

AGENDA

- 1) Call to Order, Roll Call, Approve Minutes
- 2) Board Matter & Strategic Plan
- 3) Nomination Subcommittee
- 4) Regional Racial Equity Analysis
- 5) HMIS Notice
- 6) Announcements
 - Virginia Homeless Solutions Program (VHSP) and Housing Trust Fund Homeless Reduction Grant Awards (HTF-HRG) Awards
 - Continuum of Care Supplemental to Address Unsheltered and Rural Homelessness (Special NOFO)
- 7) Adjourn



Continuum of Care Committee



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- 1) CALL TO ORDER,
ROLL CALL,
APPROVE MINUTES
- 2) BOARD MATTER &
STRATEGIC PLAN
- 3) NOMINATION
SUBCOMMITTEE
- 4) REGIONAL RACIAL
EQUITY ANALYSIS
- 5) HMIS NOTICE
- 6) ANNOUNCEMENTS
- 7) ADJOURN

- Call to order** this public meeting of the Continuum of Care Committee on July 14, 2022, at 2:00 p.m. at Fairfax County's Department of Housing and Community Development.
- Roll Call.** Please state your name for the record (members participating virtually also state location).
MOTION: *Motion to certify for the record that each CoC Committee Member's voice may be adequately heard by each other CoC Committee Member.*
- Minutes.** Approve minutes from April 13, 2022.
MOTION: *Motion to approve the minutes.*

Continuum of Care Committee



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- ❑ **April 12, 2022:** The Board of Supervisors adopted a Board Matter sponsored by Supervisor Alcorn that included the following directives (*see Meeting Materials for full [April 12th Board Matter](#)*):
 - ❑ The County's Office to Prevent and End Homelessness (OPEH) review current operational performance of County and nonprofit service providers in preventing and ending homelessness.
 - ❑ OPEH lead an effort to update the County's homelessness strategies in collaboration with the Continuum of Care committee of the Affordable Housing Advisory Council.
- ❑ **May 20, 2022:** CoC Committee Chair and Vice-Chair and OPEH presented to the Affordable Housing Advisory Council (AHAC) on Homelessness in Fairfax County. (<https://www.fairfaxcounty.gov/housing/ahac>).
- ❑ **May 24, 2022:** A Joint Board Matter sponsored by Chairman McKay, Supervisor Foust, Supervisor Alcorn, Supervisor Lusk, and Supervisor Palchik added the following directives (*see Meeting Materials for full [May 24th Board Matter](#)*):
 - ❑ Evaluate the successes and challenges experienced with QPID...
 - ❑ Identify site-specific options for the development of more permanent supportive housing...
 - ❑ Review current zoning requirements and allowances for emergency shelter in commercial and industrial districts...
 - ❑ Provide an analysis of other available options that are not currently being used to address homelessness in the County, including costs and benefits of each, and provide recommendations for the Board's consideration. This analysis should include a review of successful efforts that have been implemented in other jurisdictions...
 - ❑ Ensure that the county's partners in addressing homelessness have an opportunity to provide input...

Continuum of Care Committee



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- ❑ **June 14, 2022:** CoC Committee Chair and Vice-Chair and OPEH presented the following to the [Board of Supervisors Housing Committee](#):

PRESENTATION SUMMARY	
Reflection	<ul style="list-style-type: none"> ❑ 2008-2018: Review of the strategies from the 10 Year Plan and successes/challenges include in the Retrospective. ❑ 2019-2022: Benefits of OPEH and HCD merger reviewed, lessons from COVID-19 pandemic, Point-in-Time Count trends, evidenced-based best practices, and connection to the Countywide Strategic Plan Housing & Neighborhood Livability strategies HNL 14 and 15 that focus on expansion of permanent supportive housing and the development of incentives for developers and landlords to set aside units for people experiencing homelessness.
Moving Forward	<ul style="list-style-type: none"> ❑ Planning for Zero, Ending Homelessness in Fairfax County: Community Input on Strategies, Update Performance Metrics ❑ Governance: Evaluate current structure and make recommendations ❑ Operations: Conduct operational assessment of the effectiveness of county and private homeless services, Analyze hotel usage ❑ Longer-Term Solutions: Find locations for permanent supportive housing, Review zoning requirements, Identify new or under-utilized options

- ❑ **November 2022:** Findings and recommendations to be presented to the Board of Supervisors Housing Committee.

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Consultant for Strategic Planning (*See Meeting Materials*)

Continuum of Care Committee



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(See Meeting Materials)

CoC Committee Membership Overview & Application Instructions (1 Page)

- CoC Committee Purpose
- CoC Committee Overview (links to Charter, Bylaws, and CoC Operations Policy)
- CoC Committee Membership Application Process
 - ✓ Nomination Subcommittee will solicit and accept applications (submission through OPEH)
 - ✓ Nomination Subcommittee will seek people representing varied stakeholders, who work or live in Fairfax County, are dedicated to preventing and ending homelessness, and can contribute expertise, opinions and viewpoints on issues related to homelessness.
 - ✓ At least 2 seats dedicated to persons with lived experience of homelessness
 - ✓ CoC Committee maximum membership of 24 people
 - ✓ As per the Bylaws, the Nomination Subcommittee will submit the names to the Chair and Vice-Chair who jointly approve new members.

CoC Committee Membership Application (2 Pages)

- Contact Information
- Affiliations
- Demographics, including Race, Ethnicity, Gender, and Age Range (Optional)
- Application Questions
- Certification

MOTION: *Motion to approve Membership Overview, Instructions, and Application.*

MOTION: *Motion to approve new Nomination Subcommittee Member.*

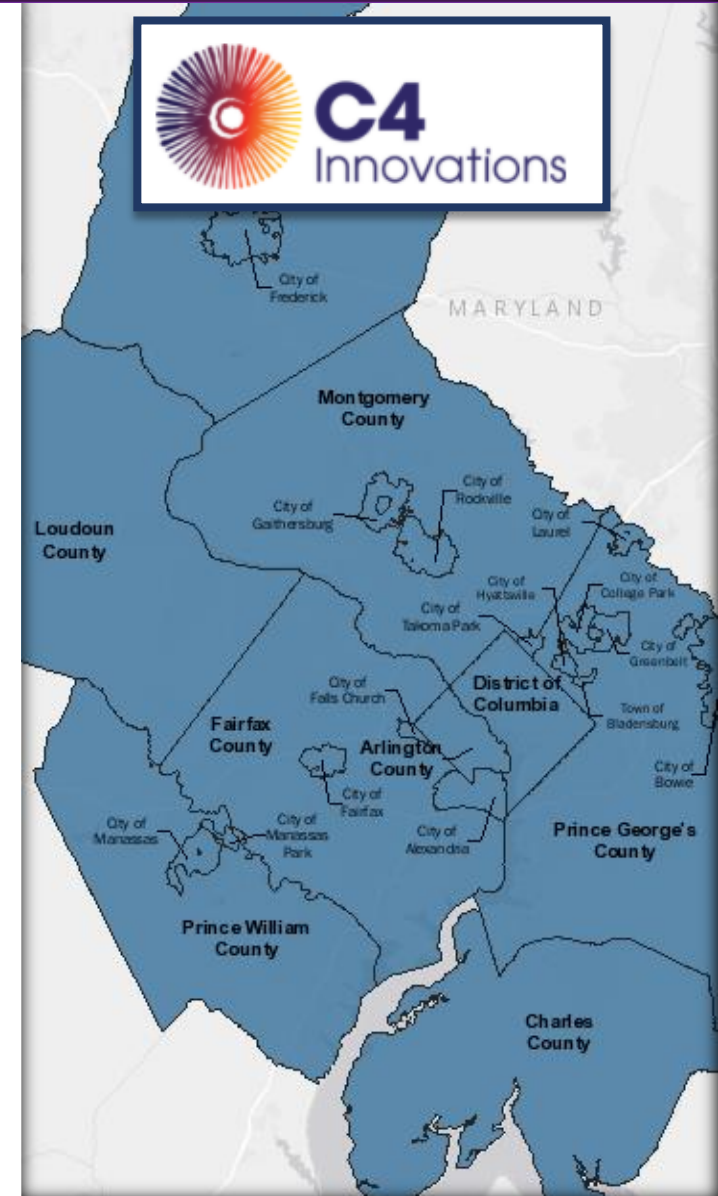


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Regional Racial Equity Analysis Updates

Next steps after C4 Innovations support concludes





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HMIS Notice

- Brings CoC into compliance with HUD recommendations in [HUD HMIS Data and Technical Standards Final Notice](#)
- Does not impact the current visibility security managed by the Release of Information (ROI) functionality in the Homeless Management Information System (HMIS).
- Allows sharing of data outside of HMIS
- Approved by the HMIS Steering Committee on June 2, 2022
- Proposed implementation date of August 1, 2022

MOTION: *Motion to approve HMIS Notice.*

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- Virginia Homeless Solutions Program (VHSP) and Housing Trust Fund Homeless Reduction Grant Awards (HTF-HRG) Awards**
 - VHSP awarded at \$823,738 as requested (level funding)
 - HTF-HRG awards not yet announced; \$860,000 requested

- Continuum of Care Supplemental to Address Unsheltered and Rural Homelessness (Special NOFO)**
 - The purpose is to address unsheltered and rural homelessness.
 - Approximately \$322,000,000 is available. Of this amount, \$267,500,000 is available for projects as part of the Unsheltered Homelessness Set Aside.
 - Project types funded in this NOFO include: CoC Planning, Unified Funding Agency Costs projects (Unsheltered Set Aside Only), Permanent Supportive Housing, Rapid Re-Housing, Supportive Services Only (Coordinated Entry [CE] and not including CE), Joint Transitional Housing – Rapid Re-Housing, and Homeless Management Information Systems (HMIS).
 - CoCs must review and either accept and rank, or reject project applications submitted to them.
 - The maximum award is the [CoC's PPRN for the FY 2022 CoC Program Competition](#), which is \$5,664,135 according to Appendix A.
 - Initial grant term for all projects in 3 years.
 - Roughly 125 awards are expected to be granted.

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NEXT MEETING INFORMATION: OCTOBER 12, 2022 | 2:00 P.M. – 3:30 P.M. | DHCD

AGENDA

- 1) Call to Order, Roll Call, Approve Minutes
- 2) Board Matter
- 3) Strategic Plan
- 4) Set Schedule and Meeting Plan for calendar year 2023
- 5) Announcements
 -
 -
- 6) Adjourn

MOTION: *Motion to adjourn the meeting*



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Board Matter **Hunter Mill District Supervisor Walter Alcorn** **April 12, 2022**

Review Of Current Operational Performance of County and Nonprofit Service Providers in Preventing and Ending Homelessness

Background:

On March 31, 2008, the Board of Supervisors adopted a plan to end homelessness in the Fairfax-Falls Church Community. The 10-year plan was developed by a large, diverse committee of community stakeholders. It committed to the goal that by the end of 2018 every person who is homeless or at risk of being homeless would be able to access appropriate affordable housing and the services needed to keep them in their homes.

The community partnership achieved a 46 percent reduction in the number of people experiencing homelessness, as measured by the annual Point in Time count. This 10-year coordinated and creative effort by public and private organizations implemented the strategies identified in the original plan: prevent homelessness whenever possible; increase and preserve affordable housing; deliver integrated social services; and sustain a community partnership that ensures shared accountability.

As the pandemic enters its third year, it is clear COVID-19 has changed the situation as many community members experienced serious health crises or lost their jobs. Additionally, county government and nonprofit providers continue to be challenged in retaining and recruiting professionally trained social workers to meet the rising demand for housing and services during a time of unprecedented need. The time is right to evaluate program performance and how the county might double down on a commitment to prevent and end homelessness post-pandemic.

Motion:

I move that the Office to Prevent and End Homelessness in the Department of Housing and Community Development (HCD) review current operational performance of county and nonprofit service providers in preventing and ending homelessness. In addition, it should lead an effort to update Fairfax County's homelessness strategies in collaboration with the Continuum of Care committee of the Affordable Housing Advisory Council.

HCD staff should then present to the Board of Supervisors its findings at an upcoming 2022 Housing Committee meeting, along with suggestions for improvements and the necessary funding to assure that local homeless assistance programs are not only effectively ending homelessness, but that they are providing safe and caring environments for Fairfax County residents in housing crisis.

Walter L. Alcorn, Supervisor
Hunter Mill District
Fairfax County Board of Supervisors
1801 Cameron Glen Drive, Reston, VA 20190
703-478-0283, FAX: 703-471-6847
HUNTERMILL@fairfaxcounty.gov





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TTY 711

E-mail: dranesville@fairfaxcounty.gov

Web site: www.fairfaxcounty.gov/dranesville

COMMONWEALTH OF VIRGINIA

COUNTY OF FAIRFAX



McLean Governmental Center
1437 Balls Hill Road
McLean, VA 22101

JOHN W. FOUST
DRANESVILLE DISTRICT SUPERVISOR

JOINT BOARD MATTER

**Chairman McKay, Supervisor Foust, Supervisor Alcorn,
Supervisor Lusk and Supervisor Palchik**

May 24, 2022

HOMELESSNESS: REVIEW OF COUNTY PROGRAMS

Background: On March 31, 2008, the Board of Supervisors adopted a plan to end and prevent homelessness in the Fairfax-Falls Church Community. The key approach recommended in the plan was to connect people to permanent housing, not only temporary shelters. Under the plan, permanent housing becomes the first step to moving out of homelessness, not the last (this approach is called “Housing First.”) During the plan’s implementation, there was an almost 50 percent decrease in the number of people experiencing homelessness in the County as measured by the annual Point in Time count (PIT). That success was achieved because of significant commitments of efforts and resources by the County and its partners, including the Cities of Falls Church and Fairfax, government agencies, non-profits, faith communities, and businesses. While there has been significant progress toward the goal of ending homelessness, there is still more that can and must be done.

According to the most recent PIT, as of January 26, 2022, there were 1,191 people experiencing homelessness in the Fairfax area including:

- 282 adults identified to be experiencing chronic homelessness.
- 32 people who identified as veterans.
- 91 transition age youth (18 to 24 years old).
- 115 households identified as currently fleeing domestic violence.
- 220 households that reported a history of domestic violence.
- 50 percent of the people experiencing homelessness identified as Black or African American (despite Black or African Americans representing only 10 percent of the general population of the County).
- 30 individuals aged 70 years and above were experiencing homelessness.

The county implemented the Quarantine, Protection, Isolation/Decompression (QPID) hotels program as a key part of the response to the COVID-19 pandemic. This program was implemented to respond to health-related issues created by COVID, but it also served as emergency shelter for homeless families and individuals. Each year, at the end of the hypothermia prevention season, the County’s lack of sufficient emergency shelter and permanent housing for chronically homeless individuals becomes very evident. That was especially true this year when QPID ended at the same time the hypothermia program ended.

The County and its nonprofit partners provide excellent support services while efforts to find shelter and housing for homeless individuals are ongoing. However, many individuals find themselves unsheltered and on their own until a shelter bed or housing becomes available. Given the shortage of shelter beds and

housing, individuals may be unsheltered and unhoused between hypothermia prevention seasons. These individuals can wind up sleeping in cars, at bus shelters, in tents in the woods, and in other outdoor places. They often sleep near the County's homeless shelters so they can access services such as meals, bathrooms and showering, laundry, and outreach/case worker assistance.

The "Housing First" approach recognizes that emergency shelter, as part of a crisis response system, provides safety and important service connections to rapidly connect individuals and families to permanent housing, such as supportive housing. The Board recognizes that the County must continue its current efforts while considering creative new ways to address the unacceptable shortage of emergency shelter and permanent supportive housing for homeless individuals. In a Board Matter sponsored by Supervisor Alcorn and adopted by the Board on April 12, 2022, the Board addressed these issues by directing that:

- The County's Office to Prevent and End Homelessness (OPEH) review current operational performance of County and nonprofit service providers in preventing and ending homelessness.
- OPEH lead an effort to update the County's homelessness strategies in collaboration with the Continuum of Care committee of the Affordable Housing Advisory Council.

There are immediate needs for emergency shelter and permanent supportive housing for chronically homeless individuals who live in our county. As we respond to those needs, including most critically by increasing our pipeline of new permanent supportive housing units in locations across the county, we should exercise caution to avoid unintended consequences of a possible isolated policy shift. The issues are complex, and it is essential that the Board receive a comprehensive set of recommendations to move forward. We believe that, as they work on homelessness strategies, OPEH staff and members of the Continuum of Care Committee should be aware of and be guided by the Board's input and concerns about these issues.

Motion: Therefore, Mr. Chairman, along with the direction provided in the April 12 Board Matter and such other issues as they deem essential to address, we move that the Board direct staff to:

- Evaluate the successes and challenges experienced with QPID, including costs, operations, and results, and including how QPID compares with the success of the County's established use of hotel rooms as temporary shelter for qualifying unhoused families.
- Identify site-specific options for the development of more permanent supportive housing, with a focus on creative solutions for the long-term housing and service needs of the homeless population.
- Review current zoning requirements and allowances for emergency shelter in commercial and industrial districts where vacant and underutilized properties might be used by private entities to provide sheltering and transitional services to the homeless population and include this issue as a possible addition to the Zoning Ordinance work program for the Board's consideration.
- Provide an analysis of other available options that are not currently being used to address homelessness in the County, including costs and benefits of each, and provide recommendations for the Board's consideration. This analysis should include a review of successful efforts that have been implemented in other jurisdictions.
- Ensure that the county's partners in addressing homelessness have an opportunity to provide input to staff regarding matters addressed herein, including the operational review requested in the April 12 board matter.

We further move that the Board direct staff to present its findings and recommendations at the Board's Housing Committee meeting on November 22, 2022.

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1) SCOPE OF SERVICES

The Fairfax County Continuum of Care (CoC), also referred to as the Fairfax-Falls Church Community Partnership, is seeking a consultant or a team of consultants to prepare a **three to five-year strategic plan to reduce and prevent homelessness in our community**. The final plan should:

- Develop a shared vision.
- Engage and empower the community to be part of the solution.
- Center equity.
- Develop measurable goals and strategies with clear timelines.

Considering the recent COVID-19 global pandemic, the strategic plan should also address the rapidly changing needs of the homeless community, as well as the financial and economic impacts of the global pandemic. Building consensus and buy-in among the CoC, homeless service providers, various county departments, and other key stakeholders will be critical to the success of this plan. The strategic plan should also include the participation and input of individuals with lived experience of homelessness.

2) PROPOSAL SUBMITTAL/DUE DATE

ALL PROPOSALS MUST BE RECEIVED BY (DATE & TIME)

Proposals are to be submitted in writing and either delivered to:

Casey Sheehan, CPPB

Contract and Procurement Coordinator

Fairfax County Dept. of Housing & Community Development

3700 Pender Dr.

Fairfax, VA 22030

OR

Submitted via e-mail attachments to: Kevin.Sheehan@fairfaxcounty.gov

Proposals received after the date and time prescribed shall not be considered for contract award and shall be returned to the offeror.

Questions regarding this document should be submitted to the attention of Casey Sheehan, CPPB, Contract & Procurement Coordinator, Fairfax County Department of Housing & Community Development, at the following e-mail address: Kevin.sheehan@fairfaxcounty.gov or via telephone at 703-246-5146.

Any question or answer that materially impacts the information contained in the RFP will be clarified by a written addendum, which will be sent to all that initially received the RFP.

3) BACKGROUND

A. 10-Year Plan to Prevent and End Homelessness

Throughout 2005-2006, a broad-based community-wide collaborative came together to develop a blueprint of strategies to prevent and end homelessness. This collaboration culminated in a planning framework entitled [Strategic Directions for the Plan to Prevent and End Homelessness in the Fairfax-Falls Church Community](#). On February 26, 2007, the Fairfax County Board of Supervisors endorsed this blueprint and its Housing First approach and called for the establishment of an implementation committee. The Implementation Plan is a result of the work of that implementation committee and was approved by the Board on March 31, 2008. This latest strategic plan concluded on December 31, 2018 and the Continuum of Care prepared a [Retrospective](#) highlighting both the successes and challenges experienced.

B. CoC Lead Agency and Governance

In July 2020, Fairfax County's two housing organizations, the Department of Housing and Community Development and the Office to Prevent and End Homelessness (the Fairfax County CoC Lead Agency), were combined as one agency to further support the community's efforts and strong outcomes in both preventing and ending homelessness and in promoting the preservation and development of affordable housing. The [Continuum of Care \(CoC\) Committee](#) was established in June 2021 to replace the Governing Board of the CoC, which originally formed in 2008 at the onset of the 10-Year Plan to Prevent and End Homelessness in 2008 and dissolved in March 2020. As a Committee of the [Affordable Housing Advisory Council](#) (AHAC), the purpose of the CoC 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."](#)

C. Point-in-Time Count and System Performance

After a steady reduction of people experiencing homelessness on the night of the Point-in-Time Counts between the 2008 and 2017, a decrease of 47% (871 people), the number of people experiencing homelessness identified through the Point-in-Time Counts has increased over the next five consecutive years (2017-2021) in the Fairfax County CoC. There were 964 people experiencing homelessness on the night of the 2017 Point-in-Time Count and 1,222 people experiencing homelessness on the night of the 2021 Point-in-Time Count, an increase of 27% (258 people). There were 1,191 people experiencing homelessness on the night of the 2022 Point-in-Time Count. This decrease of 3% (31 people) between the 2022 and 2021 Point-in-Time Counts is the first decrease since 2016. Fairfax County Point-in-Time Count data, including the 2022 results as well as Point-in-Time Count and Housing Inventory Count results dating back to 2005, is available through an interactive dashboard on the county's website at www.fairfaxcounty.gov/homeless under Homeless Data.

The Fairfax County CoC's [System Performance Measures](#) results between 2016 and 2021 are also available through an interactive dashboard on the county's website at

www.fairfaxcounty.gov/homeless under Homeless Data. To improve the CoC's performance, the CoC joined Built for Zero in October 2018, a national change effort that allows communities to partner with a team of dedicated coaches, key federal agencies, and peers that are also devoted to ending homelessness. As a result of the technical assistance provided, momentum generated by CoC leadership, and commitment of nonprofit partners, the CoC enhanced its real-time, by-name list of all single individuals experiencing homelessness in the community. System processes were adapted to be more collaborative, action-oriented, and housing-focused. Custom reports were developed within the Homelessness Management Information System in 2019 to more easily capture active, inflow, and outflow data, which is compiled and analyzed on a monthly basis.

4) TASKS TO BE PERFORMED

The Fairfax County Continuum of Care (CoC), also referred to as the Fairfax-Falls Church Community Partnership, is seeking a consultant or a team of consultants to prepare a **three to five-year strategic plan to reduce and prevent homelessness in our community**. The project has several main elements:

- A. **Designing and leading the strategic planning process** to engage the diverse composition of the CoC, including staff of local government, civic, nonprofit, business, schools, faith-based and other organizations as well as persons with lived experience of homelessness and other stakeholders key to the development and implementation of the strategic plan. This includes collaborating with the CoC Lead Agency to establish a communication plan to keep all stakeholders engaged and informed from planning through implementation. It is anticipated that engagement will occur through a combination of activities, such as focus groups, interviews, and/or any other method that will be useful in receiving partner and community input, facilitated group meetings with partners to create consensus regarding a strategic vision and strategic plan, and review and present available education-related data and partner strategic plans as well as any relevant research and best-practices.
- B. **Preparing a strategic plan for preventing and ending homelessness** that includes:
 - A shared vision for the CoC
 - 3-5 bold, clear, and measurable goals that are developed through an equity lens, incorporate evidence-based best practices, and are created by using local data to identify needs/gaps.
 - Metrics the CoC can use to track progress and measure the impact of the homeless services system.
 - An explanation of the national and state context (e.g., new federal programs or state legislation) and how the CoC will address local needs through those opportunities. Identifies opportunities that can be leveraged, including positioning of existing funding and other resources in the housing, homelessness, health care, human services, and private sectors.
- C. **Preparing an implementation plan and implementation infrastructure** that identifies the tasks, the timeline for each task, the individuals and organizations responsible for each task, infrastructure integrations with the CoC Lead Agency needed to support the CoC's implementation phase, CoC Committee structure needed to act on the plan, and a suggested workgroup structure to support the implementation of tasks.

It is anticipated that these tasks will be accomplished through a combination of activities, such as focus groups, interviews, and/or any other method that will be useful in receiving partner and community input, facilitated group meetings with partners to create consensus regarding a strategic vision and strategic plan (including goals, objectives, strategies, and tactics), and review and present available education-related data and partner strategic plans as well as any relevant research and best-practices.

D. Deliverables. The primary deliverables are:

- Written planning process provided to the CoC Lead Agency within 2 weeks of completing the contract.
- Written strategic plan (as outlined above).
- Communications to ensure coordination and partnerships. The CoC Lead Agency and the consultant will establish regular communication meetings/calls; and expect a regular schedule of communication with the individuals and organizations involved in the planning process.
- Recommendations to the CoC Lead Agency on their use of existing supply/demand tools.
- Written implementation plan that identifies the tasks for achieving each goal, the timeline for each, and the individuals and organizations responsible for each task.

5) CONSULTANT PREFERRED QUALIFICATIONS

- Experience in successfully charting and leading a strategic planning process that uses a highly collaborative approach that builds a shared understanding of what needs to be done to prevent and reduce/end homelessness in a community or municipality.
- A commitment to centering racial equity
- Experience in gaining the buy-in of leaders and the insights of consumers, providers, and others in the housing and homeless services system.
- Lived experience of homelessness.
- Experience working with households who have experienced homelessness.
- An ability to clearly frame decisions and lead organizations in an informed process of selecting priorities (e.g., priority populations to serve, the mix of services).
- Expertise in the national and state homelessness context—the current and anticipated priorities for programs and funding among federal and state agencies.
- Experience in weaving-together funding sources, including leveraging resources from systems other than housing and homelessness.
- Knowledge of Housing First and other nationally accepted and successful homeless intervention methods
- An understanding of current evidence about what works in the housing and homelessness field(s) and for specific populations.
- Knowledge of Continuum of Care board facilitation best practices
- Knowledge of HUD Reporting (Longitudinal Systems Analysis, System Performance Measures, Point-in-Time Count) and experience in data analysis

- Demonstrated ability to communicate clearly, prevent and resolve issues, and organize complex projects.

6) TECHNICAL PROPOSAL INSTRUCTIONS

The offeror must submit the Technical Proposal in a separate binder (or e-mail attachment). Proposals must include the following and be organized in the order outlined below with a 10 page limit (excluding the required attachment of resumes of individuals proposed to work on the project).

A. Contact information. Include the following on the first page of your proposal:

- Organization name
- Total fee for the project
- Name, address, telephone number, and email of the individual or firm. If a firm, provide the name and title of the individual authorized to negotiate contract terms and make binding commitments. Identify each person's role and responsibilities.

B. Narrative

1. Experience

- Provide the names of all personnel (including all firms, contractors, and associated personnel partnering in this project) who will be assigned to work with the Fairfax County CoC, including their education and previous professional experience on projects of a similar size and scope.
- Describe your planning experience in housing and homelessness, including:
 - The processes you have found to be effective
 - Your approach/philosophy of planning
 - One or two detailed examples of how this process has worked at the local level. Include dates and agencies.
- Describe your experience in building coalitions. Include dates and agencies.
- Describe your experience in working with/within housing and homelessness organizations or community development entities. Include dates for this cited experience.
- Describe how people with lived experience of homelessness have been included in planning processes.
- Include weblinks to at least one work product that illustrates your ability to meet the qualifications for this project.
- References. Please provide a minimum of two complete references, including:
 - Name, title, address, phone number, and email
 - Three-line description of a project that the firm/consultant has completed for this client (or which is currently in process)

2. Approach to achieving deliverables

- Based upon your understanding of the goals outlined in your scope of work, describe in detail the planning process you would use to achieve those aims; and describe each of the deliverables you will provide to the CoC.

- Identify the project's milestones; time schedule.

3. Attachment (required)

Please limit the Attachment to only the following:

- Resumes for those staff who will be assigned to this project (listed in section A of the proposal).
- Limit resumes to no more than 2 pages each. These do not count against the 10- page proposal limit.

7) COST PROPOSAL INSTRUCTIONS

The offeror must submit a cost proposal in a separate binder (or e-mail attachment) fully supported by cost and pricing data adequate to establish the reasonableness of the proposed fee(s) including labor categories and rates.

8) PROPOSAL EVALUATION CRITERIA

The following factors will be considered in the award of this contract:

- Experience in successfully leading community-engaged planning processes for a housing/homeless system that result in quality plans; Quality of work product(s); Record of performance, including references that confirm the consultant's leadership and project management abilities. (40 points)
- Plan of work that is reasonable, given local needs, and meets project goals; Methodology for engaging broader community in planning process; Reasonableness of proposed time schedule (50 points)
- Reasonableness of cost (10 points)

9) CONTRACT FORM

The resulting contract will be in the form of the attached Fairfax County Standard Contract form, as modified for Services.



Continuum of Care Committee

CoC Committee Membership Application

CONTINUUM OF CARE (COC) COMMITTEE MEMBERSHIP OVERVIEW & APPLICATION INSTRUCTIONS

CONTINUUM OF CARE (COC) COMMITTEE PURPOSE

As a Committee of the [Affordable Housing Advisory Council](#) (AHAC), the purpose of the [CoC 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) [24 CFR §578.5, entitled "Establishing and Operating a Continuum of Care."](#)

CONTINUUM OF CARE (COC) COMMITTEE OVERVIEW

Additional information about the CoC Committee can be found in the documents below.

- ✚ [CoC Committee Charter](#): includes duties.
- ✚ [CoC Committee Bylaws](#): includes terms (members shall serve two-year terms, with a limit of three terms; members can serve again after a one-year break), VFOIA requirements, frequency of meetings (quarterly and as needed), attendance and participation requirements, and general operations and policies of the CoC Committee.
- ✚ [CoC Operations Policy](#): includes an overview of CoC membership and meetings, role of CoC and HMIS Lead Agency, HUD CoC Program funding policies, Emergency Solutions Grant and Virginia Homeless Solutions Program Grant policies.

CONTINUUM OF CARE (COC) COMMITTEE MEMBERSHIP APPLICATION PROCESS

The Nomination Subcommittee will solicit and accept applications from the CoC for participation on the CoC Committee. The Nomination Subcommittee will seek people representing varied stakeholders, who work or live in Fairfax County, are dedicated to preventing and ending homelessness, and can contribute expertise, opinions and viewpoints on issues related to homelessness. The CoC Committee Membership Application should be sent via email to Jamie.Ergas@fairfaxcounty.gov or completed via [this survey](#). For questions or other methods to submit the CoC Committee Membership Application, please contact Jamie Ergas, Continuum of Care Manager, at 703-223-2003.

At least 2 seats will be dedicated to persons with lived experience of homelessness and remaining seats will be filled with the diverse and broad representation of the CoC, in alignment with [24 CFR §578.5](#). The CoC Committee has a maximum membership of 24 people.

Following review and acceptance of nominations, the Nomination Subcommittee will submit the names to the Chair and Vice-Chair who jointly approve new members.



Continuum of Care Committee

CoC Committee Membership Application

CONTINUUM OF CARE (COC) COMMITTEE MEMBERSHIP APPLICATION FORM

CONTACT INFORMATION

Name:	
Agency (if applicable):	
Title (if applicable):	

Please provide at least one form of contact information below and choose preferred contact method (Check one):

Email Address:	<input type="checkbox"/>
Telephone:	<input type="checkbox"/>
Mailing Address or Alternative Contact Information:	<input type="checkbox"/>

AFFILIATIONS

The Continuum of Care strives to ensure that membership of the CoC Committee includes a diverse and broad representation of all the necessary voices needed to accomplish the goal of making homelessness rare, brief, and one time. Please help us understand your affiliations (Check all that apply):

<input type="checkbox"/> Affordable Housing Developer <input type="checkbox"/> Businesses Representative <input type="checkbox"/> Community Member <input type="checkbox"/> Department of Human Services <input type="checkbox"/> Elected Official <input type="checkbox"/> EMT/Crisis Response Team <input type="checkbox"/> Faith Based Organizations <input type="checkbox"/> Government Entity <input type="checkbox"/> Hospital or Health Care Provider <input type="checkbox"/> Law Enforcement <input type="checkbox"/> LGBTQ Advocate <input type="checkbox"/> Local Jail or Department of Corrections <input type="checkbox"/> Local Government Staff/Officials <input type="checkbox"/> Person with Lived Experience of Homelessness <input type="checkbox"/> Public Housing Authority <input type="checkbox"/> School Administrators/Homeless Liaisons	<input type="checkbox"/> Service Provider – Disability Services <input type="checkbox"/> Service Provider – Employment Services <input type="checkbox"/> Service Provider – Homeless Services <input type="checkbox"/> Service Provider – Legal Aid <input type="checkbox"/> Service Provider – LGBTQ <input type="checkbox"/> Service Provider – Mental Health Services <input type="checkbox"/> Service Provider – Substance Abuse Services <input type="checkbox"/> Service Provider – Survivors of Domestic Violence, Sexual Assault, Human Trafficking or Stalking <input type="checkbox"/> Service Provider – Veterans <input type="checkbox"/> Service Provider – Youth Services <input type="checkbox"/> University <input type="checkbox"/> Utility Company <input type="checkbox"/> Workforce Development <input type="checkbox"/> Youth Advocate <input type="checkbox"/> Other: _____
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DEMOGRAPHICS (optional)

Race	Ethnicity	Gender	Age
<input type="checkbox"/> American Indian, Alaskan Native, or Indigenous <input type="checkbox"/> Asian or Asian American <input type="checkbox"/> Black, African American, or African <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other: _____	<input type="checkbox"/> Non-Hispanic/ Non-Latin(a)(o)(x) <input type="checkbox"/> Hispanic/ Latin(a)(o)(x)	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender) <input type="checkbox"/> Transgender <input type="checkbox"/> Questioning	<input type="checkbox"/> 18 – 24 <input type="checkbox"/> 25 – 34 <input type="checkbox"/> 35 – 44 <input type="checkbox"/> 45 – 54 <input type="checkbox"/> 55 – 64 <input type="checkbox"/> 65+



Continuum of Care Committee

CoC Committee Membership Application

APPLICATION QUESTIONS

1. Please describe any personal or professional experience you have had with homelessness. (Maximum 250 words)

2. Please explain why you would like to serve on the CoC Committee. (Maximum 250 words)

CERTIFICATION

Please attest to the following by checking below and signing:

- I live or work in Fairfax County.
- I understand and agree to meet the time commitment (including, at a minimum, attending in-person meetings every three months) and expectations of CoC Committee membership (see [CoC Committee Charter](#) and [CoC Committee Bylaws](#)).

Name (Printed)	Signature	Date

HOMELESS MANAGEMENT INFORMATION SYSTEM NOTICE

THIS NOTICE DESCRIBES WHAT INFORMATION IS COLLECTED, HOW IT MAY BE USED AND DISCLOSED AND YOUR PRIVACY RIGHTS. PLEASE REVIEW IT CAREFULLY.

Effective Date:

When you request or receive services and give information about yourself and your family, it is entered into a system called the Homeless Management Information System (HMIS). Fairfax-Falls Church Community Partnership partner agencies use the same system because it helps agencies do a better job of providing services.

We collect this information from you for the reasons outlined in this notice. We are required to collect some information by law, or by organizations that fund our programs. Other information we collect is important to run our programs, to improve services, and to better understand the needs of homeless persons and those in need. We only collect information we are required to collect or that is needed for the purposes outlined in this notice.

WHAT INFORMATION IS COLLECTED?

Depending on the services you are requesting or receiving, we may collect information about how to contact you, your demographics, living situation, household, finances, employment history, military duty status, disability status, and other relevant information as appropriate.

HOW IS MY INFORMATION USED OR SHARED?

The information collected is used: (1) to provide or coordinate services to you and your family; (2) for purposes related to payment or reimbursement for services; (3) to carry out administrative functions, including but not limited to legal, audit, personnel, oversight and management functions; (4) for creating deidentified personal information; (5) for statistical purposes and to meet federal reporting guidelines (6) to avert a serious threat to the health or safety of an individual or the public; (7) to report abuse, neglect, or domestic violence; (8) for research purposes by written agreement; (9) for limited law enforcement purposes as authorized by law; and (10) and other uses allowed or required by law.

By reviewing this notice you are giving your permission to have your information entered in HMIS and used for the purposes identified above.

HOW DO I CONSENT TO SHARE MY INFORMATION FOR OTHER PURPOSES?

You may choose to sign the attached "Uniform Authorization to Use and Exchange Information" form to share your information for other purposes or to third parties you designate.

HOW WILL MY INFORMATION BE KEPT SECURE?

Several measures have been taken to ensure that your information is kept safe and secure:

- The HMIS system meets applicable security requirements.
- Information that identifies you is viewed by people working to provide services to you, including the Fairfax -Falls Church Community Partnership, or is shared with limited third parties for the purposes outlined in this notice.
- Those using the HMIS system receive training in confidentiality and privacy protection and agree to follow rules before using the system.

KNOW YOUR INFORMATION RIGHTS:

As a client receiving services, you have the following rights:

- **Access to your record** - You have the right to view your HMIS record. At your request, we will prepare a report of your records or assist you in viewing them.
- **Correction of your record** - You have the right to have your record corrected so that information is up-to-date, accurate, and to ensure fairness in its use.
- **Refusal** - You cannot be denied services that you would otherwise qualify for if you refuse to consent to further disclosures of your information by signing the "Uniform Authorization to Use and Exchange Information."
- **Revocation** - You may revoke your signed "Uniform Authorization to Use and Exchange Information" at any time upon written demand.

This notice may be amended at any time. Amendments may affect information collected before the date of the amendment.

For more information, please contact _____ (name/title and phone number)

Revised

HOMELESS MANAGEMENT INFORMATION SYSTEM NOTICE

THIS NOTICE DESCRIBES WHAT INFORMATION IS COLLECTED, HOW IT MAY BE USED AND DISCLOSED AND YOUR PRIVACY RIGHTS. PLEASE REVIEW IT CAREFULLY.

Effective Date:

Fairfax -Falls Church Community Partnership

Annandale Christian Community for Action
Bethany House of Northern Virginia
Christian Relief Services Charities
Committee for Helping Others
Cornerstones
Ecumenical Community for Helping Others
FACETS
Fairfax County Department of Administration for Human Services
Fairfax County Department of Family Services
Fairfax County Department of Housing and Community Development
Fairfax County Department of Neighborhood and Community Services
Fairfax County Health Department
Fairfax County Office for Women and Domestic and Sexual Violence Services
Fairfax County Office to Prevent and End Homelessness
Fairfax-Falls Church Community Services Board
FISH
Foundation for Appropriate and Immediate Temporary Help
Good Shepherd Housing and Family Services
Helping Children Worldwide
Homestretch
Inova Health System
Kurdish Human Rights Watch
Lorton Community Action Center
Lutheran Social Services
New Hope Housing
Northern Virginia Family Service
NOVACO
Our Daily Bread
OAR of Fairfax County
Pathway Homes
PRS
Residential Youth Services
RPJ Housing Development Corporation
SHARE
Shelter House
The Alternative House
The Lamb Center
United Community Ministries
Volunteers of America Chesapeake
Western Fairfax Christian Ministries
Future Partner Agencies of the Fairfax-Falls Church Community Partnership

For more information, please contact _____(name/title and phone number)

Revised