



# Fairfax County Community Action Advisory Board

## Memorandum

**To:** CAAB Members  
**From:** Michelle Jefferson, Chair  
**Date:** May 19, 2023

**Subject:** CAAB Meeting – June 6, 2023

The next CAAB meeting will be held on Tuesday, June 6th at 7:30pm in Rooms 9 & 10 in the Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA 220035

### **One Fairfax**

Karla Bruce, Chief Equity Officer, will provide an overview of the One Fairfax policy and the equity work being done in the county. The CAAB's DEI recommendations are included in the packet for your review prior to the June meeting.

### **Program Report: FY23 CSBG 3<sup>rd</sup> Quarter Report**

Staff will present the CSBG FY23 3<sup>rd</sup> Quarter report. Including in this meeting packet are:

- Financial report for Federal CSBG and TANF
- Narrative Reports
- Outcome Reports

### **FY24 Community Action Plan**

Provided for review and approval is the FY24 Community Action Plan that has been submitted to the Virginia Department of Social Services (VDSS).

### **CAAB Member Sharing**

As a reminder, Member Sharing was established for CAAB members to report the “word on the street” - issues that affect the low-income community about which the CAAB should be aware; ten (10) minutes are allocated to this agenda item.

### **CCFAC Meeting Report**

Morgan Jameson, CAAB representative on the Consolidated Community Funding Advisory Committee, will provide a brief update on the May 9, 2023 CCFAC meeting.

### **Membership and Election Committee Report**

An update on the actions taken to fill vacancies will be given. At the May meeting, the Membership Elections Committee recommended that Sandra Barksdale join the CAAB as a regional representative. At the June meeting, the CAAB will vote on the recommendation.

### **Attachments:**

June 2023 Meeting Agenda  
May 2023 Meeting Minutes  
FY23 CSBG Program Reports  
FY24 Community Action Plan  
CAAB DEI Recommendations



Fairfax County Community Action Advisory Board  
Fairfax County Government Center  
12000 Government Center Parkway  
Conference Rooms 9 & 10  
June 6, 2023  
7:30 PM

AGENDA

TIME	ISSUE	INFO/ACTION	PRESENTER
7:30 PM	Call to Order		Michelle Jefferson, Chair
	Approval of Minutes	Action	Michelle Jefferson, Chair
	One Fairfax	Info	Karla Bruce, Chief Equity Officer, Fairfax County
	CSBG 3 <sup>rd</sup> Quarter Program Reports/FY24 Community Action Plan	Action	CAAB Staff
	Member Sharing	Info	CAAB Members
	CCFAC Report	Info	Morgan Jameson
	Membership and Elections Report/New Board Member Appointment	Action	Shari Zamarra, Membership & Elections Committee Chair
	July Meeting CANCELLED	Info	CAAB Staff
9:30 PM	Adjourn		

Next CAAB Meeting  
Tuesday, August 1, 2023  
7:30 p.m.  
Fairfax County Government Center

**There will be no July CAAB meeting.**



**Fairfax County Community Action Advisory Board (CAAB)**  
**Meeting Minutes – Tuesday, May 2, 2023, 7:30pm**  
**Fairfax County Government Center**

The meeting was called to order at 7:35 pm by Chair Michelle Jefferson.

**Members in Attendance:** Matthew Bell; Maria Leiva; Ken McMillon; April Hall; Michele “Cookie” Hymer Blitz; Michelle Jefferson; Morgan Jameson; Michael Mahrer; Marcia McDevitt; Phil Rosenthal; Alice Yam; Shari Zamarra; Benjamin Zuhl

**Members Participating Remotely:** Jim Edwards-Hewitt, Mason District; Michele Menapace, Southeast Fairfax

**Absent:** Nermin AbdelWahab; Kevin Hickerson; Caroline Hockenberry; Alicia Doe; Hawa Hassan; Heather Thomas; Alex Rodriguez; Mary Ann Floto; Ann Macpherson; Whitney Richardson

**Guest(s):** Matt Fitzgerald, Director, Office of Economic Opportunities, VA Department of Social Services; Kenneth Saunders, Director, Office of Human Rights and Equity Programs

**Minutes – April 4, 2023**

It was noted that Shari Zamarra was listed among the meeting attendees and the name of the Department of Housing and Community Development contained an error. The motion to approve the meeting minutes with the noted corrections was made by Phil Rosenthal, seconded by Matthew Bell and was carried without objection.

**Office of Human Rights and Equity Programs**

Kenneth Saunders, Director, Office of Human Rights and Equity Programs (OHREP) provided an overview of the agency’s activities. Mr. Saunders shared that OHREP’s mission includes:

- Individual complaint investigations;
- Fair housing education and outreach
- Fair housing testing; and,
- Enforcement of fair housing laws.

OHREP enforces the federal Fair Housing Act, the Virginia Fair Housing Law and the Fairfax County Human Rights Ordinance. He also provided information on the types of actions that OHREP enforces, the office’s towards past goals, and public engagement efforts. For more information, please see presentation slides in meeting materials packet. CAAB Board Members had the opportunity to ask Mr. Saunders questions, to which he responded. There were additional questions or comments presented to him which he would either bring back to OHREP and provide answers when able.

**Upcoming Priorities for Office of Economic Opportunities, VA Dept. of Social Services**

Matt Fitzgerald, Program Manager, Office of Economic Opportunities joined the CAAB to discuss the Office’s priorities for the coming year. The Office of Economic Opportunities at VDSS provides guidance and support to the County for its Community Services Block Grant (CSBG) work. OEO is also the office which monitors the County’s compliance with the CSBG program and contract requirements. Results Oriented Management Accountability (ROMA) is the framework in which the CSBG work operates under. Mr. Fitzgerald provided details on a few projects being worked on at the moment:

- 1) Broadband equity expansion
- 2) Whole Family approach
- 3) Increasing access to earned income tax credit
- 4) Learn Worlds
- 5) AmeriCorps Vista - engaged within office, working on DEI and Financial Empowerment.

Mr. Fitzgerald indicated he would send information on how CAAB Board Members can create and account in Learn Worlds where they will be able to access training videos and engage with other Board Members in the state.

### **CAAB Member Information Sharing**

- Shari Zamara – would like to get an update on how the roll back of SNAP benefits has impacted residents in the community. She encouraged people to become involved in their district level land use committee.
- Cookie Hymer Blitz – shared that there are advocates for heat relief in the County but that she is unaware of any programs similar to hypothermia shelters.
- Phil Rosenthal – mentioned in the past the CAAB has taken on a project. Such as food donations, and other community impact projects. Suggests the CAAB takes on heat mitigation as a project.
- Marcia McDevitt – reminded everyone primary early voting begins May 5th. June 10th satellite offices open for early voting. June 20th is the primary day.
- Ben Zuhl – mentioned Ken McMillon will be on a radio show this week to discuss gun violence prevention.
- Michael Mahrer – shared that the English Empowerment Center’s registration begins the week of May 8<sup>th</sup> for June session for individuals with a 6<sup>th</sup> grade reading level or lower. Also asked for a report out regarding CCFAC and mentioned some concerns. CAAB Board agreed to include a communications plan for CCFAC information to be shared.
- Michele Menapace – Human Services Council voted in favor regarding improved audio visual equipment for Boards, Authorities, and Commissions be uniform across the spectrum for both remote and in person to support meaningful participation.

### **Adjournment**

The meeting was adjourned at 9:17 pm.

<b>Community Services Block Grants Worksheet - 3rd Qtr FY 2023</b>			
	<b>Federal CSBG</b>	<b>TANF CSBG</b>	<b>TOTAL CSBG</b>
<b>Housing (40%)</b>			
New Hope Housing	\$ 9,762.67		\$ 9,762.67
United Community	\$ 37,225.27	\$ 38,744.68	\$ 75,969.95
<b>Subtotal</b>	\$ 46,987.94	\$ 38,744.68	\$ 85,732.62
<b>Health &amp; Social/Behavioral Development (25%)</b>			
Family Counseling Center of Greater Washington	\$ 9,049.00		\$ 9,049.00
Food for Others	\$ 59,636.88		\$ 59,636.88
Second Story - Young Mothers		\$ 14,418.75	\$ 14,418.75
<b>Subtotal</b>	\$ 68,685.88	\$ 14,418.75	\$ 83,104.63
<b>Support Services (20%)</b>			
Tahirih Justice Center	\$ 12,181.95		\$ 12,181.95
Shelter House		\$ 21,146.19	\$ 21,146.19
<b>Subtotal</b>	\$ 12,181.95	\$ 21,146.19	\$ 33,328.14
<b>Education &amp; Cognitive Development (15%)</b>			
Cornerstones		\$ 18,665.40	\$ 18,665.40
Second Story- Culmore Youth Outreach Project		\$ 15,899.01	\$ 15,899.01
<b>Subtotal</b>	\$ -	\$ 34,564.41	\$ 34,564.41
<b>Total</b>	\$ 127,855.77	\$ 108,874.03	\$ 236,729.80

### Cornerstones - Kids & Parents Engage

Description of Activities	Annual Goals				Description of Outcome	TOTAL Through 3rd Q			Annual Program Service Target	Annual Program Outcome Target
		Service Target	Outcome Target	Outcome Target		Number Served	# Achieved Outcome	% Achieve Outcome		
Afterschool Out-of-School-Time programming (homework help and enrichment programming)	CSBG	46	35	75%	Improve the academic performance of children and youth. <b>(CSBG Outcome)</b>	59	0	0%	128%	0%
	Total	46	35	75%		59	0	0%	128%	0%

**COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDED PROGRAM**  
**Fiscal Year 2023**  
**3<sup>rd</sup> Quarter Narrative Report**

**Program:** Kids and Parents Engage (KAPE)  
**Contract Analyst:** Vincenza Githens

**Organization:** Cornerstones  
**Phone #:** 703-324-3289

**Program Description:** KAPE seeks to improve the academic performance of targeted children and youth through afterschool out-of-school time (OST) programming. Services include homework help and enrichment programming.

**Program Outcome:** 75% of youth have improved academic performance.

**Funded Amount:** CSBG - \$70,776/GF - \$53,267   **Total:** \$124,043

**Number of Clients Projected to be served for the year:** 46

**Number of Clients Projected to Achieve Outcomes:** 35

**Actual Number of Clients Served YTD:** 59

**Number of Clients Achieving Outcome:** 0

**Program Activities this Quarter:**

Cornerstones Afterschool operated daily program activities during the following times.

- **Herndon Afterschool**
  - Middle School – Monday to Friday 2:45pm to 5:00pm
  - Elementary School – Monday to Friday 5:00pm to 7:00pm
  - High School – Mondays and Wednesdays 5:00pm to 7:00pm
- **Reston Afterschool**
  - Middle School – Monday to Friday (except 3<sup>rd</sup> Fridays) 2:45pm to 5:00pm
  - Elementary School (2<sup>nd</sup>/3<sup>rd</sup>) – Monday to Friday 5:00pm to 7:00pm
  - Elementary School (4<sup>th</sup>-6<sup>th</sup>) – Tuesday, Thursday, Friday 5:00pm to 7:00pm
  - High School – Mondays and Wednesdays 5:00pm to 7:00pm

During this Quarter, program participants engaged in daily (Monday to Thursday) academic support sessions and discovery zone projects. Throughout the Winter session, Herndon Afterschool program participants continued designing and defining their “Town of Herndon.” The Elementary group completed their physical LEGO renderings and their Town Narrative. To write the narrative, participants engaged in facilitated sessions in which they defined for themselves the issues and values that are important to them. They learned about the concept of “community culture” and then worked to define the culture they want their Herndon Community to have and then defined the policies and societal rules they would need to put in place to help create and cultivate the culture they defined. The Middle School group engaged in the same project; however, they were given an imaginary free piece of land upon which they could create their own community structure. The developments consisted of a neighborhood; a country; a few towns and cities; and a kingdom. The final result in both groups were the presentations that were shared during the Dream Workshop Showcase at the March family engagement night. Reston Afterschool completed writing their children’s books using the Write Brain curriculum.

**Program Achievements:**

Herndon Afterschool fully implemented their Learning Lab computer lab sessions on Tuesdays and Thursdays. During this time, program participants rotated through the lab in grade level

**COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDED PROGRAM**  
**Fiscal Year 2023**  
**3<sup>rd</sup> Quarter Narrative Report**

groups. While in the lab, they engaged in using math and literacy games that are recommended by their grade level teachers. Implementing this as part of their academic hour has allowed the participants to use teacher-approved resources that are directly related to the material they are learning in real time, resulting in a measurable improvement in their math and literacy skills.

Elementary program youth completed their “My Town of Herndon” team challenge and presented their “towns” to a 3-judge panel consisting of two teachers from Dranesville Elementary School and the Director of Community Services for Cornerstones. Each group answered questions and offered information about their town’s community culture and social issues that were addressed by the town’s culture design.

Reston Afterschool has formed a partnership with the Cathy Hudgins Community Center at Southgate, allowing them to use indoor space to engage in various recreation activities and youth community events.

**Program Challenges this Quarter:**

Our biggest challenge this year has been the lack of staffing. We have been without a Youth Program Aide for 3 years (two years were during COVID and so we did not recruit, as the program was virtual) and without a Youth Program Coordinator for one year. It has been extremely hard to recruit for these positions, mainly due to candidates’ salary requirements.

As the Youth Program Coordinator is the most essential of the two positions, at the end of last quarter we restructured the staffing model to eliminate the Aide. This allowed us to create a Senior Youth Program Coordinator position and increase the salary. The search for someone to fill this position extended throughout this quarter, however we were able to hire a new Senior Youth Program Coordinator as of March 23<sup>rd</sup>.

**Describe how local partners are used to enhance your program:**

Cornerstones partners with George Mason University’s School of Social Work to provide internship positions to their Bachelor and Master of Social Work candidates. Each year our Cornerstones Afterschool program hosts a student as part of our team two days a week, September to May. This program allows us to increase capacity while providing the student with an engaging learning experience.

**Changes in Client Population:**

We have not had a change in client population. However, we are finding that our older youth (specifically High School) are presenting with both Social Emotional (SEL) and academic challenges. To meet this challenge, we are creating 30-minute workshops on Monday and Wednesdays to focus on self-awareness and social-awareness.

**Staff Turnover:**

We just concluded recruiting for our Senior Program Coordinator.



**COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDED PROGRAM**  
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**Client Story:**

During Fall Session, the Herndon Afterschool middle school group started inquiring about Emmett Till and his story. After doing some of their own research and watching a PBS documentary, they became more intrigued, especially as they began to find ways to relate to the young Emmett Till. After they discovered that there was an Emmett Till section at the National Museum of African American History and Culture, they were excited by the possibility of visiting the museum.

The result was acceptance of the challenge to finish the 2<sup>nd</sup> academic quarter with a B- or above in all subjects and no missing assignments (a C+ can be accepted based on individual circumstances). Throughout November and December, the middle school group has been motivated to do homework; stay after school when needing additional support; be accountable to one another; and encourage each other to make the goal. They are working towards a Day in DC with a visit to the museum to learn more American History through the stories found in the African American History Museum.

As of this writing, 9 of the 12 Middle School participants successfully completed the Fall challenge. Seven did so with a B- or above report card while 2 did so with one C/C+, which in both cases was a full grade improvement from the 1<sup>st</sup> quarter report card.

On March 31<sup>st</sup>, HAS and RAS hosted an Iftar in which all of the program families were invited to share a meal and break the daily fast with those who celebrate. The evening was a great success with 80 participants between both sites. Families shared the meaning of Ramadan and why this is such an important time for them. The goal of the evening was to continue encouraging our youth and their families to learn about others, including their cultures and perspectives. Through this learning, we hope to further develop the SEL skills of social awareness and relationship-building, resulting in stronger communities and a deeper understanding of one another's humanity. One of our youngest program participants authored and shared a poem about Ramadan.

**Family Counseling Center of Greater Washington**

Description of Activities	Annual Goals				Description of Outcome	TOTAL Through 3rd Q			Annual Program Service Target	Annual Program Outcome Target
		Service Target	Outcome Target	Outcome Target		Number Served	# Achieved Outcome	% Achieve Outcome		
Provide mental health services to low-income adults. Services include mental health assessment, diagnostic psychiatric evals, med management, psychotherapy and collaboration w patient families.	CSBG	39	29	75%	Adults have stable or improved behavioral health (self-reported or professional assessment) (CSBG Outcome)	8	6	75%	21%	15%
	Total	39	29	75%		8	6	75%	21%	15%

**COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDED PROGRAM**  
**Fiscal Year 2023**  
**3<sup>rd</sup> Quarter Narrative Report**

**Program:** Mental Health & Counseling Services      **Organization:** Family Counseling Center  
of Greater Washington  
**Contract Analyst:** Vincenza Githens      **Phone #:** 703-324-3289

**Program Description:** Provide crisis intervention, prevention, and/or in-depth one-on-one counseling services to low-income adults experiencing behavioral issues throughout Fairfax County. Behavioral issues include, but are not limited to, conflicts within dysfunctional families, marital conflict, mood disorders, anxiety disorder, trauma, alcohol, and drug abuse, and/or anger problems.

**Program Outcome:** 80% of adults have stable or improved behavioral health (Self-Reported or Professionally Assessed).

**Funded Amount:** CSBG - \$32,798/GF -\$17,661      **Total:** \$50,459

**Number of Clients Projected to be served for the year:** 60

**Number of Clients Projected to Achieve Outcomes:** 48

**Actual Number of Clients Served YTD:** 8

**Number of Clients Achieving Outcome:** 6

**Program Activities this Quarter:**

Our therapists provided one-on-one counseling to low-income adults; our services included crisis intervention, prevention, psychotherapy, and couples and family counseling.

**Program Achievements:**

Our agency continuously provides mental health services in Korean and English, and we have culturally sensitive staff attentive to our patient's needs. We also accept Medicaid and offer a sliding scale to assist low-income families in desperate need of counseling services; however, resistant due to the service cost.

**Program Challenges this Quarter:**

Since our psychiatrist retired at the end of last year, we have struggled to hire a new psychiatrist due to a limited budget. Therefore, some of the clients who need to have medication management along with psychotherapy have been discharged from our agency.

**Describe how local partners are used to enhance your program:**

From the last quarter, our agency has been working with local adult daycare centers that provide care and/or health-related services and/or activities specifically for older people who are disabled and/or in need. We have been receiving many counseling inquiries from those adult daycare centers. Furthermore, we hosted a mental health seminar in March in in-person regarding overcoming obstacles in relationships, and we were able to promote our mental services to those participants.

**Changes in Client Population:**

Recently, we have received many inquiries concerning School refusal, Anxiety, ADHD, impulsive behaviors, and depression among young adults. To provide for the need of this

**COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDED PROGRAM**

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**3<sup>rd</sup> Quarter Narrative Report**

population, we are in the process of recruiting additional bilingual therapists who are specialized in these areas.

**Staff Turnover:**

We are struggling to hire a new bilingual psychiatrist who is bilingual, in Korean and English.

**Client Story:**

A Korean American male client in his late 20's, was seeking counseling due to his recent relationship breakup. The client demonstrated depressive symptoms, and our counselor was able to help him reduce those symptoms and guide him to focus on the positive aspects of his life and establish future goals.

**Food for Others**

Description of Activities	Annual Goals				Description of Outcome	TOTAL Through 3rd Q			Annual Program Service Target	Annual Program Outcome Target
		Service Target	Outcome Target	Outcome Target %		Number Served	# Achieved Outcome	% Achieve Outcome		
Provide emergency food assistance to clients w referrals from social workers or social service orgs. The boxes provide clients w staples, such as milk, eggs, and non-perishable items.	CSBG	8010	6889	86%	Clients have increased food security. <b>(CSBG Outcome)</b>	5810	5810	100%	73%	73%
	Total	8010	6889	86%		5810	5810	100%	73%	73%

# COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDED PROGRAM

Fiscal Year 2023

## 3<sup>rd</sup> Quarter Narrative Report

**Program:** Emergency Food Assistance

**Contract Analyst:** Vannessa Calderon

**Organization:** Food for Others

**Phone #:** 703-324-3269

**Program Description:** Food for Others provides emergency food assistance to clients with referrals from social workers or social service organizations. The boxes provide clients with staples, such as milk, eggs, and non-perishable items, so they can prepare nutritionally balanced meals.

**Program Outcome:** 86% of persons have increased food security.

**Funded Amount:** CSBG - \$298,572/GF - \$36,901 **Total:** \$335,473

**Number of Clients Projected to be served for the year:** 8,010

**Number of Clients Projected to Achieve Outcomes:** 6,809

**Actual Number of Clients Served YTD:** 5,810

**Number of Clients Achieving Outcome:** 5,810

### **Program Activities this Quarter:**

Food for Others continues to work strategically to continue to grow and better serve our neighbors in need. Last quarter, Food for Others did not slow down post- holiday season like usual and there continued to be a high demand for food assistance in our community. March 2023 marked the first month of SNAP (Supplemental Nutrition Assistance Program) benefits without the COVID-era emergency allotment. SNAP participants could receive up to \$250 less each month in support. Food for Others has remained strategic as we prepare for the additional influx that we will experience due to the change in benefits. We recently compared March of 2022 to March of 2023, and we have experienced a 37% increase in clients served in March 2023 when compared.

We continue to receive positive feedback from clients on our Satisfaction Survey results in regard to My Market. We have seen an increase in emergency referrals and inquires as to how to receive a referral due to our new market set-up. USDA recipients see the referral section of our market and after inquiry, are steered towards the Coordinated Services Planning (CSP) team.

### **Program Achievements:**

100% of families who came to Food for Others or picked up from a mobile site location with a referral have access to the security net that we provide. Through our survey, we are tracking clients' answers to food security-based questions to assess their level of food security both before and after they receive assistance. Preliminary survey data continues to show an increase in food security through the food provided by Food for Others.

### **Program Challenges this Quarter:**

The biggest challenge being met this quarter was preparing for the additional uptick expected due to the changes in SNAP benefits. We continue to experience supply chain issues with bulk orders, especially with Power Pack Program food orders.

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**Describe how local partners are used to enhance your program:**

Food for Others is very active in our community and collaborates with a variety of organizations focused on bettering our community's well-being. Food for Others continues to run 7 mobile sites in our community that accommodate clients who are being affected by accessibility issues and are unable to pick up their emergency food box from our Merrifield warehouse. We also received grant funding from Door Dash through Project Dash to support emergency food box delivery. We currently serve roughly 3 to 6 households a week through this funding. Currently funding will support this effort through May 2023.

**Changes in Client Population:**

Over the past quarter, we have continually served from 200 to 300 households each day. We expected to continue to see an uptick in demand as the effects of the SNAP benefit changes begin to impact community members.

**Staff Turnover:**

Food for Others recently hired a new Development and Communications Coordinator, Hannah Brockway, who began with the Development Team on 4/3/23. We are very excited to welcome Hannah to the team and see how her experience helps elevate our communications and activity.

**Client Story:**

“It was merely the cost of food. Everything got so expensive. I can’t afford it, and you guys have been amazing helping with that.” Mary S. began visiting Food for Others in 2021. She has six kids and has been heavily impacted by inflation. Coming to Food for Others helps keep food on her table. She shared that “every little bit helps.”

**CSBG FY 2022 1st Quarter**

**New Hope Housing**

Description of Activities	Annual Goals				Description of Outcome	TOTAL Through 3rd Q			Annual Program Service Target	Annual Program Outcome Target
		Service Target	Outcome Target	Outcome Target %		Number Served	# Achieved Outcome	% Achieve Outcome		
1. Provide affordable and stable housing which includes supports for residents' physical, behavioral, and cognitive needs to live as independently as possible in a community setting.	CSBG	25	22	88%	Individuals have affordable and stable housing <b>(CSBG Outcome)</b>	21	17	81%	84%	68%
	Total	25	22	88%		21	17	81%	84%	68%
2. Provide case management services which include referrals to health appointments.	CSBG	25	22	88%	Adults will have stable or improved physical health	21	17	81%	84%	68%
	Total	25	22	88%		21	17	81%	84%	68%
3. Provide supportive housing services to enable clients to remain successfully housed	CSBG	25	23	92%	Individuals and/or families are successfully housed	21	17	81%	84%	68%
	Total	25	23	92%		21	17	81%	84%	68%



**COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDED PROGRAM**  
**Fiscal Year 2023**  
**3<sup>rd</sup> Quarter Narrative Report**

**Program:** Stable Long-Term Housing for Chronically Homeless

**Organization:** New Hope Housing, Inc.

**Contract Analyst:** Vincenza Githens

**Phone #:** 703-324-3289

**Program Description:** Provide supportive housing services to enable clients to remain successfully housed.

**Program Outcome:** 92% of individuals and/or families are successfully housed.

**Funded Amount:** CSBG \$81,636                      **Total:** \$81,636

**Number of Clients Projected to be served for the year:** 25

**Number of Clients Projected to Achieve Outcomes:** 23

**Actual Number of Clients Served YTD:** 21

**Number of Clients Achieving Outcome:** 17

**Program Activities this Quarter:**

During the quarter, the case management staff (senior and project case managers) continue to meet with clients on a weekly basis to review their individual service plans. There were no significant changes in the provided services by New Hope Housing.

**Program Achievements:**

During the quarter, most participants remained stably housed which is the biggest program achievement. One participant was able to obtain new full-time employment. This past summer, they obtained a part-time position, and it was going well. At the beginning of the year, they were laid off due to financial issues within the company. Their supervisor was very impressed with the participant's work, that they assisted in networking to find the participant new employment. That employment has turned into full-time employment.

In the previous quarterly report, two participants behaviors had become very negative. One of the two, with additional support from their CSB worker, entered substance abuse treatment and is currently in recovery. They attend support groups and have been more consistent with meeting with their CSB worker. The decision to terminate from the program has been repealed. Once they have completed the full treatment plan, a housing behavioral plan will be in place.

**Program Challenges this Quarter:**

In the previous quarterly report, the remaining participant that was having very negative behaviors due to substance abuse, the decision to terminate from the program was upheld and New Hope is currently in the eviction process. The participant has allowed others to reside in the unit while also using narcotics and there's damage to the unit. We will not know the full extent until the eviction process is completed.

**Describe how local partners are used to enhance your program:**

Within the past quarter, the biggest collaboration was with CSB and their support in getting a participant back into substance abuse treatment. Several options have been explored to engage

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the participant to seek assistance, but they were unsuccessful. Within CSB, they changed the case worker assigned to the participant. The new case manager was successful.

**Changes in Client Population:**

The continued trend for this population is related to age. As mentioned in a previous quarterly report, the population served has more age-related ailments. This trend isn't specifically impacting the ability to meeting program objectives, but it has increased the housing case managers involvement with participants related to attending medical appointments or learning how to support on more diverse health issues.

A future concern of New Hope Housing is having safe housing that can accommodate an aging population. Many of the units aren't conducive to participants if they should develop issues with mobility. Currently, the rental market is very tight and rent increases; should we have to start finding new units due to mobility, this task may become very difficult.

**Staff Turnover:**

There was no staff turnover during the quarter.

**Client Story:**

DH has been a participant for several years and has battled with severe depression the entire time. This depression has caused a tremendous amount of weight gain. DH has been able to get the depression under control with support from their family. They had been estranged for a long time. DH has been approved for gastric bypass surgery. Having this surgery will improve their mobility as well as other health related issues.

**Second Story – Culmore Youth Outreach Program**

Description of Activities	Annual Goals				Description of Outcome	TOTAL Through 3rd Q			Annual Program Service Target	Annual Program Outcome Target
		Service Target	Outcome Target	Outcome Target		Number Served	# Achieved Outcome	% Achieve Outcome		
1. Provide homework assistance, tutoring, supervised recreation and enrichment activities to improve academic performance.	CSBG	250	200	80%	Youth served will improve their academic performance. <b>(CSBG Outcome)</b>	224	0	0%	90%	0%
	Total	250	200	80%		224	0	0%	90%	0%
2. Provide job training to 4 youth including resume development, leadership skill building, and increased knowledge of how to maintain employment.	CSBG	4	4	100%	Youth will complete job skills training.	4	4	100%	100%	100%
	Total	4	4	100%		4	4	100%	100%	100%
3. Provide a safe place for youth during afterschool hours and counseling support, community opportunities, supervised recreation, enrichment activities, homework assistance and employment assistance.	CSBG	250	200	80%	Youth will feel a sense of connectedness to the community as a result of participating in the program.	224	224	100%	90%	90%
	Total	250	200	80%		224	224	100%	90%	90%
4. Provide a safe place for youth during afterschool hours and counseling support, community opportunities, supervised recreation, enrichment activities, homework assistance and employment assistance.	CSBG	250	225	90%	Youth will have a stable or improved behavioral health (self-reported).	224	224	100%	90%	90%
	Total	250	225	90%		224	224	100%	90%	90%

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**Program:** Culmore Youth Outreach Program  
**Contract Analyst:** Vannessa Calderon

**Organization:** Second Story  
**Phone #:** 703-324-3269

**Program Description:** Youth participate in activities and receive support that encourages them to improve their academic achievement. These will include homework assistance, tutoring, supervised recreation, and enrichment activities.

**Program Outcome:** 80% of youth demonstrate improved academic performance.

**Funded Amount:** CSBG (TANF) - \$63,596/GF -\$0      **Total:** \$63,596

**Number of Clients Projected to be served for the year:** 250

**Number of Clients Projected to Achieve Outcomes:** 200

**Actual Number of Clients Served YTD:** 224

**Number of Clients Achieving Outcome:** 0

**Program Activities this Quarter:**

In the third quarter of the fiscal year, the Culmore Teen Center has continued to operate during its regular after-school hours. The staff has continued to offer services or provide referrals to help families meet their basic needs such as food donations, hygiene products, health care, rental assistance, and other social services.

For academic support, the Teen Center has been able to support students with middle and high school grades via worksheets, review sessions, and one-on-one tutoring for homework help. Staff use a variety of activities to keep students engaged in their learning whether it be through their school technology, interactive games, group work, or paired with a tutor to receive personalized support. Many students do not have the academic assistance they need at home and use the Center as the sole resource to receive after-school help. Many also have a greater need for their reading and writing skills as they are new to the country. To address this, students complete reading and writing comprehension worksheets based on reading levels and practice monthly vocabulary words among other activities. The program ensures the ESL tutoring sessions, whether they are in a group or individual, are interactive and align with what they are working on in school. Staff continue to collect and monitor student's progress throughout the quarter and make action plans for those who are struggling academically.

This quarter our Health Literacy program has discussed important health issues relevant to adolescents such as prescription drug abuse, opioids, nutrition, and peer pressure, gang prevention among other topics. Staff have also started and completed the Fairfax County Partners in Prevention curriculum of HYPE and Making Proud Choices. These programs are evidence-based curriculum that educates on safer-sex approach, teen pregnancy, and HIV/STD prevention. Toward the end of the quarter, our staff created a new STEM project in the program. Students are encouraged to participate in weekly activities related to STEM and learn the basics of each topic to spark interest and learn about different STEM career fields.

The Senior class was connected to job offerings, internships, and scholarships to help them achieve their goals of higher education. The staff hosted three Senior Nights where Seniors were

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connected to organizations and partners that were offering scholarships, and information on applying to universities and for apprenticeships. For our Youth Workers program, two more students have joined, and all participants support the daily operations of the Center. Along with the Youth Council which meets weekly to plan and do advocacy for their community, they all work together with staff to be leaders in the Bailey's Crossroad community. They assist in our outreach events, especially with the Afghan refugee community, to encourage other youth to be engaged in positive activities after school.

For recreation, the Teen Center offers clubs based on students' interests such as our baking, art, and cooking club. Here they learn about nutrition while also enjoying making their own recipes in our Center's kitchen with the direct supervision of staff members. Staff also provide arts and crafts activities to educate on healthier ways to self-express while encouraging creativity. The Center coordinates monthly field trips to local art galleries, trampoline parks, movie theaters, and even for the Harlem Globe Trotters this quarter. Many of the field trips are first-time experiences for the majority of the students.

#### **Program Achievements:**

- Two new youths joined the "Youth Workers Program" and are receiving employment training.
- Through the Youth Council, six teens were selected to participate in Advocacy Day with Legal Aid Justice Center and HACAN program by visiting the Richmond Virginia Court House. They met with Senators and sat in meeting for bills trying to be passed to help Hispanic/Latino communities.
- Hosted three Senior Nights informational sessions for rising, current, and even recently graduated students.
- Begun and completed two Partners in Prevention curriculum related to sex education and healthy relationships.

#### **Program Challenges this Quarter:**

- During the darker months, some students and their families hesitate in having their children walk from the Center at night due to security reasons in the neighborhood. CYOP encouraged walking in groups and continue to have open communication with the student's families for their safety. Also discussing street safety and emergency preparedness.
- The property management has introduced a new parking rule of beginning to tow at 5:00 PM every day of the week. This has greatly affected our volunteers coming to the Center to offer their support in fear of having their cars towed. The CYOP staff have discussed with property managers and added the Second Story staff on the "No Tow List" and have acquired three parking passes for volunteers, but only until this upcoming June as they will not be extending it.

#### **Describe how local partners are used to enhance your program:**

- Nova Salud Inc.- Volunteer opportunities for youth, provided contraceptives, brochures, information cards, and more for the Teen Center.

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- DARS Program- referred and connected students and families to their services for those with disabilities.
- DPR Construction – Staff connected with the recruiter of an Upcoming Summer 2023 Internship work program for high school students.
- Northwest Federal opportunitiesn Foundation – Met with staff and offered an upcoming 5,000 scholarship opportunity for seniors and recently graduated students from local high schools and especially for those involved in Second Story’s afterschool programs.
- Fairfax County Partners and Prevention- HYPE and Making Proud Choices curriculum.
- Kentucky Fried Chicken- Weekly hot meals for the teens and their families.
- Chick Fil A- Weekly hot meals for the teens and their families.
- Food for Others- Supplies groceries for the teens and their families.
- Western Fairfax Christian Ministries- Supplies food for the teens and their families.
- Fairfax County Health Department- Stronger2 Initiative to offer health literacy training and classes for the community and youth programs.
- BRAWS- Delivers feminine hygiene products to young female participants.
- George Mason University- Connecting with volunteers and interns to implement upcoming workshops.
- INOVA Partnership for Healthier Youth- Helping teens apply for health insurance and receive medical care.
- MCCP- Helping teens apply for health insurance and receive medical care.
- Neighborhood Health- Helping teens apply for health insurance and receive medical care, and Covid19 vaccines.
- Legal Aid Justice Center- Hosting workshops, mentorships, and legal resources for our youth.

**Changes in Client Population:**

The majority of the current client population we serve continues to be extremely low-income, underserved youth who are first-generation or have newly immigrated from Latin American countries. They speak English, Spanish, other indigenous languages, or a mixture. CYOP has made efforts this quarter via outreach events to connect with youth in the Afghan refugee community who recently arrived in the Bailey’s Crossroads area.

**Staff Turnover:**

No staff turnover.

**Client Story:**

Sam has been participating in CYOP for three years and has also graduated from the Culmore Safe Youth Program, and the Computer Lab Program located at our Culmore Family Resource Center. His family has been receiving support for several years with food donations, resources, referrals from staff, and frequent community events. Sam recently completed the “Youth Workers Program” in which he worked for 6 months with staff learning about work ethic, professionalism, and teamwork. Sam has faced many previous barriers such as extreme bullying, behavioral issues, and anger management. He has worked diligently with staff and volunteers for many months who mentored him to a healthier mindset by teaching him techniques of self-

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acceptance, self-esteem, and mindfulness. Sam was able to work with staff and volunteers on creating a career plan and his first resume. During his Youth Workers 'time, he has learned about the workforce, youth rights, job search engines online, and how to navigate through interviews. Sam is currently the President of the Youth Council since October 2022, and frequently meets weekly at CYOP for meetings with other peers on ways to improve their community and how to make a positive change possible. He was voted to his position and takes pride in being one of the voices within the Youth Council. Sam frequently volunteers at community events and helps in many ways. He is a current Sophomore at Justice High School with good grades and has a major interest in history and politics. He wants to work within the law enforcement field in the future and staff has helped research many upcoming internship and summer opportunities for high school students within Fairfax County and FBI youth programs. Sam expressed to staff that the money he earned from being a youth worker helped him support his family while learning valuable lessons in professional development and in self-confidence.

## Second Story – Assisting Young Mothers

Description of Activities	Annual Goals				Description of Outcome	TOTAL Through 3rd Q			Annual Program Service Target	Annual Program Outcome Target
		Service Target	Outcome Target	Outcome Target		Number Served	# Achieved Outcome	% Achieve Outcome		
1. Provide life and financial skills education, assistance with education and employment, and parenting training.	CSBG	14	11	80%	Young mothers will demonstrate improved family functioning.	22	22	100%	157%	157%
	Total	14	11	80%		22	22	100%	157%	157%
2. Provide safe housing, food and clothing. Provide services linking young women to community resources, help with educational goals, job preparedness, financial literacy, a savings plan, life skills training, and medical and mental health care.	CSBG	14	11	80%	Children and youth will have access to safety net or community resources that promote stability. <b>(CSBG Outcome)</b>	22	22	100%	157%	157%
	Total	14	11	80%		22	22	100%	157%	157%
3. Provide mental health counseling	CSBG	14	9	70%	Young women served will show improved behavioral health.	22	22	100%	157%	157%
	Total	14	9	70%		22	22	100%	157%	157%



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**Program:** Second Story for Young Mothers

**Contract Analyst:** Vannessa Calderon

**Organization:** Second Story

**Phone #:** 703-324-3269

**Program Description:** Young women 18 to 22 years old (transition-age youth) who are homeless single mothers and/or who are homeless and pregnant will receive mental health counseling.

**Program Outcome:** 70% of children and youth have stable or improved behavioral health (Professionally Assessed).

**Funded Amount:** CSBG (TANF) - \$57,675/GF – \$0      **Total:** \$57,675

**Number of Clients Projected to be served for the year:** 14

**Number of Clients Projected to Achieve Outcomes:** 10

**Actual Number of Clients Served YTD:** 22

**Number of Clients Achieving Outcome:** 22

#### **Program Activities this Quarter:**

Safe housing, food, clothing, case management, individual therapy, and life skills and parenting skills groups were provided to 6 adults and their 7 children this quarter. In addition, all children four months and older were assessed to determine if they had any developmental delays using the Ages and Stages Assessment Tool. Groups focused on Goals, values, parenting and social media, communication, women's health, finance, grocery cost analysis, budgeting and saving, taxes 101, diversity, meal prepping, driving 101, fire drill and emergency preparedness and higher education. The mothers also continue to receive assistance with their educational and employment goals, obtaining full time employment, on-going childcare, and medical and mental health care. All of these activities had the goal of promoting stability, improving behavioral health, and increasing family functioning.

#### **Program Achievements:**

This quarter, the program focused on connecting young mothers to training, internship, or apprenticeship programs to help increase their incomes. The program was able to help one enroll in Training Futures, and two get connected to WIOA. Additionally, two of the young women started classes with Northern Virginia Community College with help from FAFSA and local scholarship programs, including one funded through Second Story. 100% of clients received safe housing, food, and clothing as well as connection with community resources, help with educational goals, job preparedness, financial literacy, a savings plan, life skills training and medical and mental health care.

#### **Program Challenges this Quarter:**

SSYM continues to work individually with each client to get them the services they need.

Recently, we have been trying to get women connected to internship, training, or apprenticeship programs. We are finding many challenges and obstacles. Finding available childcare, especially for a special needs' child, transportation issues, and even convincing the women to opt into these programs when they just want to get a job and get paid, have been some of the challenges of this past quarter. Program staff have worked hard to locate resources and get assistance from county

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agencies or other non-profits to assist with finding suitable childcare, even increasing volunteer support which has also been challenging post-covid. The board of directors set up a fund from a generous donor to pay for transportation for youth in training programs which has proven very helpful. Convincing the young women to take advantage of these programs has been a group effort between various staff, and the programs we are trying to get them to join. Reducing program requirements and increasing incentives have had some impact, and we continue to look for ways to support the young women as they work towards independence.

#### **Describe how local partners are used to enhance your program:**

Second Story for Young Mothers continues to be thankful for our many volunteers and local partners whose support we could not do without; Britepaths continued their life skills groups on financial literacy series which this quarter included discussions on budgeting and taxes, Women Giving Back helped with clothing for the women and their children, Braws helped with monthly sanitary products, Food for Others helped with basic food necessities, and Cake for Kids helped make birthday celebrations very special. Our new partner agency Project Belong has been working to connect lifelong supportive mentors with our young women with their Don't Go Alone program which many of the young women have been connected to and are in the process of being matched with their mentor which will help foster permanent connections.

Other regular partnerships were also utilized this quarter and include Community Services Board and DD services, CPS and DFS, WIC, OFC, TANF, Healthy Families, and Medicaid services. Another local program READ with me, which has provided monthly children's books to our clients, recently announced that they will be cutting down their services to only Arlington County. We have been grateful for their support and will miss the new books they have been sending to our children.

#### **Changes in Client Population:**

Two young mother clients came into the program during this quarter. One of these women delivered a healthy baby boy and has recently returned from maternity leave where she was able to stay with her mother for two weeks while recovering. She will continue to not work while she bonds with her baby and recovers physically from childbirth.

As most people are moving past the pandemic and returning to a "new normal," we are seeing the impact of a possible recession on our young women. Stress over finances and increased prices of necessities as well as difficulties finding employment have impacted their sense of well-being. Our program therapist has increased meetings with these clients as necessary. We have also seen new applicants with an increase in chronic substance use and are re-evaluating our drug policies, especially with the legalization of marijuana and the impact that has had on increased drug use in our populations. Our program will continue to focus on harm reduction but may need to reconsider our zero-tolerance position. We have reached out to other programs to see how they handle these challenges.

#### **Staff Turnover:**

None

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**Client Story:**

In 2016, eleven-year-old “Victoria” traveled from El Salvador by way of coyote (A person who transport immigrants across the Mexican-United States border) Victoria’s mother, Marta had been living in the Northern Virginia area with her family and sent for her daughter to be reunited with her. Victoria started school and did well, stating math to be her favorite subject. Once Victoria started middle school she and her mother did not see “eye to eye” and Victoria took interest in someone that was 10 years older. Subsequently, Victoria would often run away in order to be with her older boyfriend. Marta was concerned about Victoria spending time away from the home and urged Victoria to come home. Marta’s efforts were unsuccessful; thus, Marta petitioned the courts to get involved. The courts ordered family therapy for the family and Victoria engaged, however, did not find therapy helpful. Victoria became pregnant at age 13 and had her child at age 14. Victoria’s child’s father was deported, and she eventually returned to live with her mother. Victoria and her mother continued to have challenges living together, thus, Victoria gained employment and rented a room for her and her son. Victoria reports she enjoyed her job, however, left the employment due to dating a new boyfriend. Victoria found herself in a domestic violence relationship, reported her situation to authorities and fled to a DV shelter for support. Victoria joined a mentoring group for young mothers and continues to align herself with completing her high school education, ultimately becoming a lawyer or a nurse. Victoria entered Second Story for Young Mothers and states she would like to provide a better life for her son and earn her college degree. Victoria continues to display determination and resilience despite the obstacles she has faced.

CSBG FY 2022 1st Quarter

Shelter House - Artemis House

Description of Activities	Annual Goals				Description of Outcome	TOTAL Through 3rd Q			Annual Program Service Target	Annual Program Outcome Target
		Service Target	Outcome Target	Outcome Target %		Number Served	# Achieved Outcome	% Achieve Outcome		
1. Provide emergency shelter, assistance safety planning, case management, house planning and location assistance, financial assistance and referrals to community resources	CSBG	110	83	75%	Children and youth have access to safety net (community) resources that promote stability. <b>(CSBG Outcome)</b>	160	11	7%	145%	10%
	TANF									
	Total	110	83	75%		160	11	7%	145%	10%

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### 3<sup>rd</sup> Quarter Narrative Report

**Program:** Artemis House

**Contract Analyst:** Vincenza Githens

**Organization:** Shelter House

**Phone #:** 703-324-3289

**Program Description:** Provide emergency shelter, assistance safety planning, comprehensive case management services, housing planning and location assistance, financial assistance, and referrals to community resources to victims of domestic violence with children.

**Program Outcome:** 75% of children and youth have access to safety net (community) resources that promote stability.

**Funded Amount:** CSBG (TANF) - \$138,856/GF - \$24,504   **Total:** \$163,360

**Number of Clients Projected to be served for the year:** 110

**Number of Clients Projected to Achieve Outcomes:** 82

**Actual Number of Clients Served YTD:** 160

**Number of Clients Achieving Outcome:** 11

#### **Program Activities this Quarter:**

The emergency shelter and case management services that Artemis House staff have provided this quarter have promoted the stability of our CSBG families, 50% of whom exited to a safe & stable destination. Housing location and financial assistance were provided. Weekly case management. Connection to community resources: mental health, food, clothing, legal services.

#### **Program Achievements:**

- Hiring/training staff that can support clients
- Outlining/developing clearer systems or protocols between both regions
- Housing location/communication with landlords

#### **Program Challenges this Quarter:**

- We are on an extended period of onboarding new staff. This is great; however, the work does not stop as we are trying to efficiently train and equip new staff. We are working to conduct group trainings and provide shadowing opportunities so we can maintain client cases and allow our staff to grow.
- Clients with significant mental health conditions that make a communal shelter space less than ideal. We are often under-equipped to support what's needed for these individuals. We have done research on programs and resources that are out there and available and attempt to connect people with these resources if they're willing.
- Our growing counseling program – will be a director of counseling and two part time trauma counselors

#### **Describe how local partners are used to enhance your program:**

- We heavily rely on Domestic Violence Action Center to assist our clients in the process of Protective Orders.
- We also greatly appreciate Women Giving Back for providing clothing to clients
- DC Diaper Bank provides essential diapers and baby products for our clients

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- LSNV – low cost of pro bono legal services
- CSB – for those with significant mental health or substance abuse challenges

**Changes in Client Population:**

- Artemis House (AH) has had challenges with providing some basic needs for clients with children. Some of these basic needs include clothing for children, and other baby items such as bottles, car seats, and strollers. Although we have donations that provide some of these items, there are times when we do not have these items readily available and cause a delay in getting clients settled at shelter.
- We have also found that clients with criminal history have a difficult time getting connected to some of the traditional housing resources which extends their time in shelter significantly. We also find that these clients become discouraged when applying for housing due to their applications being denied, resulting in a loss of motivation in applying for housing and participating in their overall service plan.
- Connecting undocumented families to long-term supporting services is a difficulty both AH Region I and III. A major hurdle to finding stable employment, conventional financial aid, daycare, and finally housing is the absence of proper documentation. Although we have helped our clients find groups that can help with immigration, work permits, and other matters, the procedure is incredibly time-consuming and at times unsuccessful. Our team has been in touch with Ayuda as well, and other groups that cater to immigrants in an effort to find out more about the possibilities and services that are accessible to this group.
- Another challenge our program is facing is the length of time it is taking for our clients to receive the childcare subsidy. Clients who are awaiting the childcare subsidy have experienced complications with their applications and when / if they miss the original request for additional documentation, we are unable to then get in contact with their assigned caseworker. We have contacted the Office of Children and requested a meeting to review these challenges, as the inability to obtain childcare presents delays in one's ability to maintain steady employment which is directly related to housing.
- Affordable housing in our area makes it difficult to house people quickly

**Staff Turnover:**

Our Assistant Director of Operations and Senior Trauma Counselor recently departed. We are also still seeking a Director at AH R3. Hiring for our residential staff, mostly on call. Also hiring a hotline program manager - R1.

**Client Story:**

A family of three entered shelter in January of this year, with a voucher that was at risk of being terminated. With advocacy from our team, the client was able to maintain her voucher and identify housing within Fairfax County and get the eviction from her previous landlord off her record util. The client worked on improving her financial status and mental health through her time in the shelter. The client expressed that the program saved her life and looked forward to a new beginning with her children.

**TAHIRIH Justice Center**

Description of Activities	Annual Goals				Description of Outcome	TOTAL Through 3rd Q			Annual Program Service Target	Annual Program Outcome Target
		Service Target	Outcome Target	Outcome Target %		Number Served	# Achieved Outcome	% Achieve Outcome		
1. Provide low-income immigrants with free, holistic legal representation and assistance	CSBG	184	92	50%	Clients will have decreased levels of risk of abuse, neglect, or exploitation.	112	62	55%	61%	34%
	Total	184	92	50%		112	62	55%	61%	34%

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**Program:** Protecting Vulnerable Immigrant Survivors of Violence

**Organization:** The Tahirih Justice Center

**Contract Analyst:** Vannessa Calderon

**Phone #:** 703-324-3289

**Program Description:** Provide low-income immigrants with free, holistic legal representation and assistance to include immigration legal petitions (e.g., asylum, green card adjustments, work permit, VAWA, U, T, and SIJS visas and their derivatives) and family law matters such as protective orders, child custody, visitation, spousal support, divorce petitions and their modifications/enforcement.

**Program Outcome:** 50% of persons have decreased levels of risk of abuse, neglect, or exploitation.

**Funded Amount:** CSBG - \$44,555/GF - \$6,076      **Total:** \$50,631

**Number of Clients Projected to be served for the year:** 184

**Number of Clients Projected to Achieve Outcomes:** 92

**Actual Number of Clients Served YTD:** 112

**Number of Clients Achieving Outcome:** 62

**Program Activities this Quarter:**

In the third quarter of our CSBG funded program, grant-funded staff continued to provide interdisciplinary legal services to support the safety and stability of immigrant survivors of violence. Legal staff provided legal representation to immigrants pursuing legal status through asylum, VAWA protections, and U and T visas. Attorneys also provided access to family legal services, via in-house provision or through referrals to our network of peers. Social services advocates responded to immigrant survivors' emotional, physical, social, and other needs, including providing crisis intervention, information and referrals, safety planning, and advocacy and accompaniment, among other supportive services. As we continue to accept new client intakes, our program's reach continues to grow among low-income immigrant survivors of violence in Fairfax County.

**Program Achievements:**

In the third quarter of our CSBG program, we continued to make progress towards our program outcomes.

- We provided legal services to 79 clients in 39 households, including applications for VAWA Self-Petition, U Visa applications, Employment Authorizations, Asylum applications, Battered Spouse Waivers, and Adjustments of Status.

We also celebrate meaningful legal successes this quarter.

- Five clients received approval for their I-765 applications (Employment Authorization), which will enable them to work legally and support themselves and their families. Employment Authorization is critical for immigrant survivors, particularly low-income immigrant survivors. These legal successes open pathways for our clients to secure employment and provide for themselves and their families.



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- One client received approval for their I-485 application (Adjustment of Status). This success now means our client is a lawful permanent resident and has the stability to create a life free from violence in the U.S.
- One client received approval for her Motion to Substitute Counsel, which enables a survivor to continue receiving representation without gaps in legal services.

**Program Challenges this Quarter:**

As we have previously shared, immigration court backlogs continue to grow, leaving immigrant survivors with delayed court dates and long durations of waiting. Virginia currently has the longest wait time of any state in the U.S., with immigrants in our area waiting 1,104 days for their cases to be heard. 667 cases are pending in Arlington and Sterling Immigration Courts.

As immigrant survivors face institutional delays through no fault of their own, we are finding their social services needs increasing as community and public resources grow thin. In particular, we are seeing clients struggle to secure rental and income assistance of COVID-responsive assistance programs have ended. Even previously available private resources for housing support have grown more as we collectively return to a “new normal”, even as members of our community continue to face health concerns and financial insecurities.

We also find that recent immigration policies implemented by the current federal administration will cause harm to immigrants seeking justice and safety. As organizations strategize to respond to human rights violations and abuses, the effects of federal changes will be felt locally. Moreover, we have learned that Tahirih is among just a few organizations in Northern Virginia that continue to provide brief advice and counsel and is taking on new cases. As a result, we are receiving a significant number of referrals from peer organizations throughout the area. We receive an average of 14 calls a day from service seekers and received 15 direct referrals just in the past month. As our region has recently experienced an increase in immigrants from Arizona and Texas in the last eight months, we face capacity constraints as a sector, and our legal system is facing additional burdens as immigrants find themselves in different jurisdictions where their legal cases do not reside. If the cases are not moved their current residence, immigrants could face deportation orders entered in absentia (nor present) which deprives them of the opportunity for their case to even be heard at all.

**Describe how local partners are used to enhance your program:**

We are excited to be spearheading a new initiative in Northern Virginia that will build relationships and increase the capacity of law enforcement to respond to immigrant survivors. We have found that many immigrant survivors, particularly trafficking survivors, are unable to access the services they need due to fears and distrust of law enforcement, and fears that their pleas for help will be met with threats of deportation rather than support. The Fairfax County Human Trafficking Taskforce dissolved in 2019, and since then, a smaller version has taken shape based on the initiative of a handful of advocates, including those at Tahirih. Just this month, Tahirih’s managing attorney organized the Legal/Law Enforcement Human Trafficking Response Working Group, which consists of legal providers and law enforcement, such as our legal services peers Ayuda and Legal Services of Northern Virginia, Fairfax County Victim Services Specialists, and the Federal Bureau of Investigation. This working group will allow

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advocates to elevate the needs of immigrant survivors and coordinate efforts between legal service providers and law enforcement to ensure survivors of trafficking are identified, provided a trauma-informed response, and referred to appropriate services. We are excited to continue our coalition building, via this working group and many others, to ensure that we are doing all we can to educate professionals and empower community members to create welcoming, safe community networks for immigrant survivors. Our first meeting is scheduled for May 13 and will be a catalyst for an organized, collective response.

**Changes in Client Population:**

In this quarter, 72% of clients supported by our CSBG-funded program are Hispanic/Latine (a very slight increase from Q2), 10% Asian, and 15% Black and not Hispanic (both relatively stable to Q2). Seventy-seven percent are Limited English Proficient, which has been relatively stable throughout our award term. Ninety-two percent of households are female-led, and a third of households include children. At the same time, 15% of immigrants served are elderly (just a slight increase from Q2).

Notably, as in Q1 and Q2, all clients served are extremely low income, which increases their needs for financial support for immigration filing fees. USCIS is self-funded, and its fees are prohibitory, contributing to the inaccessibility of our legal system and creating barriers that disproportionately impact immigrant survivors in vulnerable circumstances, particularly immigrants experiencing poverty. For example, becoming a permanent resident in the U.S. can cost a survivor nearly \$2,000. Our low-income clients often find themselves unable to continue with their applications because of the financial barriers posed by filing fees or are forced to make difficult choices between necessities and the continuation of their cases. We have been grateful to receive funding for legal fees through several government and foundation partners and try to support our clients as much as we can to ensure that costs do not derail a survivors' path to justice and security. The steep cost of applications reinforces systems that use high costs as a filter for who can access justice. As such, high fees create and furthers the gap between privileged demographics and historically marginalized groups, such as low-income, LEP immigrant survivors.

**Staff Turnover:**

We are happy to share that our team is fully staffed with no turnover in this quarter. We are also excited that Carmen Zerpa is now a Department of Justice Accredited Representative, which means she can take on legal cases, increasing our team's capacity to serve even more immigrant survivors throughout our service area.

**Client Story:**

When Mayela connected with Tahirih, she was a single mother to children, some of whom are U.S. citizens. Shortly after her young teenage daughter, Tania, reunited with her in the U.S. almost a decade ago, Tania was sexually abused by her brother-in-law. Mayela reported the abuse to law enforcement and cooperated in the prosecution of Tania's brother-in-law, which led to his being convicted and sentenced to prison. Both Mayela and Tania suffered severe emotional trauma as a result of Tania's sexual abuse. Tahirih's interdisciplinary legal services team supported Mayela in filing for a U-visa as an indirect victim of sexual abuse, based on the abuse

**COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDED PROGRAM**  
**Fiscal Year 2023**  
**3<sup>rd</sup> Quarter Narrative Report**

that Tania suffered, and to include Tania as a derivative beneficiary in her case, as well as Mayela's son. After 5 long years of waiting on an adjudication from the government, Mayela was recently granted a bona fide determination, deferred action, and a work permit, indicating that her U-visa application is bona fide, and she warrants a favorable exercise of discretion. While this is not a final decision on her U-visa, it's a huge step towards receipt of her final U-visa, and in the meantime, allows Mayela to have work authorization and create stability for herself and her family, while she awaits her official visa. Mayela's daughter Tania, and son, should also soon be receiving bona fide determinations as well along with work authorization, while the family awaits the final decisions on their U-visas and continues to rebuild their lives.

**UCM - Stepping Stones**

Description of Activities	Annual Goals				Description of Outcome	TOTAL Through 3rd Q			Annual Program Service Target	Annual Program Outcome Target
		Service Target	Outcome Target	Outcome Target		Number Served	# Achieved Outcome	% Achieve Outcome		
1. Provide case management, counseling and referrals to participants	CSBG	120	66	55%	Clients will have access to resources that promote stability. <b>(CSBG Outcome)</b>	101	101	100%	84%	84%
	Total	120	66	55%		101	101	100%	84%	84%
2. Provide financial assistance to eligible participants in the form of rental assistance	CSBG	250	250	100%	Clients will have increased housing stability.	313	313	100%	125%	125%
	Total	250	250	100%		313	313	100%	125%	125%
3. Provide financial assistance to eligible participants in the form of utility assistance	CSBG	250	250	100%	Clients will have improved access to emergency basic needs assistance	495	495	100%	198%	198%
	Total	250	250	100%		495	495	100%	198%	198%
4. Provide financial assistance to eligible participants for medical or dental care and prescription assistance	CSBG	75	75	100%	Clients will have access to safety net resources that promote stability	337	337	100%	449%	449%
	Total	75	75	100%		337	337	100%	449%	449%

# COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDED PROGRAM

Fiscal Year 2023

## 3<sup>rd</sup> Quarter Narrative Report

**Program:** Stepping Stones

**Contract Analyst:** Vannessa Calderon

**Organization:** United Community Ministries

**Phone #:** 703-324-3289

**Program Description:** Provide financial assistance to eligible participants in the form of rental assistance that prevents eviction and hopelessness so that person have increased housing stability.

**Program Outcome:** 100% of persons have increased housing stability.

**Funded Amount:** CSBG - \$391,867/GF - \$0      **Total:** \$391,867

**Number of Clients Projected to be served for the year:** 250

**Number of Clients Projected to Achieve Outcomes:** 250

**Actual Number of Clients Served YTD:** 313

**Number of Clients Achieving Outcome:** 313

### **Program Activities this Quarter:**

During this quarter under review, Stepping Stones fulfilled all contracted service activities towards meeting our program objectives. The program objectives were fulfilled through the provision of the following services to the clients: rental, utility, dental, medical assistance, and case management service. New clients were enrolled into the program and additional services especially on-going case management services were provided to both new and existing clients. Most of these services were provided in collaboration with our partner organizations.

### **Program Achievements:**

Apart from case management service, Stepping Stones has met and surpassed its FY23 enrollment and outcomes targets in the other service activities. With case management service activity still under enrollment projected number, it has already met and surpassed its outcome objectives. Clients who received rental assistance maintained their housing without being evicted. Clients did not suffer service disconnection due to utility assistance provided to them; those whose utilities were disconnected had their services reconnected after they received assistance from the program. Individuals had their dental and or medical needs met. Our case management service continued to be the bed rock of moving households on the road towards achieving self-sufficiency. One client who completed her course work towards her Certified Nursing Assistance (CNA) program in the last quarter passed her CNA board certification examination. It should be noted that though the program has met and surpassed projected outcomes, Stepping Stones will continue to provide services to both old and new clients in the next quarter.

Stepping Stones case management team planned and organized a group meeting with clients called "Purposefully Planning Your Life" in early March which created a tool for them where they vocalized, visualized, and realized that they could fulfil their goals on purpose. This hands-on group empowering experience helped the clients capture their vision for themselves and their families on paper, making it possible for them to identify the steps towards attaining their individual action plans. It also provided an opportunity for program participants who normally do not know each other, meet, and connect with other participants.

## COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDED PROGRAM

Fiscal Year 2023

### 3<sup>rd</sup> Quarter Narrative Report

#### **Program Challenges this Quarter:**

Stepping Stones in on target to meet its projected outcomes. However, the program continued to see clients come for utility assistance at the last minute before their services were set for disconnection. The majority of these cases were new clients. To reduce the incidence of clients reaching out to the program for assistance as well as connecting them to other mainstream resources, Stepping Counselor enrolled eligible clients into the State crisis/fuel assistance programs for the heating and cooling seasons. The benefit of this enrollment for eligible clients is that the assistance will kick in before they reach out to Stepping Stones for help.

Another challenge the program encountered was with the client who is receiving assistance and support to establish her child care business through the County's Office for Children Home Childcare permit program. The client is still waiting for her landlord to schedule critical maintenance in the house. These maintenances are necessary and must be completed before the client schedules required inspections prior to obtaining the Home Childcare Permit. Though this problem is not due to service delivery, but the inability of the landlord to schedule maintenance is impacting the client's ability to meet her the financial outcome she set for herself.

#### **Describe how local partners are used to enhance your program:**

During this quarter, the program continued to partner with the same organizations reported last quarter in mustering resources that helped clients to meet program outcomes. The Fairfax County CSP entry service access point coordinated all rental assistance requests. Through the Dominion Virginia EnergyShare program, Stepping Stones received an allotment of \$41,000 this quarter to assist clients pay the energy bills that are in disconnection or those whose services were disconnected. Stepping Stones covered energy bills not covered by EnergyShare or other utility bills through fundraising. Northern Virginia Dental Clinic (NVDC) provided dental service to program clients. Financial counseling services were provided by Britepaths. A new organization Royal Missionary Baptist Church, partnered with Stepping in assisting one of our case management service clients complete her CNA training.

#### **Changes in Client Population:**

We did not notice any significant changes in client population other than what was reported in the last quarter.

#### **Staff Turnover:**

There is currently no staff turnover issue. However, the program would like to increase the number of Case Manager positions to meet the rising case management needs.

#### **Client Story:**

Angie is an immigrant and a single mother of three sons, ages 8, 5, and 2. She has been utilizing the food pantry at United Community for over seven years. She met a Stepping Stones Case Manager during one of her weekly visits to the United Community food pantry. The Stepping Stones Case Manager was at the front desk and processed Angie's food request. The client spoke with the Case Manager briefly about her goals and set a date for them to meet the following week.

**COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDED PROGRAM**  
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During their next meeting, Angie told the Case Manager she lived in a shared housing unit with another family and her three sons. Additionally, Angie stated she had worked odd jobs making less than \$1,200 per month to provide for her family's basic needs. This income was hardly enough to cover her monthly bills, but the weekly food visit was her life line. However, she desired to work in the medical field but needed money for a computer and the required medical courses. The Case Manager encouraged her to decide exactly what she wanted to do in the medical profession and research a school that offered the courses. The following week Angie and the Case Manager met again. At that appointment, Angie told the Case Manager she wanted to be a Certified Nursing Assistant (CNA) and gave the Case Manager the name of the school, the course schedule, and the required supplies. After their meeting, the Case Manager contacted the school's counselor and verified the school fees, class schedule, and the needed supplies. Likewise, the case manager inquired if the Ultimate Keepers Home Care school had certified and State licensed nursing instructors.

Upon verification, the Stepping Stones Case Management program gave Angie a laptop to complete assignments due electronically. It paid for all her required supplies (uniforms, shoes, textbooks, stethoscope, blood pressure cuff, Professional liability, and the board exam). Also, the program partnered with Royal Missionary Baptist Church to pay for her tuition.

After 120 hours, adding up to six weeks of training, Angie successfully completed all courses and graduated from the program. A month later, she took the CNA State Board Exam and passed. Now she is working with an agency where she receives a consistent paycheck making more than \$2,960 monthly. She can save money to move into an apartment for her and her sons. Angie's story is testament to the efficacy of United Community's case management service which was made possible by our CCFP grant. There are many more Angies out there who could benefit from Stepping Stones case management service with the continued support of CCFP funding.

# **FY2024 Community Action Plan**

Includes:

- Financial Worksheets
- ROMA Implementer Plan
- DEI Narrative



<b>Agency Name:</b>	<b>Fairfax County Neighborhood and Community Services</b>				
<b>BUDGET CATEGORY</b>	<b>FEDERAL CSBG</b>	<b>TANF</b>	<b>NON-CSBG MATCH</b>	<b>OTHER RESOURCES</b>	<b>AGENCY TOTAL</b>
Salaries & Wages					\$0
Fringe Benefits					\$0
Professional Services	657,717	561,475	762,133		\$1,981,325
Travel					\$0
Space Costs & Rent					\$0
Consumable Supplies					\$0
Equipment Lease/Purchase					\$0
Indirect Costs					\$0
Other Costs					\$0
<b>TOTAL</b>	<b>\$657,717</b>	<b>\$561,475</b>	<b>\$762,133</b>	<b>\$0</b>	<b>\$1,981,325</b>

<b>Of the Totals Shown Above, Enter That Portion Defined As Administrative Costs</b>					
<b>Administrative Costs</b>					\$0

**Match Validation Match  
must be = to , at least,  
20% of CSBG and TANF**

63%

### Match Sources

Source	Amount
Fairfax County General Funds Allocated to Consoildated Community Funding Pool	762,133
<b>Total</b>	<b>762133.00</b>
Error Check	<b>OK</b>





<b>AGENCY NAME:</b>	<b>Fairfax County Neighborhood and Community Services</b>	
	<b>Total TANF Budgeted (From Form Agency Budget)</b>	<b>\$561,475</b>
<b>PROGRAM AREA</b>	<b>BRIEF PROGRAM OR PROJECT WORKPLAN NAME OR DESCRIPTION</b>	<b>AMOUNT BUDGETED</b>
<b>Work Related</b>		
<b>Education &amp; Training</b>		\$0
Education & Training		\$0
Education & Training		\$0
Education & Training		\$0
<b>Sub-Total - Education &amp; Training</b>		\$0
<b>Other Work Activities</b>		\$0
Other Work Activities		\$0
Other Work Activities		\$0
Other Work Activities		\$0
<b>Sub-Total - Other Work Activities</b>		\$0
<b>Child Care</b>		\$0
Child Care		\$0
Child Care		\$0
Child Care		\$0
<b>Sub-Total - Child Care</b>		\$0
<b>Transportation</b>		
Transportation		
Transportation		\$0
Transportation		\$0
Transportation		\$0
<b>Sub-Total - Transportation</b>		\$0
<b>IDA</b>		\$0
<b>Short Term (emergency)</b>		\$200,222
<b>Other (enter program/project name)</b>		
Other (enter program/project name)	Second Story - Culmore Youth Outreach + Young Mothers	\$121,271
Other (enter program/project name)	Artemis House	\$138,856
Other (enter program/project name)	Kids & Parents Engage	\$101,126
<b>Sub-Total - Other</b>		\$361,253
<b>TOTAL</b>		<b>\$561,475</b>

Total TANF Budgeted by Program (From Following Pages)

<b>\$561,475</b>
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Error Check

**OK**

Agency:	<b>Fairfax County Neighborhood and Community Services</b>
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For **each** program or project in which you plan to use TANF funds, please provide the following information:

<b>Program Name:</b>	Second Story - Culmore Youth Outreach				
Total Program Budget (including administrative and/or indirect costs):				\$63,596	
TANF funds budgeted to this program (including administrative and/or indirect costs):				\$63,596	
Percentage of Program costs budgeted to TANF:				100%	OK
Total Number of Clients Expected to be Served by this program:				250	
Of the total, what number of clients are projected to be TANF-eligible:				250	
Percentage of Program Clients Projected to be TANF-eligible:				100%	
<i>*Please briefly explain below how you estimated the number of clients you project will be TANF-eligible:</i>					
Show the following information for any program staff whose salary will be, at least in part, paid with TANF funds:					
Position Title	Total Annual Salary	% of Time Working in This Program	Portion of Salary Charged to TANF for this Program	% of Salary Charged to TANF for this Program	
				0%	OK
				0%	OK
				0%	OK
				0%	OK

<b>Program Name:</b>	Second Story				
Total Program Budget (including administrative and/or indirect costs):				\$57,675	
TANF funds budgeted to this program (including administrative and/or indirect costs):				\$57,675	
Percentage of Program costs budgeted to TANF:				100%	OK
Total Number of Clients Expected to be Served by this program:				10	
Of the total, what number of clients are projected to be TANF-eligible:				10	
Percentage of Program Clients Projected to be TANF-eligible:				100%	
<i>*Please briefly explain below how you estimated the number of clients you project will be TANF-eligible:</i>					
Show the following information for any program staff whose salary will be, at least in part, paid with TANF funds:					
Position Title	Total Annual Salary	% of Time Working in This Program	Portion of Salary Charged to TANF for this Program	% of Salary Charged to TANF for this Program	
				0%	OK
				0%	OK
				0%	OK
				0%	OK

Agency:	<b>Fairfax County Neighborhood and Community Services</b>
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For **each** program or project in which you plan to use TANF funds, please provide the following information:

<b>Program Name:</b>	Cornerstones - Kids and Parents Engage				
Total Program Budget (including administrative and/or indirect costs):				\$124,043	
TANF funds budgeted to this program (including administrative and/or indirect costs):				\$101,126	
Percentage of Program costs budgeted to TANF:				82%	OK
Total Number of Clients Expected to be Served by this program:				80	
Of the total, what number of clients are projected to be TANF-eligible:				80	
Percentage of Program Clients Projected to be TANF-eligible:				100%	
<i>*Please briefly explain below how you estimated the number of clients you project will be TANF-eligible:</i>					
Show the following information for any program staff whose salary will be, at least in part, paid with TANF funds:					
Position Title	Total Annual Salary	% of Time Working in This Program	Portion of Salary Charged to TANF for this Program	% of Salary Charged to TANF for this Program	
				0%	OK
				0%	OK
				0%	OK
				0%	OK

<b>Program Name:</b>	Shelter House - Artemis House				
Total Program Budget (including administrative and/or indirect costs):				\$163,360	
TANF funds budgeted to this program (including administrative and/or indirect costs):				\$138,856	
Percentage of Program costs budgeted to TANF:				85%	OK
Total Number of Clients Expected to be Served by this program:				130	
Of the total, what number of clients are projected to be TANF-eligible:				111	
Percentage of Program Clients Projected to be TANF-eligible:				85%	
<i>*Please briefly explain below how you estimated the number of clients you project will be TANF-eligible:</i>					
Show the following information for any program staff whose salary will be, at least in part, paid with TANF funds:					
Position Title	Total Annual Salary	% of Time Working in This Program	Portion of Salary Charged to TANF for this Program	% of Salary Charged to TANF for this Program	
				0%	OK
				0%	OK
				0%	OK
				0%	OK

Agency:	<b>Fairfax County Neighborhood and Community Services</b>
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For **each** program or project in which you plan to use TANF funds, please provide the following information:

<b>Program Name:</b>	United Community - Stepping Stones				
Total Program Budget (including administrative and/or indirect costs):				\$391,867	
TANF funds budgeted to this program (including administrative and/or indirect costs):				\$200,222	
Percentage of Program costs budgeted to TANF:				51%	OK
Total Number of Clients Expected to be Served by this program:				250	
Of the total, what number of clients are projected to be TANF-eligible:				250	
Percentage of Program Clients Projected to be TANF-eligible:				100%	
<i>*Please briefly explain below how you estimated the number of clients you project will be TANF-eligible:</i>					
Show the following information for any program staff whose salary will be, at least in part, paid with TANF funds:					
Position Title	Total Annual Salary	% of Time Working in This Program	Portion of Salary Charged to TANF for this Program	% of Salary Charged to TANF for this Program	
				0%	OK
				0%	OK
				0%	OK
				0%	OK

<b>Program Name:</b>					
Total Program Budget (including administrative and/or indirect costs):					
TANF funds budgeted to this program (including administrative and/or indirect costs):					
Percentage of Program costs budgeted to TANF:				0%	OK
Total Number of Clients Expected to be Served by this program:					
Of the total, what number of clients are projected to be TANF-eligible:					
Percentage of Program Clients Projected to be TANF-eligible:				0%	
<i>*Please briefly explain below how you estimated the number of clients you project will be TANF-eligible:</i>					
Show the following information for any program staff whose salary will be, at least in part, paid with TANF funds:					
Position Title	Total Annual Salary	% of Time Working in This Program	Portion of Salary Charged to TANF for this Program	% of Salary Charged to TANF for this Program	
				0%	OK
				0%	OK
				0%	OK
				0%	OK



**Community Action Plan  
ROMA Implementer Planned Activities  
FY2024**

<b>Period</b>	<b>Planned Activities for ROMA Implementer</b>
1 <sup>st</sup> Quarter	In the 4th quarter of FY23, the agency is undergoing a recruitment for the Community Action Program Manager who will support the CAAB and serve as the CSBG grant administrator. The selected candidate will participate in the Introduction to ROMA training when it is provided in the fall. Additionally, the selected participant will connect with at least one ROMA implementor in the NoVA area to gain a familiarity with the way ROMA is implemented in neighboring jurisdictions.
2 <sup>nd</sup> Quarter	The Community Action Program Manager will engage with the CAAB to review county needs assessments, discuss the data provided and begin the conversation about FY 25 and FY26 funding priorities.
3 <sup>rd</sup> Quarter	The Community Action Program Manager will participate in ROMA certification.
4 <sup>th</sup> Quarter	Review progress on the CAAB Strategic Plan and develop workplan of Strategic plan activities for FY25.

**Community Action Plan  
DEI Narrative  
FY2024**

<p>What efforts has your agency made related to the staff and board training or awareness of DEI issues?</p>	<p>The Fairfax County Equity Office joined the Board in June 2023 to discuss the One Fairfax policy – a joint racial and social equity policy of the Fairfax County Board of Supervisors and School Board. The 2016 One Fairfax Resolution commits the county and schools to intentionally consider equity when making policies or delivering programs and services. She also discussed the equity and engagement efforts going on in the county and how the Board’s work can intersect and enhance the work. The Neighborhood and Community Services (NCS) Manager for Equity will also join the Board to further drill down into the Board’s DEI goals and help them be more intentional in their decision making.</p> <p>The CAAB’s Diversity, Equity and Inclusion Committee’s recommendations include the recommendation to build CAAB members’ understanding of equity, diversity, and inclusion as it relates to board administration.</p>
<p>How is the agency committed to improving the diversity of its employees? (i.e. hiring practices, staff engagement, etc.)</p>	<p>Through its Equity Impact Plan, NCS informs its employees and the community of its departmental equity guiding statement and provides context describing equity-related issues and trends; goals, actions, and performance measures; and relationship to the Countywide Strategic Plan and One Fairfax areas of focus.</p> <p>NCS is committed to building capacity of staff to consider equity through its NCS Equity 101 Curriculum, a mandatory two-part curriculum designed to increase awareness of and to develop a shared knowledge of equity, to provide staff with support related to making equity actionable in their daily work, and to prepare staff for additional instruction. The curriculum includes Part 1- Becoming One Fairfax: An Introduction to Key Concepts: (OnDemand video) and Part 2- NCS Race: The Power of an Illusion Video Discussion.</p>
<p>Part A: What data are you collecting specifically for use in evaluating Diversity, Equity, and Inclusion in: your agency's hiring/culture; your agency's programs that are offered; and the communities you serve?</p>	<p>We collect a lot of data that can be disaggregated by race/ethnicity. Fairfax County has several dashboards and indexes that are used by the agency to understand the demographic makeup and needs of communities.</p> <p>The Community Health Dashboard, Coordinated Services Planning data, and Fairfax County's Vulnerability index are some of the tools available to the agency to make informed decisions that consider historically marginalized and under-represented groups.</p>

<p>Part B: How have you, and/or will you, incorporate community diversity into your community action planning processes (discuss needs assessment, strategic plan, program development, measurement tools, etc.)</p>	<p>Staff have presented needs assessment data disaggregated by race and highlighting disproportionality in need in several areas. Ensuring that the Board has adequate representation is addressed in the Diversity, Equity and Inclusion Plan. Through its Opportunity Neighborhoods, many of which are located in high vulnerability areas, and its ON Ambassadors network, NCS hopes to build a bank of community residents who can be tapped for open Board slots. The Membership and Elections Committee will be reviewing the new Board member onboarding to ensure that new members are supported in their role as Board members.</p>
<p>Has the agency created any innovative ways to engage the community and staff in DEI work? If yes, explain. If not, what are your plans for FY22-23?</p>	<p>The DEI Committee recommendations include a recommendation to undertake outreach to specific populations underrepresented on the CAAB to improve representation on the board and to assess unmet needs in the community. With COVID numbers continuing to decrease, the Board is planning on resuming periodic visits with contracted organizations to foster relationships and receive feedback to increase advocacy by CAAB members on behalf of clients and the community. Board members are encouraged to attend engagement sessions and NCS events that are held in the community to foster connections. Board members have recently attended engagement sessions on a draft fair housing plan, the grand opening of a community resource center and provided testimony/public comments to the Northern Virginia delegation and the Board of Supervisors.</p>
<p>Anything else you would like to share in regard to agency DEI efforts?</p>	<p>The CAAB developed a statement on Equity that will be added to the CAAB's bylaws and provided to all new members. The Board will assess and update its Bylaws in the coming year – this will include a review of the democratic selection process for the low-income sector with an equity lens to ensure inclusivity.</p> <p>NCS, through its Inclusive Engagement and Targeted Interventions Division, is working to operationalize Fairfax County's Engage Fairfax framework. Engage Fairfax provides the framework, principles, and approach to reimagining community engagement in the County. NCS will also provide support and technical assistance to other county agencies as they engage with the community.</p>

## CAAB Policies and Procedures Review

Diversity, Equity, and Inclusion Committee

*Crosswalk between CAAB DEI Committee recommendations, Fairfax County Chairman’s Task Force on Equity and Opportunity recommendations and the Fairfax County Economic Recovery Framework*

ITEM UNDER CONSIDERATION	DRAFT RECOMMENDATIONS	ALIGNMENT WITH CHAIRMAN’S TASKFORCE AND ECONOMIC RECOVERY FRAMEWORK
<p><b>Bylaws/ Recruitment</b></p>	<ol style="list-style-type: none"> <li>1. In alignment with the One Fairfax policy, recommend the Board of Supervisors consider using an equity lens when selecting appointees to the CAAB.</li> <li>2. Add the CAAB’s equity statement in the CAAB Bylaws.</li> <li>3. Undertake outreach to specific populations underrepresented on the CAAB.</li> <li>4. Develop a CAAB Community Engagement Plan using the Engage Fairfax template, currently under development.</li> <li>5. Review the petition process using an equity lens. Identify areas for improvement to ensure inclusivity. Consider whether the process is the most equitable democratic process for selecting representatives from the low-income community.</li> <li>6. Modify the Conduct Policy as follows: iii. Not engage in or facilitate any discriminatory or harassing behavior directed toward County staff, members, officers, meeting attendees, contractors, or others in the context of activities relating to the CAAB;</li> <li>7. Add a procedure requiring a vote to seat all CAAB members; allowing for a vote to “unseat” CAAB members if they violate the conduct policy. Members who are not seated will not be able to vote.</li> <li>8. Add the following section to the Bylaws:  <p><b>COMPLIANCE WITH LAW AND COUNTY POLICY</b></p> <p>The CAAB shall comply with all Virginia laws, including, but not limited to, the VFOIA, and the Virginia State and Local Government Conflict of Interests Act, Virginia Code § 2.2-3100 <i>et seq.</i>, as amended, with all County ordinances, and with all County policies concerning the activities of its boards, authorities, and commissions. In case of a conflict between a provision of these bylaws and any applicable ordinance or law, the provisions of the applicable ordinance or law, as the case may be,</p> </li> </ol>	<ul style="list-style-type: none"> <li>• Demonstrate intentionality in ensuring diverse representation and inclusiveness in power and decision-making opportunities.</li> <li>• Ensure our local leaders, public and private, have the knowledge and capacity to understand the drivers of racial inequity and their contribution to structural racism, and use their power to build more equitable communities.</li> <li>• Demonstrate intentionality in ensuring diverse representation and inclusiveness in power and decision-making opportunities.</li> <li>• Develop and operationalize policies and procedures – to include stated goals and quantitative targets – to equitably recruit, hire, mentor, and promote women and people of color, recognizing that representation is different in various systems, professions, and job classes.</li> </ul>

<p><b>CSBG Administration</b></p>	<ol style="list-style-type: none"> <li>1. Recommend CCFAC apply the One Fairfax policy when recommending language for the community funding pool application and award process.</li> <li>2. Recommend contract staff include the One Fairfax Policy, One Fairfax Introduction Video and complete the policy acknowledgment form in CSBG funded contracts.</li> <li>3. Recommend the CAAB use an equity lens when choosing CCFP contractors</li> <li>4. Recommend CSBG Contractors implement Client Satisfaction Surveys, if not already in place and provide results of these survey to CAAB.</li> <li>5. Undertake outreach to specific population underrepresented on the CAAB (e.g Town Halls) to improve representation on the board and to assess unmet needs in the community.</li> <li>6. Recommend periodic site visits with contracted organizations to foster relationships and receive feedback to increase advocacy by CAAB members on behalf of clients and the community. Procedures for site visits would be designed to ensure confidentiality and no disruption to services.</li> <li>7. Build CAAB members understanding of equity, diversity, and inclusion as it relates to board administration</li> </ol>	<ul style="list-style-type: none"> <li>• Develop, pilot, and institute Fairfax County equity-based decision-making tools for planning, projects, decision making and resource allocation.</li> <li>• Develop and operationalize policies and procedures – to include stated goals and quantitative targets – to equitably recruit, hire, mentor, and promote women and people of color, recognizing that representation is different in various systems, professions, and job classes.</li> <li>• Evaluate Fairfax County systems, including the proffer system and the contracting and procurement systems, to promote equitable and transparent asset, investment, and resource distribution county-wide.</li> <li>• Require agency operations – systems, processes, and programs – align with the needs and priorities of clients following the principles of human centered (client centered/culturally competent) design.</li> <li>• Demonstrate intentionality in ensuring diverse representation and inclusiveness in power and decision-making opportunities</li> </ul>
<p><b>Advocacy</b></p>	<ol style="list-style-type: none"> <li>1. Crosswalk CAAB’s annual budget priorities with One Fairfax Equity Action Plan and the Chairman’s Task Force for Equity &amp; Opportunity</li> <li>2. Utilize the Racial Equity Toolkit Assessment when evaluating potential budget issues/positions</li> </ol>	<ul style="list-style-type: none"> <li>• Develop, pilot, and institute Fairfax County equity-based decision-making tools for planning, projects, decision making and resource allocation.</li> </ul>