

MEETING DATE & TIME

- ☐ Wednesday, July 14, 2021
3:00 p.m.

MEETING LOCATION

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#

MEETING AGENDA

- I. Public Meeting Requirements
- II. Role of AHAC and CoC Committee
- III. Emergency Housing Voucher (EHV) MOU & Prioritization
- IV. Selection & Ranking Subcommittee
- V. CoC Committee By-Laws





I. PUBLIC MEETING REQUIREMENTS

To conduct this meeting wholly electronically, the CoC Committee needs to make certain findings for the record to evidence our compliance with all applicable laws.

1) Audible record of attendance

Example: Tom Barnett, Reston, VA

Roll Call: For the roll call, each CoC Committee member should state **your name and your location.**

Motion: “I move 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.”

2) Need for Electronic Meeting

Motion: “I move 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#.”



I. PUBLIC MEETING REQUIREMENTS

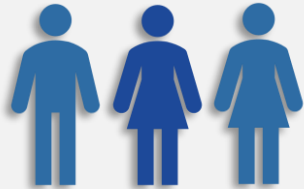
3) Continuity of Government

Motion: “I move 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.”



I. PUBLIC MEETING REQUIREMENTS

What is a public meeting?



- 1) Any assemblage of THREE or more members



- 2) Engaged in the discussion or transaction of public business

**Meetings can inadvertently occur electronically.
Be wary of e-mail and “reply all.”**



I. PUBLIC MEETING REQUIREMENTS

Freedom of Information Act (FOIA)

[\(461\) VFOIA Explained for BACs \(Boards, Authorities, and Commissions\) - YouTube](#)

A screenshot of a YouTube video player. The video content is a dark grey rectangle with a large white play button in the center. Overlaid on the play button is a brown triangle pointing right. The text on the screen reads: "THIS COMMUNICATION CONTAINS CONFIDENTIAL ATTORNEY-CLIENT COMMUNICATIONS AND IS NOT TO BE RELEASED TO THE PUBLIC. THIS COMMUNICATION IS EXEMPT FROM THE DISCLOSURE PROVISIONS OF THE VIRGINIA FREEDOM OF INFORMATION ACT. VA. CODE ANN. § 2.2-3705.1(2) (SUPP. 2019)". At the bottom of the player, there is a progress bar showing "0:11 / 9:34", a volume icon, and several control icons (CC, settings, full screen, etc.). A small circular logo is visible in the bottom right corner of the video area.

AFFORDABLE HOUSING ADVISORY COUNCIL

Continuum of Care Committee

II. ROLE OF AHAC AND COC COMMITTEE

Attachment 1

CHARTER

AFFORDABLE HOUSING ADVISORY COUNCIL

TITLE:	Affordable Housing Advisory Council (AHAC) This Charter is intended to promote a common understanding as to the Affordable Housing Advisory Council's purpose, duties and method of operation.
DATE INITIATED:	July 1, 2021
PURPOSE:	Recognizing that housing is foundational for all, the purpose of the Council is to provide recommendations to the Board of Supervisors, consistent with the One Fairfax initiative, regarding the implementation and achievement of the Communitywide Housing Strategic Plan, County resource requirements identified in the annual Budget Guidance, any additional adopted affordable housing development or preservation guidance, as well as recommendations on overarching policies and programs that synthesize County efforts related to both housing affordability and homelessness.
STRUCTURE:	The Affordable Housing Advisory Council (AHAC) will include the Continuum of Care Committee (CoC). The Council and its Committee will each have separate governing documents to enable the successful implementation of duties. To ensure continuity between the Council and its Committee, the Chair of the CoC Committee will serve on AHAC.
RESTRICTIONS:	None
STAFF:	Director, Department of Housing and Community Development
TERM:	Each Council member will serve a two-year term on alternating annual fiscal year cycles. The Co-Chairs will each serve four-year terms on alternating biennial fiscal year cycles.
DUTIES:	The Council will: <ul style="list-style-type: none"> • Use an equity lens in all its work and recommendations to determine who benefits and who is burdened by past and current actions, how to mitigate burdens, and how housing benefits might be more broadly shared and, by cultivating an inclusive culture that intentionally includes diverse perspectives and interests represented by individuals who reflect the County's diversity and are committed to housing affordability for all throughout the County; • Monitor and provide advice regarding the progress toward achieving the Communitywide Housing Strategic Plan recommendations, with a particular focus on the housing unit production and preservation goals specified by the Affordable Housing Resource Panel, included in the annual Budget Guidance, and any additional adopted affordable housing development or preservation guidance; • Enhance community outreach by communicating with and educating the public about the benefits to the whole community of having housing that is affordable to all residents; the importance of preserving the affordable housing opportunities to prevent displacement and maintain affordable housing opportunities throughout the County; the importance and goals of the Communitywide Housing Strategic Plan, the Countywide Strategic Plan and any additional adopted or successor affordable housing development or preservation guidance, and resource requirements to achieve the goals; • Recommend affordable housing development and preservation fund goals and priorities;

Attachment 2

CHARTER

CONTINUUM OF CARE COMMITTEE

TITLE:	Continuum of Care (CoC) Committee This Charter is intended to promote a common understanding among the members of the Continuum of Care Committee as to the Committee's purpose, duties and method of operation.
DATE INITIATED:	July 1, 2021
PURPOSE:	As a Committee of the Affordable Housing Advisory Council, the purpose of the Continuum of Care Committee is to provide community leadership and policy guidance, consistent with the One Fairfax policy, to ensure the successful end to homelessness in the Fairfax-Falls Church community. The Committee serves in compliance with the U.S. Department of Housing and Urban Development (HUD) Rule 24 CFR 578, Subpart B, entitled "Establishing and Operating a Continuum of Care."
RESTRICTIONS:	None
STAFF:	Deputy Director, Office to Prevent and End Homelessness, Department of Housing and Community Development
TERM:	Each Committee member will serve a two-year term on alternating annual fiscal year cycles. The Chair of the Continuum of Care Committee will serve on the Affordable Housing Advisory Council.
DUTIES:	The Committee will: <ul style="list-style-type: none"> • Use an equity lens in all its work and recommendations to determine who benefits and who is burdened by past and current actions, how to mitigate burdens, and how housing benefits might be more broadly shared and, by cultivating an inclusive culture that intentionally includes diverse perspectives and interests represented by individuals who reflect the County's diversity and are committed to housing affordability for all throughout the County; • Develop, monitor, and update the Continuum of Care's Strategic Plan to prevent and end homelessness; • Exercise executive stewardship over the pooled funding and resources available for addressing homelessness in the Fairfax-Falls Church community; • Review and monitor aggregate CoC-wide performance of all CoC and ESG programs through HMIS data, such as the Annual Progress Report (APR), Annual Homeless Assessment Report (AHAR), HUD System Performance Measures, Longitudinal System Analysis (LSA), Point in Time (PIT) count, and Housing Inventory Chart (HIC); • Promote shared responsibility and decision-making among all partners; • Involve and engage all segments of the community to ensure their participation in the work of preventing and ending homelessness; • Enhance outreach to the community by communicating with and educating the public about the benefits to everyone in the community to ending homelessness, and catalyze such other actions as may be necessary to affect the community and systems change necessary to end homelessness; and • Articulate progress toward the goal of ending homelessness throughout the community.



III. EMERGENCY HOUSING VOUCHERS | MOU

**Emergency Housing Vouchers
MEMORANDUM OF UNDERSTANDING**

**Fairfax County Redevelopment and Housing Authority (RHA)
and
Fairfax County Continuum of Care (CoC)**

This Memorandum of Understanding (MOU) has been created and entered into on July 31, 2021 between:

RHA Name: Fairfax County Redevelopment and Housing Authority
Address: 3700 Pender Drive Fairfax, VA 22021

and

CoC Name: Fairfax County Continuum of Care
Address: 12011 Government Center Parkway Fairfax, VA 22035

I. Introduction and Goals

- 1) The RHA and the CoC are committed to jointly administering the Emergency Housing Vouchers (EHVs) awarded through the American Rescue Plan Act of 2021 (P.L. 117-2) in accordance with all program requirements established through [Notice PIH 2021-15 \(HA\)](#).
- 2) The RHA has established the goal of leasing all awarded EHVs by November 1, 2020, or as soon as possible, to address the housing needs of the eligible populations in support of the community-wide goal of ending homelessness. The utilization of the EHVs aligns with the [Housing Blueprint](#), which reflects the goal of focusing on housing those with the greatest need, including those experiencing homelessness.
- 3) The RHA and CoC EHV liaisons that will serve as the primary points of contact for their respective entities in the daily administration of the EHVs are listed below:

RHA EHV Name: _____
Liaison Title: _____

CoC EHV Name: _____
Liaison Title: _____

II. Eligible Populations



III. EMERGENCY HOUSING VOUCHERS | PRIORITIZATION

Race

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

- Racial demographics reviewed at a point-in-time (May 2021) and over one year (May 2020 – May 2021, unduplicated) to identify the current racial breakdown of those served (all project types). The percentages were the same between the point-in-time and the annual numbers.
- Race needs to be considered in the prioritization criteria to ensure equitable access. Race analysis done on HMIS data only

Numbers served by eligible population

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

- Homeless:** Defined by emergency shelter, QPID, street outreach, day shelter, and transitional housing programs
- At-Risk of Homelessness:** Homelessness Prevention programs
- Fleeing, or attempting to flee, **domestic violence**, dating violence, sexual assault, stalking, or human trafficking: **Total includes estimate from Shelter House & DSVS*
- Recently homeless and for whom providing rental assistance will prevent the family’s homelessness or having high risk of housing instability:
 - PSH:** Open in PSH program and have been housed for over 3 years.
 - RRH:** Open in RRH program and housed (move-in date)



III. EMERGENCY HOUSING VOUCHERS | PRIORITIZATION

Race + Numbers served by eligible population

RACE	HOMELESS	AT RISK	PSH	RRH	ALL
Black/African American	1632 (54%)	417 (67%)	132 (45%)	336 (66%)	55%
White	1197 (39%)	146 (23%)	141 (48%)	148 (29%)	37%
Asian	124 (4%)	24 (4%)	13 (4%)	18 (4%)	4%
Other	92 (3%)	37(6%)	7 (2%)	10 (2%)	4%
TOTAL	3,045	624	293	512	100%

Recommended voucher allocation approach

RECOMMENDATIONS:

- Homeless:** Allocate vouchers based on the % of total numbers served because 1) the project types serve the largest volume of people, and 2) contains the racial demographic closest to the overall system
- At Risk of Homelessness:** Allocate vouchers based on the % of total numbers served because the racial disparities exceed the overall system racial composition
- PSH:** Allocate vouchers based on the % of the total numbers served.
- RRH:** Allocate vouchers based on the % of the total numbers served because the racial disparities exceed the overall system racial composition.



III. EMERGENCY HOUSING VOUCHERS | PRIORITIZATION

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%
TOTAL	169	100%
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

IV. SELECTION & RANKING SUBCOMMITTEE

Proposed 2021 Membership

- Lesley Abashian** (Human Services Director, City of Fairfax)
- ~~**Thomas Barnett**~~ (Deputy Director, OPEH)
- Hilary Chapman** (Housing Program Manager, Metropolitan Washington Council of Governments)
- Jennifer Hope** (CoC Manager, Loudoun County)
- Dipti Pidikiti-Smith** (Deputy Director of Advocacy, Legal Services of Northern Virginia)
- Anna Shermeyer** (Government Grants Manager, Northern Virginia Family Service)
- Gerry Williams** (Faith Community)
- Peaches Pearson** (Community Member)

CONFIRMED WILLING TO PARTICIPATE FOR FY21

Responsibilities

- 1) **Review proposals for new bonus funding** opportunities via an evaluation tool and **select the new project(s)** to move forward in the CoC’s collaborative application for HUD CoC Program funding, and
- 2) **Rank** all projects

Ranking Approach (adopted by committee in 2019)

#	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 st 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 st 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



2012

Establishing and Operating a
Continuum of Care





V. COC COMMITTEE BY-LAWS

Fairfax-Falls Church Partnership to Prevent and End Homelessness
 Fairfax County Continuum of Care (CoC)
 GOVERNANCE CHARTER

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MEETING DATE & TIME

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MEETING LOCATION

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MEETING AGENDA

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**CHARTER
AFFORDABLE HOUSING ADVISORY COUNCIL**

- TITLE:** **Affordable Housing Advisory Council (AHAC)**
This Charter is intended to promote a common understanding as to the Affordable Housing Advisory Council's purpose, duties and method of operation.
- DATE INITIATED:** July 1, 2021
- PURPOSE:** Recognizing that housing is foundational for all, the purpose of the Council is to provide recommendations to the Board of Supervisors, consistent with the One Fairfax initiative, regarding the implementation and achievement of the Communitywide Housing Strategic Plan, County resource requirements identified in the annual Budget Guidance, any additional adopted affordable housing development or preservation guidance, as well as recommendations on overarching policies and programs that synthesize County efforts related to both housing affordability and homelessness.
- STRUCTURE:** The Affordable Housing Advisory Council (AHAC) will include the Continuum of Care Committee (CoC). The Council and its Committee will each have separate governing documents to enable the successful implementation of duties. To ensure continuity between the Council and its Committee, the Chair of the CoC Committee will serve on AHAC.
- RESTRICTIONS:** None
- STAFF:** Director, Department of Housing and Community Development
- TERM:** Each Council member will serve a two-year term on alternating annual fiscal year cycles. The Co-Chairs will each serve four-year terms on alternating biennial fiscal year cycles.
- DUTIES:** The Council will:
- Use an equity lens in all its work and recommendations to determine who benefits and who is burdened by past and current actions, how to mitigate burdens, and how housing benefits might be more broadly shared and, by cultivating an inclusive culture that intentionally includes diverse perspectives and interests represented by individuals who reflect the County's diversity and are committed to housing affordability for all throughout the County;
 - Monitor and provide advice regarding the progress toward achieving the Communitywide Housing Strategic Plan recommendations, with a particular focus on the housing unit production and preservation goals specified by the Affordable Housing Resource Panel, included in the annual Budget Guidance, and any additional adopted affordable housing development or preservation guidance;
 - Enhance community outreach by communicating with and educating the public about the benefits to the whole community of having housing that is affordable to all residents; the importance of preserving the affordable housing opportunities to prevent displacement and maintain affordable housing opportunities throughout the County; the importance and goals of the Communitywide Housing Strategic Plan, the Countywide Strategic Plan and any additional adopted or successor affordable housing development or preservation guidance, and resource requirements to achieve the goals;
 - Recommend affordable housing development and preservation fund goals and priorities;
 - Review and provide guidance for the use of funds allocated for the equitable development and preservation of affordable housing;
 - Monitor effectiveness of affordable housing fund(s) on a biennial basis and suggest course corrections as needed;
 - Recommend innovative affordable housing strategies;
 - Review CoC Committee recommendations going to the Board of Supervisors to ensure alignment with the Communitywide Housing Strategic Plan;
 - Synthesize and develop overarching policy and program recommendations for affordable housing and homelessness; and
 - Understand housing affordability and homelessness challenges in the broader context of poverty, education, health, ability, economic mobility, and systemic racism.

**METHOD OF
OPERATIONS:**

The Council will meet on a quarterly basis, and as needed. The Council may establish an Executive Committee, committees or working groups as needed to accomplish its goals. The Council will provide regular reports to the Board of Supervisors and County Executive, the Fairfax County Redevelopment and Housing Authority and other related boards, authorities and commissions, as needed to ensure progress in achieving the Communitywide Housing Strategic Plan, the Countywide Strategic Plan and any additional adopted or successor affordable housing development or preservation guidance.

**Emergency Housing Vouchers
MEMORANDUM OF UNDERSTANDING**

**Fairfax County Redevelopment and Housing Authority (FCRHA)
and
Fairfax County Continuum of Care (CoC)**

This Memorandum of Understanding (MOU) has been created and entered into on July 31, 2021 between:

FCRHA Name: Fairfax County Redevelopment and Housing Authority (FCRHA)
Address: 3700 Pender Drive, Fairfax, VA 22021

and

CoC Name: Fairfax County Continuum of Care (CoC)
Address: 12011 Government Center Parkway, Fairfax, VA 22035

I. Introduction and Goals

- 1) The FCRHA and the CoC are committed to jointly administering the Emergency Housing Vouchers (EHVs) awarded through the American Rescue Plan Act of 2021 (P.L. 117-2) in accordance with all program requirements established through [Notice PIH 2021-15 \(HA\)](#).
- 2) The FCRHA has established the goal of providing the EHVs as soon as possible, to address the housing needs of the eligible populations in support of the community-wide goal of ending homelessness. The utilization of the EHVs aligns with Fairfax County’s [Housing Blueprint](#), which is incorporated into the FCRHA’s Strategic Plan and reflects the goal of focusing on housing those with the greatest need, including those experiencing homelessness.
- 3) The FCRHA and CoC EHV liaisons that will serve as the primary points of contact for their respective entities in the daily administration of the EHVs are listed below:

FCRHA EHV Liaison	Name: <u>Amy Ginger</u>
	Title: <u>Assistant Secretary, FCRHA</u>
CoC EHV Liaison	Name: <u>Thomas Barnett</u>
	Title: <u>Deputy Director, HCD</u>

II. Eligible Populations

One of the four eligibility categories below must be met for an individual or family to be referred by the CoC to the FCRHA for an EHV:

- 1) Homeless. The meaning of “homeless” as such term is defined in section 103(a) of the McKinney Vento Homeless Assistance Act (42 U.S.C. 11302(a)), which is codified in HUD’s Continuum of Care Program regulations at [24 CFR 578.3](#).

- 2) At-risk of homelessness. The meaning of “at-risk of homelessness” is as such term is defined in section 401(1) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(1)), which is codified in HUD’s Continuum of Care Program regulations at [24 CFR 578.3](#).
- 3) Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This category is composed of any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This includes cases where a HUD-assisted tenant reasonably believes that there is a threat of imminent harm from further violence if they remain within the same dwelling unit, or in the case of sexual assault, the HUD-assisted tenant reasonably believes there is a threat of imminent harm from further violence if they remain within the same dwelling unit that they are currently occupying, or the sexual assault occurred on the premise during the 90-day period preceding the date of the request for transfer.
- 4) Recently homeless and for whom providing rental assistance will prevent the family’s homelessness or having high risk of housing instability. Recently homeless is defined as individuals and families who have previously been classified by a member agency of the CoC as homeless but are not currently homeless as a result of homeless assistance (financial assistance or services), temporary rental assistance or some type of other assistance, and where the CoC determines that the loss of such assistance would result in a return to homelessness or the family having a high risk of housing instability. This includes, but is not limited to, participants in rapid rehousing, and permanent supportive housing.

III. FCRHA Roles and Responsibilities

The FCRHA is responsible for the following, which actions may be carried out by staff of the Fairfax County Department of Housing and Community Development:

- 1) EHV Liaison: Designate and maintain an FCRHA EHV liaison to communicate with the CoC EHV Liaison.
- 2) Notification of EHV Opportunity: Inform individuals and families on the HCV waiting list of the availability of EHV’s by, at a minimum, either posting the information to the public website or providing other public notice in accordance with the requirements established through [Notice PIH 2021-15 \(HA\)](#). The notice must describe the eligible populations to which the EHV’s are limited and clearly state that the referral process is through the CoC.
- 3) Accept Referrals from CoC Coordinated Entry: Accept referrals for eligible individuals and families through the CoC Coordinated Entry System.
- 4) Eligibility Documentation: Retain the eligibility documentation provided by the CoC verifying that the family or individual meets one of the four eligible categories for EHV assistance.
- 5) EHV Services Fee: Coordinate and consult with the CoC in developing the services and assistance to be offered under the EHV services fee.
- 6) Waivers: Coordinate and consult with the CoC to identify eligible waivers that may reduce barriers to accessing the EHV assistance.

- 7) Voucher Issuance Processes: Commit a sufficient number of staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner.
- 8) Unit Inspections: Commit a sufficient number of staff and resources to ensure that inspections of units are completed in a timely manner.
- 9) Compliance: Notify the CoC EHV liaison when a participant's housing is at risk due to noncompliance with the EHV program or their landlord.
- 10) One Fairfax: Ensure an equity lens is used in accordance with the One Fairfax initiative.
- 11) MOU: Comply with the provisions of this MOU.

IV. CoC Roles and Responsibilities

- 1) EHV Liaison: Designate and maintain a CoC EHV liaison to communicate with the FCRHA EHV Liaison.
- 2) Process Referrals through CoC Coordinated Entry: Utilize the Coordinated Entry system policies and procedures to accept referrals from homeless service providers and victim service providers within the CoC, determine whether the individuals or families seeking assistance qualify under one of the four eligibility categories, and refer individuals and families that meet the eligibility and prioritization criteria to the FCRHA.
- 3) Eligibility Documentation: Provide supporting documentation to the FCRHA verifying that the individual or family meets one of the four eligible categories for EHV assistance.
- 4) Notify Referring Homeless Service Providers and Victim Service Providers of Service Expectations: Inform the referring homeless service providers and victim service providers of the expectation that such referring entities will provide services to the eligible EHV individuals and families that they refer. The services provided should include, but are not limited, to the following:
 - a. Provide support in completing the EHV applications and obtaining required documentation;
 - b. Communicate appointment notifications to eligible individuals and families and assist eligible households in getting to meetings with the FCRHA.
 - c. Attend meetings and briefings with applicants and the FCRHA, as needed, to aid individuals and families through the admissions process.
 - d. Provide housing search assistance for eligible individuals and families.
 - e. Provide housing counseling on compliance with rental lease requirements and aid individuals and families in addressing barriers to housing.
 - f. Assess individuals and families who may require referrals for assistance on security deposits, utility hook-up fees, and utility deposits.
 - g. Assess and refer individuals and families to benefits, where applicable.
 - h. Assess the need and duration of supportive services and make referrals to community supports, where applicable.

- 5) EHV Services Fee: Coordinate and consult with the FCRHA in developing the services and assistance to be offered under the EHV services fee.
- 6) One Fairfax: Ensure an equity lens is used in accordance with the One Fairfax initiative.
- 7) MOU: Comply with the provisions of this MOU.

V. Program Evaluation

The FCRHA and CoC agree to cooperate with any program evaluation efforts undertaken by HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractor, including possible random assignment procedures.

VI. Miscellaneous

- 1) This MOU becomes effective when signed by the parties and will remain in effect for the term of the EHV's, which are effective through September 30, 2035, unless sooner terminated by either party with 30 days' prior written notice.
- 2) This MOU may only be amended by written agreement signed by both the FCRHA and the CoC.

The parties have caused this MOU to be executed by their authorized representatives.

Fairfax County Redevelopment and Housing Authority (FCRHA)

Name (Printed): _____

Title: _____

Signature: _____

Date: _____

Fairfax County Continuum of Care (CoC)

Name (Printed): _____

Title: _____

Signature: _____

Date: _____



**Fairfax-Falls Church Partnership to Prevent and End Homelessness
Fairfax County Continuum of Care (CoC)**

GOVERNANCE CHARTER

APPROVED JUNE 11, 2019

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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

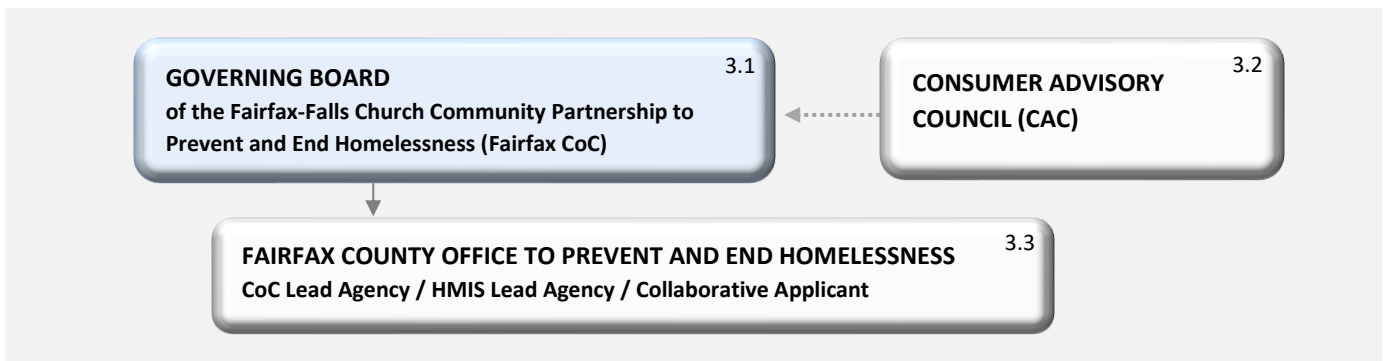
throughout the year with any new agency or individual that becomes involved in homeless services or that the CoC Lead agency is made aware of.

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.

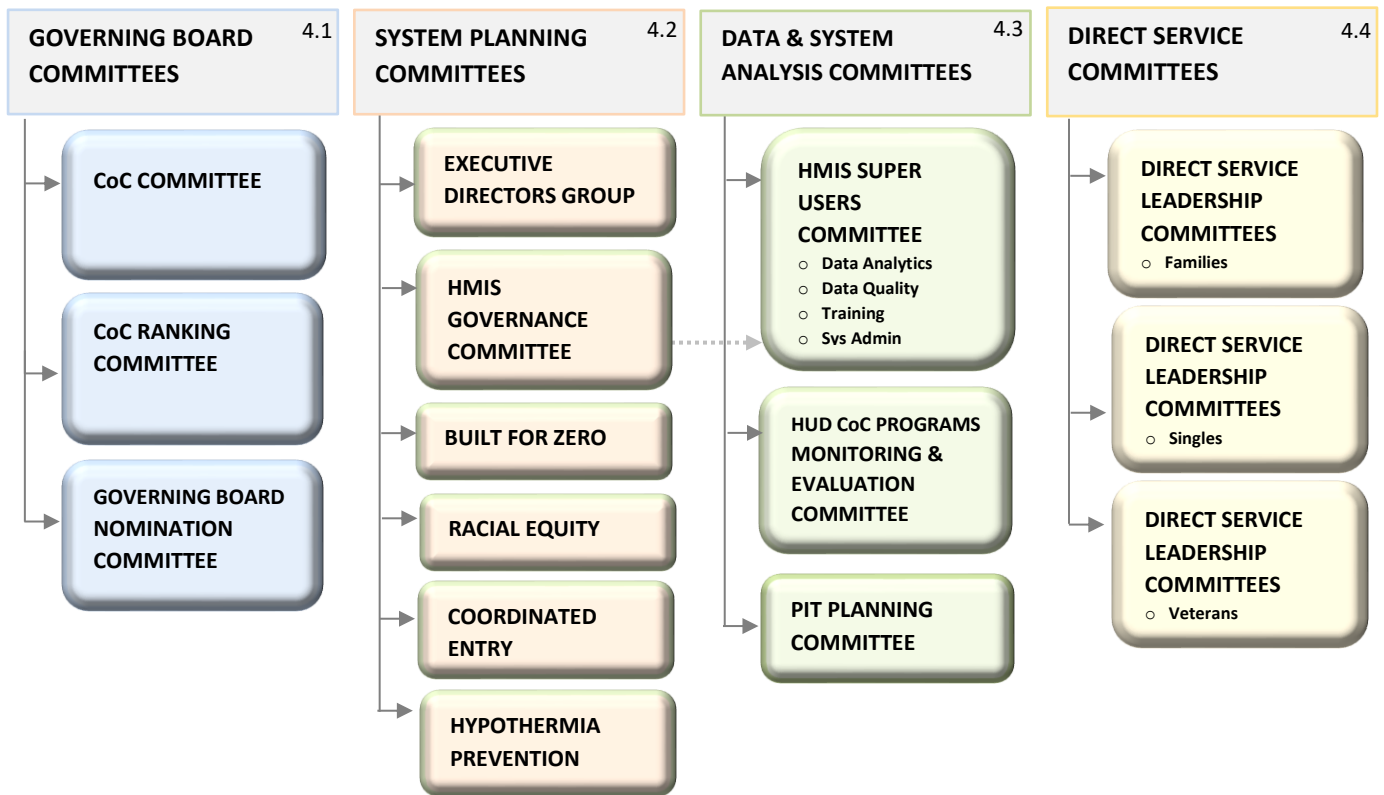
3.3.C COLLABORATIVE APPLICANT RESPONSIBILITIES

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.