

**CHARTER**  
**CONTINUUM OF CARE BOARD**

**TITLE:** Continuum of Care (CoC) Board

This charter is intended to promote a common understanding among the members of the CoC Board as to its purpose, duties, and method of operation.

**DATE INITIATED:** July 1, 2023

**PURPOSE:** The purpose of the CoC Board is to provide leadership in preventing and ending homelessness in the Fairfax-Falls Church community. The CoC Board acts on behalf of the "Continuum of Care", which is a partnership of representatives from organizations in the Fairfax-Falls Church community with an interest and role serving people experiencing, or at-risk of, homelessness. The CoC Board serves in compliance with the federal "Continuum of Care Program" under the Code of Federal Regulations (CFR) Title 24, Part 578, Subpart B, entitled "Establishing and Operating a Continuum of Care".

**RESTRICTIONS:** None

**STAFF:** Deputy Director, Office to Prevent and End Homelessness, Fairfax County Department of Housing and Community Development.

**MEMBERSHIP:** The membership of the CoC Board will consist of a minimum of 21 individuals, with one member appointed by each member of the Board of Supervisors, the CoC Board Chair appointed by the Chair of the Board of Supervisors, and the remaining members confirmed by the Board of Supervisors, which will include:

- One member appointed by the Mayor of the City of Fairfax.
- One member appointed by the Mayor of the City of Falls Church.
- One member appointed by the Superintendent of Fairfax County Public Schools.
- Two members that have experienced homelessness in Fairfax County and appointed by the director of the Department of Housing and Community Development.
- One member appointed by the director of the Fairfax-Falls Church Community Services Board.
- One member appointed by the director of the Department of Family Services.
- One member appointed by the director of the Department of Neighborhood and Community Services.
- One member appointed by the director of the Health Department.
- One member representative from each of the recipient, and subrecipient, organizations of federal Continuum of Care and Emergency Solutions Grant program funds.

**TERM:** Each CoC Board member will serve a two-year term on alternating annual fiscal year cycles.

**DUTIES:** The CoC Board acts on behalf of the Continuum of Care to fulfill the responsibilities described in detail in 24 CFR §578.7, including but not limited to:

- Hold semi-annual meetings of the full Continuum of Care membership.
- Adopt and follow a written process to select a Board to act on behalf of the Continuum of Care.
- Update annually a governance charter, including a code of conduct and recusal processes for its members and any person acting on behalf of the CoC Board.
- Consult with federal homeless assistance grant recipients and subrecipients to develop:
  - Performance targets appropriate for population and program type, with performance to be monitored, outcomes evaluated, and action taken against poor performers.
  - Written standards for evaluating eligibility, prioritization, and payment standards.
- Guide the operation of the coordinated assessment system to determine the needs of individuals and families for housing and services.
- Review, revise, and approve a privacy plan, security plan, and data quality plan for the Homeless Management Information System (HMIS).
- Coordinate the implementation of a housing and service system.
- Conduct an annual gaps analysis of the homeless needs and services available.
- Establish priorities for funding CoC projects in the geographic area.

**METHOD OF OPERATIONS:**

The CoC Board will meet on a quarterly basis and more frequently as needed. The CoC Board may establish committees or workgroups as needed to accomplish its goals. The CoC Board will develop and present regular reports to the Board of Supervisors regarding the Continuum of Care's progress in preventing and ending homelessness.