area.

If the gross rent for the unit exceeds either the rent reasonableness standard or the FMR, grantees are prohibited from using VHSP funds for any portion of the rent, even if the household is willing and/or able to pay the difference.

Fair Market Rent Requirement Waiver

DHCD's Homeless and Special Needs Housing is waiving the Fair Market Rent (FMR) requirement for all grant programs utilizing state funds. This waiver impacts the Virginia Homeless Solutions Program – State Rapid Re-housing. The FMR requirement is waived for any project participant household receiving rental assistance funded under State Rapid Re-housing. All other unit eligibility requirements will remain in effect, including the Rent Reasonableness requirement.

This waiver does not impact project participant households receiving rental assistance under Virginia Homeless Solutions Program – Federal Rapid Re-housing.

Grantees must not make payments directly to project participants, but only to landlords or property management companies. In addition, an assisted property may not be owned by the grantee or their parent, subsidiary or affiliated organization (see [Conflict of Interest](#)).

Monthly housing-focused case management is required but participation in all program services must be voluntary. Grantees must provide the appropriate level of case management in order to ensure housing stability.

Required documentation for all VHSP – RRH Project Participant client files:

- Initial screening
- Certification form signed by the project participant stating that the project participant has received a copy of the grantee's grievance policy
- Completed *VHSP Rapid Re-housing Project Participant Eligibility Requirements*.
- Strength-based housing barriers assessments and housing plans.
- Grantees must use [HUD Published Income Limits](#) for determining income limits
- Rapid re-housing financial assistance requires that the project participant head of household have the valid lease with a landlord that is in compliance with tenant/landlord laws in their name. A copy of this lease must be included in the project participant file.
- Monthly housing-focused case management is required. Grantees must provide the appropriate level of case management in order to ensure housing stability.
- Grantees must have written agreements with both the project participant and the landlord that identify the terms of the rapid re-housing assistance. This should specifically provide the landlord with guidance for addressing issues which could impact housing stability and must include:
 - A provision requiring the owner to give the grantee a copy of any notice to the project participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the project participant.
 - The same payment due date, grace period, and late payment penalty requirements as the project participant's lease.

- The term of the rental assistance agreement for the period of time they anticipate providing assistance.
- Documentation of veteran status (as appropriate)*
 - Veterans Department of Defense (DD) Form 214 Certificate of Release Discharge from Active Duty
 - VBA Statement of Service (SOS)
 - VHA Veteran identity card
 - VISTA printout from VHA healthcare provider
 - Hospital Inquiry System (HINQS)
 - VBA letter of service connected disability payment or non-service connected pension

* If documents proving veteran status are not immediately available, an Affidavit of Veteran Status signed by the veteran can be used to allow grantees to enroll veterans and initiate supportive services.

In addition, the following documentation is required for all VHSP – Rapid Rehousing Project Participants receiving rent assistance:

- A completed copy of the [HSNH Rent Reasonableness Worksheet](#) with the applicable [Fair Market Rents \(FMR\) for the area](#) noted, and
- A copy of the completed utility allowance worksheet must be included in the project participant file. Grantees must utilize the appropriate utility allowance for any utilities that are paid by the project participant separate from rent. The grantee may use the local housing authority's or [Virginia Housing's](#) regional allowances in order to calculate the rent standard.

Expenses

Eligible rapid re-housing costs include:

- Rent assistance
- Veterans rent assistance (State RRH only)
- Rent arrears
- Veterans rent arrears (State RRH only)
- Housing stabilization financial assistance
- Veterans housing stabilization financial assistance (State RRH only)
- Housing stabilization case management
- Housing search and placement
- Risk Mitigation Fund (State RRH only)
- Housing stabilization services
- Service location costs

Rental Assistance and Rent Arrears

Rental assistance is tenant-based rental assistance that can be used to allow individuals and families to obtain and remain in rental units. Funds cannot be used for mortgage assistance.

Grantees must determine the amount of rental assistance provided, such as shallow subsidies (payment of a portion of the rent), payment of 100 percent of the rent, or graduated/declining subsidies. Grantees may require a project participant to share in the costs of rent, however inability of a project participant to contribute to the rent should not be a determination for termination from the program.

No project participant may receive more than 24 months of assistance during any three-year period of time. Assistance with any portion of rent during a month counts as a month toward the 24-month limit.

Payment of rent arrears consists of a one-time payment for up to six months in arrears, including any late fees on those arrears. Rental arrears may be paid if the payment enables the project participant to obtain a housing unit.

If funds are used to pay rental arrears, arrears must be included in determining the total period of the project participant's rental assistance, not to exceed 24 months. While the payment of rent arrears is a lump sum and recorded as such in HMIS, each month and the number of months must be noted in HMIS and counted toward the total rent assistance limit of 24 months.

Any individual or family receiving assistance beyond any arrears or fees and two current months of rent or financial assistance must be evaluated and recertified as eligible every three months.

Assistance should be needs-based, meaning that grantees should determine the amount of assistance based on the minimum amount needed to help the project participant maintain housing stability in the near term. This will allow communities to use program resources efficiently to serve as many households as possible.

Funds may not be used to pay damage costs incurred by the tenant.

The rental assistance to move into a new unit cannot exceed the actual rental cost, which must be in compliance with HUD's standard of rent reasonableness and be at or below [Fair Market Rents \(FMR\)](#) for the area.

Rental assistance or arrears to pay for a lot on which a manufactured or mobile home is located is an eligible expense as long as the household is otherwise eligible.

Veterans Rental Assistance and Rent Arrears

Follow the above guidelines for VHSP Rental Assistance and Rent Arrears and document veteran status as indicated under [RRH Requirements](#).

Housing Stabilization Financial Assistance

Funds may be used to provide financial assistance to help project participants quickly access housing. The housing relocation and stabilization services financial assistance includes:

- Security and utility deposits
- Last month's rent
- Utility payments
- Utility arrears
- Moving costs
- Application fees
- Personal Identification

Funds may be used to pay for security deposits, including utility deposits, for project participants. This is eligible in the case where the project participant is otherwise eligible and they are not receiving security or utility deposits assistance from another source. Security deposits must be paid directly to landlords or property managers.

Grantees must not take measures to recapture any deposit assistance provided to project participants. In the cases where the return of a deposit to the grantee is unavoidable, all returned deposits must be tracked as program income. Any resulting program income must be used for eligible activities.

Funds may be used for up to 24 months of utility payments for each project participant in any three-year period of time, provided that the project participant or a member of his/her household has an account in his/her name with a utility company and is not receiving assistance for the same period of time for the utilities.

Utility assistance may include up to six months of utility payments in arrears per service. Payments of arrears must be counted toward the 24-month limit.

The grantee must use the Virginia Housing or the local housing authority utility allowance guideline to set reasonable limits for utility payments.

Assistance with utilities may be structured where the project participant pays a portion of the utilities. Utilities are limited to water/sewer, heating oil, gas, and electricity. Partial assistance payment for any month of utilities counts as a month of assistance. Grantees may pay past due utilities which must be included in the 24-month limit. Twenty-four month limits are based on assistance with one or more of the basic utilities per month. As the actual number of months may be difficult to determine, grantees may use estimates to determine the total number of months covered. In these cases, the grantee must document the basis for the estimation.

Funds may be used for reasonable moving costs, such as truck rental or hiring a moving company, to assist an eligible household with housing stability. Funds may be used for lease or apartment application fees where necessary and no other source has been identified to assist an eligible household with housing stability.

Funds may be used to secure personal identification when necessary to secure permanent housing placement. These funds should be used as a last resort and may not be used if other resources are available. Documentation of the need of the personal identification to secure permanent housing and the lack of other available resources must be included in the project participant file in cases where these funds are used to pay for personal identification. Funds may not be used to secure personal identification as a part of an intake screening process for services.

Veteran Housing Stabilization Financial Assistance

Follow the above guidelines for VHSP Housing Stabilization Financial Assistance and document veteran status as indicated under [RRH Requirements](#).

Housing Stabilization Case Management

Funds may be used for housing stability case management. These are the costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for project participants residing in permanent housing or to assist a project participant in overcoming immediate barriers to obtaining housing. Project participants must receive housing-focused case management at least once a month.

This assistance cannot exceed 30 days during the period the project participant is seeking permanent housing and cannot exceed 24 months during the period the project participant is living in permanent housing. All project participants must be moved as quickly as possible to permanent housing.

These costs include:

- Conducting initial assessments
- Counseling
- Facilitating access to mainstream services
- Monitoring and evaluating project participant progress

- Coordination with and referrals to other providers
- Developing individualized housing and service plans
- Fees for use of auxiliary aids and language services
- Oversight and supervision of housing-focused case management staff

Rapid re-housing funds can be used for housing-focused case management alone. Although rental assistance cannot be provided independent of case management, case management can be provided independent of rental assistance. For example, case management could be provided after the term of a project participant's rental assistance expires, as long as the 24-month cap for each type of assistance is not exceeded.

"Stand alone" case management or other services can also be provided to support project participants who receive rental assistance through non-VHSP funds, as long as the individual or family is eligible for VHSP assistance at the time of the intake evaluation.

Veteran Housing Stabilization Case Management

Follow the above guidelines for VHSP Housing Stabilization Case Management and document veteran status as indicated under [RRH Requirements](#).

Housing Search and Placement

Housing search and placement funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Component services or activities may include staff costs related to: tenant counseling, assisting individuals and families to understand leases, securing utilities, making moving arrangements, representative payee services concerning rent and utilities, and outreach and negotiation with property owners related to locating or retaining housing. Costs also include expenditures associated with assessing housing unit compliance with property standards, lead requirements, and rent reasonableness. Costs associated with staff in the role of housing locator would be eligible housing search and placement costs.

Housing Stabilization Services

Funds may be used for services that are targeted to assist project participants to maintain housing. These may include critical skills related to household budgeting, money management, accessing a personal credit report, and resolving personal credit issues. If grantees elect to conduct credit checks on project participants, they must do so for all project participants so as not to violate Fair Housing Law or otherwise discriminate among project participants. Grantees may not use these funds to reimburse landlords for their costs associated with conducting credit and/or background checks. Credit may not be used to determine program eligibility. Payment of debt is an ineligible expense.

Risk Mitigation Funds

Risk mitigation funds are eligible under VHSP – State Rapid Rehousing in an effort to increase the number of housing units available to persons exiting homelessness. This activity seeks to improve outreach and engagement efforts between grantees, the households they serve, and landlords or property owners. Eligible risk mitigation fund costs include: (i) the cost to repair damages incurred by the project participant not covered by the security deposit, and (ii) up to two months' rent or until the vacancy is filled, whichever comes first, in situations where a tenant has left before the end of a lease. Both eligible expense types are offered as a last resort to maintain landlord relationships and encourage the continued reduction of rental barriers.

Any payment of risk mitigation funds must be counted toward the project participant's 24-month of assistance limit.

Service Location Costs

Funds may be used for service location costs, such as rent for office space, printer/copier costs, and utilities for an office.

CoC/LPG Planning (limited to ten percent of total VHSP base budget)

CoC and Balance of State LPG lead organizations may use CoC/LPG Planning funds to meet any of the planning needs of the CoC/LPG.

Expenses

Eligible costs include coordination activities, project evaluation, project monitoring, HSNH application activities, developing a CoC/LPG system, training related to the emergency crisis response system, stipends for persons with lived experience serving on leadership board or advisory groups, and compliance activities.

CoC/LPG planning costs are limited to ten percent of the total VHSP base for the entire CoC or balance of state local planning group. The base includes outreach, prevention, shelter operations, rapid re-housing, and centralized or coordinated assessment/entry.

HMIS (limited to five percent of total VHSP base budget)

HMIS is a local information technology system used to collect project participant-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. Each Continuum of Care is responsible for selecting an HMIS software solution that complies with HUD's data collection, management, and reporting standards.

Requirements

Grantees will be required to conduct data collection and reporting through the use of HMIS that meets HUD HMIS data standards, regardless of receipt of VHSP-HMIS funding. Grantees primarily serving survivors of domestic violence and sexual assault may use another data system, and must meet all HUD HMIS data standards and reporting requirements. There are reporting requirements for both the grantee and the CoC/LPG.

Grantees (including domestic violence service providers) are required to provide VHSP reports and aggregate data to DHCD and the CoC/LPG. This includes the Consolidated Annual Performance and Evaluation Report (CAPER), the primary reporting mechanism for Emergency Solutions Grants (ESG), which is part of VHSP funding. This report requires that data be reported through a special Comma Separated Value (CSV) export.

Expenses

Homeless Management Information System (HMIS) expenditures are limited to five percent of the total VHSP base funding amount which includes outreach, prevention, shelter operations, rapid re-housing, and centralized or coordinated assessment/entry.

Eligible HMIS Activities

Reasonable and appropriate costs associated with operating a HMIS for purposes of collecting and reporting data required under this program and analyzing patterns of use of funds are eligible. Eligible costs include the purchase of HMIS software and/or user licenses, leasing or purchasing needed computer equipment for providers and the central server, costs associated with data collection, entry and analysis, and staffing associated with the operation of the HMIS, including training.

For DV shelter service providers, costs associated with a comparable system are eligible.

Ineligible HMIS Activities

HSNH – VHSP 2024 – 2026

HMIS activities that are ineligible include planning and development of HMIS systems, development of new software systems, and replacing current state and local government funding for an existing HMIS.

Administrative Costs (limited to five percent of total VHSP base budget)

Administrative costs may include accounting for the use of grant funds, preparing reports for submission to DHCD, obtaining program audits, similar costs related to administering the grant after the award, and associated staff salaries. Administrative costs also include staff training for program and case management, as long as this training is directly related to the provision of an emergency crisis response system. As with all billed expenditures, billing for administrative costs must be based on actual costs incurred during a particular period. Office supplies are eligible administrative costs.

No more than five percent of the total VHSP base funding amount may be spent on administrative costs. The base includes outreach, prevention, shelter operations, rapid re-housing, and centralized or coordinated assessment/entry.

While it is not necessary to detail administrative costs on reimbursements, grantees must be able to document all administrative costs and will be required to produce said documentation at the time of either on-site or desk monitorings.

Housing Opportunities for Persons With AIDS (HOPWA)

The Housing Opportunities for Persons With AIDS (HOPWA) program was authorized by the National Affordable Housing Act of 1990 and revised under the Housing and Community Development Act of 1992, to provide states and localities with the resources and incentives to devise and implement long-term comprehensive strategies for meeting the housing needs of low-income persons with Acquired Immunodeficiency Syndrome (AIDS) and related diseases, and their families. Activities of primary importance are providing housing assistance and services that assist this population to maintain housing stability where they can maintain complex medication regimens and address HIV/AIDS related problems.

Funds are appropriated annually by Congress to the U.S. Department of Housing and Urban Development (HUD) for administration of this program. HOPWA funds are then awarded by formula to eligible states and Eligible Metropolitan Statistical Areas (EMSAs) that meet the minimum number of cumulative AIDS cases. States and metropolitan areas coordinate use of HOPWA funds with their respective Consolidated Plans, a collaborative process whereby the state or metropolitan area establishes a unified vision for community development actions.

As an eligible state, the Commonwealth of Virginia receives a HOPWA formula grant, administered by the Department of Housing and Community Development (DHCD). DHCD grants these HOPWA funds to eligible grantees (that operate outside the state's EMSAs) based on a community-based application. DHCD will issue one-year contracts to HOPWA providers (sub-grantees) as a result of the HSNH application process.

Eligible Service Areas

Funds received through these awards will only support project participants in programs within Virginia's non-eligible metropolitan statistical areas (listed in the chart below). HOPWA-eligible metropolitan areas receive their HOPWA allocations directly from HUD and have specific guidelines and separate processes not included within this application process or program.

DHCD's intention is to provide HOPWA services to eligible individuals and households within Virginia's non-entitlement area. As resources permit, HOPWA grantees are required to provide services to eligible individuals and households outside the grantee services area.

Counties of:			
Accomack	Charlotte	King George	Prince Edward
Albemarle	Craig	Lancaster	Richmond
Alleghany	Cumberland	Lee	Roanoke
Amherst	Dickenson	Louisa	Rockbridge
Appomattox	Essex	Lunenburg	Rockingham
Augusta	Floyd	Mecklenburg	Russell
Bath	Fluvanna	Middlesex	Scott
Bedford	Franklin	Montgomery	Shenandoah
Bland	Frederick	Nelson	Smyth
Botetourt	Giles	Northampton	Tazewell
Brunswick	Grayson	Northumberland	Washington
Buchanan	Greene	Nottoway	Westmoreland
Buckingham	Greensville	Orange	Wise
Campbell	Halifax	Page	Wythe
Caroline	Henry	Patrick	
Carroll	Highland	Pittsylvania	

Independent Cities of:			
Bedford City	Danville	Lynchburg	Salem
Bristol	Emporia	Martinsville	Staunton
Buena Vista	Galax	Norton	Waynesboro
Charlottesville	Harrisonburg	Radford	Winchester
Covington	Lexington	Roanoke City	

Grantee Requirements

In addition to requirements set forth in the [Homeless and Special Needs Housing Grantee Requirements](#), each grantee must adhere to the following requirements:

Local Coordination

Grantees should partner with other service providers (public and private) to coordinate project participant services and fully leverage the available resources in the particular service area.

Housing Assessments and Plans

All project participant files must contain an individualized housing assessment and housing and service plan with evidence of annual updates and ongoing progress. Housing assessments and plans assist in ensuring that participants achieve greater housing stability by receiving HOPWA assistance. Regulation 24 CFR 574.500(b) (2) states that the grantee (DHCD) will ensure that each project agrees to “conduct an ongoing assessment of the housing assistance and supportive services required by the participants in the program”. The housing assessment is the foundation for the development of an individualized housing and service plan that includes gathering participant information about current finances, past rental history, behavioral history and other service needs. The sub-grantee should assess housing and supportive service needs at the point of intake or application and create plans for housing stability. These plans must be updated at least annually.

[HOPWA Grantee Oversight Resource Guide](#) - This resource discusses in more detail HOPWA requirements, eligibility and monitoring requirements. It also has useful tools and forms that may assist in running the HOPWA program. Not all activities described in the guide are part of the DHCD HOPWA program.

Duplication of assistance is not eligible. Financial assistance cannot be made on behalf of eligible individuals or families for the same period of time and for the same cost types that are being provided through another federal, state, or local housing subsidy program.

[HOPWA Program Administration Toolkit](#) - The resources located here are designed to help grantees that receive HOPWA funding comply with applicable laws and regulations and administer programs more efficiently and effectively. Some of the forms that may be useful are HOPWA HQS Habitability Standards, STRMU tracking sheet, housing application and assessment, project participant files checklist, etc.

HOPWA Financial Management Training

The Office of HIV/AIDS Housing (OHH) has worked with the HOPWA technical assistance staff at ICF International to develop a [Financial Management Online Training course](#). This is a new approach to training that allows grantees and other community partners to access vital information remotely. This tool is designed to provide important information about the regulations and practices of the HOPWA program and to benefit a variety of staff. The training covers many topics including HOPWA financial management standards, management of personnel and non-personnel costs, HOPWA rental assistance and reporting, auditing and oversight of grantees. All organizations that receive HOPWA funding must have documentation on file for all applicable staff that the Financial Management Training was completed.

HOPWA Oversight Training: <https://www.hudexchange.info/trainings/hopwa-oversight-training/>

Getting to Work: A Training Curriculum for HIV/AIDS Service Providers and Housing Providers: <https://www.hudexchange.info/trainings/dol-hud-getting-to-work-curriculum-for-hiv-aids-providers/>

HOPWA Financial Management Training course: <https://www.hudexchange.info/trainings/courses/hud-hopwa-financial-management-online-training/>

Environmental Reviews

Environmental reviews (ER) are required when rental assistance is provided. The environmental review form, *Environmental Review for Activity/Project that is Exempt or Categorically Excluded Not Subject to Section 58.5 (Pursuant to 24 CFR 58.34(a) and 58.35(b))*, must be completed for each unit/complex that falls in the flood plain or coastal barrier where rental assistance is provided.

Confidentiality

Grantees must not use any identifying information that could compromise a participant's confidentiality regarding HOPWA assistance. For example, checks to property owners, envelopes, letterhead, and other printed material should not contain any language that might indirectly disclose a participant's HIV status.

HOPWA HQS

Habitability standards inspections are required for each unit subsidized (Tenant Based Rental Assistance [TBRA] or permanent housing placement) with HOPWA assistance (except Short Term Rent, Mortgage, and Utility [STRMU]). Each unit must pass a housing quality inspection to ensure the housing is safe and sanitary and in compliance with local and state housing codes, licensing standards, and any other jurisdictional requirements, and the HOPWA program habitability standards as outlined in 24 CFR 574.310(b). Housing quality inspections are made at initial move-in and annually during the term of the rental assistance. Prior to occupancy by the HOPWA-funded tenant, the unit must be inspected and approved by the grantee. The staff member performing the inspection does not need any special training, just familiarity with the HOPWA guidelines. The grantee should use the [HOPWA HQS Habitability Standards](#) form that covers the standards set out in the HOPWA regulations.

Lead-Based Paint Requirements

The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.), as amended by the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 et seq.) and implementing regulations at 24 CFR part 35, subparts A, B, M, and R shall apply to housing occupied by families receiving assistance through HOPWA, with the exception of studio units. HUD's lead-based paint rules apply to all housing assisted with TBRA or STRMU. Specifically, lead-based paint rules apply when:

- Housing to be assisted was constructed before 1978; and
- Residents will include a pregnant woman or a child 6 years of age or younger.
- All housing meeting the above criteria must receive a lead-based paint visual assessment before assistance may be provided.

Staff must complete an [online training course](#) before performing visual assessments and retain the certification on file.

Project Participant Eligibility

There are two basic elements of HOPWA eligibility:

- Household has at least one person who has Acquired Immunodeficiency Syndrome (AIDS) or related diseases (Human Immunodeficiency Virus, that is, HIV infection). This includes households where the only eligible person is a minor. Medical verification of status is required.
- The household must be at or below 80 percent of Area Median Income (AMI). Income limits are available on HUD's website at: <https://www.huduser.gov/portal/datasets/il.html>.

Grantees must document and date the determination of income eligibility, using the [HUD Income Calculator](#). This documentation including all required source documentation must be included in the project participant file. In the case of no household income, a project participant certified statement of no income is allowable.

All participant files must contain documentation of an intake assessment that verifies the participants' eligibility to receive HOPWA assistance. Low-income people living with Acquired Immunodeficiency Syndrome (AIDS) or Human Immunodeficiency Virus (HIV) diagnosis and their families are eligible to receive HOPWA assistance. Acceptable medical documentation of HIV status includes:

- A statement of HIV verification signed by a physician, certified health care worker, or HIV testing site representative;
- Social Security Administration records indicating the nature of a disability determination;
- Other relevant federal program records verifying HIV status.

Participant eligibility status, household composition, and rental payments must be recertified at least annually. The grantee must have a method in place for tracking participant eligibility and verifying income that looks for changes in income, family composition, and circumstances. The grantee must have policies and procedures that require the participant to notify the organization of any changes during the course of a program year.

Grantees must have signed releases of information from HOPWA participants that allow for obtaining and storing HIV status documentation. As part of a private medical record, such information is highly confidential and protected by state laws that govern HIV status information (see [Confidentiality Policy](#)).

Eligible beneficiaries are individuals or households with a total household income at or below 80 percent of the median income for the area (Area Median Income or AMI), as defined by HUD. HUD AMIs are calculated annually for individual localities and organized by number of persons in the household. Area Median Income charts: <https://www.huduser.gov/portal/datasets/il.html>. For detailed information and online training material regarding how to calculate annual income, visit [HUD's website](#). In calculating eligibility, the entire household income must be taken into account, not just the income of the HOPWA-eligible person. The number of persons living in the household applying for assistance must also be verified. A statement from the participant regarding household composition is acceptable documentation.

The grantee must have income verification for all adult members of a household (including any minor's income). If an adult member of a household has no verifiable income, the grantee must have the person sign a certification stating that he/she has no income.

Income documentation should reflect current income. Typically, income statements should be less than 90 days old based on the date of eligibility determination. Eligibility must be verified annually, taking into account possible changes in household income.

To receive HOPWA housing assistance and supportive services, at least one family member must have HIV/AIDS and the household must income-qualify. The HOPWA-eligible person in

any household can be a minor. The minor child must reside in the household at least 51 percent of the time. However, an adult with custodial authority must accompany the eligible minor. In such a case, the “head of the household” is the custodial adult.

Eligible Activities

The 2020-22 HOPWA funds will support direct housing assistance to those most in need and supportive services for the HOPWA-eligible individuals.

- Tenant-based Rental Assistance (TBRA)
- Short-term Rent, Mortgage, and Utility (STRMU) Assistance
- Supportive Services
- Housing Information Services (limited to three percent)
- Administrative Costs (limited to seven percent)

Tenant-based Rental Assistance (TBRA)

Tenant-based rental assistance is a rental subsidy used to help participants obtain permanent housing in the private rental housing market that meets housing quality standards and is rent reasonable. Working much like the Section 8 Housing Choice Voucher Program, HOPWA tenant-based assistance pays the difference between the Fair Market Rent and the tenant's portion of the rent. With TBRA, the HOPWA grantee makes rental payments directly to property owners or property management companies. While the HOPWA subsidy covers a portion of the full rent, the tenant also pays a portion based on their adjusted income or gross income.

There are three key elements for the determination of the HOPWA TBRA assistance:

- Calculation of gross and adjusted household income;
- Calculation of tenant rent payment (based on income); and
- Calculation of HOPWA subsidy payment.

Requirements

In addition, participant files must contain proper documentation to support any use of the Earned Income Disregard. The Earned Income Disregard, as it is commonly called, allows qualified individuals and families receiving housing assistance to keep more of their earned income for a period of up to two years following an increase in employment income. The [HOPWA Program Administration Toolkit](#) provides guidance on implementing the Earned Income Disregard for the purpose of calculating project participant income and resident rent payment.

All units must comply with HOPWA rent and habitability standards.

Participant eligibility status, household composition, and rental payments should be recertified at least annually. The grantee should have a method in place for tracking participant eligibility and verifying income that looks for changes in income, family composition, and circumstances. The grantee must have policies and procedures in place that require the participant to notify the grantee of income changes during the course of a program year.

Grantees may enter into annual renewable contracts with project participants. Grantees will be required to ensure that all property and occupancy standards continue to be met through the entire contract period. Grantees must reexamine participant's family income, size, and composition at least once a year.

Grantees must not make payments directly to project participants, but only to landlords or property management companies.

Required Documentation:

- Properly calculated household income;

- Income verification using third-party sources (e.g., pay stubs, earning statements, checks, W-2 forms, and income tax returns);
- If a participant reports no income, a signed and witnessed “Verification of No Income”;
- [Determination of income eligibility](#) (does not require a signature);
- Properly calculated project participant rent payment;
- Verification that the HOPWA subsidy was properly calculated, including use of utility allowances (when applicable) and FMR rent standards;
- [Verification of rent reasonableness](#);
- Verification that the housing meets habitability and lead standards;
- Housing assessment and plan (completed at least annually);
- Verification of HIV/AIDS status; and
- Copy of valid lease.

Expenses

Eligible costs include rent (not mortgage payments) and utility costs.

For further guidance on rent and utility cost calculations, refer to [HUD’s HOPWA Grantee Oversight Resource Guide](#), Chapter 4, Tenant Based Rental Assistance.

HOPWA participant rent payments will be the higher of two amounts:

- 10 percent of gross household income;
- 30 percent of adjusted income.

Short-term Rent, Mortgage, and Utility (STRMU) Assistance

STRMU is time-limited housing assistance designed to prevent homelessness and increase housing stability for project participants with an emergency need. Used in connection with other HOPWA activities and other local, state, and federal resources, STRMU can lead to long-term solutions to housing problems for participants receiving this time-limited housing assistance.

Project Participant Eligibility

STRMU is designed to be a short-term, needs-based intervention to prevent homelessness. Individuals must meet the following additional criteria in order to receive STRMU assistance:

- Project participant must be currently housed. Homeless individuals are not eligible for STRMU assistance. Assistance is provided to help homeowners and renters remain in their current place of residence.
- Project participant must be able to document that he/she has a legal right to occupy premises or has responsibility for the utility payment. Examples of acceptable documentation are as follows:
 - *Rental payments:* Project participant must be named tenant under valid lease or referenced in lease as occupant of the premises.
 - *Mortgage payments:* Project participant must demonstrate that he/she is owner of mortgaged property (mortgage, deed of trust, title insurance policy).
 - *Utility payments:* Project participant must have account in their name or proof of responsibility to make utility payments (copies of money orders, cancelled checks, receipts).
- Project participant must demonstrate he/she does not have the resources to meet rent, mortgage, or utility payments and, in the absence of STRMU assistance, would be at risk of homelessness.
 - Documentation of a default or late payment notice is not required; project participant can provide copies of bank statements and bills to demonstrate need.

Requirements

Grantees may provide assistance for a period of up to 21 weeks in any 52-week program year period (for example, not exceeding 21 weeks in the period of July 1, 2024-June 30, 2025). The HSNH – HOPWA 2024 – 2026

amount of assistance varies per project participant depending on funds available, tenant need and program guidelines. STRMU is intended for project participants with an emergency need and not intended to provide long-term financial assistance.

Example of “Emergency Need”

- Grantee experiences a sudden loss of income due to changes in health
- Grantee has lost employment and has not yet been found eligible for SSDI
- Grantee’s household loses a source of income when family composition changes
- Due to above, grantee family faces eviction, foreclosure or utilities shut-off
- Grantee faces extraordinary and unexpected health care costs

Grantees must not make payments directly to project participants, but only to landlords or property management companies.

Grantees may establish caps (limits) for rent, mortgage, or utility assistance.

Required Documentation:

- AIDS/HIV status;
- [Documentation of determination of income eligibility](#) (does not require a signature);
- Properly calculated household income;
- Need for STRMU assistance;
- Time limits are consistent with 21 weeks of assistance in a 52-week program year (for example: Not exceeding 21 weeks in period between July 1, 2024-June 30, 2025);
- Housing meets lead-based paint requirements;
- Housing assessment and plan updated at least annually; and
- Copy of valid lease.

Expenses

Eligible STRMU expenses include:

- Rent and mortgage assistance
 - Must be reasonable and represent actual housing costs
 - The amount of assistance provided is not limited to Fair Market Rents or “reasonable rent” limits
 - Unlike other forms of HOPWA assistance, tenants are not required to pay 30 percent of their income towards the rent or mortgage payment. However, if they are able, project participants should pay a portion of their housing costs as any portion paid by the tenant does not count against the 21-week STRMU benefit ceiling. If grantees decide on this method, they must have a policy and procedure in place to ensure that this is calculated and documented clearly and tracked appropriately. The policy and procedure must be pre-approved by DHCD.
- Late fees
 - Late fees and other penalties may be paid if, in the event of nonpayment, the household is at risk of eviction or loss of housing.
 - Utility assistance late fees may be paid
- Utility payments

Ineligible STRMU expenses include:

- Security deposits and first month’s rent
 - STRMU assistance is designed to help homeowners and renters stay in their current place of residence; as a result, security deposits and first month’s rent are not eligible costs under STRMU. However, these costs are eligible as permanent housing placement costs (under the supportive services activity).
- Moving assistance

- Household supplies and furnishings
- Automobile expenses
- Telephone expenses
 - Telephone expenses are not payable as a utility expense under STRMU. However, such expenses may be covered as a supportive service expense in limited circumstances.

Supportive Services

Supportive services are important tools in helping project participants and family members stabilize their living situations and help address care needs of persons living with HIV infection. To be eligible for supportive services, a project participant and family members are not required to receive housing financial assistance.

The primary purpose of HOPWA programs is housing assistance.

Requirements

Services provided with HOPWA funds must focus on supporting the housing stability of project participants. All supportive service expenses for the HOPWA program must be documented as being last resort. The sub-grantee must document reasonable efforts to qualify recipients for other programs that might pay for supportive services in the project participant's individual housing service plan.

In addition, sub-grantees must report the following at the end of the year:

- The number of eligible households that received the specific service;
- The amount expended by the sub-grantee in the specific category; and
- The value of other non-HOPWA funds leveraged for this activity.

[Permanent housing placement](#) is also designated as supportive services in the reporting forms, but as separate budget line items and tracked separately as a data element.

Required Documentation:

- Documentation of HIV status;
- [Documentation of determination of income eligibility](#) (does not require a signature);
- Properly calculated household income;
- Documentation of need for supportive service assistance;
- Housing assessment and plan;
- Recipients of supportive services are eligible, as defined by HOPWA regulations;
- The activity itself is an eligible HOPWA activity;
- The services are adequate and appropriate for the level of support required by participants; and
- Records of supportive services to validate beneficiary data and reported expenditures.

Expenses

The following are eligible expenses under HOPWA Supportive Services:

- Adult day care and personal assistance
- Alcohol and drug abuse services
- Case management/advocacy/coordination of benefits
- Child care
- Education
- Employment assistance and training for persons with HIV/AIDS

- Health and medical services (health services may only be provided to “individuals with acquired immunodeficiency syndrome or related diseases and not to family members” (24 CFR 574.300b(7))
- Legal services
- Life skills management
- Nutritional services (including meals)
- Mental health services
- Outreach
- Transportation

Permanent Housing Placement

Permanent housing placement services may be used to help eligible persons establish a new residence where ongoing occupancy is expected to continue. It may be used to complement other forms of HOPWA housing assistance.

Requirements

Permanent Housing Placement is a subset of supportive services that is tracked separately.

Expenses

Eligible permanent housing placement costs include:

- Housing location services
- Permanent housing placement financial assistance

Housing Location Services

Housing location services funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Component services or activities may include housing referral and tenant counseling (understanding a residential lease and its obligations, mediation of disputes, etc.).

Permanent Housing Placement Financial Assistance

Funds may be used to provide financial assistance to help project participants access housing.

Eligible expenses include:

- Application fees and credit check expenses
- First month's rent and security deposit (not to exceed two months' rent)
- One-time utility connection fees and processing credit

These costs, including security deposits, are not considered rental assistance and should be billed as a supportive service. Placement costs cannot exceed the value of two months' rent in the new unit. Further, such funds should be designated to be returned to the sub-grantee's HOPWA program when beneficiaries vacate the new unit. Returned funds should be recorded and tracked as program income and used for HOPWA program purposes.

Ineligible permanent housing expenses include but are not limited to moving costs, standard furnishings, and housekeeping/household supplies.

Housing Information Services (limited to three percent of total HOPWA budget)

HOPWA allows for payment of HMIS costs and participation.

Requirements

If participating in HMIS, the HOPWA providers must use the system to enhance service coordination and project participant access to community assistance programs and must collect all of the Universal Data Elements and Program-Specific Data Elements. See [HOPWA Program HMIS Manual](#).

Expenses

Sub-grantees may use up to three (3) percent of the overall HOPWA award for HMIS costs. Sub-grantees should use the Housing Information Services line item for HMIS costs associated with tracking project participant access and services (data entry).

However, when the systems are developed or are being used by staff for data reporting, the costs are considered administrative costs and are subject to the applicable administrative cost limit.

Key Outputs and Performance Measures (HOPWA)

HOPWA grantees will be evaluated and monitored on how well they achieve key outputs, performance measures, and processes. Grantees will be required to provide an end of year report (July 1- June30). This report is a HUD requirement and updates and changes will reflect those made by HUD. DHCD will communicate changes (if applicable) annually.

End of Year reports will be completed by any organization that deliver/conduct any HOPWA activities (e.g., Supportive Services, Tenant-Based Rental Assistance, Permanent Housing Placement, etc.) in addition to administrative activities. These reports will be submitted in the format requested by DHCD.

Generally, HOPWA grantees will be required to submit family member level outputs (e.g., households served and demographic information), prior living situations, health outcomes, housing outcomes, longevity and income levels, as well as other outcomes (e.g., access to care and support outcomes) and expenditures (for HOPWA-eligible costs).

Administrative Costs (limited to seven percent of total HOPWA budget)

Eligible administrative costs include expenses that support program operations, such as bookkeeping and the compilation and reporting of data.

Requirements

As with all billed expenditures, billing for administrative costs must be based on actual costs incurred during a particular period.

As with personnel costs, basing administrative charges on a straight pro-rated amount of the total grant (e.g., seven percent of the total amount awarded to the grantee divided into constant monthly increments) may be helpful for budgeting but is not adequate. Rather, administrative charges should be based on the actual monthly program costs, which should vary each month.

While it is not necessary to detail administrative costs on reimbursements, grantees must be able to document all administrative costs and will be required to produce said documentation at the time of either on-site or desk monitorings.

Virginia Housing Trust Fund: Homeless Reduction Grant

The goal of the Virginia Housing Trust Fund Homeless Reduction Grant program is to reduce homelessness in the Commonwealth of Virginia. DHCD will support Continuum of Care (CoC)/balance of state local planning group (LPG) strategies and homeless service projects that are or will be a part of an effective emergency crisis response system to ensure that homelessness is rare, brief, and one-time.

The Homeless Reduction Grant program must be coordinated with other community-based activities. All CoCs, LPGs, and DHCD homeless services grantees use a local centralized or coordinated assessment/entry system. A local centralized or coordinated assessment/entry system is the best practice for a housing-focused approach targeted toward helping households experiencing homelessness quickly regain stability in permanent housing.

Background

The Virginia Housing Trust Fund is estimated to increase significantly this fiscal year. It is estimated that \$14,000,000 will be available for HTF Homeless Reduction Grants this fiscal year. This funding amount is subject to change. This funding provides grants for targeted efforts to reduce homelessness. Priority consideration will be given to efforts to reduce the number of youth and families experiencing homelessness. Funding will be awarded to projects best aligned with state and federal goals to end homelessness in communities throughout the commonwealth.

Eligible Grantees

Eligible grantees are units of local government, non-profit organizations, housing developers (non-profit and for-profit), Community Housing Development Organizations (CHDOs), single purpose organizations, or limited liability corporations (LLCs). The preferable grantee is the primary partner in the LLC, development team, or the individual organization that will have the ongoing responsibility for the project. Proposed projects that will leverage multiple partners and subcontracts are allowable.

The grantee is the entity responsible for compliance. DHCD may not enter into program contracts with any grantee with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues. However, DHCD will work with all interested parties toward the resolution of outstanding issues, as appropriate.

Grantee Requirements

Each grantee must adhere to the requirements set forth in the [Homeless and Special Needs Housing guidelines](#).

Eligible Activities

Eligible projects are designed to reduce homelessness, are located within Virginia, and include:

- Rapid Re-housing
- Underserved Populations Innovation Project
- Permanent Supportive Housing (housing stabilization services and rental assistance for chronically homeless)
- HMIS
- Administrative Costs

Rapid Re-housing

Rapid re-housing is an intervention designed to help individuals and families quickly exit homelessness and return to permanent housing. Rapid re-housing assistance is offered without

preconditions (such as employment, income, absence of criminal record, or sobriety) and the resources and services provided are tailored to the unique needs of the household.

Core components:

1. Housing identification
2. Rent and move-in assistance
3. Rapid re-housing case management and services

Project Participant Eligibility

Rapid re-housing assistance is limited to literally homeless households. These are households who lack a fixed, regular, and adequate nighttime residence. This includes those currently residing in a shelter and those exiting an institution (where they resided temporarily for 90 days or fewer) with no housing resources.

Duplication of assistance is not eligible. Financial assistance cannot be made on behalf of eligible individuals or families for the same period of time and for the same cost types that are being provided through another federal, state, or local housing subsidy program.

All rapid re-housing financial assistance beyond three months requires recertification of eligibility. This recertification must then be completed every three months based on the household's project entry date for the duration of financial assistance. Recertification requires grantee documentation of the following:

- Project participant household income below 30 percent of AMI
- The household lacks the financial resources and support networks needed to remain in existing housing without Rapid Rehousing assistance
- Housing stabilization services are being appropriately implemented

Recertification Requirement	
Any Financial Assistance	Every three months
Services/Case Management Only	Every 12 months

Requirements

Provision of any financial assistance should be needs based, meaning that grantees should determine the amount of assistance based on the minimum amount needed to maintain housing stability in the near term. This will allow communities to use program resources efficiently to serve as many households as possible.

- When households are moved into a new unit, the rent must meet Reasonableness.

Rent reasonableness means that the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same time period for comparable non-luxury unassisted units. To make this determination, the grantee should consider (a) the location, quality, size, type, and age of the unit; and (b) any amenities, housing services, maintenance and utilities to be provided by the owner.

If the gross rent for the unit exceeds either the rent reasonableness standard, grantees are prohibited from using VHSP funds for any portion of the rent, even if the household is willing and/or able to pay the difference.

Grantees must not make payments directly to project participants, but only to landlords or property management companies. In addition, an assisted property may not be owned by the grantee or their parent, subsidiary or affiliated organization (see [Conflict of Interest](#)).

Monthly housing-focused case management is required but participation in all program services must be voluntary. Grantees must provide the appropriate level of case management in order to ensure housing stability.

Required Documentation:

- All project participants must receive an initial screening
- Certification form signed by the project participant stating that the project participant has received a copy of the grantee's grievance policy
- All project participants must receive initial eligibility certification using DHCD's *VHSP Rapid Re-housing Project Participant Eligibility Requirements*.
- All households must have strength-based housing barriers assessments and housing plans.
- Grantees must use [HUD Published Income Limits](#) for determining income limits
- A copy of the [HSNH Rent Reasonableness Worksheet](#) must be completed and included in the project participant file.
- A copy of the completed utility allowance worksheet must be included in the project participant file. Grantees must utilize the appropriate utility allowance for any utilities that are paid by the project participant separate from rent. The grantee may use the local housing authority's or [Virginia Housing's](#) appropriate regional allowances in order to calculate the rent standard.
- Rapid re-housing financial assistance requires that the project participant head of household have the valid lease with a landlord or a master lease agreement that is in compliance with tenant/landlord laws in their name. For master lease agreements, these must be legally binding for a duration of at least 6 months and participation in any program or service must not be a requirement for tenancy. A copy of the lease must be included in the project participant file.
- Monthly housing-focused case management is required. Grantees must provide the appropriate level of case management in order to ensure housing stability.
- Grantees must have written agreements with both the project participant and the landlord that identify the terms of the rapid re-housing assistance. This should specifically provide the landlord with guidance for addressing issues which could impact housing stability and must include:
 - A provision requiring the owner to give the grantee a copy of any notice to the project participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the project participant.
 - The same payment due date, grace period, and late payment penalty requirements as the project participant's lease.
 - The term of the rental assistance agreement for the period of time they anticipate providing assistance.

Expenses

Eligible rapid re-housing costs include:

- Rent assistance
- Rent arrears
- Housing stabilization financial assistance
- Housing stabilization case management
- Housing search and placement
- Housing stabilization services
- Service location costs

Rental Assistance and Rent Arrears

Rental assistance is tenant-based rental assistance that can be used to allow individuals and families to obtain and remain in rental units. Funds cannot be used for mortgage assistance.

Grantees must determine the amount of rental assistance provided, such as shallow subsidies (payment of a portion of the rent), payment of 100 percent of the rent, or graduated/declining subsidies. Grantees may require a project participant to share in the costs of rent, however inability of a project participant to contribute to the rent should not be a determination for termination from the program.

No project participant may receive more than 12 months of assistance. Assistance with any portion of rent during a month counts as a month toward the 12-month limit.

Payment of rent arrears consists of a one-time payment for up to six months in arrears, including any late fees on those arrears. Rental arrears may be paid if the payment enables the project participant to obtain a housing unit.

If funds are used to pay rental arrears, arrears must be included in determining the total period of the project participant's rental assistance, a period not to exceed 12 months. While the payment of rent arrears is a lump sum and recorded as such in HMIS, each month and the number of months must be noted in HMIS and counted toward the total rent assistance limit of 12 months.

Any individual or family receiving assistance beyond any arrears and two months of rent and financial assistance must be evaluated and recertified as eligible every three months.

Assistance should be needs based, meaning that grantees should determine the amount of assistance based on the minimum amount needed to help the project participant maintain housing stability in the near term. This will allow communities to use program resources efficiently to serve as many households as possible.

Funds may not be used to pay damage costs incurred by the tenant.

The rental assistance to move into a new unit cannot exceed the actual rental cost, which must be in compliance with HUD's standard of rent reasonableness.

Rental assistance or arrears to pay for a lot on which a manufactured or mobile home is located is an eligible expense as long as the household is otherwise eligible.

Rental assistance provided toward rent for a housing unit owned by a grantee, related entity, or partner is prohibited.

Housing Stabilization Financial Assistance

Funds may be used to provide financial assistance to help project participants quickly access housing. The housing relocation and stabilization services financial assistance includes:

- Security and utility deposits
- Last month's rent
- Utility payments and arrears
- Moving costs
- Application fees

Funds may be used to pay for security deposits, including utility deposits, for project participants. This is eligible in the case where the project participant is otherwise eligible and they are not receiving security or utility deposits assistance from another source. Security deposits must be paid directly to landlords or property managers.

Grantees must not take measures to recapture any deposit assistance provided to project participants. In the cases where the return of a deposit to the grantee is unavoidable, all returned deposits must be tracked as program income. Any resulting program income must be used for eligible activities.

Funds may be used for up to 12 months of utility payments for each project participant in any three-year period of time, provided that the project participant or a member of his/her household has an account in his/her name with a utility company and is not receiving assistance for the same period of time for the utilities.

Utility assistance may include up to six months of utility payments in arrears per service. Payments of arrears must be counted toward the 12-month limit.

The grantee must use the Virginia Housing or the local housing authority utility allowance guideline to set reasonable limits for utility payments.

Assistance with utilities may be structured where the project participant pays a portion of the utilities. Partial assistance payment for any month of utilities counts as a month of assistance. Grantees may pay past due utilities; however, the past due months must be included in the 12-month limit. Utilities are limited to water/sewer, heating oil, gas, and electricity. Twelve month limits are based on assistance with one or more of the basic utilities per month. Since the actual number of months may be difficult to determine, grantees may use estimates to determine the total number of months covered. The basis for the estimation must be included in the client file.

Funds may be used for reasonable moving costs, such as truck rental or hiring a moving company, to assist an eligible household with housing stability.

Funds may be used for lease or apartment application fees where necessary and no other source has been identified to assist an eligible household with housing stability.

Housing Stabilization Case Management

Funds may be used for housing stability case management. These are the costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for project participants residing in permanent housing or to assist a project participant in overcoming immediate barriers to obtaining housing. Project participants must receive housing-focused case management at least once a month.

This assistance cannot exceed 12 months during the period the project participant is living in permanent housing.

These costs include:

- Conducting initial assessments
- Counseling
- Facilitating access to mainstream services
- Monitoring and evaluating project participant progress
- Coordination with and referrals to other providers
- Developing individualized housing and service plans
- Fees for use of auxiliary aids and language services

Rapid re-housing funds can be used for housing-focused case management alone. Although rental assistance cannot be provided independent of case management, case management can be provided independent of rental assistance. For example, case management could be

provided after the term of a project participant's rental assistance expires, as long as the 12-month cap for each type of assistance is not exceeded.

"Stand alone" case management or other services can also be provided to support project participants who receive rental assistance through non-VHSP funds, as long as the individual or family is eligible for VHSP assistance at the time of the intake evaluation.

Housing Search and Placement

Housing search and placement funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Component services or activities may include staff costs related to: tenant counseling, assisting individuals and families to understand leases, securing utilities, making moving arrangements, representative payee services concerning rent and utilities, and outreach and negotiation with property owners related to locating or retaining housing. Costs also include expenditures associated with assessing housing unit compliance with property standards, lead requirements, and rent reasonableness. Costs associated with staff in the role of housing locator would be eligible housing search and placement costs.

Housing Stabilization Services

Funds may be used for services that are targeted to assist project participants to maintain housing. These may include critical skills related to household budgeting, money management, accessing a personal credit report, and resolving personal credit issues. If grantees elect to conduct credit checks on project participants, they must do so for all project participants so as not to violate Fair Housing Law or otherwise discriminate among project participants. Grantees may not use these funds to reimburse landlords for their costs associated with conducting credit and/or background checks. Credit may not be used to determine program eligibility. Payment of debt is an ineligible expense.

Service Location Costs

Funds may be used for service location costs, such as rent for office space, printer/copier costs, and utilities for an office.

Underserved Populations Innovation Project

The purpose of the Underserved Populations Innovation Project is to support innovative local efforts to serve members of an underserved population experiencing homelessness and pilot new models of assistance to determine the array of interventions necessary to serve the target population.

Client Eligibility

The Underserved Population Innovation Project targets members of an underserved population that are experiencing homelessness.

Underserved populations are defined by a lack of resources targeted towards providing culturally appropriate and trauma-informed services for a vulnerable population.

Examples of underserved populations include but are not limited to:

- Persons 60 years of age or older
- Unaccompanied youth aged 18 to 24
- Persons identifying as LGBTQ+
- Persons with disabilities, including physical or cognitive impairments, or substance use disorder
- Persons living in rural areas

- “Rural” encompasses all population, housing, and territory not included with an urban area as indicated by the U.S. Census Bureau’s [2020: Virginia Core Based Statistical Areas and Counties Map](#).

Projects serving monolithic groups based on race, color, national origin, or religious ideologies will not be permitted for the use of HTF – HRG funding.

All projects, unless otherwise stated, must utilize the U.S. Department of Housing and Urban Development (HUD) Category 1 definition of literal homelessness.

Literal Homelessness is defined as:

Any individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (i) Has a primary nighttime residence that is a public or private place not meant for human habitation;
- (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
- (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

Grantees targeting unaccompanied homeless youth may choose to employ the following two definitions of homelessness:

1. U.S. Department of Education (ED)

Subtitle VII-B of the McKinney-Vento Homeless Assistance Act defines homeless children and youths as follows: The term “**homeless children and youths**”—

A. means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 11302(a)(1) of this title); and

B. includes—

- i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 11302(a)(2)(C) of this title);
- iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- iv. migratory children (as such term is defined in section 6399 of title 20) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii). 42 U.S.C. § 11434a(2)

Subtitle VII-B of the McKinney-Vento Homeless Assistance Act defines unaccompanied youth as follows: The term “**unaccompanied youth**” includes a youth not in the physical custody of a parent or guardian. 42 U.S.C. § 11434a(6)

2. U.S. Department of Housing and Urban Development (HUD)

Category 1: Literally Homeless - Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (iv) Has a primary nighttime residence that is a public or private place not meant for human habitation;
- (v) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
- (vi) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

Housing solutions assistance must be offered without preconditions (such as employment, income, absence of criminal record, or sobriety).

Eligible Activities

There are three categories of Underserved Populations Innovation Project activities:

- Innovative Project Planning
- Homeless Underserved Populations Outreach/Engagement
- Housing Solutions

All HTF – HRG – Underserved Populations Innovation Projects must include the Innovative Project Planning activity and may or may not include Homeless Underserved Populations Outreach/Engagement, and/or Housing Solutions.

Innovative Project Planning

Innovative Project Planning funds may be used to develop and/or pilot new models of assistance to best meet the needs of underserved populations experiencing homelessness. All projects must be designed to meet the unique needs of the target population in their community.

Requirements

The project must be designed to meet at least one of the following core components:

1. Effectively identify and engage members of the underserved population at risk of or experiencing homelessness and connect them with trauma-informed, culturally appropriate, and developmentally and age-appropriate interventions;
2. Intervene early when members of the underserved population do become homeless and work to divert the individual or household from the experience of homelessness when safe and appropriate;
3. Develop coordinated entry systems to identify members of the underserved population for appropriate types of assistance and to prioritize resources for the most vulnerable;
4. Ensure access to safe shelter and emergency services when needed;
5. Ensure assessments respond to the unique needs and circumstances of members of the underserved population and emphasize strong connections to and supported exits from mainstream systems as needed;
6. Create individualized services and housing options tailored to the needs of each individual or household, and include measurable outcomes across key indicators of performance, including education and employment;
7. Perform a needs assessment of the capacity of the current local crisis response system and existing projects to serve members of the underserved population;
8. Develop an assessment to determine the level of housing and supportive services needs of members of the underserved population experiencing homelessness. This should include a recommendation for type of housing intervention to be utilized based on the individual or household's level of need;

9. Review opportunities in the local crisis response system and system's existing projects to implement best practices that are specifically focused on helping members of the underserved population to stabilize in housing and implement the types of housing interventions which are most successful in resolving the housing crisis and setting up the individual or household for an enhanced quality of life (i.e. addressing connections to healthcare and mitigating social isolation);
10. Maintain an inventory of the community's resources to support members of the underserved population, especially those that assist with stabilization;
11. Develop a collaborative partnership to address discharge planning with institutions such as jails or other corrections facilities, hospitals, addiction treatment facilities, child welfare facilities, or mental health programs; AND/OR
12. Establish an inter-disciplinary coalition between the CoC/LPG leadership, community homeless services projects, and mainstream resources that serve members of the underserved population.

All projects must provide opportunity for involvement by members of the underserved population. Members of the underserved population including homeless and formerly homeless individuals, must be involved in the development, implementation, and evaluation of the Innovative Project Planning and any input must be implemented to the extent that is appropriate for the project and feasible within statutory and regulatory guidelines.

All projects must also review opportunities to raise funding and create proposals that establish new Housing First projects or expand existing projects that support housing-focused solutions for members of the underserved population experiencing homelessness.

Expenses

Eligible costs include coordination activities, project planning and design activities, consulting fees, project evaluation, and training related to the pilot project. Stipends and consulting fees as compensation for individuals with lived experience for their participation and shared expertise are eligible expenses.

Homeless Underserved Populations Outreach/Engagement

Homeless Underserved Populations Outreach/Engagement includes essential services related to identifying and engaging members of the underserved population at risk of, or experiencing homelessness, and connecting them with trauma-informed, culturally appropriate, and developmentally and age-appropriate interventions.

Outreach services should coordinate a comprehensive set of strategies, spanning the homeless crisis response system, other systems of care, and mainstream resources as appropriate for the underserved population. For example, projects designed to serve unaccompanied homeless youth aged 18 to 24 should work with schools, the child welfare system, the criminal processing system, drop-in centers, hotlines, and 2-1-1 Virginia.

Whenever possible, outreach services should employ prevention and diversion strategies, and otherwise secure immediate access to low-barrier crisis housing and services for members of the underserved population should they so choose. Prevention and diversion strategies may include: connecting and/or reunifying individuals with members of their family or other natural supports (as defined by each household).

Requirements

All outreach efforts must be client-centered and tailored to the unique needs of the underserved population.

Required Documentation

- Individualized service plan, to include housing options
- Evidence of connection with the community's coordinated entry process (as appropriate)
- Coordination with mainstream resources

Expenses

Eligible Homeless Underserved Populations Outreach/Engagement costs include:

- Essential Services – Case Management
- Essential Services - Limited Support Services (requires DHCD pre-approval)
- Service location costs
- Other (requires DHCD pre-approval)

Essential Services – Case Management

Funds may be used for engagement and housing-focused case management. These are the costs of locating, identifying, and building relationships with youth experiencing homelessness and the cost of assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the youth program participant. Costs include staff expenses related to:

- Connecting with centralized or coordinated assessment system;
- Actively connecting and providing information and referrals to programs targeted to people experiencing homelessness and mainstream resources and housing programs;
- Conducting and documenting an initial assessment of needs and eligibility;
- Providing crisis counseling;
- Addressing urgent physical needs;
- Completing a strength-based housing barriers assessment and corresponding individualized housing and service plans;
- Assisting a program participant in overcoming immediate barriers to housing; and
- Monitoring and evaluating program participant progress.

Essential Services - Limited Support Services

Includes the transportation costs of travel by outreach workers, social workers, medical professionals, or other service providers are eligible, provided that this travel takes place during the provision of services eligible under this section. The costs of transporting unsheltered people to emergency shelters or other service facilities are also eligible. These costs include the use of public transportation and rideshare programs by the project participant.

Service Location Costs

Funds may be used for service location costs, such as rent for office space, printer/copier costs, and utilities for an office.

Housing Solutions

Members of the underserved population experiencing homelessness should be connected to appropriate and choice-driven service options and swiftly moved into time-limited (Host Homes-only) or permanent or non-time-limited housing options. All services and housing options should be: individualized and tailored to the needs of each individual or household, trauma-informed, culturally and linguistically appropriate, and developmentally and age-appropriate.

All housing solution financial assistance beyond three months requires recertification of eligibility. This recertification must then be completed every three months for the duration of financial assistance. Recertification requires grantee documentation of the following:

- Program participant household income below 30 percent of AMI;
- The household lacks the financial resources and support networks needed to remain in existing housing without financial assistance; AND

- Housing stabilization services are being appropriately implemented.

Recertification Requirement	
Any Financial Assistance	Every three months
Services/Case Management Only	Every 12 months

Eligible housing solutions activities include:

- Host Homes
- Rapid Re-housing (including Shared Housing)
- Innovative Permanent Housing Solutions
- Housing-Stabilization Case Management

Host Homes

Host homes is a model in which a family agrees to permit an individual or household to reside in the home with them. While staying in a host home, the individual or household are able to engage in housing stabilization services and work toward self-determined goals.

Requirements

In order to be eligible, the residence must be in a community-based setting, the family may or may not be related to the individual or household, and the length of stay may or may not be time-limited.

Grantees must establish a host home screening and training process. All prospective host families must complete the screening and training process prior to hosting the individual or household in their home. The screening must include a background check, an interview with the prospective host family, and a home visit. The training must be a comprehensive training program, conducted in-person or via webinar, to orient host families to the host home program, review program requirements, and discuss expectations of the host home. The training program should also provide training on issues related to, among others:

- Homelessness in your community, to include details specific to the experience of homelessness among the underserved population
- Personal biases
- Cultural competency
- Communication and conflict resolution
- LGBTQ+
- Trauma and resiliency

Grantees must not make payments directly to project participants, but only to host home head of household.

Required Documentation

- Grantees must have written agreements with the host family that states their willingness to house the project participant. If there are additional expectations set by the host home, this must be documented.
- Grantees must document how household costs are determined and employ the same method for all program participants (ex. pro-rata, compare costs before and after the project participant joined the household, etc.).
- Grantees must certify completion of host home screening and training process for each host family.
- Monthly housing-focused case management is required. Grantees must provide the appropriate level of case management in order to ensure housing stability.

Expenses

Eligible Host Home expenses include:

- Host home support
- Host home recruitment
- Temporary housing placement (hotel or motel)
- Housing stabilization services
- Service location costs
- Other (requires DHCD pre-approval)

Host Home Support

Recognizing that the addition of another person in the home may increase costs to the family, funding may be used to subsidize the additional costs attributable to housing the project participant. Costs may include:

- Food
- Basic needs support
- Transportation
- Utilities

Host Home Recruitment

Funds may be used for host home recruitment. This includes the costs of recruiting host homes, conducting background checks and host home interviews, and developing and providing the host home training program.

Temporary Housing Placement

When an appropriate emergency shelter placement is unavailable, funds may be used for hotel/motel vouchers only until the desired housing placement is available. The need for temporary housing placement must be documented in the program participant's file.

Housing Stabilization Services

Funds may be used for services that are targeted to assist project participants to maintain housing. These may include critical skills related to household budgeting, money management, accessing a personal credit report, and resolving personal credit issues. If grantees elect to conduct credit checks on project participants, they must do so for all project participants so as not to violate Fair Housing Law or otherwise discriminate among project participants. Grantees may not use these funds to reimburse landlords for their costs associated with conducting credit and/or background checks. Credit may not be used to determine program eligibility. Payment of debt is an ineligible expense.

Service Location Costs

Funds may be used for service location costs, such as rent for office space, printer/copier costs, and utilities for an office.

Rapid Re-housing (including Shared Housing), and Innovative Permanent Housing Solutions

Funds may be used to provide tenant-based rental assistance. Innovative Permanent Housing Solutions means any permanent housing solution that does not fall within the definitions of host homes or rapid re-housing (including shared housing). Examples of Innovative Permanent Housing Solutions are the use of residential care homes for older adults and master leasing units. The permanent housing solution, including any innovative permanent housing solution, must meet all of the requirements listed below.

Requirements

Provision of any financial assistance should be needs-based, meaning that grantees should determine the amount of assistance based on the minimum amount needed to maintain housing stability in the near term. This will allow communities to use program resources efficiently to serve as many households as possible.

When households are moved into a new unit, the rent must meet Rent Reasonableness. Rent reasonableness means that the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same time period for comparable non-luxury unassisted units. To make this determination, the grantee should consider (a) the location, quality, size, type, and age of the unit; and (b) any amenities, housing services, maintenance and utilities to be provided by the owner. Grantees must not make payments directly to program participants, but only to landlords or property management companies.

Required Documentation

- Initial screening
- Certification form signed by the project participant stating that the project participant has received a copy of the grantee's grievance policy
- Strength-based housing barriers assessments and housing plans.
- A copy of the [HSNH Rent Reasonableness Worksheet](#) must be completed and included in the project participant file.
- A copy of the completed utility allowance worksheet must be included in the project participant file. Grantees must utilize the appropriate utility allowance for any utilities that are paid by the project participant separate from rent. The grantee may use the local housing authority's or [Virginia Housing's](#) appropriate regional allowances in order to calculate the rent standard.
- Rapid re-housing financial assistance requires that the project participant head of household have a valid lease with a landlord that is in compliance with tenant/landlord laws in their name. A copy of this lease must be included in the project participant file. If grantee is master leasing, the grantee must have a sublease with the head of household. A copy of the master lease as well as a copy of the sublease must be included in the project participant file.
- Monthly housing-focused case management is required. Grantees must provide the appropriate level of case management in order to ensure housing stability.
- Grantees must have written agreements with both the project participant and the landlord that identify the terms of the rapid re-housing assistance. This should specifically provide the landlord with guidance for addressing issues which could impact housing stability and must include:
 - A provision requiring the owner to give the grantee a copy of any notice to the project participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the project participant.
 - The same payment due date, grace period, and late payment penalty requirements as the project participant's lease.
 - The term of the rental assistance agreement for the period of time they anticipate providing assistance.

Expenses

Eligible rapid re-housing (including shared housing) and innovative permanent housing solutions costs include:

- Rental assistance
- Rent arrears

- Housing stabilization financial assistance
- Housing search and placement
- Housing stabilization services
- Temporary housing placement
- Service location costs
- Other (requires DHCD pre-approval)

Rental Assistance and Rent Arrears

Rental assistance is tenant-based rental assistance that can be used to allow individuals and families to obtain and remain in rental units. Funds cannot be used for mortgage assistance. Grantees must determine the amount of rental assistance provided, such as shallow subsidies (payment of a portion of the rent), payment of 100 percent of the rent, or graduated/declining subsidies. Grantees may require a program participant to share in the costs of rent, however inability of a project participant to contribute to the rent should not be a determination for termination from the program.

No program participant may receive more than 12 months of assistance.

Assistance with any portion of rent during a month counts as a month toward the 12-month limit.

Payment of rent arrears consists of a one-time payment for up to six months in arrears, including any late fees on those arrears. Rental arrears may be paid if the payment enables the program participant to obtain a housing unit.

If funds are used to pay rental arrears, arrears must be included in determining the total period of the program participant's rental assistance, not to exceed 12 months. While the payment of rent arrears is a lump sum and recorded as such in HMIS, each month and the number of months must be noted in HMIS and counted toward the total rent assistance limit of 12 months.

Any individual or family receiving assistance beyond any arrears and two current months of rent and financial assistance must be evaluated and recertified as eligible every three months. Assistance should be needs based, meaning that grantees should determine the amount of assistance based on the minimum amount needed to help the program participant maintain housing stability in the near term. This will allow communities to use program resources efficiently to serve as many households as possible.

Funds may not be used to pay damage costs incurred by the tenant.

The rental assistance to move into a new unit cannot exceed the actual rental cost, which must be in compliance with HUD's standard of Rent Reasonableness.

Rental assistance or arrears to pay for a lot on which a manufactured or mobile home is located is an eligible expense as long as the household is otherwise eligible.

Housing Stabilization Financial Assistance

Funds may be used to provide financial assistance to help program participants quickly access housing. The housing relocation and stabilization services financial assistance includes:

- Security and utility deposits
- Last month's rent
- Utility payments

- Utility arrears
- Moving costs
- Food costs
- Transportation
- Application fees

Funds may be used to pay for security deposits, including utility deposits, for program participants. This is eligible in the case where the program participant is otherwise eligible and they are not receiving security or utility deposits assistance from another source. Security deposits must be paid directly to landlords or property managers.

Grantees must not take measures to recapture any deposit assistance provided to program participants. In the cases where the return of a deposit to the grantee is unavoidable, all returned deposits must be tracked as program income. Any resulting program income must be used for eligible activities.

Funds may be used for up to 12 months of utility payments for each program participant in any three-year period of time, provided that the program participant or a member of his/her household has an account in his/her name with a utility company and is not receiving assistance for the same period of time for the utilities.

Utility assistance may include up to six months of utility payments in arrears per service. Payments of arrears must be counted toward the 12-month limit.

The grantee must use the VH or the local housing authority utility allowance guideline to set reasonable limits for utility payments.

Assistance with utilities may be structured where the program participant pays a portion of the utilities. Partial assistance payment for any month of utilities counts as a month of assistance. Grantees may pay past due utilities; however, the past due months must be included in the 12-month limit. Utilities are limited to water/sewer, heating oil, gas, and electricity. Twelve month limits are based on assistance with one or more of the basic utilities per month. As the number of months may be difficult to determine, grantees may use estimates to determine the total number of months covered. In these cases, the grantee must document the basis for the estimation.

Funds may be used for reasonable moving costs, such as truck rental or hiring a moving company, to assist an eligible household with housing stability.

Funds may be used for lease or apartment application fees where necessary and no other source has been identified to assist an eligible household with housing stability.

Funds may be used for emergency food to assist an eligible household with obtaining and maintaining permanent housing. Costs for food may include delivery services if no other food source is available. Documentation of connection to mainstream resources such as Supplemental Nutrition Assistance Program (SNAP) and/or local food banks should be documented in the project participants' file.

Funds may be used for transportation to obtain and maintain permanent housing. Transportation expenses are limited to ride share, bus passes, or other methods of public transportation.

Housing Search and Placement

Housing search and placement funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Component services or activities may include staff costs related to: tenant counseling, assisting individuals and families to understand leases, securing utilities, making moving arrangements, representative payee services concerning rent and utilities, and outreach and negotiation with property owners related to locating or retaining housing. Costs also include expenditures associated with assessing housing unit compliance with property standards, lead requirements, and rent reasonableness. Costs associated with staff in the role of housing locator would be eligible housing search and placement costs.

Housing Stabilization Services

Funds may be used for services that are targeted to assist project participants to maintain housing. These may include critical skills related to household budgeting, money management, accessing a personal credit report, and resolving personal credit issues. If grantees elect to conduct credit checks on project participants, they must do so for all project participants so as not to violate Fair Housing Law or otherwise discriminate among project participants. Grantees may not use these funds to reimburse landlords for their costs associated with conducting credit and/or background checks. Credit may not be used to determine program eligibility. Payment of debt is an ineligible expense.

Temporary Housing Placement

When an appropriate emergency shelter placement is unavailable, funds may be used for hotel/motel vouchers only until the desired housing placement is available. The need for temporary housing placement must be documented in the program participant's file.

Service Location Costs

Funds may be used for service location costs, such as rent for office space, printer/copier costs, and utilities for an office.

Housing Stabilization Case Management

Funds may be used for housing stability and housing-focused case management. These are the costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for project participants residing in permanent housing or to assist a project participant in overcoming immediate barriers to obtaining housing.

This assistance cannot exceed 12 months during the period the project participant is living in permanent housing.

These costs include:

- Conducting initial assessments
- Counseling
- Facilitating access to mainstream services
- Monitoring and evaluating project participant progress
- Coordination with and referrals to other providers
- Developing individualized housing and service plans
- Fees for use of auxiliary aids and language services

Clients must receive housing-focused case management at least once per month.

Rapid re-housing funds can be used for housing-focused case management alone. Although rental assistance cannot be provided independent of case management, case management can be provided independent of rental assistance. For example, case management could be

provided after the term of a project participant's rental assistance expires, as long as the 12-month cap for each type of assistance is not exceeded.

"Stand alone" case management or other services may also be provided to support project participants who receive rental assistance through non-HTF – HRG funds, as long as the individual or household is eligible for HTF – HRG assistance at the time of the intake evaluation.

Permanent Supportive Housing (Housing Stabilization Services and Rental Assistance for Chronic Homeless)

Permanent supportive housing (PSH) for chronic homelessness is an evidence-based housing intervention that combines decent, safe, and affordable community-based housing, non-time-limited affordable housing assistance, and wrap-around supportive services for individuals experiencing chronic homelessness. In PSH, individuals and households are ensured the rights of tenancy under state and local landlord tenant laws while being linked to voluntary and flexible supports and services designed to meet tenants' needs and preferences. The goal of PSH is to assist individuals and households in achieving housing stability.

To be eligible, the CoC/LPG must have adopted HUD's notice ([CPD-16-11](#)) prioritizing persons experiencing chronic homelessness and other vulnerable persons experiencing homelessness in permanent supportive housing.

Project Participant Eligibility

Permanent Supportive Housing program targets individuals and families who meet the HUD definition of chronic homelessness:

- Chronic homelessness: individuals and families who have been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last three years that total 12 months; and, have an adult head of household (or a minor head of household if no adult is present in the household) with a diagnosable substance use disorder, serious mental illness, developmental disability (as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of two or more of those conditions. For further clarification, see the [HEARTH: Defining "Chronically Homeless" Final Rule](#).

Core Components

- Individually tailored and flexible supportive services that are voluntary, can be accessed 24 hours a day/7 days a week, and are not a condition of ongoing tenancy;
- Leases that are held by the tenants without limits on length of stay; and
- Ongoing collaboration between service providers, property managers, and tenants to preserve tenancy and resolve crisis situations that may arise.

Key Outcomes and Objectives

Permanent Supportive Housing projects are evaluated and monitored on how well they are achieving key project outcomes and objectives. Outcomes are measured at both the community- and project-level and include:

- Households served and length of assistance
- Percentage households stabilized in the permanent supportive housing project
- Percentage households exited to a permanent destination (efficacy of the grantee's Move On strategy)

Requirements

HSNH – HTF – HRG 2025

All programs must adhere to a housing first approach focused first on moving project participants into the permanent supportive housing project as quickly as possible and second on obtaining and maintaining housing stability. Projects must use housing stabilization support services and mainstream resources as needed to ensure housing stability.

Monthly housing-focused case management is required but participation in all program services must be voluntary. Grantees must provide the appropriate level of case management in order to ensure housing stability. All services must be designed and implemented to ensure project participants remain independently housed. All services must be individualized to meet the needs of the project participant.

Projects must strive to meet a participant to case manager ratio of no greater than 15:1 to ensure effective and appropriate provision of case management and supportive services. Projects that are unable to meet this expectation must provide a written description of how they will ensure effective and appropriate provision of case management and supportive services, and, if applicable, how they will work toward meeting this goal in the future.

Grantees must ensure coordination with mainstream resources and community-based supports to improve housing stability of project participants. Mainstream resources are publicly funded programs that provide services, housing and income supports. They include federal, state, and local programs such as Temporary Assistance for Needy Families (TANF), Medicare, Medicaid, and Housing Choice Vouchers, that provide housing, health care, income supports, and other forms of assistance. Community-based supports include formal and informal programs and resources offered by faith-based organizations, nonprofit agencies, members of the community, and other institutions.

Grantees must establish a sustainability plan to ensure program services, including supportive services and rental assistance, are able to continue once Housing Trust Fund – Homeless Reduction Grant funding ends.

Provision of any financial assistance should be needs based, meaning that grantees should determine the amount of assistance based on the minimum amount needed to maintain housing stability in the near term. This will allow communities to use program resources efficiently to serve as many households as possible.

A program participant must be the tenant on a lease (or sublease) for an initial term of at least one year that is renewable and is terminable only for cause. Further, leases (or subleases) must be renewable for a minimum term of one month. Permanent supportive housing is permanent housing with indefinite leasing or rental assistance paired with supportive services.

When households are moved into a new unit, the rent must meet Rent Reasonableness. Rent reasonableness means that the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same time period for comparable non-luxury unassisted units. To make this determination, the grantee should consider (a) the location, quality, size, type, and age of the unit; and (b) any amenities, housing services, maintenance and utilities to be provided by the owner.

If the gross rent for the unit exceeds either the rent reasonableness standard, grantees are prohibited from using VHSP funds for any portion of the rent, even if the household is willing and/or able to pay the difference.

Grantees must not make payments directly to project participants, but only to landlords or property management companies.

Move-On Strategies

Grantees must develop and implement Moving On strategies aimed at identifying permanent supportive housing project participants who may no longer need or want the intensive services offered in PSH but continue to need assistance to maintain their housing. Moving On strategies must include partnerships between the CoC/LPG, grantee, and mainstream housing programs such as public housing, the Housing Choice Voucher program, and HUD-funded multifamily housing providers.

Termination of Assistance

The grantee may terminate assistance to a project participant who violates project requirements or conditions of occupancy. Termination under this section does not bar the grantee from providing further assistance at a later date to the same individual or household.

In terminating assistance to a project participant, the grantee must provide a formal process that recognizes the rights of individuals receiving assistance under the due process of law. This process, at a minimum, must consist of:

1. Providing the project participant with a written copy of the program rules and the termination process before the participant begins to receive assistance;
2. Written notice to the project participant containing a clear statement of the reasons for termination;
3. A review of the decision, in which the project participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
4. Prompt written notice of the final decision to the project participant.

Grantees that are providing permanent supportive housing for chronically homeless must exercise judgment and examine all extenuating circumstances in determining when violations are serious enough to warrant termination so that a project participant's assistance is terminated only in the most severe cases.

Required Documentation

- Initial screening
- Documentation of referral of project participant from the CoC/LPG's coordinated entry system to the PSH project
- Strength-based housing barriers assessments and housing plans
- Monthly housing-focused case management is required. Grantees must provide the appropriate level of case management in order to ensure housing stability.
- Grantees must have written agreements with the project participant to identify the terms of the permanent supportive housing project. This should specifically provide guidance for addressing issues which could impact housing stability
- Evidence of coordination with mainstream resources and community-based supports
- Grantees must certify (at least annually) that appropriate housing stabilization services are being implemented
- Permanent supportive housing rental assistance requires that the project participant head of household have a valid lease (or sublease) with a landlord that is in compliance with tenant/landlord laws in their name. A copy of this lease must be included in the project participant file. The lease must have an initial term of at least one year that is renewable and is terminable only for cause. Further, leases (or subleases) must be renewable for a minimum term of one month.

- For project participants receiving rental assistance, grantees must have written agreements with both the project participant and the landlord that identify the terms of the financial assistance. This should specifically provide the landlord with guidance for addressing issues which could impact housing stability and must include:
 - A provision requiring the owner to give the grantee a copy of any notice to the project participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the project participant.
 - The same payment due date, grace period, and late payment penalty requirements as the project participant's lease.
 - The term of the rental assistance agreement for the period of time they anticipate providing assistance.

Expenses

- Housing stabilization services
- Rental assistance

Housing Stabilization Services

The costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for project participants residing in permanent supportive housing.

These costs include:

- Conducting initial assessments
- Provision of case management and housing stabilization services
- Counseling
- Facilitating access to mainstream resources and community-based supports
- Monitoring and evaluating project participant progress
- Coordination with and referrals to other providers
- Developing individualized housing and service plans

Rental Assistance

Rental assistance is tenant-based or project-based rental assistance that may be used to enable individuals and families to obtain and remain in permanent supportive housing rental units. Funds must not be used for mortgage assistance.

Under tenant-based rental assistance, project participants select any appropriately sized unit within the CoC or LPG's geographic service area, although grantees may restrict the location under certain circumstances to ensure the availability of the appropriate supportive services.

Under project-based rental assistance, project participants reside in a housing unit owned or leased by a grantee and the rental assistance is dedicated to that unit.

Grantees must determine the amount of rental assistance provided, such as shallow subsidies (payment of a portion of the rent), payment of 100 percent of the rent, or graduated/declining subsidies, based on the unique needs of the project participant. Grantees may require a project participant to share in the costs of rent, however inability of a project participant to contribute to the rent should not be a determination for termination from the program.

Grantees must not request reimbursement for any portion of the rent paid for by the project participant under the HTF-HRG grant.

Assistance should be needs based, meaning that grantees should determine the amount of assistance based on the minimum amount needed to help the project participant maintain

housing stability in the near term. This will allow communities to use program resources efficiently to serve as many households as possible.

Funds may not be used to pay damage costs incurred by the tenant.

The rental assistance to move into a new unit cannot exceed the actual rental cost, which must be in compliance with HUD's standard of rent reasonableness.

All project participants receiving rental assistance must be offered the appropriate housing stabilization and supportive services necessary to maintain their permanent supportive housing or engage in Move On strategies.

HMIS

Reasonable and appropriate costs associated with operating a HMIS for purposes of collecting and reporting data required under this program and analyzing patterns of use of funds are eligible. Eligible costs include the purchase of HMIS software and/or user licenses, leasing or purchasing needed computer equipment for providers and the central server, costs associated with data collection, entry and analysis, and staffing associated with the operation of the HMIS, including training.

For DV shelter service providers, costs associated with a comparable system are eligible.

Administrative Costs (limited to three percent of total HTF-HRG budget)

Administrative costs may include accounting for the use of grant funds, preparing reports for submission to DHCD, obtaining program audits, similar costs related to administering the grant after the award, and associated staff salaries. Administrative costs may also include staff training for program and case management, as long as this training is directly related to the provision of an emergency crisis response system.

As with all billed expenditures, billing for administrative costs must be based on actual costs incurred during a particular period.

No more than three percent of the requested funding amount may be spent on administrative costs.

While it is not necessary to detail administrative costs on reimbursements, grantees must be able to document all administrative costs and will be required to produce said documentation at the time of either on-site or desk monitoring.

MEMORANDUM

DATE: May 27, 2025

TO: The Board of Supervisors

FROM: Toni E. Small, Director of Stormwater and Resource Protection Division

SUBJECT: Grant Award - \$19,000 - Virginia Department of Environmental Quality Chesapeake Bay Preservation Act Support Grant 2025

On January 24, 2023, the Board of Supervisors approved a grant award of \$10,000 from the Virginia Department of Environmental Quality (DEQ) through the Chesapeake Bay Preservation Act (CBPA) Support Program. This initial funding from the CBPA Implementation Grant was utilized to assist 16 low- to moderate-income households with the costs of on-site septic tank pump-outs. Subsequently, on July 31, 2023, James City County (JCC) received a \$10,000 modification to the original grant agreement and then received a \$15,000 modification to the grant agreement on February 29, 2024. To date, JCC has pumped 91 tanks through this grant since January 2023. This new grant, received on May 7, 2025, for \$19,000 will fund up to 44 additional septic tank pump-outs for income-eligible households during the calendar year 2025 through March 2026. From this latest modification, \$1,000 is allocated to cover the costs of supplies necessary for the effective disbursement of the grant.

The Stormwater and Resource Protection (SRP) Division maintains a database and tracks the number of septic tanks in the County along with the septic tank pump-out dates provided by property owners. The database identifies which properties are delinquent, in that the County has no record of a septic tank pump-out in more than five years. Letters are sent to the property owners reminding them of the County Code requirement for pump-out every five years and requesting pump-out notification.

JCC has no program to provide septic tank pump-out financial assistance for those properties where the five-year pump-out has not been completed due to financial concerns by the property owner. This additional funding through the CBPA Implementation Grant would provide the means for the County to continue to assist in pumping septic tanks within the County exceeding the five-year pump-out requirement, improving water quality in County tributaries and the Chesapeake Bay. The SRP Division will continue to work with the Neighborhood Development Division on the income verification process required as part of the grant to identify eligible households.

If accepted, this most recent grant, along with the previous grant funds, aggregate to a total of \$54,000 in funding allocated for the support of septic tank pump-outs for income-eligible households. Acceptance of this latest grant extends the grant's operational period through March 31, 2026, effectively nearly doubling the potential number of income-eligible property owners who can benefit from this program and providing an additional year for potential recipients to receive awards. The DEQ has continued to offer these funds to JCC this year in acknowledgment of the program's substantial benefits to low- to moderate-income households and its significant contribution towards enhancing water quality in our streams and rivers. With this augmented funding, staff anticipates extending support to even more families throughout the calendar year 2025 and into 2026.

Staff recommends that the Board of Supervisors adopt the attached resolution to authorize acceptance of these funds and appropriate these funds to the Special Projects/Grants Fund.

TES/md
GA-VDEQCBPA2025-mem

Attachment

RESOLUTION

GRANT AWARD - \$19,000 - VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

CHESAPEAKE BAY PRESERVATION ACT SUPPORT GRANT 2025

WHEREAS, the Stormwater and Resource Protection Division was offered a grant award of \$19,000 by the Virginia Department of Environmental Quality (DEQ) through the Chesapeake Bay Preservation Act (CBPA) Support Program; and

WHEREAS, the additional grant funding will be used to assist low- to moderate-income households in paying for on-site septic tank pump-outs during calendar year 2025; and

WHEREAS, funding through this CBPA Implementation Grant would provide the means for the County to continue to assist in pumping septic tanks within the County exceeding the five-year pump-out requirement, improving water quality in County tributaries and the Chesapeake Bay; and

WHEREAS, the grant requires no local match other than existing staff time to oversee the septic pump-out program.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby accepts this award modification from DEQ, and authorizes the County Administrator to execute those documents necessary to accept the grant and the following appropriation amendment to the Special Projects/Grants Fund.

Revenue:

State - DEQ CBPA Support Grant	<u>\$19,000</u>
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Expenditure:

DEQ CBPA Support Grant	<u>\$19,000</u>
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James O. Icenhour, Jr.
Chair, Board of Supervisors

ATTEST:

_____ Teresa J. Saeed Deputy Clerk to the Board	HIPPLE NULL LARSON MCGLENNON ICENHOUR
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VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
____	____	____	____
____	____	____	____
____	____	____	____
____	____	____	____

Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of May, 2025.

GA-VADEQCBPA2025-res

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
REGULAR MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185

April 8, 2025

5:00 PM

A. CALL TO ORDER

Mr. Icenhour called the meeting to order at approximately 5:12 p.m. following the James City Service Authority (JCSA) Board of Directors Regular Meeting.

B. ROLL CALL

Michael J. Hipple, Powhatan District
Barbara E. Null, Stonehouse District
Ruth M. Larson, Berkeley District
John J. McGlennon, Vice Chair, Roberts District
James O. Icenhour, Jr., Chair, Jamestown District

Scott A. Stevens, County Administrator
Liz Parman, Deputy County Attorney

Mr. Icenhour sought a motion to Amend the Agenda to add a Closed Session for the discussion of the award of a public contract pertaining to the joint operation of schools between the County and the City of Williamsburg and to add certification of closed session.

A motion to Approve was made by Barbara Null, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Null

Mr. Icenhour indicated the Pledge Leader would be introduced by Supervisor Larson.

Ms. Larson introduced the Pledge Leader Colton Eller and gave highlights of his various interests and activities. She extended her thanks to the Eller family for their sacrifice and service as Mr. Eller (Colton's dad) was currently deployed.

The Board and audience applauded.

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE

1. Pledge Leader - Colton Eller, a 4th grade student at Matoaka Elementary

Colton led the Board and citizens in the Pledge of Allegiance.

E. PUBLIC COMMENT

1. Ms. Peg Boarman, 17 Settlers Lane, addressed the Board to talk trash. She spoke about the recent Annual Litter Survey Index conducted. Ms. Boarman mentioned she was pleased to announce improvement in the County over the past five years. She highlighted the overall scores for each district. Ms. Boarman noted for the Stonehouse District there was a score of 1.27 from 1.80 in 2020; for the Powhatan District the score was 1.43 from 2.28 in 2020; for the Berkeley District there was a score of 1.10 from 1.58 in 2020; for the Jamestown District the score was 1.25 from 1.76 in 2020; and for the Roberts District there was a score of 1.50 from 2.20 in 2020. She mentioned the Annual County-wide Litter Cleanup would be held on Saturday, April 26, adding she encouraged volunteers to sign up on the County's website. Ms. Boarman noted the Clean County Commission would hold its 5th Annual Arbor Day Plant-A-Tree Ceremony at the Williamsburg Botanical Garden in Freedom Park on Saturday, April 26 at 10:30 a.m. She welcomed interested individuals to attend the event. Ms. Boarman thanked the Board for its time.

2. Ms. Sheree Beauford, 8594 Pocahontas Trail, addressed the Board noting she resided in Grove located within the Roberts District. She noted she had attended a previous Board meeting and there was discussion regarding data centers. Ms. Beauford mentioned there was undeveloped land within her district and requested Board consideration to refrain from potential development of data centers in the area. She spoke about the potential sale of the James City County Marina and the terms of sale such as maintaining public access, preserving community space, and refraining from housing development. Ms. Beauford mentioned constituent concern regarding the proposed budget and the impacts that might have on the Grove Area Park project and the potential Grove Library. She thanked the Board for its time.

3. Mr. Chris Henderson, 101 Keystone, addressed the Board noting his desire to recognize Ms. Boarman for her extraordinary service to James City County. He stated he had lived in the County for 35+ years and Ms. Boarman had been actively pursuing trash in the community all these years. Mr. Henderson referred to her as a "community builder" and an "icon" within the community. He extended his gratitude to Ms. Boarman and began applauding.

The audience applauded.

Mr. Henderson continued discussion and requested Board consideration on Board meetings being held at later times to allow the public more opportunity to attend. He mentioned he read an article in the newspaper regarding a placeholder in the City of Williamsburg's budget for a capital contribution from James City County and York County of approximately \$12-\$14 million for a replacement library. He noted from his understanding the agreement would require the County to pay operational expenses and each jurisdiction would pay their pro-rata share based upon usage. Mr. Henderson spoke about the proposed County library at the new Consolidated Government Center and questioned the funding formula, commitments, and other factors for consideration. He expressed his disbelief that the proposed County library should not be located at the new Consolidated Government Center due to future space needs. Mr. Henderson mentioned the season of mowing highway medians and roadsides was approaching and to ensure those areas were being taken care of on a regular basis. He requested the County Administrator provide data on the compensation approved last budget cycle for County personnel to determine if it had helped with filling vacancies and improving retention. Mr. Henderson thanked the Board for its time.

4. Mr. Randy Taylor, 204 Crescent Drive, addressed the Board noting he was a member of the family who owned the Taylor Farm at 8491 Richmond Road. Mr. Taylor noted he was present to ask for help regarding a neighboring property owner. He explained that his neighbor filled the drainage ditch that ran through his property and it had blocked the flow of water coming from the Taylor property under the Virginia Department of Transportation (VDOT) right-of-way. Mr. Taylor mentioned the significant flooding it caused in the area. He noted the neighbor had a site plan and a permit approved by James City County; however, the approved site plans were not being adhered to. He requested James City County to address this issue. Mr. Taylor

further noted his family's farm was being leased to a local farmer and discussed the challenges caused by this situation. Mr. Taylor elaborated on the neighbor's requirements regarding the approved site plans and the lack of adherence to those requirements. He stated it had been five years and he requested James City County to enforce its rules and regulations. Mr. Taylor further stated not only was his property being damaged but it was a serious safety hazard. He reiterated his request for help on this issue. He stated he had sent email correspondence to the Board on March 17, 2025, with his contact information and anticipated contact from a Board member regarding the subject matter.

F. CONSENT CALENDAR

None.

G. PUBLIC HEARING(S)

Mr. Icenhour acknowledged Mr. Frank Polster as the Planning Commission representative at the meeting.

1. Fiscal Year 2026 County Budget

Ms. Sharon McCarthy, Director of Financial and Management Services, addressed the Board noting the purpose of this Public Hearing was to allow public comment on the Fiscal Year (FY) 2026 Proposed Budget. She noted she and Ms. Cheryl Holland, Budget Manager, would provide a brief overview prior to the opening of the Public Hearing. Ms. McCarthy further noted FY 2026 was the second year of the County's two-year budget. She highlighted the funding breakdown in the PowerPoint presentation showing the total proposed budget was \$389.5 million which included the County's Operating budget (also known as the General Fund) of \$262.7 million. Ms. McCarthy continued the presentation noting that total did not include \$11.4 million of additional funding requests. She advised the real estate tax rate was proposed to remain at \$0.83 per \$100 of assessed value. Ms. McCarthy noted proposed fee increases for Parks & Recreation fine art classes and ambulance transport services to align with Medicare reimbursement rates. She further noted the proposed budget included an increase in debt service used to fund Pre-K Space, the General Services Administration Building, and the new Consolidated Government Center. Ms. McCarthy indicated a \$2.8 million increase in funding to Williamsburg-James City County (WJCC) Public Schools. She noted a 3% raise for County personnel effective July 1, 2025, and a potential 1% raise effective January 1, 2026. Ms. McCarthy touched on Full-Time Equivalent (FTE) employment, adding there were four new FTEs in the General Fund, one new FTE in the Virginia Public Assistance Fund, and other personnel adjustments. She displayed the Real Estate Tax Credit Illustration slide in the PowerPoint presentation summarizing the monthly increase from FY 2025 to FY 2026 based on home value. Ms. McCarthy moved on to discuss the General Fund revenue and expenditures. She noted the largest portion of the County's budget continued to be in support of the WJCC School Division for operations and debt service. Ms. McCarthy further noted the County's second largest portion of the budget went to Public Safety. She stated the combination of those two items equated to approximately \$165 million or 60% of the County's total budget. Ms. McCarthy touched on anticipated increases for next year equated to approximately \$7.3 million, approximately a 2.9% increase. She advised that the proposed budget recommended providing that same percentage increase (\$2.8 million) to the WJCC School Division. Ms. McCarthy mentioned the Virginia Department of Education Standards of Quality required that the County contribute approximately \$53.9 million, adding the County contributed \$99.3 million. She emphasized that was 84% above the contribution requirement. Ms. McCarthy added that figure did not include the additional contributions the County provided for school debt obligations and school capital needs. She indicated Ms. Holland would provide highlights on the Capital budget.

Ms. Holland addressed the Board to discuss the Capital Projects Fund noting the County had a five-year Capital Improvement Program (CIP). She stated in the proposed CIP, FY 2026 was

the only year appropriated for spending. She further stated the next four-year projections were displayed as a plan to assist with future budgets. Ms. Holland referenced the Capital Project Fund slide in the PowerPoint presentation noting it covered the entire five-year CIP in the proposed budget. She stated that included both capital projects and capital maintenance. Ms. Holland highlighted the CIP expenditure summary equating to a total of approximately \$125.3 million. She touched on the next steps in the budget process with various meeting dates and times and additional resources available on the County's website. Ms. Holland concluded her remarks and welcomed any questions the Board might have.

Mr. Icenhour asked if the Board had any questions.

Ms. Larson asked Mr. Stevens when he wanted the Board's questions regarding the proposed budget.

Mr. Stevens replied if the Board could provide those questions prior to the Board's next Business Meeting that would be ideal for response purposes.

Ms. Larson thanked Mr. Stevens.

Mr. Icenhour opened the Public Hearing.

1. Mr. Richard Timberlake, 4147 Wiffet Way, addressed the Board to speak against the Proposed FY 2026 Budget. He expressed his belief that the County was spending beyond its immediate need. Mr. Timberlake mentioned the Consolidated Government Center and the price tag for that building. Mr. Timberlake questioned additional annual funding to the WJCC School Division based on aspects such as flat enrollment rate, student grades dropping, and other factors. He mentioned he was not in support of school name changes. Mr. Timberlake touched on inflation costs and requested Board consideration on reduced spending. He requested a budget referendum and thanked the Board for its time.
2. Mr. Dan Roose, 3292 Readles Way, addressed the Board highlighting current minimum wage and anticipated minimum wage for next year in Virginia. He reiterated County employee raises of 3% last year and a potential 1% raise this year. He expressed his concern with the substantial increase in real estate taxes over the past two years. He emphasized the lack of affordable housing in James City County and the community impacts if the County were to lose the vast majority of its workforce. Mr. Roose agreed to Mr. Henderson's point of Board meetings being held at later times to allow the public more opportunity to attend. He expressed his astonishment at the cost of \$50 million for a new library, adding he had visited the library many times morning, afternoon, and evenings and noted no lines or overcrowding. Mr. Roose agreed with Mr. Timberlake's point of requesting a budget referendum for these high-cost items such as the new library and Consolidated Government Center. He mentioned real estate taxes, personal property taxes, and new increases in water usage. Mr. Roose noted the substantial increases and the affordability challenges.
3. Mr. Jay Everson, 6923 Chancery Lane, addressed the Board noting he was present to discuss the borrowing for the new library and the Consolidated Government Center. He requested Board consideration on a budget referendum and the ability to utilize a General Obligation bond to offer an interest reduction. Mr. Everson asked that the library item be separated from the borrowing of the Consolidated Government Center. He thanked the Board for its time.
4. Mr. Steven Mains, 3781 Captain Wynne Drive, addressed the Board requesting Board consideration on reevaluation of substantial tax increases on County citizens. He questioned continued increased budgets year after year even with substantial revenue

from years prior. Mr. Mains recommended reduced spending. He touched on increased quality of life from these increased taxes and questioned that point if County residents could not spend their money as desired. He spoke about the number of County residents who utilize the food bank at the Williamsburg House of Mercy on a daily basis. He questioned the affordability aspect for those low-income County residents. Mr. Mains noted the data he mentioned did not include other nonprofit organizations such as FISH, Inc., Grove Christian Outreach Center, and others. Mr. Mains further noted the issue was more serious than realized. He referenced New Town and the several vacant storefronts and the impacts of a misaligned cost structure. Mr. Mains requested Board consideration on a permanent \$.05 real estate rebate and a tax cut specifically for low-income County residents.

5. Mr. Robert Mandrioli, P.O. Box 134, Toano, addressed the Board to discuss the Proposed FY 2026 Budget. He mentioned the latest statistic he read noting the County was spending approximately 120% of Gross Domestic Product (GDP). Mr. Mandrioli noted the importance of being fiscally conservative and responsible. He questioned the citizen benefits of the new Consolidated Government Center and were the costs justified. Mr. Mandrioli recommended spending cuts.
6. Mr. Chris Henderson, 101 Keystone, addressed the Board noting he was a longtime County resident. He mentioned the Board of Directors meeting held prior to this meeting and the pride Mr. Doug Powell, General Manager of JCSA, and the Board had regarding having the lowest combined water and sewer bill among the region. He noted the Board of Supervisors should follow suit and aim to have the lowest tax rate in the region. Mr. Henderson further noted a new Consolidated Government Center was a financial overreach. He emphasized the importance of being fiscally responsible and having a contingency fund should an emergency arise. Mr. Henderson urged the Board to remove the Consolidated Government Center from the proposed budget or at the least allow a budget referendum to let the County citizens decide. He noted the County had a \$1 million gap in funding regarding the County's Police Department, adding that need should be funded. Mr. Henderson spoke about prioritizing needs versus wants. He expressed his belief that James City County should become its own independent school system and spoke on that point in greater detail. Mr. Henderson thanked the Board for its time.
7. Mr. Patrick McMahon, 609 River Bluffs, addressed the Board noting he moved to the County approximately four years ago from New York to escape the continued outrageous increase in taxes and diminished returns. He expressed his belief that the same concerns were now emerging in James City County. Mr. McMahon mentioned retirement allocations had decreased significantly and to commence with a \$180 million project in this period of significant change and uncertainty was absurd.
8. Mr. Marco Sardi, 4008 Governors Square, addressed the Board noting he was a teacher at James Blair Middle School. He mentioned Board consideration on community values. Mr. Sardi stated education was his expertise and education was about investing in the future. He spoke about the unpredictable future and preparing for it. Mr. Sardi stated the proposed WJCC Schools budget this year would only fund the mandatory personnel increases and the additional \$1.4 million allocation from the City of Williamsburg would be the remaining funds left to support any additional growth. He mentioned the noted current flat enrollment rate; however, he pointed out costs of materials and personnel wages were affected by inflation. Mr. Sardi noted an increase in special needs and multilingual students who required additional resources to provide the necessary services. He touched on the compensation study conducted and the identified areas of concern in relation to the current compensation package. Mr. Sardi stated the WJCC School Board proposed a three-year plan to fund personnel wages in a more gradual approach. He further stated the proposed WJCC Schools budget would

not allow for the first step in compensation for personnel and would put the school district further behind in the region. Mr. Sardi emphasized community support and elaborated on that point in greater detail. He thanked the Board for its time.

Mr. Icenhour closed the Public Hearing as there were no additional speakers. He stated there was no Board action required on this item at this meeting. Mr. Icenhour mentioned the Board's April 22, 2025, Business Meeting at 1 p.m. He noted the meeting was open to the public; however, no public comment opportunity was available at that meeting.

2. Virginia Department of Transportation Project No. UPC 102980, Pocahontas Trail (Route 60) Multimodal Improvements, Segment I - Underground Utilities

A motion to Adopt the Ordinance and Resolution was made by John McGlennon, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Null

Mr. Paul Holt, Director of Community Development, addressed the Board noting that on Wednesday, March 26, VDOT held a Design Public Hearing at James River Elementary School for this project. He stated VDOT presented the preliminary design to provide complete street improvements which included landscaping and curb and gutter improvements to address drainage problems. Mr. Holt mentioned a proposed continuous center left-turn lane, adding turning traffic would be removed from travel lanes and reduce rear-end crashes. He remarked that the additional lane would allow easier access for emergency vehicles along the corridor. Mr. Holt stated in addition to the direct community impacts, this project would have an impact regionally as this segment of Pocahontas Trail was along the proposed route for Trail757 that extended from the current Virginia Capital Trail to Fort Monroe in the City of Hampton. He noted an additional aspect of the project included undergrounding of existing utilities in the corridor. Mr. Holt touched on the policy basis for undergrounding existing utilities included in the Comprehensive Plan. He highlighted similar example projects performed in the County. Mr. Holt spoke about the advantages of undergrounding utilities. He stated while VDOT funding would cover relocating existing overhead lines as part of the project, the relocated utilities would remain above ground. Mr. Holt explained that relocation of existing overhead utilities with undergrounding was referred to as "betterment" and VDOT did not cover those costs. He noted sufficient funds were available in the Transportation Match Fund to cover costs associated with relocating utilities underground. Mr. Holt advised that VDOT required the adoption of an Ordinance designating the project limits as an Underground Utility District and the adoption of a resolution regarding commitment of funding the cost difference between relocating the utilities overhead versus underground. He noted staff recommended adoption of the Ordinance and resolution to the Board of Supervisors. Mr. Holt welcomed any questions the Board might have.

Mr. Icenhour asked if the Board had any questions.

The Board declined.

Mr. Icenhour opened the Public Hearing.

1. Mr. Chris Henderson, 101 Keystone, addressed the Board inquiring about the continuous center left-turn lane. He questioned the additional costs to provide protected turning movements for the identified right-of-way connections on Route 60 and to commercial driveways. Mr. Henderson spoke about traffic on Richmond Road and how it could be convoluted at times. He suggested a couple of roundabouts and elaborated on his point in greater detail.

Mr. Icenhour closed the Public Hearing as there were no additional speakers.

Mr. McGlennon mentioned he attended the VDOT Design Public Hearing. He advised that this was the first segment of the project which would extend from Fire Station 2 to Magruder Avenue. Mr. McGlennon noted from his understanding Segment I was now fully funded and expressed his excitement regarding the project. He spoke on the subject matter in greater detail.

Mr. Hipple noted this project had been under consideration for many years. He touched on ensuring projects were conducted throughout the County as opposed to one particular area. Mr. Hipple spoke about traffic safety and congestion in the Grove Area. He recommended the creation of a citizen budget class for informative purposes and public input on what taxpayer dollars should be used for.

Mr. McGlennon thanked Mr. Hipple for addressing some of those points. He elaborated on the safety hazard aspects of Pocahontas Trail (Route 60) in the Grove Area and the lack of improvements that posed great danger to the community. Mr. McGlennon expressed his belief that this project would provide a tremendous difference in the quality of life for the community.

Mr. Hipple agreed.

3. Proposed Fiscal Year 2026-2031 Secondary Six-Year Plan

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Null

Mr. Holt addressed the Board noting each year VDOT worked with the James City County Board of Supervisors to develop a list of project priorities for the Secondary Six-Year Plan (SSYP). He noted the SSYP was a priority-funding plan for the improvement and construction of secondary roads (roads with route numbers of 600 or greater). Mr. Holt further noted for FY 2026-2031, the proposed SSYP allocations for James City County totaled \$1,0318,856. He stated given the funding levels expected in the next six years and the current projects underway, staff recommended adoption of the resolution included in the Board's Agenda Packet and the following improvement projects: 1) Croaker Road Widening; 2) Old Stage Road and Route 30 Intersection Improvements; and 3) Centerville Road and Route 5 Intersection Improvements. Mr. Holt concluded his remarks and welcomed any questions the Board might have.

Ms. Larson expressed the importance of traffic safety, adding she was pleased to see that Centerville Road and Route 5 improvements made it on the priority list.

Mr. Icenhour opened the Public Hearing.

1. Mr. Chris Henderson, 101 Keystone, addressed the Board inquiring about the continued widening of Longhill Road. He expressed his belief of a possible objective within the Comprehensive Plan to extend the widening of Longhill Road to Centerville Road. Mr. Henderson noted he did not see anything in the SSYP that addressed that point. He mentioned the critical need for those continued improvements specifically in front of Lafayette High School and the congested areas near Seasons Trace and other surrounding neighborhoods with significant pedestrian/vehicle contact. Mr. Henderson encouraged Board consideration on that project. He mentioned the removal of the potential extension of Croaker Road to Centerville Road from the Comprehensive Plan. He noted the improvement project would serve as a bypass to alleviate future congestion at the Route 199/Richmond Road interchange. Mr. Henderson touched on

the current Level of Service for that area and recommended the project be put back as a priority. He thanked the Board for its time.

Mr. Icenhour closed the Public Hearing as there were no additional speakers.

4. SUP-24-0030. 8429 and 8415 Pocahontas Trail - James City County Grove Convenience Center

A motion to Approve was made by John McGlennon, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Null

Mr. Kyle Sirico, Planner I, addressed the Board noting Mr. Bob Dittman of the James City County Department of General Services had applied for a Special Use Permit (SUP) to allow for the construction of a solid waste container site and transfer facility (Convenience Center) located at 8429 and 8145 Pocahontas Trail. He noted the Convenience Center would address waste disposal needs and provide recycling options for the Grove Area. Mr. Sirico cited the specifics of the SUP application included in the staff report in the Agenda Packet. He noted at its March 5, 2025, meeting, the Planning Commission voted 7-0 to recommend approval to the Board of Supervisors. Mr. Sirico further noted the motion also included an additional condition, SUP Condition No. 10, to ensure the Best Management Practice (BMP) shall be constructed to meet all stormwater management facility guidelines. He indicated a resolution was approved by the Planning Commission that found the application consistent with the Comprehensive Plan in accordance with Section 15.2-2232 of the Code of Virginia. Mr. Sirico noted staff recommended approval of the SUP application, subject to the proposed conditions. He welcomed any questions the Board might have, adding the applicant was available as well.

Mr. Icenhour asked if the Board had any questions.

The Board declined.

Mr. Icenhour requested Mr. Polster to the podium to provide the Planning Commission report on the application.

Mr. Polster addressed the Board noting there were no questions for staff regarding the application. He noted there was discussion with the applicant on whether comments were received from adjacent neighbors, adding the applicant stated written correspondence was sent out but no comments and/or concerns were received. Mr. Polster indicated there were no public speakers. He remarked there was some discussion on the proposed Master Plan Sheet No. 2 which showed the existing stormwater management facility built in conjunction with Fire Station 2. Mr. Polster stated there was a note on the Master Plan advising that the stormwater management facility shall be designed to current rules and regulations; however, it did not show conceptually where or how the Master Plan would handle both the existing fire station and the new Convenience Center. He further stated the Zoning Ordinance did not require a Conceptual Stormwater Master Plan as a submittal requirement. Mr. Polster discussed the location of the existing stormwater management facility, adding most CIP stream restoration projects addressed the erosion and downstream effects of outfall headstreams. He noted the addition of SUP Condition No. 10 addressed that point to ensure the stormwater BMP would be inspected prior to the operation of the Convenience Center. Mr. Polster expressed his belief that the Convenience Center would address the needs of an underserved section of the County and was pleased to see the project come to fruition. He stated on a roll call vote of 7-0, the Planning Commission recommended approval of the application to the Board of Supervisors. Mr. Polster welcomed any questions the Board might have.

Mr. Icenhour asked if the Board had any questions.

The Board declined.

Mr. Icenhour opened the Public Hearing.

Mr. Icenhour closed the Public Hearing as there were no speakers.

5. SUP-25-0001. Christ Fellowship Church of Williamsburg

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Null

Mr. Will Albiston, Planner I, addressed the Board noting Mr. Terry Lackey of Christ Fellowship Church of Williamsburg had applied for an SUP on behalf of Christ Fellowship Church of Williamsburg to allow the operation of a place of public assembly and expand the existing development on the site by adding two storage sheds and a playground area at 3687 and 3695 Ironbound Road. He cited the specifics of the SUP application included in the staff report in the Agenda Packet. Mr. Albiston displayed the Master Plan on the PowerPoint presentation showing the existing development with the proposed site improvements. He stated at its April 2, 2025, meeting, the Planning Commission voted 6-0 to recommend approval of the application, subject to the proposed conditions. Mr. Albiston further stated that staff found the application to be compatible with surrounding development and generally consistent with the Comprehensive Plan and Zoning Ordinance. He noted staff recommended approval of the application to the Board of Supervisors, subject to the proposed conditions. Mr. Albiston welcomed any questions the Board might have, adding the applicant was available as well.

Mr. Icenhour asked if the Board had any questions.

Mr. Hipple mentioned an adjacent property owner who sent correspondence to the Board. He asked if lighting were to be installed in the parking lot would the application have to come back before the Board and would the adjacent property owner be notified.

Mr. Albiston confirmed yes.

Mr. Hipple thanked Mr. Albiston.

Mr. Polster addressed the Board noting there were no questions for staff or the applicant regarding the application. He mentioned the adjacent neighbor who Mr. Hipple referred to did attend the Planning Commission meeting noting his support of the application. Mr. Polster noted the property changed ownership several times, adding the neighbor expressed his concern of expansion. He further noted staff clarified if there was a change to the Master Plan, the Planning Director would determine consistency with the approved Master Plan. Mr. Polster added if it was deemed inconsistent then the application would come back before the Planning Commission and the Board of Supervisors. He indicated on a roll call vote the Planning Commission voted 6-0 to recommend approval of the application to the Board of Supervisors. Mr. Polster welcomed any questions the Board might have.

Mr. Icenhour opened the Public Hearing.

Mr. Icenhour closed the Public Hearing as there were no speakers.

6. Special Stormwater Criteria Update - Board Adoption

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Null

Ms. Toni Small, Director of Stormwater Resource and Protection Division, addressed the Board noting in 2004, the Board approved Special Stormwater Criteria (SSC) as a watershed management goal following adoption of the first watershed management plans for the Powhatan Creek and Yarmouth Creek watersheds. She stated since 2004, County staff had performed plan reviews that incorporated a review of compliance with SSC for applicable projects. Ms. Small advised updates were needed due to changes in the state's stormwater regulations, the new Chapter 8 of the County Code, the new Virginia Stormwater Management Handbook, and land cover changes to watersheds within James City County. She noted County staff had updated the SSC to align with these changes and achieve the goals outlined in the newest adopted watershed management plans for the County. Ms. Small further noted staff recommended adoption of the updated SSC and welcomed any questions the Board might have.

Mr. Icenhour asked if the Board had any questions.

The Board declined.

Mr. Icenhour opened the Public Hearing.

1. Mr. Chris Henderson, 101 Keystone, addressed the Board touching on future site redevelopments. He mentioned the importance of property owner rights and existing improvements and ensuring those rights and credits were incorporated into James City County's revised stormwater plan. He requested language be included to promote stormwater BMPs and redevelopment of dilapidated, underutilized sites. Mr. Henderson encouraged infiltration BMPs and the beneficial aspects of that approach. He spoke on that point in further detail.

Mr. Icenhour closed the Public Hearing.

Mr. Hipple agreed to Mr. Henderson's point in regard to infiltration BMPs as a long-term solution. He noted that approach would cost County citizens more money; however, it was a great option especially for the environment. He extended kudos to Mr. Henderson on his recommendation.

Mr. McGlennon mentioned from his understanding County staff had been actively working to move forward in that direction.

H. BOARD CONSIDERATION(S)

None.

I. BOARD REQUESTS AND DIRECTIVES

Mr. Hipple discussed the ongoing situation regarding the joint operation of schools and the numerous attempts to collaborate with the City of Williamsburg to establish a revised agreement with no success. He expressed the importance of public notification and anticipated a decision to be made on the subject matter before his supervisor term ended. Mr. Hipple expressed his disappointment with the actions of the Acting Superintendent for WJCC Schools in regard to public criticism due to the inability to fully fund the WJCC Schools Budget request. He mentioned how James City County could not even fully fund its own budget. Mr. Hipple touched on a professional approach and the opportunity to collaborate with the County Administrator to come to a feasible solution. Mr. Hipple discussed the significant support that James City County Board of Supervisors and County staff had for the WJCC School Division. He expressed the importance of teamwork and elaborated on his point in further detail.

Ms. Null agreed with Mr. Hipple's point. She stated she attended the National Vietnam War Veterans Day Ceremony, adding Mr. Icenhour gave a great presentation. Ms. Null expressed positive remarks of the event. She noted she spoke with the Kiwanis Club of Toano regarding a request for upcoming community events. Ms. Null acknowledged Mr. Holt for providing her with a two-page list of events to provide the Kiwanis Club of Toano. She stated she met with Mr. Paul Scott, Executive Director of Child Development Resources, and visited the new future facility on Waller Mill Road. Ms. Null stated she and Mr. McGlennon attended a Groundbreaking Ceremony for the new Williamsburg Area Transit Authority (WATA) Transfer Station.

Ms. Larson expressed her desire to address some concerns regarding the budget. She noted several public speakers referred to a 21% tax increase clarifying there was a 20% average real estate assessment tax rise. Ms. Larson indicated that per State Code the assessment was based on the fair market value of property, adding localities were required to follow that practice. She spoke on that point in further detail. Ms. Larson emphasized the effort to create affordable housing and workforce housing and explained the challenges with those efforts. Ms. Larson spoke about rising costs. She mentioned the significant increase in demand for emergency services. Ms. Larson asked the County Administrator what percentage of the County's budget was going to the WJCC School Division. She noted she would like to have that information by the Board's next meeting. Ms. Larson spoke about the growing need regarding education, specifically for special needs and bilingual students as those students required more in many respects. She questioned whether the County's tax rate was sufficient for the services offered, should the County cut certain services and/or programs, and how to approach these significant concerns. Ms. Larson noted Board discussions needed to be had on these points moving forward. She requested County citizen input to determine the best course of action for the community. Ms. Larson noted she attended the Budget meeting. She further noted she attended a reception at Jamestown Island and Historic Jamestowne. Ms. Larson stated she attended the 5th Annual Power of Women Keynote Lunch on March 28 hosted by the Greater Williamsburg Chamber of Commerce and expressed positive remarks of the event. Ms. Larson further stated earlier in the day she attended a Visit Williamsburg Finance Committee meeting.

Mr. McGlennon mentioned he attended the VDOT Design Public Hearing at James River Elementary School for the Pocahontas Trail (Route 60) Multimodal Improvements, Segment I - Underground Utilities project. He mentioned approximately 50 people attended noting the excitement regarding the project. Mr. McGlennon thanked his fellow Board members for their support on various community projects. He recommended the County's Video team produce a video on the affordable and workforce housing developments.

Mr. Icenhour stated on March 28 he attended the First Quarter Clean Business Awards for the nomination of Craft 31. He further stated on March 29 he attended the National Vietnam War Veterans Day Ceremony. Mr. Icenhour extended his thanks to Ms. Null for her attendance and noted it was well attended. He noted he had been recruited by the Kiwanis Club of Colonial Capital for Men Who Cook. Mr. Icenhour requested his fellow Board members to put in their specific budget item requests for information to Mr. Stevens to allow County staff preparation time for discussion at the Board's next Business Meeting. He requested Mr. Stevens provide some feedback on the 3% raise implemented for County staff last year and how that affected staffing. Mr. Icenhour stated James City County was no longer a little County of 20,000 people noting this current Government Center was the municipal complex to serve those 20,000 people. He noted a Space Needs Study was conducted on this, adding that if the County wanted to meet the requirements of service to the community it would require certain space accommodations. Mr. Icenhour further noted that there were two options: 1) build a new consolidated Government Center or 2) renovate and/or expand the preexisting Government Center. He indicated the costs for either option were essentially the same. He emphasized that the County's current population was over 80,000 people.

J. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Stevens confirmed the compensation for County staff last year had made a difference and he would provide those numbers to the Board soon for discussion on that point. He mentioned the Annual County-wide Litter Cleanup would be held on April 26, adding information was available on the County's website or to call 757-259-5375. Mr. Stevens indicated Little Creek Reservoir Boat Launch had reopened due to normal water levels. He mentioned recent improvements and noted the park store remained closed until further notice, adding if there were questions to call 757-207-0880.

Ms. Larson asked Mr. Stevens if there was an effort to ensure the County's signage was clean and up-to-date in preparation for the upcoming 250th anniversary.

Mr. Stevens noted a concerted effort on road signage along the County's thoroughfares. He mentioned he regularly viewed signage and if there was a concern he notified Mr. Rossie Carroll, VDOT Williamsburg Residency Administrator, to have the signage replaced. Mr. Stevens stated it was an ongoing effort.

K. CLOSED SESSION

A motion to Enter a Closed Session was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Null

At approximately 7:15 p.m., the Board entered Closed Session.

At approximately 7:56 p.m., the Board re-entered Open Session.

A motion to Certify the Board only spoke about those items indicated that it would speak about in Closed Session was made by John McGlennon, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Null

1. Discussion of the award of a public contract involving the expenditure of public funds, and discussion of the terms or scope of such contract, where discussion in a open session would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711(A)(29) of the Code of Virginia, and pertaining to the contract for the joint operation of schools between the County and the City of Williamsburg
2. Certification of Closed Session

L. ADJOURNMENT

1. Adjourn until 1 pm on April 22, 2025 for the Business Meeting

A motion to Adjourn was made by Barbara Null, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Null

At approximately 7:57 p.m., Mr. Icenhour adjourned the Board of Supervisors.

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
BUSINESS MEETING
COUNTY GOVERNMENT CENTER BOARD ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185

April 22, 2025

1:00 PM

A. CALL TO ORDER

Mr. Icenhour called the meeting to order at approximately 1:02 p.m. following the James City Service Authority (JCSA) Board of Directors Budget Business Meeting.

B. ROLL CALL

Michael J. Hipple, Powhatan District
Barbara E. Null, Stonehouse District
Ruth M. Larson, Berkeley District - Absent
John J. McGlennon, Vice Chair, Roberts District
James O. Icenhour, Chair, Jamestown District

Scott A. Stevens, County Administrator
Adam R. Kinsman, County Attorney

C. PRESENTATION(S)

1. Proclamation - Fair Housing Month

Mr. Icenhour read aloud the proclamation identifying April as Fair Housing Month.

During the proclamation reading, Ms. Larson joined the meeting.

2. Charvalla West, CEO, United Way of the Virginia Peninsula

Ms. West addressed the Board and expressed her appreciation for the opportunity to provide an update. She noted the various ways James City County supported the United Way Virginia Peninsula (UWVP) and its partners in the nonprofit sector. Ms. West spoke about the organization's impact in the community which was highlighted in the PowerPoint presentation. She noted the Pathways Out of Poverty Collective Impact agenda which launched in 2017. Ms. West referenced UWVP and its partners' work on the Asset Limited, Income Constrained, Employed (ALICE) program. She spoke about the ALICE program in more detail, adding that 41% of households on the Virginia Peninsula were experiencing poverty at ALICE or below. Ms. West noted 34% of households in James City County experienced scarcity per the latest reported data. She continued the presentation noting United Way had actively served the Virginia Peninsula for more than 80 years. Ms. West noted the organization's growth now included nine cities and counties along with enhanced goals and increased impact areas. She spoke about the collective impact efforts through community partners in more detail. Ms. West stated UWVP utilized various programs such as the Community Assistance Network (CAN) to assist those in need. She spoke on UWVP's commitment to financial security, community resilience, youth opportunity, and a healthy community as key components to its initiatives. Ms. West noted UWVP continued its traditional fundraising efforts in the community through corporate gifts and employee contributions. She further noted James City County offered its

employees the opportunity to participate in the UWVP fundraiser campaign. Ms. West stated the fundraising benefited 38 nonprofit organizations vetted by the community and recognized as certified by UWVP to receive funding. She highlighted the 38 organizations in the PowerPoint presentation. Ms. West noted 25 of the certified partner agencies impacted 24,517 County residents by providing services in the past year. She stated UWVP was projecting \$5.1 million in resources for the community this year. Ms. West continued the presentation noting that UWVP launched CAN in 2021 with ALICE as its priority. She spoke on CAN in more detail. Ms. West noted James City County provided an annual grant to UWVP which allowed UWVP to partner with various organizations. She highlighted two such partners were the County's Social Services Department and its Housing Division. Ms. West highlighted the 2020 launch of the Peninsula Eviction Reduction Pilot program, the first eviction pilot program in the Virginia Peninsula, which was primarily funded by the state through its Department of Housing and Community Development. She spoke about the program in more detail, adding the collaborative efforts of the program had resulted in measurable impacts regarding eviction reduction. Ms. West highlighted the local eviction statistics in the PowerPoint presentation. She cited support from groups such as the Bernardine Franciscan Sisters Foundation, Inc. allowed for extension of operational hours for greater accessibility. Ms. West addressed long-term sustainability for families. She continued the PowerPoint presentation highlighting the Peninsula Youth Collaborative's 2023 launch. Ms. West spoke about the program in more detail. She noted the Youth Employment Pilot program was a partnership with Busch Gardens Williamsburg which filled off-season hiring needs. Ms. West addressed UWVP's mobilization of people's caring power to support youth, families, and its programs. She thanked the Board and County staff for ongoing support.

Ms. Larson extended her thanks to Ms. West for the outstanding communication regarding events. Ms. Larson noted the significance of CAN with one central number people could call for assistance. She referenced the increased volume of calls in March compared to January. Ms. Larson thanked Ms. West and the UWVP team as well as the Deputy Clerk to the Board, Ms. Teresa Saeed, who led the County UWVP campaign this year.

Mr. McGlennon noted Ms. West was not just a James City County resident, but also a Roberts District resident. He thanked her for the vital role she played in the community. Mr. McGlennon echoed Ms. Larson's comment on Ms. West's outstanding communication. He noted Ms. West's collaborative efforts that addressed people's daily challenges.

Ms. West thanked Mr. McGlennon.

Mr. McGlennon asked Ms. West about the timeline for her first year with UWVP leadership.

Ms. West confirmed it had been one year since her interim title.

Mr. McGlennon noted Ms. West's contributions during that time, adding he looked forward to the next accomplishments.

Mr. Icenhour thanked Ms. West for the update.

3. VDOT Quarterly Update

Mr. Rossie Carroll, Virginia Department of Transportation (VDOT) Williamsburg Residency Administrator, addressed the Board with the 2025 first quarter transportation update. He cited the maintenance accomplishments from January 1 to March 31 included completion of 567 of 647 work orders for an 87.6% completion rate. Mr. Carroll noted 449 of the 647 work orders were generated from the public with the remaining 198 generated internally by VDOT. He further noted a significant amount of pothole patching was included in those numbers as well as VDOT response to four snow events in that quarter. Mr. Carroll stated feedback from VDOT's response to the snow events had been received. He noted the HITS Guardrail Contract with 17

of 17 hits completed. Mr. Carroll further noted the Croaker Road Widening Project was underway. He stated other projects included sediment monitoring at the bridge abutments, storm drain work, construction of a temporary station at the Norge Apartments access road, and the Jamestown Transfer Bridges Hydraulic Lift System. Mr. Carroll noted the mowing and litter removal contract had started for the summer with the first mow (primary only) occurring on April 2. He stated the next full cycle would occur on May 1 and included primary and secondary mowing with litter removal for both mowings. Mr. Carroll listed several completed projects: Richmond Road Bike Path, Plant Mix (PM) schedule from 2024, Route 60 between Route 30 and the New Kent County line, PM5M24FDR, Skiffes Creek connector, Longhill Road widening, removal of eight timber dolphins, and the Route 199 slope failure soil nail stabilization which VDOT completed in the past few weeks. He spoke about the Route 199 project in more detail. Mr. Carroll noted some future projects included the Smart Scale Longhill Road Shared Use Path (anticipated award date of April 5, 2027), the Airport Road/Richmond Road/Mooretown Road improvements (anticipated award date of July 8, 2030), the Jamestown High School Sidewalk/Crosswalk (anticipated award date of December 29, 2027), and the no left turn Route 5/Route 614 project and the Route 30/Route 746 project, which were fully funded in the Secondary Six-Year Plan. He added the Board had voted on those projects earlier in the month. Mr. Carroll stated the Revenue Sharing projects included the Jolly Pond Road Signal Installation (anticipated award date of November 2025), the Pocahontas Trail Widening and Complete Street Phase I (anticipated award date of March 29, 2028), the Route 60 Roller Compacted Concrete Overlay from Anderson's Corner to the New Kent County line (currently on its third advertisement), and the Pinedale Road Cross Train Replacement. He stated the contract had been awarded, but VDOT was awaiting the approval of the environmental permits. Mr. Carroll noted two PM schedules were in the County for 2025 included PM5E25 (all roads in Rolling Woods Subdivision) and PR5R, a 14-month schedule. He explained the 14-month schedule allowed the contractor to complete the work this summer or roll it into next summer based on the workload. Mr. Carroll noted PR5R included the Kingspoint and Monticello Woods Subdivisions. He further noted that bridge work was slated for April and May with work on Route 60 over the CSX at Toano, Route 199 at Chisel Run Road, Monticello Avenue over Powhatan Creek, and Route 601 over Interstate 64. Mr. Carroll discussed the Fiscal Year (FY) 2025 Safety Funds and the work at Penzance Place and Olive Drive (pipelining and repair completed), Lake Powell Forest (sidewalk repairs completed), Renfield Drive (concrete ditch repairs completed) with the remaining \$17,000 slated for work at Cranston's Mill Pond, adding the work included some short-term elevation recommendations. He noted traffic studies completed during the first quarter included lane assignment review for Longhill Road (at the Longhill Road and DePue Drive split) which had been reviewed previously and no recommendations for change were noted. Mr. Carroll further noted some existing signage was replaced at that location. He stated an intersection review of Evergreen Way at John Rolfe Lane with the recommendation to install a stop bar with 25 feet of a double yellow centerline, adding the existing stop sign was replaced. Mr. Carroll noted an intersection review occurred at Humelsine Parkway and Jamestown Road with no recommendations for the installation of additional traffic control devices or right-turn restrictions. He spoke about that area in more detail. Mr. Carroll noted several studies were underway which included a Road Safety Assessment (RSA) of Route 30 at Old Stage Road from Stonehouse to Barhamsville Road, which incorporated two different districts. He added VDOT has a consultant working on that RSA. Mr. Carroll noted the Project Pipeline Study which addressed Centerville Road (from News Road) and Richmond Road (Route 199 intersection to Lightfoot) would begin soon. He referenced an existing pipeline study involving Route 199 through John Tyler Highway, Jamestown Road, and Brookwood Drive. Mr. Carroll noted the Land Use Division had been busy with review of 26 sets of plans in the County, and the issuance of 102 permits with 34 of those closed. He stated the week of April 21-25 was National Work Zone Awareness Week, adding the theme was "Respect the zone so we all can get home." Mr. Carroll reminded drivers to slow down in work zones, increase distance between other cars, and be safe.

Mr. Hipple thanked Mr. Carroll for the work at the Croaker Road intersection during a heavy rain event.

Ms. Larson referenced the work done at Centerville Road and the ensuing rain, adding one tree seemed to be a potential problem.

Mr. Carroll confirmed VDOT would check out that situation.

Ms. Larson questioned if the newly repaired pavement work done at Centerville Road had been compromised by the heavy rain.

Mr. Carroll responded there was no damage, adding VDOT had checked to ensure there was none. He spoke about the repairs in more detail.

Ms. Larson thanked Mr. Carroll.

Mr. McGlennon thanked Mr. Carroll for the public hearing on the Pocahontas Trail widening, adding the event was well attended. He expressed his appreciation for the PM work moving forward in the neighborhoods. Mr. McGlennon also extended his thanks for the work at The Vineyards at Jockey's Neck as that work was completed by VDOT before Mr. McGlennon could get his request to Mr. Carroll. Mr. McGlennon noted that work really benefited a homeowner experiencing serious erosion problems. He questioned if there was a schedule for the Safe Routes to School for Laurel Lane Elementary School.

Mr. Carroll replied no.

Mr. Icenhour questioned the repaving of the entrance onto Route 199 from Longhill Road heading toward Route 60. He asked about smoothing that area where water had washed.

Mr. Carroll responded the fix was included in the work on the mainline.

Mr. Icenhour noted on News Road as a driver exited Ford's Colony on Firestone Road toward Monticello Avenue and crossed the creek there were a number of potholes. He asked if VDOT could look at that area.

Mr. Carroll noted if anyone saw potholes then they should call VDOT's customer service to get the repairs scheduled. Mr. Carroll thanked Mr. Icenhour for bringing those areas to his attention.

Mr. Icenhour thanked Mr. Carroll for the update. He noted Ms. Null had left the meeting due to a personal emergency.

D. CONSENT CALENDAR

1. Contract Award - \$349,329 - Warhill Sports Complex Playground Replacement

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Null

2. Contract Award - \$285,000 - Urban Area Security Initiative Command Trailer

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Null

3. Minutes Adoption

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Null

The Minutes Approved for Adoption included the following meetings:

- o March 11, 2025, Regular Meeting
- o March 14, 2025, Joint Meeting
- o March 25, 2025, Business Meeting

E. BOARD CONSIDERATION(S)

1. Contract Award - \$1,118,941 - Replacement Fire Pumper

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Null

Fire Chief Ryan Ashe addressed the Board highlighting the details of the fire pumper replacement. He noted the Fire Department worked with the Fleet and Equipment Maintenance Division on an apparatus replacement plan. Chief Ashe further noted the fire pumper units remained in frontline service approximately 10 to 12 years before moving to a reserve status. He added the units were then replaced at the 20-year mark which aligned with national standards. Chief Ashe noted the current production timeline was approximately four years, so he wanted to make the Board aware of that 48-month lead time. He addressed points of consistency with another truck due in either June or July. Chief Ashe noted a price increase was anticipated for May so this contract award would represent cost savings to the County.

2. Contract Award - \$2,197,000 - James City County Recreation Center Pool Renovation Project

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Null

Mr. Mark Abbott, Capital Projects Coordinator, addressed the Board regarding the details of the contract award. He noted the renovation was slated to begin June 1, 2025, if approved. Mr. Abbott further noted accessibility enhancements were also part of the pool project. He stated the project was slated for substantial completion by November 23, 2025. Mr. Abbott noted the schedule was established to coincide with summer months to allow pool patrons the option to use outdoor pools during the renovation. He also addressed scheduling concerns for 757swim and the College of William & Mary swim team were being addressed by Parks & Recreation staff.

Mr. Icenhour referenced the tight schedule.

Mr. Abbott confirmed yes.

Mr. McGlennon asked if the pool's footprint would remain the same.

Mr. Abbott confirmed yes.

Ms. Larson asked about increasing the depth of the pool, adding the local high school swim teams were unable to dive in the pool due to its depth.

Mr. Abbott confirmed that was correct.

Ms. Larson noted that altering the depth of the pool was probably a more extensive renovation.

Mr. Abbott confirmed yes.

Ms. Larson noted the aggressive schedule and asked about outdoor swimming.

Mr. Abbott replied one-and-a-half to two months was the timeline without the pool. He added that County staff was also looking into keeping some of the outdoor pools open longer. Mr. Abbott stated the information would be addressed to the public when construction was scheduled.

Ms. Larson asked Mr. Abbott if he was overseeing the project.

Mr. Abbott confirmed yes.

Ms. Larson thanked Mr. Abbott.

3. Meeting Calendar Amendment to add the Ford's Colony Town Hall Meeting on May 20, 2025, at 6:30 pm at the Ford's Colony Swim and Tennis Club, St Andrews Dr, Williamsburg, VA

A motion to Approve was made by Michael Hipple, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Null

Mr. Icenhour explained the meeting was because three districts represented different areas of Ford's Colony. He noted he would be joined by Ms. Larson and Mr. Hipple. Mr. Icenhour further noted Item No. 3 would be formally added to the Board's calendar with this approval.

F. BOARD DISCUSSIONS

1. Fiscal Year 2026 Budget

Mr. Stevens addressed the Board, adding he would be joined by Ms. Cheryl Holland, Budget Manager, for a brief overview of the budget. He noted staff had several questions to answer for the Board. Mr. Stevens added that numerous emails had been received regarding school funding with one of the questions received relating to that point.

Ms. Holland addressed the Board noting she was also joined by Ms. Sharon McCarthy, Director of Financial and Management Services, to answer any questions from the Board. Ms. Holland highlighted several points from the FY 2026 Proposed Budget, which included all the County's funds and totaled \$389.5 million. She stated the Capital Fund was also included in that amount. Ms. Holland noted the General Fund was \$262.7 million for the FY 2026 Proposed Budget, adding that amount was approximately \$7.3 million (2.9%) more than the FY 2025 Adopted Budget. She noted \$11.4 million in additional requests were excluded due to budget constraints with the real estate tax rate remaining at its current rate of \$0.83 per \$100 value. Ms. Holland continued highlighting proposed fee increases were for certain fine art classes provided by

Parks & Recreation and ambulance transport services which aligned with Medicare. She noted an increase in the transfer to debt services to fund specific capital projects which included the Williamsburg-James City County (WJCC) School Division's preschool space, the General Services building, and the new Government Center. Ms. Holland further noted the \$2.8 million increase in the County's contribution to the WJCC School Division, adding that number represented a 2.9% increase over the FY 2025 budget. She noted the WJCC School increase paralleled the County's overall General Fund amount. Ms. Holland highlighted the 3% raise proposed for employees effective July 1, 2025 with a potential 1% raise on January 1, 2026. She noted the 1% raise was contingent on evaluation of the County's budget to actual performance at that time. Ms. Holland highlighted four new full-time employee (FTE) positions were proposed in the General Fund, one FTE proposed in the Social Services Fund, and several other personnel adjustments. She highlighted the revenue source for the General Fund which served as the County's main operating fund. Ms. Holland noted the General Property Taxes were comprised of Real Estate and Personal Property Taxes, which at 71% served as the main revenue source for operations. She further noted FY 2026 was a non-reassessment year, which was reflected with no proposed changes to the tax rate in the PowerPoint presentation. Ms. Holland stated Sales, Meals, and Lodging Taxes were included in the Other Local Taxes category. She noted the County received some revenue from the state notably in the form of the Personal Property Tax Relief Block Grant and support of the Constitutional Offices such as the Treasurer's Office, the Commissioner of the Revenue's Office, the Commonwealth's Attorney, the Circuit Court, and the Williamsburg-James City Sheriff's Office. Ms. Holland further noted the Constitutional Offices listed were heavily subsidized by the County. She stated the Other category reflected charges for ambulance transport, recycling, and Parks & Recreation programs. Ms. Holland further noted the increase was reflective of increased transport fees associated with the Medicare reimbursement rate. She stated the General Fund Expenditures were shown by the respective departments with the largest components comprised of Public Safety and the WJCC Schools contribution at \$165.4 million (60%) of the total budget. Ms. Holland continued the PowerPoint presentation highlighting the Capital Projects Fund which provided the County's five-year Capital Improvement breakdown for FY 2026-FY 2030. She added that FY 2026 was the only year appropriated for spending with the remaining four years serving as a plan for future budgets. Ms. Holland noted that significant projects for FY 2026 funding focused on the Government Center, the General Services building, and a third library. She further noted continued funding for WJCC School Division's preschool space, HVAC replacement at Matoaka Elementary School, school bus purchases, security enhancements, and infrastructure repairs.

Mr. Stevens thanked Ms. Holland. He noted he would be joined by Ms. McCarthy to address questions staff had received. Mr. Stevens further noted one question related to taxes and admission taxes. He referenced the PowerPoint presentation tax breakdown to explain what was allowable and consideration for future budgeting considerations. Mr. Stevens noted the Real Property Tax was a penny on the tax rate (\$1.6 million), adding the County had that authority with the tax credit not in the proposed budget, but staff recommended against that increase. He further noted the Personal Property Tax rate could be changed but staff felt the County was in a good position relative to other communities. Mr. Stevens stated the Lodging Tax had a 5% maximum which was the County's current rate and could not be raised. He noted the County had no authority to increase the Sales Tax beyond legislative parameters. Mr. Stevens further noted that the Admissions Tax, which could be imposed by most other counties, was not allowed to be imposed by James City County or York County. He added that tax was a legislative consideration for future years if the Board deemed it so. Mr. Stevens noted James City County currently imposed a 4% Meals Tax with a 6% maximum. He further noted an increase was not suggested for the current year but could be implemented after January 1, 2026. Mr. Stevens stated that was a consideration for future budget talks, particularly with respect to future WJCC School Division budget needs.

Ms. McCarthy noted the maximum 6% Meals Tax only applied to counties which accounted for the Cities of Williamsburg and Newport News displayed at higher percentages.

Ms. Larson referenced the City of Williamsburg and its different taxing authority from the counties regarding the Sales Tax. She noted the Historic Triangle Tax and Admissions Tax and the impact to the county versus the city.

Ms. McCarthy noted the cities were limited and unable to raise their taxes until the moratorium ended on January 1, 2026. She further noted the increase represented in the PowerPoint presentation was the proposed amounts. Ms. McCarthy stated the Sales Tax and Lodging Tax would be effective January 1, 2026, adding there were no further limits.

Mr. Hipple asked about the difference on the Meals Tax if it changed from 4% to 6%.

Mr. Stevens noted Ms. McCarthy had that information.

Ms. McCarthy replied if 6% was applied for six months and began January 1, the amount was approximately \$2 million in the FY 2026 budget with approximately \$4 million for a full year.

Mr. Stevens stated that initial discussion for the six months had taken place, but staff had interpreted the Virginia Senate bill that no action could be taken prior to January 1, 2026. He noted timeline constraints regarding adoption of an Ordinance and communication regarding the change. Mr. Stevens further noted the possibility of the Board's consideration of the increase for the next budget year. He stated one recommendation regarding school funding was to use some of the Fund Balance with the Meals Tax as an ongoing revenue replacement in the future for the one-time Fund Balance use. Mr. Stevens noted more discussion on that point later in the presentation. He added that while action could take place in late 2026, that action could not be adopted as part of the budget. Mr. Stevens stated the amount was \$2 million per 1% per year, which could generate an additional \$4 million annually.

Mr. Hipple stated the Meals Tax would be paid by both citizens and visitors coming through the area.

Mr. Stevens confirmed it would encompass anyone coming into County restaurants. He noted a large portion of the Meals Tax came from Busch Gardens.

Ms. Larson asked if the Meals Tax was raised to 5% then the revenue generated would equal \$2 million. She noted if the rate was increased to 6%, which she added was the percentage the other localities, except York County, were using would generate \$4 million.

Mr. Stevens confirmed yes.

Ms. McCarthy stated yes on an annual basis.

Mr. Stevens asked the Board if there were additional questions on revenue or other options.

Ms. Larson referenced assessments noting the County held reassessments every two years while other localities used an annual schedule. She questioned the increase in the workload if annual assessments were conducted. Ms. Larson noted future uncertainty regarding assessments and asked if annual was a better option.

Ms. McCarthy stated there were pros and cons to both scenarios. She noted those points could be readdressed; however, an additional annual cost would ensue due to increased staffing. Ms. McCarthy referenced Ms. Larson's comment and noted the County was slightly behind due to the timing of the reassessments.

Mr. Hipple noted the annual schedule had been reviewed in previous years, along with the cost of staffing and the continual volume. He further noted there was little time between the end of

one year's assessments before the process restarted. Mr. Hipple stated those reasons had guided the Board's decision on the assessment schedule.

Ms. McCarthy stated several County assessors were going through training and certification. She noted the biennial schedule allowed the assessors the opportunity to stay current with the ever-changing market. Ms. McCarthy spoke about that point in more detail.

Mr. Icenhour noted when he joined the Board reassessments were performed annually. He further noted the Board had discussed if the annual schedule would remain. Mr. Icenhour stated the Board decided to use the biennial schedule, adding it seemed to work. He noted issues arose when a highly accelerated market existed and the sticker shock impact. Mr. Icenhour cited an example regarding the housing market and tax rates from another locality in Virginia. He noted he was in favor of every other year for assessments, adding that impact was hopefully less for staff and residents.

Mr. Stevens continued the presentation highlighting the WJCC School funding considerations. He noted the question regarding how much additional funding to WJCC Schools could the County provide and where the funding would come from. Mr. Stevens referenced the County's 1978 budget with the County Administrator James Oliver, who stressed a commitment to education excellence in his budget message. He noted the County had a long history of that commitment. Mr. Stevens further noted in 1978, the additional total revenue to the County was approximately \$270 million with a proposed \$240 million allocated to WJCC Schools. He stated the WJCC Schools were still \$100,000 short of its request. Mr. Stevens noted this year was a similar case as the County was not giving as much new revenue, adding almost 50 years earlier the same issue existed. He stated the proposed budget allocated a \$2.8 million increase for WJCC School operations which was a similar increase to the County's budget, adding that amount would fully fund WJCC School Capital Improvement Program (CIP) for projects. Mr. Stevens noted the use of a different funding formula from previous years as the funding agreement would expire at the end of the year. He added that the City of Williamsburg was funding WJCC Schools differently. Mr. Stevens stated that all the County CIP was fully funded. He added the City of Williamsburg had funded its 10% of County CIP projects and 10% of its CIP projects, which left the City of Williamsburg short in its CIP funding. Mr. Stevens noted that issue would require resolution between the Williamsburg City Council and WJCC Schools, creating concern for the School Board. He reiterated the County had fully funded the WJCC School CIP for schools within the County as well as the split for any shared use facility. Mr. Stevens referenced the WJCC School revised FY 2026 budget gap of \$800,000 to \$2 million, as noted by the School Board and Acting Superintendent Dr. Daniel Keever, was based on the state budget. He added that the state budget would be finalized May 2. Mr. Stevens noted the County had worked off the criteria that the state would provide more funding, but the amount was unknown until the budget was signed. He further noted the County had targeted the \$1 million range unless the Board decided differently. Mr. Stevens stated options were presented if that range was exceeded. He noted in speaking with Dr. Keever that an additional \$850,000 would assist in implementing the first phase of the pay study and salary increase. Mr. Stevens stated a shortage in positions still remained, but Dr. Keever indicated WJCC Schools could work with those numbers. Mr. Stevens indicated the \$1 million allowed for more flexibility. He noted if state funding was unavailable that point would need to be addressed but it would be prior to the Board's adoption of the budget.

Ms. McCarthy noted the slide contained information from a School Board presentation made on April 15. She stated that the total additional funds needed was the total from both localities with the County share provided approximately 90% using the old percentage on the enrollment factor.

Ms. Larson referenced the funding to the schools, but noted consequences such as tax rate changes. She noted she had recently traveled with some County staff who diligently worked on cost-savings as directed by Mr. Stevens, adding that funding could be directed to WJCC

Schools. Ms. Larson extended her appreciation to everyone who was working late on the cost-savings directive. She noted a much-needed conversation regarding school funding was important as school needs increased with more population to serve. Ms. Larson extended her appreciation for the efforts to garner additional funding.

Mr. Stevens continued the presentation highlighting options and potential savings. He noted he was not recommending them, adding the options could be deferred to another budget year so that department needs would be maintained to serve the community. Mr. Stevens further noted \$1.4 million in reductions could be available if needed. He referenced the end-of-year WJCC School surplus appropriation as a potential deferral, but not as an ongoing funding consideration. Mr. Stevens noted other options such as the Meals Tax and spoke on that point in more detail. He further noted some options were also one-time deferral but not recurring revenue. Mr. Stevens addressed the 3% raise for staff effective July 1 which was in the proposed budget, adding the potential 1% raise proposed for January 1, 2026 was dependent on the year's trend. He added that surrounding localities were tracking at the 4% raise. Mr. Stevens continued the presentation highlighting other potential savings which included a delay on bond-funded CIP projects to decrease debt service, adding he was not recommending that option but it was a consideration.

Ms. McCarthy noted this year-end school surplus and the previous agreement regarding the funding allowed for that surplus to be set aside for future school uses. She further noted there were no specifics toward capital or operating uses and the funds could be used at the Board's discretion. Ms. McCarthy stated she had spoken with WJCC School Chief Financial Officer who anticipated a year-end surplus similar to that of recent years. She noted last year's surplus was approximately \$6 million. Ms. McCarthy further noted a portion of the surplus could be set aside to assist with next year's funding needs while using the balance toward WJCC School CIP projects or other needs. She echoed Mr. Stevens' comments on allowing time for considerations prior to next year's budget. Ms. McCarthy noted use of other revenue sources such as the Meals Tax so that the one-time use of the Fund Balance would not continue into future budget years.

Mr. McGlennon asked Ms. McCarthy to speak about that point in terms of the budget process. He noted the Meals Tax could not be raised until January 1, 2026, so it could not be included in the budget.

Ms. McCarthy confirmed that was correct.

Mr. McGlennon noted that in this case the assumption was that the remaining Fund Balance would be available from the WJCC School budget this year. He asked if that anticipated surplus could be added into the budget.

Ms. McCarthy responded it could be added. She noted if the surplus became unavailable then other options would be presented to the Board. Ms. McCarthy further noted the County's Fund Balance could be reinstated in a future year when a larger surplus was available. She stated there was a slim risk based on the current estimate, adding three months still remained so changes could occur. Ms. McCarthy explained that for the FY 2026 budget, a new revenue source would be built into the budget with an increase in the operating transfer to the WJCC School Division thus keeping the budget balanced. She noted the recommendation for the FY 2027 budget would then be to remove that one-time use of Fund Balance and replace it with some recurring revenue. Ms. McCarthy stated the recurring revenue source would need to be the Meals Tax, Real Estate Taxes, or some other source.

Mr. Hipple noted for the past few years, the end-of-year surplus was approximately \$6-\$8 million. He referenced the trend of the WJCC School budget excess and questioned why no one noticed the pattern. Mr. Hipple asked why the WJCC School Division was not continuing that money and applying it toward raises. He discussed his point in more detail. Mr. Hipple addressed the positive steps made by the County, adding he did not want to see those strides

diminished. He noted the savings cushion the County had built over the years. Mr. Hipple further noted the County was living within its budget as closely as it could and he expected the same of the WJCC School Division. He added that County assistance would still be available to the WJCC School Division. Mr. Hipple stated the Meals Tax was a viable option which did not affect everyone like Real Estate and Personal Property Taxes did. He spoke on others points in more detail. Mr. Hipple noted he was appreciative that the School Division was saving.

Ms. Larson asked about positions requested in the budget and the attrition rate and if Ms. McCarthy knew where the majority of those savings originated.

Ms. McCarthy noted that analysis from the past few years indicated the savings typically came from a combination of additional revenue and expenditure savings. She further noted the bulk appeared to be expenditure savings. Ms. McCarthy referenced a comment made that 87% of the WJCC School Division budget was for personnel, adding she knew some attrition was factored into the budget, but she was unsure of the level. She added that she was unsure if that level had been increased this year to lower the request. Ms. McCarthy noted the WJCC School Division was also looking at restructuring its health insurance program which would generate major savings. She noted the WJCC School Division was working with the same consultant that the County had used and engaged actively with County staff.

Mr. Hipple suggested sharing attrition levels and health insurance information to aid the WJCC School Division. He questioned what ways the County could offer assistance with finances to make them better.

Mr. Stevens noted some of the WJCC School Division's savings were redirected back to it. He added that the Fund Balance had to be returned from the WJCC School Division to the County. Mr. Stevens noted he had discussed some of Mr. Hipple's points with Dr. Keever. He spoke in more detail regarding discussion.

Discussion ensued.

Mr. Icenhour referenced County assistance and teacher raises, adding that was an ongoing commitment. He noted ongoing revenue was needed to support that commitment. Mr. Icenhour stated one-time revenue could possibly bridge from one year to the next. He noted the budget flux as the WJCC School Division waited for the Virginia General Assembly and the Honorable Governor Glenn Youngkin to make a decision on the state budget. Mr. Icenhour favored an additional \$1 million now, but using possibly the Meals Tax later to replenish.

Discussion ensued.

Ms. Larson questioned the unfilled positions in the WJCC School Division. She added some of the positions could be specialized and more difficult to fill.

Mr. Stevens noted the School Board and Dr. Keever, in the revised School Budget request, had taken a similar approach to the County's several years earlier to prioritize pay for vacant positions over new positions. He further noted implementation of the pay plan to give raises to make the compensation more competitive to fill positions.

Mr. McGlennon noted the unpredictability as no state budget was yet available with any significant implications for educational funding. He referenced the uncertainty of the economy in relation to tourism. Mr. McGlennon noted the unprecedented initial requests from the WJCC School Division. He spoke on the message of compensation and timing. Mr. McGlennon acknowledged constituent concern regarding the \$0.83 Real Estate Tax rate and the challenges the Board faced with increased demands in the current economic situation. He noted the difficulty of finding simple solutions or easy decisions to address the challenges. Mr. McGlennon thanked the WJCC School Division for its consideration of a different healthcare

model and the substantial savings across the past few weeks. He noted the varied components involved regarding school funding and ensuring a final agreement on that point.

Ms. Larson noted the City of Williamsburg stated it was fully funding the WJCC School Division request, adding it was based on a model that was not accounting for what the consultant indicated should be the funding amount. She stated County residents were then subsidizing funding and the County's contribution currently was over 90%. Ms. Larson questioned the shortfall from what the County thought the City of Williamsburg might pay versus actual pay.

Mr. McGlennon noted the consultant had stated if an independent school system became a reality, then the City of Williamsburg would be required to pay additional funds.

Ms. Larson thanked Mr. McGlennon for the clarification.

Mr. Stevens noted the City of Williamsburg's proposed budget indicated \$12.7 million for operating, which differed from the County's old funding formula. He further noted the proposed funding model would include an additional \$1.6 million from the City of Williamsburg. Mr. Stevens stated the City of Williamsburg had not agreed to that model though discussion had taken place. He added the County felt the proposed funding formula was more equitable as each entity paid for its respective groups of children. Mr. Stevens noted that discussion was ongoing. He explained the formula in more detail.

Discussion ensued.

Mr. Stevens noted staff recommended funding from the surplus. He further noted discussion for next year's funding source could take place later. Mr. Stevens stated for the current year the surplus seemed to be a reasonable solution, adding the WJCC School Division's anticipated surplus would cover the \$1 million plus capital contributions.

Mr. McGlennon questioned if the amount was based on the Honorable Governor Youngkin's submitted budget versus the legislative budget.

Mr. Stevens responded that the range shown in the presentation of \$800,000-\$2 million was based on the state not adopting a budget. He noted the WJCC School Division was still anticipating over \$1 million from the state budget. Mr. Stevens further noted the Board could address that point at its May 13 meeting. He added that the Board would likely have a decision on the state budget prior to voting on the County's adopted budget.

Mr. Hipple noted the City of Williamsburg could fund \$1.6 million.

Mr. Stevens stated it would make the \$2 million complete, but still not fulfill the WJCC School Division's budget request.

Discussion ensued.

Mr. Icenhour stated the budget was slated for adoption at the Board's May 13 meeting; however, as events unfolded with the state budget, he noted the Board could push its adoption timeline back further.

Mr. Hipple noted the Board had adopted a past budget with the understanding that certain points within that budget could be modified. He stated the budget adoption allowed staff to move forward on the items that were not impacted by late changes at the state level.

Mr. Stevens confirmed Mr. Hipple's point. He referenced Mr. Icenhour's question stating the Board had to have an adopted budget in place by July 1. He noted in past years that contingency

funds had been set aside and not be appropriated to the WJCC School Division due to late budgets and uncertainty. Mr. Stevens further noted the Board could amend the budget if needed. He stated the WJCC School Division contribution could be increased at the May 13 meeting and delay the adoption if necessary. Mr. Stevens noted the Board's consensus to use \$1 million of the school surplus to give to the WJCC School Division for FY 2026.

The Board confirmed yes.

Mr. Stevens noted a final question focused on the Real Estate Tax Credit. He stated if citizens received a 2-cent tax credit on real estate taxes, what was the credit cost and its funding source. He responded that a 2-cent tax credit would be approximately \$3.2 million. Mr. Stevens noted the funding options included use of the FY 2025 year-end surplus, prior year Unassigned Fund Balance, and reduction of the CIP. He further noted the CIP reduction was done last year when the County gave citizens a tax credit. Mr. Stevens stated the staff recommendation was to take the same approach with either fronting the CIP or delaying some CIP projects by \$3.2 million. He added the end of FY 2025 number would likely be available by July and that money could be reappropriated at that time. Mr. Stevens noted the CIP would be removed from the FY 2026 budget with the recommendation to place it back in July, adding that move minimized the budget impact. He further noted the CIP side of the budget had been scrutinized due to rising costs. Mr. Stevens stated three CIP projects that were not funded in prior years on the school side. He recommended removing the items, but with the intent to use the FY 2025 surplus to refund those projects and move them forward in July 2025 without delaying them until the FY 2027 budget process which would begin spring 2026.

Discussion ensued.

Mr. Icenhour noted he had asked about the 2-cent tax credit. He stated he needed the Board's input to determine if the credit was worth doing. Mr. Icenhour noted the process would be similar to last year's budget with the CIP projects put on hold and then funded by the surplus. He further noted the move was a one-time expense which was backfilled by one-time, end-of-year funds.

Mr. Hipple suggested maintaining the \$0.83 rate with the intent to avoid raising any taxes for a minimum of five years. He noted he was not in favor of changing the tax rate this year and then going back to the original tax rate next year.

Ms. Larson noted her appreciation of the question, but she had concerns. She further noted receipt of communication that the County was not funding the WJCC School Division, but additional money was being found by the County, and she expressed her thanks. Ms. Larson stated she would like to see the surplus returned to the County and then back to the WJCC School Division. She expressed her gratitude at living in the County with the many amenities it offered. Ms. Larson spoke on that point in more detail, adding she felt this was not the year to give back a tax credit. She noted Mr. Stevens and staff had shown what was needed, adding the Board should stay with those recommendations.

Mr. McGlennon noted the importance of citizens understanding the 2-cent credit and the full tax rate, adding the credit would not apply to the June bill but instead to the December bill. He further noted the \$7 per month shown in the presentation was based on the cost of the average home in the County, which was slightly over \$400,000. Mr. McGlennon appreciated the opportunity to hear varied responses regarding the budget. He stated he felt the budget was defensible from every aspect.

Mr. Stevens asked if the Board had additional questions. He noted the Board had until May 13 and later if it had additional questions or concerns.

Ms. Larson asked if Mr. Stevens would keep the Board updated on the state budget.

Mr. Stevens confirmed yes.

The Board thanked staff for the update.

2. Government Center Update

Mr. Brad Rinehimer, Assistant County Administrator, addressed the Board with the monthly update. He noted the Board had recently approved the change order for the library programming and the 30% schematic design for the potential library addition. Mr. Rinehimer acknowledged Ms. Sandy Towers, Williamsburg Regional Library Director, who was present in the audience. He thanked Ms. Towers and her senior staff for tours at both the James City County Library at Croaker and the Williamsburg Regional Library in the City of Williamsburg. Mr. Rinehimer noted he was joined on the tours by members of the design team from Henderson/Gilbane. He expressed his appreciation for staff's comments regarding items to keep or change as well as programming discussions regarding location of stations and other elements. Mr. Rinehimer noted the ultimate goal in the library process was to catch up to the Government Center process, which was well past the 30% design stage. He further noted if the Board decided to move forward on both items, then both facilities would be built simultaneously. Mr. Rinehimer stated the final traffic results were received, adding the library was part of that analysis. He noted discussions with Henderson/Gilbane about cost savings which would not affect core functions of the Government Center. Mr. Rinehimer stated some cost-saving measures were identified with the hope of lowering the cost by \$7-\$8 million, adding future tariff and economic impacts were unknown. He noted discussion on Leadership in Energy and Environmental Design (LEED) regarding the options of basic commissioning or enhanced commissioning. Mr. Rinehimer stated a meeting regarding LEED would take place on April 23. He stated the Board had previously viewed a site plan with two roundabouts on Ashbury Lane, the right-turn off of Ashbury Lane onto DePue Drive, and the right-turn off of Longhill Road onto Ashbury Lane. Mr. Rinehimer noted the new site plan in the presentation reflected the Traffic Impact Study, as well as VDOT and County engineers' recommendations. He further noted one roundabout was located at Ashbury Lane and DePue Drive with another roundabout at Longhill Road and DePue Drive. Mr. Rinehimer explained the Longhill Road-DePue Drive roundabout would be four lanes (two lanes each direction) with the Ashbury Lane-DePue Drive roundabout only one lane. He noted the building location had been shifted slightly toward the north on the design, adding that change allowed the wet pond depth to increase and alleviated some stormwater concerns. Mr. Rinehimer stated the single roundabout lessened the impact on the parking area at the James City County Recreation Center. He added that design change saved money while also reducing the lost parking sites from 50 down to only 20. Mr. Rinehimer stressed that the Recreation Center parking as overflow parking would be used on rare occasions when a Board meeting might have several hundred attendees. He added if the Board meeting started after 5 p.m. then the Government Center parking could accommodate the number as staff would be leaving the facility. Mr. Rinehimer noted the Government Center parking could possibly serve as the overflow parking for the Recreation Center during weekend events. He continued the presentation highlighting the timeline which included separate upcoming meetings with one focused on the Emergency Operations Center (EOC) and its needs such as emergency backup generators. Mr. Rinehimer noted Mr. Patrick Page, Director of Information Management Resources, would be joined by Information Technology staff to discuss building security and access control. He further noted the Special Use Permit was scheduled to go before the Planning Commission on May 7, 2025, followed by a June or July 2025 Board meeting for approval. Mr. Rinehimer stated the final site plan approval was slated for September followed by the construction funding (first phase of a comprehensive agreement) in September or October of 2025 with the land disturbing permit/site work to hopefully begin in October or November of 2025. He noted the most recent geo-tech study of soil conditions indicated some possible concern of site work done over the winter months, adding those issues would be addressed as they arose. Mr. Rinehimer referenced a slide from a previous presentation which highlighted a cost comparison study using the existing facilities scenario versus the consolidation scenario

from GuernseyTingle and RKG Associates. He added the numbers had been updated for this presentation, adding the cost was still comparable. Mr. Rinehimer addressed the Reversion Value line item at \$19,774,890 which reflected the sale of property at the Mounts Bay complex, the Palmer Lane complex, and the Olde Towne property if the Board made that decision. He noted the Mounts Bay property held significant value and that there were not many large vacant properties in the Primary Service Area in the County. Mr. Rinehimer noted the future possibility of a middle school site or another large project where property would need to be purchased if the Mounts Bay property were sold. He stated this comparison reflected data if the Mounts Bay property was sold.

Mr. Hipple noted substantial money went toward LEED certification on County projects. He referenced his construction experience, adding LEED certification offered limited benefits on today's practices versus those from years past. Mr. Hipple emphasized that the LEED certification cost was huge. He suggested using that cost for the building, adding in-house staff could do the same things and save money. Mr. Hipple addressed LEED and the environmental requirements regarding HVAC in more detail.

Mr. McGlennon questioned the energy use in the building. He asked if the use was conventional connection to the power lines, geothermal, or some other use.

Mr. Rinehimer noted conventional use. He further noted an upcoming discussion with Dominion Energy regarding rooftop solar use. Mr. Rinehimer stated the excess power would then return to the grid. He noted that Dominion Energy had a program where the solar panels were installed at no cost. Mr. Rinehimer stated the program was based on the amount of power generated to offset the costs.

Mr. McGlennon noted there was a significant amount of rooftop.

Mr. Rinehimer replied there was, adding that since the building was slated to use a conventional system then the rooftop would be occupied by various apparatus. He noted Dominion Energy requested the final plan so the number of solar panels could be determined.

Mr. Icenhour referenced Mr. McGlennon's comment on geothermal options. He questioned if several schools had incorporated that option.

Mr. McGlennon confirmed yes.

Mr. Icenhour asked about a cost-benefit analysis.

Mr. Rinehimer responded that an analysis was done early in the process. He noted site restrictions and the number of wells necessary to be drilled to provide that service. Mr. Rinehimer further noted due to the size of the building the cost was not feasible.

Mr. McGlennon asked when this project began.

Mr. Rinehimer stated the time depended on who was asked. He noted Mr. Hipple would say the process began approximately 12 years earlier.

Mr. Hipple agreed.

Mr. Rinehimer noted the receipt of the unsolicited proposal at the end of 2022. He further noted working through that process with the Board signing off on the first interim agreement in January or February of 2024.

Mr. McGlennon noted that in that past two-plus years, a number of public meetings had taken place across the County. He stated citizens had various opportunities to provide input, view

alternative proposals, and other points of the process.

Mr. Rinehimer confirmed yes as those elements were required as part of the Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA) process. He noted part of the PPEA process required advertisement for 120 days regarding the project during which time one competing proposal was received. Mr. Rinehimer noted two public meetings were held at Legacy Hall which were solely dedicated to discussion on the Government Center as well as numerous updates at Board meetings.

Mr. Stevens stated the County's Space Needs Study had been completed prior to receipt of the unsolicited bid, as well as the Facilities Master Plan for all the County facilities. He noted the need had been identified one to two years prior to receiving the unsolicited bid.

Mr. Rinehimer noted the current number of staff that would move to the consolidated Government Center occupied approximately 120,000 square feet. He further noted the Space Needs Study indicated approximately 225,000 square feet was necessary for the current staff number. Mr. Rinehimer stated with the incorporation of various reductions that square footage diminished to approximately 180,000-185,000. He noted the use of consolidation and shared efficiency which would benefit both employees and citizens.

Mr. McGlennon thanked Mr. Rinehimer.

Mr. Hipple noted the cost of maintenance on all the County buildings as well as grounds maintenance. He addressed the cost of County vehicles at one location and other favorable points for staff and citizens. Mr. Hipple addressed the possible uses of the Mounts Bay complex if the County needed the property for a school or another use. He mentioned the County property on Tewning Road. Mr. Hipple addressed the savings and benefits. He referenced maintenance on existing buildings which included a recent pipe repair at the County Administration building, adding the pipe was old.

Mr. Icenhour thanked Mr. Rinehimer.

G. BOARD REQUESTS AND DIRECTIVES

Mr. Hipple noted he had no report.

Ms. Larson stated she attended the 2025 National Hurricane Conference last week, adding the event was very informative. She noted her disappointment that the federal government had a minimal presence at the event, but acknowledged potential travel cuts may have been a factor. Ms. Larson further noted the lack of insight or direction available from the federal government about hurricanes. She stated she was hopeful that would change quickly due to the prediction of a greater number of storms. Ms. Larson noted a change in the local government's responsibility in the future. She indicated a local level of preparedness could possibly change as assistance on the federal level changed. Ms. Larson stated the County would host the Virginia Association of Counties (VACo) Board of Directors Spring meeting on April 25-26. She noted the meeting welcomed VACo Directors from across the state. Ms. Larson further noted approximately 30 Directors would attend the event with the meeting held at Legacy Hall and a tour. Ms. Larson extended her appreciation to Mr. Stevens, Mr. Jason Purse, Assistant County Administrator, and Mr. John Carnifax for all their efforts. She added that Ms. Saeed and Ms. Ania Eckhardt, Administrative and FOIA Coordinator, and others who had also been very helpful.

Mr. McGlennon noted the County Service Awards ceremony had taken place on April 18. He further noted the number of years of both retirees and current staff as indicators something was being done right. Mr. McGlennon echoed Ms. Larson's comment about Mr. Stevens and his efforts to recognize County staff and their significance in the County's success.

Mr. Icenhour noted the County Service Awards ceremony was one of the year's highlights for him. He referenced the long-term employees and their work for the citizens. Mr. Icenhour extended his appreciation to the employees. He noted the request for any Board member wishing to participate in the high school graduations. Mr. Icenhour further noted the graduation schedule was Saturday, June 7 with Jamestown High School at 9 a.m., Lafayette High School at 1:30 p.m., and Warhill High School at 6 p.m. at William & Mary's Kaplan Arena. He said the RSVP deadline was May 9, and asked that the Board members respond if participating.

H. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Stevens asked Ms. Amy Jarvis, Director of Human Resources, to the podium. He noted he had several comments as she made her way up front, adding New Town Tunes resumed its spring schedule in conjunction with County Parks & Recreation in partnership with CultureFix VA. Mr. Stevens further noted the outdoor concert series would take place on Wednesdays beginning May 7-June 11 with doors open at 5:30 p.m. He stated the Clean Business Awards and nominations for businesses that adopted green initiatives or enacted environment-friendly business practices. Mr. Stevens added the County's Clean County Commission was a co-sponsor of the awards. He provided details on the nomination process as well as a phone number to call, 757-259-4080. Mr. Stevens introduced Ms. Jarvis. He noted Ms. Jarvis had previously served as the County's Interim Director of Human Resources. Mr. Stevens stated last summer he reorganized the Human Resources Department which created a Director vacancy, adding there were several other staffing vacancies. He cited Ms. Jarvis' educational and vocational background. Mr. Stevens noted Ms. Jarvis was a welcome addition to the County team. He stated that during the interview process, Ms. Jarvis was asked why she was interested in a permanent position to which she replied that staff and the community had reenergized her. Mr. Stevens noted he saw that on a regular basis, adding Ms. Jarvis was proactive in addressing problems and working with others. He stated Ms. Jarvis had a strong work ethic and a commitment to excellence which he felt were cornerstones of the County team. He extended his appreciation and congratulations to Ms. Jarvis in her new role.

Ms. Jarvis addressed the Board noting the good energy and good people on staff and in the community. She noted she had also had the opportunity to meet and talk with Board members. Ms. Jarvis said she had her canine companion here with her, but her almost 33-year-old horse was returning to her uncle's farm which facilitated her decision-making on the permanent move. Ms. Jarvis stated she perceived herself as a somewhat change agent, adding she was not going to make a multitude of changes quickly. She noted during her tenure she had the opportunity to study the staff and the County and evaluate perspectives from a Human Resource standpoint and from an organizational standpoint. Ms. Jarvis stated she was very pleased to be in James City County and to work with everyone. She thanked the Board.

I. CLOSED SESSION

At approximately 3:11 p.m., the Board of Supervisors recessed for a short break.

At approximately 3:17 p.m., the Board reconvened.

A motion to Enter a Closed Session was made by Ruth Larson, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Null

At approximately 3:17 p.m., the Board of Supervisors entered a Closed Session.

At approximately 3:52 p.m., the Board re-entered Open Session.

A motion to Certify the Board only spoke about those matters indicated that it would speak

about in Closed Session was made by John McGlennon, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Null

1. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, pursuant to Section 2.2-3711 (A)(8) of the Code of Virginia
2. Discussion of the award of a public contract involving the expenditure of public funds, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711(A)(29) of the Code of Virginia, and pertaining to the contract for the joint operation of schools between the County and the City of Williamsburg.

3. Consideration of personnel matter, the appointment of individuals to County Boards and/or Commissions, pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia

a. Wetlands Board and Chesapeake Bay Board Appointment

A motion to Appoint Mr. Mark McElroy to fill a term on the Chesapeake Bay Board and the Wetlands Board to serve as an alternate member to both of those Boards with the appointment to serve a full term and will expire on March 31, 2030, was made by Ruth Larson, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Null

b. Board of Equalization Appointment

A motion for the appointment of Ms. Katheryn Jeremiah to make a recommendation for the appointment to the Circuit Court Judge for a term that will expire on December 31, 2029, for the Board of Equalization, was made by Ruth Larson, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Null

c. Colonial Juvenile Services Commission Board Replacement - Staff Appointment

A motion for the recommendation for Ms. April Taylor-Temple to serve on the Colonial Juvenile Services Commission Board. She would be serving the remainder of a term that has been vacated by another member so that term would expire on June 30, 2027, was made by Ruth Larson, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Null

4. Certification of Closed Session

J. ADJOURNMENT

1. Adjourn until 5 pm on May 13, 2025 for the Regular Meeting

A motion to Adjourn was made by Michael Hipple, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Null

At approximately 3:54 p.m., Mr. Icenhour adjourned the Board of Supervisors.

MEMORANDUM

DATE: May 27, 2025

TO: The Board of Supervisors

FROM: Liz Parman, Deputy County Attorney

SUBJECT: Resolution to Amend Chapter 2 of the Personnel Policies and Procedures Manual

The attached resolution amends Section 2.8(H) of Chapter 2 of the James City County Personnel Policies and Procedures Manual (“PPPM”) to allow family members of Board of Supervisors (“Board”) members to be hired by the County, if approved by the County Administrator.

This section of the PPPM currently prohibits family members of Board members from being hired by the County.

LP/ap
AmdCh2PPPM-mem

Attachments:

1. Resolution
2. Exhibit A, Chapter 2

RESOLUTION

AMENDMENT TO CHAPTER 2 OF THE JAMES CITY COUNTY

PERSONNEL POLICIES AND PROCEDURES MANUAL

WHEREAS, the James City County Personnel Policies and Procedures Manual (“PPPM”) guides decisions related to personnel; and

WHEREAS, Chapter 2 of the PPPM currently prohibits family members of Board of Supervisors (“Board”) members to work for the County; and

WHEREAS, the Board desires to amend Section 2.8(H) of Chapter 2 of the PPPM to allow family members of Board members to work for the County, if approved by the County Administrator.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby adopts the revisions to the PPPM set forth below and included in the attached Exhibit A:

Section 2.8(H) Hiring of and Supervision of Family Members - No family member, as defined in Section 2.4 B., shall be hired, promoted, or temporarily assigned as a direct or indirect supervisor or report to another member of the same family. The selection of a family member of a department director or a Board of Supervisors member to fill a position in any department shall be subject to approval by the County Administrator prior to hire. A family member of the County Administrator shall not be hired by the County in any capacity.

James O. Icenhour, Jr.
Chair, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

HIPPLE
NULL
LARSON
MCGLENNON
ICENHOUR

VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of May, 2025.

CHAPTER 2
EMPLOYMENT

<u>Section 2.1</u>	<u>Philosophy</u>
<u>Section 2.2</u>	<u>Policy</u>
<u>Section 2.3</u>	<u>Legal Basis</u>
<u>Section 2.4</u>	<u>Definitions</u>
<u>Section 2.5</u>	<u>Recruitment</u>
<u>Section 2.6</u>	<u>Application Process</u>
<u>Section 2.7</u>	<u>Selection Process</u>
<u>Section 2.8</u>	<u>Hiring</u>
<u>Section 2.9</u>	<u>Orientation for New Employees</u>
<u>Section 2.10</u>	<u>Introductory Employment Period</u>
<u>Section 2.11</u>	<u>Work Hours, Schedules and Practices</u>
<u>Section 2.12</u>	<u>Separation from Employment</u>
<u>Section 2.13</u>	<u>Reduction in Force (RIF)</u>
<u>Section 2.14</u>	<u>Elimination of Limited Term or Other Positions</u>

Section 2.1 Philosophy

To demonstrate our values of “Integrity, Collaboration, Excellence, Stewardship, and Civility, James City County seeks to attract and retain a diverse group of excellent employees whose experiences and qualifications best meet the needs of the organization.

Section 2.2 Policy

It is the policy of James City County to recruit and hire without regard to

- Race
- Color
- Religion
- Gender
- National origin
- Age
- Disability
- Pregnancy
- *Genetic information*
- *Gender identity*
- *Veteran’s Status*
- Sexual orientation

Employment practices shall be in compliance with Chapter 10, “Diversity and Equal Employment Opportunity.”

Section 2.3 Legal Basis

James City County is committed to ensuring that our employment policies are in compliance with all applicable employment laws and regulations, including but not limited to:

- Title VII of the Civil Rights Act
- Fair Labor Standards Act
- Age Discrimination in Employment Act
- Americans With Disabilities Act
- Uniformed Services Employment and Reemployment Rights Act
- Affordable Care Act
- Pregnancy Discrimination Act
- Family Medical Leave Act
- Virginia Human Rights Act
- Fair Credit Reporting Act

In accordance with the Charter of James City County, § 4.2., the County Administrator is responsible for the administration of the affairs of the County including the authority to employ and to dismiss employees.

Section 2.4 Employee Classifications

Employees of James City County, and agencies that follow James City County Personnel Policies and Procedures Manual are classified as follows:

- A. Contract Employee - A person providing services to the County through a temporary employment or leasing agency, as an independent contractor, or who in any other way fails to meet the Internal Revenue Service definition of an employee.
- B. Family Member - For purposes of this Chapter, family member is defined as spouse, parent, guardian, brother, sister, son, daughter, grandparent, grandchild; any of these as an in-law or as a step relation; or any person residing in the same household as the employee.
- C. Full-Time Position - A Full-time position is one that has as its regular work schedule the number of hours below:

Sworn Fire Personnel	2,916 hours per year
Sworn Police Personnel	2,167 hours per year
All other personnel	2,080 hours per year

Sworn Fire and Police personnel may be assigned as needed to full-time positions authorized to work 2,080 hours.

- D. Internal Candidate - Internal candidates are job applicants who are current employees in full or part-time Regular, Limited-Term, Temporary or On-Call positions. Eligibility as an internal candidate varies for employees in positions categorized as "Other." Specific information regarding eligibility is available from the Human Resource Department.
- E. Limited-Term Position - A Limited-Term position is one established by the Board of Supervisors, funded under a special revenue source other than the operating General Fund or James City Service Authority revenues, and projected to continue subject to funding. If the funding should end, the position has no guarantee of general County funding. A Limited-Term position may be either full-time or part-time. Employees in Limited-Term positions work a fixed number of hours per year and generally a fixed number of hours per week.
- F. On-Call Position - An On-Call position is created from a pool of hours established by the Board of Supervisors or County Administrator. On-Call hours are established to provide on-going public service in situations where work schedules, such as the number of hours per day, or number of days per week, vary from day-to-day or week-to-week due to operational needs; or

to supplement staff during absences or peak work times. Employees in On-Call positions may be discharged at the will of the Department Director without cause or hearing. Employees in on-call positions are not covered under the Reduction in Force Policy.

- G. Other Position - An Other position is one in a department or office which follows some or none of the County's personnel policies. An Other position may include members of boards and commissions; elected and appointed officials or positions in the offices of elected or appointed officials; or positions in agencies for which the County serves as fiscal agent. An Other position is projected to continue indefinitely and may be either full-time or part-time. Policies followed by Other positions vary and specific information is available from the Human Resource Department.
- H. Part-Time Position - A part-time position is one which has as its regular work schedule less than the number of full-time hours as described in Section 2.4 C.
- I. Regular Position - A Regular position is one established by the Board of Supervisors, funded from the operating General Fund or James City Service Authority revenues and projected to continue indefinitely unless the Board eliminates it. A Regular position may be either full-time or part-time. Employees in Regular positions work a fixed number of hours per year and generally a fixed number of hours per week.
- J. Supervisor, Direct - A direct supervisor is an employee who assigns, guides, monitors, evaluates the work and signs the performance evaluation of one or more employees.
- K. Supervisor, Indirect - A supervisor anywhere in the line of supervision above an employee's immediate supervisor, i.e. the employee's supervisor's supervisor.
- L. Temporary Position - A Temporary position is one established by the Board of Supervisors or the County Administrator to perform a specific function with an ending date, such as a special project or to substitute when a position is vacant. The term of employment depends on the length of time needed to perform the special function but has a specific ending date which shall not exceed 12 months. Temporary positions are reviewed each fiscal year. The Board of Supervisors or County Administrator may extend a Temporary position. A Temporary position may be either full or part-time and may have either a fixed or fluctuating number of hours per week. Employees in Temporary positions may be discharged at the will of the Department Director without cause or hearing.

Section 2.5 Recruitment

The Human Resource Department works collaboratively with hiring departments to identify talent within the organization or to design a recruitment strategy to solicit a qualified and diverse applicant pool from outside the organization to fill a vacant position.

- A. Recruitment Necessary - Vacancies for all full or part-time Regular and Limited-Term positions must be listed on the Human Resource Department's employment opportunities announcement, unless otherwise stated in Section 2.5 B. A variety of other recruitment sources may also be used as determined in the recruitment strategy, including but not limited to, websites, newspapers, professional publications, job fairs, or radio announcements.

Recruitment is also necessary when a part-time Regular or Limited-term position is approved by the Board of Supervisors to become full-time. In the event the incumbent in the part-time position is not selected for the full-time position, the Reduction in Force policy would apply.

- B. Recruitment Not Necessary - Recruitment is not necessary when:
1. The original position, or a position in the same job class, becomes vacant within twelve months of the date the position was filled from the most recent recruitment and a viable applicant pool still exists.
 2. An employee is transferred or demoted to a vacant position.
 3. An employee is placed in a vacant position due to a reduction in force.
 4. The position is Temporary or On-call.
- C. Length of Advertisement - Positions advertised without a closing date shall remain open for a minimum of seven calendar days. Applications for such positions are accepted on an on-going basis or until all vacancies are filled.

Positions advertised with a closing date shall remain open for a minimum of seven calendar days. Applications will not be accepted after the closing date unless the recruitment period is extended or the job is re-advertised.

- D. Internal Recruitment - The Department Director may request that recruitment be restricted to internal candidates if it is felt that employees within the organization may possess the experience and qualifications required for a vacant position.

When organizational needs dictate, such as position reclassifications or departmental reorganizations which do not result in position vacancies, and with the approval of the Human Resource Director, internal recruitment may be limited to employees in specific departments, divisions, or to incumbents of specific job classes or positions.

- E. External Recruitment - In those instances where recruitment is not restricted within the organization, recruitment for the vacant position shall be conducted outside the organization and applications from the public and from employees shall be accepted.
- F. Recruitment Incentives - Hiring departments may offer incentives as a strategy to fill positions which have been identified by Human Resources as having significant recruitment and retention problems or are critical to the organization's mission and ongoing operations. Up to 5% of the minimum of the salary range of the job class to which the candidate is hired may be used to fund the incentives. Exceptions may be granted by the County Administrator.

All incentives are paid by the hiring department and must be approved by the Department Director and the Human Resource Director prior to incurring the expense. Recruitment and retention incentives include the following:

- 1. Referral Incentive - Hiring departments, in collaboration with Human Resources, may develop programs to give Incentive Awards to employees who refer external candidates selected for positions.
- 2. Payment for Recruitment Expenses - Departments may arrange and pay for a County hotel or motel room for lodging associated with the interview and selection process. Applicants may also be reimbursed for verified travel expenses associated with the interview and selection process. Reimbursement shall be consistent with James City County travel policy.
- 3. Leave - A balance up to a maximum of 160 hours of annual leave or paid time off (PTO) may be given as a condition of employment.

Successful candidates may also be given a higher annual leave or PTO accrual rate at the time of initial hire. Accrual would remain at that rate until years of service with the County are consistent with accrual rates for employees with annual leave and for employees with PTO as outlined in Chapter 5.

Any leave balances beyond normal accrual will not be paid if the employee leaves employment within a year.

4. Hiring Bonus - Positions identified as difficult to fill by the Department and Human Resources may be advertised and filled using a hiring bonus up to 5% of the minimum of the salary range.

All terms and conditions of any recruitment and retention incentives, such as requirements for satisfactory performance, duration of employment and repayment terms if the terms and conditions are not met, shall be included in the formal offer issued by the Human Resource Department or in an incentive contract.

- G. Employment Agencies - Employment agencies may be used to fill positions temporarily. The Human Resource Department will coordinate with the department and a temporary employment agency. The hiring department will then work directly with the temporary employment agency for timekeeping and billing.

Employment agencies may also be used to solicit qualified applicants for vacancies. Payment of fees for service or placement costs is subject to available departmental funding and shall be approved in advance by the Department Director and Human Resource Director.

Section 2.6 Application Process

All individuals interested in employment with James City County must apply through the application process designated by the Human Resource Department.

The County may disqualify an applicant who does not meet the requirements specified in the job description or job posting, fails to submit complete, accurate or current information, or makes false or deceptive statements.

Section 2.7 Selection Process

The Human Resource Department works with hiring supervisors to develop a selection process that is nondiscriminatory and designed to identify the best candidate for the position. Selection tools will be used to assess knowledge, skills and abilities required for the position. All selection tools shall be coordinated with and approved by the Human Resource Department and shall be administered consistently and impartially.

- A. Pre-Employment Selection Tools - Selection tools, including but not limited to the following, may be used in the pre-employment process: oral interviews; skills demonstrations; presentations; work samples; portfolios; written knowledge/skills assessment exercises; background check; and reference checks.

- B. Post-Offer Selection Tools - The following checks and assessments may be used only after a contingent offer of employment has been made: driving record check, criminal history or sex offender check, fitness assessment, physical examination, or personality suitability assessment. Failure to successfully complete any of these assessments will result in the withdrawal of the contingent offer of employment.
- C. Refusal or Failure to Participate - Any applicant refusing or failing to undergo any part of the selection process shall be eliminated from further consideration for the position. In such a situation, the applicant shall be considered to have withdrawn the employment application.
- D. Veteran Hiring - In accordance with the Code of Virginia §15.2-1509, the County shall take into consideration an individual's status as an honorably discharged veteran in hiring policies and practices. Applicants identified as veterans, who meet all of the knowledge, skills and eligibility requirements for an available position, shall be considered for employment by the hiring department.

A "veteran" is any person who has received an honorable discharge from the armed forces of the United States and has (1) provided more than 180 consecutive days of full-time, active duty service in the armed forces of the United States or reserve components thereof, including the National Guard, or (2) has a service-connected disability rating fixed by the United States Veterans Administration.

- E. Physical Examinations - Physical examinations are performed by a medical professional designated by the County and are required for identified job classes to ensure that candidates offered employment and employees in these job classes are able to safely and satisfactorily perform the required physical aspects of the job; comply with local, State and Federal regulations; and ensure a safe work environment and protect the public.

Job classes requiring physical exams are identified in the Job Description.

The content of the physical exam varies by job class based on the physical requirements of the job. The County pays the cost of the required post-offer, post-employment, or fitness for duty physical examinations.

- F. Reference Checking - It shall be the responsibility of the hiring supervisor to check employment references of the candidate being considered for employment prior to extending a job offer.

Section 2.8 Hiring

- A. Job Offer - The Human Resource Department or the hiring supervisor may extend a verbal job offer to the candidate selected for the position. The Human Resource Department shall issue a formal written offer of employment.
- B. Employment Date - The employment date is the date on which an employee was initially employed, provided there has been no break in service. The employment date is the date used to determine length of service with the County for leave accrual rates, unless a higher annual leave or paid time off accrual rate was negotiated at the time of initial hire.
- C. Reinstatement - A former employee may be reinstated to the position he or she held or to a vacant position in the same job class in the same department within one year of separation from the County.

As a condition of reinstatement, the employee shall repay all annual and sick leave or paid time off payments received at the time of separation and leave balances shall be restored. A reinstated employee shall retain the original employment date and the applicable leave accrual rate upon return. Retirement benefits may be restored as permitted by those programs.

- D. Transfer - Transfer is the movement of an employee to a vacant position in the same salary range. Employees may be transferred within their department or outside of their department at the discretion of the organization to meet organizational needs. Transferred employees are compensated in accordance with Section 4.12 C.
- E. Promotion - A promotion is the selection of an employee, after competition with internal or external applicants, to a different position in a higher salary range. Employees who are promoted receive a salary increase in accordance with Section 4.12 A.
- F. Voluntary Demotion - A demotion is the movement of an employee to a different position in a lower salary range. An employee may choose to accept a position in a lower salary range for a number of reasons, such as a career change, career broadening experience, for personal reasons or to remain employed if his or her position is eliminated. A voluntary demotion may or may not require a reduction in salary. See Section 4.12 D.
- G. Hiring Overlap - In order to provide uninterrupted services and a seamless transition, the County Administrator may approve hiring an employee prior to the termination date of the incumbent. This hiring overlap is contingent upon available funding within the department and shall not exceed thirty calendar days. Exceptions to the length of overlap may be granted by the County Administrator.

- H. Hiring of and Supervision of Family Members - No family member, as defined in Section 2.4 B., shall be hired, promoted, or temporarily assigned as a direct or indirect supervisor or report ~~to of~~ another member of the same family. The selection of a family member of a department director ~~or a~~ Board of Supervisors member to fill a position in any department shall be subject to approval by the County Administrator prior to hire. A family member of the County Administrator ~~or Board of Supervisors~~ shall not be hired by the County in any capacity.
- I. Minimum Age - Employees must be a minimum of sixteen years of age by the date of hire. Employees between age sixteen and eighteen may only be hired in positions which meet the Child Labor Regulations of the Fair Labor Standards Act, CFR, Title 29, Chapter V, Part 570.
- J. Licenses and certifications - Some positions require specific licenses or certifications, which are listed in the job description. Failure to maintain required licenses or certifications may result in demotion or termination of employment.
- K. Special Public Safety Employment Conditions - Employees in positions in the Police or Fire Departments which are covered by the “Heart and Lung legislation”, Code of Virginia §65.2-402, and who began employment on or after July 1, 1994, shall not use tobacco products in any form on or off duty. New hires who use tobacco products may be granted a period of time in which to stop. Failure to refrain from using tobacco products in any form on or off duty may result in termination of employment.
- L. Holding More Than One County Job – Employees in nonexempt positions, with the approval of the Human Resource Director, may hold more than one County job, either full or part-time, in situations where work hours can be monitored and overtime paid in accordance with the overtime requirements of the Fair Labor Standards Act, CFR, Title 29, Chapter V, Part 553.
- Employees in exempt positions may hold more than one County job, either full or part-time, with the approval of the respective Department Directors.
- M. Volunteering - Employees in nonexempt positions may volunteer to perform work in other County jobs without compensation as long as the services are offered freely, without pressure or coercion, and the work is not the same type of work the individual is employed to perform for the County. Any such volunteer work shall be reviewed by the Human Resource Department for compliance with requirements of the Fair Labor Standards Act, CFR, Title 29 Part 553, Subpart B prior to beginning the volunteer work.

Employees in exempt positions may volunteer to perform work in any position.

- N. Career Ladder Advancement - A career ladder advancement is the progression of an employee from a position in a designated career ladder class to a higher-level position of that class.

Upon meeting the minimum qualifications for the higher-level career ladder position as required in the job description, and upon a review of the employee's qualifications, experience and work performance, the Department Director may approve the career ladder advancement.

Failure to maintain the minimum requirements, required certifications or to perform the work requirements of the career ladder position will result in a demotion to the career ladder position the employee is performing or for which he or she is qualified. Such career ladder demotions will result in a salary reduction consistent with Section 4.12 B.

- O. Hiring Within Career Ladder Levels - With the approval of the Department Director, external candidates may be hired at a career ladder level for which they meet the minimum qualifications as required in the job description.

P. Temporary Assignments

1. An employee may be temporarily assigned to a vacant position, or a prescribed set of duties, other than that to which officially assigned, for a variety of reasons including emergency situations, abnormal workload, organizational changes, job vacancies, unmet needs pending the establishment of a new position, development opportunities; or for other purposes necessary to provide quality public service.
2. Duration, Approval, Documentation, and Compensation

Duration	Approval	Documentation	Compensation
Up to 30 days within a 12-month period	Department Director (DD)	None	No Change
Expected to be 30 or more days within a 12-month period	County Administrator (CA)	DD provides justification and proposed duration; HR makes recommendation; CA has final approval	Salary changes will be applied in accordance with <u>Section 4.12 A</u>

Exceptions may be granted by the County Administrator.

3. Salary Adjustment Considerations

- a. Performance Increase - Performance increases effective during the portion of the assignment in which the employee is receiving a temporary salary adjustment shall be handled in accordance with Section 4.11.D.4.
- b. End of Temporary Salary Adjustment - When the employee returns to her regular duties, the salary shall be reduced by the same dollar amount by which it was temporarily increased.

Section 2.9 Orientation for New Employees

- A. Human Resource Department Responsibility - The Human Resource Department will offer assistance to employees in enrolling in applicable benefits and will provide ways for them to learn more about the County and what is expected from them as County employees.
- B. Department Responsibility - The Department Director is responsible for ensuring that new employees are oriented to the work site and receive information regarding job duties, responsibilities, expectations and work rules.
- C. Employee Responsibility The employee is responsible for attending required orientation and training sessions and for being familiar with the James City County Personnel Policies and Procedures Manual and departmental policies and procedures.

Section 2.10 Introductory Employment Period

The introductory employment period is designed to give both the employee and the County an opportunity to determine whether the correct employment decision has been made.

- A. Initial Introductory Period - Employees initially hired in Regular and Limited-term positions shall serve an introductory period of at least six months. Some job classes, because of a long training period or annual work cycles, require a one-year introductory period. Such job classes are identified in the Compensation Plan.
- B. Promotional Introductory Period - Employees promoted to Regular or Limited-term positions shall serve an introductory period of six months.

- C. Transfer Introductory Period - Employees who transfer to Regular or Limited-Term positions within a different department shall serve an introductory period of six months.
- C. Extension - The Department Director, with the concurrence of the Human Resource Director, may extend either an initial, promotional, or transfer introductory period for up to six additional months if it is deemed necessary to fully evaluate the hiring decision.
- D. Termination During the Introductory Period - At any time during the introductory period if the employee determines that employment in the position or with the County is not a good match or in the employee's best interest, the employee may resign from employment in good standing.

Should the County determine that the hiring decision does not meet the needs of the organization, the employee may be discharged at the will of the County Administrator without cause or hearing at any time during the introductory period. Employees in introductory periods are not eligible to use the Grievance Procedure.

Section 2.11 Work Hours, Schedules and Practices

- A. Official Work Hours - The official work hours for County office and administrative employees shall be 8:00 a.m. to 5:00 p.m. Monday through Friday with a one-hour unpaid lunch break. Lunch or other meal breaks may not normally be taken at the end of the work period. Because of differing requirements in operational departments, official work hours for a County office may vary with the approval of the County Administrator.
- B. Alternative Work Schedule - An alternative work schedule is the daily work schedule of an individual employee that deviates from the official business hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. Alternative work schedules must be approved by the Department Director.

Alternative work schedules may include any daily or weekly work schedule or work arrangement designed to enhance service to customers or increase productivity, such as flex-time, compressed work week, or telecommuting. Alternative work schedules must be in compliance with the overtime requirements of the Fair Labor Standards Act, CFR, Title 29, Chapter V, Part 553.

Alternative work schedules for full-time positions must include a minimum of a 30-minute unpaid meal break at a time approved by the supervisor. Exceptions may be granted by the County Administrator.

Employees working alternative schedules who do not work on a holiday are compensated for a day as defined in Section 5.4.A.3.c.

- C. Outside Employment - The County is considered the primary employer. An employee may hold another non-County job provided that an actual or perceived conflict of interest is not created; the employment does not discredit or potentially discredit the County; and, the work of the second job does not distract from the performance of County duties.

Requests to hold second jobs must be made in writing and approved by the Department Director and Human Resource Director prior to beginning such work. If the Department or Human Resource Director determines at any time that the other employment causes a conflict, interferes with County duties, or is disruptive to the workplace, the employee shall be requested to terminate the outside employment. Refusal to comply with such a request may result in termination of employment.

Employees are prohibited from performing work of second jobs or businesses during paid work time. This includes sales of services or products, such as cosmetics, jewelry, or dishware; scheduling appointments with customers; telephone calls; use of electronic mail; or any other related activities.

- D. Solicitations - Solicitations for charity, fund-raising, or staff gifts are allowed only with the Department Director's approval that such activities do not detract from the employee's work performance and are not disruptive to the workplace.

Under no circumstances shall an employee be required or obligated to contribute to any solicitation request.

- E. Fitness for Duty - To ensure an employee is safely and fully able to perform the essential functions of the employee's job, the employee may be directed by the Department Director, with the concurrence of the Human Resource Director, to be examined by a County designated medical professional. The employee may also seek, at his own expense, an evaluation by a medical professional of his choice in addition to the evaluation by the County designated medical professional. If, after consultation with the employee's medical professional, the County designated medical professional determines that the employee is unable to perform the essential functions of the job, the employee's continued employment will be addressed in accordance with applicable policies.

- F. Election to the Board of Supervisors - An employee may not serve as a member of the James City County Board of Supervisors while employed by the County or the James City Service Authority. This does not prohibit a County employee from seeking election to the Board of Supervisors; however, the employee shall submit his or her resignation within seven (7) days of being elected. In the event the employee fails to resign, the County Administrator shall terminate his or her employment.

Section 2.12 Separation from Employment

- A. Reference Giving - Requests for references may be referred to the Human Resource Department. Supervisors may also furnish, at the request of a prospective employer, factual information, given in good faith, about a current or former employee's professional conduct, reasons for separation or job performance. Information provided should be documented facts not opinions or interpretations of facts. Employees are subject to civil liability if the information provided is false, intended to deliberately mislead or is provided with reckless disregard for whether or not it is false, per the Code of Virginia § 8.01-46.1.
- B. Resignations - To leave employment in good standing, an employee must give written notification of the intended resignation and resignation date to the immediate supervisor. Written resignation is also required for retirement.

Employees are asked to give as much notice as possible to ensure a smooth transition, but are required to give a minimum of fourteen (14) calendar days' notice of an impending resignation. Failure to do so shall result in a loss of annual and sick leave or paid time off payments as outlined in Chapter 5. Exceptions to leave forfeiture may be granted by the Department Director.

Once a resignation has been accepted, it may be withdrawn only with the approval of the Department Director.

- C. Termination by County Administrator – Employment may be terminated by the County Administrator for reasons including, but not limited to: inappropriate conduct in accordance with Chapter 7, failure to successfully complete introductory period; failure to continue to meet job requirements; loss of required certifications; unsatisfactory work performance, or a reduction in force.

Section 2.13 Reduction in Force (RIF)

- A. Eligibility - The RIF policy applies only to employees in Regular positions who have successfully completed their initial introductory period. Employees in Limited Term, Other, Temporary, or On-Call positions are not covered.
- B. Policy - Every reasonable effort shall be made to accomplish the elimination of a position without having to lay-off an employee in the event that Regular positions must be eliminated due to circumstances such as financial shortfalls, curtailment or reduction of services, reorganizing/streamlining operations, privatizing functions, or other situations. The County shall

attempt to achieve necessary reductions through attrition or through the placement of employees in other County positions. Assistance shall also be provided to seek employment outside the County, if necessary.

- C. Alternatives to Reduction in Force - The County shall take proactive steps whenever practical to avoid or minimize a reduction in force. Such steps may include the elimination of temporary or on-call hours, a hiring freeze, incentives for retirement, job sharing, use of part-time positions, or other strategies which may reduce expenses or hold open potential vacancies for employees whose positions will be eliminated.
- D. Identifying Job Classes to be Eliminated - In the event that positions must be eliminated, a number of factors shall be considered in identifying which job classes to eliminate. These include the County's vision, mission, and goals; the needs of our customers; skills needed in the organization; and source of funding of the job class. Reasons for selecting job classes to be eliminated shall be documented by the Department Director and submitted to the Human Resource Director and the County Administrator. The County Administrator shall make the final determination.
- E. More than One Employee in a Job Class - If there is more than one employee in a job class and it is necessary to reduce the number of employees in that class, the following factors will be considered in determining which employees will be subject to lay-off: job performance; skills contributed to the job; length of service with the County; and source of funding of the position. Reasons for selecting employees subject to lay-off shall be documented by the Department Director and submitted to the Human Resource Director and County Administrator. The County Administrator shall make the final determination.
- F. Notification - Employees in positions targeted to be eliminated will be notified in writing as soon as possible, but no fewer than 60 calendar days prior to the effective date of the elimination of the position.
- G. Placement Within the Organization - The Human Resource Department will meet with employees in positions identified to be eliminated to determine their skills, experience, education and training, and interests so that the Human Resource Department may identify other positions in the organization for which they may qualify, or for which retraining is feasible. Every reasonable effort shall be made to place employees in positions identified to be eliminated in another job within the County at the same, lower, or higher salary range. In such cases, the affected employee's pay will be handled in accordance with the compensation policies for promotion, transfer and voluntary demotion in Section 4.12.

- H. Placement Outside the Organization – Assistance in obtaining employment outside the organization shall be made available to the employee. This includes assistance in preparing resumes, training in interview skills, information on conducting a job search, use of telephones, computers, and typing support. Employees shall be given reasonable time off not charged to leave to interview for other jobs prior to the date the position is eliminated.
- I. Employees Who Are Separated - An employee who is separated from employment through a RIF shall be given preferential consideration for vacancies which occur for which the individual is qualified and makes application. Preferential consideration means that the employee will be eligible for internal, as well as, external employment opportunities; that the Human Resource Department will send Employment Opportunity Bulletins to the employee's home or designated e-mail address; and that applications from these employees, as long as they meet the minimum qualifications of the job, shall be referred to the hiring department. Preferential consideration shall be given for a period of 12 months from the date of separation. An employee hired under preferential consideration shall be considered reinstated.

Employees who are separated are eligible for payment of leave balances and other benefits in accordance with Chapter 5 of this Manual.

If the separated employee elects to continue County-sponsored group health insurance under COBRA, the County will continue to pay its share of the premium for up to six months, or until the employee is no longer eligible under COBRA, whichever comes first.

Separated employees and their immediate families shall continue to be eligible for services provided by the County's Employee Assistance Program for 12 months from the date of separation.

- J. Employees Who are Not Separated - Employees who retain their jobs through a RIF may also be affected in a number of ways such as by an increased workload and concerns about job security. The Human Resource Department will work with departments to take actions to assist employees with the transition.

Section 2.14 Elimination of Limited Term or Other Positions

In the event that Limited Term or Other positions must be eliminated due to circumstances such as financial shortfalls, curtailment or reduction of services, reorganizing/streamlining operations, privatizing functions or other situations, the Human Resource Department will work with the affected departments to: notify employees in positions identified to be eliminated as far in advance as possible;

meet with those employees to determine their skills, experience, education and training in order to identify other positions in the organization for which they may apply; and offer assistance in obtaining employment outside the organization including assistance preparing resumes, coaching in interview skills, or providing information on conducting a job search.

Employees who are separated are eligible for payment of leave balances and other benefits in accordance with Chapter 5 of this Manual.

Chapter2

MEMORANDUM

DATE: May 13, 2025

TO: The Board of Supervisors

FROM: Barbara E. Watson, Director of Social Services

SUBJECT: Supplemental Grant Award - \$79,451

James City County Department of Social Services has been awarded a supplemental award of \$79,451 (\$63,561 state and \$15,890 local match) for the Auxiliary Grant program. The local match is available from Fund Balance in the Social Services Fund.

The Auxiliary Grant Program is a state-mandated financial assistance initiative providing crucial income supplements to low-income individuals who are aged 65 or older, blind, or disabled and reside in approved licensed assisted living facilities or approved adult foster homes. The program ensures these vulnerable residents can afford a basic standard of living, covering essential needs such as room and board, and maintenance and care.

In Fiscal Year 2025, the demand for the Auxiliary Grant program has significantly increased due to an increased caseload and state-mandated Cost-of-Living Adjustment. Staff respectfully request the Board's acceptance of the \$79,451 allocation, which is crucial to support our community's access to essential services.

Staff recommends the adoption of the attached resolution

BEW/ap
SuppGAAuxProg-mem

Attachment

RESOLUTION

SUPPLEMENTAL GRANT AWARD - \$79,451

WHEREAS, the Auxiliary Grant program, a state-mandated financial assistance initiative, provides essentials support to eligible low-income aged 65 or older, blind, or disabled residents in approved licensed care facilities, necessitating local government participation in funding; and

WHEREAS, an increase in program caseloads, and the implementation of a state-mandated Cost-of-Living Adjustment in Fiscal Year 2025 has resulted in a requirement for supplemental funding; and

WHEREAS, James City County Department of Social Services was allocated an additional \$79,451 in funding from the Virginia Department of Social Services for the Auxiliary Grant program. This supplemental need, contingent upon the locality providing the requisite local matching funds \$15,890 (20%); and

WHEREAS, the inability to secure this supplemental funding would place the locality at risk of noncompliance with the state mandate and could lead to disruptions in essential Auxiliary Grant care services for individuals who depend on the program for their health, safety, and stability.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby authorize the following appropriation to the Social Services Fund.

Revenues:

State - Department of Social Services	<u>\$63,561</u>
Local Match	<u>\$15,890</u>

Expenditure:

Auxiliary Grant	<u>\$79,451</u>
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James O. Icenhour, Jr.
Chair, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

HIPPLE
NULL
LARSON
MCGLENNON
ICENHOUR

VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
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Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of May, 2025.

SuppGAAuxProg-res

MEMORANDUM

DATE: May 27, 2025

TO: The Board of Supervisors

FROM: Paul D. Holt, III, Director of Community Development

SUBJECT: The Virginia Department of Transportation Revenue Sharing Program - Fiscal Years 2029-2030

Every other year, the Virginia Department of Transportation (VDOT) invites localities to participate in the Revenue Sharing Program. The program provides funding to construct, reconstruct, improve, or maintain the highway system. The program matches local dollars on a one-to-one basis up to \$10 million per locality. As a competitive program, VDOT prioritizes eligible projects into one of the following four categories:

- Priority 1 Construction Projects that have previously received Revenue Sharing funding as part of the Program application process.
- Priority 2 Construction Projects that meet a transportation need identified in the Statewide Transportation Plan (VTRANS) or when funding will accelerate advertisement of a project in a locality's capital improvement plan.
- Priority 3 Projects that address deficient pavement resurfacing and bridge rehabilitation.
- Priority 4 Projects do not meet Priorities 1-3 criteria but are otherwise an eligible project.

The County typically uses revenue sharing to provide funding for small projects, immediately needed improvements, or to supplement funding on existing projects. This year, staff is recommending four projects for Board consideration:

1. Additional funding for the proposed traffic signal at the intersection of Centerville Road and Jolly Pond Road.
2. Improvements to the intersection of Longhill Road and Warhill Trail.
3. Improvements to the two roads within the Skiffes Creek Industrial Park.
4. Safety Improvements to the Jamestown Road and Greensprings Road Intersection.

As each cycle of the VDOT Revenue Sharing Program is a different application year, this submission would not impact projects awarded in previous years.

For the first project, Centerville Road and Jolly Pond Road is currently an unsignalized intersection. Centerville Road heading eastbound consists of one through lane and a left-turn lane. Centerville Road, westbound, consists of one through lane with a right-turn slip lane to Jolly Pond Road. Jolly Pond Road has a right-turn lane and a left-turn lane onto Centerville Road. In 2023, James City County received Revenue Share funds for this project. Since that time, costs have increased and additional funding via this updated application is necessary. This application would be considered a "Priority 1" project under VDOT criteria since it is a construction project that has previously received Revenue Sharing funding as part of the Program application process.

The Longhill Road and Warhill Trail Intersection Improvements project (one of the two entrances and exits to the Warhill Sports Complex) will add a new traffic signal and intersection improvements on Warhill Trail. These improvements will directly support the proposed new facility for the General Services

Department, future additional facilities at the Warhill Sports Complex, and are in-line with both the Longhill Road Corridor Study and the Warhill Trail Traffic Impact Analysis. Staff believes this application would be considered a “Priority 2” project under VDOT criteria listed above.

The Skiffes Creek Industrial Park Improvements project would bring the existing roadway sections into conformance with VDOT requirements. These improvements include road resurfacing, drainage improvements, and improved sight lines for Manufacture Drive and Commerce Boulevard. The Skiffes Creek Industrial Park was constructed by a private developer several decades ago. This project is intended to correct the current deficiencies with the goal of being able to dedicate these streets to VDOT. This application would be considered a “Priority 3” project under VDOT criteria.

The Jamestown Road and Greensprings Road Improvements project provides intersection improvements to replace the curve on Greensprings Road as vehicles travel towards Jamestown Road. By creating a new intersection, this would better align Jamestown Road with Greensprings Road and remove a safety issue of vehicles going too fast around the existing curve. Improvements include adding appropriate signage, clearing of trees along the road to improve sight distance, a new intersection with Jamestown Road along with appropriate striping, realigning the Virginia Capital Trail and crossing, filling in an existing ditch, and placement of a pipe to address stormwater. Staff believes this application will be considered a “Priority 2” project under VDOT criteria.

Staff looks forward to the Board of Supervisors’ feedback on the proposed projects. At the June 10, 2025, Board of Supervisors Regular Meeting, staff will provide a resolution for support for each project listed above.

PDH/md

VDOTRevShFY29-30-mem

Attachments:

1. Longhill Road and Warhill Trail Intersection Improvements Location Map
2. Centerville Road and Jolly Pond Road Traffic Signal Location Map
3. Skiffes Creek Industrial Park Improvements Location Map
4. Jamestown Road and Greensprings Road Intersection Improvements Location Map

Longhill Road and Warhill Trail Signal



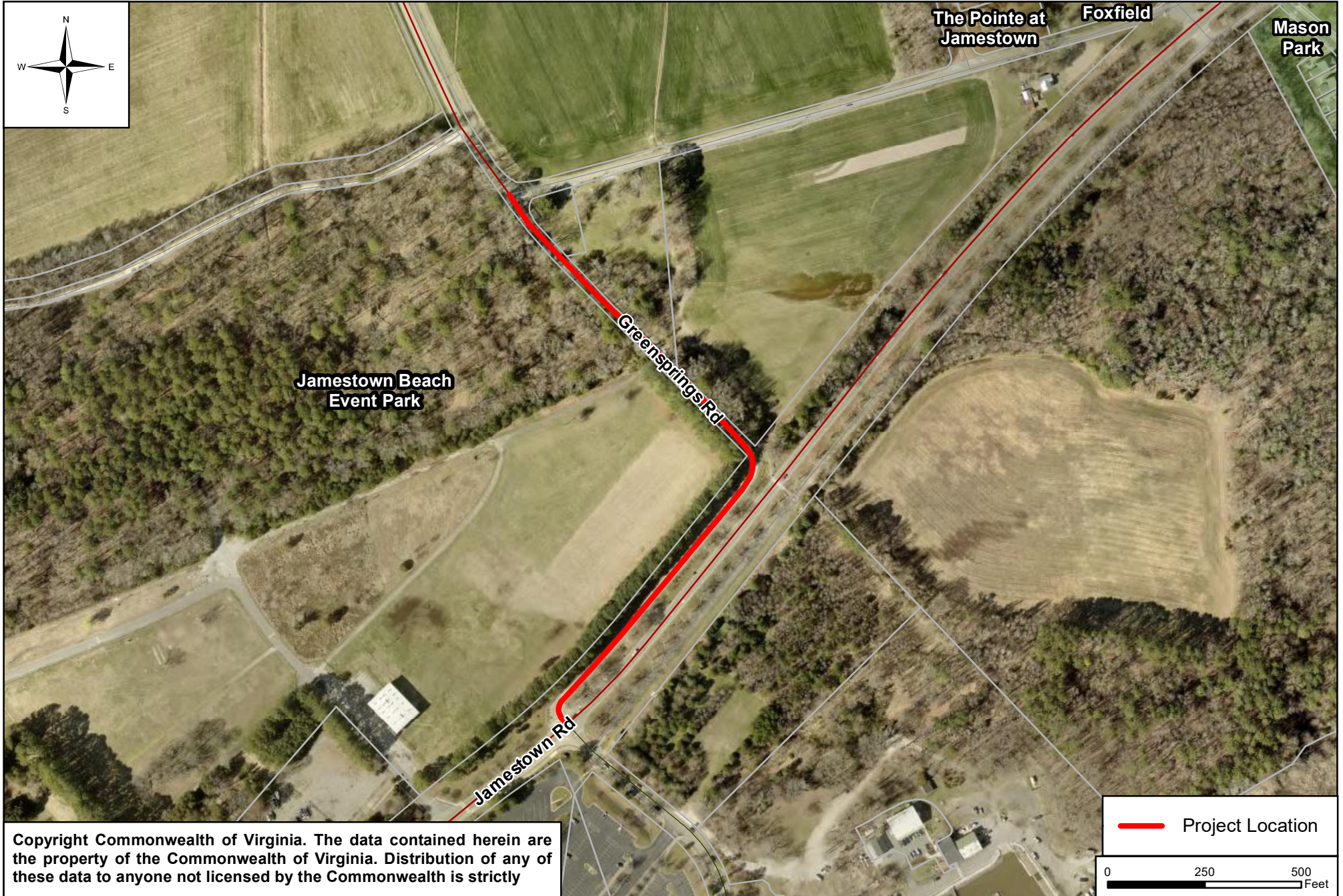
Centerville Road and Jolly Pond Road Traffic Signal



Skiffes Creek Industrial Park Improvements



Jamestown Road and Greensprings Road Roadway Improvements



MEMORANDUM

DATE: May 27, 2025

TO: The Board of Supervisors

FROM: Paul D. Holt, III, Director of Community Development

SUBJECT: The Virginia Department of Transportation - Transportation Alternatives Program - Fiscal Years 2027-2028

Every other year, the Virginia Department of Transportation (VDOT) invites localities to participate in the Transportation Alternatives Program (TAP), which helps localities construct community-based projects that expand nonmotorized transportation choices and enhancements. TAP is now a set-aside portion of the federally funded Surface Transportation Block Grant, which was enabled by the passage of the Fixing America's Surface Transportation (FAST) Act in December 2015. The FAST Act identifies four categories of eligibility for this competitive program:

- Transportation Alternatives - Comprised of 10 qualifying activities, including historic preservation and rehabilitation of historic transportation facilities;
- Safe Routes to School (SRTS);
- Boulevards in Former Interstate System Routes; and
- Recreational Trails

TAP provides federal transportation funds to reimburse up to 80% of costs for qualifying projects, requiring only a 20% match for project costs from local dollars. In recent years, the County has used funding procured through TAP grants for projects such as the Norge Depot, SRTS infrastructure at James River Elementary School, sidewalk improvements in Toano, Norge Depot Caboose Restoration, Clara Byrd Baker Elementary School SRTS infrastructure, and Laurel Lane Elementary School SRTS Sidewalk Improvements.

This year, staff is recommending four projects for the Board's consideration:

1. Ironbound Road Sidewalk
2. Matoaka Elementary School SRTS Sidewalk
3. Pocahontas Trail Road Diet
4. Richmond Road Sidewalk Infill

The first project would provide a sidewalk along Ironbound Road (Route 615) from Route 5 to Saint Bede Catholic Church at 3686 Ironbound Road. This project provides a full 5-foot-wide sidewalk along Ironbound Road, to include pedestrian crossings, modifying the signal at Ironbound Road and Route 5, rapid rectangular flashing beacons, and stormwater improvements in various areas.

The Matoaka Elementary School SRTS Sidewalk project will connect the existing sidewalk at Matoaka Elementary School to two existing sidewalks along Centerville Road. The project proposes a 5-foot-wide sidewalk, pedestrian crossing and ADA curb ramps.

The Pocahontas Trail Road Diet proposes a road diet from Route 199 to the City of Williamsburg. The road diet would redesign the travel lanes to reduce one vehicle travel lane in each direction and use that space to add a bike lane in each direction. The proposed bike lane route, which is consistent with the Regional Bikeways map adopted by the Board of Supervisors will have a width of 6 feet and include a 5.5-foot buffer between the travel lane and the bike lane.

May 27, 2025

Page 2

The Richmond Road Sidewalk Segment 1 project will provide a sidewalk along Richmond Road between Bush Springs Road and 7691 Richmond Road. This is the first segment to provide continuous sidewalks from Norge to Toano on one side of Richmond Road. In addition to the 5-foot sidewalk, there will be improved crosswalks, drainage, and culvert improvements. Along the way, there are various residential developments that would be connected to the shopping center in Norge. In addition, Toano Middle School is approximately .25 miles from the edge of the project limits and can provide a safe route for students to walk to school.

Staff looks forward to the Board of Supervisors' feedback on the proposed projects. To meet new VDOT program requirements, a public hearing is required on these items prior to the Board considering a resolution for support for each project listed above.

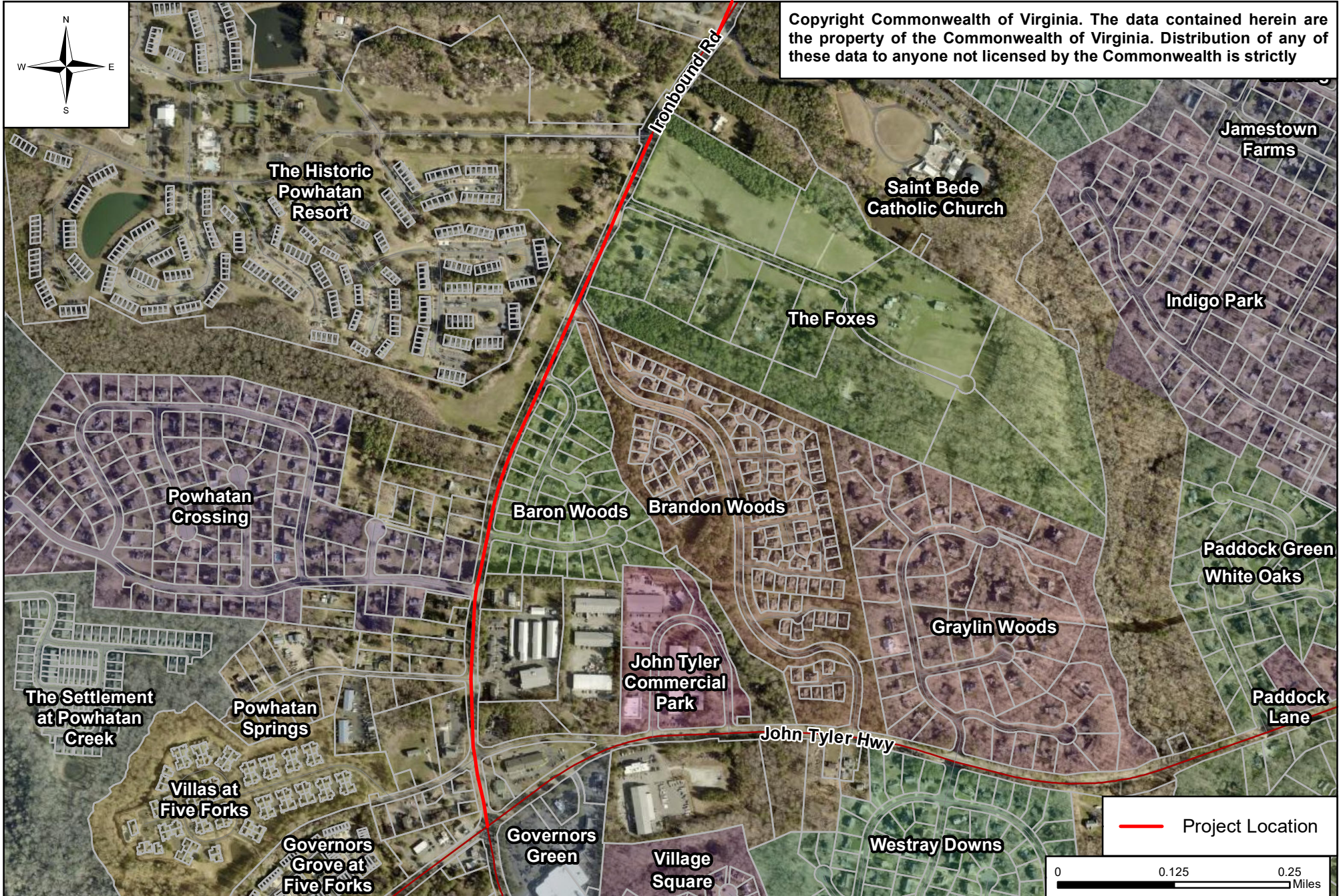
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VDOTAltPrgFY27-28-mem

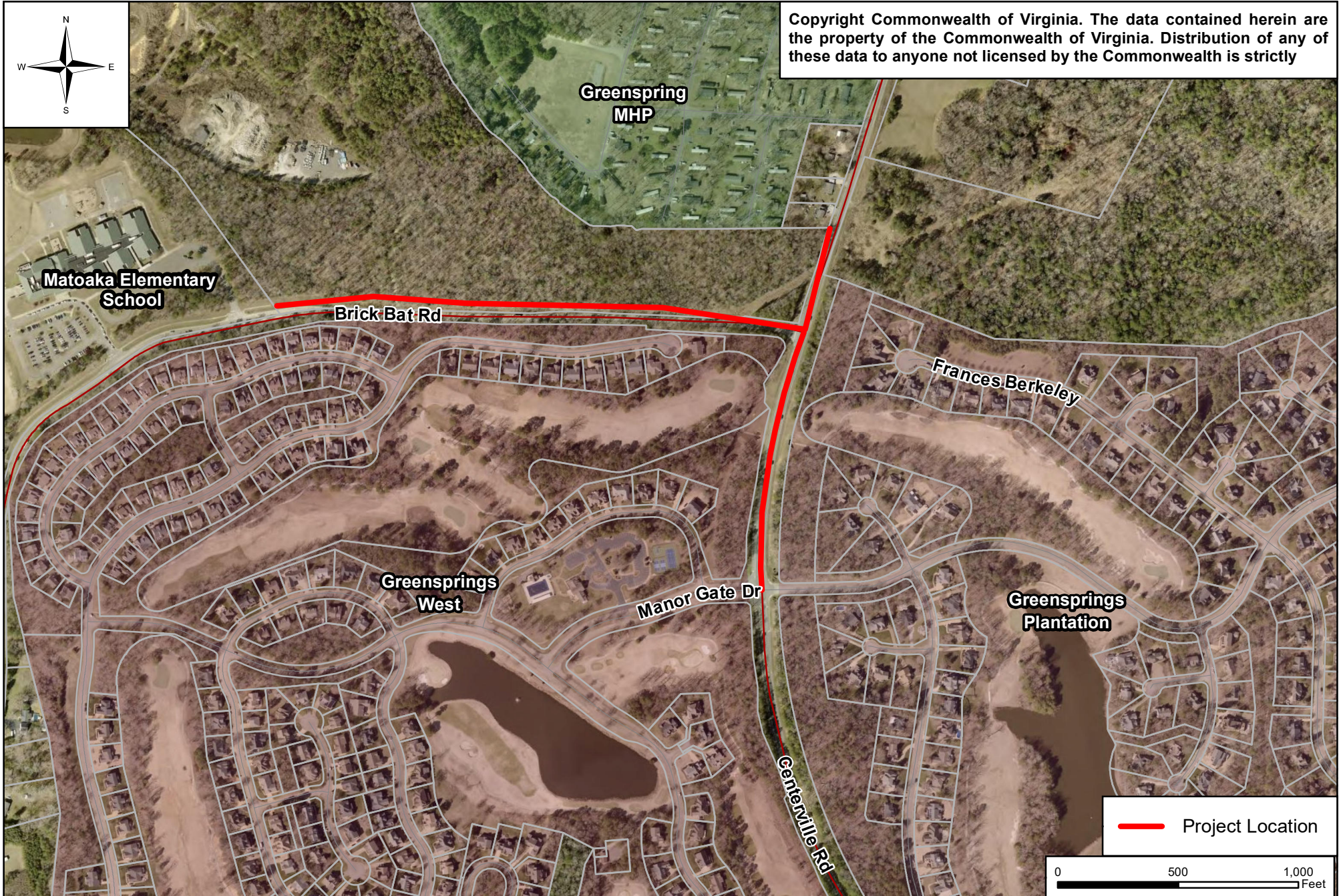
Attachments:

1. Ironbound Road Sidewalk Location Map
2. Matoaka Elementary School SRTS Sidewalk Location Map
3. Pocahontas Trail Road Diet Location Map
4. Richmond Road Sidewalk Segment 1 Location Map

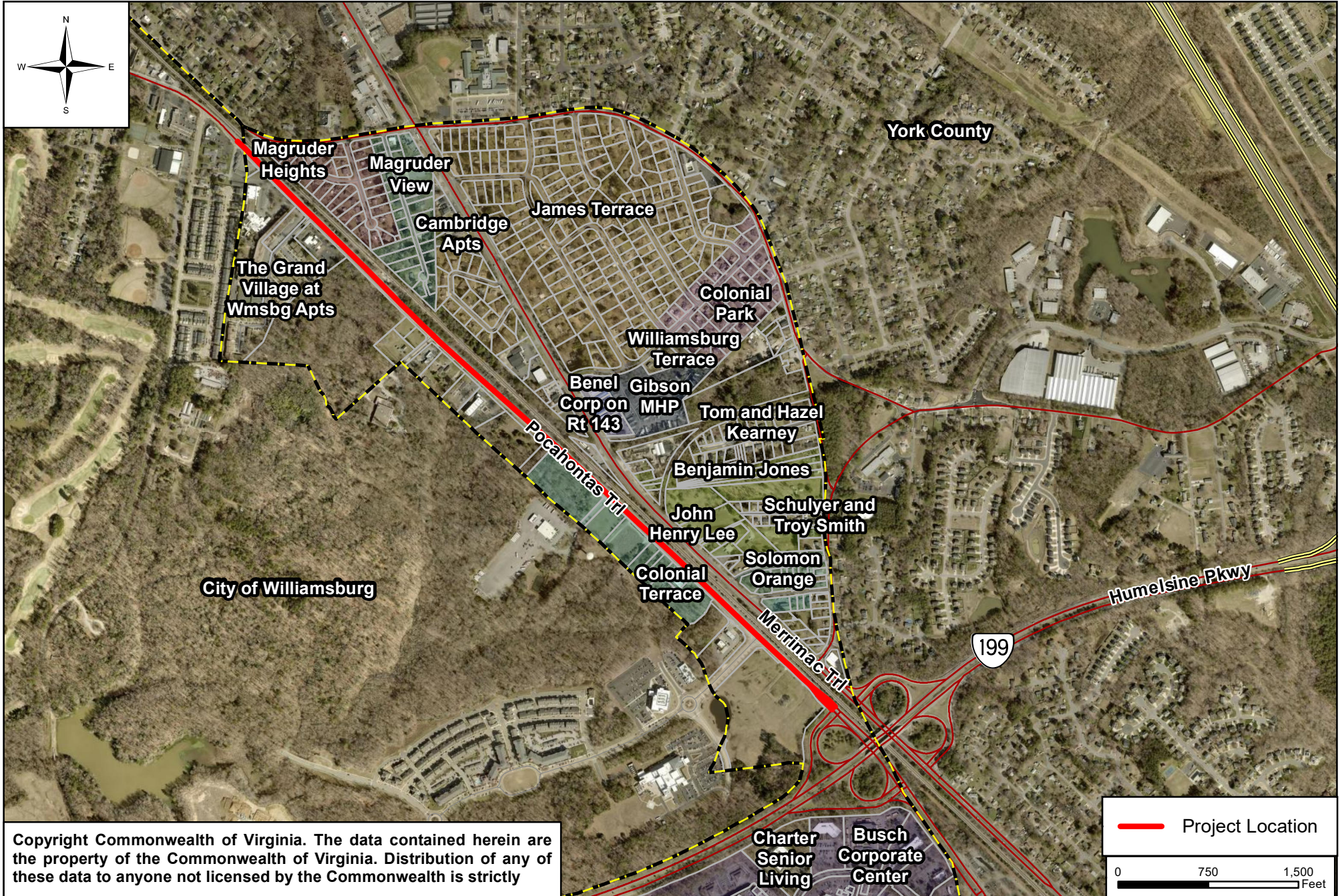
Ironbound Road Sidewalk



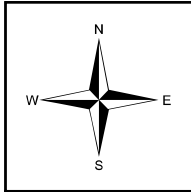
Matoaka Elementary School SRTS Sidewalk



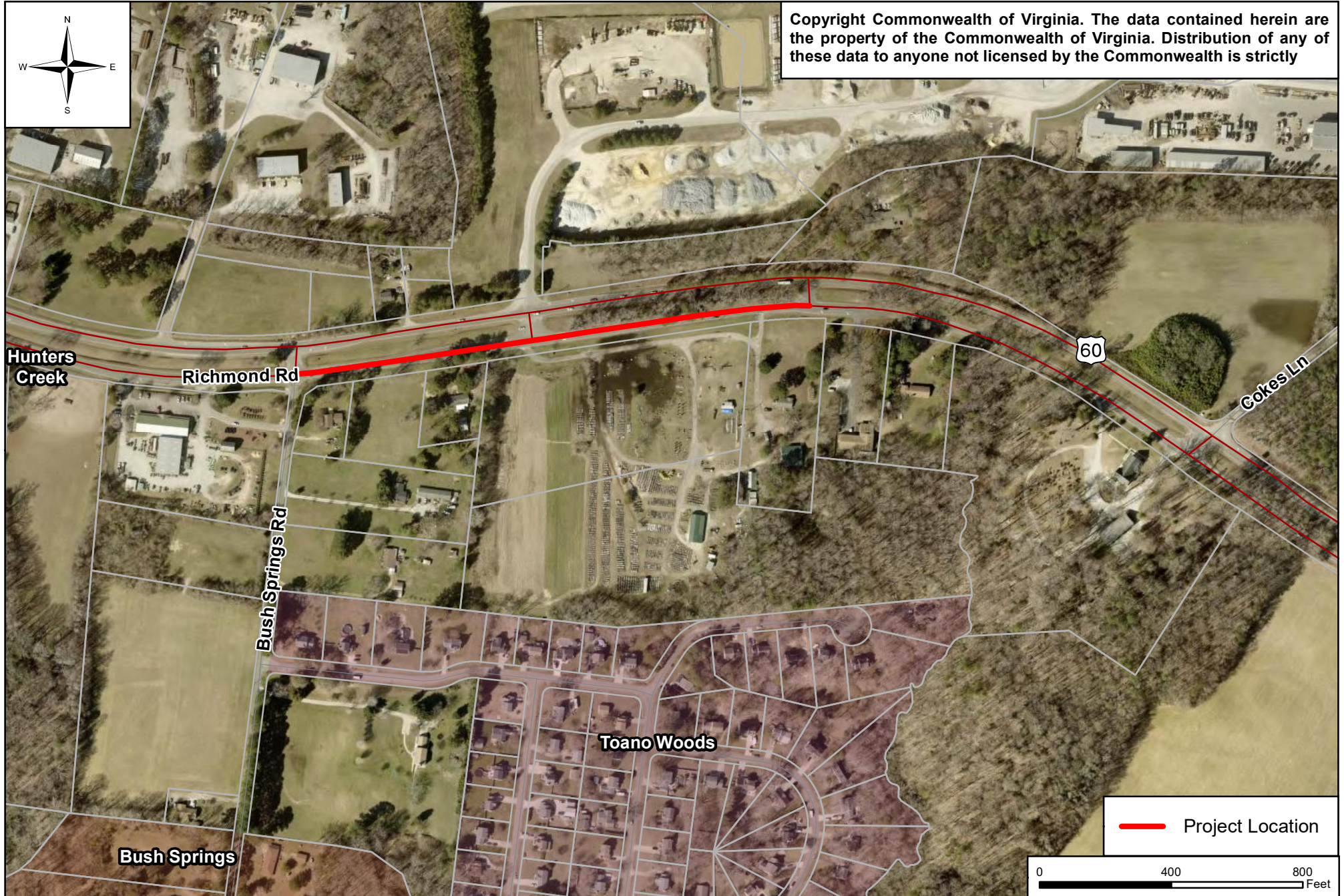
Pocahontas Trail Road Diet



Richmond Road Sidewalk Segment 1



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MEMORANDUM

DATE: May 27, 2025

TO: The Board of Supervisors

FROM: Paul D. Holt, III, Director of Community Development

SUBJECT: Disposal of County Property Located at 4601 Ironbound Road

The property located at 4601 Ironbound Road, as shown on the attached location map, is part of Eastern State Hospital and is an approximately 14-acre portion of the property that has been declared surplus property by the Commonwealth of Virginia.

Regarding disposition of this property, the following language was included in the adopted 2023 Virginia State Budget:

“The Department of General Services, in cooperation with the Department of Behavioral Health and Developmental Services, shall work with James City County to identify a minimum of 10 acres on the Eastern State Hospital site for the location of a new facility for Colonial Behavioral Health, which may or may not include a joint facility with Olde Towne Medical Center. The subject acres shall be transferred to James City County upon such terms and conditions as may be agreed to by the parties.”

Colonial Behavioral Health (CBH) now has an identified need for the property and has requested its transfer. CBH was awarded a \$12 million contract from the state to construct a Crisis Services Center. The new building will house CBH Emergency Services, many Crisis Intervention Team Assessment Center functions such as Mobile Crisis, a Crisis Receiving Center, and Crisis Stabilization Unit services. The remainder of the approximately 14-acre property will be developed at a later point as CBH continues to develop its long-term space needs assessment and its long-term facilities master plan.

Consistent with the requirements of the adopted State Budget language, staff recommends approval of the attached resolution authorizing the County Administrator to execute those documents necessary to transfer the property to Colonial Behavioral Health.

PDH/md
PropDisp4601Irnbd-mem

Attachments:

1. Resolution
2. Location Map

RESOLUTION

DISPOSAL OF COUNTY PROPERTY LOCATED AT 4601 IRONBOUND ROAD

WHEREAS, the adopted 2023 Virginia State Budget states that “[t]he Department of General Services, in cooperation with the Department of Behavioral Health and Developmental Services, shall work with James City County to identify a minimum of 10 acres on the Eastern State Hospital site for the location of a new facility for Colonial Behavioral Health, which may or may not include a joint facility with Olde Towne Medical Center. The subject acres shall be transferred to James City County upon such terms and conditions as may be agreed to by the parties”; and

WHEREAS, the Commonwealth of Virginia has transferred a 14.131 ±-acre parcel of property more particularly shown on that certain plat entitled “SUBDIVISION OF THE PROPERTY OF COMMONWEALTH OF VIRGINIA DEPARTMENT OF BEHAVIORAL AND DEVELOPMENTAL SERVICES JAMESTOWN DISTRICT JAMES CITY COUNTY, VIRGINIA” prepared by Timmons Group dated February 26, 2025, (the “Property”) to James City County (the “County”) at no charge to the County with the intent that the County transfer it to Colonial Behavioral Health (“CBH”); and

WHEREAS, CBH was awarded a \$12 million contract from the state to construct a Crisis Services Center on the property and has asked that the County transfer it to them as soon as possible so that it may begin construction upon it; and

WHEREAS, the Board of Supervisors, following a public hearing, is of the opinion that the County should transfer the property to CBH, via its property holding corporation, Colonial Community Services, Inc.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby authorize and direct the County Administrator to execute those documents necessary to transfer the property to Colonial Community Services, Inc., the property holding corporation of Colonial Behavioral Health.

James O. Icenhour, Jr.
Chair, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

HIPPLE
NULL
LARSON
MCGLENNON
ICENHOUR

VOTES

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
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Adopted by the Board of Supervisors of James City County, Virginia, this 27th day of May, 2025.

Disposal of County Property

