

Scope of Services

The emergency funds being disbursed in response to COVID-19 are dedicated to ensuring emergency homeless shelter providers are able to respond to the health and safety needs of individuals and households experiencing homelessness as well as essential services staff and volunteers. This funding will support coordinated community-based activities and all requirements set forth in the Homeless and Special Needs Housing 2018-2020 guidelines remain in effect.

Expenses

This funding may only be used to support the Grantee's response to COVID-19. To ensure all emergency COVID-19 response funding is able to be administered through existing projects in the Centralized Application and Management System (CAMS), grantees must open two new Emergency Shelter Operations subcategory line items. Eligible activities for emergency funds are provided below.

Emergency Shelter Operations

- Other – COVID-19
 - Case Management and Supportive Services
 - Maintenance
 - Rent
 - Supplies
 - Utilities
 - Transportation
 - Other (Requires DHCD Approval)
- Other – FEMA (select grantees only)
 - Rent (hotel/motel voucher only)
 - Supplies
- Other – Administrative Costs (up to 5%)

Other – COVID-19

Case management and supportive services include staffing cost associated with connecting unsheltered persons with shelter and supportive services, addressing the needs of guests utilizing hotel/motel vouchers, administering health/symptom screenings at shelter, and connecting guests with significant health needs that cannot be served within the emergency shelter setting with more intensive support systems. Increased costs associated with providing housing-focused case management and supportive services to clients are also eligible.

Maintenance expenses include the personnel costs to clean and disinfect the temporary shelter location.

Rent expenses include the cost of hotel or motel vouchers to provide temporary shelter as needed. Hotel/motel vouchers should be prioritized for persons who are particularly vulnerable for complications due to COVID-19 including unsheltered persons, older adults, and those with an existing medical condition. If existing shelter space is unavailable or not appropriate, hotel/motel vouchers may be used to provide overflow temporary shelter, separation (for persons with symptoms of COVID-19 while awaiting test results or those who are particularly vulnerable for complications due to COVID-19), or isolation (for persons who are confirmed positive for COVID-19 but who do not need hospitalization).

Rent expenses also include the cost to secure additional space to serve as emergency shelter as a part of the community's response to COVID-19.

Supplies include cleaning and safety supplies necessary to ensure the health and safety of shelter guests, staff, and volunteers. Supplies include any items necessary to adopt recommendations set forth by the Virginia Department of Health and Centers for Disease Control including [COVID-19 Quick Reference for Homeless Shelters](#). Food costs for emergency shelter guests, particularly those residing in hotel/motel, are also eligible.

Transportation may include expenses such as staffing, mileage, and actual transit expenses necessary to transport unsheltered persons to shelter or to transport shelter guests with symptoms of COVID-19 to a healthcare provider.

Other expenses necessary to support the community's response to COVID-19 may be considered but requires DHCD pre-approval.

Other - FEMA

Select grantees will be allocated Federal Emergency Management Agency (FEMA) funding that must only be used to cover the costs associated with emergency, non-congregate sheltering and supplies for individuals who meet one or more of the following criteria:

- Test positive for COVID-19 that do not require hospitalization, but need isolation or quarantine (including those exiting from hospitals);
- Have been exposed to COVID-19 that do not require hospitalization, but need isolation or quarantine; and
- Persons needing social distancing as a precautionary measure, as determined by public health officials, particularly for high-risk groups such as people over 65 or with certain underlying health conditions (respiratory, compromised immunities, chronic disease).

All project participants assisted using FEMA funding must receive initial eligibility certification using DHCD's FEMA Project Participant Eligibility form.

The only eligible rent expense is the cost of hotel or motel vouchers to provide temporary shelter to eligible individuals.

Supplies include cleaning and safety supplies necessary to ensure the health and safety of eligible individuals. Supplies include any items necessary to adopt recommendations set forth by the Virginia Department of Health and Centers for Disease Control including [COVID-19 Quick Reference for Homeless Shelters](#). Food costs for eligible individuals are also eligible.

Other – Administrative Costs

Administrative costs includes the costs associated with the administration of COVID-19 emergency response funding. Grantees may use up to 5% of emergency funds (not including FEMA funding) for administrative costs.