AGENDA

- Approve Minutes (Dec. 6, 2023)
- Finish Presentations
- CoC Policy Review
- Strategic Planning
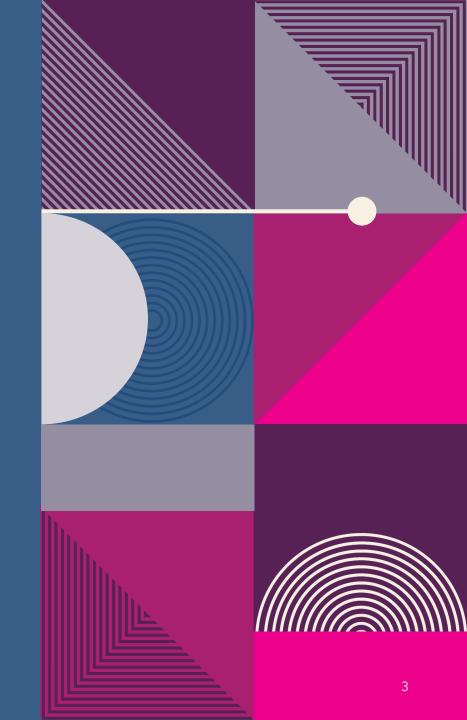- Partnership Fundraising Balance
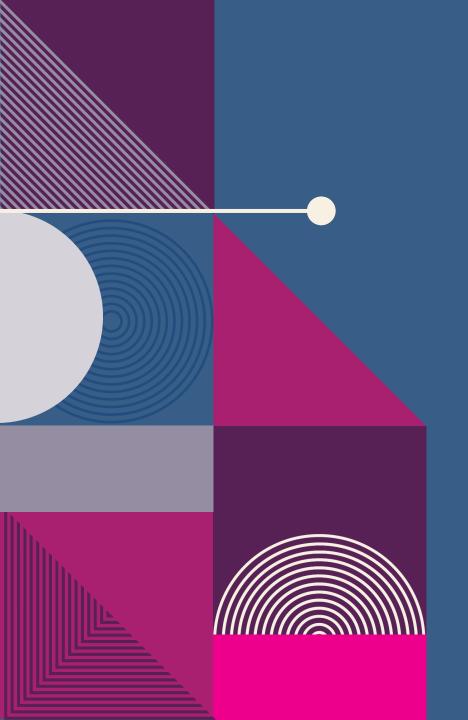- Future Meeting Schedule

CONTINUUM OF CARE POLICY REVIEW

The intent is to review policies from the former CoC Board and then confirm they should continue or make changes. Final policies will need to be documented and formally approved.

Three categories:

1. Board Basics

2. Preparing for Funding Opportunities

3. Items for Future Consideration

Please reference your copies of the previous CoC Committee's Bylaws and Operations Policy for example of policies.

1. BOARD BASICS

QUORUM

Is it required for meetings and voting? What is a quorum? Simple majority…?

VOTING

Will the board use Robert's Rules of Order? Does a simple majority win?

CONFLICTS OF INTEREST

Need to confirm policy and recusal process.

PARTICIPATION

Review County standard for remote participation. Rules for member attendance?

VOTING (SEE 'BYLAWS' PG. 4 OF 7)

143 **Voting.** A quorum is necessary for a vote. A majority (more than 50%) of the membership of the
144 CoC Committee shall constitute a quorum. In making any recommendations, adopting any plan, or
145 approving any proposal, action shall be taken by a majority vote of CoC Committee members
146 present and voting. Upon the request of any member, the vote of each member on any issue shall
147 be recorded in the minutes. All votes of CoC Committee members shall be taken during a public
148 meeting, and no vote shall be taken by secret or written ballot or by proxy.
149
150 **Conduct.** Except as otherwise provided by Virginia law or these bylaws, all meetings shall be
151 conducted in accordance with *Robert's Rules of Order, Newly Revised*, and except as specifically
152 authorized by the VFOIA, no meeting shall be conducted through telephonic, video, electronic, or
153 other communication means where the members are not all physically assembled to discuss or
154 transact public business.

CONFLICT OF INTEREST (SEE 'BYLAWS' PG. 5 OF 7)

184 **ARTICLE VII: CONFLICT OF INTEREST AND RECUSAL**
185
186 No CoC Committee Chair, CoC Committee member, or any person acting on behalf of the CoC
187 Committee may participate in or influence discussions or resulting decisions concerning the award
188 of a grant or other financial benefits to the organization that the member represents. CoC
189 Committee members must comply with all other applicable the Conflict-of-Interest requirements
190 outlined in 24 CFR part 578.95.
191
192 Any CoC Chair, CoC Committee member, or person acting on behalf of the CoC participating in or
193 influencing decision making must identify actual or perceived conflicts of interest as identified in 24
194 CFR part 587.95 as they arise. Disclosure should occur in writing immediately after identifying the
195 conflict of interest and if possible, prior to the discussion of any such issue. Individuals with a
196 conflict of interest should state the nature of the disclosure to be recorded in the meeting minutes
197 and abstain from discussion and voting on any issue in which they may have a conflict. All voting
198 members shall have the right to recuse themselves from voting on a matter without providing
199 excuse.

CONFLICT OF INTEREST (NEW HUD GUIDANCE)

Items your CoC Board conflict of interest policy should contain.

- Define conflict of interest so that CoC Staff and Board members clearly understand what a conflict is, and the distinct types of conflicts.
- A statement that informs members of their duty to disclose actual or potential conflicts.
- Procedures on how Board members must recuse themselves when conflict occurs, including that a member cannot participate in reviewing or ranking of annual funding applications in which they are employed or served (currently or in the past) by the applicant agency.
- Define what happens if/when there is a violation, intentional or unintentional of the conflict of interest policies.
- Procedures outlining when members or potential members review and sign conflict of interest statements and how often they must review and complete.
- There must be a standardized form that accompanies the policy or a place on the policy where Board members can acknowledge they received and reviewed the document, with signature and date.
- Procedures should also clearly state who has knowledge of what conflicts Board members have so that during the decision-making process those Board members are asked to recuse themselves if they do not do so voluntarily.

https://www.hudexchange.info/resource/7012/coc-governance-conflict-of-interest/

ATTENDANCE (SEE 'BYLAWS' PG. 5 OF 7)

179 Any CoC Committee member who misses three consecutive meetings or more than half of the
180 scheduled meetings within a 12-month period, or who fails to participate in the work of the CoC
181 Committee without good cause acceptable to a majority of the other CoC Committee members
182 may be subject to removal from the CoC Committee.

REMOTE PARTICIPATION (ATTACHED TO 'BYLAWS')

56 **MANDATORY REQUIREMENTS**
57 Regardless of the reasons why the member is participating in a meeting from a remote location by
58 electronic communication means, the following conditions must be met for the member to
59 participate remotely:
60 A. A quorum of the CoC Committee must be physically assembled at the primary or central meeting
61   location; and
62 B. Arrangements have been made for the voice of the remotely participating member to be heard
63   by all persons at the primary or central meeting location. If at any point during the meeting the
64   voice of the remotely participating member is no longer able to be heard by all persons at the
65   meeting location, the remotely participating member shall no longer be permitted to participate
66   remotely.

REMOTE PARTICIPATION (CONTINUED)

68 **PROCESS TO REQUEST REMOTE PARTICIPATION**
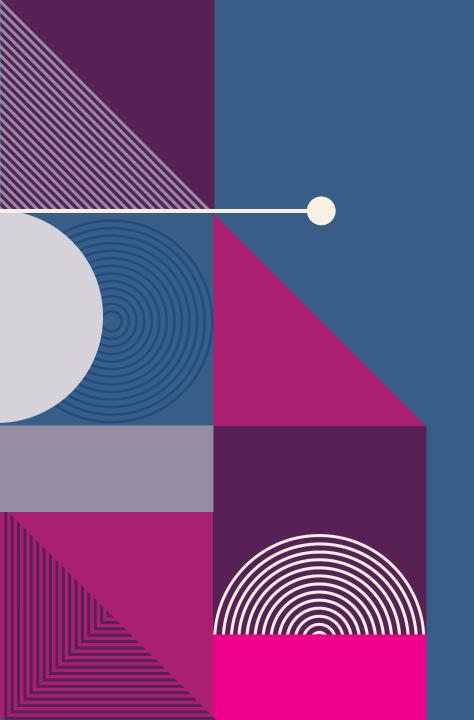
69 A. On or before the day of the meeting, and at any point before the meeting begins, the
70 requesting member must notify the CoC Committee Chair (or the Vice-Chair if the requesting
71 member is the Chair) that they are unable to physically attend a meeting due to (i) a temporary
72 or permanent disability or other medical condition that prevents the member's physical
73 attendance or (ii) a family member's medical condition that requires the member to provide
74 care for such family member, thereby preventing the member's physical attendance or (iii) a
75 personal matter and identifies with specificity the nature of the personal matter.

76 B. The requesting member shall also notify the staff coordinator to the CoC Committee of their
77 request, but their failure to do so shall not affect their ability to remotely participate.

78 C. If the requesting member is unable to physically attend the meeting due to a personal matter,
79 the requesting member must state with specificity the nature of the personal matter. Remote
80 participation due to a personal matter is limited each calendar year to two meetings or 25
81 percent of the meetings held per calendar year rounded up to the next whole number,
82 whichever is greater. There is no limit to the number of times that a member may participate
83 remotely due to a temporary or permanent disability or other medical condition or that of a
84 family member that requires the member to provide care.

85 D. The requesting member is not obligated to provide independent verification regarding the
86 temporary or permanent disability or other medical condition or the family member's medical
87 condition that prevents their physical attendance at the meeting.

88 E. The Chair (or the Vice-Chair if the requesting member is the Chair) shall promptly notify the
89 requesting member whether their request is in conformance with this policy, and therefore
90 approved or disapproved.

2. PREPARING FOR FUNDING OPPORTUNITIES

SELECTION & RANKING

Existing committee. Need to re-appoint committee and authorize OPEH to select members.

MONITORING & EVALUATION

Existing workgroup. Need to confirm OPEH has authority to continue.

PROJECT PRIORITIES

When CoC funding is available, what kinds of projects are eligible to apply?

VHSP

The Virginia Homeless Solutions Program application will likely begin soon. Need to confirm policy for grantee eligibility and project types.

SELECTING COC PROJECTS
(SEE 'OPERATIONS POLICIES' PG. 7)

264 Once the NOFA or NOFO is released for the annual competition, Fairfax County's Office to
265 Prevent and End Homelessness (OPEH), the CoC's Lead Agency, notifies the community of the
266 opportunity to apply for new funding, including the amount of funding available, the eligible
267 project type, as well as the criteria developed to evaluate the applications. The CoC's gaps
268 analysis is used to identify local priorities.
269
270 The Selection & Ranking Subcommittee reviews the applications submitted for the new funding
271 opportunities and selects the new project(s) to move forward in the CoC's Consolidated
272 Application. All applicants are notified in writing whether or not their applications were
273 accepted for inclusion in the CoC Consolidated Application and ranked on the CoC Priority
274 Listing at least 15 days before the close of the HUD CoC Program competition or in accordance
275 with the expectations defined in the NOFA or NOFO.

REALLOCATIONS
(SEE 'OPERATIONS POLICIES' PG. 5)

180	**Types of Reallocation**
181	
182	A. **Voluntary Reallocation.** OPEH will ask HUD CoC Program grantees annually of their interest in
183	voluntarily reallocating funding, in whole or part, during the annual review of the Grant Inventory
184	Worksheet (GIW). Agencies should consider (1) if the project is continuing to improve the homeless
185	services system, and (2) if 100% of the HUD CoC Program funding was used in the latest operating
186	year. HUD CoC Program grantees should notify OPEH in writing of their intent to reallocate by the
187	deadline established each year.
188	
189	B. **Performance Based Reallocation.** Performance-based reallocation of HUD CoC Program funding
190	may be considered when projects are determined to be underperforming or do not contribute
191	substantially to meeting the goals of the Continuum of Care for preventing or ending
192	homelessness. The Monitoring & Evaluation Tool will be used to identify projects that produce the
193	lowest scores. The projects that produce the lowest scores will be notified in writing by the Fairfax
194	County's Office to Prevent and End Homelessness (OPEH), the CoC's Lead Agency, of the need to
195	improve their performance. The project will develop a plan to improve performance. As needed,
196	OPEH will conduct a more intensive monitoring process with projects producing low scores,
197	including but not limited to file reviews and technical assistance. Projects that do not improve
198	scores the following year may be considered for reallocation by the Selection & Ranking
199	Subcommittee.

RANKING COC PROJECTS
(SEE 'OPERATIONS POLICIES' PG. 8)

#	Project Type	Ranking Approach	Ranking Approach Justification
1	Renewal Projects	Ranked first in order of Monitoring & Evaluation (M&E) Score (highest to lowest)	All Renewal Projects will be ranked above New Projects IF assessed to meet community need and M&E threshold.
2	Reallocation	*If expansion project*: rank directly below Renewal Project being expanded	Reallocation is a shift of existing renewal funding. If the reallocation is an expansion, should be ranked directly below the project it is expanding.
3	1st Time Renewals	Ranked below Renewal Projects, above New Projects	Only Renewal Project(s) not in operation. Rank below renewals IF all Renewal Projects are assessed to meet community need and M&E threshold.
4	New Projects	Rank below Renewal, Reallocation (if expansion), and 1st Time Renewals	Bonus projects should be ranked in order of score according to the New Project Application and in accordance with local priorities established.

MONITORING AND EVALUATION
(SEE 'OPERATIONS POLICIES' PG. 4-5)

157 **Monitoring & Evaluation Workgroup.** OPEH, the CoC Lead Agency, is responsible for facilitating the
158 Monitoring & Evaluation process, which includes convening the Monitoring & Evaluation Workgroup.
159 The Monitoring & Evaluation Workgroup is comprised of recipients of HUD CoC Program funding as
160 well as other non-profit representatives and community members that are a part of the CoC. The
161 Monitoring & Evaluation Workgroup is responsible for reviewing and updating the Monitoring &
162 Evaluation Tool annually. After the annual Monitoring & Evaluation Tools have been submitted to
163 OPEH and scored, the Monitoring & Evaluation Workgroup reviews the results monitoring (with
164 identifying names of agencies and projects omitted) to ensure integrity of process.

SPECIAL NOFO'S...?
(NO EXISTING POLICIES)

Rumors are that the US Department of Housing and Urban Development will publish a "special" Notice of Funding Opportunity – possibly for permanent supportive housing.

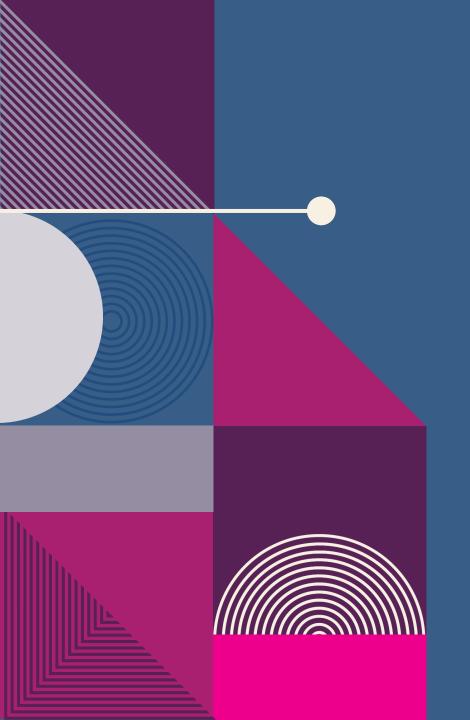Are staff authorized to facilitate a local competition for projects to submit?

VA. HOMELESS SOLUTIONS PROGRAM
(SEE 'OPERATIONS POLICIES' PG. 10)

357 **Priorities.** VHSP is the second largest rental assistance resource in Fairfax County used for both
358 Homelessness Prevention and Rapid Rehousing. Both project types represent critical strategies to
359 prevent in end homelessness in the Fairfax Continuum of Care and therefore the use of VHSP funding
360 is limited to Homelessness Prevention, Rapid Rehousing, and eligible Administrative Activities.
361
362 **Grantees.** Because the CoC has the ability to consider both ESG and VHSP in the allocation of funding,
363 the application submitted by Fairfax County's Office to Prevent and End Homelessness will be limited
364 to existing grantees contracted through Fairfax County's Office to Prevent and End Homelessness to
365 operate homelessness prevention and rapid rehousing projects. In the event that there is a change in
366 contracted providers, the allocation will be transitioned to the new provider in the next renewal or
367 application for VHSP funding.

3. FUTURE ITEMS

HMIS PLAN

Review and approve plan for privacy, security, and data quality plan requires CoC approval.

COMMITTEES

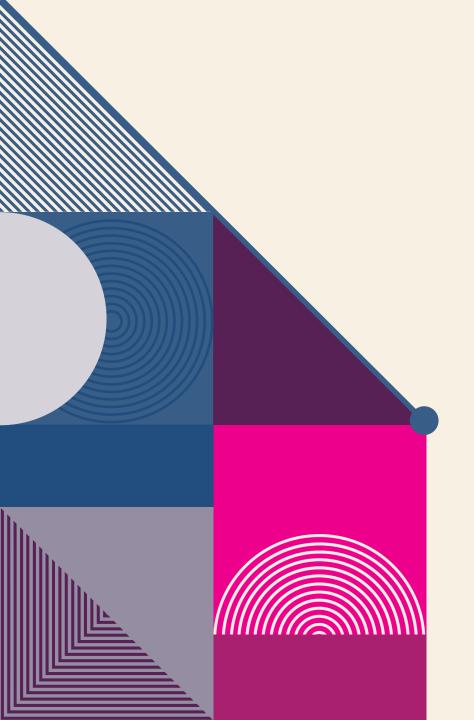Does the CoC Board need other committees, beyond the Selection & Ranking Committee?

COORDINATED ENTRY

CoC approval needed for policies that define how people access programs, then get assessed, referred, and prioritized.

OPEH WORKGROUPS

Review priorities and progress of Coordinated Entry Steering and Racial Equity Action workgroups.
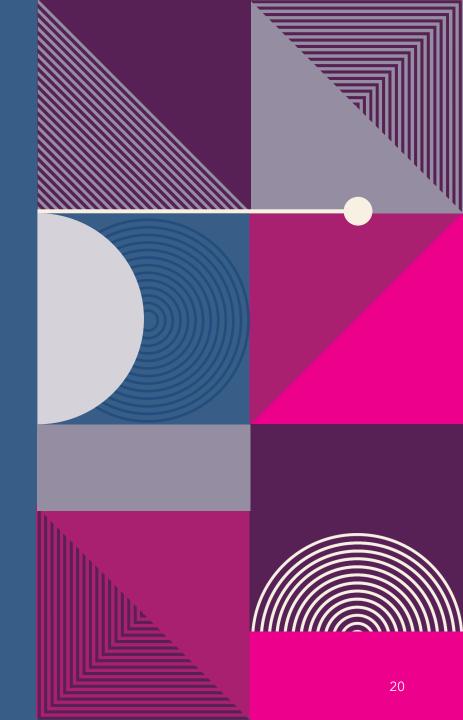
STRATEGIC PLANNING

- A design team, consisting of County staff, will begin planning for an inclusive community engagement process.
- CoC Board members invited to participate.
- CoC Board will have opportunities to provide feedback.
- Community sessions will likely occur in May and June.
- Aim to finish in Oct. 2024, so CoC Board can have recommendations ready for early 2025.
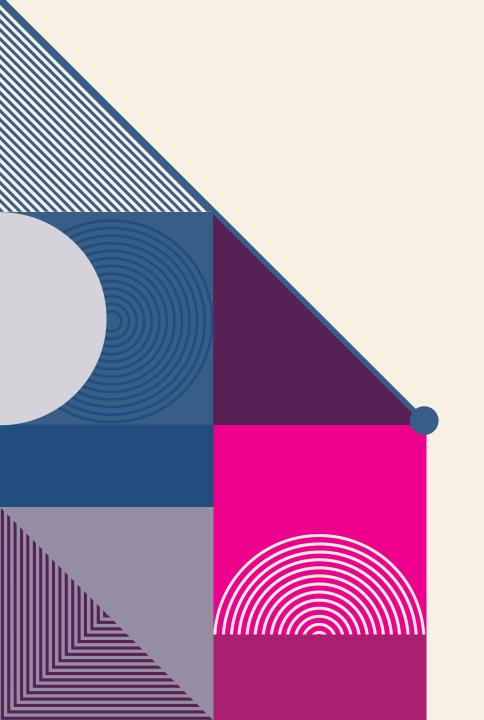
PARTNERSHIP FUNDRAISING BALANCE

The Fairfax-Falls Church Community Partnership to Prevent and End Homelessness organized multiple fundraising and community awareness campaigns in the 2010's. The funding is is intended to be used for preventing and ending homelessness. Most of the funds were dispersed, but a balance of **$10,526** remains.

Challenge: To what organization can the funds be awarded – recognizing potential conflicts of interest with organizations represented on the CoC Board.
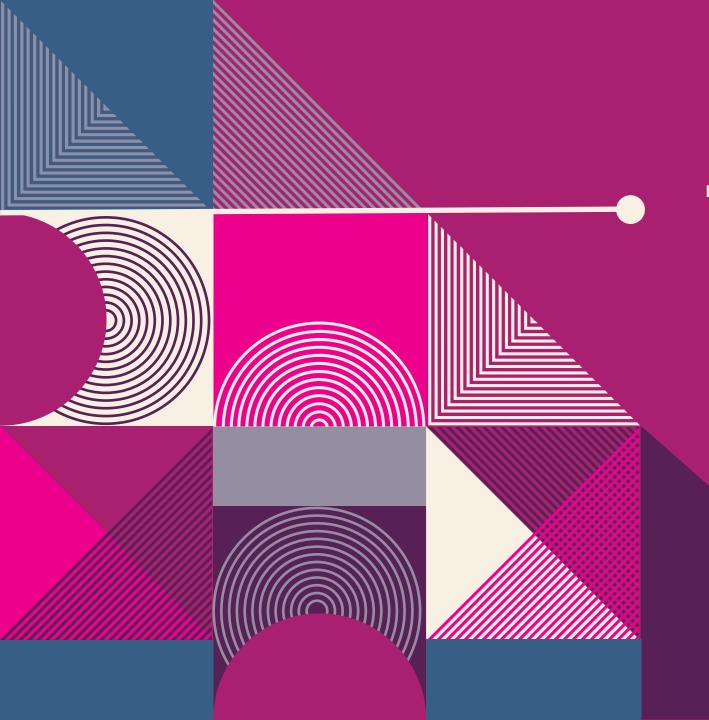
Proposal: Award the balance to the Lamb Center as one of the organizations serving the highest number of homeless individuals but is not represented on the CoC Board.

MEETING SCHEDULING

- Second and third Wednesdays do not work for some members.
- A poll

THANK YOU!