

**PROPOSED  
SUPPLEMENTAL INFORMATION TO FAIRFAX COUNTY  
PROPOSED CONSOLIDATED PLAN ANNUAL ACTION  
PLAN FOR FISCAL YEAR (FY) 2013 REGARDING THE  
FUNDING AND ACTIVITIES UNDER FY 2013  
EMERGENCY SOLUTIONS GRANTS FUNDING**

**MARCH 23, 2012**

**EMERGENCY SOLUTIONS GRANT (ESG)  
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Proposed by the Fairfax County Office to Prevent and End Homelessness  
Thursday, March 22, 2012

**1) Standard Form 424**

Standard Form 424 will be submitted with the full Consolidated Plan One-Year Action Plan by May 15, 2012.

**2) Follow consultation requirements at 24 CFR 91.100(d) and description of CoC consultation**

The Fairfax County Office to Prevent and End Homelessness consulted with other public and private agencies that provide assisted housing, health services, and social and fair housing services during the preparation of the following Emergency Solutions Grant (ESG) amendment as required by 24 CFR 91.100(d).

The Office to Prevent and End Homelessness (OPEH) facilitates a monthly meeting of public and private housing and service providers, called the "Interagency Workgroup on HOST Services", which consists of representatives from the following public and private agencies: Fairfax County's Department of Housing and Community Development, Department of Family Services, Community Services Board, Department of Health, and Department of Administration for Human Services, as well as staff from non-profit community-based organizations providing housing and homeless services in the local community. These organizations work together to develop performance standards for, and evaluate the outcomes of, projects and activities assisted by ESG funds.

**3) Citizen participation plan and process**

Fairfax County is following the citizen participation process for substantial amendments identified in the county's Citizen Participation Plan for the Consolidated Plan. Due to the nature of this amendment, the county did not include this in its quarterly budget review process, but rather has addressed it outside of that process.

The Citizen Participation Plan calls for the public advertisement of this amendment for at least 30 days prior to consideration of the amendment by the Board of Supervisors to allow time for public comment. The notice is being published in The Washington Times on March 23, 2012 and copies of the amendment are available for review online at <http://www.fairfaxcounty.gov/rha>, at <http://www.fairfaxcounty.gov/homeless> and at the Citizen Information Desk located on the lobby level of the Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, Virginia 22035. Copies may be obtained at the Fairfax County Department of Housing and Community Development, 3700 Pender Drive, Suite 300, Fairfax, Virginia 22030 or 8350 Richmond Highway, Suite 527, Alexandria, Virginia, 22309. All of the above mentioned locations are accessible to persons with disabilities.

The public is instructed that to obtain additional information or to write comments, citizens should please contact the Fairfax County Department of Housing and Community Development, Attention: Stephen Knippler, Senior Program Manager, 3700 Pender Drive, Fairfax, Virginia 22030-6039 (Telephone: 703-246-5170, e-mail: [stephen.knippler@fairfaxcounty.gov](mailto:stephen.knippler@fairfaxcounty.gov), TTY: 703-385-3578). Written comments should be received at the above Pender Drive building address or e-mail address by 12 Noon,

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April 23, 2012. At its regular meeting on May 1, 2012, the Board of Supervisors will take action on the proposed Consolidated One-Year Action Plan for FY 2013 and use of ESG funds.

*Public comments will be summarized along with a summary of comments not accepted and the reasons for not accepting them after the public comment period has concluded.*

**4) Matching dollars for second allocation of HUD FY 2011 ESG funds**

The total HUD FY 2012 ESG funds for the Fairfax County CoC is \$469,222. The full amount will go to financial assistance and ESG tenant-based rental assistance.

A total of \$140,767 is budgeted to be spent on Rapid Re-Housing activities, with \$19,707 budgeted for Housing Relocation and Stabilization Services as Financial Assistance and \$121,059 on ESG tenant-based Rental Assistance. A total of \$328,455 is budgeted to be spent on Homelessness Prevention activities with \$45,984 budgeted for Housing Relocation and Stabilization Services as Financial Assistance and \$282,472 on ESG tenant-based Rental Assistance.

Expenditures will be matched on a dollar-to-dollar basis with expenditures from local funds appropriated to support homelessness prevention and rapid re-housing activities. The funds will be matched dollar-to-dollar to each activity type, as noted in the attached table 3C, to provide Housing Relocation and Stabilization Services in the form of financial assistance, as well as ESG tenant-based Rental Assistance.

**5) Funded activity details**

The Five-Year and One-Year Consolidated Plan documents identify the homeless population and the 10-Year Plan goal of ending homelessness as high priorities. Specific priorities to be addressed to end homelessness in 10 years include bolstering existing resources, including providing housing opportunities funded with re-targeted and additional federal resources, and using local resources, if appropriated, to fund nonprofit rental subsidy programs, short-term emergency assistance, and nonprofit housing acquisitions. The local Short-Term assistance program provides this emergency assistance, but the demand for these prevention and rapid re-housing resources exceeds the capacity of the available funding. The use of Emergency Solutions Grant funds to enhance these services will significantly increase the ability to meet the needs of extremely low-income households in order to prevent them from becoming homeless or to rapidly re-house individuals and families who do enter the homeless services system.

Rapid Re-Housing

A total of \$140,767 in Federal ESG funds is budgeted for rapid re-housing services for people who are homeless. This amount includes a total of \$19,707 for housing relocation and stabilization services in the form of financial assistance and \$121,059 for ESG tenant-based rental assistance. It is anticipated that the spending of the HUD FY 2012 ESG funds will begin in October 2012 and be fully expended by the end of September 2013.

The standard objective of the ESG-funded rapid re-housing programs is the provision of decent housing with the desired outcome to ensure availability and accessibility of housing. To this end, ESG-funded rapid re-housing programs in the Fairfax County CoC are expected to help a total of 45 homeless

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households, consisting of 117 people, move quickly into permanent housing and achieve stability. This assistance will be provided to program participants who meet the criteria under paragraph (1) of the "homeless" definition in 24 CFR 576.2 or meet the criteria under paragraph (4) of the "homeless" definition and live in an emergency shelter or other place described in paragraph (1) of the "homeless" definition.

It is anticipated that 75% of those households served by ESG-funded rapid rehousing services will exit to permanent destination, which includes units rented by the client with or without subsidy and living situations with friends or family that are expected to be of permanent tenure.

<b>Activity</b>	<b>Total Budgeted for Activity</b>	<b>Number of Persons in Households Served by ESG-funded Programs</b>	<b>Households Served by ESG-funded Programs</b>	<b>Pct. Exiting to Permanent Destinations</b>
<b>Rapid Re-housing (Total)</b>	<b>\$140,767</b>	<b>117</b>	<b>45</b>	<b>75%</b>
<i>Housing Relocation and Stabilization Services</i>	\$19,707	43	16	
<i>ESG tenant-based Rental Assistance</i>	\$121,059	104	40	

Homelessness Prevention

A total of \$328,455 of HUD ESG 12 funds is budgeted for homelessness prevention services. This amount includes a total of \$45,984 for housing relocation and stabilization services in the form of financial assistance and \$282,472 for ESG tenant-based rental assistance. It is anticipated that the spending of funds will begin in October 2012 and be fully expended by the end of September 2013.

The standard objective of the ESG-funded homelessness prevention programs is the provision of decent housing with the desired outcome to sustain housing for families and individuals. To this end, ESG-funded homelessness prevention programs in the Fairfax County CoC are expected to help a total of 104 households, consisting of 274 people, remain in permanent housing options. This assistance will be provided to households that fit the "at-risk" category definitions, or "homeless" categories under paragraph two (2) or three (3) under 24 CFR 576.2 are referred to "Community Case Managers". The Community Case Manager conducts a more thorough assessment to document the determination of ESG eligibility.

It is anticipated that 75% of those households served by ESG-funded homelessness prevention services will remain in permanent housing options, which includes units rented by the client with or without subsidy and living situations with friends or family that are expected to be of permanent tenure.

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<b>Activity</b>	<b>Total Budgeted for Activity</b>	<b>Number of Persons in Households Served by ESG-funded Programs</b>	<b>Households Served by ESG-funded Programs</b>	<b>Pct. Remaining in Permanent Housing After Receiving Services</b>
<b>Homelessness Prevention (Total)</b>	<b>\$328,455</b>	<b>274</b>	<b>104</b>	<b>75%</b>
<i>Housing Relocation and Stabilization Services</i>	\$45,984	101	38	
<i>ESG tenant-based Rental Assistance</i>	\$282,472	242	92	

**6) Reasons for funding the proposed activities at the amounts specified**

Data from the utilization of HPRP and the local Short-Term Assistance program were reviewed. With HPRP, nearly 90 percent of the expenditures were for prevention, and in the Short-Term Assistance program nearly 70 percent is for prevention. This is consistent with the policy shift to promote rapid re-housing as a high priority. This proportion is continued in the proposed use of ESG funds.

The proposed use of ESG funds will contribute to the national goal to prevent and end homelessness for families, youth, and children in 10 years through Objective 3 in the federal plan: **Provide affordable housing to people experiencing or most at risk of homelessness**. Specifically, the proposed use will support rental housing subsidies through federal, state, local, and private resources to individuals and families experiencing or most at risk of homelessness.

Homeless individuals and families in the Northern Virginia area face common barriers to housing, such as disabilities, low income, poor credit and lack of transportation. The unique rental market in Northern Virginia sets an especially high housing barrier in terms of housing affordability for homeless individuals and families. Rental costs are very high. The fair market rent for a one-bedroom apartment in the community is \$1,328 per month and for a two-bedroom apartment is it \$1,506 per month. To afford this, a household would need to earn over \$5,000 per month, and single parent working full-time would have to earn nearly \$29 per hour. Yet the annual median income for Fairfax County is over \$100,000 for a family of four so competition for apartments is high and vacancies are low.

**7) Detailed Budget**

A detailed budget is attached in the form of Table 3.

**8) Written Standards for providing the proposed ESG assistance**

All HUD ESG FY 2013 funds will be used for Housing Relocation and Stabilization Financial Assistance and ESG tenant-based Rental Assistance and implemented under oversight of the "Interagency Workgroup", which ensures the coordination and integration of these ESG-funded programs with other homeless assistance programs. Service providers will utilize consistent client eligibility requirements for financial and rental assistance.

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Homelessness Prevention

Client households in need of homelessness prevention services contact "Coordinated Services Planning" (CSP), a centralized coordinated information and referral hotline for Fairfax County. CSP social workers conduct a brief assessment to determine if households reporting to live in unstable housing situations fit ESG "homeless" or "at-risk" categories. Households that fit the "at-risk" category definitions or "homeless" categories under paragraph two (2) or three (3) under 24 CFR 576.2 are referred to "Community Case Managers". The Community Case Manager conducts a more thorough assessment to document the determination of ESG eligibility.

All households receiving ESG funded financial and rental assistance for homelessness prevention 1) must have an income below 30 percent of the median family income for the area, as determined by HUD, and 2) must not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place described in paragraph 1 of the "homeless" definition in 24 CFR 576.2.

Community Case Managers create a rental assistance agreement with the client household focused on preventing the household from becoming homeless. In most cases the household will remain in the same housing unit in which they began receiving services but in some cases the household will be assisted in finding more affordable housing options, therefore diverting them from ever entering shelter. The receipt of rental assistance is limited to twelve (12) months, excluding arrearages, which are capped at 3 months' worth. In HUD FY 2012 the Fairfax CoC will consider, based on financial and staffing capacity, the extension of rental assistance up to twenty four (24) months in cases where it would be appropriate.

Rental assistance is tiered by length of time and level of assistance:

- Tier 1 – during the first three months of participation households are eligible for a maximum of 100% of rental costs based on income and approved budget, not to exceed current Fair Market Rent. For households whose income does not support the housing they are living in, a plan for diversion to a more affordable unit must be put in place during the first 3 months of participation.
- Tier 2 – during the second three months of participation, households are eligible for a maximum of 75% of rent, as long as total rent does not exceed 40% of total household income, based on approved budget
- Tier 3 – during the third three months of participation, households are eligible for a maximum of 50% of rent, as long as total rent does not exceed 40% of total household income, based on approved budget
- Tier 4 – during the final three months of participation, households are eligible for a maximum of 25% of rent, as long as total rent does not exceed 40% of total household income based on approved budget

Client households receiving ongoing rental assistance, not in a one-time payment, must be recertified for eligibility at least once every three months; financial assistance is terminated immediately if a household is determined to be ineligible at the time of recertification.

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Limits on financial assistance for rental application fees, security deposits, last month's rent, utility deposits, moving costs, and storage are all based on regulations documented in 24 CFR 576.105.

**Rapid Re-Housing**

Intake Coordinators and Case Managers at emergency shelters conduct ESG eligibility screening of client households for rapid re-housing services and document eligibility determination through forms that are consistent across the CoC. All households receiving ESG-funded financial and rental assistance for rapid re-housing must have an income below 30 percent of the median family income for the area, as determined by HUD, and meet the "homeless" definitions or categories as described in paragraph 1 or 4 of the "homeless" definition in 24 CFR 576.2.

Policies and procedures for the payment of ESG tenant-based rental assistance and financial assistance is the same as those listed under Homelessness Prevention services above.

**9) Process for making sub-awards**

All of the ESG funds are being used for financial assistance and ESG tenant-based rental assistance and are not supporting any staffing costs for Housing Relocation and Stabilization Services. However, there are currently locally-funded contracts for homelessness prevention and rapid re-housing services in the form of staffing (Community Case Managers and Housing Locators), as well as financial assistance. Sub-awards will be allocated in support of existing homelessness prevention and rapid re-housing services and be added via amendments to these existing contracts.

**10) Plan to consult with homeless or formerly homeless individuals in considering and making policies and decisions regarding any ESG-funded facilities, services, or other assistance in accordance with section 576.405(b) of the regulations**

The Office to Prevent and End Homelessness (OPEH) is currently in the process of recruiting and selecting members for a Consumer Advisory Council (CAC) for the Fairfax-Falls Church Community Partnership to Prevent and End Homelessness (PPEH). The first formal meeting of the CAC is expected to occur in the Spring of 2012. The CAC will consist of a diverse mix of 11 members, who are either currently or formerly homeless, and come from a variety of backgrounds in terms of household composition, race, ethnicity, ages and experience. The CAC is designed to provide policy recommendations to the Governing Board of the PPEH on various homelessness prevention and rapid re-housing activities funded by ESG.

**11) Performance standards for evaluating ESG activities**

ESG-funded service providers will be evaluated by consistent performance standards developed in consultation with the CoC. The primary performance standards against which service providers will be measured is their ability to shorten the length of time individuals and families spend in homelessness. The Fairfax-Falls Church Community's Ten-Year Plan to Prevent and End Homelessness sets the reduction of the average length of time in homelessness as one of the primary goals.

The CoC is also in the process of developing an additional standard to measure service providers on their ability to reduce housing barriers and increase self-sufficiency. An adapted version of the Arizona Self-Sufficiency Matrix has begun to implemented as service providers on trained on how to properly

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implement the Matrix and record client households' progress. Finally, as a third performance standard, the CoC is now measuring service providers' ability to move people to housing stability. This measure is tracked via the Homeless Management Information System (HMIS) in terms of recidivism, or the rate at which people moving to permanent destinations return to homelessness in twenty-four (24) months. In FY 2011 the CoC was able to report for the first time that of those who entered homelessness during that year, one hundred and eighteen (118) people were placed into permanent housing within the previous twenty four (24) months. The CoC is now refining this measure to determine a rate of return, or percentage, as well as assessing more fully how it can limit the number of people returning to homelessness after exiting to a permanent destination.

**12) New ESG certifications in accordance with 24 CFR 91.225(c)**

The new ESG certification documents are attached to the back of this document.

**13) Written standards to use part of the second allocation of HUD FY 11 funds for emergency shelter and street outreach activities**

(Not applicable) The Fairfax CoC has decided to use the full amount of the second allocation of ESG HUD FY 11 funds for ESG tenant-based rental assistance and financial assistance.

**14) Requirements for recipients who plan to use the risk factor under paragraph (1)(iii)(G) of the "At Risk of Homelessness" definition**

The Fairfax County CoC has not established at this time any specific type of housing that has characteristics association with instability and increased risk of homelessness. Therefore no others types of housing, outside of what is already established in the ESG regulations for the "at-risk" population, will be considered.

**15) There are requirements for optional changes to the County's FY 12 Annual Action Plan**

(Not applicable) The Fairfax CoC does not at this time need to make any changes to the County's FY 2012 Annual Action plan in regards to the implementation of a centralized, coordinated assessment system or monitoring procedures for compliance.

**FY 2013 Detailed Budget Table 3**

First Allocation		\$469,222.00	FY 2013		
Second Allocation		\$0.00	Emergency Shelter Grants/Emergency Solutions Grants		
Grant Amount		\$469,222.00	Program Allocations		
Total Administration		\$35,191.65			
		First Allocation		Second Allocation	Total Fiscal Year 2011
Eligible Activities		Activity Amount	Reprogrammed Amount	Activity Amount	Activity Amount
Emergency Shelter Grants Program	Homeless Assistance	\$0.00	\$0.00		\$0.00
	<i>Rehab/Conversion</i>	\$0.00	\$0.00		\$0.00
	<i>Operations</i>	\$0.00	\$0.00		\$0.00
	<i>Essential Services</i>	\$0.00	\$0.00		\$0.00
	Homelessness Prevention	\$0.00	\$0.00		\$0.00
	Administration	\$0.00	\$0.00		\$0.00
<b>Emergency Shelter Grants Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>
Emergency Solutions Grants Program	Emergency Shelter**			\$0.00	\$0.00
	<i>Renovation**</i>			\$0.00	\$0.00
	<i>Operation**</i>			\$0.00	\$0.00
	<i>Essential Service**</i>			\$0.00	\$0.00
	<i>URA Assistance**</i>			\$0.00	\$0.00
	Street Outreach - Essential Services**			\$0.00	\$0.00
	HMIS		\$0.00	\$0.00	\$0.00
	Rapid Re-housing		\$0.00	\$140,766.60	\$140,766.60
	<i>Housing Relocation and Stabilization Services</i>		\$0.00	\$19,707.32	\$19,707.32
	<i>Tenant-Based Rental Assistance</i>		\$0.00	\$121,059.28	\$121,059.28
	<i>Project-Based Rental Assistance</i>		\$0.00	\$0.00	\$0.00
	Homelessness Prevention		\$0.00	\$328,455.40	\$328,455.40
	<i>Housing Relocation and Stabilization Services</i>		\$0.00	\$45,983.76	\$45,984
	<i>Tenant-Based Rental Assistance</i>		\$0.00	\$282,471.64	\$282,472
	<i>Project-Based Rental Assistance</i>		\$0.00	\$0.00	\$0.00
	Administration			\$0.00	\$0.00
	<b>Emergency Solutions Grants Subtotal</b>			<b>\$0.00</b>	<b>\$469,222.00</b>
			<b>Total Grant Amount:</b>		<b>\$469,222.00</b>

\*\*Allowable only if the amount obligated for homeless assistance activities using funds from the first allocation is less than the expenditure limit for emergency shelter and street outreach activities (see Section III.B. of this Notice).

## ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

**Major rehabilitation/conversion** – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

**Matching Funds** – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction's consolidated plan.

**Discharge Policy** – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title