



Homeless and Special Needs Housing Application Instructions

Housing Trust Fund - Homeless Reduction Grant

Due Date: September 18, 2026 11:59pm

Questions regarding program or application should be directed to:

Deserae Williams

(804) 965-4690

deserae.williams@dhcd.virginia.gov

CAMS-related questions should be directed to:

CAMS HELP DESK

CamsHelp@dhcd.virginia.gov



Homeless and Special Needs Housing HTF-HRG Application

The Housing Trust Fund Homeless Reduction Grant is an individual application, where the preferred grantee will have ongoing responsibility of the project. Applicants must meet and adhere to all requirements set forth in the HSNH guidelines and ensure that the proposed project is housing related.

Eligible Applicants

Eligible applicants are units of local government and non-profit organizations.

Applicants must have a registered CAMS profile in order to apply. Proposed projects that will leverage multiple partners and subcontracts are allowable. The applicant is the entity responsible for compliance. Please contact DHCD if you have any questions.

DHCD may not enter into program grant agreements with any applicant with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues. Please note that DHCD will work with all interested parties toward the resolution of outstanding issues, where appropriate.

DHCD must verify project partner capacity and roles when evaluating applications and project feasibility. Applicants must be able to clearly articulate the relationship between all partners involved in the service provision, development, ownership, and/or property management of a project.

Application Submission

The Housing Trust Fund (HTF) Homeless Reduction Grant applications must be submitted through DHCD's [Centralized Application and Management System](#) (CAMS). Applicants should carefully follow all instructions for submission. Applications submitted with incorrect or missing information will be reviewed as is.

An applicant organization must have a registered CAMS organizational profile in order to apply for HTF funding. Once an organization has an approved profile, individual users may be given access to CAMS by the organization's profile manager.

Applicants may submit applications at any time prior to the deadline. DHCD will only review applications submitted by the established deadline.

CAMS will send the applicant an email notification when an application has been submitted and received.

Project Information

The applicant must log into CAMS and select the Housing Trust Fund Homeless Reduction Grant Pool 2027 program, select the appropriate sub-program (HTF-HRG Rapid Rehousing, HTF-HRG Underserved Populations Innovation Projects, or HTF-HRG Permanent Supportive Housing) and click Apply. When the applicant clicks on Apply the system will ask for a Project Name. Please be careful to enter a project name that will help DHCD identify your project. The name of the development or the street where the project is located would be appropriate project names. Once the applicant hits Continue the project name cannot be edited. At this point CAMS will give the application a system-generated Application ID number.

HSNH: Housing Trust Fund - Homeless Reduction Grant Application Instructions

The screenshot shows a web browser window with the URL <https://dmz1.dhcd.virginia.gov/CAMSPortal/Applications/AppApply.aspx>. The page title is "DHCD CAMS". The user is logged in as "Nichele R. Carver, Profile Manager" and is on the "Apply Application" page. The "Find a Program" dropdown menu is set to "Housing Trust Fund (HTF) 2017 - Housing Trust Fund Homeless Reduction Grant". The "1 Results" section shows the "Housing Trust Fund Homeless Reduction Grant" with an "Apply" button. A modal dialog box is open, displaying the following text: "Please note that it is your organization's responsibility to periodically review its CAMS staff listing to ensure the users in CAMS are still active employees and/or consultants. Any changes to the staff listing must be made by either a Profile Manager or the Organization Head." Below this text are two input fields: "Application ID:" with the value "39509232016135912" and "Project Name:" with an empty field. At the bottom of the dialog are "Continue" and "Cancel" buttons. The background page shows additional information about the grant, including the application start and end dates, eligible organization types, and eligible activity types. The footer includes the DHCD logo and contact information for the Virginia Department of Housing and Community Development.

Select Continue and CAMS will take the applicant to the Project Information tab. On the project information tab the Organization Name will be pre-populated based on the organization's profile. Please note, any errors or needed updates to the organizational profile must be made by the individual who is set up as a profile manager for your organization.

On the project information tab the applicant must enter the Project Primary Contact information. This is the name of the individual DHCD should contact with questions about the project and their contact information.

Place of Primary Performance is where that project will be located and the Primary Service Area is the locality(s) that the project is intended to target.

The page will display a 'Print' option at the top right-hand corner. The 'Print' function will produce a PDF that can be printed or saved. This will have any information that you have entered and saved in the application.

HSNH: Housing Trust Fund - Homeless Reduction Grant Application Instructions

Tip: To print an application that will display all the questions simply go into the “Narrative Information” tab and enter NA into each text box. This will allow you to have a copy of the application including all the narrative questions to work from outside of CAMS.

The screenshot shows the 'Application Submission' page in the DHCD CAMS system. The user is logged in as Kendall Cloeter, Project Manager. The application ID is 85209242021085842, and the project name is 'Test'. The application start date is 09/24/2021, and the end date is 11/01/2021. The program is 'HTF-HRG Rapid Rehousing Projects' and the status is 'Incomplete'. The 'Project Information' tab is active, showing fields for 'Project Primary Contact' (First Name, Last Name, Title, Email, Work Phone) and 'Project Location' (Address, City, Zip Code). Below these fields are links to 'Add/Edit County', 'Add/Edit City', and 'Add/Edit Town'. A note at the bottom states: 'Please select ALL localities that will be in your project's primary service area. Only one County, City or Town must be selected to save this page. Select the Add/Edit link to make changes. Selections will display below the County, City and Town sections. When selecting a County, it is not necessary to also select a Town that lies within that county. Consult the application information for this program for additional information.'

Project Budget

The next tab, Project Budget, requires basic budget information that corresponds to the requested amount and project type.

The screenshot shows the 'Project Budget' tab in the DHCD CAMS system. The user is logged in as Kendall Cloeter, Project Manager. The application ID is 85209242021085842, and the project name is 'Test'. The application start date is 09/24/2021, and the end date is 11/01/2021. The program is 'HTF-HRG Rapid Rehousing Projects' and the status is 'Incomplete'. The 'Project Budget' tab is active, showing a table for 'Cost/Activity Category' with columns for 'DHCD Request', 'Other Funding', and 'Total'. The table lists categories like 'Rapid Re-housing' and 'Administration' with sub-items. The 'TOTAL' row shows \$0.00 for DHCD Request, \$0.00 for Other Funding, and \$0.00 for Total. Below the table is a 'Budget Narrative' text box.

Cost/Activity Category	DHCD Request	Other Funding	Total
Rapid Re-housing	\$0.00	\$0.00	\$0.00
☐ Housing Search and Placement	\$0.00	\$0.00	\$0.00
☐ Housing Stabilization Case Management	\$0.00	\$0.00	\$0.00
☐ Housing Stabilization Financial Assistance	\$0.00	\$0.00	\$0.00
☐ Housing Stabilization Services	\$0.00	\$0.00	\$0.00
☐ Rent Arrears	\$0.00	\$0.00	\$0.00
☐ Rent assistance	\$0.00	\$0.00	\$0.00
☐ Service Location Costs	\$0.00	\$0.00	\$0.00
Administration	\$0.00	\$0.00	\$0.00
☐ Administration	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00

Narrative Information

The applicant will then go to the narrative questions. There are size limits to the text boxes. DHCD suggests that applicants work in Word and copy and paste into the CAMS text boxes. Word allows an applicant to spell check and check the size of the text prior to copying and saving in the text box. Once the narrative information is complete applicants should print the questions by clicking

HSNH: Housing Trust Fund - Homeless Reduction Grant Application Instructions

the Print tab at the top of the page and review them for completeness and accuracy. The applicant is able to edit this information up until the time the application is submitted for review.

The CAMS text box in this section will only accommodate text responses. Graphics, tables, and charts will appear as text only. The applicant may use the CAMS attachment section to provide any additional information not accommodated in the narrative text boxes.

HSNH: Housing Trust Fund - Homeless Reduction Grant Application Narrative

Letter of Support - Local Coordination (All applicants)

A letter of support for this application must be provided. The letter of support must be written and signed by the Continuum of Care or Local Planning Group Board Chairperson. In the event a letter of support cannot be obtained from the Continuum of Care or Local Planning Group Board chair, applicants must submit a letter providing a detailed explanation of their efforts to obtain the letter of support **and** information regarding how the project will coordinate with the existing programs within the Continuum of Care or Local Planning Group.

Need, Approach, + Capacity

Provide a detailed project budget and explain how requested funds will be allocated. Your response must include:

- A description of each major budget line and its purpose. If you are applying for administrative funds, please specify what these funds will be used for.
- Identification of the specific population the funds will serve.
- Whether this is a renewal request, and if so, how funding needs differ from the prior year.
- Any supplemental or leveraged funding sources that will support this project.

Detail the intended outcomes of this project and how the project's implementation is expected to change outcomes over time. Your response must include clear definitions of the housing related outcomes for this project.

- For existing projects, a brief narrative summarizing:
 - Key outcomes from the past year,
 - How performance has changed over time, and
 - Specific outcome goals for the upcoming year. (e.g., number of households served and length of assistance, percentage of households stabilized in permanent housing, percentage of households exited to a permanent housing placement, change in the length of homeless.)

Provide data from at least three (3) distinct data sources (examples include U.S. Census, PIT Count, HMIS, Coordinated Entry, and the By-Name List) that describe:

- The overall need in your community, and
- The specific characteristics and needs of the target population for this project.

Your narrative must explain how each data source supports the need for the proposed project. If similar projects currently operate in your service area, describe why those resources are insufficient to meet the needs identified above. Max 500 words.

HSNH: Housing Trust Fund - Homeless Reduction Grant Application Instructions

Describe your organization's process for assessing eligible participants and determining the appropriate level of housing assistance and the household's potential for achieving stable housing within 12 months or less. You may wish to include information on assessment tools and how assessment findings are used to inform service planning.

Describe your organization's housing case management approach. Your response must include:

- The specific case management activities used to assess and support participants, including any diversion practices.
- The tools, assessments, or processes used to identify participant needs and develop individualized housing plans.
- Your agency's approach to client engagement and the expected frequency of case management contacts.
- A list of required new-hire trainings for direct service staff and a list of ongoing or recurring trainings.

In previous years, how has the proposed project collaborated and coordinated with members of the CoC/LPG and local partners to ensure that households remain stabilized? If this is a PSH project, please include information on Move-On strategies/ collaborations.

Does your organization currently employ people with lived experience? Will the person have any impact on the program's design or implementation of the proposed project? If so, please give specific examples.

Describe your termination and grievance policy and provide specific examples that would constitute grounds of termination. Please attach a copy of your grievance/termination policy.

Attachments

There are a number of attachments required for the Homeless Reduction Grant application. Some of these attachments require the use of a DHCD-provided template. The Certifications and Assurances is an example where the applicant will be required to download a template, complete, and upload the completed templates. All attachments are listed on the attachment tab. The attachments with required templates have a link next to the name of the attachment and instructions to download.

Some attachments do not require DHCD templates. Applicant Financials is an example of an attachment where the applicant will not be required to download and complete a DHCD template. In these cases the applicant would simply upload an electronic version of the document under the appropriate attachment.

Please see the [**CAMS User Guide**](#) for more detailed instructions (file types and size limits).

Required application attachments include the following:

Application Attachments	
Name of Attachment	Requirement

HSNH: Housing Trust Fund - Homeless Reduction Grant Application Instructions

<u>Certifications and Assurances*</u>	DHCD template; required for all projects
<u>Applicant Financials</u>	Required for all projects – current and prior year organizational budgets to include revenue sources and expenses
<u>Letter of Support (signed by the CoC/LPG governing board chair)</u>	Required for all projects.
<u>CoC/LPG approved Homeless Services Flow Chart</u>	Required for all projects
<u>Job Descriptions</u>	Required for projects proposing staff costs
<u>MOUs</u>	If applicable
<u>Board of Directors</u>	Required for non-profit applicants
<u>Housing First Policy</u>	Required
<u>Internal Controls</u>	Required
<u>Separation of Duties</u>	Required
<u>Additional Attachments</u>	optional

*DHCD required template

Manage
Downloads
Program Search
Apply
Application Status
Projects And Reports
Remittances
User Guide

Application Submission

Application ID: 85209242021085842

Application Start Date: 09/24/2021

Project Name: Test [Edit](#)

Application End Date: 11/01/2021

Program Name: HTF-HRG Rapid Rehousing Projects

Status: Incomplete

Project Information
Project Budget
Narrative Information
Attachments
Additional Information

[Save This Tab](#)

Please submit/upload following required documents:

Applicant Financials

No file chosen

Letter of Support (signed by the CoC/LPG governing board chair)

No file chosen

Homeless Services Flow Chart

No file chosen

Job Descriptions (for projects proposing staff costs)

No file chosen

MOUs (if applicable)

No file chosen

Board of Directors (required for non-profits)

No file chosen

Additional Attachments

No file chosen

Additional Attachments

No file chosen

Additional Attachments

No file chosen

Certifications and Assurances
(Click [HERE](#) for template)

No file chosen

Additional Information

The Additional Information tab allows the applicant to provide additional information not previously requested in the other sections of the application.

HSNH: Housing Trust Fund - Homeless Reduction Grant Application Instructions

The screenshot displays the DHCD CAMS portal interface. At the top, the browser address bar shows the URL: <https://dmz1.dhcd.virginia.gov/CAMSPortal/Applications/Application.aspx?App=2241>. The page header includes the DHCD CAMS logo and a welcome message for Nichele R. Carver, Profile Manager, Virginia Department of Housing and Community Development. A 'Log Out' button is visible in the top right corner.

The main navigation bar contains links for Profile, Search Programs, Downloads, Apply, Application Status, View And Manage Projects, and User Guide. Below this, the 'Application Submission' section is active, displaying the following information:

- Application ID: 39509232016135912
- Project Name: DHCD Application Test [Edit?](#)
- Program Name: Housing Trust Fund Homeless Reduction Grant
- Application Start Date: 09/23/2016
- Application End Date: 11/04/2016
- Status: Incomplete

Below the application details, there are tabs for Project Information, Project Budget, Narrative Information, Attachments, and Additional Information. The 'Additional Information' tab is currently selected, showing a 'Save This Tab' button and a text area for optional comments regarding the application. The footer of the page includes contact information for the Virginia Department of Housing and Community Development, located at 600 East Main Street, Suite 300, Richmond, VA 23219, and a copyright notice for 2016 DHCD.

Application Status

Applicants may allow multiple users to edit and review application materials. Applicants are solely responsible for controlling security access to CAMS.

Once the applicant begins work on the application CAMS will save the application as Incomplete. The applicant may return repeatedly to CAMS to work on this application. Please be sure all work on the application is saved in CAMS. The application will remain as an incomplete application until the applicant chooses to submit the application. Once the application is submitted the status will change from Incomplete to Pending.

DHCD Review Process

Applicants with unresolved DHCD findings, audit findings, or other compliance issues will not be eligible for a funding commitment.

DHCD conducts panel reviews of all applications submitted by eligible applicants through CAMS.

Applications will be accepted on or before 11:59 PM, September 12, 2025 and **must** be submitted to DHCD through the online application and project management system, **CAMS** (Centralized Application and Management System). Please allow up to two business days for responses to CAMS help desk requests.

HSNH: Housing Trust Fund - Homeless Reduction Grant Application Instructions

Applications received by the deadline will be reviewed against established criteria to identify those projects best positioned to meet priority needs within Virginia.

Applications must meet minimum requirements including scoring at least 60 points in order to be considered for funding. Scoring criteria are need, approach, local coordination, and capacity.

Fifteen percent of the score will be based on Part I of the Homeless and Special Needs Housing 2024-2026 application.

Applications will be reviewed and scored by a panel. Offers will be extended to those applications scoring at least 60 points based on availability of funds. Any remaining balance of funds may be allocated through a subsequent application process.

Project applications selected through the Homeless Reduction Grant application process will receive funding notification in writing. Additional information and negotiations may be required prior to grant agreement execution. Applicant awards are tentative pending an executed grant agreement. Applicants are expected to respond in a timely manner to all information requests.

Additional information may be found in the [HSNH Program Guidelines](#) and during the How-to-Apply webinars. Information for accessing webinars may be found on the [DHCD website](#).