



## AFFORDABLE HOUSING ADVISORY COUNCIL Continuum of Care Committee

### PUBLIC MEETING MINUTES

**WHEN:** Wednesday, July 14, 2021, at 3:00 p.m.

**WHERE:** This meeting will be held electronically due to the COVID-19 pandemic. Members of the public may attend this meeting via:

✓ **Attendee Link:**

<https://bit.ly/COCjuly2021>

✓ **Or call in (audio only)**

+1 571-429-5982

Phone Conference ID: 317 880 388#

**AGENDA:** Public Meeting Requirements  
Role of AHAC and CoC Committee  
Emergency Housing Voucher (EHV) MOU & Prioritization  
Selection & Ranking Subcommittee  
CoC Committee By-Laws



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Equal Housing/Equal Opportunity Employer.*





# AFFORDABLE HOUSING ADVISORY COUNCIL

## Continuum of Care Committee

### ATTENDANCE:

Organization	Name	Attending (Yes/No)	Location
Cornerstones	Maura Williams	Yes	Stafford, VA
FACETS	Carole Huell	Yes	Unknown
Family Services, Fairfax County <i>Domestic and Sexual Violence Services</i>	Vanessa Cullers	Yes	Reston, VA
Family Services, Fairfax County <i>Public Assistance and Employment Services</i>	Lisa Jones	No	N/A
Health Department, Fairfax County	Nathalie Washington	Yes	Unknown
Lamb Center	John MacPherson	Yes	Fairfax City, VA
New Hope Housing	Keiyauna Stanley	Yes	Alexandria, VA
Northern Virginia Family Service	Glenda Blake	No	N/A
Pathway Homes	Eleanor Vincent	Yes	Gaithersburg, MD
Public Schools, Fairfax County	Kathi Sheffel	Yes	Woodbridge, VA
Shelter House	Laura Woody	Yes	Fairfax City, VA
Housing and Community Development Fairfax County <i>Office to Prevent and End Homelessness</i>	Thomas Barnett	Yes	Reston, VA

### Non CoC Committee Members

Organization	Name	Attending
Housing and Community Development Fairfax County <i>Office to Prevent and End Homelessness</i>	Stephanie Carl	Yes
	Jamie Ergas	Yes
	Diana Pina	Yes
Northern Virginia Family Service	Crystal Pitt	Yes

**MOTION 1:** “I ask that the motion be made that the CoC Committee certify for the record that each CoC Committee member’s voice may be adequately heard by each other CoC Committee member.”

**Motioned by:** John McPherson

**Motion seconded by:** Eleanor Vincent

✓ No Discussion.

✓ Motion passed unanimously.



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**MOTION 2:** “I ask that the motion be made that the CoC Committee certify that the COVID-19 pandemic and vulnerability of the homeless population, including lower than average vaccination rates, makes it unsafe for the CoC Committee and the public to physically attend this meeting in person, and the usual procedures cannot be implemented safely or practically. As a result, I further move that the CoC Committee conduct this meeting electronically through a dedicated video- and audio-conferencing line, and that the public may access this meeting via the Attendee Link, the address of which was included in the public meeting notice. If unable to join virtually, the public may still join by calling +1 571-429-5982, Phone Conference ID: 317 880 388#.”

**Motioned by:** John McPherson

**Motion seconded by:** Keiyuana Stanley

- ✓ No Discussion.
- ✓ Motion passed unanimously.

**MOTION 3:** “I ask that the motion be made that the CoC Committee certify that the matters on its agenda today relate to the COVID-19 emergency itself, are necessary for continuity in Fairfax County government, and/or are statutorily required or necessary to continue operations and the discharge of the CoC Committee’s lawful purposes, duties, and responsibilities.”

**Motioned by:** John McPherson

**Motion seconded by:** Eleanor Vincent

- ✓ No Discussion.
- ✓ Motion passed unanimously.

**PUBLIC MEETING REQUIREMENTS:** A public meeting is any assemblage of three or more members engaged in the discussion or transaction of public business. Meetings can inadvertently occur electronically.

If any CoC Committee Members are uncomfortable with the role after viewing the expectations, CoC Committee Members can reach out to Thomas Barnett to identify another representative from the organization.

Someone from the Office of Public Affairs or from the Office of the County Attorney can attend a subsequent meeting to answer questions if helpful.

Many CoC Committee members communicate via email on a regular basis in day-to-day operations. BCC can be used to avoid accidentally having a public meeting. The County Attorney noted CoC Committee members could set up a separate email so work or personal emails would not be exposed if there was a FIOA request. Emails with multiple CoC Committee members (three or more) that are unrelated to CoC Committee business can directly state ‘this email does not contain content related to the CoC Committee.’



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No questions were posed.

### ROLE OF THE AFFORDABLE HOUSING ADVISORY COUNCIL (AHAC):

Kerrie Wilson is the co-chair of the Affordable Housing Advisory Council (AHAC), which has been in existence for over 15 years. AHAC was dedicated to the response of the creation of the Affordable Housing Fund. It is intended to advise the Board of Supervisors on how to use that funding. As of July 1<sup>st</sup>, it has been rechartered and expanded to include more members, including representatives from businesses, non-profits, advocates, and developers, etc. Its role has been reaffirmed as well and \$15 million additional dollars have been invested in affordable housing this year.

The CoC Committee has been added through the new charter. The CoC Committee is intended to meet the federal requirements as well as develop and maintain future strategies around preventing and ending homelessness. As AHAC makes recommendations to the Board of Supervisors, the CoC Committee will have the ability to weigh in on issues related to housing and homelessness. This structure aligns with the merge of the Office to Prevent and End Homelessness and the Department of Housing and Community Development.

The One Fairfax Policy and equity lens will be centered in the work. The strategic plan related to homelessness will need to be developed. The CoC Committee will have executive stewardship over resources related to homelessness [does not mean direct control], but the CoC Committee will help to ensure the resources related to homelessness are aligned. The CoC Committee will be reviewing aggregate data to analyze performance, including performance specifically related to federal funding (ESG, CoC). The CoC Committee will also be promoting shared responsibility and communicate with the broader CoC membership, including partners not represented on this Committee. The CoC Committee will enhance outreach to the community regarding homelessness, highlighting progress that has been made.

The Charter provides an overview of the basic purpose of the CoC Committee and the by-laws [to be developed] will dictate the details of how the CoC Committee operates. The transitional CoC Committee will operate over the next several months to address some of the statutory requirements of the Emergency Housing Vouchers and Continuum of Care Program funding [some current members may serve on the CoC Committee past the transitional stage] as well as develop the by-laws.

**Question 1:** In terms of membership, what are the parameters regarding size, who the members are, etc.? It would be helpful to provide more background since this is new.

**Answer 1:** Because there are no by-laws, there are no specific membership requirements for the *transitional* CoC Committee. However, Thomas Barnett collaborated with AHAC and the staff at OPEH and HCD to identify organizations that are currently core stakeholders to ending homelessness and identified representatives from each. Voting will only occur by CoC Committee members and



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members cannot send representatives in their place. Neighborhood and Community Services is the only stakeholder identify that does not currently have an individual selected to attend. Who can be a CoC Committee member and how members are selected is going to be an important part of the by-laws.

**EMERGENCY HOUSING VOUCHERS (background & MOU):** The Emergency Housing Voucher (EHV) program is available through the American Rescue Plan of 2021. HUD allocated 169 vouchers to our local Public Housing Authority, the Fairfax County Redevelopment and Housing Authority. The vouchers are to assist individuals and families who are:

- 1) Experiencing Homelessness,
- 2) At risk of homelessness,
- 3) Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or
- 4) Were recently homeless or have a high risk of housing instability. This category includes “Move-On” referrals from permanent supportive housing and RRH.

The emergency vouchers are like Housing Choice Vouchers; however, there are some differences:

- 1) PHAs must enter into a Memorandum of Understanding (MOU) with the local CoC regarding the distribution of EHV's.
- 2) The EHV's may not be REISSUED after September 20, 2023. For example, if a voucher recipient no longer needs the assistance, their voucher cannot be reissued to another household.
- 3) Referrals are provided to the housing authority via Coordinated Entry. The CoC must determine the prioritization.
- 4) The CoC will also determine if a referred household meets one of the 4 eligibility categories and must provide supporting documentation.
- 5) PHAs will continue to be responsible for tasks such as income verification, social security and citizenship/eligible immigrant verification, and rent reasonableness analysis.
- 6) Per the EHV notice the PHA must provide housing search assistance. The PHA receives administrative fees that they can use to directly provide these services or reimburse the CoC, other partner agencies. We would like to use the funds to increase the capacity of the Housing Opportunities Collaborative program with Cornerstones. The goal is to increase housing location services for voucher recipients using a centralized approach. Once a client is matched to a voucher in a housing match program, they will be assigned to a housing locator who will begin assisting with housing searches, completing applications, and other tasks related too securing housing.
- 7) There is also funding connected to the Emergency Housing Vouchers that can be used for Security and Utility deposit assistance; Rental Application and Holding Fees; Owner Recruitment and Retention Incentives, and; Other miscellaneous uses to assist families to successfully lease up, such as moving expenses, essential household items, renter's insurance (if required in the lease).





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The [EHV Notice \(PIH 2021-15 HA\)](#) also gave the housing authority the opportunity to adopt several waivers, and DHCD is recommending the adoption of the following waivers.

- 1) Will accept self-certification and older documentations for identification, immigration status, and social security.
- 2) Will increase the payment standards. Allowing voucher recipients to search for housing in resource rich neighborhoods that are usually above FMR.
- 3) Minimum rent requirement will be ZERO for voucher recipients with no income.
- 4) Will have a generous flat utility allowance.
- 5) Tenant will need to report income changes as they occur (within 10 days of income change).
- 6) Property owners can self-certify inspection. Full inspection must eventually be done for all units, have until June 2022 to complete inspections.
- 7) Applicants/Recipients will not have to complete an oral debriefing. Housing Locators will be trained to give the program participants an explanation of the program.
- 8) They also chose to use a COVID waiver – valid until December 2021, applicants can self-certify income.
- 9) Will NOT adopt additional prohibitions beyond the mandatory prohibitions listed in the notice (page 29)

The MOU is being presented to the housing authority tomorrow night [Thursday, July 15, 2021]. The liaisons were added (Thomas Barnett and Amy Ginger, both deputies in the DHCD). The County Attorney recommended to add in the miscellaneous section that the MOU would remain in effect through September 30, 2035 unless terminated by either party with a 30 day notice. 2035 is when the Emergency Housing Vouchers cease to exist unless Congress issues new legislation.

**Question 1:** The MOU is between FCHRA and the Continuum of Care? Is the CoC the entity or is HCD the entity?

**Answer 1:** The entity is the CoC. This Continuum of Care Committee is acting on behalf of the CoC. It is being requested though that Thomas Barnett sign the MOU to execute it with the FCHRA on behalf of the CoC Committee. The by-laws will also need to define the role of OPEH as the collaborative applicant and CoC lead agency.

**MOTION 4:** “I ask that the motion be made that Thomas Barnett be authorized as the representative for the Continuum of Care to sign this EHV MOU [as is] with the FCHRA.”

**Motioned by:** Eleanor Vincent

**Motion seconded by:** Laura Woody

- ✓ No Discussion.
- ✓ Motion passed unanimously.



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**EMERGENCY HOUSING VOUCHERS (PRIORITIZATION):** To determine the prioritization, a baseline of racial demographics was identified using data in a point-in-time (May 2020) and over a year (May 2020-May 2021). There were no differences between the point-in-time and the annual numbers. The demographics in the homeless services system (HMIS data) are below.

RACE	FAMILIES	SINGLE INDIVI	TOTAL
Black/African American	928 (64%)	1218 (50%)	2155 <b>(55%)</b>
White	396 (27%)	1033 (43%)	1443 <b>(37%)</b>
Asian	65 (5%)	91 (4%)	160 <b>(4%)</b>
Other	54 (4%)	78 (4%)	135 <b>(4%)</b>
<b>TOTAL</b>	<b>1443</b>	<b>2420</b>	<b>3893</b>

It was noted that the census data for Fairfax show 10.6% Black, 64.7% White, 20% Asian, and 4% Other. There are significant racial disparities in the homeless services system.

Total numbers served were reviewed at a point in time and over the course of a year to establish a baseline for how many people are served in each population eligible for the EHV's. The data for those fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking was provided by Shelter House and Fairfax County's Domestic & Sexual Violence Services (DSVS) division and those numbers are included in the homeless category.

ELIGIBLE POPULATION	# SERVED SNAPSHOT, 05/21	%	# SERVED (ANNUAL) 05/20 – 05/21	%
Homeless	1213	<b>56%</b>	3419	<b>67%</b>
At Risk of Homelessness	299	<b>14%</b>	747	<b>14%</b>
Recently Homeless PSH/RRH	664	<b>30%</b>	973	<b>19%</b>
<b>TOTAL</b>	<b>2176</b>	<b>100%</b>	<b>5139*</b>	<b>100%</b>

The next approach was to identify the numbers served by eligible population by race. For all categories, it is recommended that the vouchers be allocated based on the percent of total number served so the vouchers can be targeted to the bulk of the homeless services system. This would apply to all categories. To address the disparities in the homelessness prevention and recently homeless (PSH and RRH), the recommendation is that a portion of the EHV's is also used to serve these populations as there is not currently a similar housing resource connected to either.



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There are 169 vouchers available. The recommended allocation and prioritization is below:

### Recommended voucher distribution by eligible population

ELIGIBLE POPULATION	# OF VOUCHERS	%
Homeless	101 to 120	56 to 67%
At Risk of Homelessness	8	5%
Recently Homeless PSH/RRH	41 to 59	24 to 35%
<b>TOTAL</b>	<b>169</b>	<b>100%</b>
Fleeing DV*	Minimum 22 to 24	13 to 14%

- ☐ \*Those who are fleeing DV also qualify under another category above. To ensure that a representative number of those who are currently experiencing DV are selected and referred, a minimum number of referrals has been set.

### Recommended prioritization criteria

#### RECOMMENDATIONS:

- ✓ Utilize current prioritization criteria established through CE
- ✓ Prioritization criteria was analyzed, as previously described to ensure equitable approach

#### ☐ Homeless (QPID, Street Outreach, Shelter, Transitional)

SINGLE INDIVIDUALS	FAMILIES
<input type="checkbox"/> Length of Homelessness	<input type="checkbox"/> Length of Homelessness
<input type="checkbox"/> VI SPDAT Score 5-9	<input type="checkbox"/> Disability AND VI SPDAT Score 9+

#### ☐ At Risk of Homelessness (Prevention):

- ☐ Prior history of homelessness as observed by HMIS projects

#### ☐ Recently Homeless PSH (move-ons) & RRH:

- ☐ SPDAT score (highest to lowest)
- ☐ Length of time in the program

For survivors of domestic violence, a minimum baseline has been established and the percentage is representative of the portion of the population currently fleeing domestic violence. This population can also access the opportunities through the other categories as well, which will provide additional opportunity beyond the minimum established.

**Question 1:** Will there be any consideration for clients that have been housed in rapid rehousing projects multiple times?

**Answer 1:** Currently, this is not listed as the prioritization categories. When referrals are processed, this may be considered if there is a need for additional criteria to identify who is selected next. Housing match meetings will be utilized [one for families, singles, and combined for PSH and RRH providers] to support the process.

**Question 2:** Are the allocations based on trends seen in usage?

**Answer 2:** Yes, all the numbers are based on a year (May 2020-2021) and a point-in-time (May 2020). This was more recent than a federal fiscal year when the data was pulled. The data is based on actual usage rather than projections.

**Question 3:** If the number of people are exhausted in any one of the categories, will vouchers be allocated to the next eligible population?

**Answer 3:** Yes, vouchers will not be held. A range is recommended so allocation can be adjusted to needs. HCD also requested 300 additional vouchers from HUD, which was an opportunity through the Emergency Housing Voucher process.

**Question 4:** For the housing match meetings, how will confidentiality needs be met for victims of domestic violence?

**Answer 4:** The details and logistics have not been developed. However, historically for housing match meetings, the next person in line in the domestic violence category is automatically assumed appropriate by nature of being referred and the conversations occur directly between the case





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manager and the housing resource rather than being discussed in the meeting. This can be adjusted if needed to ensure confidentiality is protected.

**Question 5:** In regard to PSH, how is 'recently' homeless defined?

**Answer 5:** HUD has specifically mentioned in the EHV webinars that EHV's can be used for move-in strategies, which does not include a timeline. In order to be eligible, the individual in PSH would need to have been homeless at entry to the PSH project. If someone has been in PSH for a year and has stabilized and are assessed to be appropriate to move-on from the intensive case management, they can be referred. The EHV's do not come with case management funding, so that will need to be kept in mind in determining appropriateness.

If the FCHRA approves the MOU during the meeting on 07/15/21, communication could be shared with referring providers as soon as Friday, 07/16/21.

**MOTION 5:** "I ask that the motion be made that the Emergency Housing Voucher allocation and prioritization be accepted as presented."

**Motioned by:** John MacPherson

**Motion seconded by:** Maura Williams

- ✓ No Discussion.
- ✓ Motion passed unanimously.

**SELECTION & RANKING SUBCOMMITTEE:** There is an annual HUD CoC Program funding competition in which existing projects need to submit applications for renewal funding and there is also typically a process in which agencies can apply for new bonus funding.

It is proposed that the Selection & Ranking Subcommittee select new projects should there be an opportunity to apply for new funding and rank all projects included in the collaborative application submitted by the Office to Prevent and End Homelessness on behalf of the CoC.

The CoC Committee is being asked to consider the proposed membership and new role of the Selection and Ranking Subcommittee. Should any of the proposed members choose to apply for funding [their agency apply for funding] the member would not be permitted to serve on the Selection and Ranking Subcommittee so there are no conflicts of interest.

This is a topic in which AHAC wants to ensure there are no conflicts and the CoC is positioned to meet HUD expectations in time for the upcoming competition. This is an area in which the CoC Committee has the most influence in homeless services funding.



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**Question 1:** DHCD is both a grantee and represented in the membership. How will conflict or the appearance of conflict be avoided?

**Answer 1:** OPEH needs to provide staff support but does not need to vote. Thomas Barnett will be removed from the voting membership.

**Question 2:** Was OPEH a voting member in previous processes?

**Answer 2:** Dean Klein as the former Director of the Office to Prevention and End Homelessness served on the CoC Committee, but OPEH was not part of DHCD at that time.

**MOTION 6:** “I ask that the motion be made that the CoC Committee approve the Selection and Ranking Subcommittee membership be approved (without Thomas Barnett) as well as the responsibilities and approach.”

**Motioned by:** John MacPherson

**Motion seconded by:** Eleanor Vincent

✓ No Discussion.

✓ Motion passed unanimously.

**BY-LAWS:** The ‘Establishing and Operating a Continuum of Care’ resource included in the materials is a guide that outlines the expectations for CoC governance. A screen shot of the Governance Charter (which served as the by-laws) that had previously been in existence was shared. To figure out the next steps for by-laws the following could be explored:

- 1) Edit the most recent by-laws that had been in existence;
- 2) Review the by-laws that other CoCs are using in their governance.

There are limited funds available within local CoC Planning Grant funds that could be used to hire a consultant to support some of the tasks of the CoC Committee, such as developing the strategies and priorities of the CoC.

Recommendation is to use staff [OPEH] to bring a draft of by-laws to the CoC Committee to weigh in on during the next CoC Committee meeting. OPEH staff will reach out to CoC Committee members individually to get feedback prior to the next scheduled Committee meeting.

The Affordable Housing Advisory Council is meeting July 30<sup>th</sup> and in November (meetings are held quarterly). Although there is no required deadline to develop the by-laws, it would be good to develop the by-laws as soon as possible to establish how the CoC Committee will operate. The draft shared can be discussed and edited in the next CoC Committee meeting.



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**NEXT MEETING:** The next meeting may need to be held in person. There may be an option to join electronically, although there needs to be a physical quorum.

Save the date will be shared for October 13, 2021.