



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

GOVERNANCE CHARTER

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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

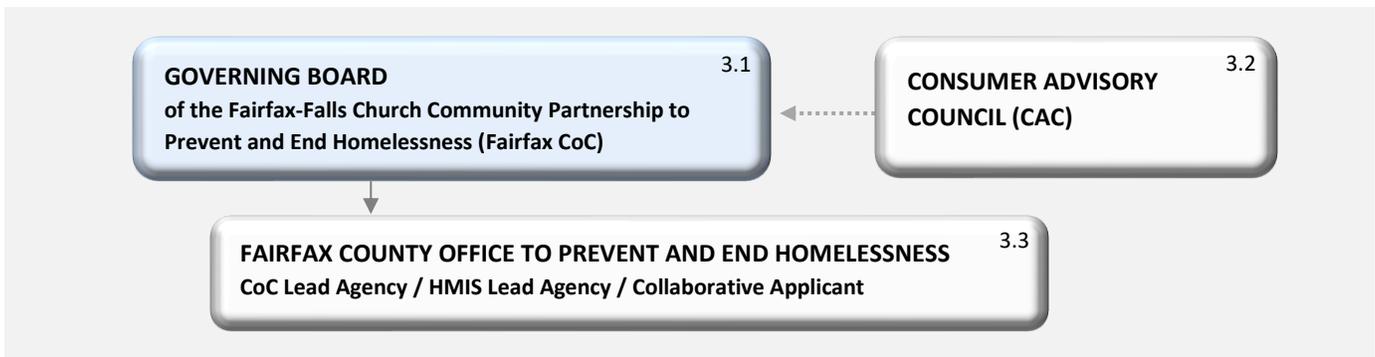
throughout the year with any new agency or individual that becomes involved in homeless services or that the CoC Lead agency is made aware of.

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.

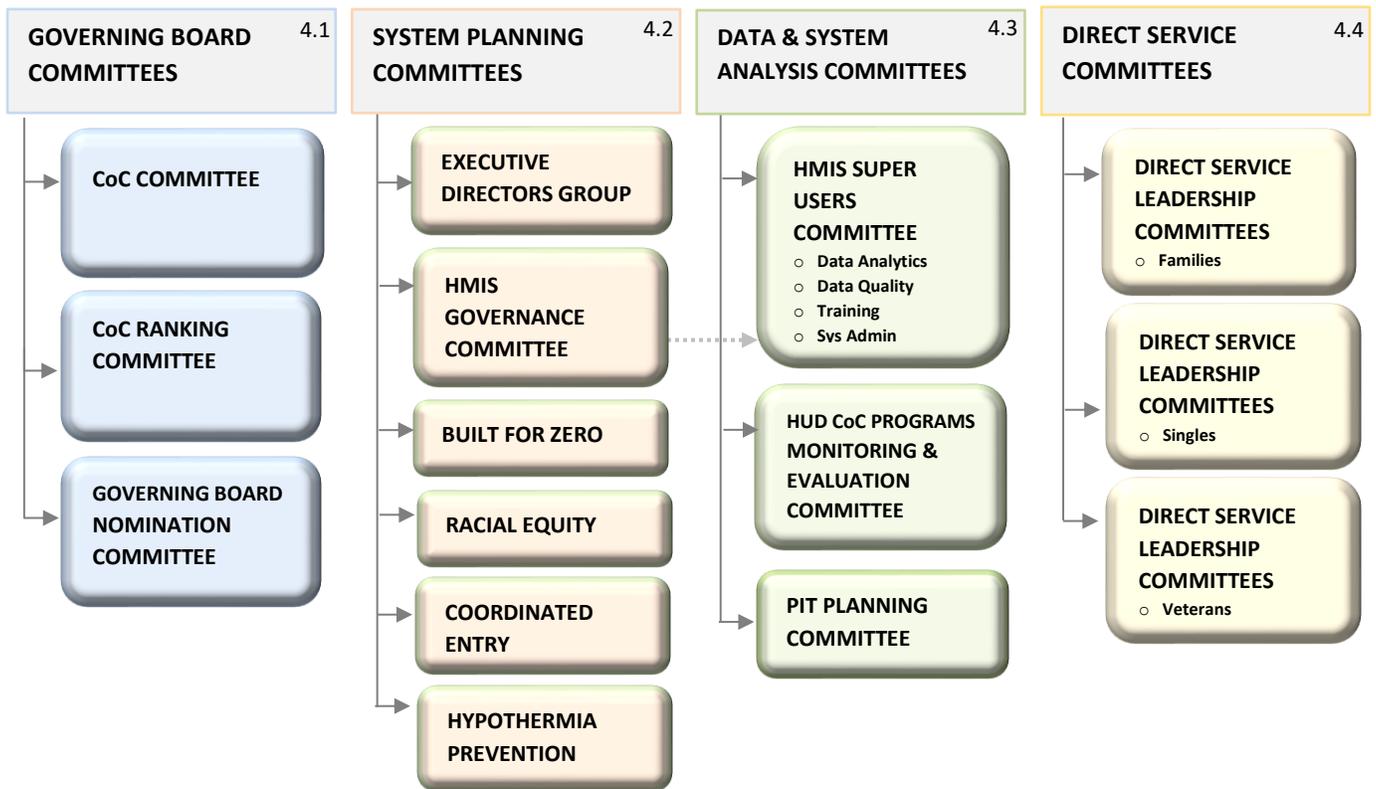
3.3.C COLLABORATIVE APPLICANT RESPONSIBILITIES

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.