

May 10, 2018, CoC Packet

Prince William Area Continuum of Care

Agenda

Prince William Area Continuum of Care



Governance Committee

- LoToya Bass
- Brandi Day
- Elijah Johnson, Chair
- Lula Kelly
- Ronald King
- Debra Rapone

Prince William Area Continuum of Care (CoC)

Date: May 10, 2018
Time: 1:30 p.m.
Location: McCoart Government Complex, Powell’s Creek A/B
Facilitator: Elijah Johnson, PWC Deputy County Executive

AGENDA

- Registration of Attendance
- Welcome and Introductions
- Approve April 12, 2018, CoC Meeting Minutes **ACTION ITEM**
- Old Business
- New Business **ACTION ITEM**
 - *Committee Reports:*
 - Community Outreach and Relationship Engagement (CORE)
 - Data and Needs Analysis (DANA)
 - Program Analysis and Ranking (PAR)
 - Service Continuum
 - ✓ New Rapid Re-housing Policy and Procedure will take effect July 2, 2018
 - ✓ Shelter Discharge Guidelines
 - Governance
 - *PIT Count Report* – LoToya Bass
 - *Agency Spotlight*-Youth for Tomorrow
- Adjourn
- Announcements

Next Meeting: June 14, 2018, 1:30 p.m.
McCoart Government Complex, Powell’s Creek A/B

Meeting Minutes

Prince William Area Continuum of Care



Governance Committee

LoToya Bass
Brandi Day
Elijah Johnson, Chair
Lula Kelly
Ronald King
Debra Rapone

Prince William Area Continuum of Care (CoC)

Date: April 12, 2018
Time: 1:30 p.m.
Location: McCoart Government Complex, Powell's Creek A/B
Facilitator: Elijah Johnson

Meeting Minutes

Voting Member Attendees

1. BARN Community Housing – Oliver Reid
2. Catholics for Housing, Inc. – John Kunu
3. City of Manassas Department of Social Services - Ronald King
4. Cooperative Council of Ministries – Francia Salguero
5. Independence Empowerment Center, Inc. – Roberta McEachern
6. Helping Neighbors in Need Outreach Center – Madlin Edmonds
7. Manassas Park Department of Social Services – Randi Knights
8. Mulligan Services, Inc. – Allan C. Jones
9. Neighbor's Keeper – Richard Nagel
10. Northern Virginia Family Service – Kathy Bridgeman
11. Occoquan Magisterial District – Jacob Mosser
12. Operation Renewed Hope Foundation – Katherine Skerl
13. Pathway Homes, Inc. – Michelle Halcombe
14. People Incorporated of Virginia – Brandi Day
15. Prince William County Community Services Board – Lynn Fritts
16. Prince William County Department of Social Services – Courtney Tierney
17. Prince William County Office of Housing and Community Development – Joan Duckett
18. Saved Hands, Inc. – Pamela Wright
19. Streetlight Community Outreach Ministries – Rose Powers
20. Unsheltered Homeless Coalition- Dori Cook
21. Virginia Cooperative Extension Prince William – Victoria Neeley
22. Virginia Employment Commission – Serena Bermudez

Organizations with Voting Members not present

1. Action In Community Through Services
2. Coalition for Human Services
3. Elect Ladies Transitional Home
4. Good Shepherd Housing Foundation
5. Serving Together

6. Skill Source Group
7. St. Margaret of Cortona Transitional Housing
8. Youth for Tomorrow

Other Attendees

1. BARN Community Housing – Tammy Robertson
2. Homeless Management Information System Administrator – Teresa Giesting
3. Citizen – Jimmy Rogers
4. Northern Virginia Family Service – Debra Rapone
5. Prince William County Department of Social Services – Melonie Barrow
6. Prince William County Department of Social Services – LoToya Bass
7. Prince William County Department of Social Services – Michael Best
8. Prince William County Department of Social Services – Neda Hejazi
9. Prince William County Department of Social Services – Jennifer Jablonski
10. Prince William County Department of Social Services – Tony Turnage
11. Saved Hands, Inc. – Pamela Young
12. Streetlight Community Outreach Ministries – Gabriele Tibbs
13. Virginia Cooperative Extension – Anita Eggleton
14. Virginia Employment Commission – Maria Wells

Meeting called to order at 1:30 p.m.

- *Meeting called to order by Courtney Tierney*
- *Introduction of meeting attendees*

Minutes Approval

Minutes were approved for March 8, 2018: 1) Allan Jones, 2) Randi Knights

Old Business

- *Changes to Bylaws*
 - The floor was opened for discussion of the proposed Bylaws changes. Changes approved as proposed: 1) Brandi Day, 2) Allan Jones
 - Request for additional changes, enhancements or updates for the Bylaws maybe submitted to DSS for Governance review.

New Business

- *Committee Reports were approved as amended – 1) Roberta McEachern, 2) Allan C. Jones*
 - Community Outreach and Relationship Engagement (CORE)
 - Data and Needs Analysis (DANA)
 - The DANA committee announced the CoC Report Card is being developed, a draft the Report Card was presented. The committee will be meeting over the next several weeks to finalize performance goals and standards. There will be a special meeting on April 23, 2018, at 11 a.m. at the McCoart Government Complex, Cedar Run conference room. All providers currently utilizing HMIS are highly encouraged to have representation at the special meeting.
 - Program Analysis and Ranking (PAR)

- Service Continuum
- Governance

- *VHSP – Community Application Update*
The VHSP Community Application was submitted on time and in the review process.

- *PIT – Count Update*
The PIT numbers have been verified the preliminary count is 374 homeless persons. DSS is currently completing the Council of Government (COG) jurisdictional narrative report and entering the data into the Department of Housing and Urban Development’s Homeless Data Exchange (HDX) database.

Adjourn

Meeting adjourned at 1:55 p.m.

**Next Meeting: May 10, 2018, 1:30 p.m.
McCoart Government Complex, Room Powell’s Creek A/B**

Committee Summaries

Prince William Area Continuum of Care



CORE Committee

- Jeffrey Foy
- Allan C. Jones
- Roberta McEachern
- Jacob Mosser
- Victoria Neeley
- Debra Rapone
- Linda Seeman
- Ferrina Starks
- Courtney Tierney
- Pamela Wright

Community Outreach and Relationship Engagement Committee

- Date:** April 12, 2018
- Time:** After CoC meeting
- Location:** McCoart Government Complex, Powell’s Creek A/B
- Facilitator:** Courtney Tierney
- Governance Representative:** Debra Rapone

Meeting Summary

Voting Member Attendees:

1. ACTS – Lula Kelly
2. Independence Empowerment Center – Roberta McEarchern
3. Manassas Park Department of Social Services – Ferrina Starks
4. Mulligan Services Inc. – Allan C. Jones
5. Northern Virginia Family Service – Debra Rapone
6. Occoquan District – Jacob Mosser
7. Prince William County Department of Social Services – Courtney Tierney
8. Saved Hands Foundation – Pamela Wright
9. Virginia Cooperative Extension – Victoria Neeley

Other Attendees:

1. People Inc. – Brandi Day
2. Prince William County Department of Social Services – Jennifer Jablonski
3. Prince William County Department of Social Services – Neda Hejazi
4. Saved Hands, Inc. – Pamela Young
5. Virginia Cooperative Extension – Anita Eggleton

Old Business

- *Room Raiser*
There was update at the time of the meeting.

New Business

- *Public Outreach*
Brandi Day presented the purpose of the event. Committee member Courtney Tierney will reach out to CCoM and request for the CoC to be included on June’s meeting agenda. The CoC’s presentation at the CCoM will have an emphasis on the progress of the CoC, information sharing, and recognition of the non-HMIS provider’s efforts to end homelessness. Planning for additional events throughout the PWA was also discussed. Roberta McEarchern offered to coordinate

refreshments and Jacob Mosser will assist with any graphics and communications materials needed.

Adjourn

Meeting adjourned at 3:38 p.m.

**Next Meeting: May 10, 2018, after CoC Meeting
McCoart Government Complex, Powell's Creek A/B Room**

LoToya Bass
Brandi Day
Lynn Fritts
Teresa Giesting
Allan Jones
Lula Kelly
Oliver Reid
Andy Sullivan

Data and Needs Analysis (DANA) Committee

Date: April 10, 2018
Time: 11:00 a.m.
Location: Development Services Building, 202B
Facilitator: LoToya Bass
Governance Representative: Brandi Day

Meeting Summary

Voting Member Attendees:

1. HMIS Administrator – Teresa Giesting
2. Mulligan Services – Allan Jones
3. People, Inc. – Brandi Day
4. Prince William County Community Services – Lynn Fritts
5. Prince William County Department of Social Services – LoToya Bass

Other Attendees:

1. Prince William County Department of Social Services – Jennifer Jablonski
2. Prince William County Department of Social Services – Tony Turnage

Old Business

No Old Business was discussed at this meeting.

New Business

- *CoC Report*
 - Orientation and Purpose
LoToya Bass explained the intended purpose of the Report Card Tool.
 - Presentation of Report Example
Tony Turnage presented the Report Card Tool Template.
 - Next Steps
 - ✓ Tony Turnage will reach out to organizations currently utilizing HMIS and request representation from each of those organizations at the next DANA meeting.
 - ✓ The DANA committee will meet again on April 23, 2018, to discuss the Report Card Tool and standards with CoC organizations participating in HMIS that receive local, state or federal funding.

Adjourn

Meeting adjourned at 12:14 p.m.

Next Meeting: April 23, 2018, 11:00 a.m.
McCoart Government Complex, Powell's Creek A/B

Data and Needs Analysis Committee

Date: April 23, 2018
Time: 11:00 a.m.
Location: McCoart Government Complex, Powell's Creek A/B
Facilitator: LoToya Bass
Governance Representative: Brandi Day

LoToya Bass
Andrew Beverage
Brandi Day
Lynn Fritts
Teresa Geisting
Allan Jones
Lula Kelly
Oliver Reid
Andy Sullivan

Meeting Summary

Voting Member Attendees:

1. Action in Community Thorough Service –Lula Kelly
2. Barn Community Housing – Oliver Reid
3. HMIS Administrator – Teresa Giesting
4. Mulligan Services – Allan Jones
5. Northern Virginia Family Service- Andrew Beverage
6. Prince William County Community Services – Lynn Fritts
7. Prince William County Department of Social Services – LoToya Bass

Other Attendees:

1. Action in Community Thorough Service – Jeff Foy
2. Barn Community Housing- Fadumo Ahmed
3. Citizen – Jimmy Rogers
4. Good Shepherd Housing Foundation- Elizabeth Funes
5. Good Shepherd Housing Foundation- Patricia Johanson
6. Northern Virginia Family Service- Debra Rapone
7. Operation Renewed Hope Foundation- Katherine Skerl
8. Prince William Office of Housing and Community Development- David Watkins
9. Prince William County Department of Social Services – Melonie Barrow
10. Prince William County Department of Social Services- Jennifer Jablonski
11. Prince William County Department of Social Services – Tony Turnage
12. Streetlight Community Outreach Ministries – Gabriele Tibbs

➤ **Old Business**

No Old Business discussed

➤ **New Business**

CoC Report

- *Orientation and Purpose*

LoToya Bass explained the intended purpose of the Report Card Tool.

- *Presentation of Report Example*
Tony Turnage presented the Report Card Tool Template.
- *Next Steps*
 - ✓ The Group will meet on May 10, 2018, and May 24,2018, to develop standards
 - ✓ DSS will provide APRs for the each program type and detail instructions on analyzing the APR to answer the CoC Report Card questions. Organizations with like projects will meet and discuss current progress and develop recommendation standards prior to the May 10, 2018, meeting.

➤ Adjourn

<p style="text-align: center;">Next Meeting: May 10, 2018, 11:30 a.m. McCoart Government Complex, Cedar Run</p>



Service Continuum

Fadumo Ahmed
April Ballard
Melonie Barrow
Rachel Goodling
Misty Hardman
Ahmadu Jalloh
Lula Kelly
Debra Rapone
Gabriele Tibbs

Service Continuum Committee

Date: April 5, 2018
Time: 9:00 a.m.
Location: McCoart Government Center, Cedar Run
Facilitator: Melonie Barrow
Governance Representative: Lula Kelly

Meeting Summary

Voting Member Attendees:

1. Action in Community Through Service – Lula Kelly
2. BARN Community Living – Fadumo Ahmed
3. Department of Veteran Affairs – Ahmadu Jalloh
4. Friendship Place – Rachel Goodling
5. Northern Virginia Family Service – Deb Rapone
6. Northern Virginia Veteran and Family Support Virginia Department of Veterans Services – Ahime Harris
7. Operation Renewed Hope Foundation – Katherine Skerl
8. Prince William County Department of Social Services – Melonie Barrow
9. Streetlight Community Outreach Ministries – Gabriele Tibbs

Other Attendees:

1. BARN Community Living – Ashley Speaks
2. BARN Community Living – Oliver Reid
3. Northern Virginia Family Service – Allison Collazo
4. Northern Virginia Family Service – Lorena D. McDowell
5. Prince William County Department of Social Services – Mike Best
6. Prince William County Department of Social Services – Jennifer Jablonski
7. Prince William County Department of Social Services – Tony Turnage
8. Volunteers of America Chesapeake Inc. – Cory Will

Old Business

No Old business was discussed at this meeting.

New Business

- *Veteran Provider Reports*
Veteran providers presented status updates on the Veteran By-Names List.
- *By-Names List*
The By-Names List for Chronically Homeless is being developed and managed by the Coordinated Entry System.

- *Coordinated Entry Policy and Procedures Updates*
DSS provided clarification on the referral process for rapid re-housing, emergency shelter, and housing location sections of the document.
- *Shelter Discharge Policy*
 - The committee agreed to use the word “guidelines” instead of “policy.” Additional language will be added to the weapons section and will note “with the intent to harm self or others.”
 - DSS will email the amendment sections of the guidelines for final review and approval. Guidelines will be approved via email vote.

Adjourn

Meeting adjourned at 10:35 a.m.

<p>Next Meeting: April 23, 2018, 9:00 a.m. McCoart Government Complex, Cedar Run Room</p>



Fadumo Ahmed
April Ballard
Melonie Barrow
Rachel Goodling
Misty Hardman
Ahmadu Jalloh
Lula Kelly
Debra Rapone
Gabriele Tibbs

Service Continuum Committee

Date: April 23, 2018
Time: 9:00 a.m.
Location: McCoart Government Center/Cedar Run
Facilitator: Melonie Barrow
Governance Representative: Lula Kelly

Meeting Summary

Voting Member Attendees:

1. Action in Community Through Service – Lula Kelly
2. BARN Community Living – Fadumo Ahmed
3. Friendship Place – Rachel Goodling
4. Northern Virginia Family Service – Deb Rapone
5. Operation Renewed Hope Foundation – Katherine Skerl
6. Prince William County Department of Social Services – Melonie Barrow
7. Streetlight Community Outreach Ministries – Gabriele Tibbs

Other Attendees:

1. Action in Community Through Service- Jeffrey Foy
2. BARN Community Living – Carla Valle
3. BARN Community Living – Oliver Reid
4. Citizen - Jimmy Rogers
5. Prince William County Department of Social Services – LoToya Bass
6. Prince William County Department of Social Services – Tony Turnage

Old Business

No Old Business was discussed

New Business

- *Involuntary Discharge Guidelines* were approved 1) Lula Kelly, 2) Fadumo Ahmed
- *Coordinated Entry Policy and Procedures Updates*
Changes to the Rapid Re-housing section of the CES Policy and Procedure was reviewed and discussed.
 - ✓ Rapid Re-housing priority list were approved 1) Lula Kelly, 2) Fadumo Ahmed
 - ✓ Rapid Re-housing Admissions Committee will begin officially meeting on June 28, 2018
 - ✓ New Rapid Re-housing Policy and Procedure will take effect July 2, 2018.

- *By-Names List*
The By-Names List for Chronically Homeless was updated to include detailed notes. The Committee will continue updating the list to determine the number of chronically homeless and priority of service needs.
- *Residency for services within PWA*
The committee agreed to create a residency policy with priority to PWA residents. Tony Turnage will propose ideas to the committee for possible policy.

Adjourn

Meeting adjourned at 11:05 a.m.

**Next Meeting: May 3, 2018, 9:00 a.m.
Cedar Run Room, McCoart Government Complex**



Governance Committee

Date: April 26, 2018
Time: 2:00 p.m.
Location: Manassas Park Community Center, Green
Conference Room
Facilitator: Elijah Johnson

LoToya Bass
Brandi Day
Elijah Johnson, Chair
Lula Kelly
Ronald King
Debra Rapone

Meeting Summary

Voting Member Attendees:

1. Action and Community Through Service – Lula Kelly
2. Northern Virginia Family Service – Debra Rapone
3. People Incorporated of Virginia – Brandi Day
4. Prince William County Department of Social Services – LoToya Bass

Other Attendees:

5. Prince William County Department of Social Services – Melonie Barrow
6. Prince William County Department of Social Services – Jennifer Jablonski
7. Prince William County Department of Social Services – Courtney Tierney
8. Prince William County Department of Social Services – Tony Turnage

Meeting called to order at 2:06 p.m.

Old Business

No old business was discussed at this meeting.

New Business

- *CoC Minutes Approval*
Minutes were approved for April 12, 2018: 1) Brandi Day, 2) LoToya Bass
- *Approval of Committee Summaries*
All Committee reports approved – 1 Brandi Day, 2) LoToya Bass
 - *Community Outreach and Relationship Engagement (CORE) Committee*
Debra Rapone presented the CORE Summary.
 - *Data and Needs Analysis (DANA) Committee*
Brandi Day presented the April 10, 2018, meeting summary. Tony Turnage presented the April 23, 2018, meeting summary. The DANA committee is currently working with CoC funded organizations to develop community performance standards measures for rapid re-housing, emergency shelter, and permanent supportive housing projects.

- *Program Analysis and Ranking (PAR) Committee*
LoToya Bass presented the PAR summary. The PAR committee is currently developing a CoC agreement for VHSP Grantees, developing the future process of project evaluations and developing the ranking and review process for the HUD CoC Grant.
- *Service Continuum Committee*
Lula Kelly presented the April 5, 2018, and April 23, 2018, Service Continuum Summaries. The recommended new the Rapid Re-Housing Policy and Procedure and Discharge Guideline were presented and discussed.
- *DSS Lead Agency Update*
LoToya Bass presented PIT outcomes and trends for sub-populations, housing inventory and household types. The PIT outcomes and trends report will be presented at the CoC meeting.
- *Request for the addition of Member's time on the Governance Agenda*
Brandi Day presented a need to have members' time included on the Governance's Agenda. Members' Time will be added to the agenda moving forward. 1) Brandi Day, 2) Debra Rapone
- *Develop and Approve CoC Agenda*
The Governance Committee developed and approved the CoC Agenda for the May 10, 2018, CoC meeting.

Adjourn

Meeting adjourned at 3:19 p.m.

**Next Meeting: May 24, 2018, 1:00 p.m.
McCoart Government Complex, Potomac Room**

Involuntary Discharge Guidelines

Prince William Area Continuum of Care

Involuntary Discharges

Behaviors that present significant health and safety risks will not be tolerated inside the shelter. At time of orientation, new guests will be briefed that illegal behavior will not be tolerated and that guests are required to interact with one another in a civil and positive manner. Aggressive behavior intended to bring harm to self or others is not acceptable. Guests who have been using alcohol and/or drugs will be admitted to shelter only if they agree to follow established health and safety rules. All Guests coming into shelter will be notified of the items prohibited from entering the shelter (i.e.: alcohol, controlled substances, illegal drugs, and weapons). Approved medications will be stored by the shelter and will be made available to individuals as prescribed.

There are other behaviors that may not warrant immediate dismissal, but cannot be tolerated over the long term. They include smoking inside the building and certain threatening behavior. The Shelter Director must use good judgment when applying a corrective action for such infractions; taking into account the primacy of protecting the health and safety of shelter staff and Guests. The corrective action will typically be a progressive disciplinary action (i.e. verbal warning, Behavior contract, dismissal, etc.) as well as implementation of strategies to curb the behavior (case conferencing, etc.).

Below is a grid of inappropriate behaviors and the actions that will be taken if a shelter guest exhibits the behavior. Any involuntary discharges should be noted in the alert section of HMIS upon discharge, indicating length of do not admit status.

Violation	Action	Readmission Guidelines
Possession of an prohibited item: Weapon (with the intent to cause harm to self or others)	Immediate dismissal-notify police	30 to 60 day stay-away/behavior contract (may be longer, determined by circumstance).
Illegal controlled substances and/or illegal drugs/paraphernalia	Immediate dismissal and follow destruction protocol if staff are in possession of it	30 to 60 day stay-away/behavior contract
Legal mind/mood altering substances (i.e. alcohol, K2, bath salts etc.) and/or paraphernalia	Progressive disciplinary action.	30 to 60 day stay-away/behavior contract.
Assault	Immediate dismissal-call police if warranted	90 day stay-away/behavior contract

Threats Direct-Verbal (threat posing an immediate danger to self or others)	Immediate dismissal	30 to 60 day stay-away/behavior contract
In-direct Verbal	Progressive disciplinary action.	30 to 60 day stay-away/behavior contract
Other criminal behavior	Immediate dismissal call police if warranted	30 to 60 day stay-away/behavior contract
Destruction of property (facility)	Immediate dismissal call police if warranted	30 to 60 day stay-away/behavior contract
Destruction of property (guest)	Immediate dismissal call police if warranted	30 to 60 day stay-away/behavior contract

Please note: Provider should document all incidents using their agencies incident reporting process

Rapid Re-Housing Policy and Procedure

Prince William Area Continuum of Care

Section VI Rapid Re-Housing

Overview and Purposes

Based on national research and best practices, the PWA has committed to investing funds in rapid re-housing assistance for homeless households. Rapid re-housing is a set of strategies that permanently houses individuals and families as quickly as possible with a level and duration of support that is tailored to meet the needs of each household. The household has a lease in their name and is connected to mainstream self-sufficiency services in the community. Providers are expected to remain engaged with the households from first contact to program exit, using a progressive engagement approach and tailoring services to the needs of the household to maintain permanent housing. Additionally, providers will engage in efforts to reconnect with households after they exit from the program in order to determine housing stability beyond short-term subsidies.

The PWA has implemented the following Best-Practice Rapid Re-Housing Strategies:

- Housing First;
- Short-term, Moderate-term, and Long-term Rental assistance;
- Flexible funding for security, utility deposits;
- Housing focused Case Management in the home to help access needed services to move to self-sufficiency:
 - Employment Services;
 - Budgeting; and
 - Public Benefits such as child care, SNAP, tax credits, Medicaid, and TANF.
- An organized housing search strategy including landlord mediation.

Households must be able to live independently and not need assistance with everyday tasks. They must also sign a program agreement that details their responsibilities as a tenant and participant in the program, including agreeing to meet with a case manager at minimum once per month and developing a Housing Plan.

The program agreement does not mandate participation in any of the services offered by a rapid re-housing provider. The program does not require families to be employed; however, they must be willing to work toward increasing their self-sufficiency, so they can pay for housing when the time-limited subsidy ends.

Rental assistance payments are not made to program participants, but only to third parties, such as landlords. In addition, an assisted property may not be owned by the grantee or the parent, subsidiary or affiliated organization of the grantee. No staff participating in these programs may benefit from them.

Rapid re-housing assistance requires that the program participant (head of household) have the valid lease that is in compliance with tenant/landlord laws in their name. A copy of this lease must be included in the program participant record.

Partnering agencies must have written agreements with both the program participant and the landlord that identify the terms of the rapid re-housing assistance. This should specifically provide the landlord with guidance for addressing issues which could impact housing stability.

Clients to be served

The Rapid Re-Housing program targets PWA households who are homeless. These include the following households:

- Individuals and families who lack a fixed, regular, and adequate nighttime residence including those residing in a shelter or a place not meant for human habitation and those exiting an institution where they resided temporarily.
- Individuals and families who will imminently lose their primary nighttime residence.
- Unaccompanied youth under 25 years of age, who have not had a lease and have moved 2 or more times in the past 60 days and are likely to remain unstable because of special needs or barriers.
- Individuals and families who are fleeing or attempting to flee domestic violence

Priority Populations

Table 6.1– Categories of Homelessness that Qualify for Rapid Re-Housing

Category 1	Literally Homeless	Includes those households who are literally homeless and includes those households living temporarily in a hotel/motel being paid for by limited local, state, or federal funded assistance. It also includes individuals exiting institutions where they resided temporarily (less than 90 days). In these cases, the institution’s discharge planning has resulted in no identified resources (including homeless prevention assistance) and the individual has no other resources. In all cases, these households are eligible for shelter services and rapid re-housing. Regardless of the intervention employed a housing barrier assessment (Full SPDAT) must be completed at program entry with an immediate focus on housing stabilization.
Category 2	Imminent Homelessness	Includes those households who are currently housed whether in their own unit or living in someone else’s unit. These households must be screened immediately for prevention assistance eligibility. All household’s eligible for prevention assistance must be diverted when possible from shelter. Partnering agencies must work with coordinated entry system (CES) and homeless prevention providers to identify and divert all appropriate households. Where shelter assistance cannot be avoided a housing barrier assessment must be completed at program entry with an immediate focus on housing stabilization.
Category 3	Homeless under other Federal Statutes	Homeless Under Other Statutes: Unaccompanied youth under 25 years of age, or families with children and youth, who do not meet any of the other categories but are homeless under other federal statutes, have not had a lease and have moved 2 or more times in the past 60 days and are likely to remain unstable because of special needs or barriers.

Category 4	Fleeing Domestic Violence	Includes households fleeing or attempting to flee a domestic violence or other physically threatening living situation. These households must be screened, where possible, immediately for prevention assistance eligibility. All households screened for assistance will be diverted where possible. Partnering agencies must work, with centralized access system and homeless prevention providers to identify and divert all appropriate households. These households are eligible for shelter and repaid re-housing assistance. Regardless of intervention employed a housing barrier assessment must be completed at program entry with an immediate focus on housing stabilization.
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Rapid Re-housing assistance beyond three months requires recertification of eligibility. This recertification must be completed every three months.

Re-certifications:

Program Recertification requires agency certification and evidence of:

- Program participant household income below 30 percent area median income (AMI);
- The household lacks the financial resources and support networks needed to remain in existing housing without rapid re-housing assistance;
- Housing stabilization services are being appropriately implemented; and
- Household has no more than \$500 in assets (includes all checking, savings, retirement accounts, a second vehicle, stocks, bonds, mutual funds, and real estate). This does not include primary, appropriate, and reasonable transportation, pension or retirement funds that cannot be accessed.

While income eligibility is not required when households first access rapid re-housing because they are literally homeless, it is required when recertifying to show continued need for rapid re-housing assistance.

Grantees should use HUD’s Section 8 income eligibility standards for Rapid Re-Housing programs. Income limits are available on HUD’s web site at: <http://www.huduser.org/DATASETS/il.html>.

Procedures

To access Rapid Re-Housing Services the following procedures will be followed:

- For homeless households in shelter, the shelter case manager will complete the Full SPDAT and make any necessary changes. The SPDAT will be used as a guide to determine the best housing approach for the household. If the household is determined an appropriate fit for RRH, the case manager will refer the household to the CES via the HMIS System;
- This referral will take place regardless of whether the respective agency has RRH space within their organization as the household can enter RRH in any program within the continuum;
- After consultation with the household regarding the tenets of RRH, the shelter case manager will electronically forward the household’s assessment and application to CES via the HMIS System;

The assessment must contain a synopsis of the household demographics, strengths and barriers and all required documentation identified for the referral process;

- The CES will schedule a RRH Admissions Committee Meeting to include all necessary staff from the referring organization as well as DSS staff. This meeting will take place within 1 week of the referral if possible;
- The case conference will be a discussion between the various organizations. The purpose will be for the referring agency to clarify information provided on the application and to their plan for RRH services;
- Upon completion of the Admissions Committee meeting, the Committee will document the plan and recommendations (if any) for the household and record the conference outcome in HMIS; and
- The Partnering Agency will keep the CES Supervisor informed should the household neglect to follow through or meet on the scheduled basis agreed upon.

Providers

There are four providers that offer various levels of rapid re-housing services to households. The providers are as follows:

- ACTS(Rapid Re-Housing)
- BARN (Rapid Re-Housing)
- Operation Renewed Hope Foundation (Rapid Re-Housing for Veterans Only)
- Northern Virginia Family Service (Rapid Re-Housing)
- Prince William County Government (Administrative oversight, assessment, and referral services)

Note: All programs will accept eligible households to the extent funding sources permit and space is available.

Screening/Assessment

To be eligible for Rapid Re-Housing a household must meet the HUD definition of being homeless described in Table 6.2. Households that have been screened and determined to be eligible to receive Rapid Re-Housing, will be informed about the level of assistance that will be provided. Reference Table 6.2 below regarding the varying levels of services to be provided.

Table 6.2 - Type of Rapid Re-Housing Assistance

Level 1	Short-Term Rental Assistance	Household will need minimal assistance to obtain and retain housing. <ul style="list-style-type: none"> • Housing search assistance • Financial Assistance for housing start-up (e.g. first month's rent, security deposit, utility deposit) • Time-limited rental assistance, per client housing plan • Home visits after move-in • Offer of services for up to 3 months <p>Length of time: up to 3 months</p>
Level 2	Medium Term Rental Assistance	Household will need routine assistance to obtain and retain housing.

		<ul style="list-style-type: none"> • Housing search assistance • Financial assistance for housing start-up • Time limited rental assistance, per client housing plan • Weekly home visits for first two months, then reduce to bi-weekly or monthly as most housing plan goals are met • Services available for up to 6 months, depending on housing issues and progress toward housing goals <p>Length of time: up to 6 months</p> <p>The determination of how the financial assistance is provided is guided by the recommendations of the CAS RRM and the on-going work with the case management services. Households pay 30-40% of their said income towards rent. The rent assistance can be step down in nature (gradual decrease in the amount of funding provided over a period of time).</p>
Level 3	Medium-long Rental Assistance	<p>The household will need more intensive and/or longer assistance to obtain and retain housing.</p> <ul style="list-style-type: none"> • Housing search assistance • Financial assistance for housing start-up • Time-limited rental assistance, per client housing plan • Ongoing housing focused case management • Weekly home visits for first two months, then reduce to bi-weekly or monthly as most housing plan goals are met. Unannounced drop-in visits to be considered by case manager • Services available for up to 9 months, depending on the housing issues and progress toward housing goals <p>Length of time: up to 9 months</p> <p>Program is designed to assist households that appear to need intensive case management services in the home coupled with financial assistance. The barriers (i.e. poor money management, low income wages) are extensive and may have more than one barrier critical barrier.</p> <p>The determination of how the financial assistance is provided is guided by the recommendations of the CAS intake RRM and the on-going work with the case management services. Households pay 30-40% of their said income towards rent. The rent assistance can be step down in nature (gradual decrease in the amount of funding provided over a period of time).</p>
Level 4	Long-term rental assistance	<p>Household will need intensive and longer assistance to obtain and retain housing</p> <ul style="list-style-type: none"> • Housing search assistance • Financial assistance for housing start-up • Time-limited rental assistance, per client housing plan • Ongoing housing focused case management

		<ul style="list-style-type: none"> Weekly home visits for first two months, then reduce to bi-weekly or monthly as most housing plan goals are met. Unannounced drop-in visits to be considered by case manager Services available for 12-18 months with extensions after case conferences, depending on the housing issues and progress toward housing goals <p>Length of time: 12-18 months</p> <p>Program is designed to assist households that appear to need intensive case management services in the home coupled with financial assistance. The barriers (i.e. poor money management, low income wages) are extensive and may have more than one barrier critical barrier.</p> <p>The determination of how the financial assistance is provided is guided by the recommendations of the CAS intake and the on-going work with the case management services.</p> <p>Households pay 30-40% of their said income towards rent. The rent assistance can be step down in nature (gradual decrease in the amount of funding provided over a period of time).</p>
Level 5	Long-Maximum financial assistance	<p>Household needs longer or more intensive services; may need staff with more professional training.</p> <ul style="list-style-type: none"> Housing search assistance Financial assistance for housing start-up Rental assistance, per client housing plan Ongoing housing focused case management Weekly home visits for first two months, then reduce to bi-weekly or monthly as most housing plan goals are met. Unannounced drop-in visits to be considered by case manager Services available for up to 24 months, depending on the housing issues and progress toward housing goals <p>Length of time: 18-24 months</p>

Documentation

To be eligible for RRH, households must provide proof of the following:

- Proof of Income (if applicable);
- Proof of Homelessness; and
- Proof of assets, if applicable (401K, recent bank statements, etc.).

Vacancy Tracking

To the extent possible, the CES will use HMIS to manage the vacancy tracking system. Programs will be required to post vacancies in homeless designated beds in HMIS within twenty four (24) hours of unit/bed availability. If providers know of an impending vacancy, they will be required to post the anticipated availability date within two (2) business days of being made aware of such availability and updating HMIS

with the actual availability date once the bed becomes vacant. Programs must update vacancy information in HMIS within twenty four (24) hours of a unit/bed being filled. Exceptions to HMIS requirements and related processes for referrals to and from other systems not using HMIS will be defined in the Policies and Procedures Manual.

Prioritization

The PWA has established the following priority populations for all Rapid Re-housing programs. Households that fall into the following categories rank highest in priority for this housing strategy.

- Families with children with greatest service need;
- Youth- aged 18-24;
- Aging households over 62 with medical need or disability;
- Veterans (regardless of discharge status); and
- Households without income.

The Strategy shall incorporate a lower barrier, Housing First model. This means households do not have participation requirements or pre-conditions to entry, such as sobriety or minimum income threshold, and prioritizes rapid placement and stabilization in permanent housing.

Terms of Assistance

Rental assistance is tenant-based rental assistance that can be used to allow households to obtain and remain in rental units.

- No program participant may receive more than 24 consecutive months of assistance (including any rent arrears);
- Agencies must provide the appropriate level of case management in order to assure housing stability on leaving the program; and
- Participants may be required to share in the costs of rent.

The PWA Rapid Re-Housing programs has a level of flexibility to provide households with a broad range of rental assistance that includes:

- **Income-based Subsidy:** Under an income-based model, a household pays a specific percentage of its income towards rent and utilities (e.g. 30 percent, 40 percent, and 50 percent);
- **Graduated/Declining Subsidy:** The subsidy would decline in “steps” based upon a fixed timeline or when the individual has reached specific goals, until the household assumes full responsibility for monthly housing costs. The steps are known in advance and act as deadlines for increasing income; and
- **Bridge Subsidy:** A bridge subsidy provides temporary assistance for household to help them obtain/maintain housing until a longer-term or even permanent subsidy becomes available. Bridge subsidies are often used for persons who have severe housing barriers and are on waiting lists for their long-term subsidies.

When partnering agencies are utilizing the income-base subsidy, the household’s rent should be calculated using HUD’s **Rent Calculation Form** to determine the portion of the households rent to be paid.

Referrals

Most referrals for Rapid Re-housing are initiated by the Emergency Shelter programs. An official RRH Admission Committee meeting must take place prior to households accessing RRH. Households shall not be housed with RRH funds prior to this meeting.

Process for RRH entry:

- The referring worker makes the referral via HMIS to include the referral form and all required supplemental attachments;
- The CES Staff reviews referrals and schedules the Rapid Re-Housing Admissions Committee within 10 business days. This Committee includes DSS Homeless Services staff, the referring entity and staff from the RRH Programs. The referring worker must be able to answer questions related to RRH referral during the case conference;
- During the RRH meeting, discussion points include: level of assistance recommended, type of subsidy (see Table 3), household strengths and barriers, and additional supports recommended.
- At the conclusion of each Admissions Committee will make a determination if the household will be accepted to the RRH pool;
- Once accepted to the pool, the household will be prioritized based on the criteria established by the PWA CoC; and
- Households at the top of the pool list will be identified to move into the next available RRH housing opening.

Termination

Any individual seeking and/or receiving rapid-rehousing assistance must receive written notification of the agency's grievance policy. Grievance policies must provide specific procedures to be followed for any disputed rapid re-housing program decision impacting the participant's financial assistance.

The agency may terminate assistance to a program participant who violates program requirements only after written notice of corrective action has been given to household and a CES case conference has convened. In terminating assistance to a program participant, the agency must: (1) Provide written notice to the program participant containing a clear statement of the reasons for violation/termination; (2) Provide review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision, (3) Request and Attend a case conference if issues are not resolved; and (4) Provide prompt written notice of the final decision to the program participant. Aforementioned documentation must also be submitted to the CES.

HMIS Reporting

Rapid Re-Housing agencies are required to report program participant-level data, such as the number of persons served, demographic information and financial assistance provided in the Homeless Management Information System (HMIS) database.

Please note that domestic violence assistance providers may, in lieu of HMIS, use a comparable system. Such providers are responsible for meeting all HMIS data standards and reporting requirements regardless of the data collection system utilized.

Outcome Measures

The PWA CoC has adopted the National Alliance to End Homelessness (NAEH)/ Virginia Department of Housing and Community Development (DHCD) RRH Benchmarks and Standards. The standards are based on what is currently considered promising practice by the National Alliance to End Homelessness, the U.S. Department of Veteran Affairs (VA), the U.S. Department of Housing and Urban Development (HUD), U.S. Interagency Council on Homelessness (USICH), Abt Associates and other federal technical assistance providers, and nationally recognized, high-performing RRH providers. As RRH practice continues to evolve, these program standards will be updated.

Performance Benchmarks

Ultimately the effectiveness of a RRH program is determined based on a program's ability to accomplish the model's three primary goals:

- Reduce the length of time program participants spend homeless;
- Exit households to permanent housing; and
- Limit returns to homelessness within a year of program exit.