

November 12, 2020, CoC Packet

Prince William Area Continuum of Care

Agenda

Prince William Area Continuum of Care



Prince William Area Continuum of Care (CoC)

Date: November 12, 2020

Time: 1:30 p.m.

Location: Virtual Meeting

Facilitator: Elijah Johnson, PWC Deputy County Executive

AGENDA

- Registration of Attendance
- Welcome and Introductions
- Approve October 8, 2020, CoC Meeting Minutes. **ACTION ITEM**
- Old Business
- New Business
- Committee Reports: **ACTION ITEM**
 - Data and Needs Analysis (DANA)
 - Program Analysis and Ranking (PAR)
 - Service Continuum
 - Governance
- DSS Lead Agency Update
- Calendar Update – Cancellation of January 14th CoC meeting
- Agency Spotlight – Tentative
- Adjourn
- Announcements

Next Meeting: Thursday, December 10, 2020, 1:30 p.m.
Virtual – Meeting information to follow.

Meeting Minutes

Prince William Area Continuum of Care



Prince William Area Continuum of Care (CoC)

Date: October 8, 2020
Time: 1:30 p.m.
Location: Virtual Meeting
Facilitator: Elijah Johnson

Meeting Minutes

Voting Member Attendees

1. Action in Community Through Service – Laurel Turay
2. CFH Inc. – Brenda Via
3. Cooperative Council of Ministries – Becki O’Loughlin
4. Easterseals Homeless Veterans Reintegration Program – Lewis Arnette
5. Feeding Friends-Gainesville United Methodist Church – Ann Rychlik
6. Good Shepherd Housing Foundation – Patricia Johanson
7. Independence Empowerment Center – Roberta McEachern
8. Manassas City Department of Social Services – Michele Gehr
9. Manassas Church of Brethren – Tina Fisher
10. Manassas Park Department of Social Services – Randi Knights
11. Mulligan Services – Allan Jones
12. New Creatures-in-Christ Ministries, Inc. – Madlin Edmonds
13. Northern Virginia Family Service – Michael-Sean Adams
14. Operation Renewed Hope Foundation – April Ballard
15. Pathway Homes, Inc. – Michelle Halcombe
16. People Incorporated – Andrea Wilson
17. Private Citizen – Karen DeVito
18. Prince William County Community Services – Lynn Fritts
19. Prince William County – DSS – Tony Turnage
20. Prince William County – OHCD – Joan Duckett
21. Streetlight Community Outreach Ministries – Rose Powers
22. Virginia Employment Commission – Serena Bermudez
23. Virginia Cooperative Extension -Rozlyn Giddens
24. Unsheltered Homes Coalition – Dori Cook

Organizations with Voting Members not present

1. Carried to Full Term
2. Catholic Charities-St. Margaret of Corona
3. Saved Hands Foundation
4. The Church-God’s Assembly

Other Attendees

1. Action in Community Through Service – Lisa Chill
2. Alliance of Greater Prince William – Chelsi Conway
3. Easterseals Homeless Veterans Reintegration Program – Latoya Eddie
4. Elect Ladies Transition Home – Patricia Profit
5. Feeding Friends-Gainesville United Methodist Church – Teresa Belcher
6. Friendship Place – Brendan Rempert
7. Friendship Place – Athena Lemus
8. Helping Neighbors-in-Need Outreach Center – Madlin Edmonds
9. Manassas City Department of Social Services – Michele Childs
10. Northern Virginia Family Service – Crystal Pitt
11. Northern Virginia Family Service – Michael Best
12. Northern Virginia Family Service – Katrina Soto
13. Northern Virginia Family Service – Sherron Green
14. Pathways to Housing to DC – Ana Brown
15. Prince William County Department of Social Services – Bibi Brown
16. Prince William County Department of Social Services – Courtney Tierney
17. Prince William County Department of Social Services – Duanchy Cayetano
18. Prince William County Department of Social Services – Tonya Golden
19. Prince William County Department of Social Services – Jeanine Gravette
20. Prince William County Department of Social Services – Oliver Reid
21. Prince William County Department of Social Services – Alicia La Patra
22. Prince William County Department of Social Services – Erika Cochran
23. Prince William County/Area Agency on Aging – Sarah Henry
24. Prince William County/PFLAG Rep. – Jason Shriner
25. Prince William County/OCIS – Mark Perez
26. Sentara – Glen Sheffield
27. Virginia Cooperative Extension – Marjorie Leon
28. Virginia Employment Commission – Lakia Graham

Meeting called to order at 1:33 p.m.

- Due to the COVID-19 virus, the meeting was held as a virtual conference call.
- The meeting was called to order by Elijah Johnson.

Minutes Approval

- CoC Minutes for September 10, 2020 were approved unanimously. 1) Allan Jones 2) Tony Turnage.

Old Business

- No old business was discussed.

New Business

- No new business.

Committee Reports:

- Data and Needs Analysis (DANA), Program Analysis and Ranking (PAR), Service Continuum, and Governance Committee Reports were submitted. Motion to accept them was approved unanimously. 1) Allan Jones 2) Karen DeVito

Lead Agency Updates

- Tony Turnage presented the DSS Lead Agency Update.
 - Census Bureau
 - Census Bureau has connected with the emergency shelters.
 - Census Bureau has completed the street count today (10/08/20)
 - The CoC has been awarded a second wave of state funding in the amount of \$1.1 million
 - Homeless Services Division is currently working to determine how the \$1.1 million will be expended.
 - The Division will provide a final plan to the State by October 14, 2020.

Annual Report Card Summary FY20

- Tony gave a presentation on the Annual Report Card FY 20. (see attachment)

PWC Monitoring Tool (HUD Programs)

- Tony provided basic information on the monitoring tool for HUD funded projects.
- The tools includes: Desk audit tool, Monitoring Tool when conducting a program visit and an Evaluation Tool which covers a specific period of time.

Agency Spotlight: Panel Discussion – PWA Prevention Services

- Tony Turnage introduced Chelsi Conaway of Alliance of Greater Prince William and Michael Best of NVFS to the committee.

Panel Speakers

Chelsi Conaway, Executive Director of The Human Services Alliance of Greater Prince William gave a brief overview of the organization programs.

- The Human Services Alliance of Greater Prince William was awarded \$1 million in CARES ACT funding by the PWC BOCS to distribute to non-profits to assist with prevention services in the Prince William Area.
- The program has spent \$250,000 and served 150 families so far.
- Contact: 703-344-4729
cconaway@alliancegpw.org
- www.alliancegpw.org

Michael Best, Community Program Manager of Northern Virginia Family Service, gave an overview of the Rent and Mortgage Relief Program.

- NVFS serves Fairfax, Loudoun, and Prince William Area, that includes City of Manassas and Manassas Park.
- NVFS is spending about \$150,000/\$200,000 bi-weekly to serve the PWA community.
- Many applicants are returning for additional months of rental assistance.
- Contact: 571-748-2651
Mbest@nvfs.org
- NVFS Website: Rent & Mortgage Relief Info
<https://www.nvfs.org/rent-and-mortgage-relief/>

Adjourn

- Meeting adjourned at 2:32 p.m.

**Next Meeting: Thursday, November 12, 2020, 1:30 p.m.
Virtual – Meeting Info to Follow**

Committee Summaries

Prince William Area Continuum of Care



Data and Needs Analysis Committee

Date: October 8, 2020

Time: 3:00PM

Location: Virtual Meeting

Facilitators: Alicia La Patra and Samantha Biller

Governance Representation: Allan Jones

Voting Member Attendees

1. Lewis Arnette
2. April Ballard
3. Andrew Beverage
4. Idris O'Connor
5. Lynn Fritts
6. Lauren Leventhal
7. Gabriele Tibbs
8. Laurel Turay

Other Attendees

1. Michael-Sean Adam
2. Samantha Biller
3. Duanchy Cayetano
4. Tonya Golden
5. Jessica Nichols
6. Crystal Pitt
7. Rose Powers
8. Katrina Soto
9. Aleisha Wilhite

Old Business

- 2021 Point in Time (PIT) Count
 - Alicia gave an update on the 2021 PIT Count and the following were addressed:
 - The planning committee has been established.
 - The Council of Governments (COG) will move forward with the count.
 - HUD is due to release more information on PIT this month.
 - The planning committee reviewed last year's encampment data and determined better coverage of CoC is needed.
 - The planning committee will conduct outreach with various entities to determine the existence of other encampments.
 - The planning committee will develop an electronic survey to collect information on encampments. The committee will work with the PWC Geographic Information System (GIS) team to develop this.
 - The PIT is typically on the last Wednesday of January each year, but the final determination will be made by COG.

- FY20 PWA CoC Annual Report
 - Alicia extended the deadline for providers to submit their “data trends” and “client success stories” until 10/16/2020.
- DANA Performance Survey
 - The DANA performance survey was approved by the Governance committee and the electronic survey has been emailed to the CoC committee (10/8/2020).
 - Alicia will present the findings from the survey at the next meeting.

New Business

- FY21 First Quarter Provider Report Card (PRC)
 - The FY21 first quarter reporting period has ended and covers 7/1/2020 through 9/30/2020 (10/8/2020).
 - Alicia reminds providers the PRC was significantly updated for FY21 and to be mindful of these changes.
 - Alicia will email providers individually to confirm included projects.
 - Alicia will host the HMIS Workshop to assist providers with the PRC on 10/14/2020 from 9 to 11AM.
 - Providers need to submit all required documentation to Alicia by COB, 10/23/2020.
- Longitudinal Systems Analysis (LSA)
 - Alicia gave a brief overview on the LSA report. The following were addressed:
 - The LSA is the data that supports the Annual Homeless Assessment Report (AHAR) that is submitted to Congress each year by HUD.
 - This report includes client data, program data, and system data; Alicia will reach out to providers as needed to resolve errors.
 - This LSA will be submitted for both FY19 and FY20 this year and is due in November 2020.
 - The LSA will provide the data needed to utilize HUD’s new “STELLA” system analysis tool; Alicia will present the findings from this tool when completed.

Adjourn

- Meeting adjourned at 3.25 p.m.

<p>Next Meeting: Thursday, November 12, 2020, at 3:00 p.m. Virtually via Webex – Meeting Info to Follow</p>
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Governance Committee

Date: October 22, 2020
Time: 1:00 PM
Location: Virtual Meeting
Facilitator: Elijah Johnson, PWC Deputy County Executive

Elijah Johnson, Chair
Allan Jones
Randi Knights
Crystal Pitt
Tony Turnage
Pamela Wright

Meeting Summary

Voting Member Attendees:

1. Michele Gehr
2. Allan Jones
3. Randi Knights
4. Tony Turnage
5. Pamela Wright

Other Attendees:

1. Serena Bermudez
2. Nichele Carver
3. Duanchy Cayetano
4. Alicia LaPatra
5. Andriea Ukrop
6. Oliver Reid
7. Courtney Tierney

Welcome and Introductions

Meeting called to order: 1:00 p.m.

Approval of October 8, 2020, CoC Meeting Minutes.

- **Approval of CoC Minutes** – October 8, 2020 CoC Minutes approved: 1) Allan Jones
2) Michele Gehr
- **Approval of Committee Summaries** - All committee summaries were approved as submitted.
 - 1) Randi Knights 1) Allan Jones
 - Data and Needs Analysis (DANA) Committee
 - Allan Jones reviewed the DANA summary.
 - Program Analysis and Ranking (PAR)
 - Tony Turnage/Oliver Reid reviewed the PAR summary.
 - Service Continuum Committee
 - Tony Turnage reviewed the Service Continuum summary.

Calendar Update

- Courtney Tierney recommended the following changes to the calendar due to the holidays with the committee:
 - Move the Governance meeting to November 19th at 11:00 a.m.
 - Cancel the Governance meeting for December 24, 2020.
 - Cancel the CoC meeting for January 14, 2021.

Motion was made to accept recommendation and to move forward with the Governance meeting for November 19, 2020, at 11:00 a.m. Motion was unanimously approved. 1) Tony Turnage 2) Allan Jones.

DHCD Discussion re: Data

- Andriea Ukrop, Department of Housing & Community Development (DHCD) Data Integration Coordinator, provided a presentation on Data Integration with the Governance committee (*attachment*).

DSS Lead Agency Update:

- Tony Turnage presented the DSS Lead Agency Update.
- Hypothermia Season
 - DSS is finalizing the policy and procedures for the eastern and western parts of the county. The policy and procedures will be released early next week.
- Community Profile of Prince William Area CoC
 - Oliver and Tony met with the HUD Consultants, Advocates for the Human Potential, in regard to the Community Profile of Prince William Area CoC.
- Community Development Block Grant (CDBG) Funds for Transportation of People Experiencing Homelessness
 - Department of Social Services (DSS) has been awarded \$40K per year, for the next five years for transportation funding.
 - The funds will be used for transportation for clients who are homeless.
 - Once the funds are approved by the Board of County Supervisors, the Homeless Services Division will conduct a workshop, for all homeless providers to access the transportation funds.
- DHCD (CHERP) Funding (1.2 million – Phase I)
 - The Board of County Supervisors has approved funding for the new Rapid Re-housing (RRH) program. The funding will be disbursed as follows:
 - \$800K will support the RRH programs for Action in Community Through Service (ACTS) and Northern Virginia Family Services, (NVFS) both organizations are in the process of finalizing interviews for case management services.
 - DSS has started the interview process for the Housing Developer and the part-time administrative position.
 - Next Steps
 - The organizations will identify additional households that can be served and begin to move people off the By Names List based on the temporary prioritization policy.
- New Permanent Supportive Housing (PSH)
 - Pathways, ACTS and DSS has begun the coordination of moving clients off the By-Names List into PSH units. Providers are moving towards a 60-day challenge to get 8 of the 11 beds filled.

Develop and Approve CoC Agenda

- The Committee developed and approved the CoC Agenda.

Adjourn

- Meeting adjourned at 2:56 p.m.

**Next Meeting: November 19, 2020, 11:00 a.m.
Virtual – Meeting Info to Follow**



Program Analysis and Ranking Committee

Date: October 13, 2020
Time: 3:00 p.m.
Location: Virtual Meeting
Facilitator: Oliver Reid
Governance Representative: Oliver Reid

Meeting Summary

Voting Member Attendees

1. George Davis
2. Karen DeVito
3. David Watkins

Other Attendees

1. Dana Carey
2. Duanchy Cayetano
3. Oliver Reid

Welcome and Introductions

Old Business

Monitoring Tool and Process update

- Jessica Sones, Diana T. Myers and Associates (DMA) consultant provided an overview of the monitoring tool and process presentation with the Governance committee.
- Oliver will be implementing a timeline and finalizing standards for the CoC. CoC recipients and subrecipients are now required to have at least one homeless individual or formerly homeless individual on their board of directors.
- Oliver met with the DMA consultant to simplify the desk audit document.
- Oliver will implement onsite audits. All organizations in the CoC will complete a desk audit. The audit can be in a paper form or by submitting a check list or self-evaluation each year.
- A mandatory desk audit is required for any high-ranking scores and for the lowest ranking scores. Team members of DSS Homeless Services Division will conduct the audits.
- The DMA consultant will be finalizing the assessment legend key to differentiate between desk audit or onsite audit by color coding the HUD monitoring and evaluation tool.

New Business

State and Federal Funding Review

- Dana Carey gave an overview of the state and federal funding to include the following grants: HUD, VHSP, ESG, ESG-CV, and EFSP Phase 37 & Cares. The goal is to track all grant spending to keep providers accountable and to ensure the PWA CoC is spending the funds awarded.
- Homeless Services Division (HSD) will be finalizing the COVID Homelessness Emergency Response Program (CHERP) funding from the state for the period April 2, 2020 to September 20, 2022. In round one PWA CoC was awarded \$1,283,118 and in round two, \$1,196,940. These funds will be used for rapid re-housing and emergency shelter operations.

Adjourn

- Meeting adjourned at 3:30p.m.

Next Meeting: Tuesday, November 10, 2020, 3:00 p.m.
Meeting Info to Follow



Service Continuum Committee

Date: October 1, 2020
Time: 9:30 a.m.
Location: Virtual Meeting
Facilitator: Jeanine Gravette
Governance Representative: Crystal Pitt

Meeting Summary

Voting Member Attendees

1. Lewis Arnette
2. Teresa Belcher
3. Tina Fisher
4. Lakeria Graham
5. Ahime Harris
6. Crystal Pitt
7. Katherine Skerl
8. Gabriele Tibbs
9. Laurel Turay
10. Andrea Wilson
11. Pamela Wright

Other Attendees

1. Michael-Sean Adams
2. Anna Briceno
3. Duanchy Cayetano
4. Latoya Eddie
5. Tonya Golden
6. Troy Hatcher
7. Brenden Rempert
8. Jessica Nichols
9. Andrea Shaffner
10. Katrina Soto

Welcome and Introductions

Old Business

Update on CES Manual

- Jeanine Gravette provided an update on the CES Manual.
 - Coordinated Entry System Policies and Procedures Manual was approved and the final version was emailed to the committee.

New Business

Veterans Report

- Katherine Skerl – Operation Renew Hope Foundation (ORFH) made the following announcements.
 - Veteran Affairs has put out a contract for VA case managers. The contract was awarded and will be managed by a third party.
 - The case managers and social workers need to be trained prior to launching. The contractor should have all the staff trained by late December.
 - ORFH is still maintaining a veteran's list and is processing about 2-3 vouchers a month.
 - The veteran providers that include ORFH, Volunteer of America Chesapeake and Friendship Place are all at capacity.

Shelter updates

- The following providers gave a brief update on their shelter programs.
 - Action in Community Through Service (ACTS)
 - ACTS - The Beverly Warren house has 10 clients, 7 adults, and 3 kids, the shelter currently has one family room with 2 beds and one single female bed available. The West Safe house has 7 clients, 5 adults, 2 kids. The shelter currently has one family room with 4 beds and 5 single beds available. The East Safe house has 16 clients, 4 adults, 12 kids. The shelter has one family room with 4 beds available.
 - Streetlight Community Outreach Ministries – PW 24/7 Shelter for Adults
 - The shelter is still operating on a capacity of 48 clients.
 - A suggestion was made to the committee when referring client for the first time to the shelter, please ask the client to arrive early, preferably in the morning, due to limited space available.
 - Homeless Services Division – Hilda Barg Homeless Prevention Center
 - The shelter is currently serving 4 single adults, and 5 families, 22 clients, 12 adults, and 10 children. The shelter currently has no vacancy at this time.
 - Census visited the shelter on September 22, 2020, to meet with clients.
 - The Enrichment classes for employment and finances are going well. The shelter will start the Enrichment class on IRS-Financial program on October 22, 2020.
 - Homeless Services – Motel Programs
 - There are currently 62 clients in the motel programs.
 - Jeanine will continue to encourage clients to sign up for Rapid Re-housing and/or Permanent Supportive Housing programs.
 - Northern Virginia Family Service (NVFS) SERVE Shelter
 - The shelter has 58 clients, 30 adults and 28 children. For the month of September on the family side, the shelter served 52 clients, 22 adults, and 30 children. Three families moved out. On the single side, the shelter served 16 clients with 6 move outs, 5 into permanent designation and 1 into rehab facility. The shelter is still working on a virtual learning environment project. The shelter currently has 3 teachers serving an average 10 to 13 children a day. The shelter is instituting 1on1 tutoring on Mondays. The lead teacher at the shelter is acting liaison with Manassas City Schools to coordinate parents-teacher conferences.
 - Crystal Pitt introduced the new Job Developer for repaid rehousing, Anna Briceno to the committee.

- Jeanine gave a brief overview of the SPDAT new version (train the trainer) opportunities and the following were addressed:
 - The training dates (November 18th and 25th)
 - SPDAT Train the Trainer
- The rationale: VI-SPDAT did not give providers a full picture of the client's barriers and past history. The PSH Admission committee voted to move forward with the SPDAT because it gives an in-depth assessment. This assessment will help prioritize which clients should receive assistance first.
- A motion was made to move forward with the full training SPDAT to train the trainer. Motion was approved unanimously. 1) Crystal Pitt 2) Laurel Turay

PWA temporary changes in permanent housing

- Jeanine provided an update on the PWA temporary changes in permanent housing COVID Prioritization. The final version was approved and emailed to the committee.

CDBG Transportation Fund

- Jeanine announced the transportation funding coming from the Community Development Block Grant (CDBG). Jeanine will provide more information on the funding when it becomes available.

Adjourn

Meeting adjourned at 10:26 a.m.

**Next Meeting: Thursday, November 5, 2020, 9:30 a.m.
Virtual Meeting - WebEx**