

## Before Starting the CoC Application

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2019 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2019 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (\*), which are mandatory and require a response.

## 1A. Continuum of Care (CoC) Identification

### Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

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**1A-1. CoC Name and Number:** VA-601 - Fairfax County CoC

**1A-2. Collaborative Applicant Name:** Fairfax County Office to Prevent and End Homelessness

**1A-3. CoC Designation:** CA

**1A-4. HMIS Lead:** Fairfax County Office to Prevent and End Homelessn

## 1B. Continuum of Care (CoC) Engagement

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**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

**1B-1. CoC Meeting Participants.**

**For the period of May 1, 2018 to April 30, 2019, applicants must indicate whether the Organization/Person listed:**

- 1. participated in CoC meetings;**
- 2. voted, including selecting CoC Board members; and**
- 3. participated in the CoC’s coordinated entry system.**

Organization/Person	Participates in CoC Meetings	Votes, including selecting CoC Board Members	Participates in Coordinated Entry System
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	Yes	No
Local Jail(s)	Yes	Yes	No
Hospital(s)	No	No	No
EMS/Crisis Response Team(s)	No	No	No
Mental Health Service Organizations	Yes	No	Yes
Substance Abuse Service Organizations	Yes	No	Yes
Affordable Housing Developer(s)	Yes	Yes	No
Disability Service Organizations	Yes	No	Yes
Disability Advocates	Yes	No	No
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	No	Yes
Non-CoC Funded Youth Homeless Organizations	Not Applicable	No	No

Youth Advocates	Yes	No	Yes
School Administrators/Homeless Liaisons	Yes	No	Yes
CoC Funded Victim Service Providers	Yes	No	Yes
Non-CoC Funded Victim Service Providers	Yes	No	No
Domestic Violence Advocates	Yes	No	Yes
Street Outreach Team(s)	Yes	No	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	No	No
LGBT Service Organizations	Yes	No	No
Agencies that serve survivors of human trafficking	Yes	No	Yes
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	No
Mental Illness Advocates	Yes	No	Yes
Substance Abuse Advocates	Yes	No	Yes
Other:(limit 50 characters)			
Community Foundations	Yes	Yes	No
Faith Based Community Representatives	Yes	Yes	No
Business Representatives	Yes	Yes	No

**1B-1a. CoC’s Strategy to Solicit/Consider Opinions on Preventing/Ending Homelessness.**

**Applicants must describe how the CoC:**

- 1. solicits and considers opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;**
- 2. communicates information during public meetings or other forums the CoC uses to solicit public information;**
- 3. takes into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness; and**
- 4. ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats, e.g., PDF. (limit 2,000 characters)**

1). The CoC’s Lead Agency, Fairfax County’s Office to Prevent and End Homelessness (OPEH), has established relationships with a wide and diverse range of partners that are vital for the operation of an inclusive housing crisis response system. OPEH itself, positioned within local government with strong support from elected officials, is comprised of seasoned professionals with vast experience in homeless services in the county government and in the nonprofit sector. The agency regularly engages public, private, nonprofit, and faith communities, and those with lived experience through social media, email, meetings, and surveys to ensure input is gathered from many organizations and individuals that have expertise in preventing and ending homelessness.

2). The CoC Meetings held were designed to engage the CoC in the revision and enhancement of the Coordinated Entry policies and procedures and analysis of system performance measure outcome data from the past three years. Stakeholders were consulted in the development of the meeting topics



and the meetings were widely publicized to ensure robust representation from the broad CoC membership.

3). The CoC's Lead Agency ensures that there is an opportunity, through meetings and committees, for the CoC membership to shape the homeless services system. Opinions are regularly solicited from representatives in the CoC and taken into consideration when assessing what system improvements are needed and what solutions should be implemented.

4). Fairfax County's CoC operates in compliance with federal nondiscrimination and equal opportunity requirements, which is also stated in the Governance Charter. This includes ensuring that meeting spaces are accessible, electronic formats are available to those with visual impairments, TTY is used to meet the needs of those with hearing impairments, and other disabilities can be accommodated upon request.

### **1B-2. Open Invitation for New Members.**

**Applicants must describe:**

- 1. the invitation process;**
  - 2. how the CoC communicates the invitation process to solicit new members;**
  - 3. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats;**
  - 4. how often the CoC solicits new members; and**
  - 5. any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.**
- (limit 2,000 characters)**

1). Fairfax County CoC's public invitation process includes a membership announcement that is shared via OPEH's website, through e-mail, and social media. The announcement describes the purpose and benefits of CoC membership. The Governance Charter, which is also on the website, outlines the CoC membership process to ensure it is transparent.

2). Providing a clear understanding of what CoC membership is and actively engaging current and potential stakeholders are key communication strategies in the solicitation process. The definition of the CoC and membership is also embedded in the CoC Manager's email signature to regularly communicate the purpose to new members.

3). Fairfax County's CoC operates in compliance with federal nondiscrimination and equal opportunity requirements, which is also stated in the Governance Charter. OPEH ensures that meeting spaces are accessible, electronic formats are available to those with visual impairments, TTY is used to meet the needs of those with hearing impairments, and other disabilities can be accommodated upon request.

4). OPEH publicizes the opportunity to formally join the CoC on an annual basis. Membership is discussed throughout the year with any new agency or individual that becomes involved in homeless services or that OPEH is made of aware of.

5). The Consumer Advisory Council (CAC), a crucial part of the CoC governance structure, provides vital insight into how to invite persons who are currently experiencing homelessness or who have previously experienced homelessness to join the CoC. This input helps to ensure the process is accessible and effective. Individuals with lived experience actively participate in

a variety of ways, including in paid positions and in leadership roles. A survey was also incorporated into the annual membership process to identify the affiliations of current and new members so the CoC can better identify gaps in representation.

**1B-3. Public Notification for Proposals from Organizations Not Previously Funded.**

**Applicants must describe:**

- 1. how the CoC notifies the public that it is accepting project application proposals, and that it is open to and will consider applications from organizations that have not previously received CoC Program funding, as well as the method in which proposals should be submitted;**
- 2. the process the CoC uses to determine whether the project application will be included in the FY 2019 CoC Program Competition process;**
- 3. the date(s) the CoC publicly announced it was open to proposal;**
- 4. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats; and**
- 5. if the CoC does not accept proposals from organizations that have not previously received CoC Program funding or did not announce it was open to proposals from non-CoC Program funded organizations, the applicant must state this fact in the response and provide the reason the CoC does not accept proposals from organizations that have not previously received CoC Program funding.**  
**(limit 2,000 characters)**

1). OPEH notified the public by email and through OPEH's website of the opportunity and process to apply for bonus, reallocation, and DV bonus funding. The application for funding explicitly stated that Fairfax County's CoC encourages applications from all eligible applicants regardless of whether the entity is currently receiving HUD funding or has ever received CoC funding. A HUD CoC Program training was also offered for new applicants to help make the opportunity more accessible. The submission method was specified on OPEH's website and in the application materials.

2). The evaluation criteria for new projects, which was provided in the application materials, focused on ability of the proposed project to meet all requirements and regulations of the CoC Program Rule and the FY19 CoC NOFA, improve homeless system performance, articulate the range and depth of the services provided, align with housing first, adhere to the coordinated entry system, experience in operating similar programs to the proposal, and achieving positive outcomes. Applications for DV Bonus funding were also evaluated on their ability to house survivors and meet safety outcomes. The CoC Committee of the Governing Board reviewed the proposals submitted and utilized a scoring tool with this criterion to select new projects.

3). OPEH announced the anticipated new funding opportunities and application process on May 22, 2019. The announcement with the amounts available and application materials was released on July 10, 2019. An optional informational session was held on July 22, 2019.

4). Fairfax County's CoC operates in compliance with federal nondiscrimination and equal opportunity requirements, which is also stated in the Governance Charter. The CoC Lead Agency held meetings in accessible spaces, electronic formats were available to those with visual impairments, and TTY was offered and referenced in announcements to accommodate hearing impairments.

5). N/A

# 1C. Continuum of Care (CoC) Coordination

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## 1C-1. CoCs Coordination, Planning, and Operation of Projects.

**Applicants must select the appropriate response for each federal, state, local, private, other organizations, or program source the CoC included in the planning and operation of projects that serve individuals experiencing homelessness, families experiencing homelessness, unaccompanied youth experiencing homelessness, persons who are fleeing domestic violence, or persons at risk of homelessness.**

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

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**1C-2. CoC Consultation with ESG Program Recipients.**

**Applicants must describe how the CoC:**  
**1. consulted with ESG Program recipients in planning and allocating ESG funds;**  
**2. participated in the evaluating and reporting performance of ESG Program recipients and subrecipients; and**  
**3. ensured local homelessness information is communicated and addressed in the Consolidated Plan updates.**  
**(limit 2,000 characters)**

- 1). Fairfax County government is the local recipient of the Emergency Solutions Grant (ESG). ESG is awarded to Fairfax County’s Department of Housing and Community Development and is administered by Fairfax County’s Office to Prevent and End Homelessness (OPEH), which is also the CoC Lead Agency. OPEH consults with CoC members in planning and allocating ESG funds. Planning discussions occur through regularly scheduled provider meetings and OPEH also contacts providers individually to solicit feedback. OPEH currently allocates all ESG funds towards homelessness prevention and rapid rehousing assistance, minus the payment of eligible administrative activities.
- 2). OPEH monitors the use of ESG funds by its contractors to evaluate performance, report on the results, and adapt projects as necessary. Criteria used in the evaluation process is based on the system performance measures and metrics.
- 3). Fairfax County’s Department of Housing and Community Development (DHCD) administers all local CDBG and HOME funds and prepares the Consolidated Plan. OPEH shares ESG-funded program performance data from the CoC’s HMIS with DHCD staff, which is then incorporated into Consolidated Plan updates. The Consolidated Annual Performance and Evaluation Report (CAPER) includes a large amount of HMIS data regarding the number of people served in ESG-funded programs and the outcomes achieved.

**1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions.** Yes to both

**Applicants must indicate whether the CoC provided Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area.**

**1C-2b. Providing Other Data to Consolidated Plan Jurisdictions.** Yes

**Applicants must indicate whether the CoC ensured local homelessness information is communicated to Consolidated Plan Jurisdictions within its geographic area so it can be addressed in Consolidated Plan**

**updates.**

**1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.**

**Applicants must describe:**

- 1. the CoC’s protocols, including protocols for coordinated entry and the CoC’s emergency transfer plan, that prioritize safety and incorporate trauma-informed, victim-centered services; and**
- 2. how the CoC, through its coordinated entry, maximizes client choice for housing and services while ensuring safety and confidentiality.**  
**(limit 2,000 characters)**

1). The CoC’s Coordinated Entry policies outline clear paths to services to ensure that survivors of domestic violence (DV), dating violence, sexual assault, and stalking are connected to appropriate interventions based on their current need. The Lethality Assessment, an evidence-based tool which identifies victims at imminent risk of lethality, is used to prioritize shelter placement. Safety planning is incorporated into Coordinated Entry as well as the CoC’s Emergency Transfer Plan, which was developed in collaboration with homeless and domestic violence service providers, housing providers, legal services, and reviewed by the National Alliance for Safe Housing. Policies, forms, and processes were intentionally crafted to ensure all aspects of the system are trauma-informed and victim-centered. Trainings on a variety of topics related to DV, including trauma-informed practices, are offered regularly to all providers within the CoC.

2). Shelter and housing (funded locally and through the CoC, ESG, DOJ, and DHHS), is provided in safe, scattered sites throughout Fairfax County. Survivors are connected to housing resources through the CoC’s Coordinated Entry prioritization process and incorporated, anonymously, into By-Name Lists. Providers explore housing options with survivors and provide support in safety planning (transportation, social media, cell phone tracking, employment, health care, school, etc.). Those designated as victim service providers use a secure database that meets the HMIS Data Standards and VAWA regulations. Information is not shared electronically to ensure confidentiality is protected.

**1C-3a. Training–Best Practices in Serving DV Survivors.**

**Applicants must describe how the CoC coordinates with victim services providers to provide training, at least on an annual basis, for:**

- 1. CoC area project staff that addresses safety and best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence; and**
- 2. Coordinated Entry staff that addresses safety and best practices (e.g., Trauma Informed Care) on safety and planning protocols in serving survivors of domestic violence.**  
**(limit 2,000 characters)**

1). OPEH works closely with Fairfax County’s Office of Domestic and Sexual Violence Services (DSVS) to ensure CoC project staff are equipped to serve survivors of DV, dating violence, sexual assault, and stalking. A multi-day training on the dynamics of domestic and sexual violence and stalking, the

criminal & civil justice systems that respond to those crimes, and resources in the community is offered two times each year. Trainings are also offered on child witness to DV, dating and digital violence, domestic and sexual violence in religious minority communities, suicide prevention, working with victims of stalking, forced marriage in the U.S., protective orders, vicarious trauma, trauma informed care, victim-centered services, etc. For designated DV service programs, training also includes how to enter survivors' information into the secure and confidential DV Database (that is comparable to but separate from HMIS) as well as an overview of the Coordinated Entry System processes for anonymizing clients so they are included equally in the CoC's Coordinated Entry prioritization process for housing. Safety and planning protocols are woven throughout all the topics covered.

2). The trainings coordinated with victim services providers that are offered to the CoC project staff are also offered to Coordinated Entry staff. Victim service providers were involved in the development of Coordinated Entry policies and procedures as well as the CoC's Emergency Plan to ensure that safety and planning protocols were developed with a trauma-informed lens.

**1C-3b. Domestic Violence–Community Need Data.**

**Applicants must describe how the CoC uses de-identified aggregate data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking. (limit 2,000 characters)**

Fairfax County has a comprehensive coordinated community response to DV, dating violence, sexual assault, and stalking. There are several coordinating bodies comprised of senior-level decision makers that advise the Board of Supervisors, service and justice system providers, survivor representation, and religious and secular leadership that collaborate to collect and analyze data to assess the scope of community needs. There is also a multidisciplinary group specifically charged with studying DV related fatalities to identify system gaps and opportunities for policy change. The Domestic Violence Prevention, Policy & Coordinating Council (DVPPCC), with support from all the coordinating bodies, spearheads the release of an annual Data Compilation Report comprised of several data points used to assess the scope of community needs. This report includes the number of hotline calls, numbers served in the 24-hour emergency shelter for survivors of DV, analysis of exit and turn away data, demographics, annual trends in numbers served, numbers served in CoC programs, domestic dispute call and arrest totals from the Fairfax County Police Department, Office of the Magistrate data, Office of the Commonwealth Attorney's data, as well as data from several non-profit legal, counseling, faith-based, and advocacy groups. State & local data is tracked and mapped by zip code to determine areas of need and to identify gaps in services. Data on those with a history of domestic violence and those who are experiencing homelessness due to domestic violence that are not served in designated domestic violence programs is recorded in HMIS and captured in the Point in Time Count. A CoC-wide DV Database, comparable to but separate from HMIS, was implemented and a majority of the domestic violence designated providers are currently participating. All providers record data in secure databases that meet the HMIS Data Standards and comply with VAWA regulations.

**\*1C-4. PHAs within CoC. Attachments Required.**

**Applicants must submit information for the two largest PHAs or the two PHAs with which the CoC has a working relationship within the CoC’s geographic area.**

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2018 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On
Fairfax County Dep. of Housing & Community Devel.	31.00%	Yes-Both	Yes-Both
Alexandria Redevelopment Housing Authority	16.67%	Yes-HCV	No

**1C-4a. PHAs’ Written Policies on Homeless Admission Preferences.**

**Applicants must:**

**1. provide the steps the CoC has taken, with the two largest PHAs within the CoC’s geographic area or the two PHAs the CoC has working relationships with, to adopt a homeless admission preference—if the CoC only has one PHA within its geographic area, applicants may respond for one; or**

**2. state that the CoC does not work with the PHAs in its geographic area. (limit 2,000 characters)**

The Fairfax County Redevelopment and Housing Authority (FCRHA)’s Administrative Plan for the Housing Choice Voucher (HCV) Program identifies four local preferences including homeless preference. The homeless preference includes an MOU with OPEH to send referrals from Coordinated Entry to climb in priority on the waitlist for both the HCV and Rental Assistance Demonstration (RAD) projects. In 2018, 52 households were referred from the homeless system. So far in 2019, 20 households were referred to HCVs and 11 to RAD units. Also, in 2018, FCRHA received an allocation of 55 non-elderly disabled vouchers. The CoC Lead Agency worked with the FCRHA to ensure that the priority population of those experiencing homelessness was appropriately identified and referred. Through partnerships with the greater local health and human services agencies, 54% of this new allocation was targeted to those experiencing homelessness. Those referred from the homeless system were housed on average within 60 days, nearly two weeks faster than other referring agencies. The local housing authority also administers a time-limited voucher-like subsidy called Bridging Affordability (BA), which has a homeless preference as well. Participants in BA may be eligible for HCVs if a longer-term subsidy is needed. OPEH frequently collaborates with the administrators of both the HCV and BA programming to increase access to housing opportunities. The CoC Lead Agency has been an integral partner in shaping the BA program and incorporating more Housing First policies.

Fairfax County provided information regarding the two largest PHAs listed on the CoC-PHA Crosswalk Report as requested, however the Fairfax County Department of Housing and Community Development is the only PHA that operates within Fairfax County, which is the CoC’s geographic area. The Alexandria Redevelopment Housing Authority does not operate in Fairfax



County.

**1C-4b. Moving On Strategy with Affordable Housing Providers.**

**Applicants must indicate whether the CoC has a Moving On Strategy with affordable housing providers in its jurisdiction.**

Yes

**If “Yes” is selected above, describe the type of provider, for example, multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs. (limit 1,000 characters)**

The predominant Move On Strategy for Fairfax County’s CoC is to utilize the housing choice vouchers (HCVs) available through the Fairfax County Department of Housing and Community Development and the Fairfax County Redevelopment and Housing Authority (PHA). In 2018, 25 households were able to move on from permanent supportive housing with the receipt of a voucher. In 2019, 15 households were able to move on thus far from permanent supportive housing with the receipt of a voucher. Because the demand for HCVs exceeds the number available, OPEH partnered with the PHA on the 2019 application for Mainstream Vouchers as a strategy to increase capacity and movement through the homeless services system.

**1C-5. Protecting Against Discrimination.**

**Applicants must describe the actions the CoC has taken to address all forms of discrimination, such as discrimination based on any protected classes under the Fair Housing Act and 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing. (limit 2,000 characters)**

The CoC provided several training opportunities to prevent and address discrimination by ensuring that providers are equipped with an understanding of the Fair Housing Act and 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing. The Fairfax County Office of Human Rights & Equity Programs provided training in collaboration with Northern Virginia Association of Realtors, National Association of Realtors, and Legal Services of Northern Virginia to cover fair housing regulations and its application to protected classes in April 2019. The Virginia Fair Housing Office providing training covering policy on criminal records, reasonable accommodation, and assistance animals in July 2019. The Virginia Fair Housing Office also provided a fair housing training which covered the history of Virginia Fair Housing Law, exemptions, unlawful discriminatory housing practices, disparate impact as a standard of fair housing, as well as Housing protections available under the Violence Against Women Act and the Virginia Tenant Landlord Act in August 2018. These trainings were free and some offered CLE or CE credits to incentivize participation. The CoC also held a Housing Forum, organized by a non-profit provider, in which experts from C4 Innovations and the SPARC project facilitated a day-long discussion focused on racial inequity and how it affects homeless services in May 2019. Fair housing and identification of historical and systemic discrimination were

themes discussed throughout the training, which reached nearly 50 organizations across the DMV. The CoC also incorporated an anti-discrimination policy, which applies to all projects regardless of the funding source, into the Governance Charter that was approved in June 2019.

**\*1C-5a. Anti-Discrimination Policy and Training.**

**Applicants must indicate whether the CoC implemented an anti-discrimination policy and conduct training:**

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively address discrimination based on any protected class under the Fair Housing Act?	Yes
3. Did the CoC conduct annual training on how to effectively address discrimination based on any protected class under 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing?	Yes

**\*1C-6. Criminalization of Homelessness.**

**Applicants must select all that apply that describe the strategies the CoC implemented to prevent the criminalization of homelessness in the CoC’s geographic area.**

1. Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
2. Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
3. Engaged/educated local business leaders:	<input checked="" type="checkbox"/>
4. Implemented communitywide plans:	<input type="checkbox"/>
5. No strategies have been implemented:	<input type="checkbox"/>
6. Other:(limit 50 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

**1C-7. Centralized or Coordinated Assessment System. Attachment Required.**

**Applicants must:**  
 1. demonstrate the coordinated entry system covers the entire CoC geographic area;

- 2. demonstrate the coordinated entry system reaches people who are least likely to apply for homelessness assistance in the absence of special outreach; and**
- 3. demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner. (limit 2,000 characters)**

1). There are multiple walk-in and telephone access points to homeless services in each region of the County. The shelters serve as 24/7 walk-in and telephone assessment centers, there is County-wide human services hotline, and street outreach teams complete assessments at any location for those unable to travel. Collectively, these access points cover the entire CoC geographic area.

2). The CoC's outreach teams are actively engaged with individuals residing in places not meant for human habitation, providing client-centered resources and opportunities to all housing programs, including rapid rehousing and permanent supportive housing, as well as shelter entry. The consistent presence of the outreach teams at "hot spots" provide the individuals least likely to engage in or apply for assistance the opportunity to interact with the homeless crisis response system on their own terms. Ongoing CE trainings are provided to health and human services agencies where clients may be more likely to reach out for assistance. A strong network and process was developed to increase warm hand-offs. Marketing materials are also provided and posted in social service sites across the County.

3). The assessment process is tiered with a crisis needs assessment and housing needs assessment. In both stages, households are prioritized based on vulnerability and length of homelessness. All access points engage those seeking services in housing-focused diversion conversations to prevent homelessness. Those completing a housing needs assessment are entered in CoC's Coordinated Entry prioritization process. All HUD funded PSH and RRH programs, County funded programs and some privately funded programs, receive households from this centralized process. Households are prioritized based on chronic homeless status, VI-SPDAT score, and length of homelessness. Ongoing By-Name List meetings allow for oversight on the length of time it takes to move households through the system in a timely manner.

## 1D. Continuum of Care (CoC) Discharge Planning

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### 1D-1. Discharge Planning Coordination.

**Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).**

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

# 1E. Local CoC Competition

## Instructions

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## \*1E-1. Local CoC Competition–Announcement, Established Deadline, Applicant Notifications. Attachments Required.

**Applicants must indicate whether the CoC:**

1. informed project applicants in its local competition announcement about point values or other ranking criteria the CoC would use to rank projects on the CoC Project Listings for submission to HUD for the FY 2019 CoC Program Competition;	Yes
2. established a local competition deadline, and posted publicly, for project applications that was no later than 30 days before the FY 2019 CoC Program Competition Application submission deadline;	Yes
3. notified applicants that their project application(s) were being rejected or reduced, in writing along with the reason for the decision, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline; and	Yes
4. notified applicants that their project applications were accepted and ranked on the CoC Priority Listing in writing, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline.	Yes

## 1E-2. Project Review and Ranking–Objective Criteria.

**Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2019 CoC Program Competition:**

1. Used objective criteria to review and rank projects for funding (e.g., cost effectiveness of the project, performance data, type of population served);	Yes
2. Included one factor related to improving system performance (e.g., exits to permanent housing (PH) destinations, retention of PH, length of time homeless, returns to homelessness, job/income growth, etc.); and	Yes
3. Included a specific method for evaluating projects submitted by victim services providers that utilized data generated from a comparable database and evaluated these projects on the degree they improve safety for the population served.	Yes

## 1E-3. Project Review and Ranking–Severity of Needs and Vulnerabilities.

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**Applicants must describe:**  
**1. the specific severity of needs and vulnerabilities the CoC considered when reviewing and ranking projects; and**  
**2. how the CoC takes severity of needs and vulnerabilities into account when reviewing and ranking projects.**  
**(limit 2,000 characters)**

1). A Monitoring & Evaluation (M&E) Committee, comprised of representation of all HUD grantees as well as other homeless service providers in the community, meet annually to revise the tool the CoC uses to review, rank, and rate the CoC projects. Ensuring that consideration is given to projects that provide housing and services to populations with higher vulnerabilities/service needs has been and remains a priority. As such the CoC’s Monitoring & Evaluation Tool already included a section that awards additional points for subpopulations served. The total number of conditions/subpopulations and the total number and percent served is also taken into account. The conditions/subpopulations included were veterans, individuals with mental illness, substance abuse disorders, chronic health conditions, HIV, developmental and physical disabilities, TAY, and individuals over the age of 62. The M&E Committee elected to expand upon this list to include those served with a history of victimization (DV and/or child abuse), previous episodes of homelessness, chronic homelessness, unsheltered or no income at entry, criminal, and bad credit or rental history (including not having been a lease holder). The Ranking Committee was also made aware of the uniqueness of the project type. This included project size, the population served, and the percent of project type of its kind within the CoC.  
2). The total conditions/subpopulations were divided by the total number of clients served. This number was provided to the Ranking Committee for consideration during their deliberations. The vulnerability score of each project was discussed during project appraisal and influenced the ranking placement of projects. Projects serving populations that present with more barriers to engagement and greater service needs were awarded more points on the M&E Tool; overall M&E score is a major consideration in the ranking.

**1E-4. Public Postings–CoC Consolidated Application. Attachment Required.**

**Applicants must:**  
**1. indicate how the CoC made public the review and ranking process the CoC used for all project applications; or**  
**2. check 6 if the CoC did not make public the review and ranking process; and**  
**3. indicate how the CoC made public the CoC Consolidated Application—including the CoC Application and CoC Priority Listing that includes all project applications accepted and ranked or rejected—which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the FY 2019 CoC Program Competition application submission deadline; or**  
**4. check 6 if the CoC did not make public the CoC Consolidated Application.**

Public Posting of Objective Review and Ranking Process
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Public Posting of CoC Consolidated Application including: CoC Application, CoC Priority Listing,
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		Project Listings	
1. Email	<input checked="" type="checkbox"/>	1. Email	<input checked="" type="checkbox"/>
2. Mail	<input type="checkbox"/>	2. Mail	<input type="checkbox"/>
3. Advertising in Local Newspaper(s)	<input type="checkbox"/>	3. Advertising in Local Newspaper(s)	<input type="checkbox"/>
4. Advertising on Radio or Television	<input type="checkbox"/>	4. Advertising on Radio or Television	<input type="checkbox"/>
5. Social Media (Twitter, Facebook, etc.)	<input checked="" type="checkbox"/>	5. Social Media (Twitter, Facebook, etc.)	<input checked="" type="checkbox"/>
6. Did Not Publicly Post Review and Ranking Process	<input type="checkbox"/>	6. Did Not Publicly Post CoC Consolidated Application	<input type="checkbox"/>

**1E-5. Reallocation between FY 2015 and FY 2018.**

**Applicants must report the percentage of the CoC’s ARD that was reallocated between the FY 2015 and FY 2018 CoC Program Competitions.**

**Reallocation: 11%**

**1E-5a. Reallocation–CoC Review of Performance of Existing Projects.**

**Applicants must:**

- 1. describe the CoC written process for reallocation;**
  - 2. indicate whether the CoC approved the reallocation process;**
  - 3. describe how the CoC communicated to all applicants the reallocation process;**
  - 4. describe how the CoC identified projects that were low performing or for which there is less need; and**
  - 5. describe how the CoC determined whether projects that were deemed low performing would be reallocated.**
- (limit 2,000 characters)**

1). The Reallocation Policy, included in the Governance Charter, outlines the reallocation criteria and process. The criteria includes monitoring & evaluation (M&E) scores, ongoing performance, financial stewardship, and alignment with HUD and CoC strategic priorities. Projects involuntarily selected for reallocation are notified in writing by the CoC Committee and have the opportunity to respond to the Governing Board. Voluntary reallocation is also noted as an option.

2). The Reallocation Policy, included in the Governance Charter, was approved by the CoC on June 11, 2019.

3). The Reallocation Policy is communicated to all applicants through an annual review and approval of the Governance Charter. The M&E, Ranking, and CoC Committees were also involved in the development process.

4). The M&E Committee, comprised of grantees and non-grantees, enhances the CoC’s M&E Tool each year, which is used to assess overall grant

management, cost per client, service level, vulnerabilities of population served, outcomes, and more. The Tool also contains a scoring rubric and target performance measures to ensure transparency and consistency. This Committee also provides recommendations to the CoC Committee on how to address the lowest scoring projects. Factors considered include the range of the scores, areas contributing to low scores, and patterns of producing low scores. HIC and Coordinated Entry Prioritization Pool data are also used to evaluate how project types are meeting identified community needs.

5). During this competition year, the M&E and CoC Committees assessed that all projects, all of which provide permanent housing, bring significant value to the CoC. The lowest scoring projects only scored 7 points below the mean and median scores and met majority of the performance targets. Therefore, involuntary reallocation was not determined to be the most efficient route to achieving higher performance.



## DV Bonus

### Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

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### 1F-1 DV Bonus Projects.

**Applicants must indicate whether the CoC is requesting DV Bonus projects which are included on the CoC Priority Listing:** Yes

**1F-1a. Applicants must indicate the type(s) of project(s) included in the CoC Priority Listing.**

1. PH-RRH	<input checked="" type="checkbox"/>
2. Joint TH/RRH	<input type="checkbox"/>
3. SSO Coordinated Entry	<input type="checkbox"/>

**Applicants must click “Save” after checking SSO Coordinated Entry to view questions 1F-3 and 1F-3a.**

### \*1F-2. Number of Domestic Violence Survivors in CoC’s Geographic Area.

**Applicants must report the number of DV survivors in the CoC’s geographic area that:**

Need Housing or Services	188.00
--------------------------	--------

the CoC is Currently Serving	439.00
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**1F-2a. Local Need for DV Projects.**

**Applicants must describe:**

- 1. how the CoC calculated the number of DV survivors needing housing or service in question 1F-2; and**
- 2. the data source (e.g., HMIS, comparable database, other administrative data, external data source).**  
**(limit 500 characters)**

- 1). The CoC calculated the number of individuals that reported a history of domestic violence (188) in ES and TH projects. Because the data cannot be unduplicated between HMIS and the Comparable Database, a point-in-time approach was utilized rather than an annual count. The number of victims of domestic violence the CoC is currently serving (439) includes ES, TH, RRH, PSH, and OPH projects.
- 2). The data was derived from HMIS and the Comparable Database.

**1F-4. PH-RRH and Joint TH and PH-RRH Project Applicant Capacity.**

**Applicants must provide information for each unique project applicant applying for PH-RRH and Joint TH and PH-RRH DV Bonus projects which the CoC is including in its CoC Priority Listing—using the list feature below.**

<b>Applicant Name</b>	<b>DUNS Number</b>
Shelter House, Inc.	627380512

## 1F-4. PH-RRH and Joint TH and PH-RRH Project

### Applicant Capacity

DUNS Number:	627380512
Applicant Name:	Shelter House, Inc.
Rate of Housing Placement of DV Survivors–Percentage:	80.00%
Rate of Housing Retention of DV Survivors–Percentage:	80.00%

#### 1F-4a. Rate of Housing Placement and Housing Retention.

**Applicants must describe:**

- 1. how the project applicant calculated the rate of housing placement and rate of housing retention reported in the chart above; and**
- 2. the data source (e.g., HMIS, comparable database, other administrative data, external data source). (limit 500 characters)**

- 1). The rate of housing placement and retention is based on the average percent of exits to permanent housing across all the project types the Project Applicant operates that exclusively serve victims of domestic violence, including ES, TH, RRH, and OPH. The RRH project serving victims of DV housed 53 households (150 individuals) in the most recent grant year with 87% of those exiting the project retaining their housing.
- 2). The data was derived from HMIS and the Comparable Database.

#### 1F-4b. DV Survivor Housing.

**Applicants must describe how project applicant ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing. (limit 2,000 characters)**

Shelter House, Inc., the Project Applicant that is proposing the rapid rehousing project serving victims of domestic violence, is uniquely positioned within the CoC as both a homeless service and a domestic violence service provider. Shelter House, Inc. has been operating emergency shelters serving families experiencing homelessness within the CoC since 1985. The agency was the first provider in the CoC to open a shelter with a rapid rehousing approach and housing first model and has been a leader and early adopter in implementing emerging best practices for those experiencing homelessness as well as domestic violence. Shelter House, Inc. has been operating the CoC's only 24-hour domestic violence shelter since 2010 and has substantially increased the volume and breadth of resources available to victims of domestic violence. The agency now provides prevention, rapid rehousing, transitional housing and other permanent housing tailored to the needs of this population. Shelter House, Inc. was also involved in the development of the CoC's Coordinated Entry system, which is designed to ensure that victims of domestic violence that are also experiencing homelessness are quickly identified, assessed, and safely connected to appropriate housing as quickly as possible. Multiple system-entry points ensure services are accessible to victims of domestic violence within the

CoC. Non-profit providers, faith communities, and county departments spanning multiple disciplines (health care system, criminal justice system, etc.) are trained on the processes to connect victims of domestic violence experiencing homelessness to services and housing. Shelter House, Inc. utilizes these system-wide protocols and prioritizes housing conversations with the victims of domestic violence that the agency serves.

**1F-4c. DV Survivor Safety.**

**Applicants must describe how project applicant:**

- 1. ensured the safety of DV survivors experiencing homelessness by:**
  - (a) training staff on safety planning;**
  - (b) adjusting intake space to better ensure a private conversation;**
  - (c) conducting separate interviews/intake with each member of a couple;**
  - (d) working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;**
  - (e) maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant;**
  - (f) keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors; and**
- 2. measured its ability to ensure the safety of DV survivors the project served.**

**(limit 2,000 characters)**

- 1). Shelter House, Inc., the Project Applicant that is proposing the rapid rehousing project serving victims of domestic violence, already has extensive experience in starting and operating HUD CoC-funded rapid rehousing projects as well as extensive experience in serving victims of domestic violence. (a) All staff serving victims of domestic violence are trained on how to effectively engage and support domestic violence survivors in developing and maintaining safety plans. (b) Confidentiality is of the upmost importance as it is closely linked to safety, and therefore all conversations occur in private meeting spaces. Sound machines are used as needed to ensure discussions cannot be overheard. (c) Shelter House, Inc. currently operates a rapid rehousing project that primarily serves victims of domestic violence and already ensures that households with multiple adults can meet independently with staff. (d) The agency uses a housing first and trauma-informed client centered service delivery approach. Staff provide support in exploring housing options and allow the client to lead the decision-making process. (e) Safety planning around the unit location and physical set-up is provided. Staff ensure that safety planning also occurs around transportation, social media, employment, health care services, cell phone tracking, and communication with schools if relevant, etc. (f) Location confidentiality is reviewed with staff as well as victims receiving services to ensure that confidentiality all of those served is protected.
- 2). Shelter House surveys the victims of domestic violence currently served and in FY19, 88% of households reported knowing more ways to plan for their safety as a result of the services provided.

**1F-4d. Trauma-Informed, Victim-Centered Approaches.**

**Applicants must describe:**

- 1. project applicant's experience in utilizing trauma-informed, victim-**

**centered approaches to meet needs of DV survivors; and**  
**2. how, if funded, the project will utilize trauma-informed, victim-centered approaches to meet needs of DV survivors by:**  
**(a) prioritizing participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences;**  
**(b) establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;**  
**(c) providing program participants access to information on trauma, e.g., training staff on providing program participant with information on trauma;**  
**(d) placing emphasis on the participant's strengths, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;**  
**(e) centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;**  
**(f) delivering opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and**  
**(g) offering support for parenting, e.g., parenting classes, childcare.**  
**(limit 4,000 characters)**

1). Shelter House, Inc., the Project Applicant that is proposing the rapid rehousing project serving victims of domestic violence, currently uses trauma-informed, victim-centered approaches in all aspects of service delivery. The agency has reviewed its forms and policies with a trauma-informed lens, participates in the CoC's Trauma-Informed Community Network, (a multi-disciplinary, multi-agency effort to implement and support Trauma Informed Care initiatives across the human services system), and has provided training to other agencies, locally and throughout the commonwealth of Virginia, to ensure they are equipped to provide trauma-informed, victim-centered services.

2). Shelter House, Inc. will continue to apply trauma-informed, victim-centered approaches to meet the needs of DV survivors within the newly proposed project, if awarded. (a) Participants served through the project will be actively engaged in the housing identification process. Staff will partner with survivors to quickly locate options and provide support in the decision-making process. (b) Shelter House, Inc. operates with several core values, including Collaboration, Accountability, Respect, and Empowerment (CARE). Staff are trained and equipped with the ability to uphold the values in all aspects of their work. This agency-wide approach supports the development of positive client and case manager working relationships. (c) The agency trains its staff to recognize behaviors that may be indicative of trauma, and equips them with evidence-based tools to ensure proper response and to resist re-traumatization. To educate participants served, the agency uses the Power and Control Wheel to help survivors to understand cycles and patterns at the core of abusive behaviors. This resource would continue to be used within the newly proposed project. Counseling services will also be accessible. (d) Shelter House, Inc. already trains its staff to utilize a strength-based approach, which is incorporated into case plans and in the development of goals. The agency would continue this approach if the newly proposed project is awarded. (e) Shelter House, Inc. has implemented several agency-wide trainings focused on cultural responsiveness and inclusivity. The agency also has a code of ethics, based on the NASW code of ethics, that covers expectations regarding cultural

competence and nondiscrimination. Shelter House, Inc. has also attended CoC-wide trainings provided on equal access. (f) Shelter House, Inc. would connect survivors to resources within the community, as requested, to meet individualized needs. The agency has partnerships with faith communities and survivor groups and are dispersed throughout the community. (g) Shelter House, Inc. would also connect households to the range of services needed to promote stability, including parenting resources, childcare, etc. Services offered are voluntarily and clients are at the forefront of all decision-making processes.

**1F-4e. Meeting Service Needs of DV Survivors.**

**Applicants must describe how the project applicant met services needs and ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing while addressing their safety needs, including:**

- **Child Custody**
- **Legal Services**
- **Criminal History**
- **Bad Credit History**
- **Education**
- **Job Training**
- **Employment**
- **Physical/Mental Healthcare**
- **Drug and Alcohol Treatment**
- **Childcare**

**(limit 2,000 characters)**

Shelter House, Inc., the Project Applicant that is proposing the rapid rehousing project serving victims of domestic violence, currently operates multiple project types serving victims of domestic violence. The agency supports clients in addressing all aspects of their safety needs when quickly moving into permanent housing. Shelter House, Inc. has working relationships with several legal services agencies that can provide support on a variety of legal needs, including child custody issues. The agency supports clients in identifying safe exchange options as well. Housing Locators help to communicate criminal histories to landlords if requested and provide support in resolving credit issues occurring as a result of financial abuse. Employment Specialists provide support in accessing educational opportunities as well as employment and job training. Safety planning is provided as options are explored and survivors are connected to childcare if needed. Survivors are referred to mainstream physical and mental health care services as well as drug and alcohol treatment centers if support is requested. Safety planning is provided around all aspects of referral processes and connection to services.

## 2A. Homeless Management Information System (HMIS) Implementation

**Intructions:**

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

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**2A-1. HMIS Vendor Identification. WellSky**

**Applicants must review the HMIS software vendor name brought forward from FY 2018 CoC Application and update the information if there was a change.**

**2A-2. Bed Coverage Rate Using HIC and HMIS Data.**

**Using 2019 HIC and HMIS data, applicants must report by project type:**

Project Type	Total Number of Beds in 2019 HIC	Total Beds Dedicated for DV in 2019 HIC	Total Number of 2019 HIC Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	483	72	411	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	249	96	153	100.00%
Rapid Re-Housing (RRH) beds	269	0	268	99.63%
Permanent Supportive Housing (PSH) beds	639	0	550	86.07%
Other Permanent Housing (OPH) beds	306	0	306	100.00%

**2A-2a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-2.**

**For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-2., applicants must describe:**

**1. steps the CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and  
2. how the CoC will implement the steps described to increase bed coverage to at least 85 percent.  
(limit 2,000 characters)**

N/A

**\*2A-3. Longitudinal System Analysis (LSA) Submission.**

**Applicants must indicate whether the CoC submitted its LSA data to HUD in HDX 2.0.** Yes

**\*2A-4. HIC HDX Submission Date.**

**Applicants must enter the date the CoC submitted the 2019 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX).  
(mm/dd/yyyy)** 04/25/2019



## 2B. Continuum of Care (CoC) Point-in-Time Count

### Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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**2B-1. PIT Count Date.** 01/23/2019

**Applicants must enter the date the CoC conducted its 2019 PIT count (mm/dd/yyyy).**

**2B-2. PIT Count Data–HDX Submission Date.** 04/25/2019

**Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).**

**2B-3. Sheltered PIT Count–Change in Implementation.**

**Applicants must describe:**

**1. any changes in the sheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and**

**2. how the changes affected the CoC’s sheltered PIT count results; or**  
**3. state “Not Applicable” if there were no changes.**

**(limit 2,000 characters)**

Not Applicable

**\*2B-4. Sheltered PIT Count–Changes Due to Presidentially-declared Disaster.**

**Applicants must select whether the CoC No  
added or removed emergency shelter,**

**transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially-declared disaster, resulting in a change to the CoC’s 2019 sheltered PIT count.**

**2B-5. Unsheltered PIT Count–Changes in Implementation.**

**Applicants must describe:**

- 1. any changes in the unsheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and**
  - 2. how the changes affected the CoC’s unsheltered PIT count results; or**
  - 3. state “Not Applicable” if there were no changes.**
- (limit 2,000 characters)**

1). The CoC has continually made improvements each year to enhance the collection of information for unsheltered individuals. Though the methodology of the PIT count itself stayed mostly the same, improvements to the ongoing data collection process for unsheltered individuals is always a priority and contributes to a more accurate PIT count every year. Prior to the 2019 PIT, all mainstream homeless services outreach workers and the Community Services Board’s PATH team met in person to identify and solidify a schedule for PIT-specific outreach to ensure full coverage and prevent duplication of efforts.

2). As in previous years, the CoC also relied on the By-Name List to crosscheck individuals who were physically identified during the 2019 PIT count. Because the outreach data used to generate the By-Name List is regularly updated and reviewed for accuracy, the By-Name List served as a real-time inventory of everyone who was likely unsheltered on the night of the PIT count. Outreach workers followed up with individuals that were included on the By-Name List but not included on the PIT count to determine if they were actually unsheltered that night. These subtle changes have supported an increasingly more accurate PIT count.

**\*2B-6. PIT Count–Identifying Youth Experiencing Homelessness.**

**Applicants must:**

**Indicate whether the CoC implemented specific measures to identify youth experiencing homelessness in their 2019 PIT count.** Yes

**2B-6a. PIT Count–Involving Youth in Implementation.**

**Applicants must describe how the CoC engaged stakeholders serving youth experiencing homelessness to:**

- 1. plan the 2019 PIT count;**
- 2. select locations where youth experiencing homelessness are most likely to be identified; and**
- 3. involve youth in counting during the 2019 PIT count.**

**(limit 2,000 characters)**

1). The primary youth provider that operates emergency shelter, rapid rehousing, and transitional housing programs for youth, as well as Fairfax County Public Schools (FCPS) Homeless Liaison's Office (HLO), were actively engaged in planning meetings in preparation for the 2019 PIT count. Representatives served on the PIT committee, which is the entity convened by the CoC lead that is responsible for orchestrating the count. Youth providers gave input on the PIT training curriculum and also facilitated trainings to providers participating in the PIT count on how best to collect information in case they encountered a youth on the night of the count.  
2&3). Flyers explaining the what, why, and when of the PIT count were positioned in strategic locations to notify youth that the count was occurring and to promote participation. Locations where youth experiencing homelessness were most likely to be identified were also explored in PIT planning conversations with stakeholders. The primary youth provider regularly engages and solicits input from the youth on needs and services provided, including advice on how to best identify other youth experiencing homelessness.

**2B-7. PIT Count–Improvements to Implementation.**

**Applicants must describe the CoC's actions implemented in its 2019 PIT count to better count:**

- 1. individuals and families experiencing chronic homelessness;**
- 2. families with children experiencing homelessness; and**
- 3. Veterans experiencing homelessness.**

**(limit 2,000 characters)**

1,2&3). To ensure the PIT count is comprehensive and thorough, the CoC Lead convened a PIT Committee comprised of providers that serve individuals and families experiencing chronic homelessness, families with children, and veterans as well as other subpopulations. The PIT Committee helps to prepare the CoC for the count by developing the training materials that are presented to all providers by the CoC and HMIS Lead approximately one month prior to the count. The training includes an overview of the HIC and PIT count, a review of the PIT count definitions (with an extensive focus on the chronic homeless definition), and a review of how to collect and document the PIT count data. A survey is provided to attendees after the training to ensure it is relevant to all populations and subpopulations. In addition to the training provided, the CoC Lead collaborates with individuals experiencing homelessness as well as outreach teams and drop in centers to identify known hot spots or new areas where there may be suspected encampments, where individuals may be sleeping in cars, etc. The street outreach teams are assigned to all four human services regions of the CoC to ensure there is 100% geographic coverage for the PIT count. Flyers explaining the what, why, and when of the PIT count are positioned in emergency shelters serving individuals and families, as well as drop-in centers, to notify clients and promote participation. All of the family shelters located in the CoC submit their number of occupants and the outreach team makes note of any unsheltered families. There were no unsheltered families recorded in this year's PIT. The five SSFV providers operating within the CoC participate in the PIT to help to ensure an accurate count of veterans. As part of the PIT survey, individuals are asked if they have ever been Active Duty in the United States Military. This information is added to HMIS if it has not already been entered, resulting in a more accurate veterans count.

## **3A. Continuum of Care (CoC) System Performance**

### **Instructions**

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### **\*3A-1. First Time Homeless as Reported in HDX.**

**Applicants must:**

Report the Number of First Time Homeless as Reported in HDX.	1,889
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### **3A-1a. First Time Homeless Risk Factors.**

**Applicants must:**

- 1. describe the process the CoC developed to identify risk factors the CoC uses to identify persons becoming homeless for the first time;**
- 2. describe the CoC’s strategy to address individuals and families at risk of becoming homeless; and**
- 3. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the number of individuals and families experiencing homelessness for the first time. (limit 2,000 characters)**

1). The CoC and HMIS Lead Agency, as a part of a Built for Zero initiative, designed a report in HMIS to analyze in-flow and out-flow data with a two-year look back period. The CoC reviews the report monthly to identify emerging trends or risk factors of chronically homeless individuals and veterans experiencing homelessness for the first time. Outcomes are discussed with providers to determine if additional screening questions should be incorporated into the system entry points to better target prevention and diversion services. The CoC is working on scaling up this newly implemented process to analyze characteristics of those experiencing homelessness for the first time amongst all populations. The CoC has also started to use the Stella Application to analyze

the first-time homeless data included in the LSA submission data.

2). Homelessness prevention services is the strategy used to support individuals and families at risk of becoming homeless. The Coordinated Entry manual specifically states that the goal of prevention services is to “reduce the number of individuals who become homeless for the first time and reduce the number of individuals experiencing multiple episodes of homelessness.” When prevention referrals exceed capacity, family service providers prioritize by susceptibility of becoming literally homeless. Those with an episode of homelessness within the past 24 months are served first, followed by those with any experience of homelessness. Providers that serve single individuals use a scored tool that takes a variety of vulnerability factors into consideration. During the most recent Hypothermia season, a diversion assessment was also used to quickly connect all individuals seeking services, including those experiencing homelessness for the first time, to housing.

3). OPEH is responsible for overseeing the CoC’s strategy to reduce the number of individuals and families experiencing homelessness for the first time.

**\*3A-2. Length of Time Homeless as Reported in HDX.**

**Applicants must:**

Report Average Length of Time Individuals and Persons in Families Remained Homeless as Reported in HDX.	95
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**3A-2a. Strategy to Reduce Length of Time Homeless.**

**Applicants must:**

- 1. describe the CoC’s strategy to reduce the length of time individuals and persons in families remain homeless;**
  - 2. describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and**
  - 3. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the length of time individuals and families remain homeless.**
- (limit 2,000 characters)**

1). OPEH, the CoC Lead Agency, has implemented several initiatives to reduce the length of time individuals and persons in families experience homelessness. A performance measure, focused on length of homelessness, was incorporated into individual contracts held with providers operating outreach, prevention, emergency shelter, rapid rehousing, and permanent supportive housing programs with a target reduction rate per year. OPEH holds quarterly meetings with contracted providers to review all performance measures, including length of homelessness, and discuss specific strategies to elevate performance. OPEH also actively engages the few providers who do not hold contracts in discussions about the system-wide performance measures. System Performance Measure data between FY15 and FY18 was presented and discussed during the most recent CoC Meeting.

2). The CoC uses HMIS to generate By-Name Lists, which are sorted by population (sheltered and unsheltered individuals, families and veterans) and prioritized by chronicity and length of homelessness. Monthly By-Name List Meetings, led by OPEH, are held with contracted and non-contracted providers

to develop specific housing plans to address each individual's episode of homelessness, starting with longest length of homelessness. The CoC's Coordinated Entry Prioritization Pool, which operates in alignment with HUD's memo on prioritizing length of homelessness for permanent supportive housing programs, is used to quickly connect individuals and families to housing programs.

3). OPEH is responsible for overseeing the CoC's strategy to reduce the length of time individuals and families remain homeless.

**\*3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX.**

**Applicants must:**

	Percentage
1. Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations as reported in HDX.	44%
2. Report the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	97%

**3A-3a. Exits to Permanent Housing Destinations/Retention of Permanent Housing.**

**Applicants must:**

1. describe the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
2. provide the organization name or position title responsible for overseeing the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
3. describe the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations; and
4. provide the organization name or position title responsible for overseeing the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.

**(limit 2,000 characters)**

1). OPEH, the CoC Lead Agency, has executed several strategies to increase the rate of exits from emergency shelter, transitional housing, and rapid rehousing to permanent housing destinations. There are no safe havens in the CoC. By-Name List Meetings, with data generated by HMIS and sorted by population are held monthly with contracted and non-contracted providers to develop individualized housing plans and review outflow data. OPEH also incorporated a performance measure, focused on exits to permanent housing, in individual contracts held with providers. Quarterly meetings are held with contracted providers to review all performance measures, including exits to

permanent housing, and to discuss specific strategies to elevate performance. OPEH also actively engages the few providers who do not hold contracts in discussions about the system-wide performance measures.

2). OPEH is responsible for overseeing the strategies to increase the rate at which individuals and persons in families exit from ES, SH, TH, and RRH to permanent housing destinations.

3). To increase the rate at which individuals and persons in families in permanent housing projects, other than RRH, retain their permanent housing or exit to permanent housing destinations, the CoC implemented several strategies. The CoC strengthened its partnership with the local PHA and a preference to serve individuals and families experiencing homelessness was instituted; vouchers are now accessible for households in PSH that no longer need intensive services. All CoC programs adopted a Housing First approach and case managers are trained to focus on housing stability, which includes planning to increase income and develop long-term housing goals.

4). OPEH is responsible for overseeing the strategies to increase the rate at which individuals and persons in families in permanent housing projects, other than RRH, retain their permanent housing or exit to permanent housing destinations.

**\*3A-4. Returns to Homelessness as Reported in HDX.**

**Applicants must:**

	Percentage
1. Report the percentage of individuals and persons in families returning to homelessness over a 6-month period as reported in HDX.	12%
2. Report the percentage of individuals and persons in families returning to homelessness over a 12-month period as reported in HDX.	8%

**3A-4a. Returns to Homelessness–CoC Strategy to Reduce Rate.**

**Applicants must:**

- 1. describe the strategy the CoC has implemented to identify individuals and persons in families who return to homelessness;**
- 2. describe the CoC’s strategy to reduce the rate of additional returns to homelessness; and**
- 3. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the rate individuals and persons in families return to homelessness. (limit 2,000 characters)**

- 1). The CoC uses a report generated through HMIS to identify persons who exit homelessness to a permanent housing destination and subsequently return to homelessness within 6 to 12 months and within 24 months. Providers examine individual cases of persons returning to homelessness to determine the cause and identify if there were missed opportunities to engage. The data is also explored to see if any indicators of those most at risk for recidivism can be identified and to assess if interventions, services, or approaches should be adjusted to reduce recidivism.
- 2). This recidivism data is presented to Executive Directors within the CoC as

well as the Governing Board and reviewed at meetings held with non-contracted and contracted providers. The ongoing focus and commitment to regularly analyzing the recidivism data to create awareness and promote solution driven discussions is a key initial strategy to reducing the rate of additional returns to homelessness. Providers have already restructured to shift capacity to prevention and diversion services to decrease inflow and have increased capacity to support retention once rehoused. If need exceeds capacity for prevention services, the CoC has instituted a priority within its Coordinated Entry policies to first serve families with an episode of homelessness within the past 24 months. It has been hypothesized, based on recidivism data produced through HMIS, that these individuals have a higher susceptibility to becoming literally homeless. Vulnerability is still taken into consideration for single individuals. OPEH also incorporated performance measures, including goals to increase exits to permanent housing and decrease returns to homelessness, into contracts issued to ensure the focus on addressing recidivism is mutual. 3). OPEH is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families returns to homelessness.

**\*3A-5. Cash Income Changes as Reported in HDX.**

**Applicants must:**

	Percentage
1. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their employment income from entry to exit as reported in HDX.	23%
2. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their non-employment cash income from entry to exit as reported in HDX.	31%

**3A-5a. Increasing Employment Income.**

**Applicants must:**

- 1. describe the CoC's strategy to increase employment income;**
  - 2. describe the CoC's strategy to increase access to employment;**
  - 3. describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and**
  - 4. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase jobs and income from employment.**
- (limit 2,000 characters)**

1&2). The CoC has executed several strategies to increase access to employment income. The CoC has a locally funded employment program, with a position that serves the whole system, focused on recruiting businesses committed to hiring and training clients with employment barriers. The majority of providers, including non-CoC Program funded projects, also have employment specialist positions designed to provide employment support tailored to the individual's needs. Services include job search assistance, support in completing job applications, resume building, referrals for interview clothing, practice interviews, career planning – including exploring GED,



vocational, or other education programs, etc. System Performance Measure data was shared at the most recent CoC Meeting and is available on the CoC Lead Agency's website, including employment and employment income data, to highlight the important role employment plays in helping individuals and families to end their homelessness.

3). The CoC has positioned employment services as a key focal point in the development of its next strategic plan to continue to strengthen this aspect of the system. Leadership from Fairfax County's Economic and Development Authority sits on the CoC's Governing Board, which helps to promote collaboration with mainstream employment organizations. This department houses workforce development programs such as the Virginia Employment Commission and the Northern Virginia Workforce Investment Board and SkillSource Group, both of which connect job seekers to a variety of employment, education, and training services available at the local, state and federal levels.

4). OPEH is responsible for overseeing the CoC's strategies to increase jobs and income from employment.

### **3A-5b. Increasing Non-employment Cash Income.**

**Applicants must:**

- 1. describe the CoC's strategy to increase non-employment cash income;**
- 2. describe the CoC's strategy to increase access to non-employment cash sources;**
- 3. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase non-employment cash income.**

1&2). The CoC has executed several strategies to increase access to non-employment cash resources. All CoC Program funded projects have SOAR certified staff available to assist eligible clients in obtaining SSI/SSDI. The CoC uses one form to access numerous cash and non-cash benefits, which has lowered barriers to attainment. Training is offered to ensure that all providers are equipped with the knowledge of what non-employment cash sources are accessible and how to successfully navigate clients through the process of securing non-employment cash resources. The Monitoring & Evaluation Tool used for CoC funded projects assesses the outcomes achieved by the providers in increasing non-employment cash income and access to non-employment cash sources. The CoC Lead Agency, OPEH, facilitated several meetings with CoC funded projects over the course of the year to allow providers to learn from each other and collaborate on achieving high outcomes across the system on all areas of performance, including increasing access to non-employment cash sources and income.

3). OPEH is responsible for overseeing the CoC's strategies to increase non-employment cash income.

### **3A-5c. Increasing Employment. Attachment Required.**

**Applicants must describe how the CoC:**

- 1. promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies;**  
**and**

**2. is working with public and private organizations to provide meaningful, education and training, on-the-job training, internship, and employment opportunities for residents of permanent supportive housing that further their recovery and well-being.  
 (limit 2,000 characters)**

1). The CoC has a locally funded employment program, with a position that serves the whole system, focused on recruiting businesses committed to hiring and training clients with employment barriers. In addition, providers have also developed relationships with staffing agencies, held job fairs within homeless service programs with on-sight interviews, and have connected to mainstream job fairs in order to develop new partnerships and secure access to employment opportunities. Non-profits operating within the CoC regularly engage with the Northern Virginia Chamber of Commerce, which represents nearly 700 companies and approximately 500,000 jobs throughout the region, to increase meaningful employment opportunities for those experiencing homelessness.

2). Leadership from the Fairfax County’s Economic and Development Authority sits on the CoC’s Governing Board, which is a department that houses workforce development programs such as the Virginia Employment Commission, the Northern Virginia Workforce Investment Board and SkillSource Group. These resources help connect job seekers to a variety of employment, education, and training services available at the local, state and federal levels. The CoC Lead Agency was also able to develop a new relationship this year between Fairfax County’s Department of Public Works and Environmental Services Stormwater Management Program and a non-profit serving unsheltered individuals as well as those housed in permanent supportive housing. This new program helps to create a network for those engaged, which supports recovery and well-being, while providing much-needed employment income.

**3A-5d. Promoting Employment, Volunteerism, and Community Service.**

**Applicants must select all the steps the CoC has taken to promote employment, volunteerism and community service among people experiencing homelessness in the CoC’s geographic area:**

1. The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.	<input checked="" type="checkbox"/>
2. The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery).	<input checked="" type="checkbox"/>
3. The CoC trains provider organization staff on connecting program participants with formal employment opportunities.	<input checked="" type="checkbox"/>
4. The CoC trains provider organization staff on volunteer opportunities for program participants and people experiencing homelessness.	<input checked="" type="checkbox"/>
5. The CoC works with organizations to create volunteer opportunities for program participants.	<input checked="" type="checkbox"/>
6. The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).	<input checked="" type="checkbox"/>
7. Provider organizations within the CoC have incentives for employment.	<input checked="" type="checkbox"/>
8. The CoC trains provider organization staff on helping program participants budget and maximize their income to maintain stability in permanent housing.	<input checked="" type="checkbox"/>

**3A-6. System Performance Measures 05/30/2019**

**Data–HDX Submission Date**

**Applicants must enter the date the CoCs submitted its FY 2018 System Performance Measures data in HDX. (mm/dd/yyyy)**

## 3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

### Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

**Resources:**

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

### 3B-1. Prioritizing Households with Children.

**Applicants must check each factor the CoC currently uses to prioritize households with children for assistance during FY 2019.**

1. History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
2. Number of previous homeless episodes	<input checked="" type="checkbox"/>
3. Unsheltered homelessness	<input checked="" type="checkbox"/>
4. Criminal History	<input checked="" type="checkbox"/>
5. Bad credit or rental history	<input checked="" type="checkbox"/>
6. Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

### 3B-1a. Rapid Rehousing of Families with Children.

**Applicants must:**

**1. describe how the CoC currently rehouses every household of families with children within 30 days of becoming homeless that addresses both housing and service needs;**

**2. describe how the CoC addresses both housing and service needs to ensure families with children successfully maintain their housing once**

**assistance ends; and**  
**3. provide the organization name or position title responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of them becoming homeless. (limit 2,000 characters)**

- 1). Majority of families in the CoC engage shortly before they become literally homeless. If housing cannot be maintained, and a safe alternative to shelter is not possible, staff will connect the family to shelter while explicitly stating the goal of rapid housing resolution. The household is informed prior to entering, and again upon entry, that the shelter stay is for 30 days. The intake process is low-barrier and housing focused. Housing locators provide immediate support in identifying housing options and equip the family with the skills to search for housing as well. Case managers complete a Housing & Services Triage Tool (HSTT) to support the family in developing a housing plan, which is solidified within the 1st week of shelter entry. The HSTT, which focuses on both housing and service needs, was developed locally in partnership with the National Alliance to End Homelessness to create a uniform lens to identify the housing type that is most appropriate for the family. This includes rapid rehousing, Bridging Affordability (a local housing subsidy) or a HCV, transitional housing, and permanent supportive housing. Permanent housing with family or friends is also explored.
- 2). Forethought in the placement process is the first step in helping families to maintain their housing once assistance ends. Case managers provide intensive support as families transition into housing, and then services are gradually reduced once they are connected to mainstream benefits and/or increase income. OPEH has incorporated performance measures focused on length of stay, exits to permanent housing, and reducing returns to homelessness into contracts held with all of the providers operating shelters serving families in the CoC to ensure a shared focus on these areas.
- 3). OPEH is responsible for overseeing the CoC’s strategy to rapidly rehouse families and children within 30 days of becoming homeless.

**3B-1b. Antidiscrimination Policies.**

**Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent housing (PSH and RRH)) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on any protected classes under the Fair Housing Act, and consistent with 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing.**

1. CoC conducts mandatory training for all CoC- and ESG-funded housing and services providers on these topics.	<input type="checkbox"/>
2. CoC conducts optional training for all CoC- and ESG-funded housing and service providers on these topics.	<input checked="" type="checkbox"/>
3. CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	<input checked="" type="checkbox"/>

4. CoC has worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within the CoC geographic area that might be out of compliance and has taken steps to work directly with those facilities to come into compliance.	<input type="checkbox"/>
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**3B-1c. Unaccompanied Youth Experiencing Homelessness–Addressing Needs.**

**Applicants must indicate whether the CoC’s strategy to address the unique needs of unaccompanied youth experiencing homelessness who are 24 years of age and younger includes the following:**

1. Unsheltered homelessness	Yes
2. Human trafficking and other forms of exploitation	Yes
3. LGBT youth homelessness	Yes
4. Exits from foster care into homelessness	Yes
5. Family reunification and community engagement	Yes
6. Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs	Yes

**3B-1c.1. Unaccompanied Youth Experiencing Homelessness–Prioritization Based on Needs.**

**Applicants must check all that apply that describes the CoC’s current strategy to prioritize unaccompanied youth based on their needs.**

1. History of, or Vulnerability to, Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
2. Number of Previous Homeless Episodes	<input checked="" type="checkbox"/>
3. Unsheltered Homelessness	<input checked="" type="checkbox"/>
4. Criminal History	<input checked="" type="checkbox"/>
5. Bad Credit or Rental History	<input checked="" type="checkbox"/>

**3B-1d. Youth Experiencing Homelessness–Housing and Services Strategies.**

**Applicants must describe how the CoC increased availability of housing and services for:**

- 1. all youth experiencing homelessness, including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive; and**
  - 2. youth experiencing unsheltered homelessness including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive.**
- (limit 3,000 characters)**

1&2). The CoC’s strategy to increase housing and services for all youth experiencing homelessness, including unsheltered youth, is to improve the system’s overall efficiency by quickly connecting youth to the resources in existence and creating movement in the system to ensure capacity remains sufficient. The CoC collaborates with the Homeless Liaison Office (HLO) of the Fairfax County Public Schools (FCPS) as well as the primary homeless services youth provider to ensure that youth at risk of or experiencing homelessness are made aware of the supports available. The primary youth provider operates a variety of housing and service interventions, including emergency shelter, transitional housing, and a CoC-Program funded rapid rehousing (RRH) project serving Transition Age Youth (18-24). The RRH project, which can serve sheltered and unsheltered youth, was selected in 2015 by the CoC Committee as a new bonus project as it added a unique project type that had not previously been readily accessible. The addition of this permanent housing project type helped to create the full scope of housing and service options that are now available to youth. The development of the Coordinated Entry system and implementation of bi-monthly Coordinated Entry Prioritization Pool meetings have also helped to streamline the access, assessment, and assignment process so youth are connected to housing programs more quickly and vacancies are filled sooner. In 2019, OPEH began convening regular meetings of all partners working with at-risk youth in the County including mental health program providers, LGBTQ youth providers, and representatives of other local youth programs. The meetings are used to examine HMIS data to evaluate needs, share existing resources for youth, and identify service gaps. The meetings are also used to explore and prepare for funding opportunities, such as the Youth Homelessness Demonstration Program NOFA, in order to fill the identified service gaps.

**3B-1d.1. Youth Experiencing Homelessness–Measuring Effectiveness of Housing and Services Strategies.**

**Applicants must:**

- 1. provide evidence the CoC uses to measure each of the strategies in question 3B-1d. to increase the availability of housing and services for youth experiencing homelessness;**
- 2. describe the measure(s) the CoC uses to calculate the effectiveness of both strategies in question 3B-1d.; and**
- 3. describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of both strategies in question 3B-1d. (limit 3,000 characters)**

- 1). The unique needs of the youth population have been a regular part of CoC discussions. To evaluate the effectiveness of the system and resources available to youth, the CoC analyzed inflow and outflow data. Of the project types currently in existence that are designed to serve youth, including emergency shelter, transitional housing, and a CoC-Program funded rapid rehousing (RRH) project serving Transition Age Youth (18-24), referrals have not exceeded system capacity. This outcome demonstrates that the CoC’s strategies to address youth homelessness – to improve the efficiency of the system and create movement – are working.
- 2). Any youth that is unsheltered is immediately connected to shelter and assessed for other available housing interventions through the Coordinated Entry Prioritization Pool. The RRH project serving Transition Age Youth that

was newly implemented at the end of 2016 has since housed 84 total individuals (40 of those were children, 17 singles, and 22 families). In the 2018 calendar year, the program housed a total of 47 youth (20 of those were children, 12 singles and 13 families). This is a considerable expansion of permanent housing resources since this project type, solely focused on this population, did not previously exist. All project types, including those serving youth, are assessed in the scope of the system wide performance measures to ensure they are effectively contributing to preventing and ending homelessness in the CoC.

3). The CoC is using individual APR and system performance data to evaluate outcomes and therefore believes the current measures used to assess the effectiveness of the strategies to end youth homelessness are appropriate. However, the CoC is continuously seeking to improve its system by critically analyzing its evaluation processes to ensure measures appropriately correlate to outcomes and identifying ways to engage those with lived experience.

### **3B-1e. Collaboration–Education Services.**

#### **Applicants must describe:**

- 1. the formal partnerships with:**
  - a. youth education providers;**
  - b. McKinney-Vento LEA or SEA; and**
  - c. school districts; and**

- 2. how the CoC collaborates with:**
  - a. youth education providers;**
  - b. McKinney-Vento Local LEA or SEA; and**
  - c. school districts.**

**(limit 2,000 characters)**

1). The Homeless Liaison Office (HLO) of the Fairfax County Public Schools (FCPS), which is the local McKinney Vento Act Education Liaison, is included in all CoC meetings where issues specific to homeless school age youth are discussed. This includes Family Provider meetings, Coordinated Entry meetings, Racial Equity Data Committee, Youth Homelessness Meeting as well as Governing Board meetings. OPEH’s point of contact for youth and family homelessness interacts regularly with the HLO to strategize solutions for complicated issues unique to homeless youth. The HLO brings specific families to the attention of the homeless service system to ensure they are connected. The HLO and the homeless service providers also regularly discuss transportation, benefits, tutoring, school access, shelter and housing options. All shelters and housing projects have staff that are knowledgeable about education issues and collaborate with the HLO.

2). The HLO serves as the connection between the state and county, which is also the CoC.

3). The HLO serves as the primary link between the homeless service system and the nearly 200 public schools that exist in the CoC. The HLO also coordinates with school districts in other jurisdiction when there are service needs that overlaps borders.

4). To promote ongoing communication and collaboration, the head of the HLO meets regularly with the Director of the Fairfax County’s Office to Prevent and End Homelessness (OPEH) to review policy issues. The HLO is an official



member of the CoC. OPEH and FCPS also jointly produced a brochure to raise awareness in the community about the needs of children experiencing homelessness.

**3B-1e.1. Informing Individuals and Families Experiencing Homeless about Education Services Eligibility.**

**Applicants must describe policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services. (limit 2,000 characters)**

The Homeless Liaison Office (HLO) of Fairfax County Public Schools (FCPS) collaborates with all CoC providers to ensure that individuals and families experiencing homelessness are aware of their eligibility for education services and are connected. The HLO and the CoC Lead produced a brochure, available on the FCPS website and in the shelters, to inform parents of the educational resources available for school age children experiencing homelessness. This includes information such as the option to stay in the original school or enroll in any public school that students living in the same attendance area are eligible to attend, transportation resources, etc. With consent, providers serving school age children pass parent/guardian contact information, the names of the school age children, grades, and names of schools of current enrollment directly to the HLO upon entry. Providers also pass a By-Name List each month to the HLO to ensure that all parents/guardians are known and informed of the educational services available. The providers address initial transportation barriers and the HLO coordinates with the parent/guardian directly to implement ongoing transportation assistance (typically executed within 3-5 business days) provided through the HLO. The HLO also informs families that students experiencing homelessness are entitled to free or reduced breakfast and lunch. The HLO partners with (OPEH) to provide an annual training accessible to all CoC providers to ensure they are knowledgeable of the eligibility criteria and resources available for school age children experiencing homelessness. Educational services are also discussed with non-school age individuals. Parents of non-school age children are informed of eligibility for Head Start, eligibility for education benefits is reviewed with veterans, GED and ESL resources are discussed when applicable, and youth providers explore resources available for higher education.

**3B-1e.2. Written/Formal Agreements or Partnerships with Early Childhood Services Providers.**

**Applicant must indicate whether the CoC has an MOU/MOA or other types of agreements with listed providers of early childhood services and supports and may add other providers not listed.**

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	No
Head Start	No	Yes
Early Head Start	No	Yes

Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	No	No
Birth to 3 years	No	No
Tribal Home Visiting Program	No	No
Other: (limit 50 characters)		

**3B-2. Active List of Veterans Experiencing Homelessness.**

**Applicant must indicate whether the CoC uses an active list or by-name list to identify all veterans experiencing homelessness in the CoC.** Yes

**3B-2a. VA Coordination—Ending Veterans Homelessness.**

**Applicants must indicate whether the CoC is actively working with the U.S. Department of Veterans Affairs (VA) and VA-funded programs to achieve the benchmarks and criteria for ending veteran homelessness.** Yes

**3B-2b. Housing First for Veterans.**

**Applicants must indicate whether the CoC has sufficient resources to ensure each veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach.** Yes

**3B-3. Racial Disparity Assessment. Attachment Required.**

**Applicants must:**  
 1. select all that apply to indicate the findings from the CoC’s Racial Disparity Assessment; or  
 2. select 7 if the CoC did not conduct a Racial Disparity Assessment.

1. People of different races or ethnicities are more likely to receive homeless assistance.	<input checked="" type="checkbox"/>
2. People of different races or ethnicities are less likely to receive homeless assistance.	<input type="checkbox"/>
3. People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.	<input type="checkbox"/>
4. People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.	<input type="checkbox"/>
5. There are no racial or ethnic disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>

6. The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.	<input checked="" type="checkbox"/>
7. The CoC did not conduct a racial disparity assessment.	<input type="checkbox"/>

**3B-3a. Addressing Racial Disparities.**

**Applicants must select all that apply to indicate the CoC’s strategy to address any racial disparities identified in its Racial Disparities Assessment:**

1. The CoC is ensuring that staff at the project level are representative of the persons accessing homeless services in the CoC.	<input type="checkbox"/>
2. The CoC has identified the cause(s) of racial disparities in their homeless system.	<input checked="" type="checkbox"/>
3. The CoC has identified strategies to reduce disparities in their homeless system.	<input checked="" type="checkbox"/>
4. The CoC has implemented strategies to reduce disparities in their homeless system.	<input type="checkbox"/>
5. The CoC has identified resources available to reduce disparities in their homeless system.	<input checked="" type="checkbox"/>
6: The CoC did not conduct a racial disparity assessment.	<input type="checkbox"/>

## 4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

**Instructions:**

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

**Resources:**

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notice>

**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

### 4A-1. Healthcare—Enrollment/Effective Utilization

**Applicants must indicate, for each type of healthcare listed below, whether the CoC assists persons experiencing homelessness with enrolling in health insurance and effectively utilizing Medicaid and other benefits.**

Type of Health Care	Assist with Enrollment	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	No	No
Other: (limit 50 characters)		
Homeless Healthcare Program	Yes	Yes

#### 4A-1a. Mainstream Benefits.

**Applicants must:**

- 1. describe how the CoC systematically keeps program staff up to date regarding mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within the geographic area;**
- 2. describe how the CoC disseminates the availability of mainstream resources and other assistance information to projects and how often;**
- 3. describe how the CoC works with projects to collaborate with healthcare organizations to assist program participants with enrolling in**

**health insurance;**  
**4. describe how the CoC provides assistance with the effective utilization of Medicaid and other benefits; and**  
**5. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy for mainstream benefits.**  
**(limit 2,000 characters)**

- 1). OPEH is the coordinating body that ensures the CoC is kept up to date on mainstream resources through partnership with local, state, and federal partners. The CoC has facilitated a series of trainings on local and mainstream benefits for providers on a recurring basis and plans to continue this practice, in addition to trainings for CoC program-funded project staff via state trainers on SSI/SSDI Outreach, Access, and Recovery (SOAR) certification.
- 2). The CoC disseminates information on the availability of mainstream resources and other assistance information mostly through email communication to program directors with the expectation that it is delivered in a timely manner to frontline staff. Information is also provided in the previously mentioned training environments. Information is disseminated annually or as training needs are identified.
- 3). The CoC operates a Homeless Healthcare Program that is charged with connecting people to health-related services. The program is comprised of Medical Outreach Workers and Nurse Practitioners who are jointly responsible for assessing needs and either directly providing or referring to the appropriate medical services. These services include connections to local health care clinics, Medicaid/Medicare, Veteran Health Administration, or other appropriate services. If/when someone is connected to a medical home, the Nurse Practitioners continue to follow them as needed to ensure a continuity in services.
- 4). The CoC provides assistance with the effective utilization of Medicaid and other benefits through education and support services for clients. This support is provided through the Homeless Healthcare Program as well as other case management channels that help clients understand and maximize their use of any and all benefits available to them.
- 5). OPEH is the primary organization responsible for overseeing the CoC’s strategy for connecting clients within homeless services to mainstream benefits.

**4A-2. Lowering Barriers to Entry Data:**

**Applicants must report:**

1. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition.	24
2. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	24
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects the CoC has ranked in its CoC Priority Listing in the FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

**4A-3. Street Outreach.**

**Applicants must:**

- 1. describe the CoC’s street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;**
- 2. state whether the CoC’s Street Outreach covers 100 percent of the CoC’s geographic area;**
- 3. describe how often the CoC conducts street outreach; and**
- 4. describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance. (limit 2,000 characters)**

1). The CoC’s street outreach activities are performed through OPEH’s Singles Outreach (SO) programs, in partnership with the Health Department’s Homeless Healthcare Program (HHP) and the Community Services Board’s PATH team. This multidisciplinary approach is a method used to ensure that a wide variety of services are easily accessible to promote engagement. Outreach programs attempt to engage with anyone experiencing unsheltered homelessness, regardless of interest in or level of participation in services, ensuring basic levels of identification of as many individuals as possible.

2). SO providers are assigned to all 4 human services regions to ensure 100% geographic coverage of the CoC. PATH and HHP also have outreach representation in each of the 4 regions.

3). Routine outreach is performed weekly (at varying times of the day/week), with SO, HHP, and PATH workers going to known hot spots/drop-in centers and/or exploring new areas where there may be encampments, cars, etc. Outreach workers also regularly respond to reports from various stakeholders, including the Board of Supervisors, local/state public safety, Park Authority, the Virginia Department of Transportation, as well as the larger community. Between proactive outreach and responding to community reports, efforts to identify and engage individuals is conducted in the CoC almost every day.

4). The CoC attempts to engage with anyone experiencing unsheltered homelessness, regardless of interest or level of participation in services. The CoC’s By-Name List (BNL) tracks all unsheltered individuals, whether they are engaged or not, and cases are staffed on a regular basis through case conferencing meetings facilitated by OPEH. Outreach workers are encouraged to utilize “persistent engagement” with individuals who are resistant to services to build trust and rapport; engagement in services is the ultimate goal. The BNL meetings are also used to identify and address barriers to access.

**4A-4. RRH Beds as Reported in HIC.**

**Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2018 and 2019.**

	2018	2019	Difference
RRH beds available to serve all populations in the HIC	465	269	-196

**4A-5. Rehabilitation/Construction Costs–New No Projects.**

**Applicants must indicate whether any new**

**project application the CoC ranked and submitted in its CoC Priority Listing in the FY 2019 CoC Program Competition is requesting \$200,000 or more in funding for housing rehabilitation or new construction.**

**4A-6. Projects Serving Homeless under Other Federal Statutes.** No

**Applicants must indicate whether the CoC is requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other federal statutes.**

## 4B. Attachments

### Instructions:

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:  
<https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource>

Document Type	Required?	Document Description	Date Attached
_ FY 2019 CoC Competition Report (HDX Report)	Yes	FY 2019 CoC Compe...	09/18/2019
1C-4.PHA Administration Plan–Moving On Multifamily Assisted Housing Owners’ Preference.	No	Moving On Multifa...	09/18/2019
1C-4. PHA Administrative Plan Homeless Preference.	No	PHA Administratio...	09/27/2019
1C-7. Centralized or Coordinated Assessment System.	Yes	CE Assessment Too...	09/13/2019
1E-1.Public Posting–15-Day Notification Outside e-snaps–Projects Accepted.	Yes	Projects Accepted...	09/10/2019
1E-1. Public Posting–15-Day Notification Outside e-snaps–Projects Rejected or Reduced.	Yes	Project Rejected/...	09/10/2019
1E-1.Public Posting–30-Day Local Competition Deadline.	Yes	Local Competition...	09/12/2019
1E-1. Public Posting–Local Competition Announcement.	Yes	Local Competition...	09/18/2019
1E-4.Public Posting–CoC-Approved Consolidated Application	Yes	Consolidated Appl...	09/24/2019
3A. Written Agreement with Local Education or Training Organization.	No	Local Training Or...	09/18/2019
3A. Written Agreement with State or Local Workforce Development Board.	No	Local Workforce A...	09/13/2019
3B-3. Summary of Racial Disparity Assessment.	Yes	Racial Disparity ...	09/27/2019
4A-7a. Project List-Homeless under Other Federal Statutes.	No		
Other	No		
Other	No		



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Other	No		
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## **Attachment Details**

**Document Description:** FY 2019 CoC Competition Report (VA-601)

## **Attachment Details**

**Document Description:** Moving On Multifamily Preference (VA-601)

## **Attachment Details**

**Document Description:** PHA Administration Plan Preference (VA-601)

## **Attachment Details**

**Document Description:** CE Assessment Tool (VA-601)

## **Attachment Details**

**Document Description:** Projects Accepted Notification (VA-601)

## **Attachment Details**

**Document Description:** Project Rejected/Reduced Notification (VA-601)

## **Attachment Details**

**Document Description:** Local Competition Deadline (VA-601)

## **Attachment Details**

**Document Description:** Local Competition Announcement (VA-601)

## **Attachment Details**

**Document Description:** Consolidated Application (VA-601)

## **Attachment Details**

**Document Description:** Local Training Organization Agreement (VA-601)

## **Attachment Details**

**Document Description:** Local Workforce Agreement (VA-601)

## **Attachment Details**

**Document Description:** Racial Disparity Assessment Summary (VA-601)

## **Attachment Details**

**Document Description:**

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**Document Description:**

## Submission Summary

**Ensure that the Project Priority List is complete prior to submitting.**

Page	Last Updated
<b>1A. Identification</b>	09/13/2019
<b>1B. Engagement</b>	09/23/2019
<b>1C. Coordination</b>	09/23/2019
<b>1D. Discharge Planning</b>	No Input Required
<b>1E. Local CoC Competition</b>	09/19/2019
<b>1F. DV Bonus</b>	09/23/2019
<b>2A. HMIS Implementation</b>	09/18/2019
<b>2B. PIT Count</b>	09/23/2019
<b>3A. System Performance</b>	09/18/2019
<b>3B. Performance and Strategic Planning</b>	09/23/2019
<b>4A. Mainstream Benefits and Additional Policies</b>	09/19/2019
<b>4B. Attachments</b>	09/27/2019

FY2019 CoC Application	Page 57	09/27/2019
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**Submission Summary**

No Input Required

## 2019 HDX Competition Report

### PIT Count Data for VA-601 - Fairfax County CoC

#### Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count	1059	964	987	1034
Emergency Shelter Total	590	637	686	774
Safe Haven Total	0	0	0	0
Transitional Housing Total	395	219	215	171
Total Sheltered Count	985	856	901	945
Total Unsheltered Count	74	108	86	89

#### Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	149	150	173	235
Sheltered Count of Chronically Homeless Persons	106	87	119	179
Unsheltered Count of Chronically Homeless Persons	43	63	54	56

## 2019 HDX Competition Report

### PIT Count Data for VA-601 - Fairfax County CoC

#### Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	178	142	151	150
Sheltered Count of Homeless Households with Children	178	141	151	150
Unsheltered Count of Homeless Households with Children	0	1	0	0

#### Homeless Veteran PIT Counts

	2011	2016	2017	2018	2019
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	55	37	34	33	42
Sheltered Count of Homeless Veterans	46	25	21	22	29
Unsheltered Count of Homeless Veterans	9	12	13	11	13



2019 HDX Competition Report  
HIC Data for VA-601 - Fairfax County CoC

**HMIS Bed Coverage Rate**

Project Type	Total Beds in 2019 HIC	Total Beds in 2019 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	483	72	411	100.00%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	249	96	153	100.00%
Rapid Re-Housing (RRH) Beds	269	0	268	99.63%
Permanent Supportive Housing (PSH) Beds	639	0	550	86.07%
Other Permanent Housing (OPH) Beds	306	0	306	100.00%
Total Beds	1,946	168	1688	94.94%

## 2019 HDX Competition Report

### HIC Data for VA-601 - Fairfax County CoC

#### PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC	2019 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	242	295	311	327

#### Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH units available to serve families on the HIC	40	39	100	59

#### Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH beds available to serve all populations on the HIC	195	210	465	269

# 2019 HDX Competition Report

## FY2018 - Performance Measurement Module (Sys PM)

### Summary Report for VA-601 - Fairfax County CoC

#### Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

**Metric 1.1:** Change in the average and median length of time persons are homeless in ES and SH projects.  
**Metric 1.2:** Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2017	FY 2018	Submitted FY 2017	FY 2018	Difference	Submitted FY 2017	FY 2018	Difference
1.1 Persons in ES and SH	2828	2573	63	71	8	46	43	-3
1.2 Persons in ES, SH, and TH	3013	2743	90	95	5	50	49	-1

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2017	FY 2018	Submitted FY 2017	FY 2018	Difference	Submitted FY 2017	FY 2018	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	2761	2257	223	333	110	73	91	18
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	2954	2425	245	345	100	83	109	26

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

#### Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2018	% of Returns	FY 2018	% of Returns	FY 2018	% of Returns	FY 2018	% of Returns
Exit was from SO	84	32	38%	6	7%	7	8%	45	54%
Exit was from ES	731	87	12%	64	9%	44	6%	195	27%
Exit was from TH	143	4	3%	0	0%	3	2%	7	5%
Exit was from SH	0	0		0		0		0	
Exit was from PH	602	65	11%	48	8%	29	5%	142	24%
TOTAL Returns to Homelessness	1560	188	12%	118	8%	83	5%	389	25%

#### Measure 3: Number of Homeless Persons

##### Metric 3.1 – Change in PIT Counts

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2017 PIT Count	January 2018 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	964	987	23
Emergency Shelter Total	637	686	49
Safe Haven Total	0	0	0
Transitional Housing Total	219	215	-4
Total Sheltered Count	856	901	45
Unsheltered Count	108	86	-22

### Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2017	FY 2018	Difference
Universe: Unduplicated Total sheltered homeless persons	3043	2808	-235
Emergency Shelter Total	2851	2637	-214
Safe Haven Total	0	0	0
Transitional Housing Total	234	199	-35

# 2019 HDX Competition Report

## FY2018 - Performance Measurement Module (Sys PM)

### Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	294	346	52
Number of adults with increased earned income	34	55	21
Percentage of adults who increased earned income	12%	16%	4%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	294	346	52
Number of adults with increased non-employment cash income	153	138	-15
Percentage of adults who increased non-employment cash income	52%	40%	-12%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	294	346	52
Number of adults with increased total income	170	159	-11
Percentage of adults who increased total income	58%	46%	-12%

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

#### Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	60	91	31
Number of adults who exited with increased earned income	8	21	13
Percentage of adults who increased earned income	13%	23%	10%

#### Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	60	91	31
Number of adults who exited with increased non-employment cash income	36	28	-8
Percentage of adults who increased non-employment cash income	60%	31%	-29%

#### Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	60	91	31
Number of adults who exited with increased total income	39	46	7
Percentage of adults who increased total income	65%	51%	-14%



## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

#### Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	2673	2450	-223
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	772	746	-26
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	1901	1704	-197

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	3130	2810	-320
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	964	921	-43
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	2166	1889	-277

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

#### Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2018 (Oct 1, 2017 - Sept 30, 2018) reporting period.

#### Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2017	FY 2018	Difference
Universe: Persons who exit Street Outreach	591	692	101
Of persons above, those who exited to temporary & some institutional destinations	71	99	28
Of the persons above, those who exited to permanent housing destinations	123	131	8
% Successful exits	33%	33%	0%

Metric 7b.1 – Change in exits to permanent housing destinations

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

	Submitted FY 2017	FY 2018	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	2708	2244	-464
Of the persons above, those who exited to permanent housing destinations	1304	986	-318
% Successful exits	48%	44%	-4%

#### Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2017	FY 2018	Difference
Universe: Persons in all PH projects except PH-RRH	683	758	75
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	625	738	113
% Successful exits/retention	92%	97%	5%

# 2019 HDX Competition Report

## **FY2018 - SysPM Data Quality**

### **VA-601 - Fairfax County CoC**

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports in order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

# 2019 HDX Competition Report

## FY2018 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018
1. Number of non-DV Beds on HIC	419	407	424	407	311	287	173	150	622	924	1001	903	401	195	182	465				
2. Number of HMIS Beds	407	407	424	407	265	283	173	150	450	744	824	772	396	185	169	459				
3. HMIS Participation Rate from HIC ( % )	97.14	100.00	100.00	100.00	85.21	98.61	100.00	100.00	72.35	80.52	82.32	85.49	98.75	94.87	92.86	98.71				
4. Unduplicated Persons Served (HMIS)	2844	2734	2757	2602	424	277	188	156	558	1178	1169	1179	1394	2064	2045	1914	0	18	113	287
5. Total Leavers (HMIS)	2425	2410	2431	2187	192	155	93	62	82	216	297	203	888	1548	1441	1241	0	7	54	224
6. Destination of Don't Know, Refused, or Missing (HMIS)	603	777	933	837	11	10	3	2	3	7	14	13	35	157	176	108	0	1	15	105
7. Destination Error Rate (%)	24.87	32.24	38.38	38.27	5.73	6.45	3.23	3.23	3.66	3.24	4.71	6.40	3.94	10.14	12.21	8.70		14.29	27.78	46.88

# 2019 HDX Competition Report

## Submission and Count Dates for VA-601 - Fairfax County CoC

### Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2019 PIT Count	1/23/2019	

### Report Submission Date in HDX

	Submitted On	Met Deadline
2019 PIT Count Submittal Date	4/25/2019	Yes
2019 HIC Count Submittal Date	4/25/2019	Yes
2018 System PM Submittal Date	5/30/2019	Yes



# FAIRFAX COUNTY

FAIRFAX COUNTY  
REDEVELOPMENT AND HOUSING  
AUTHORITY

3700 Pender Drive, Suite 300  
Fairfax, Virginia 22030-7444

V I R G I N I A

Telephone: (703) 246-5000 ♦ Fax: (703) 653-1361  
TTY: 711

September 9, 2019

HUD Headquarters

To whom it may concern:

The Continuum of Care's commitment to the goal of ending homelessness and its mission of providing affordable housing to one of our community's most vulnerable populations is consistent with the goals of the Fairfax County Redevelopment and Housing Authority (FCRHA).

In particular, one of Fairfax County's local preferences included in both the FCRHA's Housing Choice Voucher (HCV) and Public Housing Programs is to serve individuals who are homeless and are referred to the FCRHA through the Transitional Housing, Project Homes, or Special Needs Homeless programs. This local preference includes current CoC Program PSH participants who no longer require intensive services. This inclusion generates movement in CoC Program funded PSH projects as referred participants transition to other housing assistance programs. As such, new vacancies are created for persons experiencing homelessness. This local preference is included in the FCRHA's "Administrative Plan for the Housing Choice Voucher Program", and the "Admissions and Continued Occupancy Policy for the Public Housing Program", which are the guidance documents for implementing the HCV and Public Housing Programs in the county.

The criticality of prioritizing individuals and families who are homeless is also reflected in the FCRHA's waiting list policy for the HCV and Public Housing Programs. Current FCRHA policy is to close the waiting list for the two programs when the estimated waiting period for housing assistance for applicants on the list reaches 24 months for the most current applicants. However, since May 2008, the FCRHA approved a policy to keep the waiting list open to preferences for homelessness (Transitional Housing, Project Homes, and Special Needs Homeless) and its Family Unification allocation, even when the waiting list is closed to other applicants.

The FCRHA will continue to work with the Office to Prevent and End Homelessness, as well as the entire county human services system to identify priority populations, such as individuals and families who are homeless, and provide them with affordable, stable housing options using all the federal, state, local, and private and non-profit resources that are available to the county.

Sincerely,



Thomas Fleetwood

Assistant Secretary, Fairfax County Redevelopment and Housing Authority

## Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

### 4-III.C. SELECTION METHOD

The FCRHA must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the FCRHA will use [24 CFR 982.202(d)].

#### Local Preferences [24 CFR 982.207; HCV p. 4-16]

The FCRHA is permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the FCRHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the FCRHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

#### FCRHA Policy

The FCRHA has the following local preferences:

- **Homeless preference**  
Based upon funding availability and prior year leasing, the FCRHA will allocate 50% of the projected annual new admissions for applicants that meet the Homeless preference and are referred by the Fairfax County Office to Prevent and End Homelessness (OPEH) or the Fairfax County Bridging Affordability (BA) program.

Applicant household must meet the following criteria:

- Referred to FCRHA by OPEH or BA;
- Must meet the criteria of chronic homelessness

The FCRHA defines chronic homelessness, based upon HUD's Technical Guidance issued September 2007, where a chronically homeless person is either:

- An unaccompanied homeless individual with a disabling condition who has been continuously homeless for a year or more;
- An unaccompanied individual with a disabling condition who has had at least four episodes of homelessness in the past three years. In its definition of a chronically homeless person, HUD defines the term "homeless" as "a person sleeping in a place not meant for human habitation (e.g. living on the streets, for example) or living in a homeless emergency shelter"



## Chapter 4

### APPLICATIONS, WAITING LIST AND TENANT SELECTION

#### INTRODUCTION

When a family wishes to receive Housing Choice Voucher (HCV) assistance, the family must submit an application that provides the ARHA with the information needed to determine the family's eligibility. HUD requires the ARHA to place all families that apply for assistance on a waiting list. When HCV assistance becomes available, the ARHA must select families from the waiting list in accordance with HUD requirements and ARHA policies as stated in the administrative plan and the annual plan.

The ARHA is required to adopt a clear approach to accepting applications, placing families on the waiting list, selecting families from the waiting list and must follow this approach consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the ARHA to receive preferential treatment. Funding earmarked exclusively for families with particular characteristics may also alter the order in which families are served.

HUD regulations require that all families have an equal opportunity to apply for and receive housing assistance, and that the ARHA affirmatively further fair housing goals in the administration of the program [24 CFR 982.53, HCV GB p. 4-1]. Adherence to the selection policies described in this chapter ensures that the ARHA will comply with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and ARHA policies for taking applications, managing the waiting list and selecting families for HCV assistance. The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process. This part provides an overview of the application process, and discusses how applicants can obtain and submit applications. It also specifies how the ARHA will handle the applications it receives.

Part II: Managing the Waiting List. This part presents the policies that govern how the ARHA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for assistance. It also discusses the process the ARHA will use to keep the waiting list current.

Part III: Selection for HCV Assistance. This part describes the policies that guide the ARHA in selecting families for HCV assistance as such assistance becomes available. It also specifies how in-person interviews will be used to ensure that the ARHA has the information needed to make a final eligibility determination.

## **PART I: THE APPLICATION PROCESS**

### **4-I.A. OVERVIEW**

This part describes the policies that guide the ARHA's efforts to distribute and accept applications, and to make preliminary determinations of applicant family eligibility that affect placement of the family on the waiting list. This part also describes the ARHA's obligation to ensure the accessibility of the application process to elderly persons, people with disabilities, and people with limited English proficiency (LEP).

### **4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36]**

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits the ARHA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by the ARHA. However, the ARHA must include Form HUD-90026, Supplement to Application for Federally Assisted Housing, as part of the ARHA's application.

#### ARHA Policy

Depending upon the length of time that applicants may need to wait to receive assistance, the ARHA may use a one- or two-step application process.

A one-step process will be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and level of assistance.

A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least 60 days from the date of application. Under the two-step application process, the ARHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list.

Families may obtain application forms from the ARHA's office during normal business hours when the waiting list is open unless other venues of waiting list distribution are determined by the ARHA. Families may also request by telephone or mail a form to be sent to the family via first class mail.

Completed applications must be returned to the ARHA by mail, fax or email. Applications may also be submitted in person to the ARHA office during normal business hours. Applications must be complete in order to be accepted by the ARHA for processing. If an application is incomplete, the ARHA will notify the family of the additional information required.

All applications received by fax, mail, email or in person, will be stamped with the date and time the application was submitted. This information will be used along with other criteria to determine placement on the waiting list as stated in Chapter 4-I.D and 4-II.B.

#### **4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS**

##### **Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13]**

The ARHA must take a variety of steps to ensure that the application process is accessible to those people who might have difficulty complying with the normal, standard ARHA application process. This could include people with disabilities, certain elderly individuals, as well as persons with limited English proficiency (LEP). The ARHA must provide reasonable accommodation to the needs of individuals with disabilities. The application-taking facility and the application process must be fully accessible, or the ARHA must provide an alternate approach that provides full access to the application process. Chapter 2 provides a full discussion of the ARHA's policies related to providing reasonable accommodations for people with disabilities.

##### **Homeless Populations (NOTICE PIH 2013-15 (HA)):**

When trying to reach people experiencing homelessness in order to apply to the HCV program, ARHA will reach out to shelters, homeless service providers, and agencies that work closely with people experiencing homelessness to provide assistance with application processes.

##### **Limited English Proficiency**

Housing Authorities are required to take reasonable steps to ensure meaningful access to their programs and activities by persons with limited English proficiency [24 CFR 1]. Chapter 2 provides a full discussion on the ARHA's policies related to ensuring access to people with limited English proficiency (LEP).

#### **4-I.D. PLACEMENT ON THE WAITING LIST**

The ARHA must review each complete application received and make a preliminary assessment of the family's eligibility. The ARHA must accept applications from families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined to be ineligible, the ARHA must notify the family in writing [24 CFR 982.201(f)]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

##### **Ineligible for Placement on the Waiting List**

###### ARHA Policy

If the ARHA can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, the ARHA will send written notification of the ineligibility determination within 14 business days of receiving a complete application. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review and explain the process for doing so (see Chapter 16).

## **Eligible for Placement on the Waiting List**

### ARHA Policy

The ARHA will send written notification of the preliminary eligibility determination within 14 business days of receiving a complete application.

Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list.

Applicants will be placed on the waiting list according to the date, time and any preference(s) for which they qualify, when the complete application is received by the ARHA.

## **PART II: MANAGING THE WAITING LIST**

### **4-II.A. OVERVIEW**

The ARHA must have policies regarding various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for assistance, as well as conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how ARHA may structure its waiting list and how families must be treated if they apply for assistance from Housing Authorities that administers more than one assisted housing program.

### **4-II.B. ORGANIZATION OF THE WAITING LIST [24 CFR 982.204 and 205]**

The ARHA's HCV waiting list must be organized in such a manner to allow the ARHA to accurately identify and select families for assistance in the proper order, according to the admissions policies described in this plan.

The waiting list must contain the following information for each applicant listed:

- Applicant name;
- Family unit size;
- Date and time of application;
- Qualification for any local preference;
- Racial or ethnic designation of the head of household.

HUD requires the ARHA to maintain a single waiting list for the HCV program unless it serves more than one county or municipality. Such Housing Authorities are permitted, but not required, to maintain a separate waiting list for each county or municipality served.

#### ARHA Policy

The ARHA will maintain a single waiting list for the HCV program.

HUD directs that a family that applies for assistance from the HCV program must be offered the opportunity to be placed on the waiting list for any public housing, project-based voucher or moderate rehabilitation program the ARHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs.

HUD permits, but does not require, that the ARHA maintain a single merged waiting list for their public housing, HCV, and other subsidized housing programs.

A family's decision to apply for, receive, or refuse other housing assistance must not affect the family's placement on the HCV waiting list, or any preferences for which the family may qualify.

#### ARHA Policy

The ARHA will not merge the HCV waiting list with the waiting list for any other program the ARHA operates.

#### **4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]**

##### **Closing the Waiting List**

The ARHA is permitted to close the waiting list if it has an adequate pool of families to utilize its available HCV assistance. Alternatively, the ARHA may elect to continue to accept applications only from certain categories of families that meet particular preferences or funding criteria.

##### ARHA Policy

The ARHA will close the waiting list when the estimated waiting period for housing assistance for applicants on the list reaches 24 months for the most current applicants. Where the ARHA has particular preferences or funding criteria that require a specific category of family, the ARHA may elect to continue to accept applications from these applicants while closing the waiting list to others. ARHA will accept referral forms/applications for families that qualify for its local preferences established through a memorandum of understanding with the City of Alexandria Department of Human Services for its Family Unification (FUP), Mental Health, Transitional Housing and Foster Care Youth programs even when the general HCV waiting list is closed pending funding availability and other mitigating factors.

##### **Reopening the Waiting List**

If the waiting list has been closed, it cannot be reopened until the ARHA publishes a notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received.

##### ARHA Policy

The ARHA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice.

The ARHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to:

*The Washington Post*

*The Alexandria Journal*

*The Alexandria Times*

*The Metro-Harold*

*El Tempo Latino*

*Advertisement on local broadcast stations.*

#### **4-II.D. FAMILY OUTREACH [HCV GB, pp. 4-2 to 4-4]**

The ARHA must conduct outreach as necessary to ensure that the ARHA has a sufficient number of applicants on the waiting list to use the HCV resources it has been allotted.

Because HUD requires the ARHA to serve a specified percentage of extremely low income families (see Chapter 4, Part III), the ARHA may need to conduct special outreach to ensure that an adequate number of such families apply for assistance [HCV GB, p. 4-20 to 4-21].

ARHA outreach efforts must comply with fair housing requirements. This includes:

- Analyzing the housing market area and the populations currently being served to identify underserved populations
- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program
- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

ARHA outreach efforts must be designed to inform qualified families about the availability of assistance under the program. These efforts may include, as needed, any of the following activities:

- Submitting press releases to local newspapers, including minority newspapers
- Developing informational materials and flyers to distribute to other agencies
- Providing application forms to other public and private agencies that serve the low income population
- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for persons with disabilities **and the homeless**.

##### ARHA Policy

The ARHA will monitor the characteristics of the population being served and the characteristics of the population as a whole in the ARHA's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

#### **4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES**

##### ARHA Policy

While the family is on the waiting list, the family must immediately inform the ARHA of changes in contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing. Failure to do so may result in the application being closed.

#### **4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204]**

HUD requires the ARHA to establish policies to use when removing applicant names from the waiting list.

##### **Purging the Waiting List**

The decision to withdraw an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to an ARHA request for information or updates because of the family member's disability, the ARHA must reinstate the applicant family to their former position on the waiting list [24 CFR 982.204(c)(2)].

##### ARHA Policy

The waiting list will be updated annually to ensure that all applicants and applicant information is current and timely.

To update the waiting list, the ARHA will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the ARHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

The family's response must be in writing and may be delivered in person, by mail, or by fax. Responses should be postmarked or received by the ARHA not later than 30 business days from the date of the ARHA letter.

If the notice sent was *not* returned by the post office to the ARHA office the ARHA considers the letter delivered. Therefore, if the family fails to respond within 30 business days, the family will be removed from the waiting list without further notice.

If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 30 business days to respond from the date the letter was re-sent.

If a family is removed from the waiting list for failure to respond, the HCV program Director may reinstate the family if s/he determines the lack of response was due to ARHA error, or to circumstances beyond the family's control.



## **Removal from the Waiting List**

### ARHA Policy

If at any time an applicant family is on the waiting list, the ARHA determines that the family is not eligible for assistance (see Chapter 3); the family will be removed from the waiting list.

If a family is removed from the waiting list because the ARHA has determined the family is not eligible for assistance, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal review regarding the ARHA's decision (see Chapter 16) [24 CFR 982.201(f)].

## **PART III: SELECTION FOR HCV ASSISTANCE**

### **4-III.A. OVERVIEW**

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families receive assistance from the waiting list depends on the selection method chosen by the ARHA and is impacted in part by any selection preferences that the family qualifies for. The source of HCV funding also may affect the order in which families are selected from the waiting list.

The ARHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the ARHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

### **4-III.B. SELECTION AND HCV FUNDING SOURCES**

#### **Special Admissions [24 CFR 982.203]**

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the ARHA may admit families that are not on the waiting list, or without considering the family's position on the waiting list. The ARHA must maintain records showing that such families were admitted with special program funding.

#### **Regular HCV Funding**

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

### **4-III.C. SELECTION METHOD**

ARHA must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the ARHA will use [24 CFR 982.202(d)].

#### **Local Preferences [24 CFR 982.207; HCV p. 4-16]**

ARHA is permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the ARHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the ARHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

#### ARHA Policy

The ARHA will offer a preference to:

Any family that has been terminated from ARHA's HCV program due to insufficient program funding

Referrals from the Department of Community and Human Services for the Family Unification Program (FUP), Mental Health, Transitional Housing, Foster Care Youth, Veterans and families that meet the standards of VAWA.

Elderly

Disabled

Working:

- a. Live and work in the City of Alexandria
- b. Live and/or work in the City of Alexandria

Working outside the City of Alexandria

To meet HUD goals that seek to increase access to HCV programs for the homeless ARHA will work collaboratively with local health care providers, social service providers and other local organizations to identify and serve this population.

ARHA Policy (NOTICE PIH 2013-15 (HA)):

The HCV program will use the following definition of homelessness:

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

An individual or family with 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, including a car, park, abandoned building, bus or train station, airport, or camping ground; or

An individual or family living in a supervised 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, or local government programs for low-income individuals); or

An individual who is exiting an institution where he or she 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;

Any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family

member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; and

Has no other residence; and

Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

The most direct method for ARHA to increase access to the HCV program is to establish waiting list preferences that will serve those families who are currently homeless.

**ARHA Policy:**

To expand housing opportunities through the HCV program for individuals and families experiencing homelessness, ARHA gives local preferences via referral process from the City of Alexandria's, Department of Community and Human Services. These preferences are:

Transitional Housing – for general homeless population  
Veterans Administration Supportive Housing (VASH) for homeless veterans  
Violence Against Women Act (VAWA) for those who are victims of domestic abuse which has resulted in homeless

**The Olmstead Act (NOTICE PIH-2012-31 (HA))**

The Olmstead decision refers to Supreme Court ruling in *Olmstead v. L.C.*, 527 U.S. 581 (1999) which determined that Title II of the Americans with Disabilities Act (ADA) prohibits the unjustified segregation of individuals with disabilities. The court's opinion provided a directive that public entities must serve qualified individuals with mental and physical disabilities in community settings rather than in institutions.

**ARHA Policy:**

To identify those who may fall under the Olmstead Act, ARHA will work closely with local health and social organizations and services.

To meet HUD requirements to increase access to the HCV program for those with disabilities who are ready to exit institutions, local admission preferences by referral have been designated:

Disabled  
Transitional Housing

### **Income Targeting Requirement [24 CFR 982.201(b)(2)]**

HUD requires that extremely low-income (ELI) families make up at least 75% of the families admitted to the HCV program during the ARHA's fiscal year. ELI families are those with annual incomes at or below 30% of the area median income. To ensure this requirement is met, ARHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

#### ARHA Policy

The ARHA will monitor progress in meeting the ELI requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

### **Order of Selection**

The ARHA system of preferences may select families either according to the date and time of application, or by a random selection process [24 CFR 982.207(c)]. When selecting families from the waiting list Housing Authorities are required to use targeted funding to assist only those families who meet the specified criteria, and Housing Authorities are not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

#### ARHA Policy

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the ARHA's hierarchy of preferences. Within each targeted funding or preference category, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the ARHA. Documentation will be maintained by the ARHA as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that the ARHA does not have to ask higher placed families each time targeted selections are made.

Ultimate preference for tenant based assistance will be given to DHS referrals to the programs specified above in the following allocations: FUP 70 vouchers, Mental Health 50 vouchers, Transitional Housing 25 vouchers and Foster Care Youth 25 vouchers and reasonable accommodation request approved by the Chief Executive Officer and/or his designee for other programs administered by ARHA.

#### **4-III.D. NOTIFICATION OF SELECTION**

When a family has been selected from the waiting list, the ARHA must notify the family.

##### ARHA Policy

The ARHA will notify the family by first class mail when it is selected from the waiting list. The notice will inform the family of the following:

Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview

Who is required to attend the interview

Documents that must be provided at the interview to document the legal identity of household members, including information about what constitutes acceptable documentation

Other documents and information that should be brought to the interview

If a notification letter is returned to the ARHA with no forwarding address, the family will be removed from the waiting list. A notice of denial (see Chapter 3) will be sent to the family's address of record, as well as to any known alternate address.

In order to strengthen the process for contacting applicants on the waiting list, if a family notifies ARHA in advance by writing and/or on the Waiting List application that they are homeless, and the notification letter is returned the ARHA may call the applicant if a working phone number is given.

#### **4-III.E. THE APPLICATION INTERVIEW**

The ARHA conducts group application sessions to accommodate large groups of applicants. The sessions are designed to complete the application and requisite forms as well as to collect documents that need to be copied and/or scanned. These group sessions do not involve the disclosure publically of private information by the applicant family. However, if the ARHA deems it necessary and/or the applicant family requests, a private application interview will be conducted. [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.

##### ARHA Policy

Families selected from the waiting list are required to participate in an eligibility interview.

The head of household and all family members 18 and over must attend the interview. Verification of information pertaining to adult members of the

household not present at the interview will not begin until signed release forms are returned to the ARHA.

The interview will be conducted only if the family provides appropriate documentation of legal identity. (Chapter 7 provides a discussion of proper documentation of legal identity). If the family does not provide the required documentation, the appointment may be rescheduled when the proper documents have been obtained.

The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, as well as completing required forms, providing required signatures, and submitting required documentation. If any materials are missing, the ARHA will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide at the interview must be provided within five (5) business days of the interview. If the family is unable to obtain the information or materials within the required period, the family may request an extension in writing. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English. For limited English proficient (LEP) applicants, the ARHA will provide translation services in accordance with the ARHA's LEP plan.

If the family is unable to attend the scheduled interview, a second interview session appointment is available and this date is noted in the initial notification letter. Applicants who fail to attend two scheduled interviews without ARHA approval will be denied assistance based on the family's failure to supply information needed to determine eligibility. A notice of denial will be issued in accordance with policies contained in Chapter 3.

#### **4-III.F. COMPLETING THE APPLICATION PROCESS**

The ARHA must verify all information provided by the family (see Chapter 7). Based on verified information, the ARHA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted admission, or selection preference that affected the order in which the family was selected from the waiting list.

##### ARHA Policy

If the ARHA determines that the family is ineligible, the ARHA will send written notification of the ineligibility determination within 15 business days of the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review (Chapter 16).

If a family fails to qualify for any criteria that affected the order in which it was selected from the waiting list (e.g. targeted funding, extremely low-income), the family will be returned to its original position on the waiting list. The ARHA will notify the family in writing that it has been returned to the waiting list, and will specify the reasons for it.

If the ARHA determines that the family is eligible to receive assistance, the ARHA will invite the family to attend a briefing in accordance with the policies in Chapter 5.



## Chapter 4

### APPLICATIONS, WAITING LIST AND TENANT SELECTION

#### INTRODUCTION

When a family wishes to reside in public housing, the family must submit an application that provides the PHA with the information needed to determine the family's eligibility. HUD requires the PHA to place all eligible families that apply for public housing on a waiting list. When a unit becomes available, the PHA must select families from the waiting list in accordance with HUD requirements and PHA policies as stated in its Admissions and Continued Occupancy Policy (ACOP) and its annual plan.

The PHA is required to adopt a clear approach to accepting applications, placing families on the waiting list, and selecting families from the waiting list, and must follow this approach consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the PHA to receive preferential treatment.

HUD regulations require that the PHA comply with all equal opportunity requirements and it must affirmatively further fair housing goals in the administration of the program [24 CFR 960.103, PH Occ GB p. 13]. Adherence to the selection policies described in this chapter ensures that the PHA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and PHA policies for taking applications, managing the waiting list and selecting families from the waiting list. The PHAs policies for assigning unit size and making unit offers are contained in Chapter 5. Together, Chapters 4 and 5 of the ACOP comprise the PHA's Tenant Selection and Assignment Plan (TSAP).

The policies outlined in this chapter are organized into three sections, as follows:

**Part I: The Application Process.** This part provides an overview of the application process, and discusses how applicants can obtain and submit applications. It also specifies how the PHA will handle the applications it receives.

**Part II: Managing the Waiting List.** This part presents the policies that govern how the PHA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for public housing. It also discusses the process the PHA will use to keep the waiting list current.

**Part III: Tenant Selection.** This part describes the policies that guide the PHA in selecting families from the waiting list as units become available. It also specifies how in-person interviews will be used to ensure that the PHA has the information needed to make a final eligibility determination.

## **PART I: THE APPLICATION PROCESS**

### **4-I.A. OVERVIEW**

This part describes the policies that guide the PHA's efforts to distribute and accept applications, and to make preliminary determinations of applicant family eligibility that affect placement of the family on the waiting list. This part also describes the PHA's obligation to ensure the accessibility of the application process to elderly persons, people with disabilities, and people with limited English proficiency (LEP)

### **4-I.B. APPLYING FOR ASSISTANCE**

Any family that wishes to reside in public housing must apply for admission to the program [24 CFR 1.4(b)(2)(ii), 24 CFR 960.202(a)(2)(iv), and PH Occ GB, p. 68]. HUD permits the PHA to determine the format and content of its applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA.

#### **ARHA Policy**

Depending upon the length of time that applicants may need to wait to be housed, the ARHA may use a one- or two-step application process.

- a. A one-step process will be used when it is expected that a family will be selected from the waiting list within sixty (60) days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and suitability and the amount of rent the family will pay.

ARHA does not use the one-step process at the present time.

- b. A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least sixty (60) days or more from the date of application. Under the two-step application process, the ARHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and the amount of rent the family will pay when selected from the waiting list.
- c. Families may obtain application forms from the ARHA's office during normal business hours. Families may also request applications by telephone, mail, email or download them from ARHA's website (when available).
- d. Completed applications must be returned to the ARHA by mail, by fax, by email or submitted in person during normal business hours. Applications must be complete in order to be accepted by the PHA for processing. If an application is incomplete, the PHA will notify the family of the additional information required.
- e. The PHA current waiting list exceeds a two-year waiting period and applications are not accepted until public notices are posted according to this ACOP policies.

#### **4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS**

The PHA must take a variety of steps to ensure that the application process is accessible to those people who might have difficulty complying with the normal, standard PHA application process.

##### **Disabled Populations [24 CFR 8; PH Occ GB, p. 68]**

The PHA must provide reasonable accommodation to the needs of individuals with disabilities. The application-taking facility and the application process must be fully accessible, or the PHA must provide an alternate approach that provides equal access to the application process. Chapter 2 provides a full discussion of the PHA's policies related to providing reasonable accommodations for people with disabilities.

##### **Limited English Proficiency**

PHAs are required to take reasonable steps to ensure meaningful access to their programs and activities by persons with limited English proficiency [24 CFR 1]. Chapter 2 provides a full discussion on the PHA's policies related to ensuring access to people with limited English proficiency (LEP).

##### **Homeless Populations (PIH NOTICE 2013-15)**

When trying to reach people experiencing homelessness in order to apply to the ARHA program, ARHA will reach out to shelters, homeless service providers, and agencies that work closely with people experiencing homelessness to provide assistance with application processes.

#### **4-I.D. PLACEMENT ON THE WAITING LIST**

The PHA must review each completed application received and make a preliminary assessment of the family's eligibility. The PHA must place on the waiting list families for whom the list is open unless the PHA determines the family to be ineligible. Where the family is determined to be ineligible, the PHA must notify the family in writing [24 CFR 960.208(a); PH Occ GB, p. 41]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list. [24 CFR 982.2002 (c)]

##### **Ineligible for Placement on the Waiting List**

###### **ARHA Policy**

If the Authority can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, the ARHA will send written notification of the ineligibility determination within ten (10) business days of receiving and/or processing a completed application. The

notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal hearing and explain the process for doing so (see Chapter 14).

## **Eligible for Placement on the Waiting List**

### **ARHA Policy**

- a. The Authority will send written notification of the preliminary eligibility determination within ten (10) business days of receiving and/or processing a completed application. If applicable, the notice will also indicate the waiting list preference(s) for which the family appears to qualify.
- b. Placement on the waiting list does not indicate that the family is, in fact, eligible for admission. A final determination of eligibility and qualification for preferences will be made when the family is selected from the waiting list.
- c. Applicants will be placed on the waiting list according to ARHA preference(s) and the date and time their complete application is received by the Authority.
- d. The Authority will assign families on the waiting list according to the bedroom size for which a family qualifies as established in its occupancy standards (see Chapter 5). Families may request to be placed on the waiting list for a unit size smaller than designated by the occupancy guidelines (as long as the unit is not overcrowded according to ARHA's standards and local codes). However, in these cases, the family must agree not to request a transfer for two (2) years after admission, unless they have a change in family size or composition.

## **PART II: MANAGING THE WAITING LIST**

### **4-II.A. OVERVIEW**

The PHA must have policies regarding the type of waiting list it will utilize as well as the various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for public housing, and conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how the PHA may structure its waiting list and how families must be treated if they apply for public housing at a PHA that administers more than one assisted housing program.

### **4-II.B. ORGANIZATION OF THE WAITING LIST**

The PHA's public housing waiting list must be organized in such a manner to allow the PHA to accurately identify and select families in the proper order, according to the admissions policies described in this ACOP.

### **ARHA Policy**

The waiting list will contain the following information for each applicant listed:

- 1) Name and social security number of head of household
- 2) Unit size required (number of family members)
- 3) Amount and source of annual income
- 4) Date and time of application
- 5) Qualification for any local preference
- 6) Accessibility requirement, if any
- 7) Household type (family, elderly, disabled)
- 8) Race and ethnicity of the head of household
- 9) The specific site(s) selected (only if ARHA offers site-based waiting lists)

The PHA may adopt one community-wide waiting list or site-based waiting lists. The PHA must obtain approval from HUD through submission of its Annual Plan before it may offer site-based waiting lists. Site-based waiting lists allow families to select the development where they wish to reside and must be consistent with all applicable civil rights and fair housing laws and regulations [24 CFR 903.7(b)(2)].

#### **ARHA Policy**

- a. The Authority will maintain one single community-wide waiting list, with the exception of the developments listed in paragraph “b.” below. Within the list, the PHA will designate subparts to easily identify who should be offered the next available unit (i.e. mixed populations, general occupancy, unit size, and accessible units).
- b. The PHA will adopt site-based waiting lists at these developments: Ladrey Highrise, Park Place Condominiums, all Low Income Housing Tax Credit (LIHTC) developments, Old Dominion, West Glebe, Chatham Square, Old Town Commons- I, II, IV and Braddock Whiting, Reynolds sites.

HUD directs that a family that applies to reside in public housing must be offered the opportunity to be placed on the waiting list for any tenant-based or project-based voucher or moderate rehabilitation program that the PHA operates if 1) the other programs’ waiting lists are open, and 2) the family is qualified for the other programs [24 CFR 982.205(a)(2)(i)].

HUD permits, but does not require, that PHAs maintain a single merged waiting list for their public housing, Section 8, and other subsidized housing programs [24 CFR 982.205(a)(1)].

#### **ARHA Policy**

The PHA will not merge the public housing waiting list with the waiting list for any other program the PHA operates.

## **4-II.C. OPENING AND CLOSING THE WAITING LIST**

### **Closing the Waiting List**

The PHA is permitted to close the waiting list, in whole or in part, if it has an adequate pool of families to fill its developments. The PHA may close the waiting list completely, or restrict intake by preference, type of project, or by size and type of dwelling unit. [PH Occ GB, p. 31].

### **ARHA Policy**

- a. The PHA will close the waiting list when the estimated waiting period for housing applicants on the list reaches twenty four (24) months for the most current applicants.
  
- b. Where the PHA has particular preferences or other criteria that require a specific category of family, the PHA may elect to continue to accept applications from these applicants while closing the waiting list to others.

### **Reopening the Waiting List**

If the waiting list has been closed, it may be reopened at any time. The PHA should publish a notice in local newspapers of general circulation, minority media, and other suitable media outlets that the PHA is reopening the waiting list. Such notice must comply with HUD fair housing requirements. The PHA should specify who may apply, and where and when applications will be received.

### **ARHA Policy**

The ARHA will announce the reopening of the waiting list at least ten (10) business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice. The notice will specify where, when, and how applications are to be received.

The ARHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to:

- 1) The Washington Post (English Language Newspaper media)
- 2) El Tiempo Latino (Spanish Newspaper media)
- 3) Afro-American (African-American Newspaper media)
- 4) Alexandria Gazette Packet (Local Newspaper media)
- 5) Little Town (Vietnamese Newspaper media)

### **4-II.D. FAMILY OUTREACH [24 CFR 903.2(d); 24 CFR 903.7(a) and (b)]**

The PHA should conduct outreach as necessary to ensure that the Authority has a sufficient number of applicants on the waiting list to fill anticipated vacancies and to assure that the PHA is affirmatively furthering fair housing and complying with the Fair Housing Act.

Because HUD requires the PHA to serve a specified percentage of extremely low income families, the PHA may need to conduct special outreach to ensure an adequate number of such families apply for public housing.

PHA outreach efforts must comply with fair housing requirements. This includes:

- Analyzing the housing market area and the populations currently being served to identify underserved populations
- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program
- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

PHA outreach efforts must be designed to inform qualified families about the availability of units under the program. These efforts may include, as needed, any of the following activities:

- Submitting press releases to local newspapers, including minority newspapers
- Developing informational materials and flyers to distribute to other agencies
- Providing application forms to other public and private agencies that serve the low income population
- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for persons with disabilities and the homeless.

#### **ARHA Policy**

- a. The ARHA will monitor the characteristics of the population being served and the characteristics of the population as a whole in the Agency's jurisdiction.
- b. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

### **4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES**

#### **ARHA Policy**

- a. While the family is on the waiting list, the family must inform the Authority, *within ten (10) business days*, of changes in family size or composition, preference status, or contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing.
- b. Changes in an applicant's circumstances while on the waiting list may affect the family's qualification for a particular bedroom size or entitlement to a preference.
- c. When an applicant reports a change that affects their placement on the waiting list, the waiting list will be updated accordingly.

### **4-II.F. UPDATING THE WAITING LIST**



HUD requires the PHA to establish policies to use when removing applicant names from the waiting list [24 CFR 960.202(a)(2)(iv)].

### **Purging the Waiting List**

The decision to withdraw an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to the PHA's request for information or updates because of the family member's disability, the PHA must, upon the family's request, reinstate the applicant family to their former position on the waiting list as a reasonable accommodation [24 CFR 8.4(a), 24 CFR 100.204(a), and PH Occ GB, p. 39 and 40]. See Chapter 2 for further information regarding reasonable accommodations.

#### **ARHA Policy**

- a. The waiting list will be updated as needed to ensure that all applicants and applicant information is current and timely.
- b. To update the waiting list, the Authority will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the Authority has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.
- c. The family's response must be in writing and may be delivered in person, by mail, by fax, or by email. Responses should be postmarked or received by the Authority not later than fifteen (15) business days from the date of the Agency's letter.
- d. If the family fails to respond within *fifteen (15) business days*, the family will be removed from the waiting list without further notice.
- e. If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.
- f. If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have *fifteen (15) business days* to respond from the date the letter was re-sent. If the family fails to respond within this time frame, the family will be removed from the waiting list without further notice.
- g. When a family is removed from the waiting list during the update process for failure to respond, *no informal hearing will be offered*. Such failures to act on the part of the applicant prevent the ARHA from making an eligibility determination; therefore no informal hearing is required.
- h. If a family is removed from the waiting list for failure to respond, the Executive Director may reinstate the family if she/he determines the lack of response was due to ARHA's error, or to circumstances beyond the family's control.



- i. In order to strengthen the process for contacting applicants on the waiting list, if a family notifies ARHA in advance by writing and/or on the Waiting List application that they are homeless, and the notification letter is returned, the ARHA may call the applicant if a working phone number is given.

## Removal from the Waiting List

### ARHA Policy

- a. The ARHA will remove applicants from the waiting list if they have requested that their name be removed. In such cases no informal hearing is required.
- b. If the ARHA determines that the family is not eligible for admission (see Chapter 3) at any time while the family is on the waiting list the family will be removed from the waiting list.
- c. If a family is removed from the waiting list because the ARHA has determined the family is not eligible for admission, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal hearing regarding the ARHA's decision (see Chapter 14) [24 CFR 960.208(a)].

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## PART III: TENANT SELECTION

### 4-III.A. OVERVIEW

The PHA must establish tenant selection policies for families being admitted to public housing [24 CFR 960.201(a)]. The PHA must not require any specific income or racial quotas for any developments [24 CFR 903.2(d)]. The PHA must not assign persons to a particular section of a community or to a development or building based on race, color, religion, sex, disability, familial status or national origin for purposes of segregating populations [24 CFR 1.4(b)(1)(iii) and 24 CFR 903.2(d)(1)].

The order in which families will be selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences that the family qualifies for. The availability of units also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 960.206(e)(2)]. The PHA's policies must be posted any place where the PHA receives applications. The PHA

must provide a copy of its tenant selection policies upon request to any applicant or tenant. The PHA may charge the family for providing a copy of its tenant selection policies [24 CFR 960.202(c)(2)].

#### ARHA Policy

When an applicant or resident family requests a copy of the PHA's tenant selection policies, the PHA will provide copies to them free of charge.

### **4-III.B. SELECTION METHOD**

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use.

#### **Local Preferences [24 CFR 960.206]**

PHAs are permitted to establish local preferences and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences.

HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources [24 CFR 960.206(a)].

#### ARHA Policy

The Authority will use the following local preference

- a. In order to bring higher income families into public housing, the ARHA will establish a preference for "working" families, where the head, spouse, co-head, or sole member is employed.
- b. As required by HUD, families where the head and spouse, or sole member is a person age 62 or older, or is a person with disabilities, will also be given the benefit of the working preference [24 CFR 960.206(b)(2)].
- c. Addition of a preference for families requiring units pursuant to the Uniforms Federal Accessibility Standards (UFAS)

As such, the proposed new system will reflect the following preferences:

- d. General Public Housing List: Andrew Adkins/Samuel Madden/Ramsey Homes, Scattered Site I, II, III
  - 1) UFAS
  - 2) Working
    - a. Live and work in the City of Alexandria
    - b. Live and/or work in the City of Alexandria
    - c. Working outside the City of Alexandria

e. Ladrey/Park Place

- 1) UFAS
- 2) Working
  - a. Live and work in the City of Alexandria
  - b. Live and/or work in the City of Alexandria
  - c. Working outside the City of Alexandria

Site Based Lists:

Braddock/Whiting/Reynolds, Alexandria Crossing/Old Dominion, Chatham Square, Old Town Commons I, II, IV

- 1) UFAS
- 2) Working
  - a. Live and work in the City of Alexandria
  - b. Live and/or work in the City of Alexandria
  - c. Working outside the City of Alexandria

**Income Targeting Requirement [24 CFR 960.202(b)]**

HUD requires that extremely low-income (ELI) families make up at least forty percent (40%) of the families admitted to public housing during the PHA's fiscal year. ELI families are those with annual incomes at or below thirty (30%) of the area median income. To ensure this requirement is met, the PHA may skip non-ELI families on the waiting list in order to select an ELI family.

If a PHA also operates a housing choice voucher (PHA) program, admissions of extremely low-income families to the PHA's PHA program during a PHA fiscal year that exceed the seventy five (75%) minimum target requirement for the voucher program, shall be credited against the PHA's basic targeting requirement in the public housing program for the same fiscal year.

However, under these circumstances the fiscal year credit to the public housing program must not exceed the lower of:

- 1) Ten percent (10%) of public housing waiting list admissions during the PHA fiscal year;
- 2) Ten percent (10%) of waiting list admissions to the PHA's housing choice voucher program during the PHA fiscal year; or
- 3) The number of qualifying low-income families who commence occupancy during the fiscal year of PHA public housing units located in census tracts with a poverty rate of thirty percent (30%) or more.
- 4) For this purpose, qualifying low-income family means a low-income family other than an extremely low-income family.

### ARHA Policy

- a. The ARHA will monitor progress in meeting the ELI requirement throughout the fiscal year.
- b. ELI families will be selected ahead of other eligible families on an as-needed basis to ensure that the income targeting requirement is met.

### **Mixed Population Developments [24 CFR 960.407]**

A mixed population development is a public housing development or portion of a development that was reserved for elderly families and disabled families at its inception (and has retained that character) or the PHA at some point after its inception obtained HUD approval to give preference in tenant selection for all units in the development (or portion of a development) to elderly and disabled families [24 CFR 960.102].

Elderly family means a family whose head, spouse, cohead, or sole member is a person who is at least 62 years of age. Disabled family means a family whose head, spouse, cohead, or sole member is a person with disabilities [24 CFR 5.403]. The PHA must give elderly and disabled families equal preference in selecting these families for admission to mixed population developments.

The PHA may not establish a limit on the number of elderly or disabled families that may occupy a mixed population development. In selecting elderly and disabled families to fill these units, the PHA must first offer the units that have accessibility features for families that include a person with a disability and require the accessibility features of such units.

The PHA may not discriminate against elderly or disabled families that include children (Fair Housing Amendments Act of 1988).

### **Units Designated for Elderly or Disabled Families [24 CFR 945]**

The PHA may designate projects or portions of a public housing project specifically for elderly or disabled families. The PHA must have a HUD-approved allocation plan before the designation may take place.

Among the designated developments, the PHA must also apply any preferences that it has established. If there are not enough elderly families to occupy the units in a designated elderly development, the PHA may allow near-elderly families to occupy the units [24 CFR 945.303(c)(1)].

Near-elderly family means a family whose head, spouse, or cohead is at least 50 years old, but is less than 62 [24 CFR 5.403].

If there are an insufficient number of elderly families and near-elderly families for the units in a development designated for elderly families, the PHA must make available to all other families any unit that is ready for re-rental and has been vacant for more than sixty (60) consecutive days [24 CFR 945.303(c)(2)].

The decision of any disabled family or elderly family not to occupy or accept occupancy in designated housing shall not have an adverse affect on their admission or continued occupancy in public housing or their position on or placement on the waiting list.

However, this protection does not apply to any family who refuses to occupy or accept occupancy in designated housing because of the race, color, religion, sex, disability, familial status, or national origin of the occupants of the designated housing or the surrounding area [24 CFR 945.303(d)(1) and (2)].

This protection does apply to an elderly family or disabled family that declines to accept occupancy, respectively, in a designated project for elderly families or for disabled families, and requests occupancy in a general occupancy project or in a mixed population project [24 CFR 945.303(d)(3)].

### **ARHA Policy**

The ARHA has designated elderly or designated disabled housing at this time.

### **Deconcentration of Poverty and Income-Mixing [24 CFR 903.1 and 903.2]**

The PHA's admission policy must be designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of the PHA's deconcentration policies must be included in its annual plan [24 CFR 903.7(b)].

The PHA's deconcentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)].

Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) public housing developments. The following developments are not subject to deconcentration and income mixing requirements: developments operated by a PHA with fewer than 100 public housing units; mixed population or developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

### ***Steps for Implementation [24 CFR 903.2(c)(1)]***

To implement the statutory requirement to deconcentrate poverty and provide for income mixing in covered developments, the PHA must comply with the following steps:

**Step 1.** The PHA must determine the average income of all families residing in all the PHA's covered developments. The PHA may use the median income, instead of average income, provided that the PHA includes a written explanation in its annual plan justifying the use of median income.

### **ARHA Policy**

The PHA will determine the average income of all families in all covered developments on an annual basis.

**Step 2.** The PHA must determine the average income (or median income, if median income was used in Step 1) of all families residing in each covered development. In determining average

income for each development, the PHA has the option of adjusting its income analysis for unit size in accordance with procedures prescribed by HUD.

### **ARHA Policy**

The PHA will determine the average income of all families residing in each covered development (not adjusting for unit size) on an annual basis.

**Step 3.** The PHA must then determine whether each of its covered developments falls above, within, or below the established income range (EIR), which is from 85% to 115% of the average family income determined in Step 1. However, the upper limit must never be less than the income at which a family would be defined as an extremely low income family (30% of median income).

**Step 4.** The PHA with covered developments having average incomes outside the EIR must then determine whether or not these developments are consistent with its local goals and annual plan.

**Step 5.** Where the income profile for a covered development is not explained or justified in the annual plan submission, the PHA must include in its admission policy its specific policy to provide for deconcentration of poverty and income mixing.

Depending on local circumstances the PHA's deconcentration policy may include, but is not limited to the following:

- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans, or added amenities
- Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments
- Establishing a preference for admission of working families in developments below the EIR
- Skipping a family on the waiting list to reach another family in an effort to further the goals of deconcentration
- Providing other strategies permitted by statute and determined by the PHA in consultation with the residents and the community through the annual plan process to be responsive to local needs and PHA strategic objectives

A family has the sole discretion whether to accept an offer of a unit made under the PHA's deconcentration policy. The PHA must not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the PHA's deconcentration policy [24 CFR 903.2(c)(4)].

If, at annual review, the average incomes at all general occupancy developments are within the EIR, the PHA will be considered to be in compliance with the deconcentration requirement and no further action is required.

### **ARHA Policy**

For developments outside the EIR the ARHA will take the following actions to provide for deconcentration of poverty and income mixing:

- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans, or added amenities
- Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments
- Establishing a preference for admission of working families in developments below the EIR
- Providing other strategies permitted by statute and determined by the PHA in consultation with the residents and the community through the annual plan process to be responsive to local needs and PHA strategic objectives

### **Order of Selection [24 CFR 960.206(e)]**

The PHA system of preferences may select families either according to the date and time of application for the selection process.

#### **ARHA Policy**

- a. Families will be selected from the waiting list based on preference. Among applicants with the same preference, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the Authority.
- b. When selecting applicants from the waiting list the Authority will match the characteristics of the available unit (unit size, accessibility features, unit type) to the applicants on the waiting lists. The Authority will offer the unit to the highest ranking applicant who qualifies for that unit size or type, or that requires the accessibility features.
- c. By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application or higher preference status.
- d. Factors such as deconcentration or income mixing and income targeting will also be considered in accordance with HUD requirements and ARHA Policy.

### **4-III.C. NOTIFICATION OF SELECTION**

When the family has been selected from the waiting list, the PHA must notify the family.

#### **ARHA Policy**

- a. The ARHA will notify the family by first class mail when it is selected from the waiting list.
- b. The notice will inform the family of the following:



- i. Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview
  - ii. Who is required to attend the interview
  - iii. Documents that must be provided at the interview to document the legal identity of household members, including information about what constitutes acceptable documentation
  - iv. Documents that must be provided at the interview to document eligibility for a preference, if applicable
  - v. Other documents and information that should be brought to the interview
- c. If a notification letter is returned to the ARHA with no forwarding address, the family will be removed from the waiting list without further notice. Such failure to act on the part of the applicant prevents the PHA from making an eligibility determination; therefore no informal hearing will be offered.

#### **4-III.D. THE APPLICATION INTERVIEW**

The ARHA conducts group application sessions to accommodate large groups of applicants. These group sessions do not involve the disclosure publically of private information by the applicant family. The sessions are designed to fill out the application and the requisite forms that go with it as well as to collect documents that need to be copied and/or scanned. However, if the ARHA deems it necessary and/or the applicant family requests a private application interview will be conducted.

Being invited to attend an interview does not constitute admission to the program.

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability [24 CFR 8.4(a) and 24 CFR 100.204(a)].

#### **ARHA Policy**

- a. Families selected from the waiting list are required to participate in an eligibility interview.
- b. The head of household and the spouse/cohead will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/cohead may attend the interview on behalf of the family. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to the ARHA.
- c. The interview will be conducted only if the head of household or spouse/cohead provides appropriate documentation of legal identity (Chapter 7 provides a discussion of proper documentation of legal identity). If the family representative does not provide the required documentation, the appointment may be rescheduled when the proper documents have been obtained.



- d. If the family is claiming a waiting list preference, the family must provide documentation to verify their eligibility for a preference (see Chapter 7). If the family is verified as eligible for the preference, the Authority will proceed with the interview. If the Authority determines the family is not eligible for the preference, the interview will not proceed and the family will be placed back on the waiting list according to the date and time of their application.
- e. The family must provide the information necessary to establish the family's eligibility, including suitability, and to determine the appropriate amount of rent the family will pay. The family must also complete required forms, provide required signatures, and submit required documentation. If any materials are missing, the Authority will provide the family with a written list of items that must be submitted.
- f. Any required documents or information that the family is unable to provide at the interview must be provided within 5 business days of the interview (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of Social Security numbers and eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (see Chapter 3).
- g. An advocate, interpreter, or other assistant may assist the family with the application and the interview process.
- h. Interviews will be conducted in English. For limited English proficient (LEP) applicants, the PHA will provide translation services in accordance with the PHA's LEP plan.
- i. If the family is unable to attend the first scheduled interview, A second interview appointment is available and this date is noted in the initial notification letter. Applicants who fail to attend two scheduled interviews without PHA approval will have their applications made inactive based on the family's failure to supply information needed to determine eligibility. Such failure to act on the part of the applicant prevents the PHA from making an eligibility determination; therefore the PHA will not offer an informal hearing.

#### **4-III.E. FINAL ELIGIBILITY DETERMINATION [24 CFR 960.208]**

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information related to the eligibility requirements, including PHA suitability standards, the PHA must make a final determination of eligibility (see Chapter 3).

When a determination is made that a family is eligible and satisfies all requirements for admission, including tenant selection criteria, the applicant must be notified of the approximate date of occupancy insofar as that date can be reasonably determined [24 CFR 960.208(b)].

#### **ARHA Policy**

- a. The Authority will notify a family in writing of their eligibility within ten (10) business days of the determination and will provide the approximate date of occupancy insofar as that date can be reasonably determined.

The PHA must promptly notify any family determined to be ineligible for admission of the basis for such determination, and must provide the applicant upon request, within a reasonable time after the determination is made, with an opportunity for an informal hearing on such determination [24 CFR 960.208(a)].

#### ARHA Policy

- a. If the Authority determines that the family is ineligible, the Authority will send written notification of the ineligibility determination within ten (10) business days of the determination.
- b. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal hearing (see Chapter 14).

If the PHA uses a criminal record or sex offender registration information obtained under 24 CFR 5, Subpart J, as the basis of a denial, a copy of the record must precede the notice to deny, with an opportunity for the applicant to dispute the accuracy and relevance of the information before the PHA can move to deny the application.

See Section 3-III.G for the PHA's policy regarding such circumstances.

Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT)

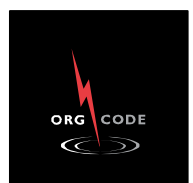
Prescreen for Single Adults

**GENERAL INFORMATION/CONSENT**

Interviewer's Name		Agency <input type="checkbox"/> TEAM <input type="checkbox"/> STAFF <input type="checkbox"/> VOLUNTEER	
Date	Time	Location	
In what language do you feel best able to express yourself?			
First Name		Last Name	
Nickname		Social Security Number	
How old are you?	What's your date of birth?	Has Consented to Participate <input type="checkbox"/> YES <input type="checkbox"/> NO	
If 60 years or older, then score 1.			Prescreen Score
<b>PRE-SCREEN GENERAL INFORMATION SUBTOTAL</b>			

**A. HISTORY OF HOUSING & HOMELESSNESS**

QUESTIONS			
If the person has experienced two or more cumulative years of homelessness, and/or 4+ episodes of homelessness, then score 1.	RESPONSE	REFUSED	Prescreen Score
1. What is the total length of time you have lived on the streets or in shelters?		<input type="checkbox"/>	
2. In the past three years, how many times have you been housed and then homeless again?		<input type="checkbox"/>	
<b>PRE-SCREEN HOUSING AND HOMELESSNESS SUBTOTAL</b>			



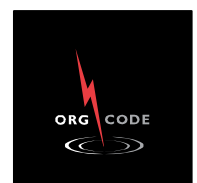
**Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT)**

**Prescreen for Single Adults**

**B. RISKS**

**SCRIPT:** I am going to ask you some questions about your interactions with health and emergency services. If you need any help figuring out when six months ago was, just let me know.

QUESTIONS				
<b>If the total number of interactions across questions 3, 4, 5, 6 and 7 is equal to or greater than 4, then score 1.</b>	<b>RESPONSE</b>		<b>REFUSED</b>	<b>Prescreen Score</b>
3. In the past six months, how many times have you been to the emergency department/room?			<input type="checkbox"/>	
4. In the past six months, how many times have you had an interaction with the police?			<input type="checkbox"/>	
5. In the past six months, how many times have you been taken to the hospital in an ambulance?			<input type="checkbox"/>	
6. In the past six months, how many times have you used a crisis service, including distress centers or suicide prevention hotlines?			<input type="checkbox"/>	
7. In the past six months, how many times have you been hospitalized as an in-patient, including hospitalizations in a mental health hospital?			<input type="checkbox"/>	
<b>If YES to questions 8 or 9, then score 1.</b>	<b>YES</b>	<b>NO</b>	<b>REFUSED</b>	<b>Prescreen Score</b>
8. Have you been attacked or beaten up since becoming homeless?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Threatened to or tried to harm yourself or anyone else in the last year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>If YES to question 10, then score 1.</b>	<b>YES</b>	<b>NO</b>	<b>REFUSED</b>	<b>Prescreen Score</b>
10. Do you have any legal stuff going on right now that may result in you being locked up or having to pay fines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>If YES to questions 11 or 12; OR if respondent provides any answer OTHER THAN "Shelter" in question 13, then score 1.</b>	<b>YES</b>	<b>NO</b>	<b>REFUSED</b>	<b>Prescreen Score</b>
11. Does anybody force or trick you to do things that you do not want to do?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't really know, share a needle, or anything like that?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. I am going to read types of places people sleep. Please tell me which one that you sleep at most often. (Check only one.)	<input type="checkbox"/> Shelter <input type="checkbox"/> Street, Sidewalk or Doorway <input type="checkbox"/> Car, Van or RV <input type="checkbox"/> Bus or Subway <input type="checkbox"/> Beach, Riverbed or Park <input type="checkbox"/> Other (SPECIFY):			
<b>PRE-SCREEN RISKS SUBTOTAL</b>				



Vulnerability Index & Service Prioritization Decision Assistance Tool  
(VI-SPDAT)

**C. SOCIALIZATION & DAILY FUNCTIONS**

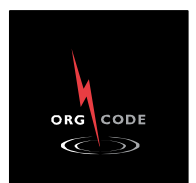
Prescreen for Single Adults

QUESTIONS				
If YES to question 14 or NO to questions 15 or 16, score 1.	YES	NO	REFUSED	Prescreen Score
14. Is there anybody that thinks you owe them money?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Do you have any money coming in on a regular basis, like a job or government benefit or even working under the table, binning or bottle collecting, sex work, odd jobs, day labor, or anything like that?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Do you have enough money to meet all of your expenses on a monthly basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If NO to question 17, score 1.	YES	NO	REFUSED	Prescreen Score
17. Do you have planned activities each day other than just surviving that bring you happiness and fulfillment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If YES to questions 18 or 19, score 1.	YES	NO	REFUSED	Prescreen Score
18. Do you have any friends, family or other people in your life out of convenience or necessity, but you do not like their company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Do any friends, family or other people in your life ever take your money, borrow cigarettes, use your drugs, drink your alcohol, or get you to do things you really don't want to do?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OBSERVE ONLY. DO NOT ASK! If YES, score 1.	YES	NO		Prescreen Score
20. Surveyor, do you detect signs of poor hygiene or daily living skills?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>PRE-SCREEN SOCIALIZATION &amp; DAILY FUNCTIONS SUBTOTAL</b>				

Vulnerability Index & Service Prioritization Decision Assistance Tool

**D. WELLNESS (VI-SPDAT)**

QUESTIONS					
<b>If Does Not Go For Care, score 1.</b>		<b>RESPONSE</b>		<b>Prescreen Score</b>	
21. Where do you usually go for healthcare or when you're not feeling well?		<input type="checkbox"/> Hospital <input type="checkbox"/> Clinic <input type="checkbox"/> VA <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Does not go for care			
<b>For EACH YES response in questions 22 through 25 (Medical Conditions), score 1.</b>					
<b>Do you have now, have you ever had, or has a healthcare provider ever told you that you have any of the following medical conditions:</b>		<b>YES</b>	<b>NO</b>	<b>REFUSED</b>	<b>Medical Conditions</b>
22. Kidney disease/End Stage Renal Disease or Dialysis		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. History of frostbite, Hypothermia, or Immersion Foot		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Liver disease, Cirrhosis, or End-Stage Liver Disease		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. HIV+/AIDS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>If YES to any of the conditions in questions 26 to 34, then mark "X" in Other Medical Condition column.</b>		<b>YES</b>	<b>NO</b>	<b>REFUSED</b>	<b>Other Medical Conditions</b>
26. History of Heat Stroke/Heat Exhaustion		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27. Heart disease, Arrhythmia, or Irregular Heartbeat		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28. Emphysema		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29. Diabetes		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30. Asthma		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31. Cancer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32. Hepatitis C		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33. Tuberculosis		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>OBSERVATION ONLY – DO NOT ASK:</b>		<input type="checkbox"/>	<input type="checkbox"/>		
34. Surveyor, do you observe signs or symptoms of a serious health condition?					
<b>If any response is YES in questions 35 through 41, score 1 in the Substance Use column.</b>		<b>YES</b>	<b>NO</b>	<b>REFUSED</b>	<b>Substance Use</b>
35. Have you ever had problematic drug or alcohol use, abused drugs or alcohol, or told you do?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36. Have you consumed alcohol and/or drugs almost every day or every day for the past month?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37. Have you ever used injection drugs or shots in the last six months?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38. Have you ever been treated for drug or alcohol problems and returned to drinking or using drugs?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39. Have you used non-beverage alcohol like cough syrup, mouthwash, rubbing alcohol, cooking wine, or anything like that in the past six months?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40. Have you blacked out because of your alcohol or drug use in the past month?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



(VI-SPDAT)

Prescreen for Single Adults

<b>OBSERVATION ONLY – DO NOT ASK:</b> 41. Surveyor, do you observe signs or symptoms or problematic alcohol or drug abuse?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>If any response is YES in questions 42 through 48, score 1 in the Mental Health Column.</b>	<b>YES</b>	<b>NO</b>	<b>REFUSED</b>	<b>Mental Health</b>
42. Ever been taken to a hospital against your will for a mental health reason?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43. Gone to the emergency room because you weren't feeling 100% well emotionally or because of your nerves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44. Spoken with a psychiatrist, psychologist or other mental health professional in the last six months because of your mental health – whether that was voluntary or because someone insisted that you do so?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45. Had a serious brain injury or head trauma?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46. Ever been told you have a learning disability or developmental disability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47. Do you have any problems concentrating and/or remembering things?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>OBSERVATION ONLY – DO NOT ASK:</b> 48. Surveyor, do you detect signs or symptoms of severe, persistent mental illness or severely compromised cognitive functioning?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>If the Substance Use score is 1 AND the Mental Health score is 1 AND the Medical Condition score is at least a 1 OR an X, then score 1 additional point for tri-morbidity.</b>				<b>Tri-Morbidity</b>
<b>If YES to question 49, score 1.</b>	<b>YES</b>	<b>NO</b>	<b>REFUSED</b>	<b>Prescreen Score</b>
49. Have you had any medicines prescribed to you by a doctor that you do not take, sell, had stolen, misplaced, or where the prescriptions were never filled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>If YES to question 50, score 1.</b>	<b>YES</b>	<b>NO</b>	<b>REFUSED</b>	<b>Prescreen Score</b>
50. Yes or No – Have you experienced any emotional, physical, psychological, sexual or other type of abuse or trauma in your life which you have not sought help for, and/or which has caused your homelessness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PRE-SCREEN WELLNESS SUBTOTAL</b>				

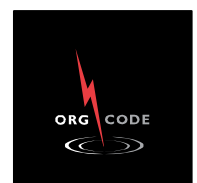
SCORING SUMMARY

DOMAIN	SUBTOTAL	<p><b>If the Pre-Screen Total is equal to or greater than 10, the individual is recommended for a Permanent Supportive Housing/Housing First Assessment.</b></p> <p><b>If the Pre-Screen Total is 5, 6, 7, 8 or 9, the individual is recommended for a Rapid Re-Housing Assessment.</b></p> <p><b>If the Pre-Screen Total is 0, 1, 2, 3 or 4, the individual is not recommended for a Housing and Support Assessment at this time.</b></p>
GENERAL INFORMATION		
A. HISTORY OF HOUSING AND HOMELESSNESS		
B. RISKS		
C. SOCIALIZATION AND DAILY FUNCTIONS		
D. WELLNESS		
<b>PRE-SCREEN TOTAL</b>		

**100,000 HOMES**

For 100,000 homeless individuals and families

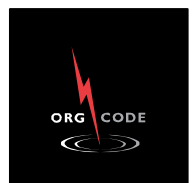
POWERED BY COMMUNITY SOLUTIONS



**Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT)**  
Prescreen for Single Adults

Finally I'd like to ask you some questions to help us better understand homelessness and improve housing and support services.

What is your gender?	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Other <input type="checkbox"/> Decline to State
Have you ever served in the US Military?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
If yes, which war/war era did you serve in?	<input type="checkbox"/> Korean War (June 1950-January 1955) <input type="checkbox"/> Vietnam Era (August 1964-April 1975) <input type="checkbox"/> Post Vietnam (May 1975-July 1991) <input type="checkbox"/> Persian Gulf Era (August 1991-Present) <input type="checkbox"/> Afghanistan (2001-Present) <input type="checkbox"/> Iraq (2003-Present) <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Refused
If yes, what was the character of your discharge?	<input type="checkbox"/> Honorable <input type="checkbox"/> Other than Honorable <input type="checkbox"/> Bad Conduct <input type="checkbox"/> Dishonorable <input type="checkbox"/> Refused
What is your citizenship status?	<input type="checkbox"/> Citizen <input type="checkbox"/> Legal Resident <input type="checkbox"/> Undocumented <input type="checkbox"/> Refused
Where did you live prior to becoming homeless?	<input type="checkbox"/> This city <input type="checkbox"/> This region <input type="checkbox"/> Other part of the State <input type="checkbox"/> Somewhere else (specify) _____
Have you ever been in foster care?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
Have you ever been in jail?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
Have you ever been in prison?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
Do you have a permanent physical disability that limits your mobility? [i.e., wheelchair, amputation, unable to climb stairs]?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
What kind of health insurance do you have, if any? (check all that apply)	<input type="checkbox"/> Medicaid <input type="checkbox"/> Medicare <input type="checkbox"/> VA <input type="checkbox"/> Private Insurance <input type="checkbox"/> None <input type="checkbox"/> Other (specify): _____
On a regular day, where is it easiest to find you and what time of day is easiest to do so?	
Is there a phone number and/or email where someone can get in touch with you or leave you a message?	
Ok, now I'd like to take your picture. May I do so?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused





## Homelessness Prevention Services for Households with Only Adults

The Eligibility and Prioritization Tool for Access to Emergency Shelter and Homelessness Prevention for Households with Only Adults (known simply as the Singles E&P) should be used anytime a single individual is requesting access to emergency shelter or homelessness prevention services through the homeless services system. The purpose of this tool is to pre-screen and triage individuals to determine both eligibility and priority for both emergency shelter and prevention services. If the individual is determined to be eligible for emergency shelter, they will be added to the Shelter Triage, Access, and Referral System for Singles (STARSS). If the individual is determined to be eligible for prevention services, a referral will be made using the Coordinated Entry homelessness prevention workflow. Priority questions determine where individuals fall in the STARSS or how individuals are ranked to fill nonprofit prevention caseload spots.

**For those calling to access emergency shelter** – prior to administering the tool, all attempts at diverting the individual from homelessness should be made. It is important to note that diversion is NOT the refusal of services/shelter, but instead a method used to explore all other possible resources and systems available to prevent that individual from becoming homeless. Entry into the STARSS and subsequently, emergency shelter, should be a last resort.

1. The tool consists of five (5) main sections:

- Section 1: Basic Information
- Section 2: Eligibility Information
- Section 3: Prioritization Information
- Section 4: Supplemental Information for Emergency Shelter Only
- Section 5: Total Priority Score

In addition, there are designated areas for staff to include verification the individual granted permission for their information to be shared, as well as the best way to contact them should they be pulled for a vacant shelter bed.

2. Anyone calling to access either emergency shelter or homelessness prevention services should be asked the questions in Sections 1 and 2. Note that Question 5 in Section 2 applies ONLY to homelessness prevention referrals. If it is determined that the individual requesting services meets the eligibility criteria, then proceed with the remainder of the assessment. If the individual does not meet the eligibility criteria, do not continue administering the tool.

3. There are three (3) columns:

- Triage Question: includes the main question, prompts that should be asked to arrive at the most accurate answer possible, and notes/instructions if it is a priority and/or eligibility question. The person administering the tool can ask other questions of the individual being screened in addition to the prompts provided if desired.
- Triage Answer: asks the person administering the tool to check yes or no to determine the answer to the Triage Question, as well as space to record additional information. The more information that is provided, the better reference the intake worker/prevention case manager has if/when the individual officially enters either program.
- Priority Points: includes space to record the number of points an individual receives based on their answer to the prioritization questions. Individuals can receive either 0 points if they do not meet the prioritization criteria or 1 point if they do. All points (either 0 or 1) should be recorded.

4. Once all questions have been answered, add total points awarded and record in the space available in Section 5.

5. Individuals must provide verbal permission for their screening information to be shared for the purposes of making a referral to the STARSS through the Homeless Management Information System (HMIS) or to other agencies who provide prevention services. If permission is not granted, individuals cannot be referred. This information should be recorded in the appropriate section at the very beginning of the tool.

<p align="center"><b>DOES INDIVIDUAL GRANT PERMISSION FOR INFORMATION TO BE SHARED FOR THE PURPOSES OF REFERRAL FOR SERVICES?</b></p> <p align="center"><b>Answer must be "yes" in order to proceed.</b></p>	<p>Permission Granted? Yes ____ No ____</p> <p>Staff Name (printed): _____</p>
--	--

Triage Question	Triage Answer <i>Include as much information as possible</i>	Priority Points
<b>SECTION 1 – BASIC INFORMATION</b>		
<b>1. <u>DATE COMPLETED</u></b>		
<b>2. <u>NAME OF INDIVIDUAL BEING SCREENED</u></b> Record the name of the individual seeking shelter. If a representative is calling on behalf of an individual, record their name and affiliation here as well.		
<b>SECTION 2 – ELIGIBILITY INFORMATION</b>		
<p align="center"><b>3. <u>DATE OF BIRTH</u></b></p> <p><b>*Eligibility question* - INSTRUCTIONS FOR STAFF</b> Individual must be at least 18 years old to be eligible for services through the singles system.</p> <p><b>*Priority question* - INSTRUCTIONS FOR STAFF</b> Is the individual either between the ages of 18 and 24 OR 60 years of age or older as of today? If yes, give 1 point.</p>	<p>Date of Birth: ____/____/____</p> <p>18 years old or older? Yes ____ No ____</p> <p>18-24 years old? Yes ____ No ____</p> <p>60 years old or older? Yes ____ No ____</p>	/1
<p><b>4. <u>IS THE INDIVIDUAL CURRENTLY HOMELESS OR AT RISK OF HOMELESSNESS?</u></b></p> <p><b>Ask:</b> Are you currently homeless or at risk of becoming homeless? If the individual states they are <b>currently homeless</b>, ask – “Where did you sleep last night? Where will you sleep tonight?” If the individual states they are <b>currently at risk of homelessness</b>, ask – “Why are you at risk of becoming homeless? Do you have an eviction notice? How much longer can you stay in your current housing?”</p> <p><b>*Eligibility question* - INSTRUCTIONS FOR STAFF</b> Answer must be “yes” to either being homeless or at risk of homelessness.</p>	<p>Homeless? Yes ____ No ____</p> <p>At risk of homelessness? Yes ____ No ____</p> <p>Other notes:</p>	
<p><b>5. <u>IS THE INDIVIDUAL AT OR BELOW 30% OF THE AREA MEDIUM INCOME FOR FAIRFAX COUNTY?</u></b></p> <p><b>DO NOT ASK THIS QUESTION FOR SHELTER REFERRALS. INCOME IS NOT AN ELIGIBILITY QUESTIONS FOR SHELTER.</b></p> <p><b>*PREVENTION ONLY Eligibility question* - INSTRUCTIONS FOR STAFF</b> Answer must be “yes” if individual is seeking prevention services.</p>	<p>At or below 30% AMI? Yes ____ No ____</p> <p>Other notes:</p>	
<p><b>STOP! BASED ON INFORMATION ABOVE, IS THIS PERSON ELIGIBLE FOR (check one):</b></p> <p align="center">EMERGENCY SHELTER ____ PREVENTION SERVICES ____ NOT ELIGIBLE ____</p> <p align="center">If individual is not eligible for either homelessness prevention or emergency shelter, discontinue tool.</p>		

**SECTION 3 – PRIORITIZATION INFORMATION**

<p><b>6. DATE CURRENT EPISODE OF HOMELESSNESS STARTED</b></p> <p><b>Ask:</b> Being as specific as possible, what is the date of the last time when you had a place to sleep that was not an emergency homeless shelter or the streets (which includes a tent, car, bus stop, or anywhere else not meant for habitation)? In other words, what date did your current episode of homelessness begin?</p> <p><b>*Priority question* - INSTRUCTIONS FOR STAFF</b> If individual has been homeless for at least 12 months <u>this time</u>, give 1 point.</p>	<p>Date homelessness started? _____</p> <p>Based on the date, how many months has this individual been homeless <u>this time</u>? _____</p> <p>Other notes:</p>	<p><b>SHELTER REFERRALS ONLY</b></p> <p><b>/1</b></p> <p><b>SHELTER REFERRALS ONLY</b></p>
<p><b>7. IS THE INDIVIDUAL VULNERABLE?</b></p> <p><b>Ask:</b> Do any of the following factors apply to you? Please answer “yes” or “no”.</p> <p>Factors:</p> <ol style="list-style-type: none"> <li>1. More than 3 hospitalizations or emergency room visits in the last year</li> <li>2. More than 3 emergency room visits in the previous 3 months</li> <li>3. Aged 60 or older</li> <li>4. Cirrhosis of the liver</li> <li>5. End-stage renal disease</li> <li>6. History of frostbite, immersion foot, or hypothermia</li> <li>7. HIV+/AID</li> <li>8. Tri-morbidity: co-occurring psychiatric, substance abuse, and chronic medical condition</li> </ol> <p><b>*Priority question* - INSTRUCTIONS FOR STAFF</b> Based on the answer to Question 6, determine if the individual has been homeless for at least 6 months. If the date of homelessness equals 6 months or more <u>AND</u> the individual answers “yes” to at least one of the factors, give 1 point.</p>	<p>Number of months homeless this time: _____</p> <p>Factors:</p> <ol style="list-style-type: none"> <li>1. Yes ___ No ___</li> <li>2. Yes ___ No ___</li> <li>3. Yes ___ No ___</li> <li>4. Yes ___ No ___</li> <li>5. Yes ___ No ___</li> <li>6. Yes ___ No ___</li> <li>7. Yes ___ No ___</li> <li>8. Yes ___ No ___</li> </ol> <p>Based on number of months and factors - vulnerable? Yes ___ No ___</p>	<p><b>SHELTER REFERRALS ONLY</b></p> <p><b>/1</b></p> <p><b>SHELTER REFERRALS ONLY</b></p>
<p><b>8. DOES THIS INDIVIDUAL HAVE ANY HISTORY OF HOMELESSNESS IN THE LAST 2 YEARS ASIDE FROM THIS CURRENT EPISODE?</b></p> <p><b>For shelter referrals – Ask:</b> Have you slept in an emergency shelter or on the streets at any point in the last two years not including this current episode? In other words, were you homeless any other time besides this one in the last two years? When was it and where did you stay?</p> <p><b>For prevention referrals – Ask:</b> Have you slept in an emergency shelter or on the streets at any point in the last two years? When was it and where did you stay?</p> <p><b>*Priority question* - INSTRUCTIONS FOR STAFF</b> If answer is “yes” to either question, give 1 point.</p>	<p>Homeless in the last two years other than this time? Yes ___ No ___</p> <p>Other notes:</p>	<p><b>/1</b></p>
<p><b>9. DOES THIS INDIVIDUAL HAVE A DISABILITY?</b></p> <p><b>Ask:</b> Have you been told by a doctor, therapist, or other person in the medical profession that you have a disability of any kind? If so, what is it?</p> <p><b>*Priority question* - INSTRUCTIONS FOR STAFF</b> If answer is “yes”, give 1 point.</p>	<p>Disability? Yes ___ No ___</p> <p>Other notes:</p>	<p><b>/1</b></p>

<p>10. <b>Ask:</b> Have you served in the military or armed forces in the United States before?</p> <p><b>*Priority question* - INSTRUCTIONS FOR STAFF</b> If answer is "yes", give 1 point.</p>	<p>Other notes:</p>	/1
<p><b>11. IS THE INDIVIDUAL PREGNANT?</b></p> <p><b>Ask:</b> Are you currently pregnant?</p> <p><b>*Priority question* - INSTRUCTIONS FOR STAFF</b> If answer is "yes", give 1 point.</p>	<p>Pregnant? Yes ___ No ___</p> <p>Other notes:</p>	/1
<p><b>12. DOES THE INDIVIDUAL HAVE A TERMINAL ILLNESS?</b></p> <p><b>Ask:</b> Do you have a terminal illness? In other words, has a doctor informed you that you have an illness that will result in death? If so, what is it? What documentation do you have of the illness?</p> <p><b>*Priority question* - INSTRUCTIONS FOR STAFF</b> If answer is "yes", give 1 point.</p>	<p>Documented terminal illness? Yes ___ No ___</p> <p>Other notes:</p>	/1
<p><b>13. IS THE INDIVIDUAL A FAIRFAX COUNTY RESIDENT?</b></p> <p><b>Ask:</b> Do you live in Fairfax County, Cities of Falls Church or Fairfax, or Towns of Clifton, Herndon, or Vienna?</p> <p><b>*Priority question* - INSTRUCTIONS FOR STAFF</b> If answer is "yes", give 1 point.</p>	<p>Fairfax County resident? Yes ___ No ___</p> <p>Other notes:</p>	/1
<b>SECTION 4 – SUPPLEMENTAL INFORMATION FOR EMERGENCY SHELTER REFERRALS ONLY</b>		
<p><b>14. WHERE IS THE INDIVIDUAL WILLING TO ACCEPT A SHELTER BED?</b></p> <p><b>Ask:</b> If a bed becomes available, which of the following shelters are you willing to accept space? Eleanor Kennedy in South County, Bailey's Crossroads in Falls Church, and/or Embry Rucker in Reston? You can choose one, two, or all three.</p> <p><b>INSTRUCTIONS FOR STAFF</b> Record all shelters that the individual is willing to go to.</p>	<p>Bailey's Crossroads? Yes ___ No ___</p> <p>Embry Rucker? Yes ___ No ___</p> <p>Eleanor Kennedy? Yes ___ No ___</p> <p>Other notes:</p>	
<p><b>15. WHAT GENDER DOES THE INDIVIDUAL IDENTIFY AS FOR THE PURPOSES OF SHELTER DORM ASSIGNMENT?</b></p> <p><b>Ask:</b> For the purposes of assigning you to a shelter bed, what gender do you identify as?</p> <p><b>INSTRUCTIONS FOR STAFF</b> Record the individual's preferred dorm assignment based on their gender identity.</p>	<p>Dorm Assignment: Male ___ Female ___</p> <p>Other notes:</p>	
<b>SECTION 5 – PRIORITY SCORE</b>		
<p><b>16. WHAT IS THE INDIVIDUAL'S PRIORITY SCORE?</b></p> <p>Add points and enter the total number.</p>	<p>Total Priority Score: _____ (ENTER SCORE)</p>	

<p><b>BEST WAY TO CONTACT INDIVIDUAL BEING SCREENED</b></p> <p>Please include either the individual's phone number or that of a representative, case manager, family member, or anyone else that would be able to easily get in touch with the individual. For anyone other than the individual themselves, also include their name and relationship</p>	<p>Contact Information:</p>
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This tool should be completed from the information gathered on the HOST Housing Assessment without the client present. It is to be used as a guide to determine the type of housing, amount of financial assistance, and length of services that may be needed to help a client obtain and maintain housing.

Client Name: \_\_\_\_\_

HMIS #: \_\_\_\_\_

Staff Name Completing Tool: \_\_\_\_\_

Date Completed: \_\_\_\_\_

**A. Assessment** – For each row, choose the description that most closely matches the Head of Household's (HoH) history. Write the column score (5, 3, 1, 0) in the "SCORE" box.

\*Income – The AMI (Area Median Income) can be found at <http://www.fairfaxcounty.gov/HSRG/pages/incomeguidelines.aspx>

	5	3	1	0	SCORE
Housing	2+ evictions for non-payment <u>and/or</u> lease violations <u>and/or</u> 1 foreclosure. Landlord references poor <u>and/or</u> security deposit may have been kept due to damage to unit	1 eviction for non-payment. Landlord references poor <u>and/or</u> partial damage to a unit. Some complaints by other tenants for noise	No prior rental history <u>and/or</u> history of some late rent payments or lease compliance issues <u>and/or</u> landlord references fair	0 evictions. Rental history is positive <u>and/or</u> has positive landlord references	
Homelessness	Has been homeless for at least 12 consecutive months <u>or</u> 4 times in the previous 3 years (excluding time in transitional housing)	History of homelessness in the last 3 years	Any history of homelessness	Never experienced homelessness	
Credit	Credit Score of 500 or below <u>or</u> credit history includes bad debt owed to housing	Credit score of 501 to 619 <u>or</u> bad debt in excess of \$2000 (not related to housing) <u>and/or</u> identity theft issues <u>and/or</u> no credit history	Credit score of 620 to 699 <u>or</u> credit history shows bad debt (less than \$2000)	Credit score 700+ <u>or</u> credit history is good with the exception of a few late medical <u>and/or</u> credit card payments	
Income	Less than 15% AMI <u>including</u> having a fixed income that will not increase beyond current AMI category within 90 days	15 – 30% AMI <u>or</u> less than 30% AMI with no ability to increase beyond 30% AMI in 1 year.	31 – 50% AMI <u>or</u> less than 30% AMI with ability to increase beyond 30% AMI in 1 year.	More than 50% AMI	
Criminal	Felony conviction related to a sex offense <u>and/or</u> methamphetamine	Any felony convictions	Prior misdemeanor convictions; no felonies	No criminal history	
Substance Abuse	Meets criteria for dependence; preoccupation with use <u>and/or</u> obtaining drugs/alcohol <u>and/or</u> withdrawal avoidance behaviors evident <u>and/or</u> use results in avoidance or neglect of essential life activities	Use within last 6 months <u>and</u> shows evidence of persistent or recurrent social, occupational, emotional or physical problems related to use	Use within the last 6 months <u>but</u> <u>no</u> evidence of persistent or recurrent social, occupational, emotional or physical problems related to use	No drug/alcohol abuse in the last 12 months <u>or</u> no history of substance abuse	
Health / MH	Documented long-term disability; danger to self or others <u>and/or</u> recurring suicidal ideations. Severe difficulty in day-to-day life due to mental health or health symptoms	Recurrent mental health symptoms that may affect behavior but not a danger to self or others. Persistent problems with functioning due to mental health or health symptoms	Mild symptoms may be present but are transient; only moderate difficulty in functioning due to mental health or health	Minimal symptoms that are expected responses to life stressors; only slight impairment of functioning	
Adult Ed.	Literacy, language, or lack of a U.S. diploma have a history of causing barriers to employment or housing	Enrolled in literacy <u>and/or</u> GED program; has difficulty communicating in English	Has high school diploma or GED but needs additional education/ training to improve employment situation	Has education beyond a high school diploma or GED	
Experience of Violence	Homeless due domestic violence or due to being the victim of violence of any type	Been the victim of an act of violence or domestic abuse (including financial, emotional, sexual, etc.) in the last 6 months	Been the victim of an act of violence or been threatened with violence in the last year	Never been threatened or the victim of violence, or the occurrence happened over 1 year ago	
Child Welfare	Currently has a child placed outside the home as a result of child welfare involvement	Current or recent child welfare involvement (CPS, PPS, Foster Care) within the past 6 months	Past child welfare involvement (CPS, PPS, Foster Care)	No history of child welfare involvement (or Not Applicable)	
Use of Crisis Systems	At least 3 interactions with the following crisis services in the past 6 months: emergency room, psychiatric hospital, jail, Child Protective Services, crisis hotlines (such as domestic violence or suicide hotlines), detox	Involvement with at least 3 of the following services in the past 12 months: Adult Protective Services, mental health treatment, substance abuse services, care for a chronic medical condition, intellectual <u>or</u> developmental disability services, brain injury services	Involvement with at least 2 of the following services in the past 12 months: Adult Protective Services, mental health treatment, substance abuse services, care for a chronic medical condition, intellectual <u>or</u> developmental disability services, brain injury services	Involvement with 1 or less service systems in the past 12 months	

SCORE

indicators apply to the Head of Household (HOH) or other adult unless otherwise noted. Circle Yes or No.

#	INDICATOR	RESULT	HOUSING TYPE ( if Result = Yes )
1	Are there children currently in foster care that are in the process of reunifying with the head of household?	Yes / No	Client may be eligible for the <u>Family Unification Program</u> .
2	Is the client homeless due to domestic violence, stalking, or human trafficking?	Yes / No	Client may be eligible for programs designed specifically for those populations.
3	Is the client a veteran?	Yes / No	
4	Is the head of household between the ages of 18 – 24?	Yes / No	
5	Is the client a recent immigrant, refugee, or asylee?	Yes / No	
6	Is the client HIV positive?		
7	Is the client elderly (62 or older)?	Yes / No	
8	Does the client (or other adult in the household) have a felony?	Yes / No	Client may be ineligible for housing that has restrictions on a person with a felony.
9	Is the client (or any member of the family) a registered sex offender?	Yes / No	Very specific location and other housing requirements will need to be met for the client. Review current probation / parole requirements as well as state and local law.
10	Does the client have a documented disability (includes mental, physical, developmental or substance use disorders) which impedes activities of daily living, impacts their ability to work full-time or earn at least 30% of the AMI, or severely impairs to their day-to day functioning or ability to live independently?	Yes / No	If Yes to 10 <i>and</i> 11, client may be a good candidate for <u>Permanent Supportive Housing (PSH) for families</u> .
11	Is the client's income score 0 or 1?	Yes / No	Client may benefit from <u>program options such as RRH, agency funds, transitional housing, etc. (Overall score for transitional housing should be 14 or above)</u>
12	Is the client's income score 1, 3 or 5, with total score of 15 or more?	Yes / No	Client may be a good candidate for <u>Bridging Affordability or a long-term subsidy</u> .

**C. Indicated Housing & Service Type** – Determine which range the “TOTAL SCORE” from Section A fits into. *If that housing type is not available, use professional judgment to determine the next best available option and document decisions in Section D.*

SCORE (X) WHICH APPLIES	HOUSING / SERVICE TYPE	FINANCIAL ASSISTANCE	SOURCES	LENGTH OF SERVICES
0 – 8	Rapid Re-Housing (short term)	Security / Utility Deposits 1 month of Rental Assistance	HOST, ESG, CSP funds, SSVF	1 - 3 Months
9 – 16	Rapid Re-Housing (medium term)	Security / Utility Deposits Less than 12 months of Rental Assistance	BA, HOST, ESG, funds, SSVF	4 – 11 Months
17 - 25	Rapid Re-Housing (long term) Transitional Housing	Security / Utility Deposits 12-24 months of Rental Assistance	BA, HOST, ESG, funds, SSVF, TH	12 – 24 Months
26+	PSH (if yes to 10 & 11 in Part B) Long Term Subsidy	Permanent Supportive Housing, Project Based Voucher, Housing Choice Voucher, VASH, Other permanent housing		24+ Months

**D. Worker's Notes** – If you assess that a different housing / service intervention is needed (other than what is indicated on this tool), please document the information that has contributed to your assessment.

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**Agency: New Hope Housing | Number of Projects: 1 | Notification of Acceptance: 09/09/2019**

2019 HUD Program Competition - Notification of Projects Accepted (New Hope Housing)



Ergas, Jamie

To: NEW HOPE HOUSING - Pam Michell; NEW HOPE HOUSING - Dana Murray  
 Cc: OPEH - Michael Willson

Mon 9/9/2019 10:45 AM

Good afternoon Pam and Dana,

As noted in the Ranking Information email sent on Friday, this is the official acknowledgement that the New Hope Housing, Inc. project application listed below has been accepted and ranked on the Priority Listing as part of the Fairfax County CoC's Application for the 2019 HUD CoC Program Competition:

Project
PSH Group Homes

The Priority Listings will be posted on the OPEH website before the end of the competition on September 30, 2019. Please feel free to contact me if you have any questions. Thank you for your ongoing partnership and collaboration during the application process.

Sincerely,  
 Jamie

*Jamie Ergas, MSW, LSW*  
 Continuum of Care Manager  
 Fairfax County Office to Prevent and End Homelessness

**Agency: Second Story (Abused and Homeless Children's Refuge) | Number of Projects: 1 | Notification of Acceptance: 09/09/2019**

2019 HUD Program Competition - Notification of Project Accepted (Second Story)



Ergas, Jamie

To: 'Meghan Huebner'; SECOND STORY - Judith Dittman  
 Cc: OPEH - Michael Willson

Mon 9/9/2019 10:44 AM

Good morning Judith and Meghan,

As noted in the Ranking Information email sent on Friday, this is the official acknowledgement that the Abused and Homeless Children's Refuge – Second Story project application listed below has been accepted and ranked on the Priority Listing as part of the Fairfax County CoC's Application for the 2019 HUD CoC Program Competition:

Project
Rapid Rehousing for Transition Age Youth

The Priority Listings will be posted on the OPEH website before the end of the competition on September 30, 2019. Please feel free to contact me if you have any questions. Thank you for your ongoing partnership and collaboration during the application process.

Sincerely,  
 Jamie

*Jamie Ergas, MSW, LSW*  
 Continuum of Care Manager  
 Fairfax County Office to Prevent and End Homelessness

Agency: Shelter House | Number of Projects: 4 | Notification of Acceptance: 09/09/2019

2019 HUD Program Competition - Notification of Projects Accepted & Project Reduced (Shelter House)



Ergas, Jamie

To ○ SHELTER HOUSE - Joe Meyer; ○ SHELTER HOUSE - Dani Colon  
 Cc ○ OPEH - Michael Willson

Mon 9/9/2019 10:43 AM

Good morning Joe and Dani,

As noted in the Ranking Information email sent on Friday, this is the official acknowledgement that the Shelter House, Inc. project applications listed below have been accepted and ranked on the Priority Listing as part of the Fairfax County CoC's Application for the 2019 HUD CoC Program Competition. The Rapid Re-Housing Project, as noted below, has been reduced by \$15,000 and reallocated as part of the Fairfax County CoC's Application for the 2019 HUD CoC Program Competition. Thank you for your willingness to voluntarily shift this funding back to the CoC.

Projects
RISE
Rapid Re-Housing Project (reduced by \$15,000 for reallocation)
Domestic Violence Rapid Re-Housing Project
Domestic Violence Rapid Re-Housing Project 2

The Priority Listings will be posted on the OPEH website before the end of the competition on September 30, 2019. Please feel free to contact me if you have any questions. Thank you for your ongoing partnership and collaboration during the application process.

Sincerely,  
 Jamie

**Jamie Ergas, MSW, LSW**  
 Continuum of Care Manager  
 Fairfax County Office to Prevent and End Homelessness



Agency: FACETS | Number of Projects: 5 | Notification of Acceptance: 09/09/2019

2019 HUD Program Competition - Notification of Projects Accepted (FACETS)



Ergas, Jamie  
 To: FACETS - Joe Fay; Colin Davis; Edwina Hall-Jackson; 'FACETS - Greg Meeropol'  
 Cc: OPEH - Michael Willson

Mon 9/9/2019 10:38 AM

Good morning Joe, Colin, Edwina, and Greg,

As noted in the Ranking Information email sent on Friday, this is the official acknowledgement that the FACETS project applications listed below have been accepted and ranked on the Priority Listing as part of the Fairfax County CoC's Application for the 2019 HUD CoC Program Competition:

Projects
TRIUMPH Permanent Supportive Housing
TRIUMPH III Permanent Supportive Housing
TRIUMPH III Permanent Supportive Housing (expansion)
Linda's Gateway Permanent Supportive Housing
FACETS Dedicated Plus (new)

The Priority Listings will be posted on the OPEH website before the end of the competition on September 30, 2019. Please feel free to contact me if you have any questions. Thank you for your ongoing partnership and collaboration during the application process.

Sincerely,  
 Jamie

**Jamie Ergas, MSW, LSW**  
 Continuum of Care Manager  
 Fairfax County Office to Prevent and End Homelessness

Agency: Pathway Homes | Number of Projects: 10 | Notification of Acceptance: 09/09/2019

2019 HUD Program Competition - Notification of Projects Accepted (Pathway Homes)



Ergas, Jamie

To ○ PATHWAYS - Sylisa Lambert-Woodard; ○ PATHWAYS - Eleanor Vincent  
 Cc ○ OPEH - Michael Willson

Mon 9/9/2019 10:41 AM

Good morning Sylisa and Eleanor,

As noted in the Ranking Information email sent on Friday, this is the official acknowledgement that the Pathway Homes project applications listed below have been accepted and ranked on the Priority Listing as part of the Fairfax County CoC's Application for the 2019 HUD CoC Program Competition:

Projects
1991 CRSC/Pathway Homes SHP
1991 Pathway Homes SHP Expansion
1994 CRSVA/PH/PRS SHP
1995 CRSVA/PH/PRS SHP
2007 Pathway Homes SHP
2009 Pathway Homes SHP
2011 Pathway Homes SHP
2014 Pathway Homes SHP
2015 Pathway Homes SHP
2019 Pathway Homes SHP

The Priority Listings will be posted on the OPEH website before the end of the competition on September 30, 2019. Please feel free to contact me if you have any questions. Thank you for your ongoing partnership and collaboration during the application process.

Sincerely,  
 Jamie


**Jamie Ergas, MSW, LSW**  
 Continuum of Care Manager  
 Fairfax County Office to Prevent and End Homelessness

**Agency: DHCD | Number of Projects: 3 | Notification of Acceptance: 09/09/2019**

2019 HUD Program Competition - Notification of Projects Accepted (DHCD)



Ergas, Jamie

To  DHCD - Laura Lazo;  DHCD - Kehinde Powell  
Cc  PATHWAYS - Eleanor Vincent;  OPEH - Michael Willson

Mon 9/9/2019 10:36 AM

Good morning Laura and Kehinde,

As noted in the Ranking Information email sent on Friday, this is the official acknowledgement that the Department of Housing and Community Development's project applications listed below have been accepted and ranked on the Priority Listing as part of the Fairfax County CoC's Application for the 2019 HUD CoC Program Competition:

Project
DHCD/Pathway Homes SPC 1C
DHCD/Pathway Homes SPC 9C
DHCD/Pathway Homes SPC 10C

The Priority Listings will be posted on the OPEH website before the end of the competition on September 30, 2019. Please feel free to contact me if you have any questions. Thank you for your ongoing partnership and collaboration during the application process.





Sincerely,  
Jamie

**Jamie Ergas, MSW, LSW**  
**Continuum of Care Manager**  
 Fairfax County Office to Prevent and End Homelessness

There were no projects rejected. All renewal and newly proposed projects were selected for inclusion in the CoC's Application.

Agency: Shelter House | Number of Projects Reduced: 1 | Notification of Reduction: 09/09/2019

2019 HUD Program Competition - Notification of Projects Accepted & Project Reduced (Shelter House)

 Ergas, Jamie  
To  SHELTER HOUSE - Joe Meyer;  SHELTER HOUSE - Dani Colon  
Cc  OPEH - Michael Willson

Mon 9/9/2019 10:43 AM

Good morning Joe and Dani,

As noted in the Ranking Information email sent on Friday, this is the official acknowledgement that the Shelter House, Inc. project applications listed below have been accepted and ranked on the Priority Listing as part of the Fairfax County CoC's Application for the 2019 HUD CoC Program Competition. The Rapid Re-Housing Project, as noted below, has been reduced by \$15,000 and reallocated as part of the Fairfax County CoC's Application for the 2019 HUD CoC Program Competition. Thank you for your willingness to voluntarily shift this funding back to the CoC.

Projects
RISE
Rapid Re-Housing Project (reduced by \$15,000 for reallocation)
Domestic Violence Rapid Re-Housing Project
Domestic Violence Rapid Re-Housing Project 2

The Priority Listings will be posted on the OPEH website before the end of the competition on September 30, 2019. Please feel free to contact me if you have any questions. Thank you for your ongoing partnership and collaboration during the application process.

Sincerely,  
Jamie

*Jamie Ergas, MSW, LSW*  
Continuum of Care Manager  
Fairfax County Office to Prevent and End Homelessness

### COMPETITION TIMELINE

The following due dates are established to ensure that the CoC can meet the review and ranking expectations outlined in the Notice of Funding Availability (NOFA) for the Fiscal Year 2019 Continuum of Care Program Competition.

On the dates in which documents are due, please email copies to [jamie.ergas@fairfaxcounty.gov](mailto:jamie.ergas@fairfaxcounty.gov) and [michael.willson@fairfaxcounty.gov](mailto:michael.willson@fairfaxcounty.gov) by 4:00 pm.

#### For NEW & Renewal Projects

Competition Step	Date Due
NEW Funding Opportunities Applications Distributed	July 15 <sup>th</sup> (week of)
NEW Funding Opportunities Informational Meeting, 10am at the Government Center, Room #8	July 22 <sup>nd</sup>
Applicant Profile – <i>Draft</i> (from e-snaps)	July 29 <sup>th</sup>
Applicant Profile – <b>Final</b> (from e-snaps)	August 1 <sup>st</sup>
Notify CoC Lead of interest in NEW Funding Opportunities	August 5 <sup>th</sup>
NEW Funding Opportunities – Applications Due	August 8 <sup>th</sup>
CoC Committee meets to Select NEW Funding Opportunities Projects	August 12 <sup>th</sup> (week of)
Renewal Application – <i>Draft</i> (from e-snaps)	August 19 <sup>th</sup>
*Renewal Application – <b>Final</b> (from e-snaps)	August 22 <sup>nd</sup>
Project Descriptions for Ranking Committee	August 26 <sup>th</sup>
NEW Funding Opportunities Application – <i>Draft</i> (from e-snaps), if selected by CoC Committee	August 26 <sup>th</sup>
*NEW Funding Opportunities Application – <b>Final</b> (from e-snaps), if selected by CoC Committee	August 29 <sup>th</sup>
Ranking Committee meets to Rank/Tier all Projects	September 2 <sup>nd</sup> (week of)

\*ALL project applications are required to be submitted to OPEH, the CoC Lead, no later than 30 days before the application deadline

#### For Renewal Projects (same as table above, but without the deadlines for new projects)

Competition Step	Date Due
Applicant Profile – <i>Draft</i> (from e-snaps)	July 29 <sup>th</sup>
Applicant Profile – <b>Final</b> (from e-snaps)	August 1 <sup>st</sup>
Renewal Application – <i>Draft</i> (from e-snaps)	August 19 <sup>th</sup>
Renewal Application – <b>Final</b> (from e-snaps)	August 22 <sup>nd</sup>
Project Descriptions for Ranking Committee	August 26 <sup>th</sup>
Ranking Committee meets to Rank/Tier all Projects	September 2 <sup>nd</sup> (week of)

SCREENSHOTS OF WEBSITE WITH COMPETITION SCHEDULE

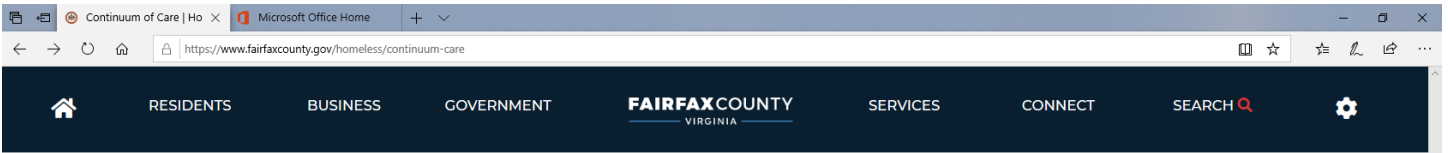
The screenshot shows a web browser window displaying the Fairfax County website. The URL is https://www.fairfaxcounty.gov/homeless/continuum-care. The page features a dark blue navigation bar with links for RESIDENTS, BUSINESS, GOVERNMENT, FAIRFAX COUNTY VIRGINIA, SERVICES, CONNECT, and SEARCH. Below the navigation bar is a breadcrumb trail: Home > Homelessness, Office to Prevent and End > Continuum of Care. The main heading is 'Homelessness, Office to Prevent and End'. Contact information includes phone number 703-324-9492, email OPEHGeneralMail@fairfaxcounty.gov, and address 12011 Government Center Parkway, Suite 942, Fairfax, VA 22035. The page content includes a 'DEPARTMENT RESOURCES' sidebar with links like 'Department Homepage', 'Emergency Shelters', and 'Homelessness In Our Community'. The main content area is titled 'Continuum of Care' and contains a 'CONTINUUM OF CARE PROGRAM' section. This section states that the HUD Continuum of Care (CoC) Program provides significant financial resources and that notices regarding the CoC Program competition and Fairfax County's Collaborative Application are available. It also announces that the 2019 HUD CONTINUUM OF CARE (COC) PROGRAM COMPETITION IS NOW OPEN! and provides details about HUD funding availability. A table titled 'Fairfax County CoC Competition Timeline' is shown at the bottom of the page content.

Fairfax County CoC Competition Timeline	
Monday, July 15	HUD Grantees Meeting
	New Funding Opportunities Informational Meeting

**Fairfax County CoC Competition Timeline**

Monday, July 15	HUD Grantees Meeting
Monday, July 22	New Funding Opportunities Informational Meeting 10am, Government Center, Conference Room 8
Monday, August 5	Notify <a href="#">CoC Lead</a> of intent to apply
Thursday, August 8	New Project Applications due to <a href="#">CoC Lead</a> by 4:00 pm
Friday, August 16	CoC Committee meets to select New Projects
Monday, August 19	<i>Draft</i> Renewal Project Applications due to <a href="#">CoC Lead</a> by 4:00 pm
Thursday, August 22	<i>Final</i> Renewal Project Applications due to <a href="#">CoC Lead</a> by 4:00 pm
Monday, August 26	If selected by CoC Committee, <i>Draft</i> NEW Project Applications due to <a href="#">CoC Lead</a> by 4:00 pm
Thursday, August 29	If selected by CoC Committee, <i>Final</i> NEW Project Applications due to <a href="#">CoC Lead</a> by 4:00 pm
Wednesday, Sept. 4	Ranking Committee meets to establish Priority Listing

All project applications (new and renewal) are due according to the Competition Timeline. As required by the NOFA, these deadlines are established no later than 30 days before the FY 2019 CoC Program Competition Application submission deadline on September 30th. Applicants will be notified if their applications were rejected at least 15 days before the FY2019 CoC Program Competition Application



All project applications (new and renewal) are due according to the Competition Timeline. As required by the NOFA, these deadlines are established no later than 30 days before the FY 2019 CoC Program Competition Application submission deadline on September 30th. Applicants will be notified if their applications were rejected at least 15 days before the FY2019 CoC Program Competition Application submission deadline on September 30th. Applicants will be notified if their applications were accepted and ranked on the CoC Priority Listing at least 15 days before the FY2019 CoC Program Competition Application submission deadline on September 30th.

Please review the documents below for more details regarding the Fairfax County CoC local process for the HUD FY2019 CoC Program Funding Competition.

Additional information about the Fairfax County CoC Competition will be posted on the website as it becomes available.

### 2019 HUD CONTINUUM OF CARE PROGRAM COMPETITION

[2019 HUD Continuum of Care Program Competition →](#)

### CONTINUUM OF CARE MEETINGS

The goal of the CoC (Continuum of Care) meetings is to connect partners in the Fairfax-Falls Church community and to build and strengthen common understanding of homeless system initiatives and performance outcomes.

[CoC Meeting Information →](#)





Date Competition Schedule posted to CoC Website: 07/18/2019

RE: CoC website updated



Ergas, Jamie  
To ✓ Eller, Virginia  
Cc ⚡ Klein, Dean H.; ⚡ Barnett, Thomas M.

Thu 7/18/2019 8:14 AM

Thank you!

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**From:** Eller, Virginia <[Virginia.Eller@fairfaxcounty.gov](mailto:Virginia.Eller@fairfaxcounty.gov)>  
**Sent:** Wednesday, July 17, 2019 5:16 PM  
**To:** Ergas, Jamie <[Jamie.Ergas@fairfaxcounty.gov](mailto:Jamie.Ergas@fairfaxcounty.gov)>  
**Cc:** Klein, Dean H. <[Dean.Klein@fairfaxcounty.gov](mailto:Dean.Klein@fairfaxcounty.gov)>; Barnett, Thomas M. <[Thomas.Barnett@fairfaxcounty.gov](mailto:Thomas.Barnett@fairfaxcounty.gov)>  
**Subject:** CoC website updated

Continuing to update but the information is up.

<https://www.fairfaxcounty.gov/homeless/continuum-care>

Virginia Eller  
Administrative Assistant

## SCREENSHOTS OF EMAILS COMMUNICATING COMPETITION DEADLINES

Date New Funding Opportunities Shared: 07/10/2019

### HUD FY19 CoC Program Competition - New Funding Opportunities



Ergas, Jamie

To

Cc Klein, Dean H.; OPEH - Tom Barnett

Bcc 'Asian-American Homeownership Counseling, Inc. - Song Hutchins'; Becca Burgan; BETH EL HOUSE - Melonie Barrow ;  
 BETHANY HOUSE - Olga Johnson ; COMRES - Alice Straker; 'CORNERSTONES - Greg White'; +108 others

You forwarded this message on 7/17/2019 1:47 PM.

Wed 7/10/2019 4:54 PM

Good afternoon CoC Members,

HUD's Continuum of Care Program is a significant component of the community-wide goal to end homelessness. As part of [HUD's FY19 Continuum of Care Program Competition](#), which opened on July 3rd and ends on September 30th, there is approximately **\$800,000 in new funding opportunities** available. The CoC Competition is a great opportunity to increase resources to serve and house those experiencing homelessness in our community. Additional details (including the exact totals of new funding available, description of eligible project types, and new project application process and forms) will be shared next week.

An informational meeting regarding the new funding opportunities will be held on **Monday, July 22<sup>nd</sup> at 10:00 am at the Government Center, Conference Room 8**. Attendance is not required to pursue the new funding opportunities, but is recommended. All interested applicants are welcome to attend at 10am, however the first 30 minutes will focus on a general introduction to HUD funding. The new funding opportunities will be discussed starting at 10:30 a.m. **Please RSVP to this e-mail if your agency is planning to attend this meeting.** Conference call line | TTY line can be made available upon request.

Please do not hesitate to contact me with any questions. Thank you!

Sincerely,  
Jamie

**Jamie Ergas, MSW, LSW**  
Continuum of Care Manager  
Fairfax County Office to Prevent and End Homelessness

Date Competition Schedule Shared with current Grantees: 07/15/2019

HUD Grantee Meeting on 07/15/19



Ergas, Jamie

To  Anthony Arnolie;  Charlene Williams;  Dana Murray;  Danielle Colon;  Edwina Hall-Jackson;  
 Eleanor Vincent (evincent@pathwayhomes.org);  Gillian Gmitter;  Joseph Getch;  Lauren Leventhal; +19 others  
Cc  Barnett, Thomas M.

Mon 7/15/2019 4:01 PM

- 2019 CoC Competition, Schedule.docx  
727 KB
- HUD Grantee MTG - Agenda, 07.15.19.docx  
781 KB
- Environmental Review Form.doc

Good afternoon HUD Grantees,

The following documents shared and/or mentioned during today's HUD Grantee Meeting are attached:

- HUD Grantee Meeting Agenda
- 2019 HUD CoC Program Competition Timeline (2019 CoC Competition, Schedule)
- Environmental Review Form – The formatting of the environmental review form was updated, but the content has not changed. Feel free to continue using the form you have if that is easier. Michael has shared the unit addresses that OPEH has for PSH projects, as of this year's Monitoring & Evaluation submission, with each individual agency. Please let me know if any of these units are *no longer being used* for your PSH projects. OPEH will be asking, on behalf of the HUD CoC grantees, for a new environmental review to be completed for all HUD CoC PSH units that had an environmental review completed in calendar year 2014.
- VAWA Forms – This includes the Emergency Transfer Plan, the Notice of Occupancy Rights, and additional optional documentation forms. There are still conversations that may be helpful to finalize implementation plans and an additional legal review is underway, but these are the current, CoC-wide documents that exist to support compliance with the VAWA (Violence Against Women Act) 2016 final rule. These forms are based on the HUD templates that can be found [here](#).

The documents below may be helpful during the 2019 HUD CoC Program Competition. If you do not already receive email updates from HUD regarding CoC Programming and wish to do so, you can subscribe [here](#).

- [FY2019 CoC Program NOFA](#) (Notice of Funding Availability), 2019 CoC Program Competition NOFA: [What's New, Changes, and Highlights](#)
- [CoC Program Interim Rule](#)
- [E-snaps: CoC Program Applications and Grants Management System](#), includes the following:
  - Applicant Profile – [Putting the Applicant Profile in Edit-Mode](#)
  - Applicant Profile – [Project Applicant Profile Navigational Guide](#)
  - Project Application (Renewal Application) – [How to Access the Project Application](#)
  - Project Application (Renewal Application) – [Renewal Project Application Detailed Instructions and Navigational Guide](#)

Please do not hesitate to ask if you have any questions!

Sincerely,  
Jamie

Date New Funding Opportunities Forms Shared: 07/17/2019

HUD FY19 CoC Program Competition - New Funding Opportunities (Forms)



Ergas, Jamie

To

Cc OPEH - Tom Barnett; Klein, Dean H.

Bcc 'Asian-American Homeownership Counseling, Inc. - Song Hutchins'; Becca Burgan; BETH EL HOUSE - Melonie Barrow; BETHANY HOUSE - Olga Johnson; COMRES - Alice Straker; 'CORNERSTONES - Greg White'; **+111 others**

Wed 7/17/2019 1:47 PM

2019 CoC Competition, New Project Application.pdf 584 KB	2019 CoC Competition, HIC, PIT, & Pool Data.pdf 415 KB
2019 CoC Competition New Funding Opportunities Information.pdf 471 KB	2019 CoC Competition, Agency Capacity Form.pdf 179 KB

Good afternoon CoC Members,

Fairfax County CoC (VA-601) is able to apply for a total of **\$858,381 in new funding opportunities** and an additional **\$15,000 in reallocation funding**. The New Funding Opportunities Information document attached includes more details regarding the amount available in each funding type (Bonus, Domestic Violence Bonus funding, and Reallocation), the eligible projects for each funding type, and selection criteria utilized by the CoC Committee. The New Project Application is required for all agencies that are applying for new funding. The Agency Capacity Form is only required for agencies that are not *currently* recipients or subrecipients of HUD CoC Program funding. These forms will be reviewed during the upcoming new funding informational meeting on **Monday, July 22nd at 10:00 am at the Government Center, Conference Room 8**. Notice of intent to apply (optional) is requested by August 5th and the New Project Application and Agency Capacity Form (if applicable) is due by August 8th.

Please do not hesitate to contact me with any questions. Thank you!

Sincerely,  
 Jamie

**Local Competition Public Announcement**

Monitoring and Evaluation Process – Renewal Projects..... Page 2  
 Reallocation, Bonus, and DV Bonus Funding Process – New Projects..... Page 3  
   Attachment 1. Screenshot of Email Communication (Renewal Projects)..... Pages 4-5  
   Attachment 2. Monitoring and Evaluation Tool.....Pages 6-13  
   Attachment 3. Monitoring and Evaluation Schedule.....Page 14  
   Attachment 4. Monitoring and Evaluation Committee MTG Agenda (11.30.18)..... Page 15  
   Attachment 5. HUD Grantee MTG Agenda (02.08.19)..... Page 16  
   Attachment 6. Monitoring and Evaluation Committee MTG Agenda (04.26.19)..... Page 17  
   Attachment 7. Committee Members List..... Page 18  
   Attachment 8. Screenshot of Email Communication & Website Posting (New Projects)..... Pages 19-24  
   Attachment 9. New Projects Opportunities, Application, Agency Capacity Form..... Pages 25-33  
   Attachment 10. New Projects Scoring Tool..... Page 34  
   Attachment 11. Governance Charter..... Pages 35-50

## Monitoring and Evaluation Process – Renewal Projects

The Monitoring and Evaluation process was developed by the Monitoring and Evaluation (M&E) Committee, which is comprised of representatives from Grantee agencies, non-Grantee service providers, and Fairfax County Office to Prevent and End Homelessness (OPEH) staff, which is the CoC Lead Agency. The M&E Committee met on November 30, 2018 to update the M&E Tool based on feedback from the previous year's process as well as content from the HUD CoC Project Rating and Ranking Tool. The HUD Grantees met again on February 08, 2019 to review the M&E Tool and develop a completion schedule. Both meetings function as a method of ensuring that Grantees applying for renewal funding are informed of criteria that will be taken into consideration during the ranking process.

The M&E Tool Instructions note that each Grantee planning on applying for renewal funding is expected to complete the M&E Tool. The Instructions also explain that the scores produced by the M&E Tool is the primary criteria used in the project rankings for the HUD CoC Program Competition.

In regards to the evaluation criteria that is taken into consideration, the M&E Tool is designed to capture both agency and project information. The agency information is threshold criteria (proof of independent financial audit completed within 12 months of the end of the agency's fiscal year, financial/accounting policies, free of any debarments and/or suspensions, etc.) and if not met, the agency is expected to come into compliance within 90 days. The instructions note that projects that do not rectify issues in that timeframe will be ranked below other projects and may be at risk for reallocation. The project portion of the M&E Tool includes sections on financial, housing capacity & utilization, services & policies, data quality, and outcomes. The APR is the primary data source used to complete the outcomes section, which is worth 45% of the total score (86 total points available). The M&E Committee also developed a scoring rubric, which includes targets and highlights which questions are relevant to the System Performance Measures. The point value of each question is included on the scoring rubric to ensure transparency. Attachments are requested to review the validity of the answers submitted. A training was held on February 27, 2019 to ensure Grantees could complete the M&E Tool and the deadline for submission was April 5, 2019. All Grantees submitted a M&E Tools as requested.

The M&E Committee met on April 26, 2019 to review the overall scores (with project names removed), including the ranges. The M&E Tool scores, along with comments concerning any issues or underperforming areas, were shared individually with each Grantee on May 10, 2019.

The following attachments are included to demonstrate the CoC's communication around the utilization of the M&E Tool and its role in generating the CoC Priority Listing:

1. Screenshot of Email Communication (Renewal Projects)
2. Monitoring and Evaluation Tool – demonstrates Grantees were informed scores produced by the M&E Tool is the primary criteria used in the project rankings for the HUD CoC Program Competition & criteria and scoring used in evaluation is transparent
3. Monitoring and Evaluation Schedule
4. Monitoring and Evaluation Committee MTG Agenda (11.30.18) – demonstrates grantees were informed that the M&E Tool would be used to rank renewal projects
5. HUD Grantee MTG Agenda (02.08.19) – demonstrates grantees were informed that the M&E Tool would be used to rank renewal projects
6. Monitoring and Evaluation Committee MTG Agenda (04.26.19) – demonstrates grantees were informed that the M&E Tool would be used to rank renewal projects
7. Committee Members List

## Reallocation, Bonus, and DV Bonus Funding Process – New Projects

An application for all new CoC Program Funding opportunities (including Reallocation, Bonus, and DV Bonus Funding) was developed and distributed by email on July 11, 2019 and posted on the OPEH website on July 18, 2019 (screen shot captured July 24, 2019) to CoC Members and any other individual or organization that expressed interest in applying for CoC Program funding. An informational meeting was held on July 22, 2019 to address any questions regarding the opportunities. 11 organizations attended the informational meeting, 6 of which do not currently receive HUD CoC Program funding. The selection criteria for new projects was included within the application instructions. The criteria was based on community need, ability to improve overall homeless services system, number of persons served, ranged and depth of services provided, commitment to coordinated entry, demonstrated experience in successfully implementing similar projects, experience operating housing first programs, capacity of the organization to implement and operate a new program, alignment of the proposal with Interim Rule and NOFA regulations, as well as overall quality of the application. Criteria specific to the DV Bonus Funding was also noted (previous performance in serving survivors of DV, dating violence, or stalking, *and* their ability to house survivors and meet safety outcomes). To select new projects proposed for Reallocation, Bonus, and DV Bonus Funding, the CoC Committee piloted a new project Scoring Tool for the first time this year to support the evaluation of new proposals.

The following attachments are included to demonstrate the CoC's communication around the utilization of the M&E Tool and its role in generating the CoC Priority Listing:

8. Screenshot of Email Communication & Website Posting (New Projects)
9. New Projects Opportunities, Application, Agency Capacity Form
10. New Projects Scoring Tool
11. Governance Charter

**Date Monitoring & Evaluation (M&E) Tool was shared with M&E Committee Members | 11/30/2018**

Monitoring & Evaluation Tool contains:

- (1) instructions noting Tool scores are primary source for ranking, and
- (2) criteria and transparent scoring process

**Monitoring & Evaluation Committee MTG on 11/30 - Follow Up**

Ergas, Jamie

To: CORNERSTONES - Jeanine Gravette; DFS - Bobbi Mason; FACETS - Edwina Hall-Jackson; NEW HOPE HOUSING - Dana Murray; OPEH - Abby Dunner; OPEH - Cindy Hong; OPEH - Michael Willson; OPEH - Sharon Price Singer; +5 others

Fri 11/30/2018 4:45 PM

You forwarded this message on 11/30/2018 4:50 PM.

M&E Committee Meeting - Agenda & Minutes, 11.30.18.docx 887 KB

2019 Monitoring & Evaluation Tool - DRAFT.xlsx 1 MB

Happy Friday Monitoring & Evaluation Committee,

I've attached the Agenda and Minutes from today's Monitoring & Evaluation Committee Meeting. The Minutes include action items identified, which are also below:

- o I'll continue to incorporate the question analysis into the future M&E Committee Meetings that focus on revising the Tool
- o The CoC Lead & RRH Providers will meet to review scoring options for Questions 14 & 15 as well as the ranges for Questions 33 & 35. Questions 12-14 on the Agency Tool have already been moved to the Project Tool as suggested, so please note the numbering pertains to the version attached, not the printed copy you received in the meeting.
- o The CoC Lead will revise the parameters for the Housing Quality / Housing Inspection attachment request.
- o If any PSH providers want to speak on a panel in Charlottesville, VA on 12/14 at 10am for another CoC, please notify me by Monday, 12/03.
- o If you are willing to pilot the revised Tool (*hopefully in the month of December*), please let me know ASAP.

The newly revised draft of Monitoring & Evaluation Tool, with feedback from today's M&E Meeting included, is attached.

Your input is incredibly valued and appreciated - thank you for your ongoing partnership! Please do not hesitate to contact me if you have any suggestions or questions.

Sincerely,  
Jamie

**Jamie Ergas, MSW, LSW**  
Continuum of Care Manager



**Date Monitoring & Evaluation (M&E) Tool and Schedule (DRAFT) was shared with HUD Grantees | 02/08/2019**

**Monitoring & Evaluation Tool**

Ergas, Jamie

To: Anthony Arnolie; Charlene Williams; Dana Murray; Danielle Colon; Edwina Hall-Jackson; Eleanor Vincent (evincent@pathwayhomes.org); Gillian Gmitter; Joseph Getch; Lauren Leventhal; Lazo, Laura; +15 others

This is the most recent version, but you made changes to another copy. Click here to see the other versions.

2019 Monitoring Evaluation Tool - FINAL.xlsx (4 MB)

2019 M&E Schedule.docx (883 KB)

Good afternoon HUD Grantees,

I am sharing the latest version of the Monitoring & Evaluation Tool for one last review as was requested during today's meeting. Please let me know if you have any additional feedback by Friday, February 15th so the final Tool can be released by Friday, February 22nd. The 2019 Monitoring & Evaluation Schedule is also attached. Thank you!

Sincerely,  
 Jamie

*Jamie Ergas, MSW, LSW*  
 Continuum of Care Manager

Fri 2/8/2019 3:26 PM

**Date Monitoring & Evaluation (M&E) Tool and Schedule (FINAL) was shared with HUD Grantees | 02/22/2019**

**2019 Monitoring & Evaluation Tool - FINAL**

Ergas, Jamie

To: Anthony Arnolie; Brenda Brennan; Carolyn Mellone; Charlene Williams; Dana Murray; Danielle Colon; David Maloney (david.maloney@shelterhouse.org); Edwina Hall-Jackson; +18 others

You replied to this message on 4/3/2019 1:21 PM.

2019 Monitoring Evaluation Tool - FINAL.xlsx (126 KB)

2019 Monitoring Evaluation Tool - Instructions.docx (2 MB)

2019 Monitoring & Evaluation Schedule.docx (883 KB)

Good afternoon HUD Grantees,

The final version for the 2019 Monitoring & Evaluation Tool, the Tool Instructions, and the Monitoring & Evaluation Schedule are attached. I will be sending calendar invitations for the **training on February 27th** (which was shared during the HUD Grantee meeting on February 8th) as well as the **due date for the Monitoring & Evaluation Tool (April 5th)**.

Thank you to the Monitoring & Evaluation Committee and to the attendees of the HUD Grantee meetings for your contributions in fine-tuning this revised Tool. Please do not hesitate to contact me if you have any questions.

Sincerely,  
 Jamie

*Jamie Ergas, MSW, LSW*  
 Continuum of Care Manager

Fri 2/22/2019 2:45 PM

**INTRODUCTION**

To ensure effective and efficient use of their region’s HUD Continuum of Care (CoC) Program Funding, all CoC’s are responsible for maintaining local monitoring and evaluation procedures. The Fairfax County CoC Monitoring and Evaluation Committee has updated last year’s tools based on CoC feedback and current HUD standards. The Monitoring & Evaluation Tool is structured to provide the most objective measurement of agency and program performance. The questions contained in the Tool not only review current practices, outcomes and compliance with HUD regulations for each project and grantee, but also highlight the priorities and strategic directions of both HUD and the Fairfax County CoC. The scores received on the Tool will be used as major criteria during the project rankings which once again will be a part of the 2019 HUD CoC Program application process.

The Monitoring & Evaluation Committee will meet to discuss the scores and notes (with identifying names of agencies and projects omitted) to ensure integrity of process. Any low scores or specific issues will be discussed and follow-up will be recommended as necessary. Scoring methodology is outlined in the Tool for transparency. Scores will be distributed in May 2019.

**SUBMISSION INSTRUCTIONS**

There will be a training and review of the updated Tool held on February 27, 2019 @ 10:00 am in Pennino, Room 904. Attendance is optional, but it is recommended that at least one person from each organization attend. Please review the Tool prior to the training and bring any questions you may have.

The 2019 Monitoring & Evaluation Tool and the Attachments are due to the Office to Prevent and End Homelessness (OPEH) by 5:00 pm on April 5, 2019. The 2019 Monitoring & Evaluation Tool should be submitted electronically to jamie.ergas@fairfaxcounty.gov. Attachments may be submitted electronically **OR** by hard copy. Hard copies can be sent by mail/courier to OPEH, attention Jamie Ergas, 12011 Government Center Pkwy, Suite #942 Fairfax, VA 22035. Attachments delivered in person can be dropped off at 12011 Government Center Pkwy, Suite #942 Fairfax, VA 22035 - Office 940D.

- \* Agencies or projects that do not make submissions by the established deadline will lose 2 points for each business day the information is late.
- \* No Tools will be accepted after 5:00 p.m. on Friday, April 12, 2019

**IMPORTANT DATES**

**February 27, 2019**

**April 5, 2019 by 5:00 PM**

**COMPLETION INSTRUCTIONS**

Supplemental documents needed to complete the PROJECT Component:

- 1) Renewal Application (for grant submitted during the 2018 Competition)
- 2) Most recent APR (for grant year ending in 2018)
- 3) Copy of HMIS APR Report (used to submit the APR listed above)

Additional Instructions:

- \* Only type in the gray cells when completing the AGENCY and PROJECT Components
- \* It is the responsibility of each grantee to complete all forms and all questions. Subrecipients should be consulted as appropriate.
- \* The Monitoring & Evaluation Tool must be submitted by all agencies applying for renewal or reallocation funding during the 2019 HUD CoC Program Competition. One PROJECT Component needs to be completed for each project. Only one AGENCY Component needs to be completed, regardless of how many projects the agency operates.
- \* When submitting the 2019 Monitoring & Evaluation Tool, the subject of the email should match the name of the project as it is listed on the PROJECT Component (i.e. "1991 CRSC/Pathway Homes SHP"). Please specify which Tool contains the completed AGENCY Component and AGENCY Attachments.
- \* If submitting the Attachments electronically, the name of the file should match the name on the Attachment list (i.e. "PART 1: #2a")

**AGENCY COMPONENT**

Projects using HUD CoC Program Funding must meet the following requirements. Projects that do not meet all of the threshold criteria will be required to come into compliance within 90 days from the date in which the Monitoring & Evaluation Tool is submitted. Projects that do not meet this criteria and do not rectify the issues within 90 days will automatically be ranked below all other projects that are in compliance.

1	Does the agency have an <i>active</i> SAM registration and valid DUNS number?	<input type="text"/>
2	Does the agency have an independent financial audit completed within 12 months of the end of the agency's fiscal year?	<input type="text"/>
3	Is the agency free of outstanding or delinquent federal debts? It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless: (a) A negotiated repayment schedule is established and the repayment schedule (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.	<input type="text"/>
4	Does the agency have fiscal capacity to operate all of its HUD CoC grants?	<input type="text"/>
5	Does the agency have financial/accounting policies, procedures and controls that align with HUD 2 CFR Part 200 regulations? If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD's financial expectations. If any of the following have occurred, the project applicant would NOT meet this threshold criteria: (a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon; (b) Audit finding(s) for which a response is overdue or unsatisfactory; (c) History of inadequate financial management accounting practices; (d) Evidence of untimely expenditures on prior award; (e) History of other major capacity issues that have significantly affected the operation of the project and its performance; (f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and (g) History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.	<input type="text"/>
6	Is the agency free of any debarments and/or suspensions? In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.	<input type="text"/>
7	Does the agency have a system to track matching funds, both cash and in-kind?	<input type="text"/>
8	Does the agency utilize the CoC's Coordinated Entry guidelines to fill all HUD CoC funded project vacancies/referral slots?	<input type="text"/>
9	Does the agency use a Housing First approach as pertains to its HUD CoC Funded Projects? (definition and Renewal Application expectations below) <i>Housing First Definition:</i> "Any project that indicates that it follows a Housing First model cannot place preconditions or eligibility requirements—beyond HUD's eligibility requirements—on persons entering housing, nor can it require program participants to participate in supportive service activities or make other rules, such as sobriety, a condition of housing. Recipients may offer and encourage program participants to participate in services, but there may be no time limit as to when he/she must do so." (A program can require regular meetings with a case manager) <i>Renewal Application Criteria:</i> The project ensures that participants are not screened out based on the following items: Having too little or little [no] income Active or history of substance abuse Having a criminal record with exceptions for state-mandated restrictions History of victimization (e.g. domestic violence, sexual assault, childhood abuse) <i>Renewal Application Criteria:</i> The project ensures that participants are not terminated from the program for the following reasons: Failure to participate in supportive services Failure to make progress on a service plan Loss of income or failure to improve income Any activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area	<input type="text"/>
10	Does the agency have a homeless or formerly homeless rep. on the Board of Directors or equivalent policymaking entity? 24 CFR § 578.75(g)(1)  If NO, does the agency have an equivalent policymaking entity with consumer representation?	<input type="text"/>
11	Does the agency have a general conflict-of interest policy for staff and Board members. 24 CFR § 578.95(c); 24 CFR § 578.103(a)(11)	<input type="text"/>
<b>SUBRECIPIENTS</b> (continue to PART 2 if no subrecipients)		
12	Does the agency have a contract or MOU with all subrecipients?	<input type="text"/>
13	Does the agency perform programmatic, administrative, and financial monitoring of the subrecipients at least annually?	<input type="text"/>
14	Does the agency share administrative funds with the subrecipient agencies?	<input type="text"/>

2018 Monitoring & Evaluation Tool

Subrecipient: \_\_\_\_\_  
 Project: \_\_\_\_\_  
 Project Type: \_\_\_\_\_  
 APR Q01 Grant Year: \_\_\_\_\_  
 Grant Amount: \_\_\_\_\_  
 (amount requested on RENEWAL APPLICATION in FY18 competition)

PROJECT COMPONENT

FINANCIAL

1 Please list the Total HUD Budget prepared on the RENEWAL APPLICATION for the FY18 Competition:

	Total HUD Budget	Additional Funding	Total Project Budget	% of HUD Request	% of Project Budget
Rental Assistance			\$ -	0%	0%
Leasing			\$ -	0%	0%
Operations			\$ -	0%	0%
Supportive Services			\$ -	0%	0%
Administration			\$ -	0%	0%
<b>TOTALS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>0%</b>

2 Does this project draw down funds from HUD's Line of Credit Control System (LOCCS) at least quarterly? \_\_\_\_\_

3 Have all HUD funds been drawn down for the last complete grant year? \_\_\_\_\_  
 If NO, how much (\$) was unspent? (Leave blank if not applicable) \_\_\_\_\_  
 If NO, why were funds unspent? (Leave blank if not applicable) \_\_\_\_\_

4 Excluding the last complete grant year, how many years has funding not been completely utilized in the past three years? \_\_\_\_\_

5 Cost per client:

APR Q05a Total Number of Persons Served	_____
APR Q05a Total Number of Adults Served	_____
APR Q05a Total Number of Households Served (Number of Adult Heads of Household)	_____
Cost per household by Total HUD Budget	\$0
Cost per household per Total Project Budget - Supportive Services line item (information only)	\$0
Cost per household per Total Project Budget - Rental Assistance line item (information only)	\$0
Cost per client by Total Project Budget (information only)	\$0

HOUSING CAPACITY & UTILIZATION

6 Number of units owned \_\_\_\_\_  
 Number of units leased \_\_\_\_\_

7 Proposed Bed and Unit Inventory

APR Q02 Total Units	_____
APR Q02 Total Beds	_____
APR Q02 Total Dedicated CH Beds	_____

8 Utilization Rate - Total Units

APR Q02 January	_____
APR Q02 April	_____
APR Q02 July	_____
APR Q02 October	_____
	0%

9 Utilization Rate - Total Beds

APR Q02 January	_____
APR Q02 April	_____
APR Q02 July	_____
APR Q02 October	_____
	0%

11	Have environmental reviews been completed for all PSH units / an overall environmental review completed for RKH units?		
12	Does the project have guidelines in place to adhere to Fair Market Rent and Rent-Reasonableness?		
13	What was the living situation prior to entering the program? <i>If households were not literally homeless at program entry as indicated on the APR because they moved from one PSH project to another PSH project within the CoC, please mark "YES" under Homeless or Institutional Setting if they were homeless at initial project entry.</i>		Homeless or Institutional Setting?
	<b>APRQ15</b> Living Situation (at entry)	Total	
14	Vulnerability	Total	% (out of Total adults served)
	<b>APRQ13a1</b> Mental Health Problem		0%
	(adults at entry) Alcohol Abuse		0%
	Drug Abuse		0%
	Both Alcohol and Drug Abuse		0%
	Chronic Health Condition		0%
	HIV/AIDS		0%
	Developmental Disability		0%
	Physical Disability		0%
	<b>APRQ14a &amp; 14b</b> Domestic Violence History / Persons Fleeing Domestic Violence		0%
	<b>APRQ5a</b> Veterans		0%
	<b>APRQ5a</b> Chronically Homeless Persons		0%
	<b>APRQ5a</b> Youth Under Age 25 and Number of Parenting Youth Under Age 25 with Children		0%
	<b>APRQ11</b> Single Adults or Heads of Households 62 or older		0%
			0.00
15	(PSH ONLY) Severity of Service Needs - identify the number of units that fall under each service level:		% (out of Total units)
	Service Level 1: Scattered Sites:		0%
	Service Level 2: Part-time / on-site staff:		0%
	Service Level 3: 24/7 or almost 24/7 on-site staff:		0%
		0	
15	(RRH ONLY) Average length of time between project start date and housing move-in date		
	<b>APRQ22c</b> Average length of time to housing		

**SERVICES & POLICIES**

16	Does the program have a staff member responsible for ensuring that minors and Transitioning Age Youth (18-24) are in school and/or receiving appropriate educational services per HUD Requirements? <i>Note: all programs must have staff with educational services knowledge as all programs may serve people between the ages of 18-24.</i>	
17	Does the project comply with HUD's "Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity" Rule, which mandates that HUD's housing programs be open to all eligible individuals and families regardless of sexual orientation, gender identity, or marital status?	
18	Is there a systematic process for ensuring that clients apply for and obtain all mainstream resources to which they are entitled? (TANF, SSI/SSDI, SNAPs, Medicaid, CHIP, local mental and somatic health care, etc.)	
19	Does this project utilize a form that allows clients to apply for 4 or more benefits at once?	
20	Does this project provide follow-up at least annually to ensure benefits are received and renewed?	
21	Does this project provide transportation assistance to clients wishing to receive help getting to benefit appointments, employment training and/or jobs?	
22	Does this project have a policy for discharging clients for noncompliance?	
23	Does this project have a grievance policy for clients?	

25	Does the agency involve homeless individuals and families through employment or volunteer services, constructing, rehabilitating, maintaining, or operating the project, or in providing supportive services for the project? 24 CFR § 578.75 (g)(2)	
26	Do representatives from your agency participate in homeless system committees and meetings?	
27	Have all agency-wide deliverables been submitted to HUD and OPEH in a timely manner this past year? (GIW, AP, Renewal App, APR)	
28a	(PSH ONLY) How does this project identify individuals/households that no longer need the intensive supports of PSH? <i>Information only</i>	
28b	(RRH ONLY) How does this project determine when a household no longer needs assistance? <i>Information only</i>	

**DATA QUALITY**

29	APR Q06a Data Quality: Overall Score - % of Error Rate (response will automatically round)	
30	ART 0252 Does this project have 100% for both "HUD UDE ONLY" and "Additional ONLY"? (same dates as APR)	
31	Tab B Does this project have 95% or above for both "HUD Verification ONLY" and "OVERALL"? (same dates as APR)	
32	APR Q06c Data Quality: Income and Housing Data Quality - % of Error Rate (response will automatically round)	
	Destination	
	Income and Sources at Start	
	Income and sources at Annual Assessment	
	Income and Sources at Exit	

**OUTCOMES** SPM indicates outcome measures that are also HUD SYSTEM PERFORMANCE MEASURES

33	APRQ22b (SPM #1) What is the average length of stay (number of days) for Leavers and for Stayers? <i>Please combine Recipient and Subrecipient data</i>	Days	Years
	Leavers		0.0
	Stayers		0.0
		Total	%
34a	APRQ16 Number of adult stayers not yet required to have an annual assessment		0%
34b	APRQ16 (SPM #4) How many adults had income? # of adults that met this measure		0%
35	APRQ17 (SPM #4) How many adults were employed (receiving earned income)? # of adults that met this measure		0%
36	APRQ19a3 (SPM #4) How many adults increased income while in the program? # of adults that met this measure		0%
37	USE HMIS APR APRQ20a&21 (SPM #4) How many adults received non-cash benefits? # of adults that met this measure		0%
38	APRQ23a&b How many households exited?		0%
39	APRQ23a&b (SPM #7) How many households exited to permanent housing destinations?		0%
39a	APRQ23a&b (SPM #7) Total persons whose destinations excluded them from the calculations?		0%
40	APRQ05a (SPM #7) How many households maintained their housing stability in the program?		0%
41	APRQ23a&b (SPM #7) How many households maintained their housing stability in the program AND how many and APRQ05a households exited to permanent housing? (add both together)		0%

**ADDITIONAL COMMENTS**

Please provide any additional comments or other areas that need explanations, such as a difference in anticipated and actual program outputs, outcomes or bed utilization, errors on the APR, etc.:



**REQUIRED ATTACHMENTS**

Check the boxes below to confirm the attachment is submitted. If submitting the Attachments electronically, the name of the file should match the name on the Attachment list (i.e. "PART 1: #2a"). If submitting hard copies, compile in order listed below and label the attachment according to the name on the Attachment list (i.e. "PART 1: #2a").

- PART 1: #2a (NONPROFITS ONLY)** Latest agency audit management letter
  - PART 1: #2b (NONPROFITS ONLY)** First page of 2017 IRS Form 990 – Return of Organization Exempt from Income Tax
  - PART 1: #2c (NONPROFITS ONLY)** Agency's latest IRS Form 941 submitted in 2018 – Employer's Quarterly Federal Tax Return
  - PART 1: #5** Agency's financial/accounting policies, procedures and controls documents
  - PART 1: #10a** List of Board of Directors (or Advisory Board for Governmental Agencies)
  - PART 1: #10b** Consumer Representation Waiver from HUD *(if applicable)*
  - PART 1: #10c** List of members for equivalent policymaking entity *(if applicable)*
  - PART 1: #15 (FOR THOSE WITH SUBRECIPIENTS ONLY)** – Copy of Subrecipient contracts
  - PART 1: #16 (FOR THOSE WITH SUBRECIPIENTS ONLY)** – Documentation of most recent annual subrecipient monitoring
- 
- PART 2: #2** Documentation of LOCCS drawdowns; should include summary of total amount expended as well as dates of withdrawals. The two documents can be found under Grant Information – General Tab and Vouchers Tab.
  - PART 2: #10 (PSH ONLY)** – Copy of 3 Housing Quality Standards forms completed during the grant year that ended in 2018
  - PART 2: #10 (RRH ONLY)** – Copy of 3 Housing Inspection Forms completed during the grant year that ended in 2018
  - PART 2: #11 (PSH ONLY)** – List of Units' Addresses and the dates of their environmental reviews for this project
  - PART 2: #11 (RRH ONLY)** – Copy of overall environmental review
  - PART 2: #19** Discharge for non-compliance policy
  - PART 2: #20** Clients Grievance Policy
  - PART 2: #21** Copies of client satisfaction survey completed with the date survey was administered
  - PART 2: #24** PDF of Tab B – Project Chart from ART report 252 for latest grant year
  - PART 2** PDF copy of the last APR submitted in Sage

SCORING RUBRIC								
SECTION	#	Question	PERMANENT SUPPORTIVE		RAPID REHOUSING			
			Scoring Ranges - PSH	Performance Measures Targets - 86	Scoring Ranges - RRRH	Performance Measures Targets - 86		
FINANCIAL (12 points)	2	Does this project draw down funds from HUD's	YES = 1 point	1	YES = 1 point	1		
	3	Have all HUD funds been drawn down for the la	YES = 3 points	3	YES = 3 points	3		
	4	Excluding the last complete grant year, how ma	0 Years = 5 points 1 Year = 3 points	5	0 Years = 5 points 1 Year = 3 points	5		
	5	Cost per client by Total HUD Budget	or equal to \$15,000 = 3 points \$15,001 - \$23,000 = 2 points Greater than \$23,000 = 1 point	3	or equal to \$15,000 = 3 points \$15,001 - \$23,000 = 2 points Greater than \$23,000 = 1 point	3		
	6	Number of units leased	If any leased = 1 point	1	If any leased = 1 point	1		
HOUSING & CAPACITY (13 points)	8	Utilization Rate - Total Units	95 - 100% = 5 points 90 - 94% = 4 points 85 - 89% = 3 points 75 - 84% = 2 points 50 - 74% = 1 point Below 50% = 0 points	≥ 95% utilization rate	5	95 - 100% = 5 points 90 - 94% = 4 points 85 - 89% = 3 points 75 - 84% = 2 points 50 - 74% = 1 point Below 50% = 0 points	≥ 95% utilization rate	5
	10	Does this project conduct Housing Quality Stand	by attachment = 1 point	1	100% of units receive HQS inspec	1		
	11	Have environmental reviews been completed	formed by attachment = 1 point	1	100% of units receive environme	1		
	12	Does the project have guidelines in place to adh	YES = 1 point	1	YES = 1 point	1		
	13	What was the living situation prior to entering	Homeless or IS" YES = 1 point	1	"Homeless or IS" YES = 1 point	1		
	14	Vulnerability	4.0+ = 4 points 3.0 - 3.9 = 3 points 2.0 - 2.9 = 2 points 1.0 - 1.9 = 1 point	4	2.1+ = 4 points 1.6 - 2.0 = 3 points 1.1 - 1.5 = 2 points 0.5 - 1.0 = 1 points	4		
	15	What is the service level of this project? (PSH ONLY)	Service Level 3 = 3 points Service Level 2 = 2 points Service Level 1 = 1 point	3	N/A	0		
	15	Average length of time to housing (RRH ONLY)	N/A	0	0 - 30 days = 3 points 31 - 60 days = 2 points 61+ days = 1 point	3		
	Services & Policies (9 points)	16	Does the program have a staff member respons	YES = 1 point	1	YES = 1 point	1	
		17	Does the project comply with HUD's "Equal Acco	YES = 1 point	1	YES = 1 point	1	
18		Is there a systematic process for ensuring that c	YES = 1 point	1	YES = 1 point	1		
19		Does this project utilize a form that allows client	YES = 1 point	1	YES = 1 point	1		
20		Does this project provide follow-up to ensure be	YES = 1 point	1	YES = 1 point	1		
21		Does this project provide transportation assista	YES = 1 point	1	YES = 1 point	1		
22		Does this project have a policy for discharging c	YES = 1 point	1	YES = 1 point	1		
23		Does this project have a grievance policy for clien	ed by attachment = 1 point	1	formed by attachment = 1 point	1		
24		Have all program participants been given the o	med by attachment = 1 point	1	formed by attachment = 1 point	1		
25		Does the agency involve homeless individuals an	YES = 1 point	1	YES = 1 point	1		
26	Does the agency involve homeless individuals a	med by attachment = 1 point	1	formed by attachment = 1 point	1			
27	Have all agency-wide deliverables been submit	ted by attachment = 1 point	1	formed by attachment = 1 point	1			
Data Quality (7 points)	29	Data Quality: Overall Score (% of Error Rate )	than or equal to 5% = 1 point	1	than or equal to 5% = 1 point	1		
	30	Does this project have 100% for both "HUD UDE	YES = 1 point	1	YES = 1 point	1		
	31	Does this project have 95% or above for both "H	YES = 1 point	1	YES = 1 point	1		
	32	Destination	than or equal to 5% = 1 point	1	than or equal to 5% = 1 point	1		
		Income and Sources at Start	than or equal to 5% = 1 point	1	than or equal to 5% = 1 point	1		
Outcomes (39 points)	33	What is the average lenth of stay (number of days) for Leavers and for Stayers? <i>Subrecipient data should be included in the</i>	Under 1000 days = 3 points n 1000 & 2000 days = 2 points Over 2000 days = 1 point	3	Under 365 = 3 points Between 366 and 548 = 2 points Over 549 days = 1 point	3		
	34	How many adults had income? <i>Number of adults that met this measure</i>	90 - 100% = 8 points 80 - 89% = 6 points 70 - 79% = 4 points 60 - 69% = 2 point Below 60% = 0 points	≥ 90% of adults have income	8	90 - 100% = 8 points 80 - 89% = 6 points 70 - 79% = 4 points 60 - 69% = 2 point Below 60% = 0 points	≥ 90% of adults have income	8
	35	How many adults were employed? <i>Number of adults that met this measure</i>	50 - 100% = 4 points 35 - 49% = 3 points 20 - 34% = 2 points 10 - 19% = 1 point Below 10% = 0 points	≥ 50% of adults are employed	4	80 - 100% = 4 points 60 - 79% = 3 points 40 - 59% = 2 points 20 - 39% = 1 point Below 20% = 0 points	≥ 80% of adults are employed	4
	36	How many adults increased income while in the program? <i>Number of adults that met this measure</i>	80 - 100% = 4 points 60 - 79% = 3 points 40 - 59% = 2 points 20 - 39% = 1 point Below 20% = 0 points	≥ 80% of adults increase income	4	80 - 100% = 4 points 60 - 79% = 3 points 40 - 59% = 2 points 20 - 39% = 1 point Below 20% = 0 points	≥ 80% of adults increase income	4



40	How many households maintained their housing stability in the program AND how many households exited to permanent housing? (add both together)	60 - 69% = 1 point	≥ 95% of adults maintain	15	60 - 69% = 1 point	≥ 95% of adults maintain	15
		Below 60% = 0 points			Below 60% = 0 points		
		95 - 100% = 15 points			95 - 100% = 15 points		
		90 - 94% = 12 points			90 - 94% = 12 points		
		85 - 89% = 9 points			85 - 89% = 9 points		
		80 - 84% = 6 points			80 - 84% = 6 points		
		Below 80% = 3 points			Below 80% = 3 points		



**HUD CoC Program  
 2019 Monitoring & Evaluation Schedule**

ITEM	DATE
Monitoring & Evaluation Tool, Instructions, & Schedule provided to HUD Grantees	February 22, 2019
Monitoring & Evaluation Tool Training <i>Pennino, RM 904 – 10:00 am</i>	February 27, 2019
Last date for technical assistance	April 3, 2019
<b>Completed Tool &amp; Attachments due to <a href="mailto:jamie.ergas@fairfaxcounty.gov">jamie.ergas@fairfaxcounty.gov</a> by 5:00 p.m.</b> HUD CoC Grantees must submit: <ul style="list-style-type: none"> <li>o 1 electronic copy of their completed Monitoring &amp; Evaluation Tool</li> <li>o 1 electronic <u>OR</u> hard copy of each Attachment</li> </ul> Agencies or projects that do not make submissions by this deadline will lose 2 points for each business day the information is late.	<b>April 5, 2019</b>
Monitoring & Evaluation process closes at 5:00pm. Any agencies or projects that have not made submissions will be further reviewed by the Monitoring & Evaluation Committee and, if necessary, subjected to additional consequences as determined by the CoC and Ranking Committees.	April 12, 2019
The Monitoring & Evaluation Committee will meet to discuss the scores and notes (with identifying names of agencies and projects omitted) to ensure integrity of process. Any low scores or specific issues will be discussed and follow-up will be recommended as necessary.	April 26, 2019
Agencies receive a scored copy of their tools with notes via email along with the final range of scores for both the agency and project components. Agencies/Projects are given 2 weeks to review their scored tools and submit any inquiries they have to OPEH before they become final.	May 10, 2019
Scores and accompanying notes are provided to the Ranking Committee who will utilize them as a primary tool while ranking the projects as part of the competition.	During HUD CoC Competition



**Monitoring & Evaluation Committee Meeting**  
**Friday, 11/30/2018**  
**Pennino Building, Room 904**

**AGENDA**

**1. Introductions**

**2. Monitoring & Evaluation Tool**

<b>Purpose:</b>	<ul style="list-style-type: none"> <li>o Ensure and support compliance</li> <li>o Evaluate performance by reviewing outcomes</li> <li style="border: 2px solid red;">o Inform the ranking process</li> </ul>
<b>Redesign:</b>	<ul style="list-style-type: none"> <li>o Based on feedback from 4 providers and an analysis of all completed tools in 2018</li> <li>o Intended to streamline the completion and scoring process</li> </ul>
<b>Proposed Changes:</b>	<p><b>AGENCY COMPONENT</b></p> <ul style="list-style-type: none"> <li>o Should this be threshold criteria vs. scored criteria?</li> <li>o Additions, changes, removals:                             <ul style="list-style-type: none"> <li>▪ <i>Added #1:</i> Does the agency have an active SAM registration and valid DUNS number?</li> <li>▪ <i>Added #3:</i> Is the agency free of outstanding or delinquent federal debts?</li> <li>▪ <i>Added #6:</i> Is the agency free of any debarments and/or suspensions?</li> <li>▪ <i>Added #8:</i> Does the agency utilize the CoC's Coordinated Entry guidelines to fill all HUD CoC...?</li> <li>▪ <i>Changes:</i> Subrecipient questions moved from Project Component to Agency Component</li> <li>▪ <i>Changes:</i> All requested attachments moved to "Attachments"</li> <li>▪ <i>Removed:</i> "Does the grantee update all subrecipients of HUD regulations and changes as...?"</li> </ul> </li> </ul> <p><b>PROJECT COMPONENT</b></p> <ul style="list-style-type: none"> <li>o If there are questions that only apply to PSH and not RRH, are we comfortable with the total max scores being different?</li> <li>o Additions, changes, removals:                             <ul style="list-style-type: none"> <li>▪ <i>Added #1:</i> request to include "additional funding" (not scored) – replaced #2</li> <li>▪ <i>Added #5:</i> cost per client by total HUD budget, total project budget, cost by supportive services</li> <li>▪ <i>Added #5:</i> RRH Only – average rental subsidy per leaver and per stayer (informational, not scored)</li> <li>▪ <i>Added #17:</i> Does the project comply with HUD's Equal Access and Gender Identity rules?</li> <li>▪ <i>Changed #8/9:</i> Utilization rate for RRH is based on actual served against proposed served</li> <li>▪ <i>Changed #10:</i> Housing inspection questions separated by project type</li> <li>▪ <i>Changed #13:</i> Prior Tool used HMIS to generate this info, provider compiled – this uses the APR</li> <li>▪ <i>Changed #14:</i> Replaced #34 "add up all known physical and mental health conditions..."</li> <li>▪ <i>Changed #31 – 37:</i> Connected questions to the System Performance Measures, weight is greater</li> <li>▪ <i>Removed #11:</i> Has the program been represented at all HUD Grantee Meetings</li> <li>▪ <i>Removed #21:</i> Provide the name and title of the SOAR certified staff</li> <li>▪ <i>Question #29:</i> What is an acceptable error rate?</li> <li>▪ <i>Question #30:</i> What is an acceptable average length of stay for PSH &amp; RRH?</li> </ul> </li> </ul>

**3. Other**

- o Late DQ Submissions in Jan.
- o HUD Grantee MTG in neighboring jurisdiction looking for speaker for panel on effective case management in PSH as it relates to project performance outcomes (housing stability, increased income, access to benefits, exits to PH)
  - Jefferson Regional Library in Charlottesville at 10am on Friday, December 14<sup>th</sup>

**4. Timeline**

	Date Tool Emailed	Training on Tool	Deadline for Questions	Date Tools Due
2019	March 18 <sup>th</sup>	March 22 <sup>th</sup>	April 16 <sup>th</sup>	April 19 <sup>th</sup>



**HUD CoC Program – Grantee Meeting**  
**Friday, 02/08/2019**  
**Pennino Building, Room 904**

**AGENDA**

1. FY2018 Competition
2. **Finalize the Monitoring & Evaluation Tool (changes bulleted below), review timeline for release and completion**
  - o Max Score for PSH & RRH is 86
  - o Cost per client by rental assistance line item auto-populates and is informational only
  - o Question #14 was adapted to account for target population in each program type
  - o Question #15 has a part for PSH (assessing service level) and a part for RRH (LOT to housing)
  - o Question #35 scoring range was adapted to account for target population in each program type
  - o Question #41 how many households maintained their housing stability + how many exited to permanent housing
  - o Copy of 3 Housing Quality Standards forms (PSH) / Housing Inspection forms (RRH)
3. Review the drafted consolidated eviction guidance policy
  - o What does the process look like leading up to eviction?
  - o How can we streamline communication and process if a client in PSH needs to re-enter the homeless services system?
4. PSH Coordinated Entry Communication
  - o Sharing best practices to tackle specific issues (e.g., 2 bdm vacancies, criminal background checks, etc.)
  - o Unit vacancies
5. Emergency Transfer Plans: [VAWA Housing Protections – Implementation within ESG and CoC Programs Webinar](#)





**Monitoring & Evaluation Committee Meeting  
 Friday, 04/26/2019 (Pennino Building, Room 904)**

Action Items  
 Future Agenda Items

AGENDA	MINUTES
1. Introductions	
2. Confidentiality Reminder	A reminder of the Confidentiality Agreement that members signed was provided on the agenda and the sensitive nature of the conversations that occur in the M&E Committee was reiterated.
3. Feedback on the Monitoring & Evaluation Tool	<ul style="list-style-type: none"> <li>The M&amp;E Committee was comfortable with the opportunity to provide feedback on the Tool via survey monkey. <b>The CoC Lead will share the survey after the Tools are returned. The feedback will be discussed in the fall when it is time to prepare for the 2020 process.</b></li> <li>The M&amp;E Committee discussed possible recommendations to the Ranking Committee surrounding the ranking process. It was suggested that the opportunity to provide feedback could also be captured on the survey. <b>The CoC Lead will add an open-ended question to collect ranking recommendations (ideas on information to provide to the Ranking Committee, special considerations, etc.).</b></li> </ul>
4. Monitoring & Evaluation Tool	<ul style="list-style-type: none"> <li><b>Score Ranges</b> – the score ranges were provided to the M&amp;E Committee. The ranges and scores WILL LIKELY change due to the decisions reached during the M&amp;E Committee Meeting. The final ranges will be provided when the scored Tools are returned to the agencies.</li> <li><b>Scoring Decisions</b> – the following scoring decisions were approved:                             <ul style="list-style-type: none"> <li>Q13 – Living Situation Prior to Entry                                     <ul style="list-style-type: none"> <li>Project did not answer “yes/no” but the households were in emergency shelter or place not meant for human habitation; <i>decision was to accept these entries as “yes”</i></li> <li>Project had households that were homeless upon entry and then individuals that joined the household (significant others/children/etc.) that weren’t homeless; <i>decision was to focus on the head of household</i></li> </ul> </li> <li>Q14 – Projects that had clients that are chronically homeless that are not showing in APR due to the way it is calculated in HMIS (example – client isn’t showing as CH on the APR when transitioning between PSH projects even if they were CH at original entry); <i>decision was to add these individuals into the vulnerability calculations</i></li> <li>Q29 &amp; 32 – Data Quality Section                                     <ul style="list-style-type: none"> <li>APR shows errors due to lack of SSNs or Unknown exit destinations. Upon checking projects in HMIS, the information was entered appropriately. <i>Decision was to award points based on meeting HMIS standards.</i></li> </ul> </li> </ul> </li> <li><b>Tiebreakers</b> – When two agencies receive the same score, the order in which the information is presented to the Ranking Committee was discussed. [Reminder – the Ranking Committee makes the final decision on the ranking order, and although the M&amp;E Tool is a large part of the ranking process, the Ranking Committee may choose to adjust the final order]. It was decided that when tiebreakers occur, there will be two approaches:                             <ol style="list-style-type: none"> <li>Outcomes Section score with the Vulnerability Question (#14) factored in, and if needed,</li> <li>Financial Section score.</li> </ol> <b>The CoC Lead will utilize this approach and communicate with the M&amp;E Committee via e-mail if additional follow-up is needed.</b> </li> </ul>
5. Recommendations to the Ranking Committee	See #3. <b>The PIT &amp; HIC will be provided.</b> A recommendation to provide an overview of how all resources are allocated by population across the whole homeless services system was made, but this is not something that currently exists and may not be able to be compiled for this year’s competition.
<b>Other Tool considerations to think about for next year</b>	<ul style="list-style-type: none"> <li><b>Q14</b> – allow providers to justify CH status if there are HMIS / APR issues.</li> <li><b>Q33</b> – include points for average length of stay for both stayers and leavers (was just leavers in 2019)</li> <li><b>Q36 &amp; Q37</b> – discuss options to capture income and non-cash benefits information for those that increase since project entry, but have not yet had an annual assessment</li> <li><b>Exit information</b> – add a separate row to capture exit destinations to other PSH projects so it is easier to see when PSH project transfers occurred.</li> </ul>

### CoC Committee Members

Dean Klein	Director, Fairfax County Office to Prevent and End Homelessness
Mike O'Reilly	Chairman, Fairfax-Falls Church Partnership to Prevent and End Homelessness, The O'Reilly Law Firm
Rodney Lusk	Senior Business Development Manager, Fairfax County Economic Development Authority
Mary Kimm	Editor and Publisher, Connection Newspaper
Will Jasper	Commissioner, Fairfax County Redevelopment and Housing Authority
Verdia Haywood	Former Deputy County Executive, Fairfax County Government

### Ranking Committee Members

Lesley Abashian	Human Services Director, City of Fairfax
Thomas Barnett	Deputy Director, Fairfax County Office to Prevent and End Homelessness
Hilary Chapman	Housing Program Manager, Metropolitan Washington Council of Governments
Verdia Haywood	Former Deputy County Executive, Fairfax County Government
Peaches Pearson	Member of the Consumer Advisory Council as well as Supervisory Team Lead, Office of Administration for US General Services Administration
Dipti Pidikiti-Smith	Deputy Director of Advocacy, Legal Services of Northern Virginia
Lisa Whetzel	Executive Director, Britepaths
Gerry Williams	Former Chair, Communities of Faith United for Housing

### Monitoring and Evaluation Committee Members

Jeanine Gravette	Services Director, Cornerstones, Inc.
Maura Williams	Interim Director of Emergency and Supportive Housing Programs, Cornerstones, Inc.
Bobbi Mason	Housing Advocate, Fairfax County Department of Family Services
Edwina Hall-Jackson	Program Director of Supportive Housing, FACETS
Dana Murray	Data Quality Coordinator, New Hope Housing
Abby Dunner	Singles Program Manager, Fairfax County Office to Prevent and End Homelessness
Jamie Ergas	Continuum of Care Lead Manager, Fairfax County Office to Prevent and End Homelessness
Michael Willson	CoC Support Associate, Fairfax County Office to Prevent and End Homelessness
Sharon Price Singer	Families Program Manager, Fairfax County Office to Prevent and End Homelessness
Elanor Vincent	Chief Operating Officer, Pathway Homes, Inc.
Lauren Leventhal	Quality Assurance Manager, Pathway Homes, Inc.
Gillian Gmitter	Assistant Clinical Director, PRS, Inc.
Meghan Huebner	Vice President of Residential Services, Second Story
Dani Colón	Deputy Executive Director, Shelter House

Date New Funding Opportunities was shared with the CoC via e-mail | 07/10/2019

HUD FY19 CoC Program Competition - New Funding Opportunities

EJ Ergas, Jamie  
To  
Cc Klein, Dean H.; OPEH - Tom Barnett  
Bcc 'Asian-American Homeownership Counseling, Inc. - Song Hutchins'; Becca Burgan; BETH EL HOUSE - Melonie Barrow ;  
BETHANY HOUSE - Olga Johnson ; COMRES - Alice Straker; 'CORNERSTONES - Greg White'; +108 others

You forwarded this message on 7/17/2019 1:47 PM.

Good afternoon CoC Members,

HUD's Continuum of Care Program is a significant component of the community-wide goal to end homelessness. As part of [HUD's FY19 Continuum of Care Program Competition](#), which opened on July 3rd and ends on September 30th, there is approximately **\$800,000 in new funding opportunities** available. The CoC Competition is a great opportunity to increase resources to serve and house those experiencing homelessness in our community. Additional details (including the exact totals of new funding available, description of eligible project types, and new project application process and forms) will be shared next week.

An informational meeting regarding the new funding opportunities will be held on **Monday, July 22<sup>nd</sup> at 10:00 am at the Government Center, Conference Room 8**. Attendance is not required to pursue the new funding opportunities, but is recommended. All interested applicants are welcome to attend at 10am, however the first 30 minutes will focus on a general introduction to HUD funding. The new funding opportunities will be discussed starting at 10:30 a.m. **Please RSVP to this e-mail if your agency is planning to attend this meeting.** Conference call line | TTY line can be made available upon request.

Please do not hesitate to contact me with any questions. Thank you!

Sincerely,  
Jamie

*Jamie Ergas, MSW, LSW*  
Continuum of Care Manager

Wed 7/10/2019 4:54 PM

Date New Funding Opportunities (forms) was shared with the CoC via e-mail | 07/17/2019

HUD FY19 CoC Program Competition - New Funding Opportunities (Forms)

EJ Ergas, Jamie  
 To  
 Cc OPEH - Tom Barnett; Klein, Dean H.  
 Bcc 'Asian-American Homeownership Counseling, Inc. - Song Hutchins'; Becca Burgan; BETH EL HOUSE - Melonie Barrow; BETHANY HOUSE - Olga Johnson; COMRES - Alice Straker; 'CORNERSTONES - Greg White'; +111 others

2019 CoC Competition, New Project Application.pdf 584 KB  
 2019 CoC Competition, HIC, PIT, & Pool Data.pdf 415 KB  
 2019 CoC Competition New Funding Opportunities Information.pdf 471 KB  
 2019 CoC Competition, Agency Capacity Form.pdf 179 KB

Wed 7/17/2019 1:47 PM

Good afternoon CoC Members,

Fairfax County CoC (VA-601) is able to apply for a total of **\$858,381 in new funding opportunities** and an additional **\$15,000 in reallocation funding**. The New Funding Opportunities Information document attached includes more details regarding the amount available in each funding type (Bonus, Domestic Violence Bonus funding, and Reallocation), the eligible projects for each funding type, and selection criteria utilized by the CoC Committee. The New Project Application is required for all agencies that are applying for new funding. The Agency Capacity Form is only required for agencies that are not *currently* recipients or subrecipients of HUD CoC Program funding. These forms will be reviewed during the upcoming new funding informational meeting on **Monday, July 22nd at 10:00 am at the Government Center, Conference Room 8**. Notice of intent to apply (optional) is requested by August 5th and the New Project Application and Agency Capacity Form (if applicable) is due by August 8th.

Please do not hesitate to contact me with any questions. Thank you!

Sincerely,  
 Jamie



Date Screenshot was taken of new funding opportunities posted to the CoC Website | 07/24/2019

Continuum of Care | Homelessness, Office to Prevent and End | Continuum of Care

## Homelessness, Office to Prevent and End

CONTACT INFORMATION: Our office is open 9AM-5PM M-F

703-324-9492 TTY 711 | OPEHGeneralMail@fairfaxcounty.gov | 12011 Government Center Parkway, Suite 942 Fairfax, VA 22035 | Dean Klein, Director

### DEPARTMENT RESOURCES

- Department Homepage
- Emergency Shelters
- Homelessness In Our Community
- How to Help
- Nonprofit Partners
- 10 Year Plan
- Continuum of Care
- Hypothermia Prevention Program
- The Partnership
- Consumer Advisory Council
- Housing First

## Continuum of Care

### CONTINUUM OF CARE PROGRAM

The Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) Program provides significant financial resources to communities throughout the country as well as mandating procedures and policies for implementing a local housing crisis response system. **Notices regarding the CoC Program competition and Fairfax County's Collaborative Application (our community's request for funds) are available here.**

**2019 HUD CONTINUUM OF CARE (COC) PROGRAM COMPETITION IS NOW OPEN!**

HUD has approximately \$2.3 billion available this year to fund new and renewal projects. Detailed information about the HUD CoC Program Funding can be found at FY 2019 Continuum of Care (CoC) Program Competition: Funding Availability.

Fairfax County CoC (VA-601) is eligible to apply for up to \$9,855,237 for both renewal and new projects. This includes \$449,843 in funding for a new CoC Bonus Project, \$408,538 for a Domestic Violence Bonus Project, and \$15,000 in Reallocation to expand renewal projects.

#### Fairfax County CoC Competition Timeline

Monday, July 15	HUD Grantees Meeting
	New Funding Opportunities Informational Meeting

8:45 AM 7/24/2019

Date Screenshot was taken of new funding opportunities posted to the CoC Website | 07/24/2019

**Fairfax County CoC Competition Timeline**

Monday, July 15	HUD Grantees Meeting
Monday, July 22	New Funding Opportunities Informational Meeting 10am, Government Center, Conference Room 8
Monday, August 5	Notify <a href="#">CoC Lead</a> of intent to apply
Thursday, August 8	New Project Applications due to <a href="#">CoC Lead</a> by 4:00 pm
Friday, August 16	CoC Committee meets to select New Projects
Monday, August 19	<i>Draft</i> Renewal Project Applications due to <a href="#">CoC Lead</a> by 4:00 pm
Thursday, August 22	<i>Final</i> Renewal Project Applications due to <a href="#">CoC Lead</a> by 4:00 pm
Monday, August 26	If selected by CoC Committee, <i>Draft</i> NEW Project Applications due to <a href="#">CoC Lead</a> by 4:00 pm
Thursday, August 29	If selected by CoC Committee, <i>Final</i> NEW Project Applications due to <a href="#">CoC Lead</a> by 4:00 pm
Wednesday, Sept. 4	Ranking Committee meets to establish Priority Listing

All project applications (new and renewal) are due according to the Competition Timeline. As required by the NOFA, these deadlines are established no later than 30 days before the FY 2019 CoC Program Competition Application submission deadline on September 30th.  
 Applicants will be notified if their applications were rejected at least 15 days before the FY2019 CoC Program Competition Application

8:50 AM  
7/24/2019

Date Screenshot was taken of new funding opportunities posted to the CoC Website | 07/24/2019

The screenshot shows a web browser window with the URL <https://www.fairfaxcounty.gov/homeless/continuum-care>. The website has a dark blue navigation bar with the following menu items: RESIDENTS, BUSINESS, GOVERNMENT, FAIRFAX COUNTY VIRGINIA, SERVICES, CONNECT, SEARCH, and a settings gear icon. The main content area contains the following text:

All project applications (new and renewal) are due according to the Competition Timeline. As required by the NOFA, these deadlines are established no later than 30 days before the FY 2019 CoC Program Competition Application submission deadline on September 30th. Applicants will be notified if their applications were rejected at least 15 days before the FY2019 CoC Program Competition Application submission deadline on September 30th. Applicants will be notified if their applications were accepted and ranked on the CoC Priority Listing at least 15 days before the FY2019 CoC Program Competition Application submission deadline on September 30th.

Please review the documents below for more details regarding the Fairfax County CoC local process for the HUD FY2019 CoC Program Funding Competition.

Additional information about the Fairfax County CoC Competition will be posted on the website as it becomes available.

Below the text are two call-to-action buttons:

- A light blue box with the title "2019 HUD CONTINUUM OF CARE PROGRAM COMPETITION" and a red button labeled "2019 HUD Continuum of Care Program Competition →".
- A dark blue box with the title "CONTINUUM OF CARE MEETINGS" and a red button labeled "CoC Meeting Information →".

The Windows taskbar at the bottom shows the time as 8:51 AM on 7/24/2019. A red box highlights the system tray area, including the network, volume, and notification icons.

Date Screenshot was taken of new funding opportunities posted to the CoC Website | 07/24/2019

The screenshot shows a web browser window displaying the Fairfax County website. The browser's address bar shows the URL: https://www.fairfaxcounty.gov/homeless/2019-coc-competition. The website's navigation menu includes: RESIDENTS, BUSINESS, GOVERNMENT, FAIRFAX COUNTY VIRGINIA, SERVICES, CONNECT, and SEARCH. The breadcrumb trail is: Home > Homelessness, Office to Prevent and End > 2019 CoC Competition. The main heading is "Homelessness, Office to Prevent and End". Below this, contact information is provided: "CONTACT INFORMATION: Our office is open 9AM-5PM M-F". Contact details include: Phone: 703-324-9492, TTY: 711; Email: OPEHGeneralMail@fairfaxcounty.gov; Address: 12011 Government Center Parkway, Suite 942, Fairfax, VA 22035; and Contact Person: Dean Klein, Director. The main content area is titled "2019 CoC Competition" and features a "Share" button. Below the title, there is a list of resources: "2019 CoC Competition New Funding Opportunities Information" (466.83 KB), "2019 CoC Competition, Agency Capacity Form" (74.91 KB), "2019 CoC Competition, HIC, PIT, & Pool Data" (411.11 KB), and "2019 CoC Competition, New Project Application" (580.07 KB). On the left side, there is a "DEPARTMENT RESOURCES" section with links to: Department Homepage, Emergency Shelters, Homelessness In Our Community, How to Help, Nonprofit Partners, 10 Year Plan, Continuum of Care, Hypothermia Prevention Program, The Partnership, Consumer Advisory Council, and Housing First. The bottom of the screenshot shows the Windows taskbar with the system tray highlighted by a red box, displaying the date and time: 8:52 AM, 7/24/2019.

## BACKGROUND

Fairfax County’s Continuum of Care (CoC) is seeking applications for new projects for inclusion in the CoC’s Application for the 2019 HUD CoC Program funds. HUD’s CoC Program Competition is an annual process and each year Fairfax County’s CoC (VA-601) competes with other continuums across the country to secure federal funding to end homelessness. Fairfax County’s CoC encourages applications from all eligible applicants regardless of whether the entity is currently receiving HUD funding or has ever received CoC funding. Technical assistance will be provided to ensure this funding opportunity is accessible. Proposed projects must meet all requirements and regulations of the CoC Program Rule<sup>1</sup> and the Notice of Funding Availability (NOFA)<sup>2</sup> for the 2019 HUD CoC Program Competition.

## APPLICATION DUE DATE(s)

- New Project Application(s) are due via e-mail to [jamie.ergas@fairfaxcounty.gov](mailto:jamie.ergas@fairfaxcounty.gov) by **4:00 pm on August 8<sup>th</sup>**.
- New Project Applicants present (10-15 minutes) to the CoC Committee on **August 16<sup>th</sup>**.
- If selected, a draft is due to OPEH on **August 26<sup>th</sup>** prior to 4:00 p.m. and the final application must be submitted in e-snaps on **August 29<sup>th</sup>** prior to 4:00 p.m.

## FUNDING AVAILABLE

As stated in Section I.D of the FY 2019 CoC Program Competition NOFA, approximately \$2.3 billion is available in the FY 2019 CoC Program Competition NOFA, including up to \$50 million available for Domestic Violence (DV) Bonus projects, described in Section II.B.3 of the NOFA. HUD determines the amount that each CoC is eligible to apply for, which is shared via the CoC Estimated Annual Renewal Demand Report (ARD).<sup>3</sup> The following is a brief overview of the amount available to Fairfax County’s CoC in the 2019 HUD CoC Program Competition as well as the eligible project types. Proposed projects can apply for a part of OR all of the Bonus of DV Bonus funding.

	Bonus	Reallocation	Domestic Violence (DV) Bonus
<b>Amount</b>	\$449,843	\$15,000	\$408,538
<b>Eligible Project Types</b> (more detailed outline below)	<ul style="list-style-type: none"> <li>○ Permanent Supportive Housing (PSH)</li> <li>○ Rapid Rehousing (PH-RRH)</li> <li>○ Joint Transitional Housing and Rapid Re-Housing (TH-RRH)</li> </ul>	<ul style="list-style-type: none"> <li>○ Permanent Supportive Housing (PSH)</li> <li>○ Rapid Rehousing (PH-RRH)</li> <li>○ Joint Transitional Housing and Rapid Re-Housing (TH-RRH)</li> </ul>	Must serve survivors of domestic violence, dating violence, sexual assault, or stalking that meet the HUD definition of homeless <ul style="list-style-type: none"> <li>○ Rapid Re-housing (PH-RRH)</li> <li>○ Joint TH and PH-RRH (TH-RRH)</li> <li>○ Supportive Services Only (SSO-CE)</li> </ul>
<b>Funding Combination Options</b>	The Bonus funding <i>cannot</i> be combined with Renewal funding or Reallocation funding at this time. This must be a NEW project.	The Reallocated funding <i>should</i> be combined with eligible Renewal projects to EXPAND an existing project.	The DV Bonus <i>can</i> be combined with eligible Renewal projects but does not need to be; it can be a NEW project. The DV Bonus <i>cannot</i> be combined with Reallocation or Bonus funding. Minimum Request must be \$25,000.

<sup>1</sup> CoC Program Rule ([https://www.onecpd.info/resources/documents/CoCProgramInterimRule\\_FormattedVersion.pdf](https://www.onecpd.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf))

<sup>2</sup> Notice of Funding Availability (NOFA) for the 2019 HUD CoC Program Competition (<https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/>)

<sup>3</sup> Estimated Annual Renewal Demand Report (ARD) (<https://files.hudexchange.info/resources/documents/FY-2019-CoC-Program-Estimated-ARD.pdf>)

## DESCRIPTION OF ELIGIBLE PROJECT TYPES

### Permanent Supportive Housing (PSH)

- Permanent Supportive Housing is permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently. All PSH projects must exclusively serve people that are experiencing literal homelessness as defined by HUD.
- According to the NOFA, CoCs may create new PSH projects that meet the requirements of the DedicatedPLUS<sup>4</sup> or where 100% of the beds are dedicated to chronic homelessness.
- Budget line items can include rental assistance or leasing and operations, supportive services, and administrative costs. Agencies must provide a 25% cash or in-kind match for all funding including rental assistance, excluding leasing. The match must be used for items that are eligible expenses according to HUD regulations.

### Rapid Rehousing (RRH)

- Rapid Rehousing provides time limited term rental assistance, case management and optional supportive services, a type of permanent housing meeting the requirements of 24 CFR 578.37(a)(1)(ii). All RRH projects must exclusively serve people that are experiencing literal homelessness as defined by HUD.
- Budget line items can be short-term (up to 3 months) or medium-term (for 3 to 24 months) tenant-based rental assistance, supportive services and administrative costs. Leases must be exclusively in the client's name and their portion of the rent must be paid directly to the landlord. The entire RRH budget, including rental assistance must be matched by a 25% cash or in-kind agency contribution. The match must be used for items that are eligible expenses according to HUD regulations.

### Joint Transitional Housing – Rapid Rehousing (TH-RRH)

- The Joint TH and PH-RRH component project includes two existing program components – transitional housing and permanent housing-rapid rehousing – in a single project to serve individuals experiencing homelessness, including individuals or families fleeing or attempting to flee domestic violence. All Joint TH-RRH projects must exclusively serve people that are experiencing literal homelessness as defined by HUD.
- A Joint TH and PH-RRH component project must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants. Participants can utilize services for up to a total of 24 months.
- Budget line items can be leasing of a structure or units and operating costs to provide transitional housing, short- or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid rehousing portion of the project, supportive services and administrative costs. Agencies must provide a 25% cash or in-kind match for all funding including rental assistance, excluding leasing. The match must be used for items that are eligible expenses according to HUD regulations.

### Supportive Services Only (SSO-CE)

- SSO Projects for Coordinated Entry (SSO-CE) to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

<sup>4</sup> Notice of Funding Availability (NOFA) for the 2019 HUD CoC Program Competition (<https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/>)

**GENERAL APPLICATION INFORMATION & REQUIREMENTS**

Coordinated Entry	The Project must commit to accept all clients through the Fairfax County CoC's Coordinated System, utilize HMIS or the comparable DV database, and comply with all federal and local expectations of HUD CoC Program grantees.
Eligible Applicants	Eligible project applicants for the CoC Program Competition are nonprofit organizations, States, local governments, and instrumentalities of State and local governments, and public housing agencies. Applications shall only be considered from project applicants in good standing with HUD, which means that the applicant does not have any open monitoring or audit findings, history of slow expenditure of grant funds, outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon, or history of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.
Eligible Localities	Projects must be located within Fairfax County's CoC.
Expansion Projects	Expansion is the process by which a renewal project applicant submits a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants, or in the case of HMIS, increase the current HMIS activities within the CoC's geographic area. For the new expansion project to be selected for conditional award the renewal project application must also be selected for conditional award. DV Bonus funds can only be used to expand an existing renewal project if the expansion project is dedicated to survivors of domestic violence, dating violence, or stalking who qualify under paragraph (4) of the definition of homeless at 24 CFR 578.3. For projects that are expanding their current CoC Program-funded project, project applicants will be required to submit three project applications: (1) the renewal project application that will be expanded; and (2) a new project application with just the expansion information; and (3) a renewal project application that incorporates the renewal and new expansion activities and the combined budget line items for the renewal and the new expansion.
Grant Terms	Applicants may apply for a one-year grant term. Awarded projects may be renewable through subsequent annual CoC funding competitions.
HMIS	Projects, except those operated by victim service providers as defined by HUD, must agree to enter client data into the CoC's HMIS. Excepted projects by victim service providers must enter data into the Domestic Violence Homeless Database.
Housing First with Service Participation Requirements	Projects must maintain a commitment to a Housing First philosophy, which is summarized in the NOFA (PG 6). Service participation requirements may be implemented once a person has been stably housed to work towards important outcomes (e.g., employment, increased income, reduced substance use, and strengthened social connection). This is intended to allow projects with flexibility, without penalty, to use service participation requirements after people have been stabilized in housing (consistent with 24 CFR 578).

## CRITERIA FOR EVALUATION OF APPLICATIONS

The CoC Committee of the Governing Board of the Community Partnership to Prevent and End Homelessness will consider the following factors in selecting a project to be included in the CoC application to HUD:

- The proposed Projects must meet all requirements and regulations of the Interim CoC Program Rule and the NOFA for the FY19 CoC Competition.
- Need in the community addressed by the project; ability of the project to improve homeless system performance
- Demonstrated experience of the organization in successfully implementing similar projects
- Number of homeless persons the project will serve and range and depth of the services that will be provided
- Experience operating Housing First programs
- If the proposed project is intended to serve victims of domestic violence, previous performance of the applicant in serving survivors of domestic violence, dating violence, or stalking, and their ability to house survivors and meet safety outcomes
- Commitment to the CoC's Coordinated System and serving those prioritized by the CoC's policies and procedures
- Capacity of organization to implement and operate new program
- Overall quality of the application

## PROCEDURE FOLLOWING SUBMISSION OF APPLICATIONS

- Applicants will be notified of the timeframe for the CoC Committee presentation on **August 16th**.
- Applicants will be notified if they are/are not chosen to submit an application to HUD as part of the 2019 Competition.
- The applicant/s selected will be required to fill out a new project application in e-snaps<sup>5</sup> as part of the competition. A draft is due to OPEH on **August 26th** prior to 4:00 p.m. and the final application must be submitted in e-snaps on **August 29th** prior to 4:00 p.m.
- The project will be ranked as part of the CoC-wide ranking process. *Inclusion of the project application in the Collaborative Application does not guarantee funding.* Decision on funding of all projects will be made by HUD and announced by HUD at a later date.

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<sup>5</sup> E-snaps is the web-based system HUD uses for the CoC competition. All applicants whose projects are selected by the CoC for inclusion in the final application for HUD, will need to submit applications in e-snaps. The CoC will notify applicants at a later date of whether their applications have been selected and of the deadline for submission of applications in e-snaps.





2. Describe the type of supportive services that will be offered to program participants. Include how services will connect clients to mainstream benefits, employment opportunities, and help clients obtain and stabilize in housing. (150 words or less)

3. Describe how the project will ensure low barriers to entry. (150 words or less)

4. Describe how the project will use trauma-informed, client-centered approaches. (150 words or less)

5. Population & Subpopulations:

Select all that apply

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Chronic Homeless  | <input type="checkbox"/> HIV/AIDS           | <input type="checkbox"/> Substance Abuse  |
| <input type="checkbox"/> Domestic Violence | <input type="checkbox"/> Mental Illness     | <input type="checkbox"/> Veterans         |
| <input type="checkbox"/> Families          | <input type="checkbox"/> Single Individuals | <input type="checkbox"/> Youth (under 25) |
|  |   | <input type="checkbox"/> Other:           |

6. Proposed capacity:

# of units: \_\_\_\_\_  
# of beds: \_\_\_\_\_

7. Proposed number served:

# of households: \_\_\_\_\_  
# of persons in households: \_\_\_\_\_

<p><b>8. Proposed Budget:</b> <i>(for JOINT TH-RRH projects, there must be enough RRH assistance to ensure that at any given time a program participant can move from TH to permanent housing. Options to do this include (1) identifying a budget with twice as many resources for RRH, or (2) demonstrating that the budget and units are appropriate for the population served by the project.)</i></p>	<p>Leasing Assistance: _____ (PSH)                  Rental Assistance: _____ (RRH, JOINT TH-RRH)                  Supportive Services: _____                  Operating: _____                  Admin: _____ (up to 7%)  <b>(HUD) TOTAL:</b> _____</p> <hr/> <p>Cash Match: _____ Total Match must be 25% of the HUD Total, excluding                  In-Kind Match: _____ Leasing Assistance  <b>(Match) TOTAL:</b> _____</p> <hr/> <p><b>(HUD + Match) TOTAL:</b> _____</p>
--	--

**AGENCY EXPERIENCE** (150 words or less for each question)

1. Describe the agency's experience with operating similar programs.

2. Provide two outcome measures in the table below from projects currently operated by your agency that are most similar to the projects you are proposing.

PROJECT TYPE	TARGET POPULATION	OUTCOME MEASURE	RATE ACHIEVED	TIMEFRAME
EXAMPLE: PSH	Chronically Homeless Single Adults	% of project participants who remained in or exited to PH	100%	FY19

3. Describe the agency's experience with operating under a Housing First philosophy.

4. *If applying for DV Bonus funding*, describe the agency's experience in serving survivors of domestic violence, dating violence, or stalking, and ability to house survivors and meet safety outcomes.

5. If applicable, describe the agency's experience with administering rental assistance.

6. Describe the agency's experience with managing federal funding. If your agency has not previously received a federal award, state that and describe other relevant experience that demonstrates the applicant's capacity to effectively use these funds in accordance with HUD and CoC requirements.

7. *If your agency is currently a recipient of the HUD CoC Program funding*, has funding been fully drawn down (for each Project the agency operates) for the past three complete grant years? If no, please explain why.

- Yes
- No
- Not Applicable

*The Agency Capacity Tool is required for agencies that are not currently HUD CoC Program Grantees.*

INSTRUCTIONS

The Agency Capacity Form is only required for agencies applying for new funding opportunities *that are not currently HUD CoC Program Grantees*. If required, this form should be included with the New Project Application. **New Project Application(s) are due via e-mail to [jamie.ergas@fairfaxcounty.gov](mailto:jamie.ergas@fairfaxcounty.gov) by 4:00 pm on August 8th.** Please submit all attachments as one PDF.

NAME OF AGENCY

AGENCY DETAILS	
1. Governmental or non-profit agency?	<input type="checkbox"/> Government Agency <input type="checkbox"/> Non-profit Agency
2. Dates of your agency's fiscal year? (example: 07/01 – 06/30)	
3. Agency's DUNS #:	
4. Are you currently registered in the System for Award Management (SAM)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Does your agency have financial/accounting policies, procedures and controls?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Are there agency procedures for evaluating internal programs and then utilizing the results to improve programs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Does your agency have a staff policies and procedure manual that covers the following items: non-discrimination, sexual harassment, standards of professional conduct, position descriptions and responsibilities, and conflict of interest?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Does your agency provide ongoing services directed training and staff development?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Does your agency have the following policies for clients: grievance, non-discrimination, confidentiality?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Does your agency have a homeless or formerly homeless person on your Board of Directors? (informational only)	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Do representatives from your agency participate in Fairfax County homeless system committees and meetings? (informational only)	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Does your agency provide opportunities for former or current consumers to participate via employment or volunteer opportunities? (informational only)	<input type="checkbox"/> Yes <input type="checkbox"/> No

ATTACHMENTS
<input type="checkbox"/> Verification of 501(c)3 stats (if application) <input type="checkbox"/> Management Letter of most recent financial audit <input type="checkbox"/> First page of most recent IRS Form 990 <input type="checkbox"/> List of Board of Directors





**Fairfax-Falls Church Partnership to Prevent and End Homelessness  
Fairfax County Continuum of Care (CoC)  
GOVERNANCE CHARTER**

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## 1. INTRODUCTION

### 1.1 CoC PURPOSE

Fairfax County's Continuum of Care (CoC), also known as the Fairfax-Falls Church Partnership to Prevent and End Homelessness, and hereinafter referred to as "Fairfax County's CoC," identifies and addresses critical issues and needs for those at risk of or experiencing homelessness in our community. Fairfax County's CoC includes an extensive and robust homeless services system comprised of programs funded by a variety of sources, including local and federal support. Fairfax County's CoC includes Fairfax County, the City of Fairfax, and the City of Falls Church as well as the towns of Clifton, Herndon, and Vienna.

### 1.2 CoC GOVERNANCE CHARTER PURPOSE

The Governance Charter identifies the composition, roles, responsibilities, committees and processes involved in the planning and programming of Fairfax County's CoC. Additionally, Fairfax County's CoC serves as the U.S. Department of Housing and Urban Development (HUD) recognized decision making body for the Continuum of Care Rule 24 CFR 578, Subpart B, entitled "Establishing and Operating a Continuum of Care."

## 2. CoC MEMBERSHIP

### 2.1 CoC MEMBERSHIP OVERVIEW

Fairfax County CoC Membership is open to any individual or organization that is committed to preventing and ending homelessness in our community. Fairfax County's CoC strives to ensure that membership includes a diverse and broad representation of all the necessary voices needed to accomplish the goal of making homelessness rare, brief and one time. Membership includes stakeholders, in alignment with 24 CFR Part 578.5, such as:

- Affordable Housing Developer(s) & Advocates
- Businesses
- CDBG/HOME/ESG Entitlement Jurisdiction
- Disability Service Organizations & Advocates
- Domestic Violence Service Providers & Advocates
- Faith Based Organizations
- Homeless or Formerly Homeless Persons
- Hospital(s) & EMS/Crisis Response Team(s)
- Human Trafficking Service Providers
- Law Enforcement
- Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates
- Local Government Staff/Officials
- Local Jail(s)
- Mental Health Service Organizations & Advocates
- Other homeless subpopulation advocates
- Public Housing Authority
- School Administrators/Homeless Liaisons
- Street Outreach Team(s)
- Substance Abuse Service Organizations & Advocates
- Veteran Service Providers
- Universities
- Youth Homeless Organizations & Advocates

Members receive information relevant to the CoC, including meeting invitations, funding opportunities, training opportunities, and CoC updates.

### 2.2 INVITATION PROCESS & OUTREACH TO NEW MEMBERS

New members are invited to join the CoC annually through a public invitation process that includes an announcement on Fairfax County's Office to Prevent and End Homelessness' website, an e-mail message to all interested parties on the Fairfax County CoC e-mail listserv, and/or social media. Membership forms, which provide an overview of CoC Membership, are also shared

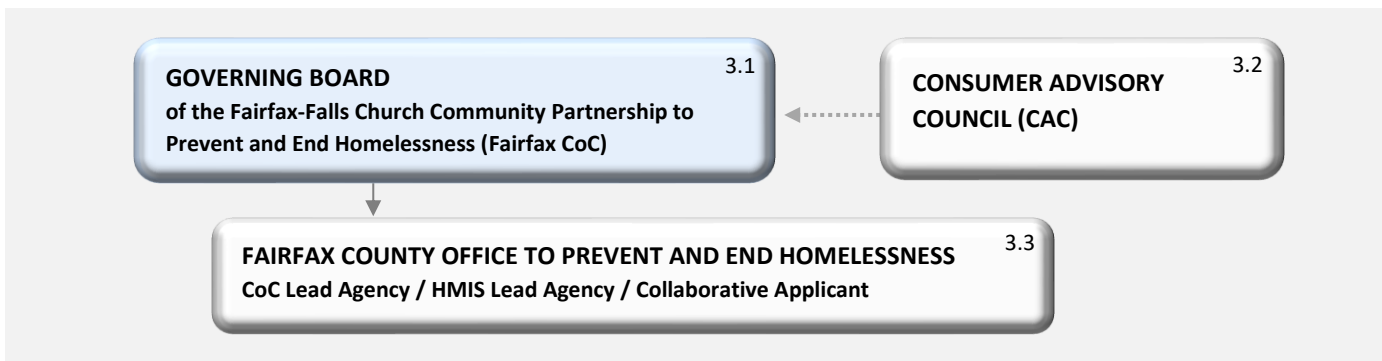
throughout the year with any new agency or individual that becomes involved in homeless services or that the CoC Lead agency is made aware of.

The Consumer Advisory Council (CAC), a crucial part of the CoC governance structure, provides guidance on how to invite persons who are currently experiencing homelessness or who have previously experienced homelessness to join the CoC to ensure the outreach process to this crucial group of stakeholders is appropriate and effective.

**2.3 CoC MEETINGS**

Fairfax County’s CoC will hold meetings offered to full membership and other interested parties at least twice per year in which the date, time, and agenda will be made publicly available.

**3. COC GOVERNANCE STRUCTURE**



**3.1 GOVERNING BOARD**

The Governing Board is comprised of elected and appointed high level leadership from diverse sectors of the community. It is the focal point of community accountability for the achievement of the goal of ending homelessness in our community. The mission of the Governing Board is to provide the necessary vision, community leadership, and policy guidance to assure the successful end to homelessness in the Fairfax-Falls Church Community. The Governing Board may be chaired by any member as selected by the total membership of the Board. Staff support for the Governing Board will be provided by the Office to Prevent and End Homelessness.

**3.1.A GOVERNING BOARD RESPONSIBILITIES**

The Governing Board is responsible for:

- Promoting shared responsibility and decision-making among all partners,
- Exercising executive stewardship over the pooled funding and resources available for addressing homelessness in the Fairfax-Falls Church community,
- Mobilizing political and community will to increase the overall resources available to end homelessness and catalyzing such other actions as may be necessary to affect the community and systems change necessary to end homelessness,
- Involving and engaging all segments of the community to assure their participation in the work of preventing and ending homelessness,
- Monitoring progress towards achievement of the goal of preventing and ending homelessness, and
- Articulating progress toward the goal throughout the community.

### **3.1.B GOVERNING BOARD MEMBERS SELECTION PROCESS**

On a regular basis, the Governing Board Nomination Committee accepts and solicits nominations, seeking people representing varied factions of the community who are dedicated to preventing and ending homelessness and have a vital voice and something to contribute to the Governing Board. Following review and acceptance the Nomination Committee submits the names to the Governing Board who approves the new members.

Current membership includes:

- Members of the Fairfax County Board of Supervisors
- Member of City of Fairfax Council
- Deputy County Executive for Human Services
- Director of the Office to Prevent and End Homelessness
- Community advocates
- Representatives of the business community
- Representatives of the faith community
- Representatives of Non-profit organizations
- Housing developers
- Representative of the Sheriff's Office
- Representatives from the local Police
- Representatives of the local media
- Chair of the Consumer Advisory Council
- Representative of the Fairfax County Redevelopment and Housing Authority
- Representative of the Fairfax County Economic Development Authority
- Representatives of philanthropic organizations

### **3.1.C GOVERNING BOARD CONFLICT OF INTEREST POLICY**

The Governing Board will comply with the Conflict of Interest requirements outlined in 24 CFR part 578.95. No member of any decision making CoC board or committee shall vote upon or participate in the discussion of any matter which may have a direct financial bearing on any organization with which that person or their immediate family member serves in an official capacity. Official capacity includes service as an employee, director, member of the board of directors, or consultant, but does not include service solely as a member of a passive or honorary board or committee, volunteer (other than members of the board of directors or consultants) or recipient of services. This includes all decisions with respect to funding, awarding contracts, ranking, and implementing corrective actions. An exception will be made for any CoC Program Planning Project which impacts the entire CoC.

### **3.2 CONSUMER ADVISORY COUNCIL (CAC)**

The Consumer Advisory Council (CAC) provides a formal mechanism for individuals or persons in families who are currently or formerly homeless to convey input and policy recommendations on local efforts to prevent and end homelessness. CAC membership is intended to represent the broad array of people who experience homelessness in Fairfax County – by region, age, ethnicity, gender, and family composition. Members are recruited through local housing and human services providers. They do not serve as representatives of these providers but rather provide insight and recommendations based on their own knowledge and opinions.

The CAC is accountable to the Governing Board and is charged with providing feedback on policy and strategies to prevent and end homelessness. The CAC is responsible for initiatives, such as:

- Identifying problems in the current systems of housing and services that are particularly important to correct.
- Providing advice and recommendations for improvements to homelessness programs and services.
- Educating policy makers and legislators on how laws and regulations affect homeless people and what changes could help people move out of homelessness.
- Educating the community about the experience of homelessness.
- Suggesting ways that community members can participate in activities to learn more about homelessness.
- Advocating for system reform and necessary funding at the federal, state, local, and community levels in support of the Implementation Plan to Prevent and End Homelessness.

### **3.3 CoC LEAD AGENCY / HMIS LEAD AGENCY / COLLABORATIVE APPLICANT**

Fairfax County's Office to Prevent and End Homelessness was administratively established within the Fairfax County Government to manage, coordinate, and monitor day-to-day implementation of the plan to end homelessness, be the staff to the Governing Board, track success, communicate with the larger community, and coordinate with the Consumer Advisory Council. Fairfax County's Office to Prevent and End Homelessness serves as the CoC Lead Agency, HMIS Lead Agency, and the Collaborative Applicant.

#### **3.3.A CoC LEAD AGENCY RESPONSIBILITIES**

Fairfax County's Office to Prevent and End Homelessness, as the CoC Lead Agency, has the following roles, responsibilities and functions:

- Coordinate Fairfax County's CoC's housing crisis response system.
- Prepare strategy and policy documents for the review and approval of the Governing Board.
- Coordinate and develop strategic work plans for review and approval of the Governing Board and implementation by various work groups and committees.
- Assist the Governing Board in facilitating broad community engagement and participation to prevent and end homelessness.
- Manage, under the guidelines of state and local procurement law, all required contractual procurements necessary for the implementation of the plan to end homelessness.
- Establish and manage a system of performance measures and indicators to track progress and promote shared accountability for achieving desired results.
- Coordinate data collection, analysis, and reporting.
- Manage an integrated staff of public and private employees and volunteers.
- Manage the CoC coordinated entry system.
- Submit information for the Consolidated Plan.
- Review and update the Governance Charter annually.

### 3.3.B HMIS LEAD AGENCY RESPONSIBILITIES

The Homeless Management Information System (HMIS) is a client information system that meets the Housing and Urban Development (HUD) requirements and satisfies the U.S. Congress directive for the implementation of a HMIS. HMIS provides a standardized tool for the CoC and its partners to collect information regarding the CoC's homeless and at-risk population. It allows for individual project and system-wide data reporting. Fairfax County's Office to Prevent and End Homelessness, as the HMIS Lead Agency, has the following roles, responsibilities and functions:

- Staff the management of HMIS.
- Oversight of the day to day administration of the HMIS system and any necessary corrective action to ensure that the partners comply with federal requirements of HMIS.
- Maintain written HMIS policies and procedures and monitoring of participating agencies for compliance with the HMIS Policies and Procedures.
- Ensure that the HMIS data element collection is compliant with the current HMIS Data Standards, Data Dictionary and corresponding Program Manuals.
- Develop security and privacy policies and ensures adherence by agency staff, including Data Sharing Agreements and HMIS End-User Agreements.
- Execute and maintain a written HMIS Participation Agreement with each Participating Agency, including the requirements of the security plan and privacy policy with which the Participating Agency must abide.
- Provide training and technical support on the HMIS application, security, and privacy policies.
- Implementation of Data Quality process for partners to maintain input of high-quality data completion and to ensure agencies are collecting all necessary data to complete required reporting.
- Encourage and support partner participation.
- Ensure HMIS software is capable of producing required reporting.
- Produce all system-wide reporting required by HUD.
- Ensure system integrity and availability.
- Manage and maintain mechanisms for soliciting, collecting, and analyzing feedback from end users, program managers, agency executive directors, and homeless persons.

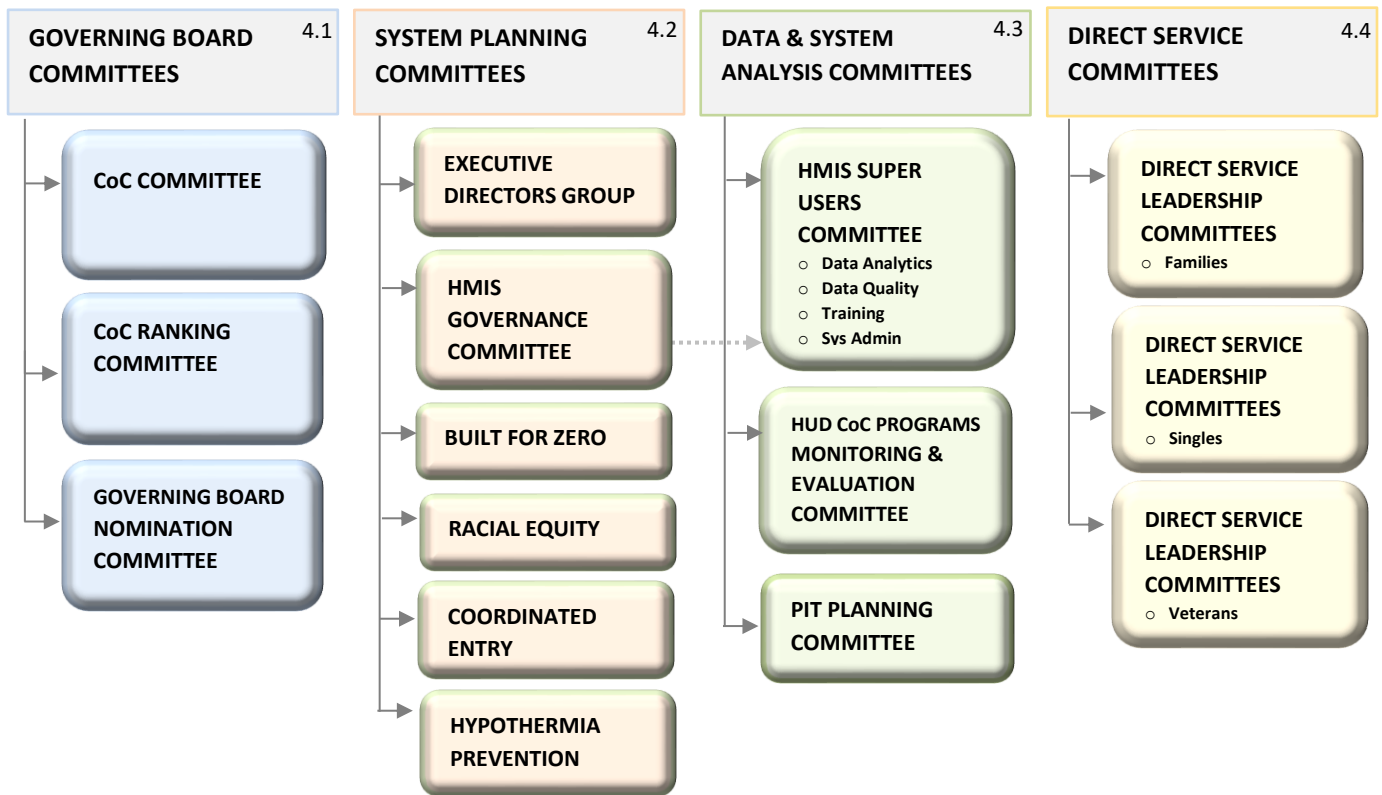
### 3.3.C COLLABORATIVE APPLICANT RESPONSIBILITIES

Fairfax County's Office to Prevent and End Homelessness, as the Collaborative Applicant, has the following roles, responsibilities and functions:

- Prepares and submits the HUD CoC Program Collaborative Application, including designing and implementing cooperative process for development of the application, soliciting input, working with HMIS Lead, and managing the process for new funding, reallocation and ranking.
- Applies for CoC Planning Funds.

- Provides HUD policy expertise to Fairfax County’s CoC partners, the Governing Board, and committees and work groups.
- Prepares and submits any HUD reports required as a CoC funding recipient including but not limited to the Annual Homeless Assessment Report (AHAR), Longitudinal Systems Analysis (LSA), System Performance Measures (SPMs), Point in Time Count (PIT), and Housing Inventory Count (HIC).
- Manages PIT planning, methodology and implementation.
- Monitors and evaluates all HUD CoC Program projects.

#### 4. COC COMMITTEE STRUCTURE



#### 4.1 GOVERNING BOARD COMMITTEES

##### 4.1.A CoC COMMITTEE

The CoC Committee of the Governing Board acts on its behalf to set policy and priorities regarding CoC Program funding. The Committee members, appointed by the Chair of the Governing Board, represent community members that are knowledgeable of homeless and human services. The Committee has adopted a rigorous conflict of interest policy to avoid even the appearance of impropriety. They meet as needed to develop policies, set strategic priorities, recommend reallocation if appropriate, and select new projects. The Committee selects all new projects, either through new bonus funding or reallocation. They read proposals, hear presentations and decide by majority vote which projects are selected to be included in the Collaborative Application. Their decisions are reported to the Governing

Board. They propose the members of the Ranking Committee and ranking criteria for adoption by the Governing Board. The CoC Committee also reviews and approves the Governance Charter annually.

#### **4.1.B CoC RANKING COMMITTEE**

The Ranking Committee is appointed by the Governing Board. It is comprised of prominent community members with knowledge of homeless and human services, including at least one former homeless services consumer. The Committee has adopted a rigorous conflict of interest policy to avoid even the appearance of impropriety. The Ranking Committee meets during the annual CoC Program competition to rank all renewal projects and new projects chosen by the CoC Committee.

#### **4.1.C GOVERNING BOARD NOMINATION COMMITTEE**

The Governing Board Nomination Committee is comprised of Governing Board members. It is appointed by the Chair and approved by the Governing Board. It includes Fairfax County Chairman of the Board of Supervisors, Fairfax County Supervisor – Chair of the Board of Supervisors Housing and Human Services Committee, Chair of the Governing Board and Director of the Fairfax County Office to Prevent and End Homelessness.

### **4.2 SYSTEM PLANNING COMMITTEES**

#### **4.2.A EXECUTIVE DIRECTORS GROUP**

The Executive Directors (ED) Group includes the leadership of Fairfax County's Office to Prevent and End Homelessness and community nonprofit leadership, which is representative of majority of the homeless service providers in the community. The level of leadership has authority within their respective organizations to make strategic decisions and realign resources and systems to support the larger community-wide strategies and best practices that are essential to preventing and ending homelessness.

#### **4.2.B HMIS GOVERNANCE COMMITTEE**

The HMIS Governance Committee acts on behalf of Fairfax County's CoC to fulfill the regulatory duties of a CoC set forth in 24 CFR § 578. The HMIS Governance Committee includes the HMIS Administrator and Continuum of Care Manager from Fairfax County's Office to Prevent and End Homelessness, leadership from community nonprofit homeless services providers, and representatives from the HMIS Super Users Committee. The HMIS Governance Committee is responsible for:

- Approval and implementation of all CoC HMIS policies and procedures.
- Designation of a single information system as the official HMIS software for the geographic area.
- Designation of an HMIS Lead to operate the HMIS.
- Encouraging and supporting partner participation.
- Governance of the HMIS Lead, including:
  - The requirement that the HMIS Lead enter into written HMIS Participation Agreements with each contributing HMIS Organization.
  - The participation fee, if any, charged by the HMIS Lead.

- The sections pertaining to HMIS Governance within this Charter are reviewed and updated annually.
- The HMIS Lead is fulfilling the obligations outlined in its HMIS Governance Charter and Agreement with Fairfax County's CoC.

#### **4.2.C BUILT FOR ZERO**

The Built for Zero initiative is led by Fairfax County's Office to Prevent and End Homelessness' Singles Program Manager and program leadership and direct service staff from community nonprofit homeless services providers. Built for Zero is part of a national change effort focused on ending veteran and chronic homelessness by enhancing and utilizing real time data, optimizing local housing resources, tracking progress against monthly goals, and accelerating achievement of established goals through the implementation of proven strategies.

#### **4.2.D RACIAL EQUITY**

The Racial Equity initiatives are jointly led by leadership of Fairfax County's Office to Prevent and End Homelessness and community nonprofit leadership, which is a diverse representation of the homeless service providers in the community. The racial equity efforts include a committee focused on analyzing racial disparities in homeless services data, coordinating trainings designed to educate homeless services leadership on the prevalence of racial disparities and importance of using a racial equity lens in system planning and development, and the overall planning process on how to promote and achieve equity in all aspects of homeless services.

#### **4.2.E COORDINATED ENTRY POLICY & EVALUATION COMMITTEE**

The Coordinated Entry Workgroup includes the Fairfax County's Office to Prevent and End Homelessness, program leadership and direct service staff from community nonprofit homeless services providers, and staff from other mainstream providers. The group is designed to support the implementation and continuous process improvement of the crisis response system's resources as outlined in the Coordinated Entry Management and data Guide, specifically, establishing participation expectations, determining local data collection and quality expectations, defining data sharing protocols, and selecting a data system for Coordinated Entry. This group also ensures compliance with 24 CFR Part 578, 42 U.S.C. 11381, et seq., 24 CFR Part 576, and 42 U.S.C. 11371, et seq., Notice CPD014-12, Notice CPD016-11, 42 U.S.C. 13925, et seq.. By looking at how the various components of the system function together, the CoC can understand whether access, assessment, prioritization, and referral processes result in an effective and efficient end of housing crises. This entity also plans and executes an annual evaluation process for Coordinated Entry.

#### **4.2.F HYPOTHERMIA PREVENTION PLANNING COMMITTEE**

The Hypothermia Prevention Planning Committee includes the Fairfax County's Office to Prevent and End Homelessness' Singles Program Manager, program leadership and direct service staff from community nonprofit homeless services providers, and the faith



community. The workgroup is a collaborative effort to coordinate the expansion of emergency shelter beds available between December and March.

#### 4.3 DATA & SYSTEMS ANALYSIS COMMITTEES

##### 4.3.A HMIS SUPER USER COMMITTEE

The Super User Committee is an advisory committee made up of a least one user representative from each of the HMIS Participating Agencies in the CoC. This Committee works closely with the HMIS Administrator and other leadership within Fairfax County's Office to Prevent and End Homelessness. The Super User Committee is responsible for:

- Recommending changes and updates to the HMIS system.
- Reviewing and recommending changes to the HMIS Policies and Procedures Manual and Appendices on at least an annual basis to be submitted to HMIS Governance Committee for approval and implementation.
- Implementing a plan for monitoring their agencies to ensure:
  - Consistent participation in HMIS.
  - Compliance with HMIS data element collection aligned with the current HMIS Data Standards, Data Dictionary and corresponding Program Manuals.
  - Compliance with privacy and security policy requirements.
  - Accurate and reliable data collection and reporting.
- Developing end-user training curricula for the HMIS application.
- Recommending, monitoring and supporting the Data Quality procedures and reporting.

The Super User Committee is comprised of four Subcommittees:

- Data Analytics Subcommittee – Responsible for:
  - Developing advanced understanding of existing reports in the CoC and CoC data from the past five years,
  - Enhancing or creating documentation related to data analytics,
  - Making recommendations for modifications to data collection,
  - Designing and testing report enhancements, and
  - Developing and implementing format outcome data reports for CoC consumption
- Data Quality Subcommittee – Responsible for:
  - Overseeing data quality assurance (completeness and accuracy) for CoC
  - Drive CoC participation in data quality
  - Assess data quality processes and evaluate the effectiveness
  - Make recommendations, prioritize strategies and implement processes
- Training Subcommittee – Responsible for:
  - Assessing and evaluating current training processes
  - Assessing and determining CoC training needs
  - Setting training objectives
  - Establishing and maintaining the CoC core end user curriculum
  - Determining training mediums and formats to be used
- System Administration Subcommittee – Responsible for:
  - Ensuring compliance with Privacy and Security Standards

- Ensuring compliance with Client Rights Standards
- Maintaining compliance with HMIS Data Standards and configuration by designing and testing modifications and evaluating and implementing changes to ServicePoint module configuration

#### **4.3.B HUD CoC PROGRAMS MONITORING & EVALUATION COMMITTEE**

The HUD CoC Programs Monitoring and Evaluation Committee is comprised of representatives of HUD CoC Program grantee organizations, other service providers, and Fairfax County's Office to Prevent and End Homelessness. The Committee develops and implements a monitoring and evaluation process, which is completed annually, to evaluate all HUD CoC Projects. This includes (1) a review of agency capacity and adherence to HUD regulations and requirements, and (2) a review of performance based on the Annual Performance Reports and System Performance Measures. These factors are evaluated through a Tool, designed by the Committee, that the HUD grantees complete for each HUD CoC Project. The Tool produces a score and highlights areas for improvement, which are communicated to each grantee. The scores are reviewed by the Committee and provided to the CoC and Ranking Committees, which are utilized extensively in the project ranking process. The Committee is also responsible for making recommendations to the CoC and Ranking Committees, including ranking approach and reallocation.

#### **4.3.C PIT PLANNING COMMITTEE**

The PIT Planning Committee is chaired by the Continuum of Care Manager from Fairfax County's Office to Prevent and End Homelessness and its membership includes government agency staff and broad representation from the homeless services providers. The Committee meets at least annually to review, modify and provide training on methodology to implement the PIT in our community. This includes an analysis of approaches that could be strengthened to ensure that all populations and subpopulations are counted. Community-wide training includes a review of the Housing Inventory Count requirements, data collection and data quality verification process in HMIS, and coordination of street outreach providers to ensure the entire geographic region is covered.

### **4.4 DIRECT SERVICE COMMITTEES**

#### **4.4.A DIRECT SERVICE LEADERSHIP COMMITTEES**

The Direct Service Leadership Committees include leadership within Fairfax County's Office to Prevent and End Homelessness and program leadership from community nonprofit homeless services providers relevant to the subpopulations each committee represents (Families, Singles, and Veterans). These Workgroups connect the level of leadership that has direct oversight of the day to day operations of projects serving these subpopulations. This allows for best practices to be shared, consistency in service delivery and implementation of coordinated entry policies, ongoing maintenance and review of By-Name Lists as well as individual case staffings as needed.

## 5. SYSTEM POLICIES & PROCESSES

### 5.1 HMIS

Fairfax County's CoC's HMIS is an integral aspect of all operations, data collection, reporting, coordinated system, and monitoring and evaluation. The current vendor for our HMIS is Wellsky Systems and the application is known as ServicePoint. ServicePoint is a web application that uses a 128-bit encryption, user authentication, and user access levels to protect that from intrusion.

Detailed HMIS policies and procedures can be found in the attached HMIS Manual, which pertains to all agencies and/or programs that participate in the data collection through Fairfax County's CoC HMIS. These organizations provide data to the CoC for system-wide decision making and reporting purposes, as well as to run their own reports for data analysis, funding requirements, and general reporting. HMIS Participating Agencies have the following responsibilities:

- Comply with all documentation set forth by the HMIS Policies and Procedures to govern the HMIS in Fairfax County CoC, including: data quality, privacy, and security policies.
- Participating Agencies must comply with federal regulations regarding HMIS.
- Participating Agencies must comply with federal, state, and local laws that require privacy or confidentiality protections. When a privacy or security standard conflicts with other federal, state, and local laws that the Participating Agency must follow, the Participating Agency must contact the HMIS Lead and collaboratively determine the best course of action.
- Comply with the HMIS Agency Participation Agreement.
- Participate in the Fairfax County's CoC data quality monitoring efforts led by Fairfax County's Office to Prevent and End Homelessness as well as the HMIS Super User Committee by implementing established processes and decisions to strengthen data collection.

### 5.2 COORDINATED ENTRY

Fairfax County's CoC has a county-wide coordinated access, assessment, assignment and accountability system with the goal of serving all clients equitably and utilizing community resources effectively and efficiently. Written standards for client access and prioritization have been developed in a community wide process. The day-to day management structures, promotion of standardized screening and assessment processes, development of training, and constant monitoring is done by the Fairfax County's Office to Prevent and End Homelessness and community non-profit homeless service providers.

Detailed information regarding coordinated access policies, procedures and written standards can be found in Fairfax County's Coordinated Entry Systems Manual.

### 5.3 HUD CoC PROGRAM FUNDING

#### 5.3.A HUD CoC PROGRAM MONITORING & EVALUATION

Our CoC has implemented a comprehensive monitoring and evaluation process which is overseen by the Monitoring and Evaluation Committee. The Committee is responsible for developing a system to ensure:

- Agencies receiving HUD CoC Program Funding, which was created by the McKinney-Vento Homeless Assistance Act As Amended by S. 896 HEARTH Act of 2009, are in compliance with the Interim Rule, 24 CFR Part 578, and
- Projects are meeting performance targets and achieving high outcomes.

### **5.3.B HUD CoC PROGRAM REALLOCATION**

The CoC and Ranking Committees meets jointly, as needed, to discuss potential reallocation of HUD CoC Program Project Grants. If a decision is reached to do so, the committee will recommend reallocation of a specific project/grant or projects/grants to the Governing Board.

Criteria to be considered in a decision to recommend reallocation of a project/grant include:

- Previous Collaborative Application rankings;
- Monitoring and Evaluation Tool scores;
- Ongoing performance;
- Financial stewardship; and
- Alignment with HUD and Fairfax County 10 Year Plan strategic goals.

The Grantee is notified of the prospective reallocation as well as the reasons for the reallocation in writing and is able to respond in writing and verbally before the Governing Board. If the Governing Board endorses the recommendation to reallocate funding, the grantee will be notified officially in writing by the Governing Board. In addition, all HUD CoC Program grantees are notified of the opportunity to reallocate projects voluntarily. A request for applications will be widely distributed in the community to solicit interest for use of the reallocated funds. The details of the application will depend on the HUD guidance and local strategic goals operative at the time of the reallocations.

### **5.3.C HUD CoC PROGRAM REVIEW, SELECTION, and RANKING of PROJECTS**

The Ranking Committee meets during the annual CoC Program competition to rank all renewal projects and new projects selected by the CoC Committee to be part of the Collaborative Application. The Ranking Committee discusses guidance and priorities set forth from HUD each year as well as local strategic issues and needs. The Ranking Committee reviews detailed information on all projects. Each member of the Committee ranks the projects independently and their rankings are compiled to arrive at the final CoC Priority List.

Information provided to the Ranking Committee includes but is not limited to:

- Project Name, Organization, Grant Amount, Grant Type (New, Renewal, Bonus, etc.)
- Monitoring and Evaluation Tool scores
- Project Type (PSH or RRH)
- Target population (families, singles, DV, chronic homeless, youth)
- Project Size (number of clients served)
- Cost per client
- Project Structure (units owned vs. leased, service level)

Following the Ranking Committee meeting, all grantees are notified directly of the CoC Priority List, which is also made available to the public on the Fairfax County website.

#### 5.4 EMERGENCY SOLUTIONS GRANT (ESG) FUNDS ALLOCATION & MONITORING

Fairfax County is the local recipient of Emergency Solutions Grant (ESG) funding from the US Department of Housing and Urban Development (HUD). As the CoC Lead Agency, Fairfax County's Office to Prevent and End Homelessness, works collaboratively with CoC members to:

- Determine how to allocate ESG funds each program year;
- Develop the performance standards for, and evaluate the outcomes of, projects and activities assisted by ESG funds; and
- Develop funding, policies, and procedures for the administration and operation of the HMIS.

The following specific administrative activities are a critical part of the overall program management, coordination, monitoring, and evaluation of ESG projects and activities:

- Preparing program budgets and schedules, and amendments to those budgets and schedules;
- Developing systems for assuring compliance with program requirements;
- Developing interagency agreements and agreements with sub recipients and contractors to carry out program activities;
- Monitoring program activities for progress and compliance with program requirements;
- Preparing reports and other documents directly related to the program for submission to HUD;
- Coordinating the resolution of audit and monitoring findings;
- Evaluating program results against stated objectives;
- Providing training on ESG requirements and attending HUD-sponsored ESG trainings;
- Preparing and amending the ESG and homelessness-related sections of the consolidated plan in accordance with federal regulations; and
- Collaborate with the Department of Housing and Community Development to ensure all administrative and financial management is completed.

Fairfax County's Office to Prevent and End Homelessness coordinates and integrates ESG-funded activities with other programs targeted to homeless people in the area covered by Fairfax County's CoC to provide a strategic, community-wide system to prevent and end homelessness. It also coordinates and integrates ESG-funded activities with mainstream housing, health, social services, employment, education, and youth programs for which families and individuals at risk of homelessness and homeless individuals and families may be eligible. All local ESG-funded projects must utilize the coordinated assessment system developed by the Fairfax CoC and ensure that the screening, assessment and referral of program participants are consistent with the written standards.

Fairfax County's Office to Prevent and End Homelessness ensures that data on all persons served and all activities assisted under ESG are entered into the local Homeless Management Information System (HMIS) in accordance with HUD's standards on participation, data collection, and reporting. The ESG-funded projects' performance and outcomes are reviewed on at least an annual basis by Fairfax County's Office to Prevent and End Homelessness

program staff using HMIS and other relevant data. In cases of the poor outcomes of ESG projects or activities a plan is developed in coordination with participating subrecipients, contractors and Fairfax County's CoC members to make the necessary improvements and bring performance to the intended standard.

#### **5.5 CoC DECISIONS**

Decisions that impact the community-wide policies, procedures, or strategies to prevent and end homelessness are made by the Governing Board based on recommendations from the committees established in this Governance Charter. Fairfax County's Office to Prevent and End Homelessness develops and documents recommendations to the Board based on committee meetings and collaborative discussions with partner agencies and community stakeholders through a process that provides opportunities for CoC membership review and comments. Every attempt is made to reach consensus in decisions of the Governing Board. When consensus is not possible a final decision will be made by a majority vote of the Board.

#### **5.6 ANTI-DISCRIMINATION POLICY**

Fairfax County's CoC does not discriminate against anyone seeking homeless services based on race, color, national origin, religion, sex, familial status, disability, age, gender, gender identity, sexual orientation, or marital status. Fairfax County's CoC complies with all applicable Federal and State civil rights and fair housing laws and requirements, including HUD's Equal Access Rule. 24 CFR §578.93(a) requires CoC grantees to operate in compliance with federal nondiscrimination and equal opportunity requirements; see 24 CFR 5.105 (a) for a full list of applicable laws, regulations and Executive Orders.

Fairfax County's CoC will conduct an anti-discrimination and cultural competency training either in person or via webinar at least annually.

## Consolidated Application

Monitoring and Evaluation Tool – Example of completed Tool.....	Pages 2-5
Ranking Committee MTG Agenda (09.04.19).....	Page 6
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Ranking Committee MTG Generated Project List (09.04.19).....	Page 10
Ranking Committee Letter and Project List provided to Grantees.....	Pages 11-13
Screenshot of public posting of the final CoC Priority Listing.....	Pages 14-16
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2019 Monitoring & Evaluation Tool

**AGENCY COMPONENT**

Projects using HUD CoC Program Funding must meet the following requirements. Projects that do not meet all of the threshold criteria will be required to come into compliance within 90 days from the date in which the Monitoring & Evaluation Tool is submitted. Projects that do not meet this criteria and do not rectify the issues within 90 days will automatically be ranked below all other projects that are in compliance.

1	Does the agency have an <i>active</i> SAM registration and valid DUNS number?	YES
2	Does the agency have an independent financial audit completed within 12 months of the end of the agency's fiscal year?	YES
3	Is the agency free of outstanding or delinquent federal debts? It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless: (a) A negotiated repayment schedule is established and the repayment schedule is (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.	YES
4	Does the agency have fiscal capacity to operate all of its HUD CoC grants?	YES
5	Does the agency have financial/accounting policies, procedures and controls that align with HUD 2 CFR Part 200 regulations? If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD's financial expectations. If any of the following have occurred, the project applicant would NOT meet this threshold criteria: (a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon; (b) Audit finding(s) for which a response is overdue or unsatisfactory; (c) History of inadequate financial management accounting practices; (d) Evidence of untimely expenditures on prior award; (e) History of other major capacity issues that have significantly affected the operation of the project and its performance; (f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and (g) History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.	YES
6	Is the agency free of any debarments and/or suspensions? In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.	YES
7	Does the agency have a system to track matching funds, both cash and in-kind?	YES
8	Does the agency utilize the CoC's Coordinated Entry guidelines to fill all HUD CoC funded project vacancies/referral slots?	YES
9	Does the agency use a Housing First approach as pertains to its HUD CoC Funded Projects? (definition and Renewal Application expectations below) <i>Housing First Definition:</i> "Any project that indicates that it follows a Housing First model cannot place preconditions or eligibility requirements—beyond HUD's eligibility requirements—on persons entering housing, nor can it require program participants to participate in supportive service activities or make other rules, such as sobriety, a condition of housing. Recipients may offer and encourage program participants to participate in services, but there may be no time limit as to when he/she must do so." (A program can require regular meetings with a case manager) <i>Renewal Application Criteria :</i> The project ensures that participants are not screened out based on the following items: Having too little or little [no] income Active or history of substance abuse Having a criminal record with exceptions for state-mandated restrictions History of victimization (e.g. domestic violence, sexual assault, childhood abuse) <i>Renewal Application Criteria :</i> The project ensures that participates are not terminated from the program for the following reasons: Failure to participate in supportive services Failure to make progress on a service plan Loss of income or failure to improve income Any activity not covered in a lease agreement typically found for unassistaed persons in the project's geographic area	YES
10	Does the agency have a homeless or formerly homeless rep. on the Board of Directors or equivalent policymaking entity? 24 CFR § 578.75(g)(1)  If NO, does the agency have an equivalent policymaking entity with consumer representation?	YES
11	Does the agency have a general conflict-of interest policy for staff and Board members. 24 CFR § 578.95(c); 24 CFR § 578.103(a)(11)	YES
<b>SUBRECIPIENTS</b> (continue to PART 2 if no subrecipients)		
12	Does the agency have a contract or MOU with all subrecipients?	YES
13	Does the agency perform programmatic, administrative, and financial monitoring of the subrecipients at least annually?	YES
14	Does the agency share administrative funds with the subrecipient agencies?	NO



Project: **DHCD/Pathway Homes SPC 10C**  
 Project Type: **PSH**  
 APR Q01 Grant Year: **06/01 - 05/31**  
 Grant Amount: **\$927,187**  
(amount requested on RENEWAL APPLICATION in FY18 competition)

SCORE = **73**  
 % = **85%**

MAX POINTS = **86**

**PROJECT COMPONENT**

**FINANCIAL**

1 Please list the Total HUD Budget prepared on the RENEWAL APPLICATION for the FY18 Competition:

	Total HUD Budget	Additional Funding	Total Project Budget	% of HUD Request	% of Project Budget
Rental Assistance	\$ 878,496	\$ -	\$ 878,496	95%	82%
Leasing	\$ -	\$ -	\$ -	0%	0%
Operations	\$ -	\$ -	\$ -	0%	0%
Supportive Services	\$ -	\$ 128,891	\$ 128,891	0%	12%
Administration	\$ 48,691	\$ 16,666	\$ 65,357	5%	6%
<b>TOTALS</b>	<b>\$ 927,187</b>	<b>\$ 145,557</b>	<b>\$ 1,072,744</b>	<b>100%</b>	<b>100%</b>

2 Does this project draw down funds from HUD's Line of Credit Control System (LOCCS) at least quarterly? **YES**

3 Have all HUD funds been drawn down for the last complete grant year? **NO**  
 If NO, how much (\$) was unspent? (Leave blank if not applicable) **\$1,844**  
 If NO, why were funds unspent? (Leave blank if not applicable) **Funds were withheld due to extended vacancies in 2 BR units. These**

4 Excluding the last complete grant year, how many years has funding not been completely utilized in the past three years? **0**

5 Cost per client:

APR Q05a Total Number of Persons Served	<b>64</b>
APR Q05a Total Number of Adults Served	<b>64</b>
APR Q05a Total Number of Households Served (Number of Adult Heads of Household)	<b>64</b>
Cost per household by Total HUD Budget	<b>\$14,487</b>
Cost per household per Total Project Budget - Supportive Services line item (information only)	<b>\$2,014</b>
Cost per household per Total Project Budget - Rental Assistance line item (information only)	<b>\$13,727</b>
Cost per client by Total Project Budget (information only)	<b>\$16,762</b>

**THIS SECTION IS FOR OPEH USE ONLY**

**FINANCIAL 12 POINTS** SECTION SCORE: **9**

2 YES = 1 point **1** **1**

3 YES = 3 points **3** **0**

4 DROP DOWN TO VIEW SCORING **5** **5**

5 DROP DOWN TO VIEW SCORING **3** **3**

**HOUSING CAPACITY & UTILIZATION**

6 Number of units owned **3**  
 Number of units leased **47**

7 Proposed Bed and Unit Inventory

APR Q02 Total Units	<b>50</b>
APR Q02 Total Beds	<b>59</b>
APR Q02 Total Dedicated CH Beds	<b>16</b>

8 Utilization Rate - Total Units

APR Q02 January	<b>50</b>
APR Q02 April	<b>48</b>
APR Q02 July	<b>50</b>
APR Q02 October	<b>50</b>
<b>Total</b>	<b>99%</b>

9 Utilization Rate - Total Beds

APR Q02 January	<b>56</b>
APR Q02 April	<b>53</b>
APR Q02 July	<b>57</b>
APR Q02 October	<b>58</b>
<b>Total</b>	<b>95%</b>

10 (PSH ONLY) Does this project conduct Housing Quality Standards (as defined by HUD) reviews at least annually for all units? **YES**  
 (RRH ONLY) Does this project conduct Basic Habitability Inspections for all units that rental assistance is provided for? **YES**

11 Have environmental reviews been completed for all PSH units / an overall environmental review completed for RRH units? **YES**  
 Does the project have guidelines in place to adhere to Fair Market Rent and Rent-Reasonableness? **YES**

13 What was the living situation prior to entering the program?  
If households were not literally homeless at program entry as indicated on the APR because they moved from one PSH project to another PSH project within the CoC, please mark "YES" under Homeless or Institutional Setting if they were homeless at initial project entry.

APR Q15 Living Situation (at entry)	Total	Homeless or Institutional Setting?
Emergency shelter, including hotel or motel paid	<b>35</b>	<b>YES</b>
Transitional housing for homeless persons	<b>12</b>	<b>YES</b>
Place not meant for habitation	<b>15</b>	<b>YES</b>
Substance abuse treatment facility or detox	<b>1</b>	<b>YES</b>
Permanent housing (other than RRH) for formerly	<b>1</b>	<b>YES</b>

14 Vulnerability

	Total	% (out of Total adults served)
APR Q13a1 Mental Health Problem	<b>64</b>	<b>100%</b>
(adults at entry) Alcohol Abuse	<b>11</b>	<b>17%</b>
Drug Abuse	<b>4</b>	<b>6%</b>
Both Alcohol and Drug Abuse	<b>6</b>	<b>9%</b>
Chronic Health Condition	<b>6</b>	<b>9%</b>
HIV/AIDS	<b>0</b>	<b>0%</b>
Developmental Disability	<b>0</b>	<b>0%</b>
Physical Disability	<b>7</b>	<b>11%</b>
APR Q14a & 14b Domestic Violence History / Persons Fleeing Domestic Violence	<b>8</b>	<b>13%</b>
APR Q5a Veterans	<b>4</b>	<b>6%</b>
APR Q5a Chronically Homeless Persons	<b>48</b>	<b>75%</b>
APR Q5a Youth Under Age 25 and Number of Parenting Youth Under Age 25 with Children	<b>2</b>	<b>3%</b>
APR Q11 Single Adults or Heads of Households 62 or older	<b>19</b>	<b>30%</b>
<b>Total</b>	<b>2.80</b>	

15 (PSH ONLY) Severity of Service Needs - identify the number of units that fall under each service level:  
 Service Level 1: Scattered Sites: **50** **100%**

**HOUSING CAPACITY & UTILIZATION 17 POINTS** SECTION SCORE: **13**

6 If any leased = 1 point **1** **1**  
Scoring is intended to balance cost per client in projects that own units

8 DROP DOWN TO VIEW SCORING **5** **5**

10 YES, if confirmed by attachment = 1 point **1** **1**  
 10 YES, if confirmed by attachment = 1 point **1** **0**  
 11 YES, if confirmed by attachment = 1 point **1** **1**  
 12 YES = 1 point **1** **1**

13 If all "Homeless or IS" YES = 1 point **1** **1**

14 PSH SCORING **4** **2**  
 RRH SCORING

15 DROP DOWN TO VIEW SCORING **3** **1.0**

<- changed to 48 to match justification in comments

15 (RRH ONLY) Average length of time between project start date and housing move-in date  
APRQ22c Average length of time to housing

15 DROP DOWN TO VIEW SCORING 0

### SERVICES & POLICIES

- 16 Does the program have a staff member responsible for ensuring that minors and Transitioning Age Youth (18-24) are in school and/or receiving appropriate educational services per HUD Requirements? *Note: all programs must have staff with educational services knowledge as all programs may serve people between the ages of 18-24.* **YES**
- 17 Does the project comply with HUD's "Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity" Rule, which mandates that HUD's housing programs be open to all eligible individuals and families regardless of sexual orientation, gender identity, or marital status? **YES**
- 18 Is there a systematic process for ensuring that clients apply for and obtain all mainstream resources to which they are entitled? (TANF, SSI/SSDI, SNAPs, Medicaid, CHIP, local mental and somatic health care, etc.) **YES**
- 19 Does this project utilize a form that allows clients to apply for 4 or more benefits at once? **YES**
- 20 Does this project provide follow-up at least annually to ensure benefits are received and renewed? **YES**
- 21 Does this project provide transportation assistance to clients wishing to receive help getting to benefit appointments, employment training and/or jobs? **YES**
- 22 Does this project have a policy for discharging clients for noncompliance? **YES**
- 23 Does this project have a grievance policy for clients? **YES**
- 24 Have all program participants been given the opportunity to complete client satisfaction surveys during the last completed grant year? **YES**
- 25 Does the agency involve homeless individuals and families through employment or volunteer services, constructing, rehabilitating, maintaining, or operating the project, or in providing supportive services for the project? 24 CFR § 578.75 (g)(2) **YES**
- 26 Do representatives from your agency participate in homeless system committees and meetings? **YES**
- 27 Have all agency-wide deliverables been submitted to HUD and OPEH in a timely manner this past year? (GIW, AP, Renewal App, APR) **YES**

### SERVICES & POLICIES 12 POINTS

SECTION SCORE: 12

- 16 YES = 1 point 1 1
- 17 YES = 1 point 1 1
- 18 YES = 1 point 1 1
- 19 YES = 1 point 1 1
- 20 YES = 1 point 1 1
- 21 YES = 1 point 1 1
- 22 YES = 1 point 1 1
- 23 YES, if confirmed by attachment = 1 point 1 1
- 24 YES, if confirmed by attachment = 1 point 1 1
- 25 YES = 1 point 1 1
- 26 YES = 1 point 1 1
- 27 YES = 1 point 1 1

28a (PSH ONLY) How does this project identify individuals/households that no longer need the intensive supports of PSH? *Information only*  
Pathways, as the DHCD subrecipient, continuously assesses the strengths, needs, abilities, and preferences of the individuals it serves from intake through exit from

28b (RRH ONLY) How does this project determine when a household no longer needs assistance? *Information only*

### DATA QUALITY

- 29 APR Q06a Data Quality: Overall Score - % of Error Rate (response will automatically round) 0.00%
- 30 ART 0252 Does this project have 100% for both "HUD UDE ONLY" and "Additional ONLY"? (same dates as APR) **YES**
- 31 Tab B Does this project have 95% or above for both "HUD Verification ONLY" and "OVERALL"? (same dates as APR) **YES**
- 32 APR Q06c Data Quality: Income and Housing Data Quality - % of Error Rate (response will automatically round)
- Destination 20%
- Income and Sources at Start 0%
- Income and sources at Annual Assessment 0%
- Income and Sources at Exit 10%

### DATA QUALITY 7 POINTS

SECTION SCORE: 6

- 29 If less than or equal to 5% = 1 point 1 1
- 30 YES = 1 point 1 1
- 31 YES = 1 point 1 1
- 32 If less than or equal to 5% = 1 point 1 1
- If less than or equal to 5% = 1 point 1 1
- If less than or equal to 5% = 1 point 1 1
- If less than or equal to 5% = 1 point 1 0

### OUTCOMES SPM indicates outcome measures that are also HUD SYSTEM PERFORMANCE MEASURES

33 APRQ22b (SPM #1) What is the average length of stay (number of days) for Leavers and for Stayers? <i>Please combine Recipient and Subrecipient data</i>	Days		Years	
	Leavers	Stayers	Total	%
	1415	2791	5	8%
34a APRQ16 Number of adult stayers not yet required to have an annual assessment	5		55	93%
34b APRQ16 (SPM #4) How many adults had income? # of adults that met this measure	12		45	76%
35 APRQ17 (SPM #4) How many adults were employed (receiving earned income)? # of adults that met this measure	57		10	16%
36 APRQ19a3 (SPM #4) How many adults increased income while in the program? # of adults that met this measure	6		2	20%
37 USE HMIS APR APRQ20a&21 (SPM #4) How many adults received non-cash benefits? # of adults that met this measure	54		54	84%
38 APRQ23a&b How many households exited?	60			97%
39 APRQ23a&b (SPM #7) How many households exited to permanent housing destinations?				
39a APRQ23a&b (SPM #7) Total persons whose destinations excluded them from the calculations?				
40 APRQ05a (SPM #7) How many households maintained their housing stability in the program?				
41 APRQ23a&b (SPM #7) How many households maintained their housing stability in the program AND how many households exited to permanent housing? (add both together)				

### OUTCOMES 38 POINTS

SECTION SCORE: 33

- 33 PSH SCORING 3 2
- RRH SCORING
- 34 DROP DOWN TO VIEW SCORING 8 8
- 35 PSH SCORING RRR SCORING 4 2
- 36 DROP DOWN TO VIEW SCORING 4 3
- 37 DROP DOWN TO VIEW SCORING 4 3
- 41 DROP DOWN TO VIEW SCORING 15 15

### ADDITIONAL COMMENTS

Please provide any additional comments or other areas that need explanations, such as a difference in anticipated and actual program outputs, outcomes or bed utilization, errors on the APR, etc.:

Q14: Many individuals entered the program prior to the FINAL RULE, and data related to length of stay and number of episodes of homelessness were not required to be collected at time of entry. This skews the chronic homelessness calculation provided on the APR. Our EHR documents chronic homelessness status at time of entry; 48 individuals met the definition of chronic homelessness at entry into the program but only 36 are calculated as such on the APR.

Q32: One individual chose to discharge from housing prior to officially being evicted due to lease violations. He was unsure of where he would live, and he refused assistance from staff in getting/receiving referrals for other housing options. The other individual was evicted for criminal behavior and refused to disclose his future housing to staff.

Q41: Tool does not seem to subtract the 'excluded' individuals the same way the APR does. APR shows 71.43% total persons exiting to positive housing destinations (more than 90 Days), and 100% for less than 90 Days. This calculation choice seems to carry to Q41.

2019 Monitoring & Evaluation Tool

**REQUIRED ATTACHMENTS**

Check the boxes below to confirm the attachment is submitted. If submitting the Attachments electronically, the name of the file should match the name on the Attachment list (i.e. "PART 1: #2a"). If submitting hard copies, compile in order listed below and label the attachment according to the name on the Attachment list (i.e. "PART 1: #2a").

- PART 1: #2a (NONPROFITS ONLY)** Latest agency audit management letter
- PART 1: #2b (NONPROFITS ONLY)** First page of 2017 IRS Form 990 – Return of Organization Exempt from Income Tax
- PART 1: #2c (NONPROFITS ONLY)** Agency's latest IRS Form 941 submitted in 2018 – Employer's Quarterly Federal Tax Return
- PART 1: #5** Agency's financial/accounting policies, procedures and controls documents
- PART 1: #10a** List of Board of Directors (or Advisory Board for Governmental Agencies)
- PART 1: #10b** Consumer Representation Waiver from HUD *(if applicable)*
- PART 1: #10c** List of members for equivalent policymaking entity *(if applicable)*
- PART 1: #15 (FOR THOSE WITH SUBRECIPIENTS ONLY)** – Copy of Subrecipient contracts
- PART 1: #16 (FOR THOSE WITH SUBRECIPIENTS ONLY)** – Documentation of most recent annual subrecipient monitoring

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- PART 2: #2** Documentation of LOCCS drawdowns; should include summary of total amount expended as well as dates of withdrawals. The two documents can be found under Grant Information – General Tab and Vouchers Tab.
- PART 2: #10 (PSH ONLY)** – Copy of 3 Housing Quality Standards forms completed during the grant year that ended in 2018
- PART 2: #10 (RRH ONLY)** – Copy of 3 Housing Inspection Forms completed during the grant year that ended in 2018
- PART 2: #11 (PSH ONLY)** – List of Units' Addresses and the dates of their environmental reviews for this project
- PART 2: #11 (RRH ONLY)** – Copy of overall environmental review
- PART 2: #19** Discharge for non-compliance policy
- PART 2: #20** Clients Grievance Policy
- PART 2: #21** Copies of client satisfaction survey completed with the date survey was administered
- PART 2: #24** PDF of Tab B – Project Chart from ART report 252 for latest grant year
- PART 2** PDF copy of the last APR submitted in Sage

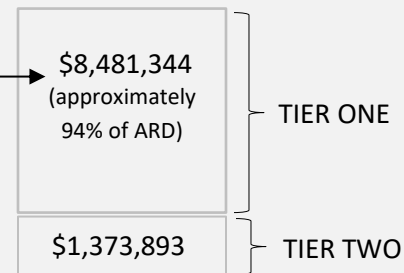
AGENDA

1. Overview of the FY19 Competition Funding:

Annual Renewal Demand (ARD)		\$8,996,856
New Funding Opportunities	<b>BONUS FUNDING</b>	<b>\$449,843</b>
	<b>REALLOCATION</b>	<b>*\$15,000</b>
	<b>DOMESTIC VIOLENCE BONUS</b>	<b>\$408,538</b>

\*TOTAL Fairfax County's CoC can apply for \$9,855,237

\*\$15,000 already included in the ARD



ARD (including reallocation)  
+ BONUS/DV Bonus  
- Tier One  
-----  
Tier Two

2. Review Monitoring & Evaluation Tool

3. Review Proposed Ranking Approach – new process this year

The Ranking Committee will

- (1) adopt a general ranking approach (draft below)
- (2) discuss areas of consideration, and
- (3) develop one ranking list together

#	Project Type	Ranking Approach	Ranking Approach Justification	Area(s) of Consideration
1	Renewal Projects	Ranked first in order of Monitoring & Evaluation Score (highest to lowest)	All renewal projects provide permanent housing, assessed to meet community need, met M&E threshold.	Uniqueness of project type (i.e. group home, population, etc.)
2	Reallocation	Rank directly below project being expanded	Renewal project expanded with proposed reallocation was evaluated through the M&E process.	N/A
3	1 <sup>st</sup> Time Renewals	Project awarded in FY18, will begin December 2019	A % of existing projects will have to fall into Tier 2. This is the only existing project not yet in operation.	Project does fall into Tier 2
4	Bonus & DV Bonus Projects	Rank below Renewal, Reallocation, and 1 <sup>st</sup> Time Renewals	If Bonus projects are ranked above existing renewal projects, some renewal projects will likely not be funded.	Ability to meet community need, M&E Score of similar projects

4. Vote on Final Ranking Order

## NOTES

### INTRODUCTIONS

#### PURPOSE

Ranking Committee, approved by the CoC Committee of the Governing Board, is tasked with generating the Priority Listing, which is the rank order for all 24 projects (renewal and new) included in the application OPEH submits on behalf of the CoC as part of the annual HUD CoC Program Competition.

#### OVERVIEW OF COMPETITION

- How much we are applying for
- Definitions (ARD, Bonus, Reallocation, DV Bonus)
- Tier 1, amount is determined by HUD
- Tier 2, the scoring process is based on CoC Application score and order in ranking list. In the past several competitions, we have not received funding beyond the ARD (meaning the CoC received enough to fund existing projects and no additional projects).
- Ranking new projects (not yet in existence) higher increases their likelihood of being funded but also increases the likelihood of de-funding projects that are in existence.

#### WHAT ARE THE PROJECTS

- Project List – draft order, an example of what the Ranking Committee needs to generate
  - Renewal Projects – listed in order of the Monitoring & Evaluation Tool Score
  - Reallocation Project – is expanding a renewal project so it is positioned beside the project it is expanding; this is technically a new project (it is not yet in operation), but it is from a project that does exist. Shelter House’s RRH awarded in 2016 which prioritizes victims of DV voluntarily returned \$15,000
  - 1<sup>st</sup> Time Renewal Project – one that was awarded in the FY18 competition but not yet started and therefore not included in the M&E process
  - New Projects – Pathways & FACETS proposals for PSH serving single individuals, Shelter House proposals serving victims of DV

#### MONITORING & EVALUATION TOOL

- Evaluation Tool developed by HUD Grantees and other CoC representatives, designed to produce a score
- Includes target measures for individual project types (PSH and RRH), threshold criteria, and attachments
- Score has financial section, services, housing capacity, data quality, and outcomes – outcomes are worth more than 40% of the total score (weighted) – things that have typically come up in the past Ranking Committee discussions, such as cost per client, performance, prioritizing vulnerable clients and subpopulations – are included in this process

#### SYSTEM CAPACITY DATA

- System context for this funding.

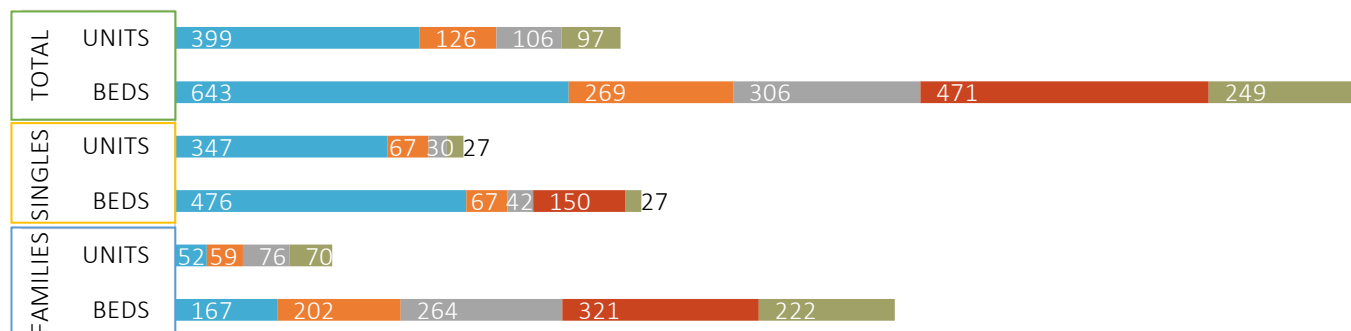
#### ADOPTING RANKING APPROACH – Implications of Decision

- Should existing projects, which are currently meeting community needs and assessed to be of value, be ranked above everything else?
- Monitoring & Evaluation Tool
  - What is not included – analysis of system implications as a result of the scores (i.e. uniqueness of project type).
- What should the order of the new projects be?

#### PROCESS

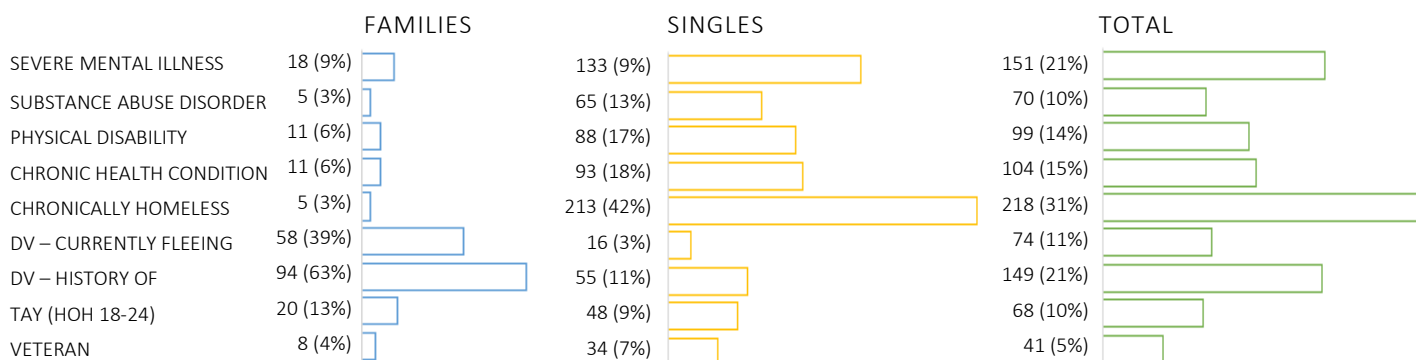
- All projects will be notified of their ranking order.

2019 HOUSING INVENTORY COUNT



	FAMILIES		SINGLES		TOTAL	
	BEDS	UNITS	BEDS	UNITS	BEDS	UNITS
PSH	167	52	476	347	643	399
RRH	202	59	67	67	269	126
OPH	264	76	42	30	306	106
ES	321		150		471	
TH	222	70	27	27	249	97

2019 POINT IN TIME COUNT, SUBPOPULATIONS

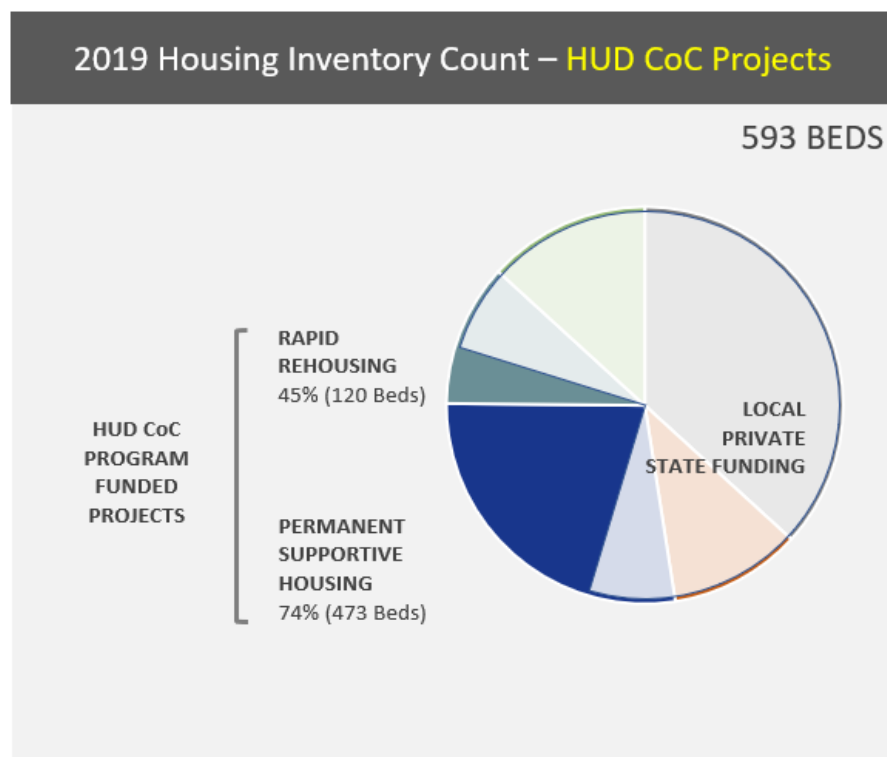
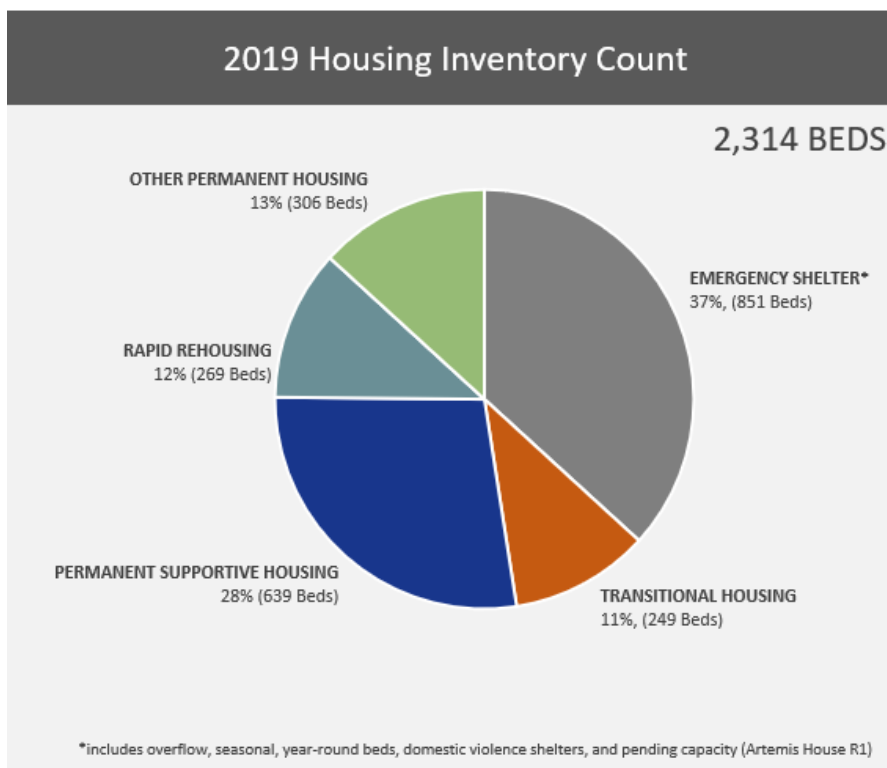


2019 PRIORITIZATION POOL SNAPSHOT, LAST WEDNESDAY OF THE MONTH

	JULY 2018					OCTOBER 2018					JANUARY 2019					APRIL 2019				
	CH	*	REASON IN POOL			CH	*	REASON IN POOL			CH	*	REASON IN POOL			CH	*	REASON IN POOL		
			PSH	RRH TAY	RRH DV			PSH	RRH TAY	RRH DV			PSH	RRH TAY	RRH DV			PSH	RRH TAY	RRH DV
FAMILIES	1	7	16	6	10	1	8	13	7	13	7	10	10	6	10	2	9	24	6	10
SINGLES	46	35	63	12	1	51	50	44	1	0	65	47	67	8	1	68	46	72	4	1
TOTAL	47	42	79	18	11	52	58	57	8	13	72	57	77	14	11	70	55	96	10	11

\*AVERAGE NUMBER OF MONTHS HOMELESS

REASON IN POOL → Eligibility for PSH is confirmed for singles. Eligibility for PSH is *not* confirmed for families (in these totals).



Tier 1	\$ 8,481,344
Tier 2 (Renewal Funding)	\$ 515,512
Tier 2 (Bonus)	\$ 449,842
Tier 2 (DV Bonus)	\$ 408,538
Total Tier 2	\$ 1,373,892
Tier 1 + Total Tier 2	\$ 9,855,236

	#	Agency Name	Project Name	Program Type	M&E Score (#)	M&E Score (%)	2019 HUD Budget	Tier 1 Funds	Tier 2 Funds	Total Units	Total Beds	Vulnerability Score
Renewal	1	Pathway Homes	1991 CRSC/Pathway Homes SHP	PSH	80	94%	\$ 153,140	\$ 153,140	\$ -	7	16	2.6
	2	Pathway Homes	1994 CRSVA/PH/PRS SHP	PSH	77	90%	\$ 239,515	\$ 239,515	\$ -	6	16	2.5
	3	Pathway Homes	2014 Pathway Homes SHP	PSH	76	88%	\$ 1,383,177	\$ 1,383,177	\$ -	50	55	4.0
	4	Pathway Homes	2009 Pathway Homes SHP	PSH	76	88%	\$ 189,079	\$ 189,079	\$ -	7	7	3.6
	5	Pathway Homes	2007 Pathway Homes SHP	PSH	76	88%	\$ 189,428	\$ 189,428	\$ -	7	7	3.6
	6	DHCD	DHCD/Pathway Homes SPC 9C	PSH	76	88%	\$ 423,290	\$ 423,290	\$ -	22	25	2.4
	7	Pathway Homes	1995 CRSVA/PH/PRS SHP	PSH	76	88%	\$ 319,499	\$ 319,499	\$ -	4	14	2.2
	8	New Hope Housing	PSH Group Homes	PSH - Group Home	75	87%	\$ 368,838	\$ 368,838	\$ -	16	16	2.8
	9	Shelter House	Rapid Re-Housing Project	RRH - DV	75	87%	\$ 452,630	\$ 452,630	\$ -	15	40	1.8
	10	DHCD	DHCD/Pathway Homes SPC 1C	PSH	74	86%	\$ 587,089	\$ 587,089	\$ -	29	34	2.4
	11	FACETS	TRIUMPH PSH	PSH	73	85%	\$ 189,160	\$ 189,160	\$ -	7	9	3.5
	12	DHCD	DHCD/Pathway Homes SPC 10C	PSH	73	85%	\$ 954,151	\$ 954,151	\$ -	50	59	2.8
	13	Pathway Homes	1991 Pathway Homes SHP Expansion	PSH	73	85%	\$ 235,845	\$ 235,845	\$ -	6	18	3.0
	14	Second Story	Rapid Rehousing for TAY (18-24)	RRH - TAY	73	85%	\$ 214,880	\$ 214,880	\$ -	11	17	1.7
	15	FACETS	TRIUMPH III PSH	PSH	71	83%	\$ 691,744	\$ 691,744	\$ -	10	10	3.3
Reallocation	16	FACETS	TRIUMPH III <i>Reallocation</i>	PSH	Expansion	N/A	\$ 15,000	\$ 15,000	\$ -	1	2	N/A
	17	Shelter House	RISE	PSH	70	81%	\$ 565,668	\$ 565,668	\$ -	20	67	1.6
	18	Pathway Homes	2015 Pathway Homes SHP	PSH	69	80%	\$ 590,776	\$ 590,776	\$ -	22	22	4.0
	19	Pathway Homes	2011 Pathway Homes SHP	PSH	68	79%	\$ 384,386	\$ 384,386	\$ -	10	25	3.3
	20	FACETS	Linda's Gateway PSH	PSH - Group Home	67	78%	\$ 444,555	\$ 334,049	\$ 110,506	4	22	2.7
1st Time Rene	21	Shelter House	DV Rapid Re-Housing Project	RRH - DV	Not Score	Not Score	\$ 405,006		\$ 405,006	33	83	N/A
New	22	FACETS	2019 PSH	PSH	New	New			\$ 224,921	6	11	N/A
	23	Pathway Homes	2019 PSH	PSH	New	New			\$ 224,921	9	9	N/A
	24	Shelter House	DV Rapid Re-Housing Project 2	RRH - DV	New	New			\$ 408,538	33	83	N/A
							\$ 8,996,856	\$ 8,481,344	\$ 1,373,892	385	667	

PSH - Singles  
 RRH  
 PSH - Families  
 New





To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

SENT ON BEHALF OF THE COC RANKING COMMITTEE

September 5, 2019

Dear CoC Applicants,

As you know, HUD has once again required the ranking and tiering process as part of the 2019 HUD CoC Program Competition, limiting the percent of the CoC's funding request that can be placed in Tier 1. This was a requirement in prior competitions and as such, our CoC utilized the previously established process to rank and tier projects this year as well.

The CoC Committee met and reappointed the Ranking Committee. The Ranking Committee consists of:

Lesley Abashian	Human Services Director, City of Fairfax
Thomas Barnett	Deputy Director, Fairfax County Office to Prevent and End Homelessness
Hilary Chapman	Housing Program Manager, Metropolitan Washington Council of Governments
Verdia Haywood	Former Fairfax County Deputy Executive Director for Human Services
Peaches Pearson	Supervisory Team Lead, Office of Administration for US General Services Administration
Dipti Pidikiti-Smith	Deputy Director of Advocacy, Legal Services of Northern Virginia
Lisa Whetzel	Executive Director, Britepaths
Gerry Williams	Former Chair, Communities of Faith United for Housing

Verdia Haywood and Peaches Pearson were unable to join for the Ranking Committee deliberations this year.

The Ranking Committee reviewed the guidance provided in the NOFA on the ranking process instituted as part of HUD's 2019 CoC Program Competition. In addition, they examined information on all renewal and new project applications submitted as part of the Competition, including the project monitoring and evaluation tool scores. System-wide capacity information, including Housing Inventory Count and Prioritization Pool data, was also reviewed.

The Ranking Committee members were intensely aware of the impact and importance of their choices and thus deliberated carefully. This process has remained challenging as all of the CoC's renewal and new projects provide or propose permanent housing. The Ranking Committee members expressed appreciation for all of your ongoing efforts to end homelessness in our community.

Following discussion, the Ranking Committee reached a vote with unanimous approval of the final Priority Listing, which is attached. The projects will be ranked in this order in the CoC's 2019 Collaborative Application. As previously expressed, we are unable to project what HUD will choose to fund in this competitive process.

Once again, I thank you for our ongoing partnership.

Dean H. Klein, MSW  
Director

	#	Project Name	Agency Name
<b>TIER 1</b>	1	1991 CRSC/Pathway Homes SHP	Pathway Homes
	2	1994 CRSVA/PH/PRS SHP	Pathway Homes
	3	2014 Pathway Homes SHP	Pathway Homes
	4	2009 Pathway Homes SHP	Pathway Homes
	5	2007 Pathway Homes SHP	Pathway Homes
	6	DHCD/Pathway Homes SPC 9C	Fairfax County DHCD
	7	1995 CRSVA/PH/PRS SHP	Pathway Homes
	8	PSH Group Homes	New Hope Housing
	9	Rapid Re-Housing Project prioritizing victims of DV	Shelter House
	10	DHCD/Pathway Homes SPC 1C	Fairfax County DHCD
	11	TRIUMPH Permanent Supportive Housing	FACETS
	12	DHCD/Pathway Homes SPC 10C	Fairfax County DHCD
	13	1991 Pathway Homes SHP Expansion	Pathway Homes
	14	Rapid Rehousing for Transition Age Youth	Second Story
	15	TRIUMPH III Permanent Supportive Housing	FACETS
	16	TRIUMPH III Permanent Supportive Housing ( <i>expansion</i> )	FACETS
	17	RISE	Shelter House
	18	2015 Pathway Homes SHP	Pathway Homes
	19	2011 Pathway Homes SHP	Pathway Homes
<b>1&amp;2</b>	20	Linda's Gateway Permanent Supportive Housing ( <i>75% in Tier 1, 25% in Tier 2</i> )	FACETS
<b>TIER 2</b>	21	Domestic Violence Rapid Re-Housing Project	Shelter House
	22	FACETS Dedicated Plus ( <i>new</i> )	FACETS
	23	2019 Pathway Homes SHP ( <i>new</i> )	Pathway Homes
	24	Domestic Violence Rapid Re-Housing Project 2 ( <i>new</i> )	Shelter House



## 2019 HUD CoC Program Competition - Ranking Information [Priority Lis...

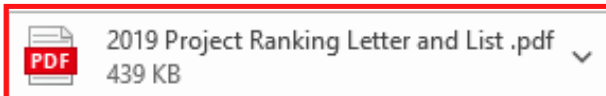


Ergas, Jamie

To DHCD - Laura Lazo; DHCD - Kehinde Powell; 'FACETS - Joe Fay';  
 'FACETS - Greg Meeropol'; Edwina Hall-Jackson; Colin Davis; +27 others  
Cc Klein, Dean H.; OPEH - Tom Barnett

9/6/2019

You forwarded this message on 9/12/2019 9:23 AM.



Good morning HUD CoC Grantees,

First, thank you for your diligent work in completing the new and renewal project applications. Your efforts and collaboration to accomplish this aspect of the competition is greatly appreciated. The CoC Ranking Committee met on Wednesday, September 4th and after careful and thoughtful deliberations, ranked all 24 applications. A letter from Dean containing important information regarding our CoC's ranking process and the final ranking order are attached. All applications have been uploaded and ranked in e-snaps at this time. I would like to publicly thank the CoC and Ranking Committee members for their efforts; the charge of ranking the projects has become increasingly difficult each competition cycle.

To comply with this year's NOFA instructions, all grantees will be receiving individual emails to serve as the official acknowledgment that the CoC has accepted your project application(s) for inclusion in the CoC's Collaborative Application. The entire CoC Application, including the ranking process and order, will be available on the OPEH website prior to the end of the competition.

Please let me know if you have any questions. Again, thank you.

Sincerely,  
Jamie

Date CoC Priority Listing was posted publicly to the CoC Website | 09/20/2019

CONTACT INFORMATION: Our office is open 9AM-5PM M-F  
703-324-9492 TTY 711  
OPEHGeneralMail@fairfaxcounty.gov  
12011 Government Center Parkway, Suite 942 Fairfax, VA 22035  
Dean Klein, Director

DEPARTMENT RESOURCES  
Department Homepage  
Emergency Shelters  
Homelessness In Our Community  
How to Help  
Nonprofit Partners  
10 Year Plan  
Continuum of Care  
Hypothermia Prevention Program  
The Partnership  
Consumer Advisory Council  
Housing First

2019 CoC Competition  
2019 CoC Competition, CoC Application 12.03 MB  
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2019 CoC Competition New Funding Opportunities Information 466.83 KB  
2019 CoC Competition, Agency Capacity Form 174.91 KB  
2019 CoC Competition, HIC, PIT, & Pool Data 411.11 KB  
2019 CoC Competition, New Project Application 580.07 KB

2:05 PM  
9/20/2019

Applicant: Fairfax County CoC VA-601  
Project: VA-601 CoC Registration FY2019 COC\_REG\_2019\_170737

**Before Starting the Project Listings for the CoC Priority Listing**

**The FY 2019 CoC Consolidated Application requires TWO submissions. Both this Project Priority Listing AND the CoC Application MUST be submitted prior to the CoC Program Competition deadline as required by the FY 2019 CoC Program Competition NOFA.**

The FY 2019 CoC Priority Listing includes the following:

- Reallocation forms – must be completed if the CoC is reallocating eligible renewal projects to create new projects as described in the FY 2019 CoC Program Competition NOFA.
- New Project Listing – lists all new project applications created through reallocation, the CoC Bonus, and DV Bonus that have been approved and ranked or rejected by the CoC.
- Renewal Project Listing – lists all eligible renewal project applications that have been approved and ranked or rejected by the CoC.
- UFA Costs Project Listing – applicable and only visible for Collaborative Applicants that were designated as a Unified Funding Agency (UFA) during the FY 2019 CoC Program Registration process. Only 1 UFA Costs project application is permitted and can only be submitted by the Collaborative Applicant.
- CoC Planning Project Listing – Only 1 CoC planning project is permitted per CoC and can only be submitted by the Collaborative Applicant.
- YHDP Project Listing – lists the eligible YHDP renewal project for the CoC that must be approved and ranked or rejected by the CoC.
- HUD-2991, Certification of Consistency with the Consolidated Plan – Collaborative Applicants must attach an accurately completed, signed, and dated HUD-2991.

**Things to Remember:**

- All new, renewal, and YHDP projects must be approved and ranked or rejected on the Project Listings.
- Collaborative Applicants are responsible for ensuring all project applications are accurately appearing on the Project Listings and there are no project applications missing from one or more Project Listings.
- If a project application(s) is rejected by the CoC, the Collaborative Applicant must notify the project applicant(s) no later than 15 days before the CoC Program Competition application deadline outside of e-snaps and include the reason for rejection.
- For each project application rejected by the CoC the Collaborative Applicant must select the reason for the rejection from the dropdown provided.
- If the Collaborative Applicant needs to amend a project application for any reason after ranking has been completed, the ranking of other projects will not be affected; however, the Collaborative Applicant MUST ensure the amended project is returned to the applicable Project Listing AND re-rank the project application BEFORE submitting the CoC Priority Listing to HUD in e-snaps.


Additional training resources are available online on the CoC Training page of the HUD Exchange at: <https://www.hudexchange.info/resource/2916/project-priority-listing-coc-consolidated-application/>

2:07 PM  
9/20/2019

Date CoC Priority Listing was posted to CoC Social Media | 09/20/2019

**Posts**

**Fairfax County Office to Prevent and End Homelessness** 8 mins · 🌐



Fairfax County's Continuum of Care is applying for **\$9,985,236** to support 20 permanent supportive housing projects, 4 rapid rehousing projects, and a planning grant through HUD's CoC Program Competition. A complete draft of the CoC Application and Priority Listing is available on OPEH's website for review. Should you have any comments or suggestions, please send them to [jamie.ergas@fairfaxcounty.gov](mailto:jamie.ergas@fairfaxcounty.gov) by Wednesday, September 25<sup>th</sup>.

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9/20/2019

Windows taskbar with icons for Edge, Word, and other applications. System clock shows 2:24 PM 9/20/2019.

Date CoC Priority Listing was posted to CoC Listserv | 09/23/2019

## Announcement | HUD CoC Program - CoC Application



Ergas, Jamie

To

9:22 AM

Bcc [HS-OPEH](#); [Asian-American Homeownership Counseling, Inc. - Song Hutchins](#); [Becca Burgan](#);  
[BETH EL HOUSE - Melonie Barrow](#); [BETHANY HOUSE - Olga Johnson](#); **+98 others**

Good morning CoC Members,

To continue to receive CoC announcements, subscribe to the listserv by clicking [here](#) and selecting "Homeless Services Information" under the Office to Prevent and End Homelessness.

Sincerely,  
Jamie

**From:** LISTSERV OPEH SERVICES INFO <[OPEHSERVICESINFO@fairfaxcounty.gov](mailto:OPEHSERVICESINFO@fairfaxcounty.gov)>

**Sent:** Friday, September 20, 2019 2:09 PM

**To:** [OPEHSERVICESINFO@LISTSERV.FAIRFAXCOUNTY.GOV](mailto:OPEHSERVICESINFO@LISTSERV.FAIRFAXCOUNTY.GOV)

**Subject:** Announcement | HUD CoC Program - CoC Application

### Fairfax-Falls Church Community Partnership to Prevent and End Homelessness



#### Funding Information Announcement



#### Funding Information

##### CoC Application

Fairfax County's Continuum of Care is applying for \$9,985,236 to support 20 permanent supportive housing projects, 4 rapid rehousing projects, and a planning grant through HUD's CoC Program Competition. A complete draft of the CoC Application and Priority Listing is available on [OPEH's website](#) for review. Should you have any comments or suggestions, please send them to [jamie.ergas@fairfaxcounty.gov](mailto:jamie.ergas@fairfaxcounty.gov) by Wednesday, September 25th.

##### Housing Trust Fund – Homeless Reduction Grant

Registration is now open for the 2019 Housing Trust Fund – Homeless Reduction Grant How to Apply Webinar. The webinar will be held on September 26th from 2p – 4p. Click [here](#) to register. Grant applications are due October 30th.

Fairfax County Office to Prevent and End Homelessness  
13044 Government Center Plaza, Suite 024

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10:54 AM  
9/23/2019

Date CoC Application was posted publicly to the CoC Website | 09/20/2019

https://www.fairfaxcounty.gov/homeless/2019-coc-competition

RESIDENTS BUSINESS GOVERNMENT **FAIRFAX COUNTY** VIRGINIA SERVICES CONNECT SEARCH

Homelessness, Office to Prevent and End 2019 CoC Competition

CONTACT INFORMATION: Our office is open 9AM-5PM M-F

703-324-9492 TTY 711 OPEHGeneralMail@fairfaxcounty.gov 12011 Government Center Parkway, Suite 942 Fairfax, VA 22035 Dean Klein, Director

DEPARTMENT RESOURCES

- Department Homepage
- Emergency Shelters
- Homelessness In Our Community
- How to Help
- Nonprofit Partners
- 10 Year Plan
- Continuum of Care
- Hypothermia Prevention Program
- The Partnership
- Consumer Advisory Council
- Housing First

**2019 CoC Competition**

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https://www.fairfaxcounty.gov/homeless/hypothermia-prevention-program

2:05 PM 9/20/2019

Applicant: Fairfax County CoC VA-601  
Project: VA-601 CoC Registration FY2019 COC\_REG\_2019\_170737

**Before Starting the CoC Application**

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2019 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2019 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (\*), which are mandatory and require a response.

2:11 PM 9/20/2019

Date CoC Application was posted to CoC Social Media | 09/20/2019

Posts

 **Fairfax County Office to Prevent and End Homelessness** 8 mins · 🌐

**FAIRFAX-FALLS CHURCH COMMUNITY Partnership to Prevent and End Homelessness**

Fairfax County's Continuum of Care is applying for **\$9,985,236** to support 20 permanent supportive housing projects, 4 rapid rehousing projects, and a planning grant through HUD's CoC Program Competition. A complete draft of the CoC Application and Priority Listing is available on OPEH's website for review. Should you have any comments or suggestions, please send them to [jamie.ergas@fairfaxcounty.gov](mailto:jamie.ergas@fairfaxcounty.gov) by Wednesday, September 25<sup>th</sup>.

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2:24 PM 9/20/2019



Date CoC Application was posted to CoC Listserv | 09/23/2019

## Announcement | HUD CoC Program - CoC Application



Ergas, Jamie

To

9:22 AM

Bcc HS-OPEH; Asian-American Homeownership Counseling, Inc. - Song Hutchins; Becca Burgan;  
BETH EL HOUSE - Melonie Barrow; BETHANY HOUSE - Olga Johnson; +98 others

Good morning CoC Members,

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Sincerely,  
Jamie

From: LISTSERV OPEH SERVICES INFO <[OPEHSERVICESINFO@fairfaxcounty.gov](mailto:OPEHSERVICESINFO@fairfaxcounty.gov)>  
Sent: Friday, September 20, 2019 2:09 PM  
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Subject: Announcement | HUD CoC Program - CoC Application

### Fairfax-Falls Church Community Partnership to Prevent and End Homelessness



#### Funding Information Announcement



#### Funding Information

##### CoC Application

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Fairfax County Office to Prevent and End Homelessness  
12014 Government Center Plaza, Suite 004

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10:54 AM  
9/23/2019



Northern Virginia  
Family Service

September 16, 2019

**Stephanie Berkowitz**  
President and CEO

HUD Headquarters

To whom it may concern:

**Administrative Offices**

10455 White Granite Dr.  
Suite 100  
Oakton, VA 22124  
571.748.2500 • nvfs.org

Northern Virginia Family Services is committed to workforce development and our Training Futures program is a core and priority service area within our organization. Training Futures, a nationally recognized workforce development program with proven results, provides training for living-wage professional office careers. This program offers an innovative curriculum in a simulated office environment with two primary goals: to help under- and unemployed adults secure professional careers with potential for advancement and to meet the needs of local employers who seek qualified, entry-level workers.

**Program Centers**

**City of Alexandria**  
Healthy Families

Training Futures was launched in 1996 and has since trained more than 2,200 people from diverse backgrounds and experiences, including those that experience homelessness. Within six months of graduation, 72% of trainees secure full-time employment in an office environment. The employment rate of graduates far exceeds those of other national programs, placing Training Futures in the top-performing echelon.

**Arlington County**  
Early Head Start  
Head Start  
Multicultural Center

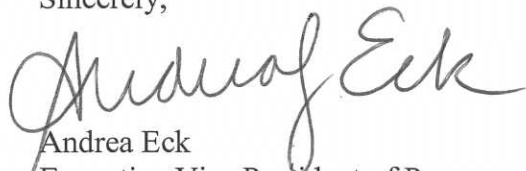
In the operation of this program, Northern Virginia Family Services collaborates with Fairfax County's Continuum of Care as well as local non-profits serving individuals and families experiencing homelessness to ensure this training and career advancement opportunity is available to this population.

**Fairfax County**  
Clock Tower Thrift Shop  
- Centreville  
Clock Tower Thrift Shop  
- Falls Church  
Multicultural Center  
Training Futures

**Loudoun County**  
Early Head Start

Sincerely,

**City of Manassas**  
SERVE Campus

  
Andrea Eck  
Executive Vice President of Programs

**Prince William County**  
Early Head Start  
Hilda Barg Homeless  
Prevention Center





# County of Fairfax, Virginia

## MEMORANDUM

**DATE:** August 14, 2019

**TO:** Cathy Muse, Director  
Department of Procurement and Material Management

**VIA:** Craig Carinci, Director *cc*  
Stormwater Planning Division  
Department of Public Works and Environmental Services

**FROM:** Heather Ambrose, MS4 Coordinator *haa*  
Stormwater Planning Division  
Department of Public Works and Environmental Services

**SUBJECT:** Litter Cleanup Program Pilot with The Lamb Center and New Hope Housing

Fairfax County Stormwater Planning Division (SWPD) requests an exception to Competitive Procurement Requirements under Exception 15. Pilot Programs in Procedural Memorandum No. 12-19.

This pilot will provide part-time, temporary employment experience and compensation to shelter and drop-in clients in need and at the same time, assist SWPD with litter removal in or around streams and the removal of invasive plants. While this program will be overseen by SWPD, there will be coordination with the Maintenance & Stormwater Management Division and Fairfax County Park Authority as these removal efforts may take place on their property. For additional information on the responsibilities of the county and the nonprofits, please see the attached Scope of Work document.

Background:

Stormwater runoff is rain or melting snow that flows over land and impervious areas such as streets, parking lots and roof tops. The runoff can collect materials that may have been on the land surface including oils that may drip from vehicles, spills that have not been cleaned up, excess fertilizer, soaps from vehicle and equipment washing operations, broken glass and other litter. In many cases the water flows across paved or unpaved surfaces into a storm drain and then is piped either into a stormwater pond or directly to the streams. In other cases, the water may drain across paved or unpaved surfaces directly into the streams without going through a pipe. This can pollute local streams and the Chesapeake Bay and damage wildlife habitats.

Department of Public Works and Environmental Services  
Stormwater Planning Division

12000 Government Center Parkway, Suite 449  
Fairfax, VA 22030-0052

Phone: 703-324-5500, TTY 711, FAX: 703-802-5955  
[www.fairfaxcounty.gov/publicworks](http://www.fairfaxcounty.gov/publicworks)



05:07 PM AUG 14 2019



Cathy Muse

Litter Cleanup Program Pilot with The Lamb Center and New Hope Housing

Page 2 of 3

Depending on the amount and speed of the stormwater runoff, erosion and flooding may also occur. Storm drains that are blocked with yard waste or other trash may cause flooding and pollute waterways.

Federal and state laws require the county to apply for and maintain a Municipal Separate Storm Sewer System (MS4) permit, issued by the Virginia Department of Environmental Quality, for the stormwater system owned and operated by the county that discharges to waters of the state through regulated outfalls. The goal of the permit is to reduce the discharge of polluted stormwater to streams, and to prevent anything other than rain or melted snow from entering the MS4, to the maximum extent practicable.

As an effort to remove litter from waterways throughout the county, SWPD would like to collaborate with the Office to Prevent and End Homelessness (OPEH) and the following non-profits that operate facilities in the county which provide services to homeless clients:

Non-Profit	Emergency shelter	Human Services Region
New Hope Housing	Eleanor U. Kennedy Community Shelter	I
	Bailey's Crossroads Community Shelter	II
The Lamb Center	Homeless Drop-In Facility	IV

As referenced in the chart above, the services provided by these non-profits will cover three of the four human service regions of the county. The non-profit that operates the region III shelter is not included on this pilot as they have opted to not participate. However, they have requested to be engaged in the conversation if this pilot becomes a program. OPEH manages the contracts with New Hope Housing and will assist SWPD in providing guidance when working with the community shelters. These shelters provide a range of supportive services to the homeless clients in their respective regions, including employment assistance. In addition, The Lamb Center currently has a similar program with the City of Fairfax that has been very successful. Their knowledge will guide SWPD through the early phases of this program.

Pilot Strategy and Schedule:

The pilot program will both help improve the water quality of our streams and offer temporary employment to some of the county's most vulnerable. The Scope of Work document discusses the responsibilities for SWPD's proposed three-month (12 week) pilot with The Lamb Center and New Hope Housing.


Estimated Cost:

The total cost per region, as summarized below, includes personnel, liability insurance, client compensation, client transportation, lunch and administrative costs for the pilot period.

#	Non-Profit	Region	Cost
1	New Hope Housing	I	\$26,993
		II	\$26,993
2	The Lamb Center	IV	\$27,750
<b>TOTAL:</b>			\$81,736

If you are in concurrence with the acceptance of this exception, please sign your approval.

Approved:

  
Cathy Muse, Director  
Department of Procurement and Material Management

  
Date

Attachment(s): As stated

cc: Randolph W. Bartlett, Director, Department of Public Works and Environmental Services  
Dean Cline, Director, Office to Prevent and End Homelessness  
Abby Dunner, Singles Programs Manager, Office to Prevent and End Homelessness  
Catherine Tran, Management Analyst III, Office to Prevent and End Homelessness  
Barbara Nugent, Director, Fairfax County Park Authority  
Jeff Winkle, Region Manager, Park Operations Division, FCPA  
Mark Plourde, Region Manager, Park Operations Division, FCPA  
Doug Kissick, Contract Analyst II, Department of Procurement and Material Management  
Hans Christensen, Director, Solid Waste Operations Division  
Chad Crawford, Director, Maintenance & Stormwater Management Division, DPWES  
Tara Cifci, Financial Specialist II, Maintenance & Stormwater Management Division, DPWES  
PJ Tierno, Program Manager, Maintenance & Stormwater Management Division, DPWES  
Emily Burton, MS4 Program Analyst, Stormwater Planning Division, DPWES

## CHARTER

**Committee Name**      **Racial Equity and Data Committee**

**Committee Purpose & Scope**      The Committee will present qualitative and quantitative data to County leadership on disproportionate representation of minorities entering the Fairfax County homeless system with recommendations for next steps.

**Mission**      Provide new and existing data to County leadership that will inform policies, procedures and contracts to aid in the goal of greater racial equity in County programs and processes.

**Vision**      While working to prevent and end homelessness for all households in Fairfax County, identify and eliminate root causes of disproportionate minority representation in homeless system.

**Background**      Fairfax County Office to Prevent and End Homelessness has been working to end Homelessness through the implementation of a ten-year plan which ended in December 2018. During this time, homelessness was reduced by nearly 50%. The Governing Board of the Fairfax-Falls Church Community Partnership is now working to identify next steps to continue this work.

Over the past several years, Fairfax County worked to develop the [One Fairfax](#) policy which was adopted by the Board of Supervisors and the School Board in November 2017. This policy “commits both boards to consider equity in decision-making and in the development and delivery of future policies, programs and services.”

As part of the One Fairfax effort, the Office to Prevent and End Homelessness has identified a seriously disproportionate representation of African-Americans in the Fairfax County homeless system. Data from 2012-2016 shows 64% of families and 49% of singles in shelter are African-American while only 10% of the population are African-American. This disproportionate representation is not unique to Fairfax as was shared in the [Supporting Partnerships for Anti-Racist Communities Phase 1 Study](#) findings in March 2018.

In addition, the Department of Housing and Urban Development released a [Racial Equity Analysis](#) tool in January 2019 showing the racial make-up of those experiencing homelessness during the 2018 Point in Time in all Continuums of Care in the U.S.

The Office to Prevent and End Homelessness is committed to addressing a range of issues around racial in/equity in terms of who is coming into our system of care, how people are treated while in our programs, and who is providing services. The Racial Equity and Data Committee is a part of this larger effort to create a more just and equitable system of care.

**Goals and Strategies**

1. Gather qualitative and quantitative data to explain barriers (gaps in services, resources and policy) to racial equity in the homeless system.
  - a. Determine methods to ID barriers (services, resources and policy)
  - b. Gather stakeholder input including staff and clients with experiences of homelessness
  - c. Create work plan with timelines
2. Determine recommendations to decrease disparities. Recommendations will likely include an emphasis on policy and system alignment and targeting of funding resources.
  - a. Gain committee consensus on recommendations to present to County leadership

**Outcomes/Impact**

*Short-term*

- Barriers identified
- Recommendations finalized and passed to County leadership
- Mid-term and long-term outcomes, measurement process defined, resources committed

*Mid-term*

- Recommendations implemented and monitored

*Long-term*

- Racial disparities decrease in homeless system

**Outcomes/Process**

- Broad-based stakeholder input
- Research
- Data analysis

**Committee Membership**

<i>Organization</i>	<i>Representative</i>
Coordinated Services Planning	Aimee Garcia, Brenda Sweet
Cornerstones	Maura Williams
Department of Family Services	Bobbi Mason
Fairfax County Public Schools	Kathi Sheffel
Neighborhood and Community Services	Pallas Washington
New Hope Housing	Dana Murray
Office of the County Executive	Marlon Murphy
Office to Prevent and End Homelessness	Tom Barnett, Sharon Price Singer
Shelter House	Joycelyn Boafo

**Timeline**

- Dec. 2018 – Committee Established by OPEH
- Jan. 2019 – First meeting
- Feb. 2019 – Review and adopt charter
- March – May 2019 – Gather quantitative data, conduct interviews
- June 2019 – Initial recommendations to County leadership

## Resources Needed

In the short-term, data will be needed from a range of County partners including Coordinated Services Planning and FCPS Homeless Liaison Office. Further analysis of data from the Homeless Management Information System may be required. Interviews with staff and current and past program clients must be scheduled.



## RACE EQUITY SUMMARY REPORT

The following is a baseline Racial Equity Analysis Tool developed by the National Alliance to End Homelessness to identify:

- 1) Who is experiencing homelessness (based on number of unduplicated tool of people in homeless programs in HMIS – ES, TH, RRH, PSH, OPH, SH),
- 2) Who gets into crisis housing (based on the total number of unduplicated entries into ES and TH),
- 3) Who gets into permanent housing (based on the total number of exits to permanent housing from homeless programs in HMIS – ES, TH, RRH, PSH, OPH, SH), and,
- 4) Who returns to homelessness (based on the total number of returns to homelessness by racial group)

The 2018 (calendar year) data Racial Disparity Assessment identified that people of minority races or ethnicities were more likely to experience homelessness and to access housing crisis services, although the rate of entry into transitional housing was less than the rate into emergency shelter entry. The percent of exits to permanent housing for minority races or ethnicities was similar to the rate of minority races or ethnicities experiencing homelessness. The percent of returns to homelessness was also similar to the rate of minority races or ethnicities experiencing homelessness. The data used in this analysis is attached.

## RACE EQUITY DATA

Start Date: 1/1/2018

End Date: 12/31/2018

### 1-Who Experiences Homelessness?

Enter the unduplicated total number of people in HMIS for each racial and ethnic group below

White	African American	Native American	All Other Races	Total
903	1216	32	122	2273
40%	53%	1%	5%	

Hispanic	Not Hispanic	Total
267	2006	2273
12%	88%	

### 2-Who Gets into Crisis Housing?

Enter the total number of each group entering *Emergency Shelter*

White	African American	Native American	All Other Races	Total
592	952	26	79	1649
36%	58%	2%	5%	

Hispanic	Not Hispanic	Total
165	1484	1649
10%	90%	

Enter the total number of each group entering *Transitional Housing*

White	African American	Native American	All Other Races	Total
74	100	2	6	182
41%	55%	1%	3%	

Hispanic	Not Hispanic	Total
50	132	182
27%	73%	

### 3-Who Gets into Permanent Housing?

*Enter the total number of exits to Permanent Housing from all project types by group*

White	African American	Native American	All Other Races	Total
127	311	8	25	471
27%	66%	2%	5%	

Hispanic	Not Hispanic	Total
36	448	484
7%	93%	

### 4-Who Returns to Homelessness?

*Enter the total number of returns to homelessness by race below*

White	African American	Native American	All Other Races	Total
185	374	6	13	578
32%	65%	1%	2%	

Hispanic	Not Hispanic	Total
60	517	577
10%	90%	



## Background for Equity Leads

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### Role of an Equity Lead

The role of an equity lead is to work with the leadership of his/her department to build capacity within the organization to consider racial and social equity when making policies, planning, and delivering programs and services. Equity leads will be provided with learning opportunities to build their foundational understanding of key concepts and will be guided through a process to engage their departmental leadership.

### Technical Assistance for Equity Leads

There will be technical assistance for equity leads throughout this process. There is access to people in government working on equity through membership in the Government Alliance on Race and Equity (GARE), as well as information and expertise from regional and national sources. Guidance and assistance will also be provided by the One Fairfax Policy Advisors and Chief Equity Officer. Equity leads will have opportunities to discuss successes and challenges with one another as we work to advance equity. Learning opportunities will also be available to lay the foundation for this work.

### Foundational Learning

The first step is a period of learning and understanding foundational concepts. This began with the February 26, 2019 Equity Lead Onboarding and will continue throughout this year and beyond (see a summary of the event later in this document). Equity leads will emerge from this learning period with a working understanding of the following:

- **Role of government** – understanding the impact of governmental policies and impacts upon people and collective communities. Exploring the importance of intentionality and unintended consequences of policy.
- **Addressing racialized inequity** – understanding what equity and inequity looks like in Fairfax County and beyond. Learning the role bias plays as an obstacle to equity. Exploring the outcomes of policy and practices on persons of color because their results differ from similarly situated Whites.
- **Structural racialization** – understanding that practice, cultural norms, and institutional arrangements create and maintain racialized outcomes.
- **Determinants of equity** – understanding the root causes of equity within Fairfax County and beyond. Exploring intentional responses for government and community to reduce the root causes of inequity.
- **Equity tools** – equity tools are designed to integrate explicit consideration of racial and social equity in decisions, including policies, practices, programs, and budgets. The use of tools is both a product and a process. Use of an equity tool can help to develop strategies and actions that reduce racial inequities and improve success for all groups.
- **Building accountability mechanisms** – developing mechanisms for collecting data and evaluating progress will help measure whether racial and social equity is being advanced. Accountability entails putting processes, policies, and leadership in place to ensure that program plans, evaluation recommendations, and actions lead to the identification and elimination of the root causes of inequities.

- **Communicating about equity** – understanding how to communicate about racial equity is important for success. Poor communication about race can trigger implicit bias or perpetuate stereotypes, often unintentionally.
- **Organizing for equity** – individual approaches are important but are not enough. To achieve equity, implementation of a comprehensive strategy is necessary. Organizations need to be committed to the breadth (all functions) and depth (throughout hierarchy) of institutional transformation. To achieve racial and social equity in the community, local and regional government must work in partnership with communities and other institutions.
- **Developing action plans** – equity action plans can put a theory of change into action to achieve a collective vision of racial and social equity. Plans can drive institutional and structural change.

## Next Step: Meetings with Departmental Leadership

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Equity leads will engage department leadership to understand where the organization is in terms of considering equity in the organization's policies, programs, and practices. As you have this conversation, ask the following questions:

1. How can equity be supported through your organization's vision, mission, and values?
2. How is a commitment to advancing equity reflected in your organization in the following areas?
  - *Organizational Commitment* (e.g., shared language on equity; equity reflected in strategic plan; staff understand the connection of their work to equity)
  - *Leadership and Management* (e.g., leaders and managers seek staff input in equity work; department is part of a network on equity)
  - *Workforce* (e.g., efforts to recruit and retain diverse candidates; racial equity and cultural responsiveness included in position descriptions; staff training in equity)
  - *Community Access and Partnership* (e.g., representatives from communities of color are participants in the development of programs, policies, and services that impact them; accounting for non-English speakers in the delivery of services)
  - *Contracting* (e.g., grants and contracts are awarded to organizations that serve communities of color; procedures remove participation barriers for communities of color)
  - *Data, Metrics and Continuous Quality Improvement* (e.g., demographic data is collected on customers; race and ethnicity data are used to understand impacts of decisions)
3. What activities is your department engaging in that advance equity?
4. What challenges do you face in considering equity?

### Looking Ahead

As we build capacity to consider equity, we will work to create access to opportunity and remove barriers to it. This work includes thinking through what factors contribute to equity and developing a plan for learning within the organization; inward-facing or outward-facing strategies for increased opportunity and access in organizational practices; strengthening partnerships that affect the equity drivers; and being accountable for results.

## Summary: Equity Lead Onboarding, February 26, 2019

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### Role of Government in Equity

The policies, practices, and systems in our environment, including those of government, have led to the conditions and outcomes we see today. Government plays a role in working upstream to improve conditions and outcomes.

The Government Alliance on Race and Equity (GARE) is a national network of governments working to achieve racial equity and advance opportunities for all. Their framework has three areas. Fairfax County is working on normalizing and organizing, with the goal of moving toward operationalizing.

1. Normalize: Have shared definitions and prioritize equity work
2. Organize: Build internal infrastructure and partnerships
3. Operationalize: Use equity tools and use data to develop strategies and drive results

### Determinants of Equity

Upstream policies, practices, and systems affect conditions and outcomes. In the “unhealthy stream,” racism, bias, and inequity lead to adverse social and economic conditions such as poor quality schools and food insecurity, which result in outcomes such as unemployment and poor health. In the “healthy stream,” pro-equity policies and practices lead to improved determinants of equity such as quality education, economic development, and affordable housing. Examples of outcomes from the “healthy stream” are educational success, economic well-being, and good health.

### Definitions

**Equality** means that every person gets the same thing (e.g., a stadium has the same number of restrooms for men and women). **Equity** means having policies, practices, and procedures that ensure equitable outcomes (e.g., women would get more bathroom stalls since their lines are longer). Other related terms are **diversity**: representation of different identities and cultures, and **inclusion**: participation of different identities and cultures.

**Prejudice** is a preconceived opinion that is not based on reason or actual experience. **Bias** is prejudice in favor of or against one thing, person, or group compared with another. Bias can be at the individual or institutional level and can be explicit or implicit. **Explicit bias** is expressed directly and operates consciously. **Implicit bias** is expressed indirectly and operates subconsciously.

### Working with People

As people work to make change, there are *resistors* who are opposed, *apathetics* who are on the line, *incubators* who may help, and *advocates* who will help. Don't worry about the resistors. Find the advocates, and work on the apathetics and incubators to bring them toward action.

Laying it on the Line exercise (we moved along a continuum to answer questions like “All hiring and promotion decisions should be based solely on merit”): The takeaway is that we may not all have the same definitions, but often we are working in the same direction. It is often the context, not the content, where we may disagree.

## Summary: Equity Lead Onboarding, February 26, 2019

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### One Fairfax

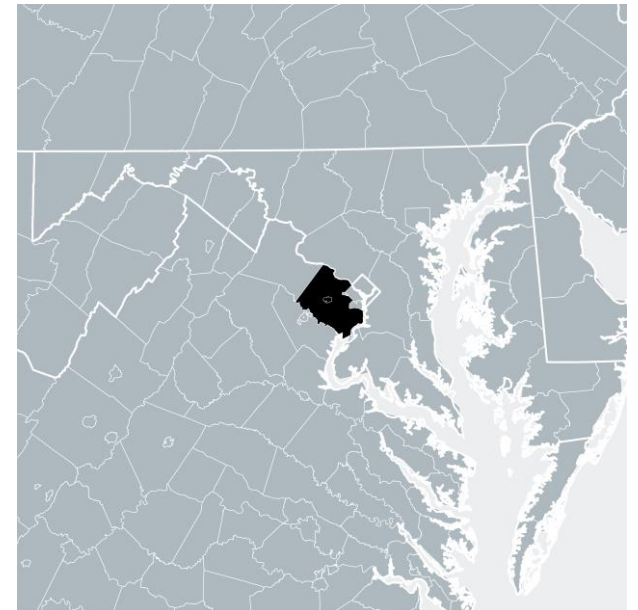
There are areas of low opportunity in Fairfax County, and resources such as the [Equitable Growth Profile of Fairfax County](#); [Getting Ahead: The Uneven Opportunity Landscape in Northern Virginia](#); [Racial Inequities in Fairfax County 2011-2015](#); and the [Live Healthy Fairfax Community Health Dashboard](#) show these differences in housing, education, employment, income, health, and more.

Fairfax is focused on five key equity drivers:

1. Cradle to Career Success
2. Community Health and Well-being
3. Just and Safe Communities
4. Community Development
5. Inclusive Prosperity

The One Fairfax [website](#) has links to the One Fairfax Policy and other information.

# Equitable Growth Profile of **Fairfax County**





# Summary

Communities of color are driving Fairfax County's population growth, and their ability to participate and thrive is central to the county's success. While the county demonstrates overall strength and resilience, wide gaps in income, employment, education, and opportunity by race and geography place its economic future at risk.

Equitable growth is the path to sustained economic prosperity in Fairfax County. By creating pathways to good jobs, connecting younger generations with older ones, integrating immigrants into the economy, building communities of opportunity throughout the county, and ensuring educational and career pathways for all youth, Fairfax County can put all residents on the path toward reaching their full potential, and secure a bright future for the whole county.

# List of indicators

## DEMOGRAPHICS

### Who lives in the county and how is this changing?

- Race/Ethnicity and Nativity, 2012
- Black, Latino, Asian American/Pacific Islander, and Middle Eastern Populations by Ancestry, 2012
- Growth Rates of Major Racial/Ethnic Groups, 2000 to 2012
- Net Change in Population by County, 2000 to 2010
- Racial/Ethnic Composition, 1980 to 2040
- Percent People of Color, 2012
- Percent People of Color by County, 1980 to 2040
- Racial Generation Gap: Percent People of Color (POC) by Age Group, 1980 to 2010
- Median Age by Race/Ethnicity, 2012
- English-Speaking Ability Among Immigrants by Race/Ethnicity, 2000 and 2012
- Linguistic Isolation by Census Tract, 2012

## INCLUSIVE GROWTH

### Is economic growth creating more jobs?

- Average Annual Growth in Jobs and GDP, 1990 to 2007 and 2009 to 2012

### Is the county growing good jobs?

- Growth in Jobs and Earnings by Industry Wage Level, 1990 to 2012

### Is inequality low and decreasing?

- Income Inequality, 1979 to 2012

### Are incomes increasing for all workers?

- Real Earned Income Growth for Full-Time Wage and Salary Workers, 1979 to 2012
- Median Hourly Wage by Race/Ethnicity, 2000 and 2012

### Is the middle class expanding?

- Households by Income Level, 1979 and 2012

### Is the middle class becoming more inclusive?

- Households and All Households, 1979 and 2012

## FULL EMPLOYMENT

### How close is the county to reaching full employment?

- Unemployment Rate, February 2015
- Unemployment Rate by Census Tract, 2012
- Unemployment Rate by Race/Ethnicity and Nativity, 2012
- Unemployment Rate by Educational Attainment and Race/Ethnicity, 2012

## ACCESS TO GOOD JOBS

### Can workers access high-opportunity jobs?

- Jobs held by Workers with a Bachelor's Degree or Higher by Opportunity Level and Race/Ethnicity and Nativity, 2011

# List of indicators

## **Can all workers earn a living wage?**

Median Hourly Wage by Educational Attainment and Race/Ethnicity, 2012

## **ECONOMIC SECURITY**

### **Is poverty low and decreasing?**

Poverty Rate by Race/Ethnicity, 2000 and 2012

Child Poverty Rate by Race/Ethnicity and Nativity, 2012

Percent Population Below the Poverty Level by Census Tract, 2012

### **Is the share of working poor low and decreasing?**

Working Poor Rate by Race/Ethnicity, 2000 and 2012

## **STRONG INDUSTRIES AND OCCUPATIONS**

### **What are the county's strongest industries?**

Strong Industries Analysis, 2012

### **What are the county's strongest occupations?**

Strong Occupations Analysis, 2011

### **Which industries are projected to grow?**

Industry Employment Projections, 2012-2022

### **Which occupations are projected to grow?**

Occupational Employment Projections, 2012-2022

## **SKILLED WORKFORCE**

### **Do workers have the education and skills needed for the jobs of the future?**

Share of Working-Age Population with an Associate's Degree or Higher by Race/Ethnicity and Nativity, 2012, and Projected Share of Jobs that Require an Associate's Degree or Higher, 2020

## **YOUTH PREPAREDNESS**

### **Are all youth receiving access to opportunity?**

Composite Child Opportunity Index by Census Tract

### **Are youth ready to enter the workforce?**

Share of 16-to-24-Year-Olds Not Enrolled in School and without a High School Diploma by Race/Ethnicity and Nativity, 1990 to 2012

Share of 16-to-24-Year-Olds Not Enrolled in School and without a High School Diploma by Race/Ethnicity and Gender, 1990 to 2012

Disconnected Youth: 16 to 24-Year-Olds Not in School or Work by Race/Ethnicity, 1980 to 2012

Disconnected Youth: 16-to-24-Year-Olds Not in School or Work by Race/Ethnicity and Gender, 1980 to 2012

## **HEALTH ACCESS**

### **Do residents have equal access to positive health outcomes?**

Virginia Health Opportunity Index by Census Tract (2013 Version)

# List of indicators

## CONNECTEDNESS

### **Can all residents access affordable housing?**

Percent Rent-Burdened Households by Census Tract, 2012

Low-Wage Jobs and Affordable Rental Housing by County

### **Can all residents access transportation?**

Percent Households without a Vehicle by Census Tract, 2012

Means of Transportation to Work by Annual Earnings, 2012

Percent Using Public Transit by Annual Earnings and Race/Ethnicity,  
2012

### **Do residents have reasonable travel times to work?**

Average Travel Time to Work in Minutes by Census Tract, 2012

## ECONOMIC BENEFITS OF EQUITY

### **How much higher would GDP be without racial economic inequities?**

Actual GDP and Estimated GDP without Racial Gaps in Income, 2012

# Introduction

## Foreword

Fairfax County, Virginia, is a diverse and thriving urban county and is the most populous jurisdiction in both the state of Virginia and the Washington, DC, metropolitan area with over one million residents. Fairfax County ranks second nationally in terms of household income with a median of \$110,292. While Fairfax County's socioeconomic data tends to be extremely positive overall, not all residents are prospering.

Earlier this year, representatives from public, private, nonprofit, faith, and community sectors came together to expand our understanding of equity as a key economic driver in Fairfax County. We also had the opportunity to bring forward a local perspective in the development of this study prepared by PolicyLink and by the University of Southern California's Program for Environmental and Regional Equity (PERE). These learnings are compelling. We recognize that our community's future will be much brighter if we ensure the full inclusion of all residents in our county's economic, social, and political life.

We believe that, by using this profile, we can engage our community in conversations to better understand the growth realities we face and spark actions that ensure our continued economic growth and competitiveness. We are committed to working together as public, private, and community leaders to guide our path toward a vision of "One Fairfax" – a community in which everyone can participate and prosper.



Karen Cleveland  
Interim President/CEO  
Leadership Fairfax, Inc.



Patricia Harrison  
Deputy County Executive  
Fairfax County Government



Patricia Mathews  
President & CEO  
Northern Virginia Health Foundation

# Introduction

## Overview

Across the country, regional planning organizations, local governments, community organizations and residents, funders, and policymakers are striving to put plans, policies, and programs in place that build healthier, more vibrant, more sustainable, and more equitable regions.

Equity – ensuring full inclusion of the entire region’s residents in the economic, social, and political life of the region, regardless of race/ethnicity, nativity, age, gender, neighborhood of residence, or other characteristics – is an essential element of the plans.

Knowing how a region stands in terms of equity is a critical first step in planning for equitable growth. To assist communities with that process, PolicyLink and the Program for Environmental and Regional Equity (PERE) developed a framework to understand and track how regions perform on a series of indicators of equitable growth.

This profile was developed to help frame and support a number of ongoing, strategic initiatives in Fairfax County, including the recently adopted Strategic Plan to Facilitate Economic Success and work of the Human Services system focused on economic self sufficiency. Both bodies of work recognize that social equity and inclusion are critical perspectives to ensure long-term economic success of the county, and of individual residents. To frame this equitable growth profile, the county formed an advisory committee with broad representation from the public, private, and nonprofit sectors to inform the development of this profile. We hope that it is broadly used by advocacy groups, elected officials, planners, business leaders, funders, and others working to build a stronger and more equitable region.

The data are drawn from a regional equity database that covers the largest 150 regions in the United States. This database incorporates hundreds of data points from

public and private data sources including the U.S. Census Bureau, the U.S. Bureau of Labor Statistics, the Behavioral Risk Factor Surveillance System (BRFSS), and the Integrated Public Use Microdata Series (IPUMS). Note that while we disaggregate most indicators by major racial/ethnic groups, figures for the Asian/Pacific Islander population as a whole often mask wide variation on educational and economic indicators. Also, there is often too little data to break out indicators for the Native American population. See the “Data and methods” section for a more detailed list of data sources.

# Introduction

## Geography

This profile describes demographic and economic conditions in Fairfax County and Fairfax City combined, which are situated within the Washington, DC, metropolitan statistical area. In some cases, we present data separately for Fairfax City, as well as census tract level data.

Unless otherwise noted, all data follow this regional geography, which is simply referred to as “Fairfax County.”



# Introduction

## Why equity matters now

### The face of America is changing.

Our country's population is rapidly diversifying. Already, more than half of all babies born in the United States are people of color. By 2030, the majority of young workers will be people of color. And by 2044, the United States will be a majority people-of-color nation.

### Yet racial and income inequality is high and persistent.

Over the past several decades, long-standing inequities in income, wealth, health, and opportunity have reached unprecedented levels. And while most have been affected by growing inequality, communities of color have felt the greatest pains as the economy has shifted and stagnated.

### Strong communities of color are necessary for the nation's economic growth and prosperity.

Equity is an economic imperative as well as a moral one. Research shows that equity and diversity are win-win propositions for nations, regions, communities, and firms. For example:

- More equitable regions experience stronger, more sustained growth.<sup>1</sup>
- Regions with less segregation (by race and income) and lower income inequality have more upward mobility.<sup>2</sup>
- Companies with a diverse workforce achieve a better bottom line.<sup>3</sup>
- A diverse population more easily connects to global markets.<sup>4</sup>

### The way forward is with an equity-driven growth model.

To secure America's prosperity, the nation must implement a new economic model based on equity, fairness, and opportunity.

### Counties play a critical role in building this new growth model.

Local communities are where strategies are being incubated that foster equitable growth: growing good jobs and new businesses while ensuring that all – including low-income people and people of color – can fully participate and prosper.

<sup>1</sup> Manuel Pastor, "Cohesion and Competitiveness: Business Leadership for Regional Growth and Social Equity," OECD Territorial Reviews, Competitive Cities in the Global Economy, Organisation For Economic Co-Operation And Development (OECD), 2006; Manuel Pastor and Chris Benner, "Been Down So Long: Weak-Market Cities and Regional Equity" in *Retooling for Growth: Building a 21<sup>st</sup> Century Economy in America's Older Industrial Areas* (New York: American Assembly and Columbia University, 2008); Randall Eberts, George Erickcek, and Jack Kleinhenz, "Dashboard Indicators for the Northeast Ohio Economy: Prepared for the Fund for Our Economic Future" (Federal Reserve Bank of Cleveland: April 2006), <http://www.clevelandfed.org/Research/workpaper/2006/wp06-05.pdf>.

<sup>2</sup> Raj Chetty, Nathaniel Hendren, Patrick Kline, and Emmanuel Saez, "Where is the Land of Economic Opportunity? The Geography of Intergenerational Mobility in the U.S." <http://obs.rc.fas.harvard.edu/chetty/website/v2/Geography%20Executive%20Summary%20and%20Memo%20January%202014.pdf>

<sup>3</sup> Cedric Herring, "Does Diversity Pay?: Race, Gender, and the Business Case for Diversity." *American Sociological Review*, 74, no. 2 (2009): 208-22; Slater, Weigand and Zwirlein, "The Business Case for Commitment to Diversity." *Business Horizons* 51 (2008): 201-209.

<sup>4</sup> U.S. Census Bureau, "Ownership Characteristics of Classifiable U.S. Exporting Firms: 2007" Survey of Business Owners Special Report, June 2012, <http://www.census.gov/econ/sbo/export07/index.html>.



# Introduction

## What is an equitable county?

Counties are equitable when all residents – regardless of race/ethnicity, and nativity, age, gender, neighborhood of residence or other characteristics – can fully participate in the region’s economic vitality, contribute to its readiness for the future, and connect to its assets and resources.

### Strong, equitable regions:

- Possess **economic vitality**, providing high-quality jobs to their residents and producing new ideas, products, businesses, and economic activity so the region remains sustainable and competitive.
- Are **ready for the future**, with a skilled, ready workforce, and a healthy population.
- Are **places of connection**, where residents can access the essential ingredients to live healthy and productive lives in their own neighborhoods, reach opportunities located throughout the region (and beyond) via transportation or technology, participate in political processes, and interact with other diverse residents.

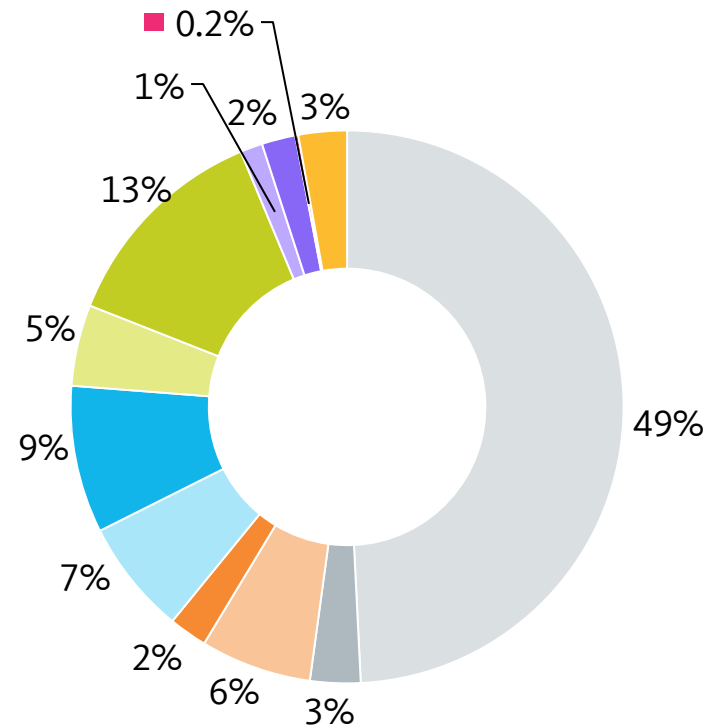
# Demographics

## Who lives in the county and how is this changing?

**Fairfax County has a diverse population.** The White population (including Middle Eastern Americans) constitutes only 55% of the population, compared to 64% nationwide. After Whites, the largest racial/ethnic group in the region is Asian Americans/Pacific Islanders (18 percent) followed by Latinos (16 percent).

### Race/Ethnicity and Nativity, 2012

- White, U.S.-born
- White, Immigrant
- Black, U.S.-born
- Black, Immigrant
- Latino, U.S.-born
- Latino, Immigrant
- Asian/Pacific Islander, U.S.-born
- Asian/Pacific Islander, Immigrant
- Middle Easterner, U.S.-born
- Middle Easterner, Immigrant
- Native American and Alaska Nati
- Other or mixed race



Source: IPUMS.  
 Note: Data represent a 2008 through 2012 average..

# Demographics

## Who lives in the county and how is this changing?

**Communities of color and Middle Easterners in the county are also diverse, many of them with large immigrant populations.** Asian Indians and Koreans make up a large share of the county's large Asian American population, while Salvadorans make up a large share of the Latino population.

### Black, Latino, Asian American/Pacific Islander, and Middle Eastern Populations by Ancestry, 2012

Black	Population	% Immigrant
African American	50,925	3%
Ethiopian	6,096	77%
Ghanian	3,783	70%
Caribbean	2,457	61%
Somalian	1,833	80%
Sudanese	1,472	63%
Other African	18,662	67%
All other Black	34,529	50%
<b>Total</b>	<b>119,757</b>	<b>30%</b>

Latino	Population	% Immigrant
Salvadoran	43,803	68%
Mexican	24,031	33%
Bolivian	19,886	73%
Peruvian	15,924	74%
Honduran	11,589	69%
Puerto Rican	11,174	1%
Guatemalan	8,712	75%
All other Latino	35,037	50%
<b>Total</b>	<b>170,156</b>	<b>57%</b>

Asian/Pacific Islander	Population	% Immigrant
Asian Indian	43,852	73%
Korean	41,515	78%
Vietnamese	28,779	73%
Chinese or Taiwanese	26,592	70%
Filipino	15,898	73%
Pakistani	13,092	68%
All other API	23,083	69%
<b>Total</b>	<b>192,811</b>	<b>73%</b>

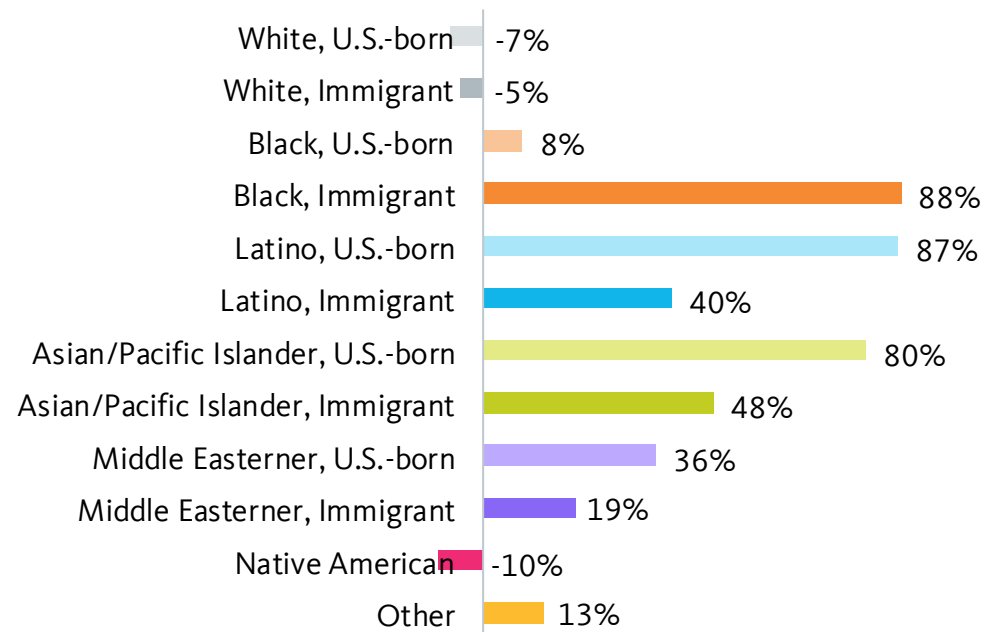
Middle Easterner	Population	% Immigrant
Iranian	9,667	71%
Lebanese	4,690	45%
Turkish	2,757	59%
Moroccan	2,691	65%
Egyptian	2,410	66%
Armenian	1,643	36%
All other Middle Easterner	12,462	59%
<b>Total</b>	<b>36,320</b>	<b>60%</b>

# Demographics

## Who lives in the county and how is this changing?

**Communities of color are leading the county's growth.** The Latino population grew by 57 percent over the past decade, adding 62,000 residents. The Asian population also grew significantly (56 percent) adding 69,000 residents. The White population declined over the decade.

### Growth Rates of Major Racial/Ethnic Groups, 2000 to 2012



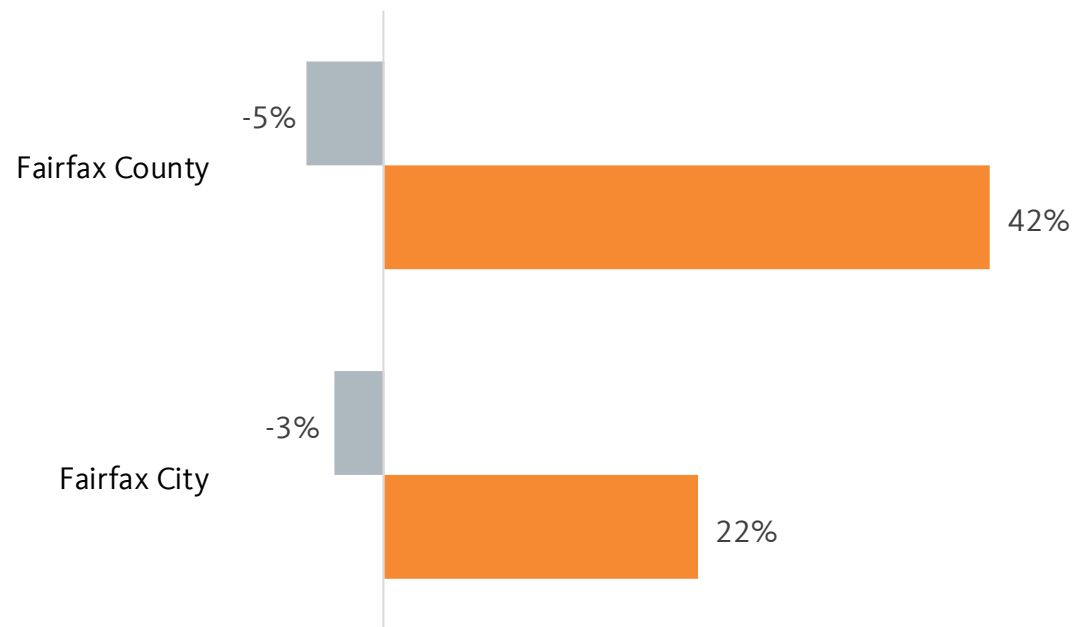
# Demographics

## Who lives in the county and how is this changing?

**In the past decade, communities of color contributed all of the county's net population growth.** The total population grew 11 percent, increasing by 113,000 between 2000 and 2010. In Fairfax County and Fairfax City the population of color grew while the White population declined.

### Net Change in Population by County, 2000 to 2010

- People of Color
- White



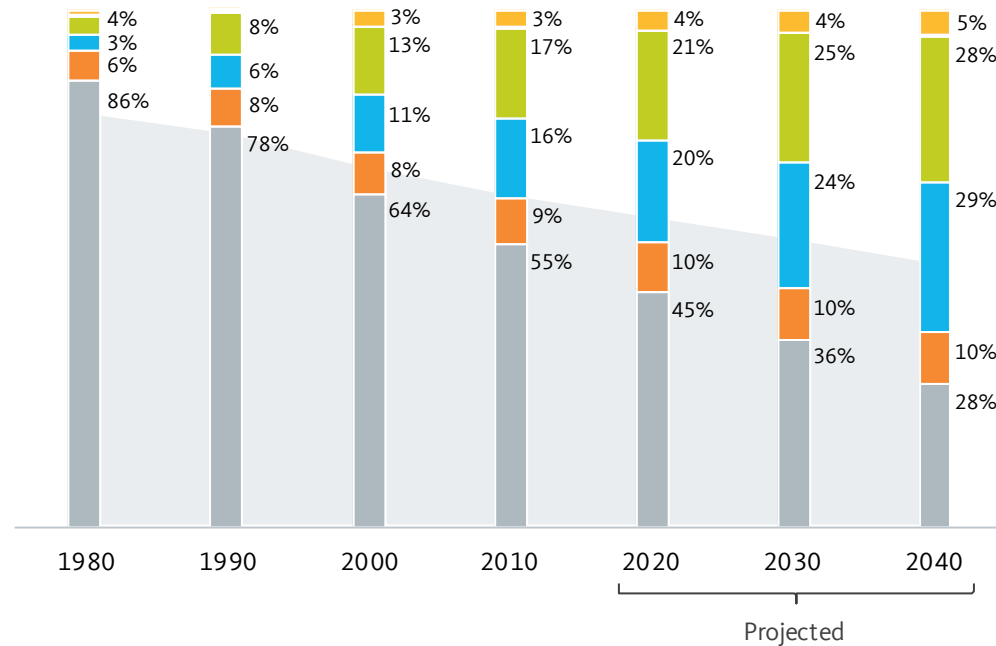
# Demographics

## Who lives in the county and how is this changing?

**The county is experiencing a rapid demographic shift.** Asians and Latinos will continue to drive growth: the Asian population will rise from 17 percent to 28 percent of the total population between 2010 and 2040, and the Latino population will grow from 16 percent to 29 percent. The county will be majority people of color by 2020.

Racial/Ethnic Composition, 1980 to 2040

- U.S. % White
- Other
- Native American
- Asian/Pacific Islander
- Latino
- Black
- White



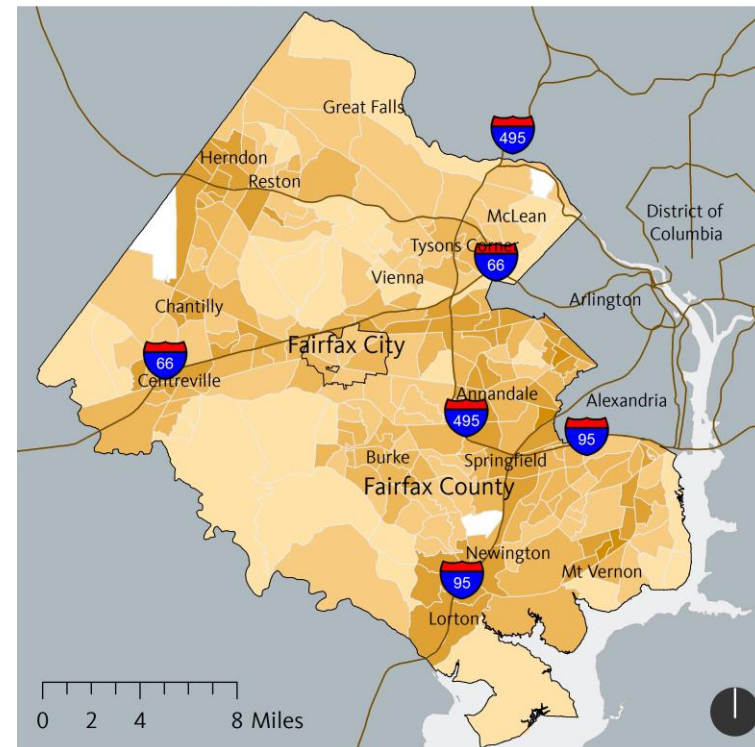
# Demographics

## Who lives in the county and how is this changing?

**Communities of color are spread throughout the county, but are more concentrated in its major towns and on the border with Arlington to the east.** Herndon and Reston have several tracts with a high percentage people of color as do Annandale, Springfield, Mt. Vernon, and Lorton.

### Percent People of Color, 2012

- Less than 24%
- 25% to 38%
- 39% to 56%
- 57% to 81%
- 82% or more



Source: U.S. Census Bureau.

Note: Data represent a 2008 through 2012 average. Areas in white are missing data.

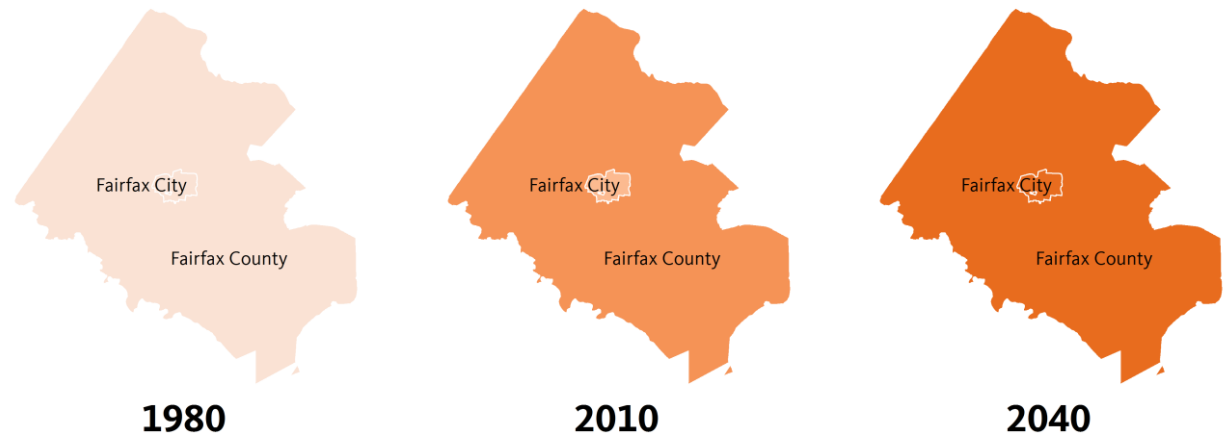
# Demographics

## Who lives in the county and how is this changing?

**By 2040, 72 percent of the region's residents will be people of color.** Two-thirds of Fairfax City's residents will be people of color, compared with 72 percent in Fairfax County. Between 2010 and 2040, people of color will continue to drive growth in the region.

### Percent People of Color by County, 1980 to 2040

- Less than 30%
- 30% to 39%
- 40% to 49%
- 50% or more





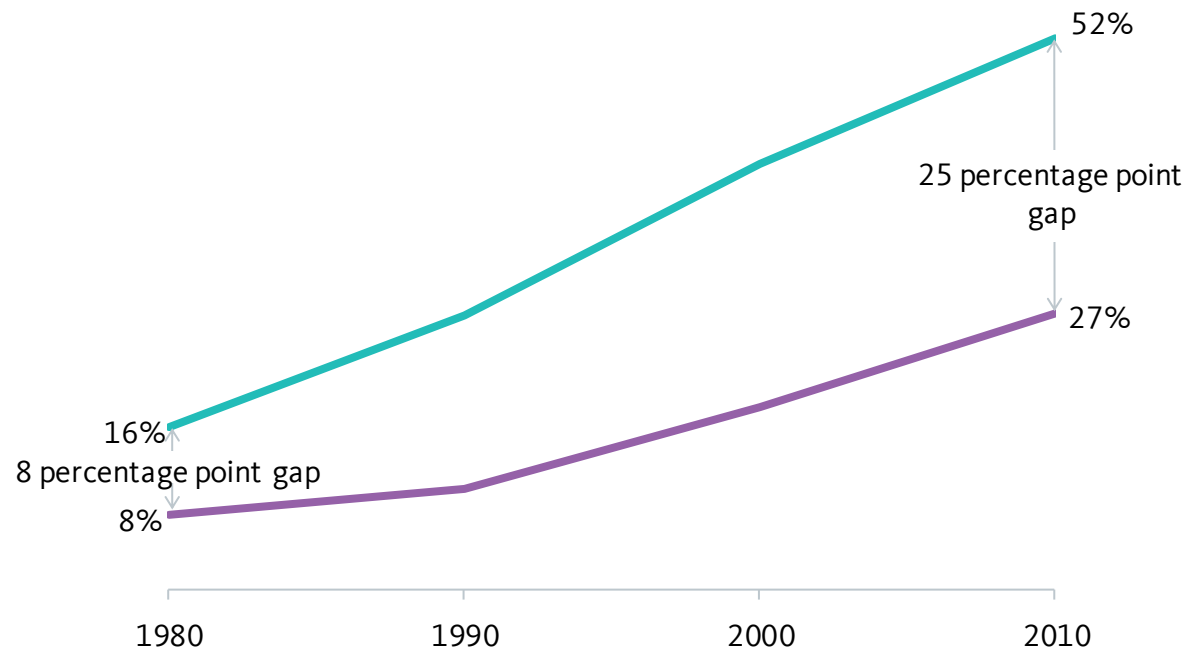
# Demographics

## Who lives in the county and how is this changing?

**There is a growing racial generation gap.** The racial generation gap, at 25 percentage points, is just below the national average but has more than tripled since 1980. This is important – a large racial generation gap often corresponds with lower investments in educational systems and infrastructure to support youth.

### Racial Generation Gap: Percent People of Color (POC) by Age Group, 1980 to 2010

- Percent of seniors who are POC
- Percent of youth who are POC

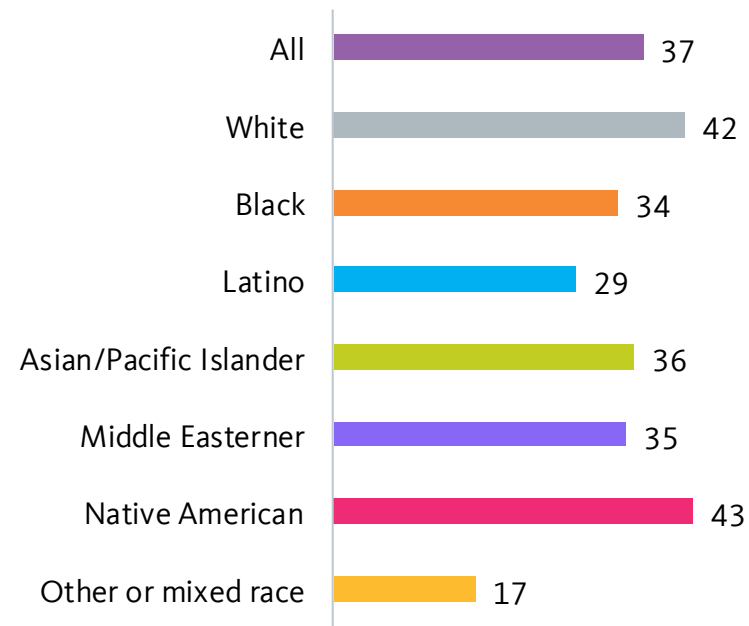


# Demographics

## Who lives in the county and how is this changing?

**The county's fastest-growing demographic groups are also comparatively younger than Whites.** People of Other or mixed race have the youngest median age of 17. Median ages for Asians (36), Middle Easterners (35), Blacks (34), and Latinos (29) and are lower than that for Whites (42).

### Median Age by Race/Ethnicity, 2012



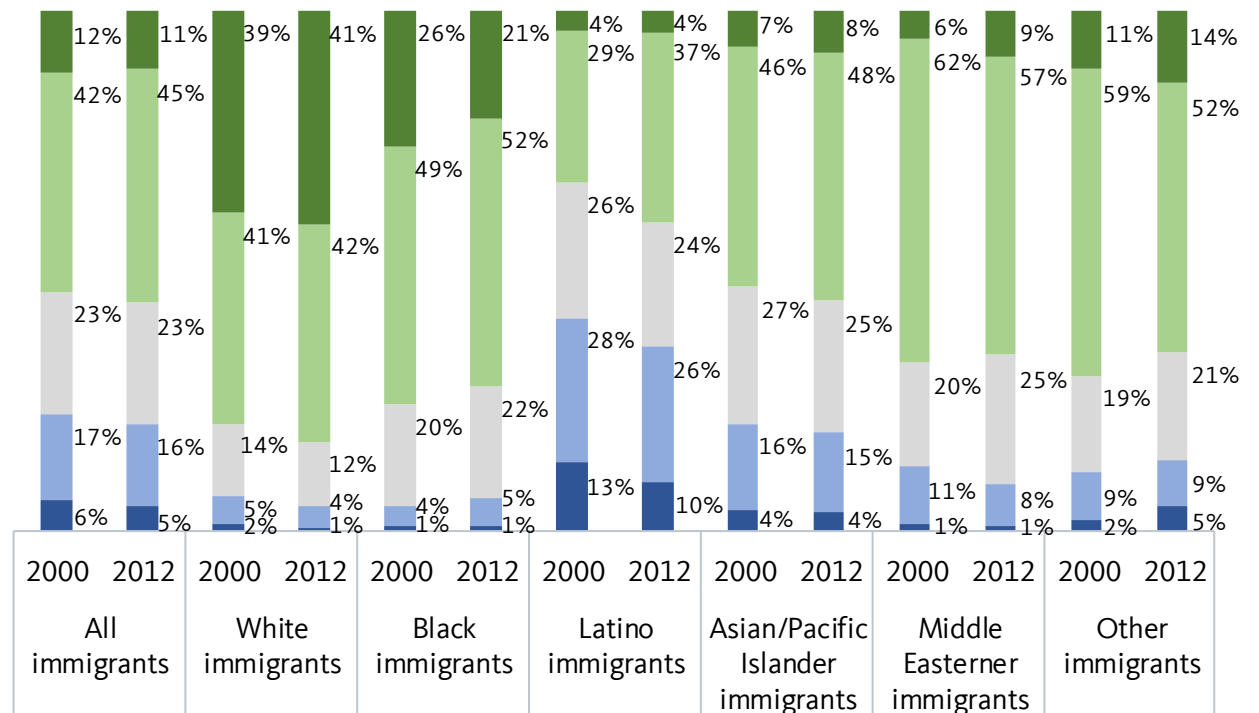
# Demographics

## Who lives in the county and how is this changing?

**Over half of all immigrants have limited English proficiency (LEP),** defined as speaking English less than “very well.” The LEP share of the immigrant population has increased slightly since 2000. Latino immigrants have the lowest levels of English-speaking ability, followed by Asian/Pacific Islander immigrants.

English-Speaking Ability Among Immigrants by Race/Ethnicity, 2000 and 2012

- Percent speaking English...
- Only
  - Very Well
  - Well
  - Not Well
  - None



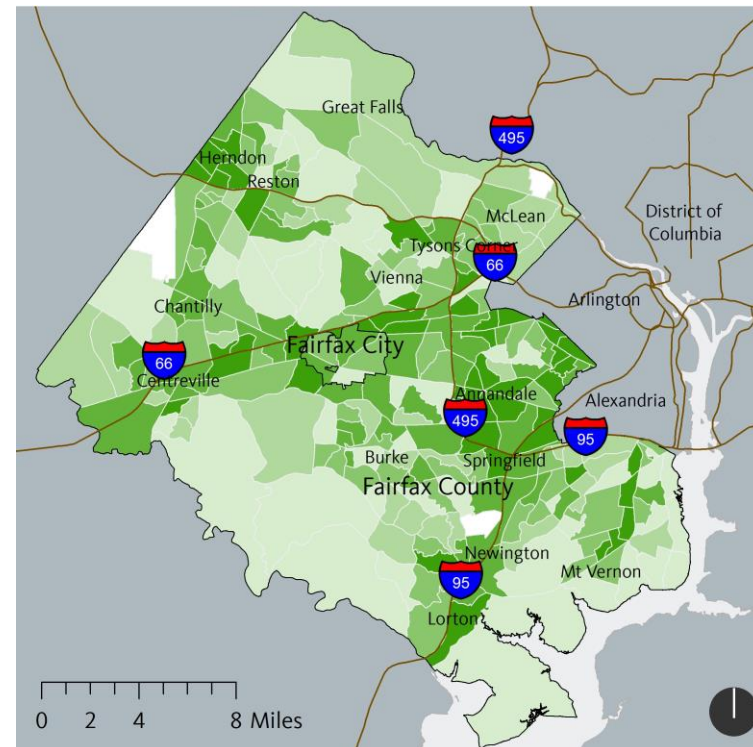
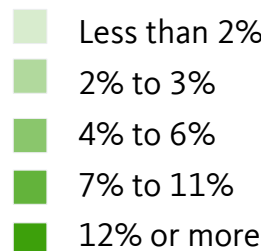
Source: IPUMS. Universe includes all persons ages 5 or older.  
 Note: Data for 2012 represent a 2008 through 2012 average.

# Demographics

## Who lives in the county and how is this changing?

**There are pockets of linguistic isolation throughout the county.** Defined as a household in which no member age 14 or older speaks only English or speaks English at least “very well,” linguistically isolated households are clustered around the communities of Annandale, Springfield, Herndon, and Centreville.

### Linguistic Isolation by Census Tract, 2012



Source: U.S. Census Bureau. Universe includes all households.

Note: Data represent a 2008 through 2012 average. Areas in white are missing data.

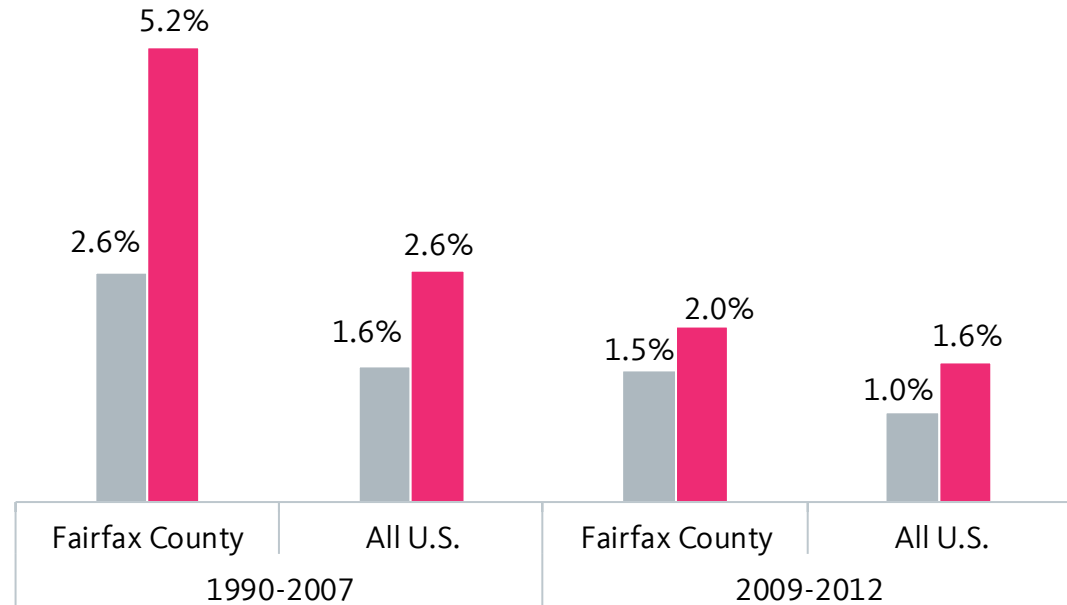
# Inclusive growth

## Is economic growth creating more jobs?

**The county is recovering from the Great Recession.** Pre-downturn, the county’s economy performed significantly better than the nation in terms of job and GDP growth. Since 2009, it has experienced higher growth in both jobs and GDP than the overall U.S. economy.

Average Annual Growth in Jobs and GDP, 1990 to 2007 and 2009 to 2012

- Jobs
- GDP



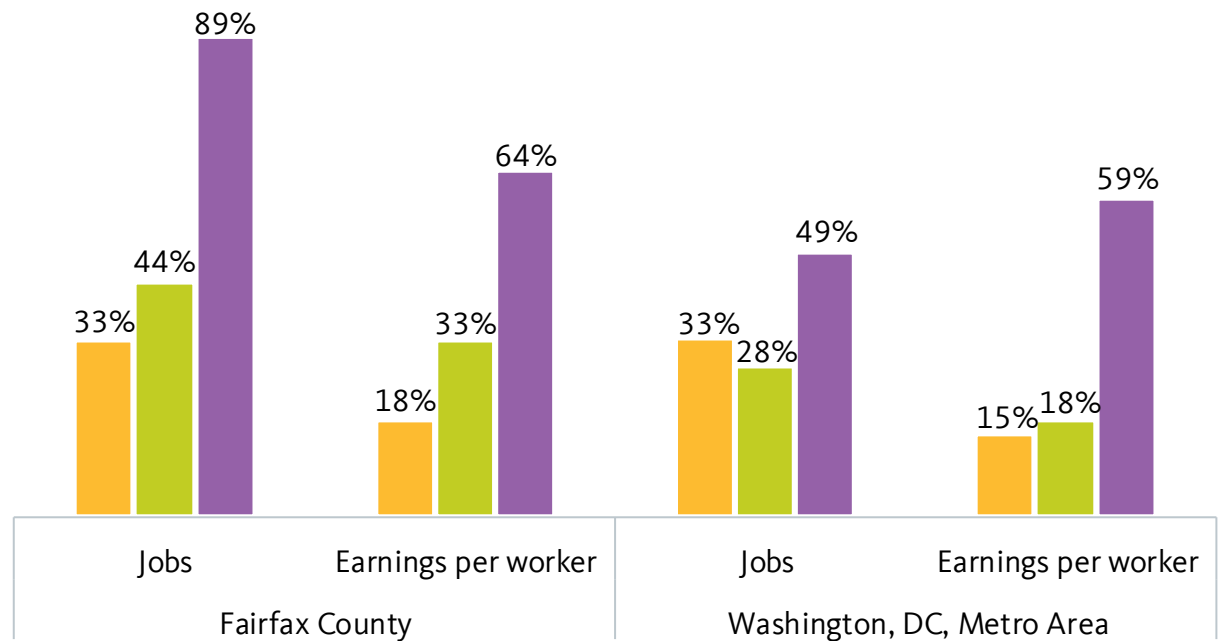
# Inclusive growth

## Is the county growing good jobs?

**There is strong growth in high- and middle-wage jobs.** High-wage jobs have grown much faster in the county than in the larger Washington, DC, metro since 1990, while middle-wage jobs have grown faster as well. Earnings growth has also been stronger in the county, particularly for middle-wage jobs.

Growth in Jobs and Earnings by Industry Wage Level, 1990 to 2012

- Low-wage
- Middle-wage
- High-wage



Sources: U.S. Bureau of Labor Statistics; Woods & Poole Economics, Inc. Universe includes all jobs covered by the federal Unemployment Insurance (UI) program.

# Inclusive growth

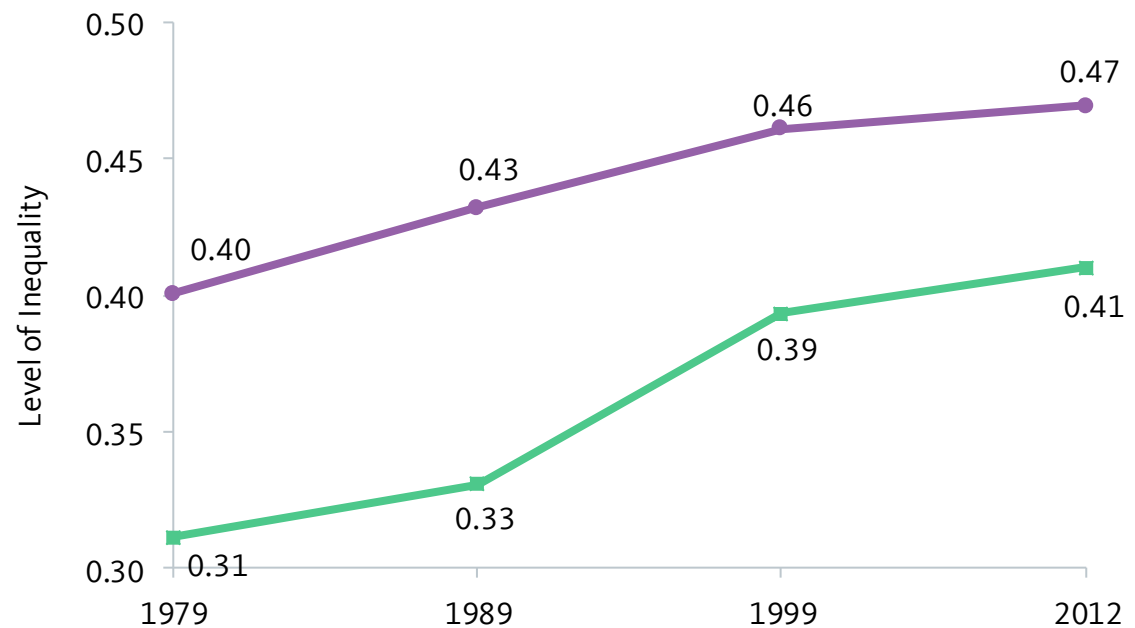
## Is inequality low and decreasing?

**Income inequality is relatively low but increasing.** Inequality is lower than the national average, but has seen substantial growth over the past three decades, with a significant jump in the 1990s.

### Income Inequality, 1979 to 2012

- Fairfax County
- United States

Inequality is measured here by the Gini coefficient, which ranges from 0 (perfect equality) to 1 (perfect inequality: one person has all of the income).



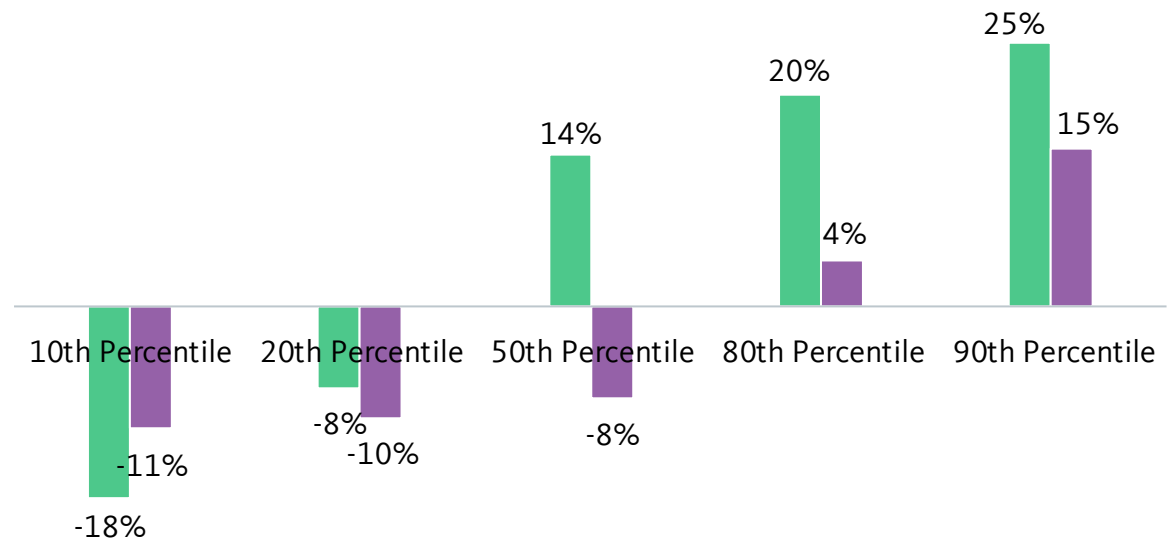
# Inclusive growth

## Are incomes increasing for all workers?

**Workers in the bottom 20 percent have seen their wages erode over the past three decades.** Workers in the 10<sup>th</sup> percentile have experienced wage declines greater than nationwide declines. Meanwhile, the county's higher-earners have seen above-average wage increases.

### Real Earned Income Growth for Full-Time Wage and Salary Workers, 1979 to 2012

■ Fairfax County  
■ United States



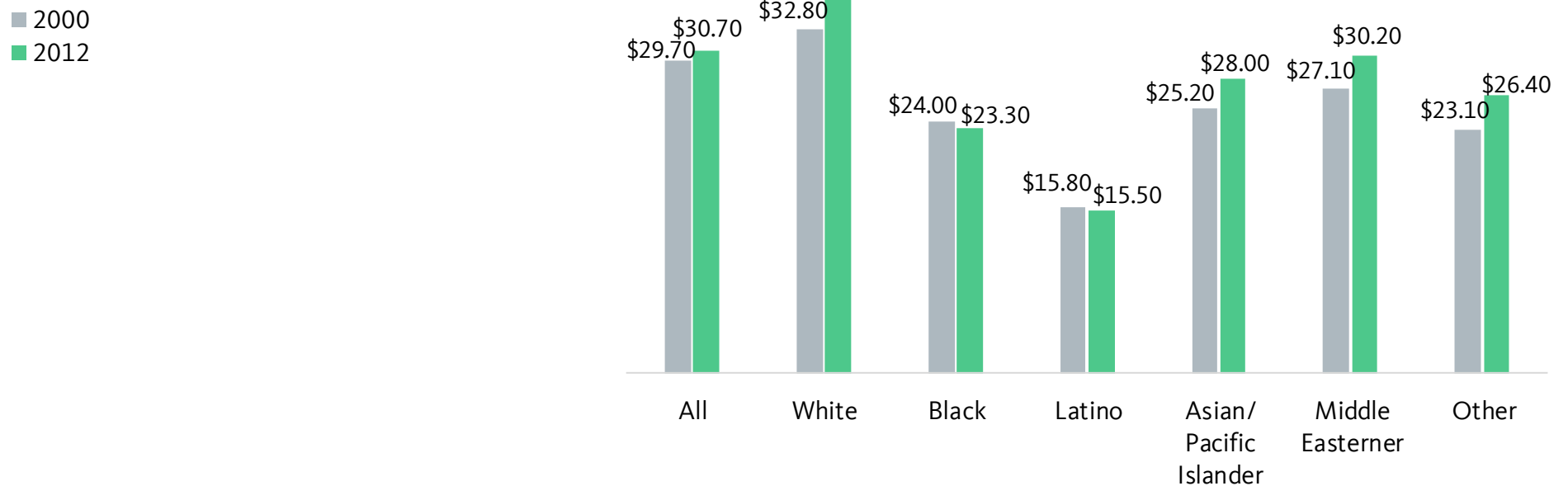


# Inclusive growth

## Are incomes increasing for all workers?

**Racial gaps in wages have grown over the past decade.** From 2000 to 2012, White workers saw their median hourly wage increase significantly, while Latinos and Blacks experienced slight wage declines.

### Median Hourly Wage by Race/Ethnicity, 2000 and 2012



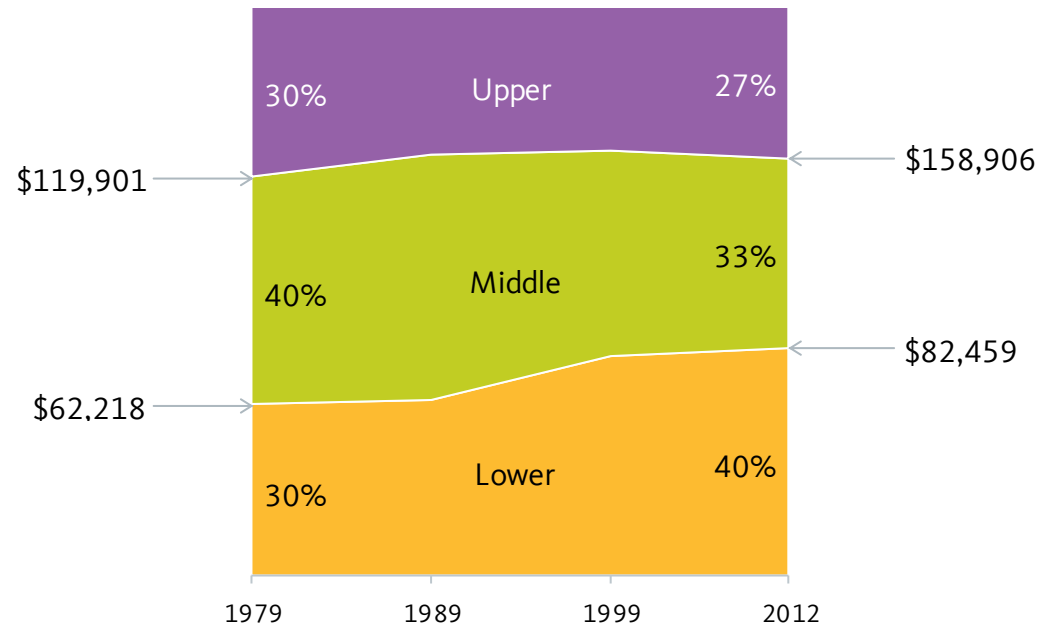
Source: IPUMS. Universe includes civilian noninstitutional full-time wage and salary workers ages 25 through 64.  
Note: Data for 2012 represent a 2008 through 2012 average. Values are in 2010 dollars.

# Inclusive growth

## Is the middle class expanding?

**The county's middle class is shrinking.** Since 1979, the share of middle-class households has declined from 40 percent to 33 percent of households. Meanwhile, the share of lower-income households has increased from 30 percent to 40 percent.

Households by Income Level, 1979 and 2012



Source: IPUMS. Universe includes all households (no group quarters).  
 Note: Data for 2012 represent a 2008 through 2012 average. Dollar values are in 2010 dollars.

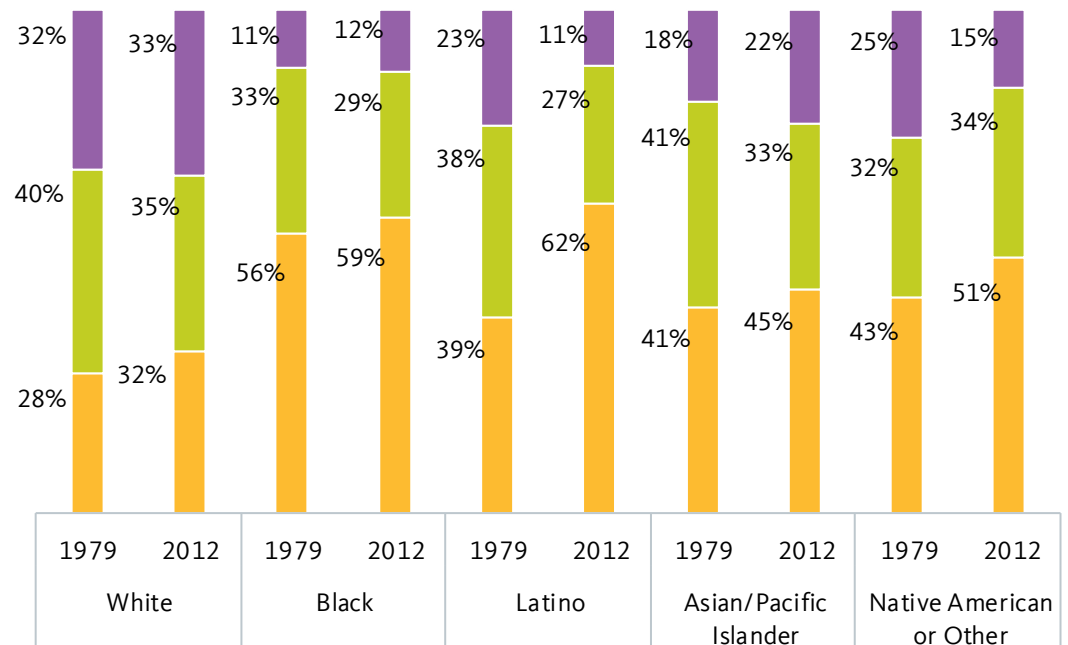
# Inclusive growth

## Is the middle class becoming more inclusive?

**The loss of middle-class standing is more prominent among communities of color.** The share of households of color who are middle-class shrank 6 percentage points since 1979, versus 5 percentage point for White households. Latinos experienced the biggest losses in upper-income status and the largest growth in lower-income status.

Households by Income Level, 1979 and 2012

- Lower
- Middle
- Upper



Source: IPUMS. Universe includes all households (no group quarters).  
 Note: Data for 2012 represent a 2008 through 2012 average.

# Full employment

## How close is the county to reaching full employment?

**Unemployment is low in the county.** As of February 2015, Fairfax County's unemployment rate was 3.9 percent, compared with 5.0 percent statewide, and 5.5 percent nationwide. Over 25,000 people in Fairfax City and County are unemployed.

### Unemployment Rate, February 2015



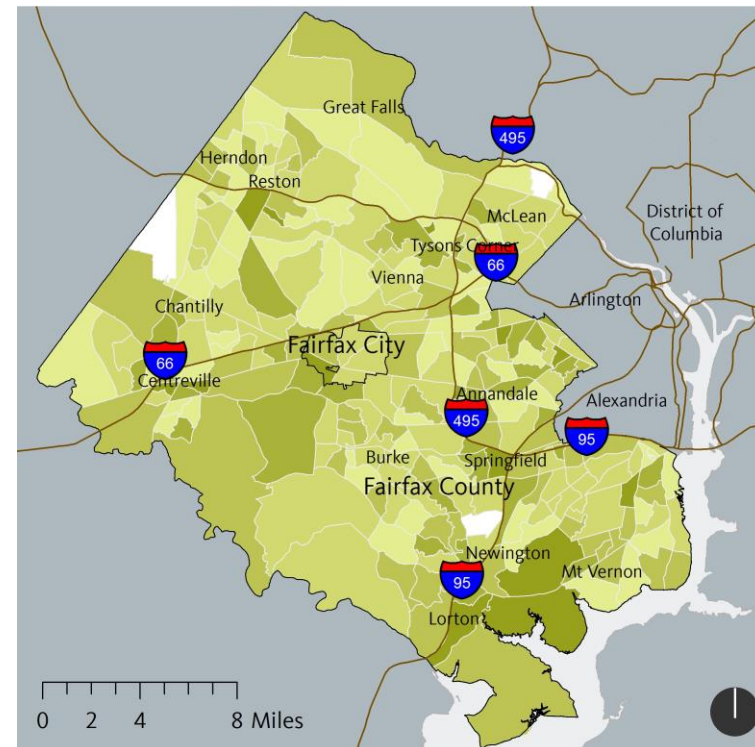
# Full employment

## How close is the county to reaching full employment?

**Unemployment is fairly low throughout the county, but varies geographically.** Unemployment rates are higher in the southeastern part of the county and in some clusters closer to Arlington and Fairfax City.

### Unemployment Rate by Census Tract, 2012

- Less than 3%
- 3% to 4%
- 5% to 6%
- 7% to 9%
- 10% or more

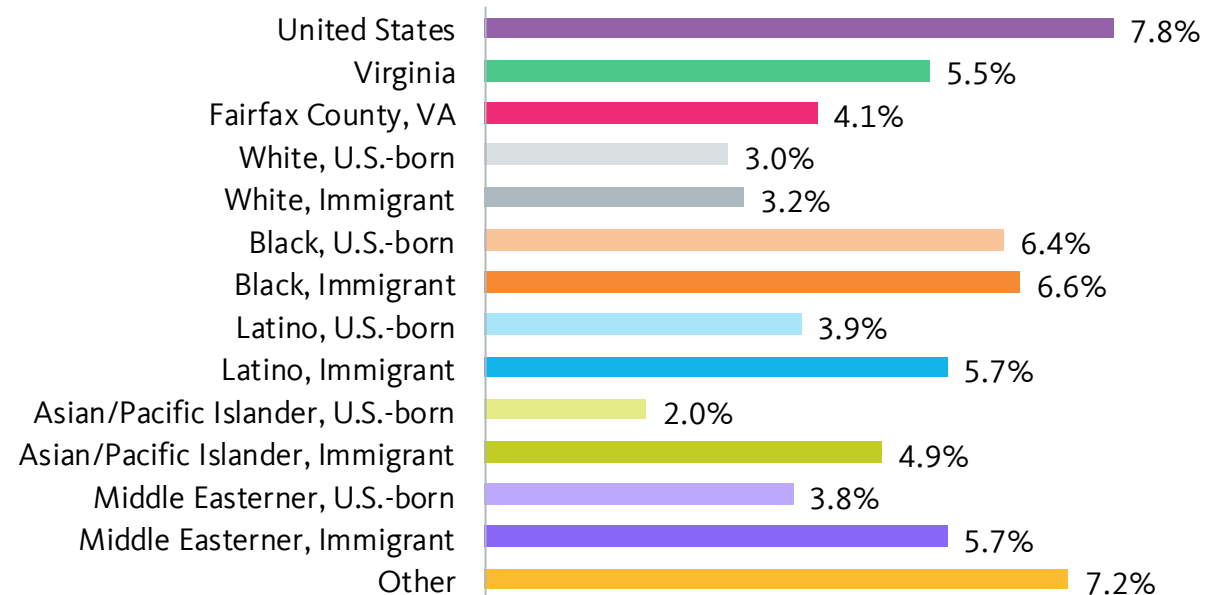


# Full employment

## How close is the county to reaching full employment?

**Unemployment is relatively low in the county but racial inequities persist.** Rates of unemployment in the county are highest for people of Other or mixed races (7.2 percent) and Black immigrants (6.4 percent). U.S.-born Whites have the lowest unemployment rate (3.0 percent).

### Unemployment Rate by Race/Ethnicity and Nativity, 2012



Source: IPUMS. Universe includes the civilian noninstitutional population ages 25 through 64.

Note: The full impact of the Great Recession and budget sequestration are not reflected in the data shown, which are averaged over 2008 through 2012. These trends may change as new data become available.

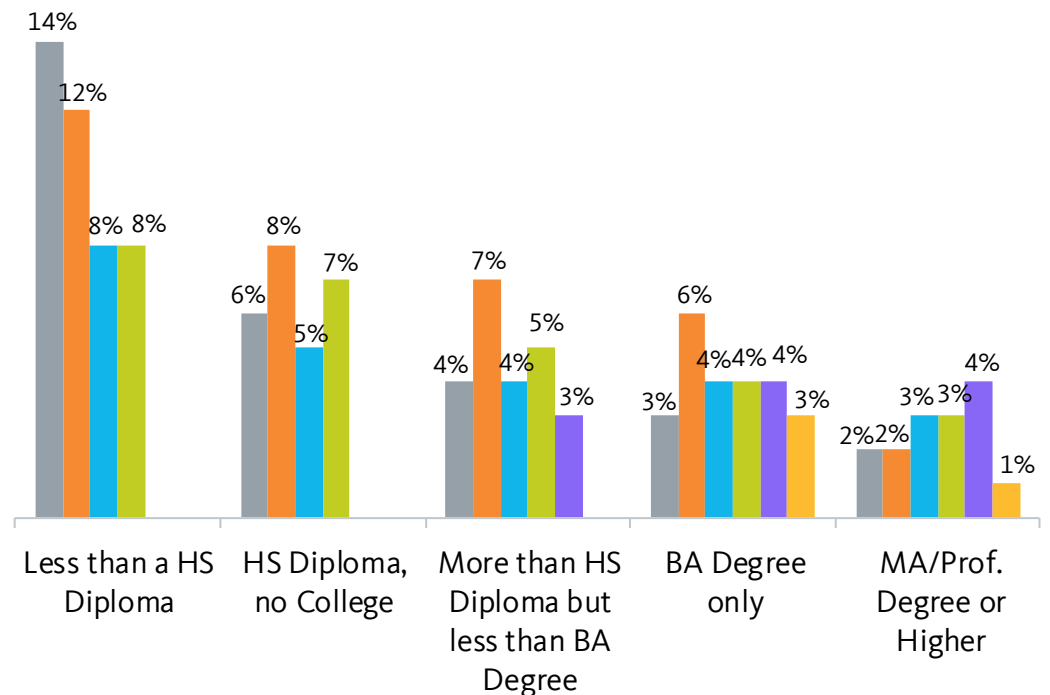
# Full employment

## How close is the county to reaching full employment?

**Unemployment declines with higher education, but racial gaps remain.** Whites without a high school diploma have the highest unemployment rates (although they comprise less than 1 percent of the labor force). Blacks face the highest rates of unemployment for most education levels.

Unemployment Rate by Educational Attainment and Race/Ethnicity, 2012

- White
- Black
- Latino
- Asian/Pacific Islander
- Middle Easterner
- Other



Source: IPUMS. Universe includes the civilian noninstitutional labor force ages 25 through 64.

Note: Unemployment for the Middle Eastern population with less than some college, and for the Other population with less than a BA degree, are excluded due to small sample sizes. Data represent a 2008 through 2012 average.

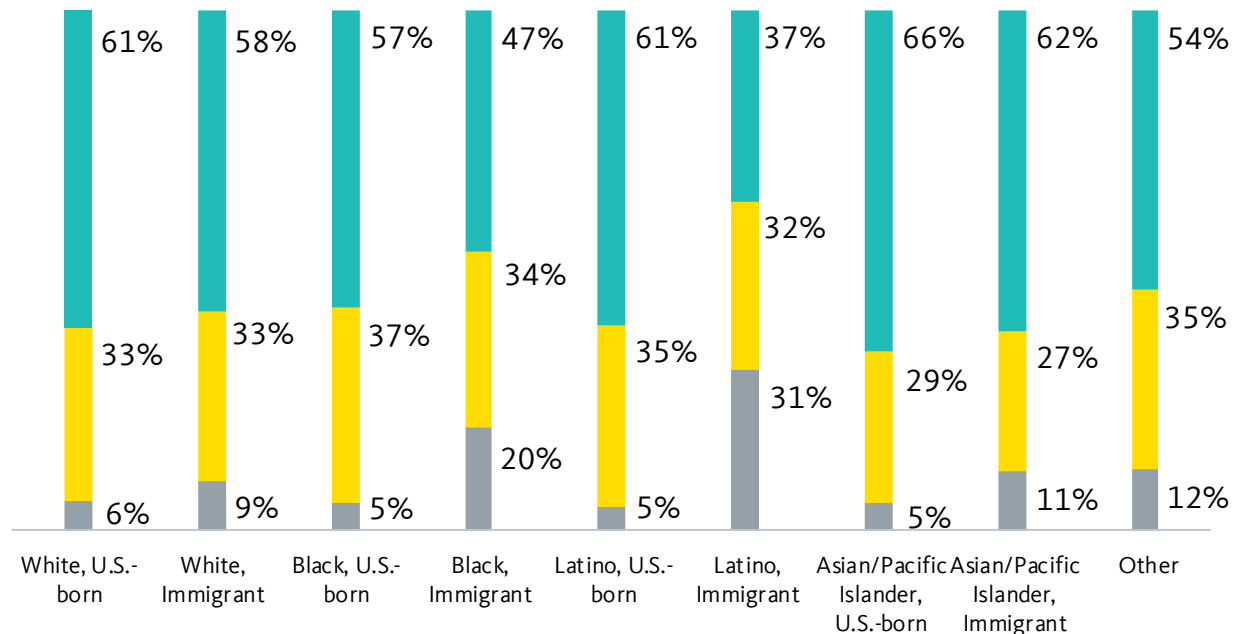
# Access to good jobs

## Can workers access high-opportunity jobs?

**Latino immigrants with college degrees have the least access to good jobs.** Thirty-seven percent of the county’s college-educated Latino immigrant workers are employed in high-opportunity jobs. Latino immigrant workers are also more likely to be in low-opportunity jobs (31 percent).

Jobs Held by Workers with a Bachelor’s Degree or Higher by Opportunity Level and Race/Ethnicity and Nativity, 2011

- High-opportunity
- Middle-opportunity
- Low-opportunity



Sources: U.S. Bureau of Labor Statistics; IPUMS. Universe includes the employed civilian noninstitutional population ages 25 through 64. While data on workers is from the Fairfax County, the opportunity ranking for each worker’s occupation is based on analysis of the Washington-Arlington-Alexandria Core Based Statistical Area as defined by the U.S. Office of Management and Budget.  
 Note: High-opportunity jobs are those that rank among the top third of jobs on an “occupation opportunity index,” based on five measures of job quality and growth. See the “Data and methods” section for a description of the index.

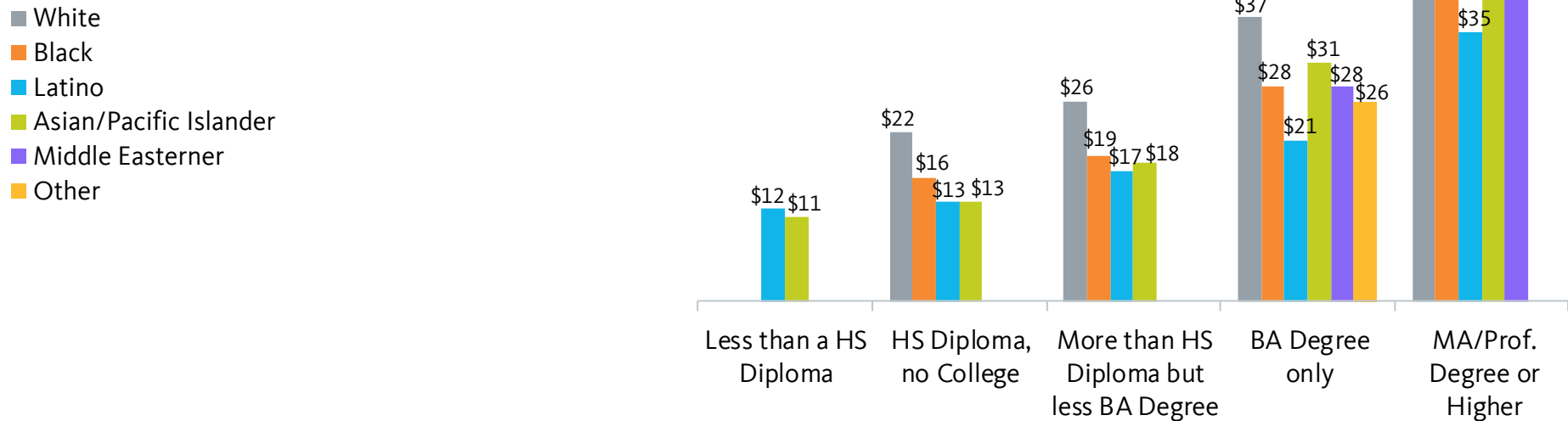


# Access to good jobs

## Can all workers earn a living wage?

**People of color earn lower wages than Whites at every education level.** Wages rise with education, but gaps by race remain. People of color with a BA degree have median hourly wages that are \$9 less than their Whites counterparts. Latinos face the largest gap of \$16 at that educational level. Latinos face the largest gap of \$16 at that educational level.

Median Hourly Wage by Educational Attainment and Race/Ethnicity, 2012



Source: IPUMS. Universe includes civilian noninstitutional full-time wage and salary workers ages 25 through 64.  
 Note: Wages for some racial/ethnic groups are excluded due to small sample size. Data represent a 2008 through 2012 average. Dollar values are in 2010 dollars.

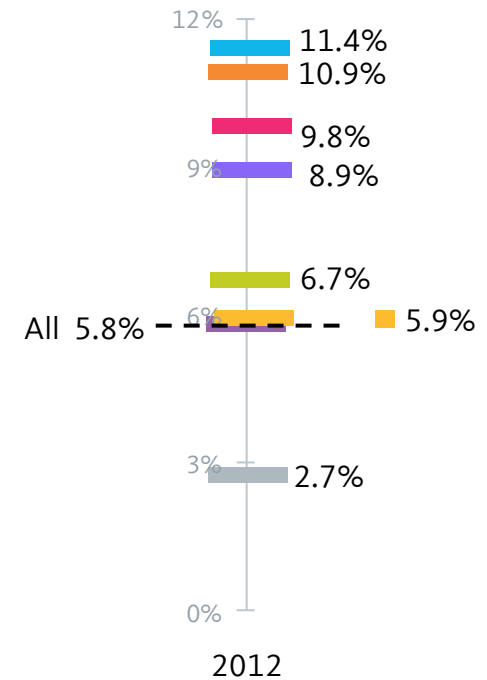
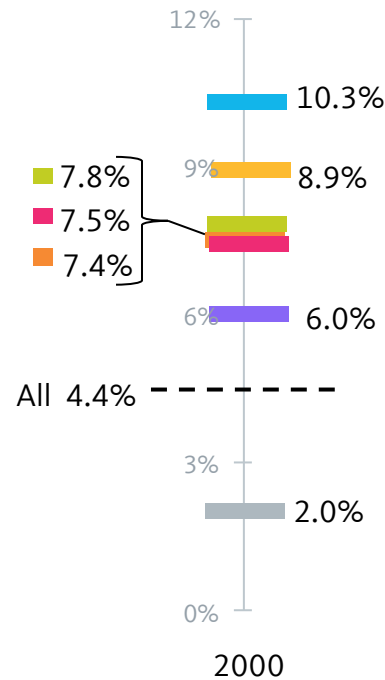
# Economic security

## Is poverty low and decreasing?

**Poverty is on the rise in the county, and the rate is higher for communities of color.** More than one in 10 Latinos and Blacks (and nearly one in 10 Native Americans) live in poverty compared to just under 3 percent of Whites. Poverty rates have risen the most for people of Middle Eastern descent and Blacks.

Poverty Rate by Race/Ethnicity, 2000 and 2012

- White
- Black
- Latino
- Asian/Pacific Islander
- Middle Easterner
- Native American
- Other



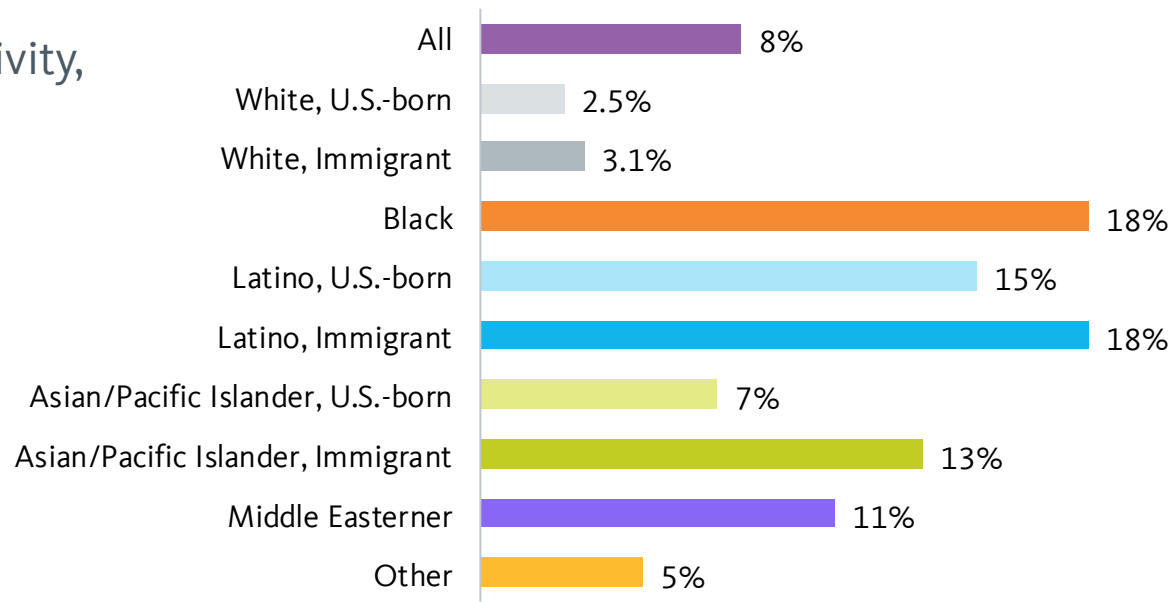
Source: IPUMS. Universe includes all persons not in group quarters.  
 Note: Data for 2012 represent a 2008 through 2012 average.

# Economic security

## Is poverty low and decreasing?

**Black and Latino children have the highest poverty rates.** In 2012, child poverty rates for Blacks and Latino immigrants were 18 percent, more than double the county average. By way of comparison, only about 3 percent of White children lived in poverty. The rate for children of color combined was 12 percent.

Child Poverty Rate by Race/Ethnicity and Nativity, 2012



Source: IPUMS. Universe includes the population under age 18 not in group quarters.

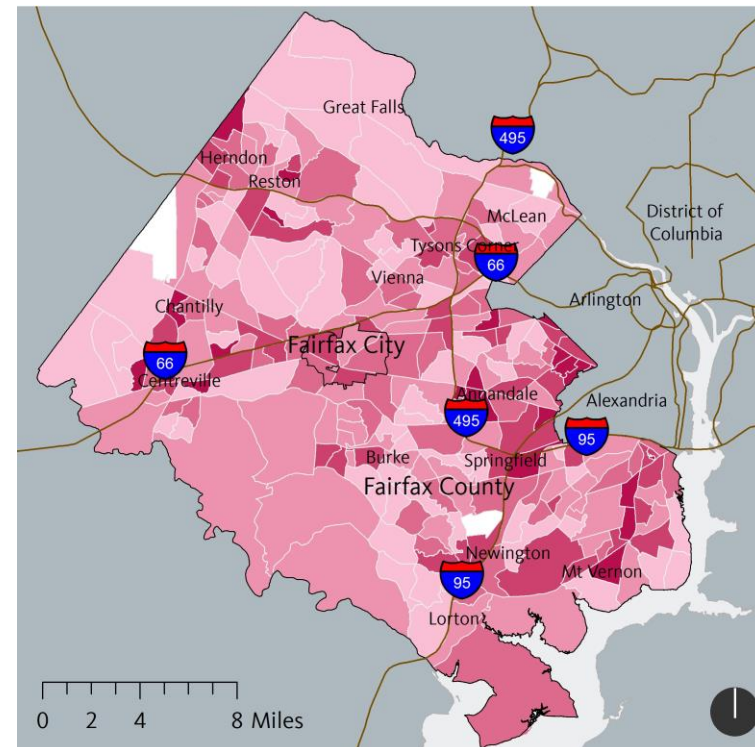
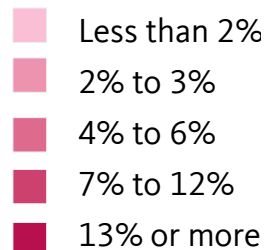
Note: Data for 2012 represent a 2008 through 2012 average. Data for the Black and Middle Eastern populations by nativity is not reported due to small sample sizes.

# Economic security

## Is poverty low and decreasing?

**Poverty rates are generally low in Fairfax County.** Pockets of higher poverty appear in tracts near the county's larger towns and places – particularly in Springfield, Annandale, Chantilly, Reston, and Mt. Vernon, as well as on the edges of Arlington and Alexandria.

### Percent Population Below the Poverty Level by Census Tract, 2012



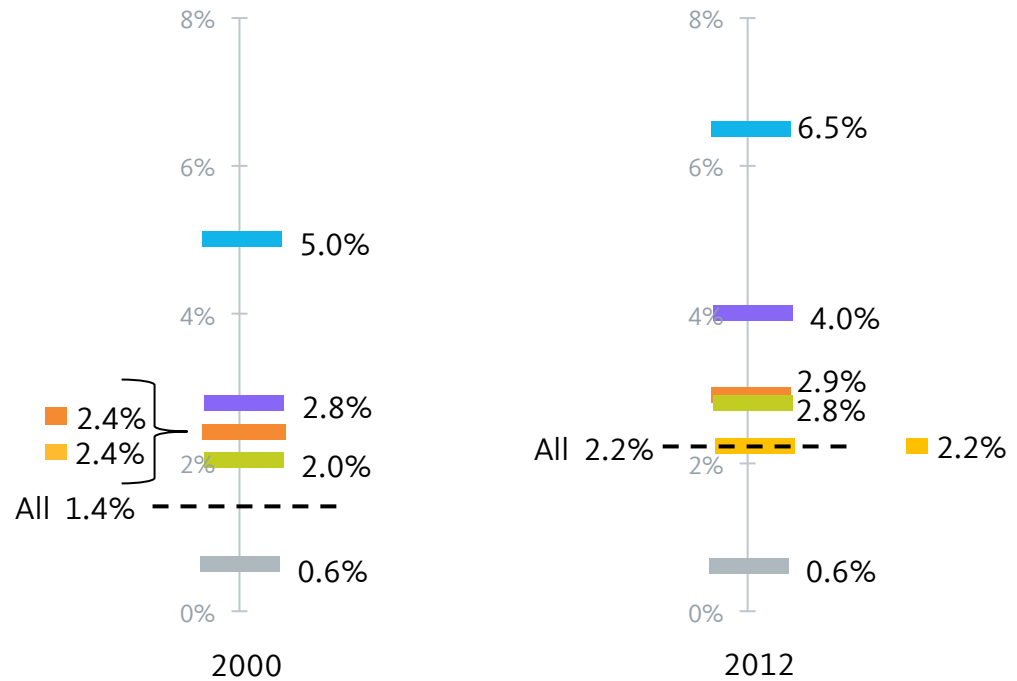
# Economic security

## Is the share of working poor low and decreasing?

**Rates of working poor are lower than the national average but they are on the rise.** The working poor rate – defined as working full time with incomes at or below 150 percent of poverty – is highest among Latinos (6.5 percent) and people of Middle Eastern descent (4.0 percent).

Working Poor Rate by Race/Ethnicity, 2000 and 2012

- White
- Black
- Latino
- Asian/Pacific Islander
- Middle Easterner
- Other



Source: IPUMS. Universe includes the civilian noninstitutional population ages 25 through 64 not in group quarters.  
 Note: Data for 2012 represent a 2008 through 2012 average.

# Strong industries and occupations

## What are the county's strongest industries?

**Professional services, management, and the financial sector are strong and growing industries in the county**, while health care is poised for growth as well. Construction and manufacturing, which provided many good middle-skill jobs in the past, have seen declines in employment.

### Strong Industries Analysis, 2012

Industry	Size	Concentration	Job Quality	Growth		
	Total Employment (2012)	Location Quotient (2012)	Average Annual Wage (2012)	Change in Employment (2002-12)	% Change in Employment (2002-12)	Real Wage Growth (2002-12)
Professional, Scientific, and Technical Services	165,411	4.5	\$113,798	50,764	44%	17%
All State and Local	58,300	0.7	\$52,596	7,267	14%	-3%
Retail Trade	55,910	0.8	\$33,158	-2,112	-4%	-9%
Health Care and Social Assistance	50,453	0.6	\$54,739	10,097	25%	4%
Accommodation and Food Services	41,715	0.8	\$21,354	5,482	15%	1%
Administrative and Support and Waste Management and Remediation Services	39,426	1.1	\$52,460	1,340	4%	27%
Construction	25,745	1.0	\$60,923	-5,797	-18%	2%
All Federal	24,861	1.9	\$93,314	8,090	48%	19%
Finance and Insurance	23,744	0.9	\$112,575	81	0%	6%
Management of Companies and Enterprises	22,298	2.4	\$152,616	6,886	45%	20%
Information	22,095	1.8	\$107,378	-15,044	-41%	5%
Other Services (except Public Administration)	21,731	1.0	\$46,160	252	1%	1%
Wholesale Trade	13,940	0.5	\$119,924	-2,064	-13%	15%
Education Services	10,773	0.9	\$50,049	4,542	73%	19%
Real Estate and Rental and Leasing	9,261	1.0	\$68,132	-224	-2%	8%
Manufacturing	8,551	0.2	\$82,476	-3,296	-28%	17%
Arts, Entertainment, and Recreation	7,938	0.9	\$23,729	767	11%	-1%
Transportation and Warehousing	6,585	0.3	\$52,595	422	7%	16%
Utilities	1,168	0.5	\$97,518	-537	-31%	21%
Mining	257	0.1	\$89,983	134	109%	68%
Agriculture, Forestry, Fishing and Hunting	60	0.0	\$26,275	-52	-46%	35%

Sources: U.S. Bureau of Labor Statistics; Woods & Poole Economics, Inc. Universe includes all jobs covered by the federal Unemployment Insurance (UI) program.

Note: All industry data reflects private employment except for "All Federal" which includes all federal employment and "All State and Local" which includes all employment in state and local government.

# Strong industries and occupations

## What are the county's strongest occupations?

**Law, management, health care and advertising are strong and growing occupations in the metro Washington, DC, area.**

These job categories all pay good wages, employ many people, and have exhibited gains in recent years.

### Strong Occupations Analysis, 2011

Occupation	Employment	Job Quality	Growth			
	(2011)	Median Annual Wage (2011)	Real Wage Growth (2011)	Change in Employment (2005-11)	% Change in Employment (2005-11)	Median Age (2006-10 avg)
Top Executives	80,620	\$135,118	9%	27,210	51%	47
Lawyers, Judges, and Related Workers	42,350	\$147,155	3%	4,740	13%	42
Operations Specialties Managers	57,400	\$123,888	17%	12,600	28%	44
Advertising, Marketing, Promotions, Public Relations, and Sales Managers	16,650	\$120,596	21%	3,040	22%	40
Other Management Occupations	77,660	\$109,907	6%	20,440	36%	45
Physical Scientists	13,610	\$113,110	7%	1,030	8%	42
Engineers	46,990	\$104,871	5%	3,650	8%	44
Other Healthcare Practitioners and Technical Occupations	3,100	\$75,880	40%	1,080	53%	44
Health Diagnosing and Treating Practitioners	84,110	\$98,253	5%	15,480	23%	44
Social Scientists and Related Workers	20,660	\$97,063	14%	-11,030	-35%	41
Computer Occupations	205,890	\$92,864	9%	19,170	10%	39
Mathematical Science Occupations	10,750	\$95,405	4%	2,450	30%	42
Air Transportation Workers	4,060	\$109,384	-19%	-120	-3%	45
Business Operations Specialists	205,900	\$80,121	0%	69,380	51%	42
Supervisors of Protective Service Workers	5,980	\$87,352	6%	660	12%	47
Life Scientists	10,050	\$92,083	1%	-650	-6%	41
Postsecondary Teachers	27,050	\$73,811	8%	9,190	51%	43
Architects, Surveyors, and Cartographers	6,280	\$77,103	10%	-1,200	-16%	42
Other Construction and Related Workers	5,180	\$61,192	24%	420	9%	44

Sources: U.S. Bureau of Labor Statistics; IPUMS. Universe includes all nonfarm wage and salary jobs.

Note: Data and analysis is for the Washington-Arlington-Alexandria Core Based Statistical Area as defined by the U.S. Office of Management and Budget. See page 71 for a description of our analysis of opportunity by occupation.

# Strong industries and occupations

## Which industries are projected to grow?

**Professional services, health care, accommodation and food services, and construction are projected to add the most jobs by 2022.** Many jobs in these industries pay relatively well and may be accessible to workers with lower levels of educational attainment if they obtain the right industry certifications.

### Industry Employment Projections, 2012-2022

Industry	2012 Estimated Employment	2022 Projected Employment	Total 2012-2022 Employment Change	Annual Avg. Percent Change	Total Percent Change
Professional, Scientific, and Technical Services	249,802	336,283	86,481	3%	35%
Health Care and Social Assistance	91,272	125,563	34,291	3%	38%
Accommodation and Food Services	91,975	110,951	18,976	2%	21%
Construction	57,252	74,279	17,027	3%	30%
Educational Services	96,268	112,987	16,719	2%	17%
Administrative and Support and Waste Management and Remediation Services	71,151	86,304	15,153	2%	21%
Retail Trade	114,511	126,071	11,560	1%	10%
Other Services (except Public Administration)	53,318	63,232	9,914	2%	19%
Finance and Insurance	35,089	39,792	4,703	1%	13%
Wholesale Trade	23,493	26,911	3,418	1%	15%
Arts, Entertainment, and Recreation	15,453	18,316	2,863	2%	19%
Real Estate and Rental and Leasing	18,761	21,075	2,314	1%	12%
Transportation and Warehousing	28,338	29,163	825	0%	3%
Agriculture, Forestry, Fishing and Hunting	153	169	16	1%	10%
Mining, Quarrying, and Oil and Gas Extraction	499	509	10	0%	2%
Public Administration	4,222	4,224	2	N/A	0%
Utilities	2,491	2,189	-302	-1%	-12%
Management of Companies and Enterprises	27,902	27,165	-737	0%	-3%
Information	36,907	35,792	-1,115	0%	-3%
Manufacturing	20,102	18,621	-1,481	-1%	-7%
<b>Total, All Industries</b>	<b>1,263,482</b>	<b>1,496,788</b>	<b>233,306</b>	<b>2%</b>	<b>18%</b>

Source: Virginia Employment Commission.

Note: Data is for Combined Projections Area (LWIA XI and LWIA XII), which includes Fairfax County, Fairfax City, Falls Church, Arlington County, and Alexandria City.



# Strong industries and occupations

## Which occupations are projected to grow?

**Computer and mathematical, business and financial, food preparation and serving, and office support occupations are projected to add the most jobs by 2022.** Opportunities exist for job-specific training and placement in quality employment.

### Occupational Employment Projections, 2012-2022

Occupation	2012 Estimated Employment	2022 Projected Employment	Total 2012-2022 Employment Change	Annual Avg. Percent Change	Total Percent Change
Computer and Mathematical	131,928	172,486	40,558	3%	31%
Business and Financial Operations	130,563	158,041	27,478	2%	21%
Food Preparation and Serving Related	87,426	106,846	19,420	2%	22%
Office and Administrative Support	154,478	171,306	16,828	1%	11%
Management	107,591	121,777	14,186	1%	13%
Construction and Extraction	51,721	64,525	12,804	2%	25%
Healthcare Practitioners and Technical	42,980	55,317	12,337	3%	29%
Education, Training, and Library	69,234	81,503	12,269	2%	18%
Sales and Related	114,556	126,674	12,118	1%	11%
Personal Care and Service	46,360	57,205	10,845	2%	23%
Protective Service	35,367	43,789	8,422	2%	24%
Healthcare Support	19,565	27,674	8,109	4%	41%
Building and Grounds Cleaning and Maintenance	49,584	57,243	7,659	1%	15%
Arts, Design, Entertainment, Sports, and Media	29,623	36,103	6,480	2%	22%
Transportation and Material Moving	49,688	55,243	5,555	1%	11%
Installation, Maintenance, and Repair	38,312	43,608	5,296	1%	14%
Architecture and Engineering	32,611	37,533	4,922	1%	15%
Community and Social Services	12,370	14,943	2,573	2%	21%
Life, Physical, and Social Science	13,020	15,004	1,984	1%	15%
Production	22,364	24,175	1,811	1%	8%
Legal	23,788	25,445	1,657	1%	7%
Farming, Fishing, and Forestry	353	348	-5	0%	-1%
<b>Total, All Occupations</b>	<b>1,263,482</b>	<b>1,496,788</b>	<b>233,306</b>	<b>2%</b>	<b>18%</b>

Source: Virginia Employment Commission.

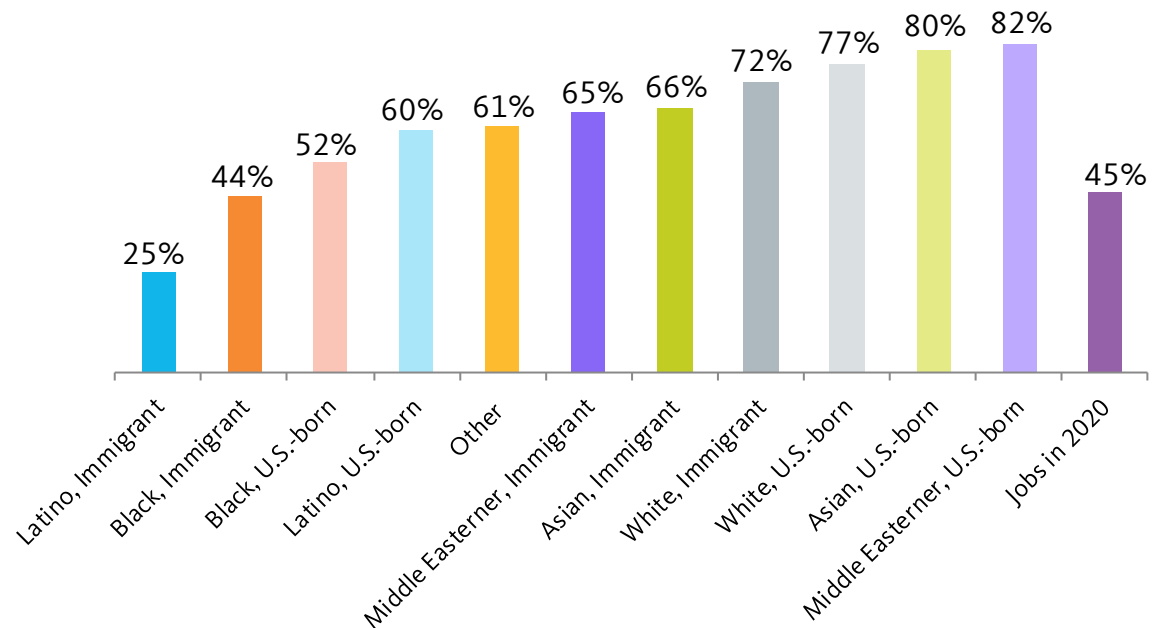
Note: Data is for Combined Projections Area (LWIA XI and LWIA XII), which includes Fairfax County, Fairfax City, Falls Church, Arlington County, and Alexandria City.

# Skilled workforce

**Do workers have the education and skills needed for the jobs of the future?**

**The education levels of the county’s Latino immigrant population aren’t keeping up with employers’ educational demands.** By 2020, an estimated 45 percent of jobs in Virginia will require at least an associate’s degree. Only 25 percent of Latino immigrants have that level of education now.

Share of Working-Age Population with an Associate’s Degree or Higher by Race/Ethnicity and Nativity, 2012, and Projected Share of Jobs that Require an Associate’s Degree or Higher, 2020



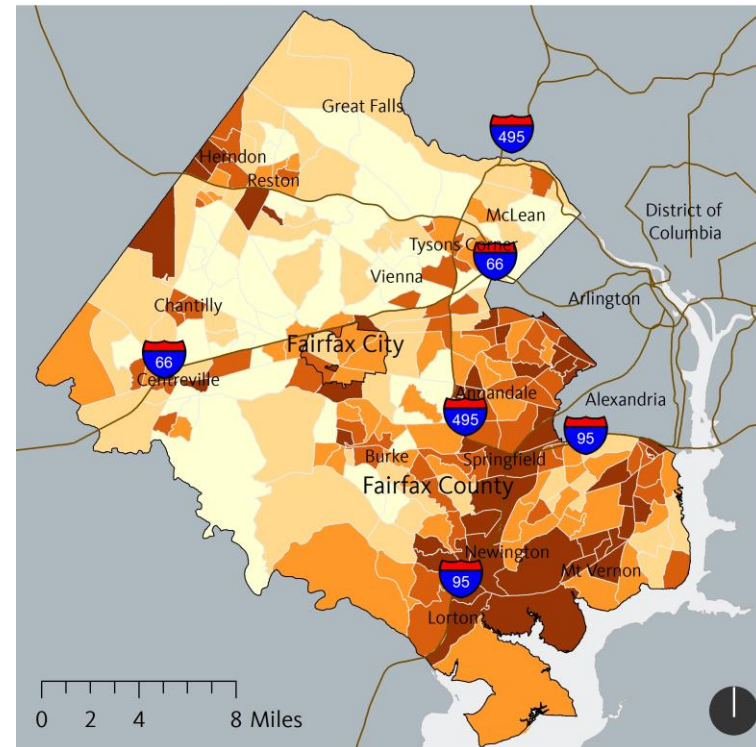
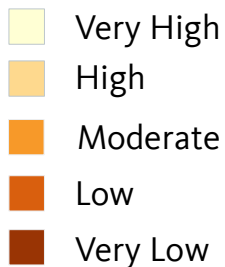
Sources: Georgetown Center for Education and the Workforce; IPUMS. Universe for education levels of workers includes all persons ages 25 through 64.  
 Note: Data for 2012 by race/ethnicity and nativity represent a 2008 through 2012 average at the county level; data on jobs in 2020 represents a state-level projection for Virginia.

# Youth preparedness

## Are all youth receiving access to opportunity?

**Child opportunity is high in Fairfax County overall relative to the Washington, DC, metro, but there are differences across communities within the county.** The southeastern portion of the county has the lowest child opportunity, including the communities of Lorton, Newington, Mt. Vernon and Springfield.

### Composite Child Opportunity Index by Census Tract



Sources: The diversitydatakids.org project and the Kirwin Institute for the Study of Race and Ethnicity.

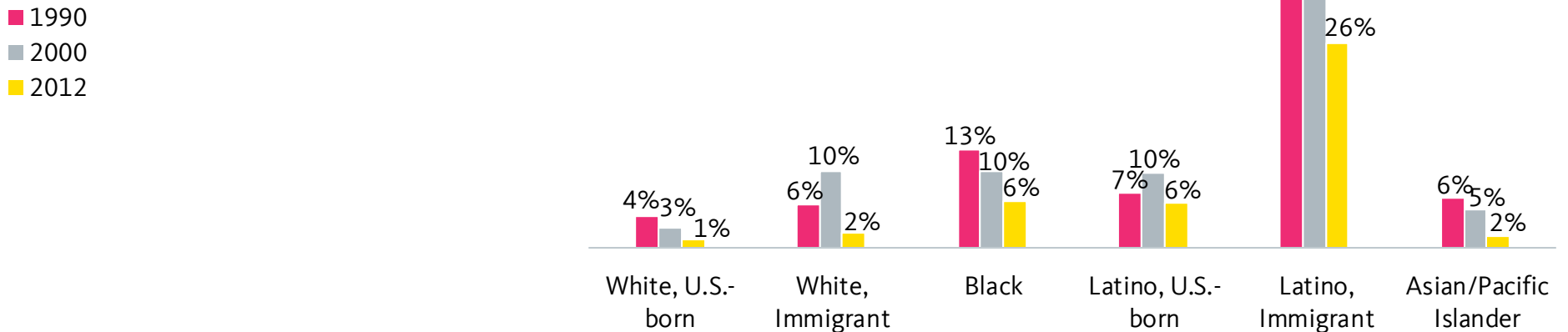
Note: The Child Opportunity Index is a composite of indicators across three domains: educational opportunity, health and environmental opportunity, and social and economic opportunity. The vintage of the underlying indicator data varies, ranging from years 2007 through 2013. The map was created by applying Jenks natural breaks to census tract level Overall Child Opportunity Index Score values for the region.

# Youth preparedness

## Are youth ready to enter the workforce?

**More of the county’s youth are getting high school degrees, but racial gaps remain.** Nearly 5,600 youth were without a high school degree and not in pursuit of one in 2012. Black and Latino youth, particularly Latino immigrants, are less likely to finish high school than their White counterparts.

Share of 16-to-24-Year-Olds Not Enrolled in School and without a High School Diploma by Race/Ethnicity and Nativity, 1990 to 2012



Source: IPUMS.  
 Note: Data for 2012 represent a 2008 through 2012 average.

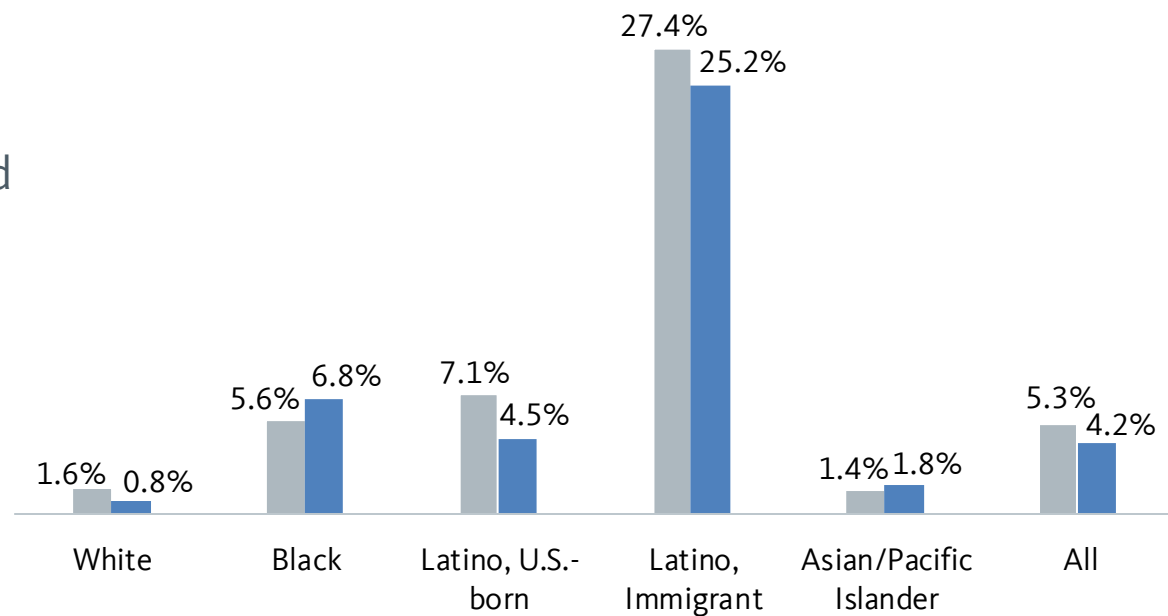
# Youth preparedness

## Are youth ready to enter the workforce?

**While young females are less likely than males to drop out of high school overall, this does not hold for all racial/ethnic groups.** Among young Blacks and Asians, females are more likely to be lacking a high school diploma and not in pursuit of one.

Share of 16-to-24-Year-Olds Not Enrolled in School and without a High School Diploma by Race/Ethnicity and Gender, 2012

■ Male  
■ Female



Source: IPUMS.  
Note: Data for 2012 represent a 2008 through 2012 average.

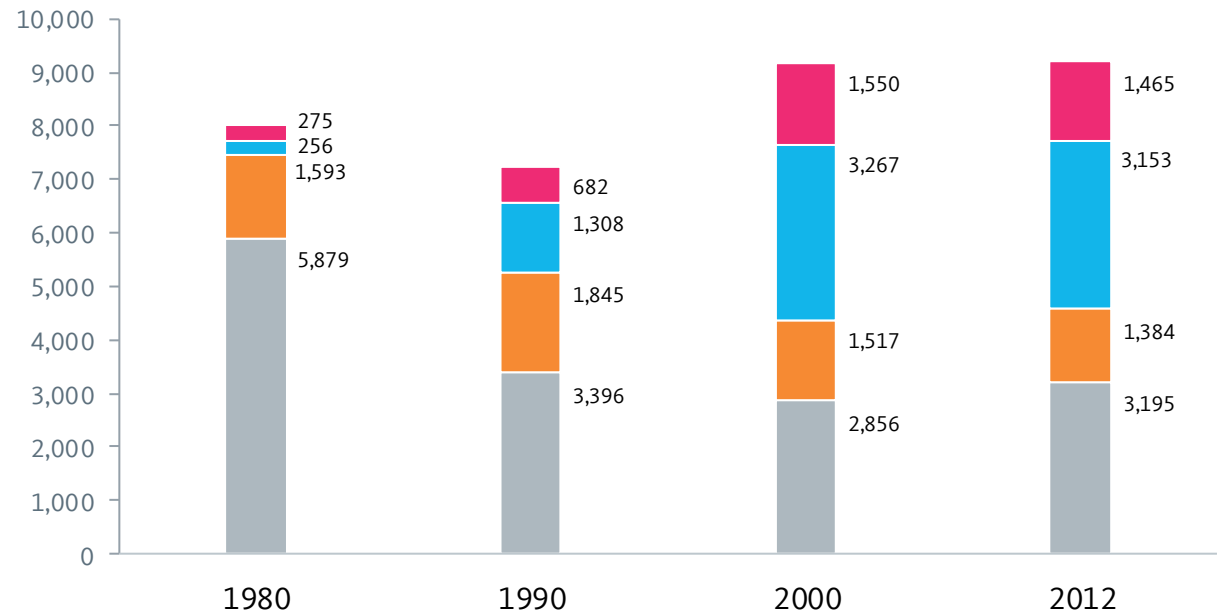
# Youth preparedness

## Are youth ready to enter the workforce?

**While the share of youth who are disconnected has decreased, youth of color remain disproportionately disconnected.** Of the nearly 9,200 disconnected youth in 2012, 15 percent were Black and 34 percent were Latino. These two groups make up 10 and 21 percent of all youth, respectively.

Disconnected Youth: 16-to-24-Year-Olds Not in School or Work by Race/Ethnicity, 1980 to 2012

- Native American or Other
- Asian/Pacific Islander
- Latino
- Black
- White



Source: IPUMS.  
 Note: Data for 2012 represent a 2008 through 2012 average.

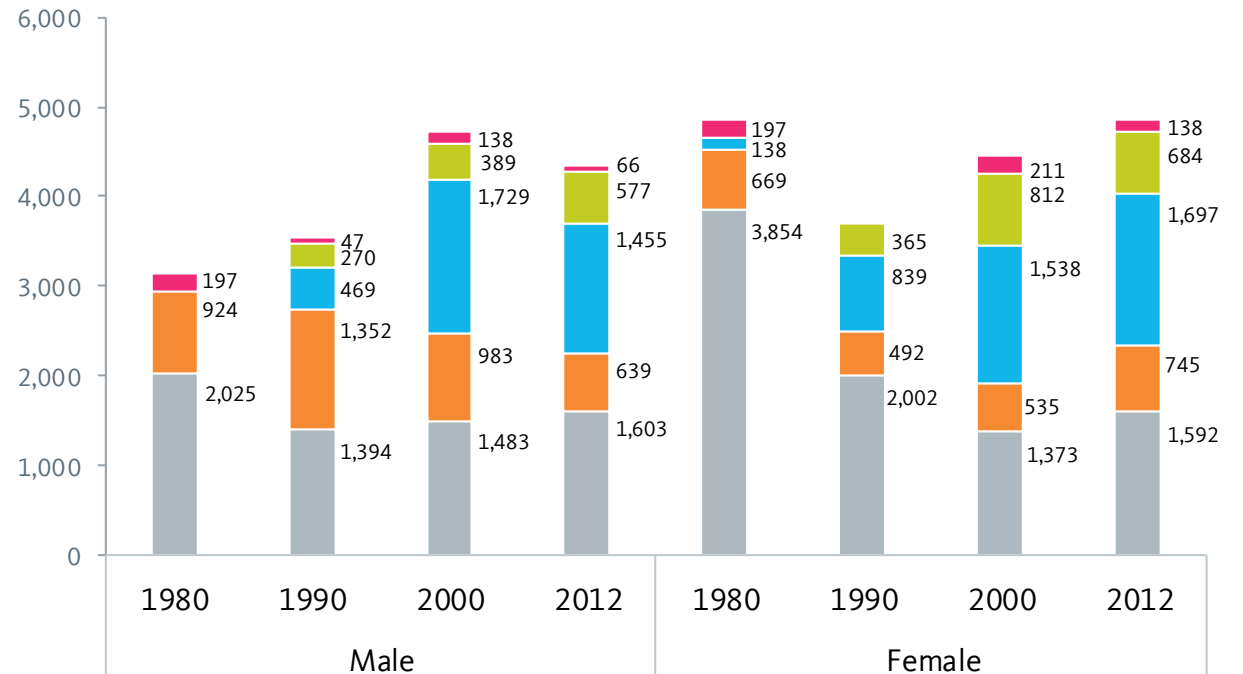
# Youth preparedness

## Are youth ready to enter the workforce?

**More young women of color are disconnected than their male counterparts.** Of the nearly 9,200 disconnected youth in 2012, 35 percent were young women of color. Comparatively, 30 percent were young men of color while young White men and women comprised 17 percent each.

Disconnected Youth: 16-to-24-Year-Olds Not in School or Work by Race/Ethnicity and Gender, 1980 to 2012

- Native American or Other
- Asian/Pacific Islander
- Latino
- Black
- White



Source: IPUMS.  
 Note: Data for 2012 represent a 2008 through 2012 average.

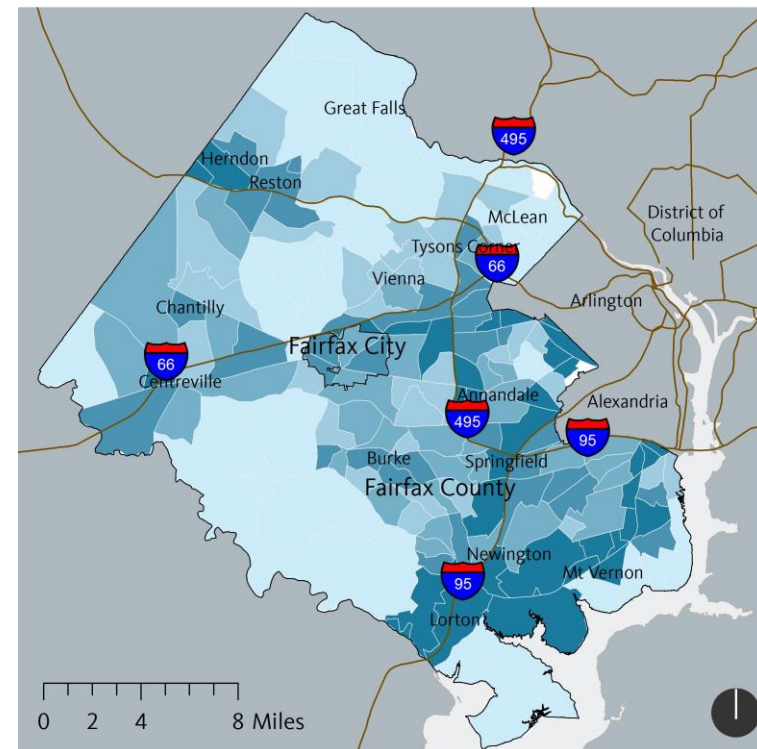
# Health Access

## Do residents have equal access to positive health outcomes?

**Opportunity for positive health outcomes is far lower in some communities than others.** While the social determinants of health are favorable in Fairfax County overall, communities in the southeastern portion of the county and in Herndon and Reston are least likely to have positive health outcomes.

### Virginia Health Opportunity Index by Census Tract (2013 Version)

- Very High
- High
- Moderate
- Low
- Very Low



Source: Northern Virginia Health Foundation.

Note: The Health Opportunity Index (HOI) is a composite of ten indicators developed by the Virginia Department of Health for 328 census tracts in northern Virginia that illustrate a range of social determinants of health, including a variety of personal, social, economic, and environmental factors that contribute to individual and population health. The map was created by applying Jenks natural breaks to census tract level HOI values for the region. Areas in white are missing data.

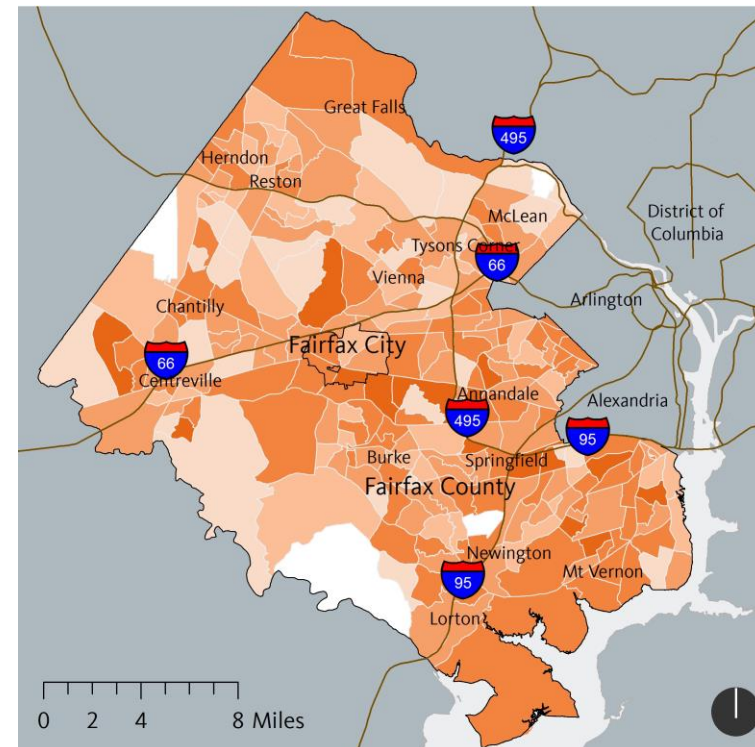
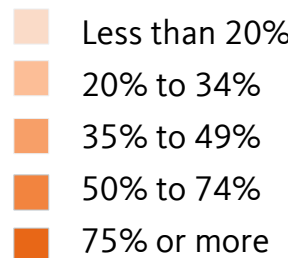


# Connectedness

## Can all residents access affordable housing?

**High rent burden occurs throughout the county.** In several communities the majority of renter households are rent burdened (paying more than 30 percent of income on rent) – communities on the outskirts of Fairfax City and in and around the other major towns have high rates of rent burden.

### Percent Rent-Burdened Households by Census Tract, 2012



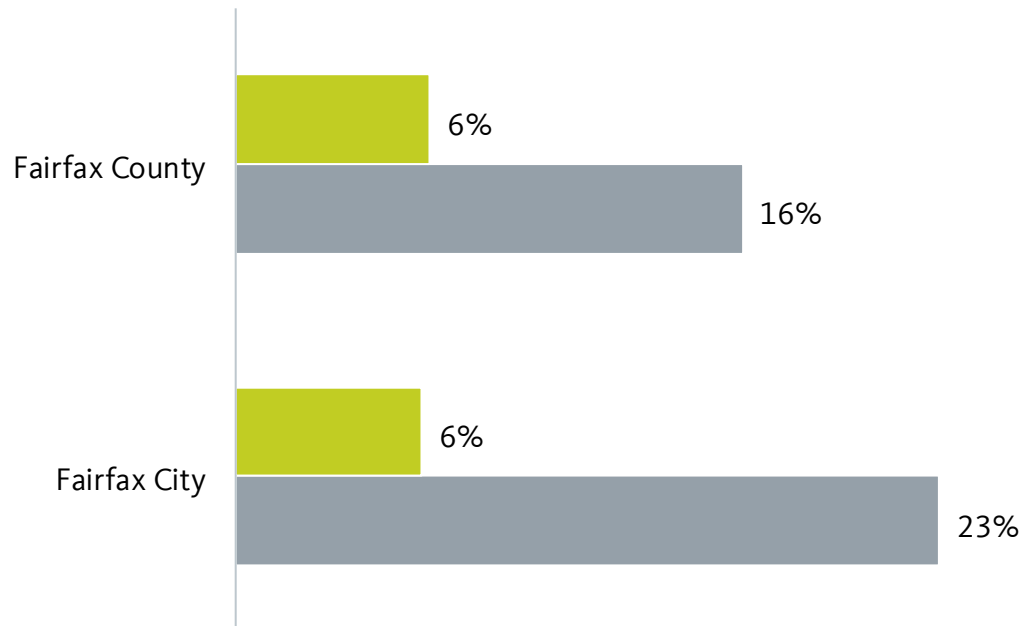
# Connectedness

## Can all residents access affordable housing?

**Low-wage workers in the county are not likely to find affordable rental housing:** 16 percent of jobs are low-wage (paying \$1,250 per month or less) and only 6 percent of rental units are affordable (having rent of \$749 per month or less, which would be 30 percent or less of two low-wage workers' incomes).

### Low-Wage Jobs and Affordable Rental Housing by County

- Share of rental housing units that are affordable
- Share of jobs that are low-wage



Source: U.S. Census Bureau.  
 Note: Data on affordable rental housing represents a 2008 through 2012 average; data on low-wage jobs is from 2010.

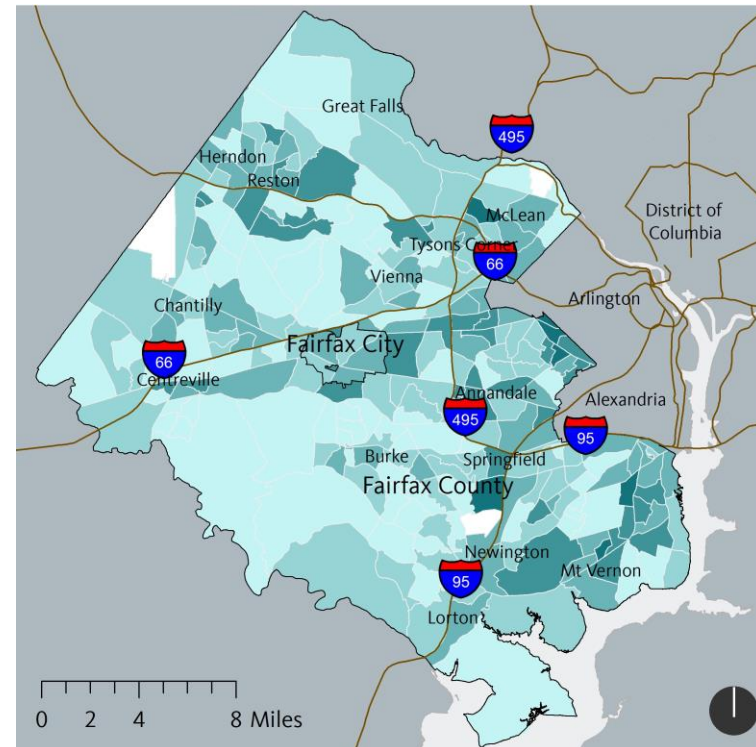
# Connectedness

## Can all residents access transportation?

**Car access varies by neighborhood but is lower in areas closer to Washington, DC.** Households in areas on the western and southern edges of the county are most likely to have access to a car.

Percent Households without a Vehicle by Census Tract, 2012

- Less than 1%
- 1% to 2%
- 3% to 6%
- 7% to 15%
- 16% or more



Source: U.S. Census Bureau. Universe includes all households (excludes group quarters).  
 Note: Data represent a 2008 through 2012 average. Areas in white are missing data.

# Connectedness

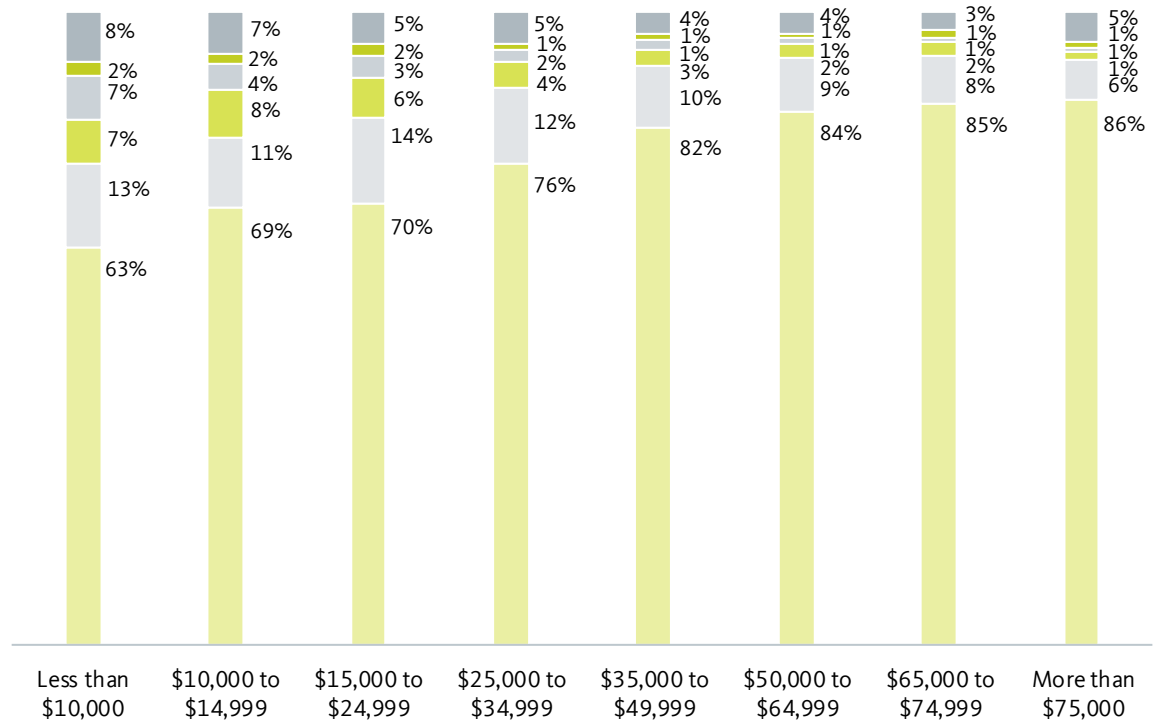
## Can all residents access transportation?

**Lower-income residents are less likely to drive alone to work.**

While 80 percent of all residents drive alone to work, single-driver commuting varies by income with 65 percent of workers earning under \$15,000 a year commuting alone compared to 86 percent of workers earning more than \$65,000 a year.

Means of Transportation to Work by Annual Earnings, 2012

- Worked at home
- Other
- Walked
- Public transportation
- Auto-carpool
- Auto-alone



Source: U.S. Census Bureau. Universe includes workers ages 16 and older with earnings.

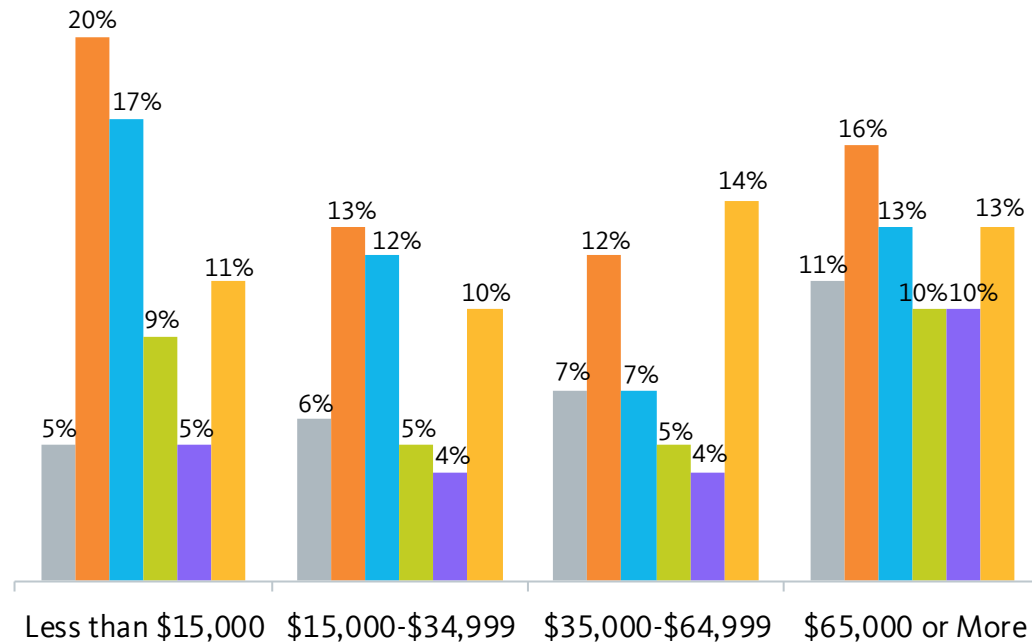
# Connectedness

## Can all residents access transportation?

**People of color are more likely than Whites to rely on the regional transit system to get to work.** Very low-income African Americans and Latinos are the most likely to use transit, although transit use markedly increases for higher-income workers.

Percent Using Public Transit by Annual Earnings and Race/Ethnicity, 2012

- White
- Black
- Latino
- Asian/Pacific Islander
- Middle Easterner
- Other



Source: IPUMS. Universe includes workers ages 16 and older with earnings.  
 Note: Data for 2012 represent a 2008 through 2012 average.

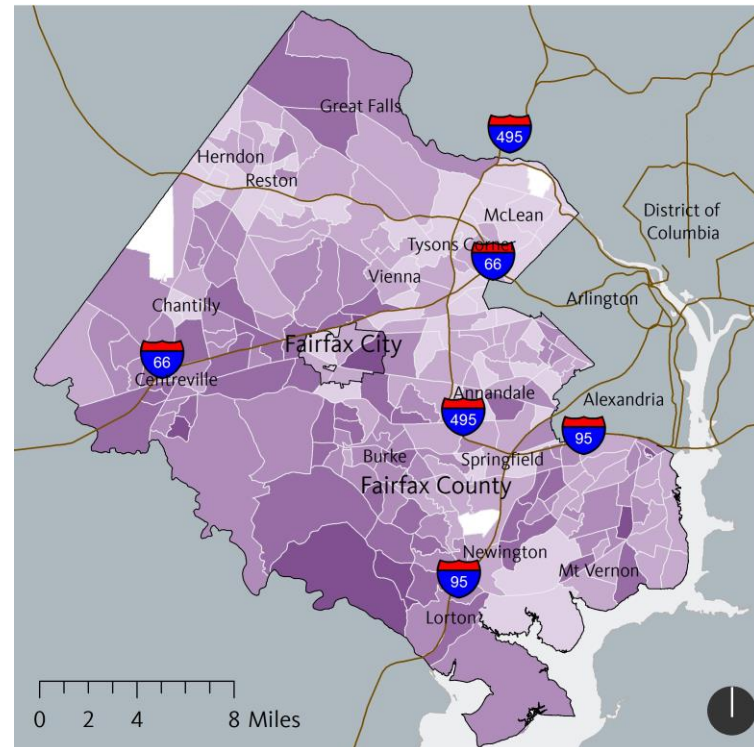
# Connectedness

## Do residents have reasonable travel times to work?

**Commuter times are highest in the outer edges of Fairfax County.** Commute times are lowest in areas closer to Washington, DC, and Arlington and highest in the southern and western portions of the county, as well as the eastern portion of Fairfax City.

Average Travel Time to Work in Minutes by Census Tract, 2012

- Less than 30 minutes
- 30 to 31 minutes
- 32 to 34 minutes
- 35 to 37 minutes
- 38 minutes or more



Source: U.S. Census Bureau. Universe includes all persons ages 16 or older who work outside of home.  
 Note: Data represent a 2008 through 2012 average. Areas in white are missing data.

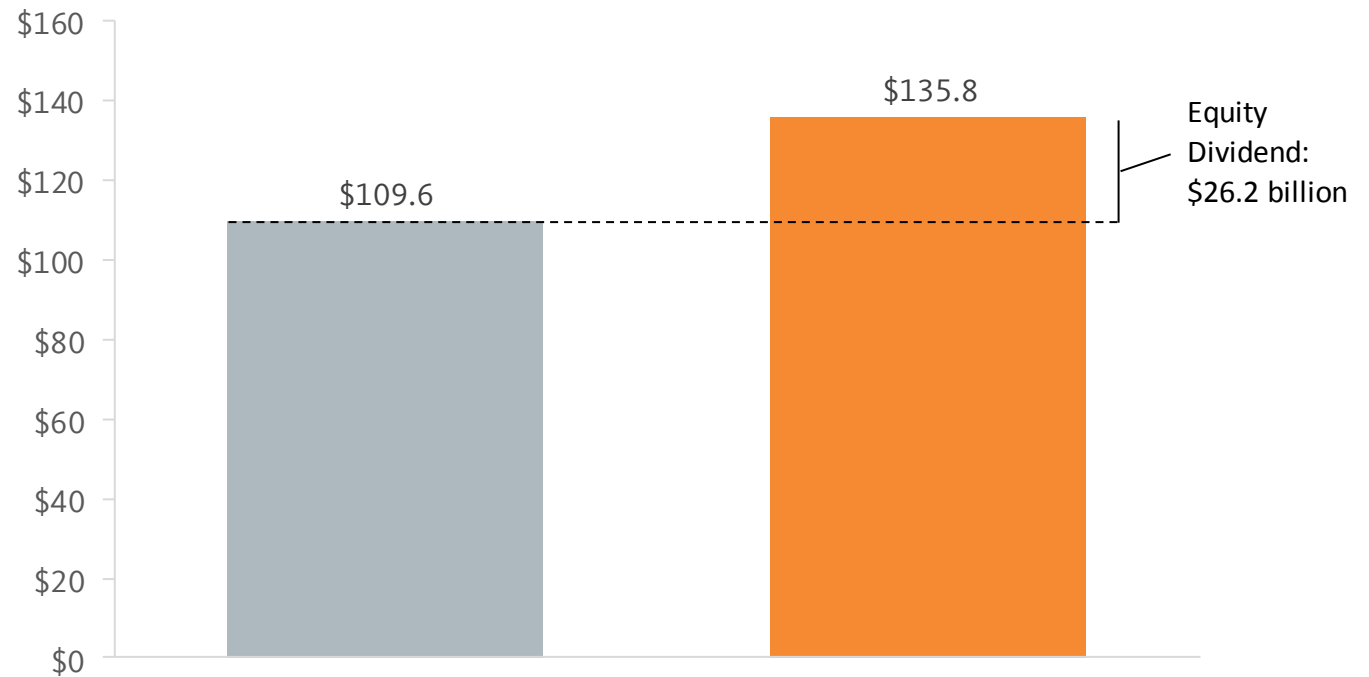
# Economic benefits of equity

How much higher would GDP be without racial economic inequalities?

**Fairfax County's GDP would have been \$26.2 billion higher in 2012 if its racial gaps in income were closed.**

Actual GDP and Estimated GDP without Racial Gaps in Income, 2012

- GDP in 2012 (billions)
- GDP if racial gaps in income were eliminated (billions)



# Data and methods

## **Data source summary and regional geography**

Broad racial/ethnic origin

Nativity

Detailed racial/ethnic ancestry

Other selected terms

General notes on analyses

## **Summary measures from IPUMS microdata**

## **Adjustments made to census summary data on race/ethnicity by age**

## **Adjustments made to demographic projections**

National projections

County and regional projections

## **Estimates and adjustments made to BEA data on GDP**

Adjustments at the state and national levels

County and metropolitan area estimates

## **Middle-class analysis**

## **Assembling a complete dataset on employment and wages by industry**

## **Growth in jobs and earnings by industry wage level, 1990 to 2012**

## **Analysis of occupations by opportunity level**

Estimates of GDP without racial gaps in income

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## **Growth in jobs and earnings by industry wage level, 1990 to 2012**

## **Analysis of occupations by opportunity level**



# Data and methods

## Data source summary and geography

Unless otherwise noted, all of the data and analyses presented in this equity profile are the product of PolicyLink and the USC Program for Environmental and Regional Equity (PERE).

The specific data sources are listed in the table on the right. While much of the data and analysis presented in this equitable growth profile are fairly intuitive, in the following pages we describe some of the estimation techniques and adjustments made in creating the underlying database, and provide more detail on terms and methodology used. Finally, the reader should bear in mind that while only a single county is profiled here, many of the analytical choices in generating the underlying data and analyses were made with an eye toward replicating the analyses in other regions and the ability to update them over time. That said, we do draw upon more local data sources for some indicators.

Source	Dataset
Integrated Public Use Microdata Series (IPUMS)	1980 5% State Sample
	1990 5% Sample
	2000 5% Sample
	2010 American Community Survey, 5-year microdata sample
	2012 American Community Survey, 5-year microdata sample
U.S. Census Bureau	1980 Summary Tape File 1 (STF1)
	1980 Summary Tape File 2 (STF2)
	1980 Summary Tape File 3 (STF3)
	1990 Summary Tape File 2A (STF2A)
	1990 Modified Age/Race, Sex and Hispanic Origin File (MARS)
	1990 Summary Tape File 4 (STF4)
	2000 Summary File 1 (SF1)
	2010 Summary File 1 (SF1)
	2012 5-Year American Community Survey Summary File
	2012 National Population Projections, Middle Series
2010 TIGER/Line Shapefiles, 2010 Counties	
2010 Local Employment Dynamics, LODES 6	
Woods & Poole Economics, Inc.	2014 Complete Economic and Demographic Data Source
U.S. Bureau of Economic Analysis	Gross Domestic Product by State
	Gross Domestic Product by Metropolitan Area
	Local Area Personal Income Accounts, CA30: regional economic profile
U.S. Bureau of Labor Statistics	Quarterly Census of Employment and Wages
	Local Area Unemployment Statistics
	Occupational Employment Statistics
Georgetown University Center on Education and the Workforce	Recovery: Job Growth And Education Requirements Through 2020; State Report
The diversitydatakids.org project and the Kirwin Institute for the Study of Race and Ethnicity	Child Opportunity Index Maps
Northern Virginia Health Foundation	How Healthy is Northern Virginia? A Look at the Latest Community Health Indicators (May 2013)

# Data and methods

## Selected terms and general notes

### Broad racial/ethnic origin

In the analyses presented, two different racial/ethnic categorizations are used depending on whether or not the Middle Eastern population is broken out. All categorization of people by race/ethnicity and nativity is based on individual responses to various census surveys.

For all analyses that *do not* break out the Middle Eastern population, all people were first assigned to one of six mutually exclusive racial/ethnic categories, depending on their responses to two separate questions on race and Hispanic origin as follows:

- “White” and “non-Hispanic White” are used to refer to all people who identify as White alone and do not identify as being of Hispanic origin.
- “Black” and “African American” are used to refer to all people who identify as Black or African American alone and do not identify as being of Hispanic origin.
- “Latino” refers to all people who identify as being of Hispanic origin, regardless of racial identification.

- “Asian,” “Asian/Pacific Islander,” and “API” are used to refer to all people who identify as Asian or Pacific Islander alone and do not identify as being of Hispanic origin.
- “Native American” and “Native American and Alaska Native” are used to refer to all people who identify as Native American or Alaskan Native alone and do not identify as being of Hispanic origin.
- “Other” and “Other or mixed race” are used to refer to all people who identify with a single racial category not included above, or identify with multiple racial categories, and do not identify as being of Hispanic origin.
- “People of color” or “POC” is used to refer to all people who do not identify as non-Hispanic White.

For all analyses that *do* break out the Middle Eastern population, we began with the categorization described above and re-categorized all people into a new “Middle Eastern” category who identified as being of Middle Eastern descent, as determined their response(s) to the census question on ancestry (virtually all of those we ultimately

categorized as Middle Easterners identify racially as non-Hispanic White and were thus removed from the White category). The census reports up to two responses to the question, and if any response indicated a Middle Eastern country or region. More specifically, individuals in the IPUMS data with values for the variables “ANCESTR1” and “ANCESTR2” ranging from 400 to 496 were all defined as Middle Easterner.

### Nativity

The term “U.S.-born” refers to all people who identify as being born in the United States (including U.S. territories and outlying areas), or born abroad of American parents. The term “immigrant” refers to all people who identify as being born abroad, outside of the United States, of non-American parents.

### Detailed racial/ethnic ancestry

Given the diversity of ethnic origin and substantial presence of immigrants among the Latino, Asian, Black, and Middle Eastern populations, we present population totals and the percentage immigrant for more detailed

# Data and methods

## Selected terms and general notes

(continued)

racial/ethnic categories within these groups. In order to maintain consistency with the broader racial/ethnic categories and to calculate the immigrant shares, these more detailed categories are drawn from the same two questions on race and Hispanic origin. For example, while country-of-origin information could have been used to identify Filipinos among the Asian population or Salvadorans among the Latino population, it could only do so for immigrants and not the U.S.-born population. For the Black and Middle Eastern populations, however, responses to the question on race do not provide sufficient detail to identify subgroups so we utilize the responses to the question on ancestry.

### Other selected terms

Below we provide some definitions and clarification around some of the terms used in the equity profile:

- The terms “region,” “metropolitan area,” “metro area,” and “metro,” are used interchangeably to refer to the geographic areas defined as metropolitan statistical

areas by the U.S. Office of Management and Budget, as well as to the region that is the subject of this profile as defined previously.

- The term “communities of color” generally refers to distinct groups defined by race/ethnicity among people of color.
- The term “full-time” workers refers to all persons in the IPUMS microdata who reported working at least 45 or 50 weeks (depending on the year of the data) and usually worked at least 35 hours per week during the year prior to the survey. A change in the “weeks worked” question in the 2008 American Community Survey (ACS), as compared with prior years of the ACS and the long form of the decennial census, caused a dramatic rise in the share of respondents indicating that they worked at least 50 weeks during the year prior to the survey. To make our data on full-time workers more comparable over time, we applied a slightly different definition in 2008 and later than in earlier years: in 2008 and later, the “weeks worked” cutoff is at

least 50 weeks while in 2007 and earlier it is 45 weeks. The 45-week cutoff was found to produce a national trend in the incidence of full-time work over the 2005-2010 period that was most consistent with that found using data from the March Supplement of the Current Population Survey, which did not experience a change to the relevant survey questions. For more information, see [http://www.census.gov/acs/www/Downloads/methodology/content\\_test/P6b\\_Weeks\\_Worked\\_Final\\_Report.pdf](http://www.census.gov/acs/www/Downloads/methodology/content_test/P6b_Weeks_Worked_Final_Report.pdf).

### General notes on analyses

Below we provide some general notes about the analyses conducted.

- In the summary document that accompanies this profile, we may discuss rankings comparing the profiled region to the largest 150 metros. In all such instances, we are referring to the largest 150 metropolitan statistical areas in terms of 2010 population.
- In regard to monetary measures (income, earnings, wages, etc.), the term “real” indicates the data have been adjusted for

# Data and methods

## Selected terms and general notes

(continued)

inflation, and, unless otherwise noted, all dollar values are in 2010 dollars. All inflation adjustments are based on the Consumer Price Index for all Urban Consumers (CPI-U) from the U.S. Bureau of Labor Statistics, available at <http://www.bls.gov/cpi/tables.htm>.

- Note that income information in the decennial censuses for 1980, 1990, and 2000 is reported for the year prior to the survey.

# Data and methods

## Summary measures from IPUMS microdata

Although a variety of data sources were used, much of our analysis is based on a unique dataset created using microdata samples (i.e., “individual-level” data) from the Integrated Public Use Microdata Series (IPUMS), for four points in time: 1980, 1990, 2000, and 2008 through 2012 pooled together. While the 1980 through 2000 files are based on the decennial census and cover about 5 percent of the U.S. population each, the 2008 through 2012 files are from the ACS and cover only about 1 percent of the U.S. population each. Five years of ACS data were pooled together to improve the statistical reliability and to achieve a sample size that is comparable to that available in previous years. Survey weights were adjusted as necessary to produce estimates that represent an average over the 2008 through 2012 period.

Compared with the more commonly used census “summary files,” which include a limited set of summary tabulations of population and housing characteristics, use of the microdata samples allows for the flexibility to create more illuminating metrics

of equity and inclusion, and provides a more nuanced view of groups defined by age, race/ethnicity, and nativity in each region of the United States.

The IPUMS microdata allows for the tabulation of detailed population characteristics, but because such tabulations are based on samples, they are subject to a margin of error and should be regarded as estimates – particularly in smaller regions and for smaller demographic subgroups. In an effort to avoid reporting highly unreliable estimates, we do not report any estimates that are based on a universe of fewer than 100 individual survey respondents.

A key limitation of the IPUMS microdata is geographic detail: each year of the data has a particular “lowest-level” of geography associated with the individuals included, known as the Public Use Microdata Area (PUMA) or “county groups.” PUMAs are drawn to contain a population of about 100,000, and vary greatly in size from being fairly small in densely populated urban areas,

to very large in rural areas, often with one or more counties contained in a single PUMA.

Because PUMAs do not neatly align with the boundaries of metropolitan areas, we created a geographic crosswalk between PUMAs and the region for the 1980, 1990, 2000, and 2008-2012 microdata. This involved estimating the share of each PUMA’s population that falls inside the region using population information from Geolytics for 2000 census block groups (2010 population information was used for the 2008-2012 geographic crosswalk). If the share was at least 50 percent, the PUMAs were assigned to the region and included in generating regional summary measures. For the remaining PUMAs, the share was somewhere between 50 and 100 percent, and this share was used as the “PUMA adjustment factor” to adjust downward the survey weights for individuals included in such PUMAs in the microdata when estimating regional summary measures.

# Data and methods

## Adjustments made to census summary data on race/ethnicity by age

For the racial generation gap indicator, we generated consistent estimates of populations by race/ethnicity and age group (under 18, 18-64, and over 64 years of age) for the years 1980, 1990, 2000, and 2010, at the county level, which was then aggregated to the regional level and higher. The racial/ethnic groups include non-Hispanic White, non-Hispanic Black, Hispanic/Latino, non-Hispanic Asian and Pacific Islander, non-Hispanic Native American/Alaska Native, and non-Hispanic Other (including other single-race alone and those identifying as multiracial). While for 2000 and 2010, this information is readily available in SF1 of each year, for 1980 and 1990, estimates had to be made to ensure consistency over time, drawing on two different summary files for each year.

For 1980, while information on total population by race/ethnicity for all ages combined was available at the county level for all the requisite groups in STF1, for race/ethnicity by age group we had to look to STF2, where it was only available for non-

Hispanic White, non-Hispanic Black, Hispanic, and the remainder of the population. To estimate the number of non-Hispanic Asian and Pacific Islanders, non-Hispanic Native Americans/Alaskan Natives, and non-Hispanic Others among the remainder for each age group, we applied the distribution of these three groups from the overall county population (of all ages) from STF1.

For 1990, population by race/ethnicity at the county level was taken from STF2A, while population by race/ethnicity was taken from the 1990 Modified Age Race Sex (MARS) file – special tabulation of people by age, race, sex, and Hispanic origin. However, to be consistent with the way race is categorized by the Office of Management and Budget's (OMB) Directive 15, the MARS file allocates all persons identifying as “Other race” or multiracial to a specific race. After confirming that population totals by county were consistent between the MARS file and STF2A, we calculated the number of “Other race” or multiracial that had been added to each racial/ethnic group in each county (for all

ages combined) by subtracting the number that is reported in STF2A for the corresponding group. We then derived the share of each racial/ethnic group in the MARS file that was made up of “Other race” or multiracial people and applied this share to estimate the number of people by race/ethnicity and age group exclusive of the “Other race” and multiracial, and finally the number of the “Other race” and multiracial by age group.

# Data and methods

## Adjustments made to demographic projections

### National projections

National projections of the non-Hispanic White share of the population are based on the U.S. Census Bureau's 2012 National Population Projections, Middle Series. However, because these projections follow the OMB 1997 guidelines on racial classification and essentially distribute the Other single-race alone group across the other defined racial/ethnic categories, adjustments were made to be consistent with the six broad racial/ethnic groups used in our analysis.

Specifically, we compared the percentage of the total population composed of each racial/ethnic group in the projected data for 2010 to the actual percentage reported in SF1 of the 2010 Census. We subtracted the projected percentage from the actual percentage for each group to derive an adjustment factor, and carried this adjustment factor forward by adding it to the projected percentage for each group in each projection year. Finally, we applied the adjusted population distribution by race/ethnicity to

the total projected population from 2012 National Population Projections to get the projected number of people by race/ethnicity.

### County and regional projections

Similar adjustments were made in generating county and regional projections of the population by race/ethnicity. Initial county-level projections were taken from Woods & Poole Economics, Inc. Like the 1990 MARS file described above, the Woods & Poole projections follow the OMB Directive 15-race categorization, assigning all persons identifying as Other or multiracial to one of five mutually exclusive race categories: White, Black, Latino, Asian/Pacific Islander, or Native American. Thus, we first generated an adjusted version of the county-level Woods & Poole projections that removed the Other or multiracial group from each of these five categories. This was done by comparing the Woods & Poole projections for 2010 to the actual results from SF1 of the 2010 Census, figuring out the share of each racial/ethnic group in the Woods & Poole data that was composed of Other or multiracial persons

in 2010, and applying it forward to later projection years. From these projections, we calculated the county-level distribution by race/ethnicity in each projection year for five groups (White, Black, Latino, Asian/Pacific Islander, and Native American), exclusive of Others or multiracials.

To estimate the county-level share of population for those classified as Other or multiracial in each projection year, we then generated a simple straight-line projection of this share using information from SF1 of the 2000 and 2010 Census. Keeping the projected Other or multiracial share fixed, we allocated the remaining population share to each of the other five racial/ethnic groups by applying the racial/ethnic distribution implied by our adjusted Woods & Poole projections for each county and projection year.

The result was a set of adjusted projections at the county level for the six broad racial/ethnic groups included in the Atlas, which were then applied to projections of the total population by county from Woods & Poole to get

## Data and methods

# Adjustments made to demographic projections

(continued)

projections of the number of people for each of the six racial/ethnic groups.

Finally, an Iterative Proportional Fitting (IPF) procedure was applied to bring the county-level results into alignment with our adjusted national projections by race/ethnicity described above. The final adjusted county results were then aggregated to produce a final set of projections at the metro-area and state levels.



# Data and methods

## Estimates and adjustments made to BEA data on GDP

The data on national gross domestic product (GDP) and its analogous regional measure, gross regional product (GRP) – both referred to as GDP in the text – are based on data from the U.S. Bureau of Economic Analysis (BEA). However, due to changes in the estimation procedure used for the national (and state-level) data in 1997, and a lack of metropolitan area estimates prior to 2001, a variety of adjustments and estimates were made to produce a consistent series at the national, state, metropolitan-area, and county levels from 1969 to 2012.

### **Adjustments at the state and national levels**

While data on gross state product (GSP) are not reported directly in the equity profile, they were used in making estimates of gross product at the county level for all years and at the regional level prior to 2001, so we applied the same adjustments to the data that were applied to the national GDP data. Given a change in BEA's estimation of gross product at the state and national levels from a standard industrial classification (SIC) basis to a North American industry classification

system (NAICS) basis in 1997, data prior to 1997 were adjusted to avoid any erratic shifts in gross product in that year. While the change to a NAICS basis occurred in 1997, BEA also provides estimates under an SIC basis in that year. Our adjustment involved figuring the 1997 ratio of NAICS-based gross product to SIC-based gross product for each state and the nation, and multiplying it by the SIC-based gross product in all years prior to 1997 to get our final estimate of gross product at the state and national levels.

### **County and metropolitan area estimates**

To generate county-level estimates for all years, and metropolitan-area estimates prior to 2001, a more complicated estimation procedure was followed. First, an initial set of county estimates for each year was generated by taking our final state-level estimates and allocating gross product to the counties in each state in proportion to total earnings of employees working in each county – a BEA variable that is available for all counties and years. Next, the initial county estimates were aggregated to metropolitan-area level, and

were compared with BEA's official metropolitan-area estimates for 2001 and later. They were found to be very close, with a correlation coefficient very close to one (0.9997). Despite the near-perfect correlation, we still used the official BEA estimates in our final data series for 2001 and later. However, to avoid any erratic shifts in gross product during the years up until 2001, we made the same sort of adjustment to our estimates of gross product at the metropolitan-area level that was made to the state and national data – we figured the 2001 ratio of the official BEA estimate to our initial estimate, and multiplied it by our initial estimates for 2000 and earlier to get our final estimate of gross product at the metropolitan-area level.

We then generated a second iteration of county-level estimates – just for counties included in metropolitan areas – by taking the final metropolitan-area-level estimates and allocating gross product to the counties in each metropolitan area in proportion to total earnings of employees working in each

# Data and methods

## Estimates and adjustments made to BEA data on GDP

(continued)

county. Next, we calculated the difference between our final estimate of gross product for each state and the sum of our second-iteration county-level gross product estimates for metropolitan counties contained in the state (that is, counties contained in metropolitan areas). This difference, total nonmetropolitan gross product by state, was then allocated to the nonmetropolitan counties in each state, once again using total earnings of employees working in each county as the basis for allocation. Finally, one last set of adjustments was made to the county-level estimates to ensure that the sum of gross product across the counties contained in each metropolitan area agreed with our final estimate of gross product by metropolitan area, and that the sum of gross product across the counties contained in state agreed with our final estimate of gross product by state. This was done using a simple IPF procedure.

We should note that BEA does not provide data for all counties in the United States, but rather groups some counties that have had boundary changes since 1969 into county

groups to maintain consistency with historical data. Any such county groups were treated the same as other counties in the estimate techniques described above.

Fairfax County is included in one of the BEA county groups (composed of Fairfax County, Fairfax City, and Falls Church City). Thus, to estimate GDP for the region comprising of just Fairfax County and Fairfax City, which is the regional definition used for most of the data presented in this profile, we applied a similar approach to that described above but using a different data source – the Quarterly Census of Employment and Wages (QCEW) – which provides data for each individual county/city. Using the QCEW, we calculated Falls Church’s share of total earnings for workers in its BEA county group, and adjusted our GDP estimate for the county group downward by that share to get our final GDP estimate for the region comprising just Fairfax County and Fairfax City.

# Data and methods

## Middle-class analysis

To analyze middle-class decline over the past four decades, we began with the regional household income distribution in 1979 – the year for which income is reported in the 1980 Census (and the 1980 IPUMS microdata). The middle 40 percent of households were defined as “middle class,” and the upper and lower bounds in terms of household income (adjusted for inflation to be in 2010 dollars) that contained the middle 40 percent of households were identified. We then adjusted these bounds over time to increase (or decrease) at the same rate as real average household income growth, identifying the share of households falling above, below, and in between the adjusted bounds as the upper, lower, and middle class, respectively, for each year shown. Thus, the analysis of the size of the middle class examined the share of households enjoying the same relative standard of living in each year as the middle 40 percent of households did in 1979.

## Data and methods

# Assembling a complete dataset on employment and wages by industry

Analysis of jobs and wages by industry, reported on pages 23 and 39, is based on an industry-level dataset constructed using two-digit NAICS industries from the Bureau of Labor Statistics' Quarterly Census of Employment and Wages (QCEW). Due to some missing (or nondisclosed) data at the county and regional levels, we supplemented our dataset using information from Woods & Poole Economics, Inc., which contains complete jobs and wages data for broad, two-digit NAICS industries at multiple geographic levels. (Proprietary issues barred us from using Woods & Poole data directly, so we instead used it to complete the QCEW dataset.) While we refer to counties in describing the process for "filling in" missing QCEW data below, the same process was used for the regional and state levels of geography.

Given differences in the methodology underlying the two data sources (in addition to the proprietary issue), it would not be appropriate to simply "plug in" corresponding Woods & Poole data directly to fill in the QCEW data for nondisclosed industries.

Therefore, our approach was to first calculate the number of jobs and total wages from nondisclosed industries in each county, and then distribute those amounts across the nondisclosed industries in proportion to their reported numbers in the Woods & Poole data.

To make for a more accurate application of the Woods & Poole data, we made some adjustments to it to better align it with the QCEW. One of the challenges of using Woods & Poole data as a "filler dataset" is that it includes all workers, while QCEW includes only wage and salary workers. To normalize the Woods & Poole data universe, we applied both a national and regional wage and salary adjustment factor; given the strong regional variation in the share of workers who are wage and salary, both adjustments were necessary. Second, while the QCEW data are available on an annual basis, the Woods & Poole data are available on a decadal basis until 1995, at which point they become available on an annual basis. For the 1990-1995 period, we estimated the Woods & Poole annual jobs and wages figures using a

straight-line approach. Finally, we standardized the Woods & Poole industry codes to match the NAICS codes used in the QCEW.

It is important to note that not all counties and regions were missing data at the two-digit NAICS level in the QCEW, and the majority of larger counties and regions with missing data were only missing data for a small number of industries and only in certain years. Moreover, when data are missing it is often for smaller industries. Thus, the estimation procedure described is not likely to greatly affect our analysis of industries, particularly for larger counties and regions.

## Data and methods

# Growth in jobs and earnings by industry wage level, 1990 to 2012

The analysis on page 23 uses our filled-in QCEW dataset (see the previous page) and seeks to track shifts in regional job composition and wage growth by industry wage level.

Using 1990 as the base year, we classified broad industries (at the two-digit NAICS level) into three wage categories: low, middle, and high wage. An industry's wage category was based on its average annual wage, and each of the three categories contained approximately one-third of all private industries in the region.

We applied the 1990 industry wage category classification across all the years in the dataset, so that the industries within each category remained the same over time. This way, we could track the broad trajectory of jobs and wages in low-, middle-, and high-wage industries.

This approach was adapted from a method used in a Brookings Institution report, *Building From Strength: Creating Opportunity in Greater Baltimore's Next Economy*. For more information; see

[http://www.brookings.edu/~media/research/files/reports/2012/4/26%20baltimore%20economy%20vey/0426\\_baltimore\\_economy\\_vey.pdf](http://www.brookings.edu/~media/research/files/reports/2012/4/26%20baltimore%20economy%20vey/0426_baltimore_economy_vey.pdf).

While we initially sought to conduct the analysis at a more detailed NAICS level, the large amount of missing data at the three- to six-digit NAICS levels (which could not be resolved with the method that was applied to generate our filled-in two-digit QCEW dataset) prevented us from doing so.

# Data and methods

## Analysis of occupations by opportunity level

The analysis of strong occupations on page 40 and jobs by opportunity level on page 33 are related and based on an analysis that seeks to classify occupations in the region by opportunity level. Industries and occupations with high concentrations in the region, strong growth potential, and decent and growing wages are considered strong.

To identify “high-opportunity” occupations, we developed an “occupation opportunity index” based on measures of job quality and growth, including median annual wage, wage growth, job growth (in number and share), and median age of workers (which represents potential job openings due to retirements).

Once the “occupation opportunity index” score was calculated for each occupation, they were sorted into three categories (high, middle, and low opportunity). Occupations were evenly distributed into the categories based on employment. The strong occupations shown on page 40 are those found in the top, or high category.

There are some aspects of this analysis that warrant further clarification. First, the “occupation opportunity index” that is constructed is based on a measure of job quality and set of growth measures, with the job-quality measure weighted twice as much as all of the growth measures combined. This weighting scheme was applied both because we believe pay is a more direct measure of “opportunity” than the other available measures, and because it is more stable than most of the other growth measures, which are calculated over a relatively short period (2005-2011). For example, an increase from \$6 per hour to \$12 per hour is fantastic wage growth (100 percent), but most would not consider a \$12-per-hour job as a “high-opportunity” occupation.

Second, all measures used to calculate the “occupation opportunity index” are based on data for metropolitan statistical areas from the Occupational Employment Statistics (OES) program of the U.S. Bureau of Labor Statistics (BLS), with one exception: median age by occupation. This measure, included

among the growth metrics because it indicates the potential for job openings due to replacements as older workers retire, is estimated for each occupation from the 2010 5-year IPUMS ACS microdata file (for the employed civilian noninstitutional population ages 16 and older). It is calculated at the metropolitan statistical area level (to be consistent with the geography of the OES data), except in cases for which there were fewer than 30 individual survey respondents in an occupation; in these cases, the median age estimate is based on national data.

Third, the level of occupational detail at which the analysis was conducted, and at which the lists of occupations are reported, is the three-digit standard occupational classification (SOC) level. While considerably more detailed data is available in the OES, it was necessary to aggregate to the three-digit SOC level in order to align closely with the occupation codes reported for workers in the ACS microdata, making the analysis reported on page 40 possible.

# Data and methods

## Estimates of GDP without racial gaps in income

Estimates of the gains in GDP under a hypothetical scenario in which there is no income inequality by race/ethnicity are based on the IPUMS 2012 5-Year American Community Survey (ACS) microdata. We applied a methodology similar to that used by Robert Lynch and Patrick Oakford in Chapter Two of *All-in Nation: An America that Works for All* with some modification to include income gains from increased employment (rather than only those from increased wages). As in the Lynch and Oakford analysis, once the percentage increase in overall average annual income was estimated, 2012 GDP was assumed to rise by the same percentage.

We first organized individuals aged 16 or older in the IPUMS ACS into six mutually exclusive racial/ethnic groups: non-Hispanic White, non-Hispanic Black, Latino, non-Hispanic Asian/Pacific Islander, non-Hispanic Native American, and non-Hispanic Other or multiracial. Following the approach of Lynch and Oakford in *All-In Nation*, we excluded from the non-Hispanic Asian/Pacific Islander category subgroups whose average incomes

were higher than the average for non-Hispanic Whites. Also, to avoid excluding subgroups based on unreliable average income estimates due to small sample sizes, we added the restriction that a subgroup had to have at least 100 individual survey respondents in order to be included.

We then assumed that all racial/ethnic groups had the same average annual income and hours of work, by income percentile and age group, as non-Hispanic Whites, and took those values as the new “projected” income and hours of work for each individual. For example, a 54-year-old non-Hispanic Black person falling between the 85th and 86th percentiles of the non-Hispanic Black income distribution was assigned the average annual income and hours of work values found for non-Hispanic White persons in the corresponding age bracket (51 to 55 years old) and “slice” of the non-Hispanic White income distribution (between the 85th and 86th percentiles), regardless of whether that individual was working or not. The projected individual annual incomes and work hours

were then averaged for each racial/ethnic group (other than non-Hispanic Whites) to get projected average incomes and work hours for each group as a whole, and for all groups combined.

One difference between our approach and that of Lynch and Oakford is that we include all individuals ages 16 years and older, rather than just those with positive income. Those with income values of zero are largely non-working, and were included so that income gains attributable to increased average annual hours of work would reflect both expanded work hours for those currently working and an increased share of workers—an important factor to consider given sizeable differences in employment rates by race/ethnicity. One result of this choice is that the average annual income values we estimate are analogous to measures of per capita income for the age 16 and older population and are notably lower than those reported in Lynch and Oakford; another is that our estimated income gains are relatively larger as they presume increased employment rates.



PolicyLink is a national research and action institute advancing economic and social equity by Lifting Up What Works®.

The USC Program for Environmental and Regional Equity (PERE) conducts research and facilitates discussions on issues of environmental justice, regional inclusion, and social movement building.

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