

June 13, 2024, CoC Packet

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Prince William Area Continuum of Care

# Agenda

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Prince William Area Continuum of Care



Governance Committee

Elijah Johnson, Chair (Courtney Tierney alternate)
Randi Knights (Nicole Kirven alternate)
Dana Carey (Tonya Golden alternate)
Pamela Wright (Serena Bermudez alternate)
Angel Harrison (Jeanine Gravette alternate)
Darlene Ingram (Vacant)

Prince William Area Continuum of Care (CoC)

Date: June 13, 2024
Time: 1:30 p.m.
Location: Virtual Meeting
Facilitator: Elijah Johnson, PWC Deputy County Executive

AGENDA

- Registration of Attendance
Welcome and Introduction
Approve May 9, 2024, CoC Meeting Minutes
Committee Reports:
Program Analysis and Ranking
Service Continuum x 3
Governance
PWA CoC Strategic Plan
CoC Policies
Homeless Data Integration Program (HDIP)
Conflict of Interest Policy
Emergency Transfer Plan
FY25 CES Policies and Procedures
Housing Board Update
DSS Lead Agency Update
Adjourn
Announcements

Next Meeting: Thursday, July 11, 2024, at 1:30 p.m.
Virtual – WebEx Meeting info to follow.

# Meeting Minutes

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Prince William Area Continuum of Care



Elijah Johnson, Chair (Courtney Tierney alternate)  
Randi Knights (Nicole Kirven alternate)  
Dana Carey (Tonya Golden alternate)  
Pamela Wright (Serena Bermudez alternate)  
Angel Harrison (Jeanette Gravette alternate)  
Darlene Ingram (Vacant)

## Prince William Area Continuum of Care (CoC)

**Date:** May 9, 2024  
**Time:** 1:30 p.m.  
**Location:** Virtual  
**Facilitator:** Elijah Johnson, PWC Deputy County Executive

### Meeting Minutes

#### Voting Member Attendees - Quorum Yes No

1. CFH, Inc. – Brenda Via
2. Citizen Representative – Darlene Ingram
3. Citizen Representative – Karen DeVito
4. City of Manassas Park – Francis Rath
5. Good Shepherd Housing Foundation – Patricia Johanson
6. Manassas City of Social Services – LaTanya Buckhalter
7. Manassas Park of Social Services – Rank\di Knights
8. New Creatures-in-Christ Ministries – Madlin Edmonds
9. Northern Virginia Family Service – Tontee Verbal
10. People Inc. – Samantha Barber
11. Prince William County Community Services – Lynn Fritts
12. Prince William County Department of Social Services – Dana Carey
13. Prince William County Office of Housing and Community Development – Angela Bassette
14. Saved Hands Foundation – Pamela Wright
15. Serving Our Neighbors – Teresa Belcher
16. The Church-God’s Assembly – Maria Wells
17. The Human Services Alliance of Greater Prince William – Martina Green
18. Virginia Employment Commission – Serena Bermudez

#### Organizations with Voting Members Not Present

1. ACTS
2. Citizen Representative – Debbie Owens
3. Cooperative Council of Ministries
4. Feeding Friends-Gainesville United Methodist Church
5. Pathway Homes, Inc.
6. NOVA Bulls Organization
7. StreetLight Community Outreach Ministries

#### Other Attendees

1. Northern Virginia Family Service – Mychal Tamillow
2. Operation Renew Hope Foundation – April Ballard
3. Optima/Sentara Health Plan – Tracy Hollis
4. People Inc. – Dawn Clark

5. Prince William County – Equity and Inclusion – Maria Burgos
6. Prince William County Department of Social Services – Samantha Biller
7. Prince William County Department of Social Services – Patricia Caples
8. Prince William County Department of Social Services – Priscilla Castillo-Woyak
9. Prince William County Department of Social Services – Duanchy Cayetano
10. Prince William County Department of Social Services – Isha Dahal
11. Prince William County Department of Social Services – Tonya Golden
12. Prince William County Department of Social Services – Jeanine Gravette
13. Prince William County Department of Social Services – Alicia La Patra
14. Prince William County Department of Social Services – Candice Stencil
15. Prince William County Department of Social Services – Courtney Tierney
16. Prince William County Department of Social Services – Latasha Younger
17. Prince William County Office of Housing and Community Development – Joan Duckett
18. The Human Services Alliance of Greater Prince William – Martina Green

**I. Call to Order**

Elijah Johnson called the meeting to order at 1:30 p.m.

**Introduction**

**Review of Minutes**

**MOTION:** Darlene Ingram made a motion to approve the CoC Minutes for April 11, 2024. Francis Rath seconded the motion. The minutes were approved, and the motion was passed with Karen DeVito abstaining.

**Committee Reports**

Service Continuum, and Governance Committee reports were submitted.

**MOTION:** Francis Rath made a motion to approve the committee reports as submitted. Tontee Verbal seconded the motion. The committee reports were approved, and the motion was passed. There were no abstentions.

**II. Built For Zero**

The PWA CoC will join this effort working collaboratively with the Veterans Administration, Manassas and PWC Housing Offices, SSVF providers, and COG. The committee voted to approve the Built for Zero.

**MOTION:** Francis Rath made a motion to approve the Built for Zero. Tontee Verbal seconded the motion. Built for Zero participation was approved, and the motion was passed. There were no abstentions.

**III. CoC Planning Funds**

The PWA CoC was awarded an additional \$56,000 in CoC Planning for FY25. The recommendation from the Governance committee is to establish a part-time (.5FTE) HMIS position with the funding. The committee voted to approve the CoC Planning Funds recommendation.

**MOTION:** Lynn Fritts made a motion to approve the CoC Planning Funds and Joan Duckett seconded the motion. The CoC Planning Funds were approved, and the motion was passed with DSS abstaining.

**IV. Housing Board Update**

Madlin Edmonds provided the Housing Board update.

- A presentation on the Affordable Dwelling Unit Ordinance was presented at the Board meeting in March. For more information on the Affordable Dwelling Unit Ordinance. Please visit the website: [www.pwcva.gov/afdu](http://www.pwcva.gov/afdu).
- 25 Veterans Affairs Supportive Housing (VASH) vouchers added to the County.
- Community Development Block Grant (CDBG) funds were awarded non-competitively to three nonprofit organizations: Insight, StreetLight Community Outreach Ministries, and Volunteers of America (VOA).
- Ms. Duckett, Director of Housing announced that the Mainstream Housing Choice Voucher waitlist would be opening soon.
- The Emergency Housing Assistance Program (EHAP) has concluded, and the \$149,000 remaining funds will be reallocated for different purposes.

**V. DSS Lead Agency Update**

Dana Carey presented the DSS Lead Agency Update (*attachment*).

**VI. Strategic Planning**

Courtney Tierney presented the PWA CoC Strategic Plan Recommendations to the committee (*attachment*).

**VII. Adjourn**

There being no further business, Elijah Johnson declared the meeting adjourned at 2:16 p.m.

**Next Meeting: June 13, 2024, at 1:30 p.m.  
Virtual – WebEx Meeting Info to follow.**

# Committee Summaries

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Prince William Area Continuum of Care





## Program Analysis and Ranking Committee

**Date:** May 14, 2024  
**Time:** 3:00 p.m.  
**Location:** Virtual Meeting  
**Facilitator:** Dana Carey  
**Governance Representative:** Dana Carey, PWC DSS Continuum of Care Lead

### Meeting Summary

#### **Voting Member Attendees - Quorum Yes No**

1. CFH, Inc. – George Davies
2. Citizen Representative – Karen DeVito
3. City of Manassas Park – Ivette Monney
4. Prince William County Department of Social Services – Dana Carey
5. Prince William County Office of Housing and Community Development – Amira Gonzalez
6. The Human Services Alliance of Greater Prince William – Martina Green

#### **Other Attendees**

1. Prince William County Department of Social Services – Samantha Biller
2. Prince William County Department of Social Services – Duanchy Cayetano
3. Prince William County Department of Social Services – Alicia La Patra

### Welcome and Introduction

#### **Old Business**

##### **New Members**

The PAR committee will continue to recruit new members to expand the committee's size.

#### **New Business**

##### **New Project Prioritization for the 2024 HUD Application**

Dana Carey reviewed the New Project Prioritization for the 2024 HUD Application with the committee.

**MOTION:** Ivette Monney made a motion to approve the New Project Prioritization for the 2024 HUD Application. George Davies seconded the motion. The New Project Prioritization for the 2024 HUD Application was approved, and the motion was passed. There were no abstentions.

##### **New Project Application and Scoring Tool**

Dana Carey reviewed the New Project Application and Scoring Tool.

**Renewal Project Evaluation**

Alicia La Patra reviewed the Renewal Project Evaluation Tool with the committee.

**MOTION:** Karen DeVito made a motion to approve the Recommended Changes to the Renewal Project Evaluation. George Davies seconded the motion. The Recommended Changes to the Renewal Project Evaluation were approved and the motion was passed with no abstentions.

**Proposed Timeline for the 2024 Annual HUD Competition**

Dana Carey reviewed the proposed timeline for the 2024 Annual HUD Competition with the committee.

**Adjourn**

Meeting adjourned at 3:59 p.m.

**Next Meeting: Tuesday, June 11, 2024, at 3 p.m.  
Virtual – WebEx Meeting info to follow.**



## Service Continuum Committee

**Date:** April 18, 2024  
**Time:** 9:30 a.m.  
**Location:** Virtual Meeting  
**Facilitator:** Jeanine Gravette, PWC DSS, Human Services Program Manager  
**Governance Representative:** Angel Harrison, ACTS RRH Case Manager

### Meeting Summary

#### Voting Member Attendees - Quorum Yes No

1. ACTS – Johnte Davis
2. Citizen Representative – Debbie Owens
3. Feeding Friends-Gainesville United Methodist Church – Ann Rychlik
4. Northern Virginia Family Service – Tontee Verbal
5. NOVA Bulls Organization – DeMarcus Henry
6. People, Inc. – Samantha Barber
7. Prince William County Community Services– Lynn Fritts
8. StreetLight Community Outreach Ministries – Gabriele Tibbs
9. Virginia Employment Commission – Serena Bermudez
10. The Church – God’s Assembly – Maria Wells

#### Other Attendees

1. CFH, Inc. – Helen Zurita
2. Department of Veterans Affairs – Nancy Espinal
3. Easterseals Homeless Veteran Reintegration Program – Tiesa Johnson
4. Friendship Place – Zach Savarese
5. Northern Virginia Family Service – Renate Canfield
6. Northern Virginia Family Service - Devin Heilmeier
7. Northern Virginia Family Service – Venita Julien
8. Northern Virginia Family Service – Mychal Tamillow
9. People Inc. – Dawn Clark
10. Prince William County Department of Social Services – Duanchy Cayetano
11. Prince William County Department of Social Services – Dana Carey
12. Prince William County Department of Social Services – Alicia La Patra
13. Prince William County Department of Social Services – Isha Dahal
14. Prince William County Department of Social Services – Damien Quesada
15. Prince William County Department of Social Services – Latasha Younger
16. StreetLight Community Outreach Ministries – Andrea Shaffner
17. Virginia Department of Housing and Community Development – Andriea Ukrop
18. Volunteers of America Chesapeake & Carolinas – Kelsey Golias

## **Welcome and Introductions**

### **I. Old Business**

#### **Hypothermia Ad Hoc Committee Report**

- Gabriele Tibbs presented the draft Hypothermia Policies and Procedures with the committee (*attachment*).
- The committee will review the final draft and vote on the FY25 Hypothermia Policies and Procedures at the next meeting.

#### **Rapid Rehousing Ad Hoc Committee Report**

The committee will continue to work on the one-time Rapid Rehousing assistance and funding resources and provide details at the next meeting.

#### **PSH Admission Committee Report**

There are currently no updates.

#### **Outreach Ad Hoc Committee Report**

Jeanine Gravette reviewed the PWC Street Outreach narrative with the committee (*attachment*).

#### **FY25 CES Policies and Procedures**

The facilitator discussed the timeline for the committee to vote on the final FY25 CES Policies and Procedures by Thursday, May 16, 2024. The projected training date is Thursday, June 20, 2024.

### **II. New Business**

#### **Homeless Data Integration Project (HDIP)**

Ms. Andriea Ukrop, Data Integration Coordinator, with The Virginia Department of Housing & Community Development gave a presentation on the Virginia HDIP (*attachment*).

#### **Develop Service Continuum Agenda**

The committee developed the next Service Continuum agenda.

#### **Adjourn**

Meeting adjourned at 10:53 a.m.

**Next Meeting: Thursday, May 2, 2024, at 9:30 a.m.**



## Service Continuum Committee

**Date:** May 2, 2024  
**Time:** 9:30 a.m.  
**Location:** Virtual Meeting  
**Facilitator:** Jeanine Gravette, PWC DSS, Human Services Program Manager  
**Governance Representative:** Angel Harrison, ACTS RRH Case Manager

### Meeting Summary

#### Voting Member Attendees - Quorum Yes No

1. ACTS – Johnte Davis
2. Citizen Representative – Debbie Owens
3. Good Shepherd Housing Foundation – Elizabeth Funes
4. Feeding Friends-Gainesville United Methodist Church – Ann Rychlik
5. New Creatures-in-Christ Ministries, Inc. – Madlin Edmonds
6. Northern Virginia Family Service – Tontee Verbal
7. Pathway Homes, Inc. – Lauren Leventhal
8. People, Inc. – Dawn Clark
9. Prince William County Community Services– Lynn Fritts
10. Serving Our Neighbors – Teresa Belcher
11. StreetLight Community Outreach Ministries – Gabriele Tibbs
12. The Church – God’s Assembly – Maria Wells

#### Other Attendees

1. Friendship Place – Zach Savarese
2. Manassas City Department of Social Services – Nicole Kirven
3. Manassas City Department of Social Services - - LaTanya Buckhalter
4. Northern Virginia Family Service – Renate Canfield
5. Northern Virginia Family Service - Devin Heilmeier
6. Northern Virginia Family Service – Venita Julien
7. Optima/Sentara Health Plan – Tracy Hollis
8. Prince William County Department of Social Services – Samantha Biller
9. Prince William County Department of Social Services – Duanchy Cayetano
10. Prince William County Department of Social Services – Dana Carey
11. Prince William County Department of Social Services – Isha Dahal
12. Prince William County Department of Social Services – Alicia La Patra
13. Prince William County Department of Social Services – Damien Quesada
14. Prince William County Department of Social Services – Candice Stancil
15. Prince William County Department of Social Services – Latasha Younger
16. Volunteers of America Chesapeake & Carolinas – Kelsey Golias

## **Welcome and Introductions**

### **I. Old Business**

#### Hypothermia Ad Hoc Committee Report

- The committee voted to approve the Hypothermia Narrative that was presented at the Service Continuum meeting on April 18, 2024.

**MOTION:** Lynn Fritts made a motion to approve the Hypothermia Narrative. Teresa Belcher seconded the motion. The Hypothermia Narrative was approved, and the motion was passed with no abstentions.

#### Rapid Rehousing Ad Hoc Committee Report

- Candince Stencil reviewed the Community Partner Funding One-Time Assistance process with the committee. The following were discussed.
  - The committee will vote on the one-time assistance program at the next Service Continuum meeting on May 16, 2024.

#### PSH Admission Committee Report

- There are currently no updates.

#### Outreach Ad Hoc Committee Report

- The committee will vote on the Outreach Narrative at the next Service Continuum meeting.

### **II. New Business**

#### PWA CoC Emergency Transfer Plan

- Dana Carey reviewed the PWA CoC Emergency Transfer Plan Draft (*attachment*).
- The PWA CoC Emergency Transfer Plan will be sent to the committee after the meeting.

#### FY25 Governance Committee Representatives

- Jeanine Gravette opened the floor for volunteers to represent the Service Continuum on the Governance Committee for FY25.

#### Develop Service Continuum Agenda

- The committee developed the next Service Continuum agenda.

### **Adjourn**

- Meeting adjourned at 10:27 a.m.

**Next Meeting: Thursday, May Jun 6, 2024, at 9:30 a.m.**



## Service Continuum Committee

**Date:** May 16, 2024  
**Time:** 9:30 a.m.  
**Location:** Virtual Meeting  
**Facilitator:** Jeanine Gravette, PWC DSS, Human Services Program Manager  
**Governance Representative:** Angel Harrison, ACTS RRH Case Manager

### Meeting Summary

#### Voting Member Attendees - Quorum Yes No

1. ACTS – Stan Jones
2. Good Shepherd Housing Foundation – Elizabeth Funes
3. Feeding Friends-Gainesville United Methodist Church – Ann Rychlik
4. New Creatures-in-Christ Ministries, Inc. – Madlin Edmonds
5. Northern Virginia Family Service – Tontee Verbal
6. Nova Bulls Organization – DeMarcus Henry
7. Pathway Homes, Inc. – Lauren Leventhal
8. People, Inc. – Samantha Baber
9. Prince William County Community Services– Lynn Fritts
10. Serving Our Neighbors – Teresa Belcher
11. StreetLight Community Outreach Ministries – Gabriele Tibbs
12. The Church – God’s Assembly – Maria Wells
13. Virginia Employment Commission – Serena Bermudez

#### Other Attendees

1. ACTS – Johnte Davis
2. ACTS – Angel Harrison
3. Friendship Place – Zach Savarese
4. Manassas City Department of Social Services - LaTanya Buckhalter
5. Northern Virginia Family Service – Renate Canfield
6. Optima/Sentara Health Plan – Tracy Hollis
7. People Inc. – Dawn Clark
8. Prince William County Department of Social Services – Samantha Biller
9. Prince William County Department of Social Services – Mabel Bonilla
10. Prince William County Department of Social Services – Duanchy Cayetano
11. Prince William County Department of Social Services – Priscilla Castillo-Woyak
12. Prince William County Department of Social Services – Erika Cochran
13. Prince William County Department of Social Services – Isha Dahal
14. Prince William County Department of Social Services – Tonya Golden
15. Prince William County Department of Social Services – Alicia La Patra
16. Prince William County Department of Social Services – Damien Quesada
17. Prince William County Department of Social Services – Candice Stancil

18. Prince William County Department of Social Services – Luke Taylor
19. Prince William County Department of Social Services – Latasha Younger
20. StreetLight Community Outreach Ministries – Andrea Shaffner
21. Volunteers of America Chesapeake & Carolinas – Kelsey Golias

## **Welcome and Introductions**

### **I. Old Business**

PWA CoC Emergency Transfer Plan

The committee voted to approve the PWA CoC Emergency Transfer Plan. (*attachment*).

**MOTION:** Lynn Fritts made a motion to approve the PWA CoC Emergency Transfer Plan. DeMarcus Henry seconded the motion. The PWA CoC Emergency Transfer Plan was approved, and the motion was passed. There were no abstentions.

### **II. New Business**

FY25 CES Policies and Procedures

The FY25 CES Policies and Procedures training will be virtual on June 20, 2024, from 9:30 a.m. to 12:00 p.m.

PSH Admission Committee Report

Jeanine Gravette reviewed the Move on Strategy for individuals who are in the PSH program.

FY25 Governance Committee Representatives

Jeanine Gravette opened the floor for volunteers to represent the Service Continuum on the Governance Committee for FY25.

Community Partnership Funding One-Time

Assistance Ad Hoc Committee Report

Candice Stancil reviewed the Community Partnership Funding One-Time Assistance with the committee (*attachment*). The committee voted to approve the Community Partnership Funding One-Time Assistance.

**MOTION:** Tontee Verbal made a motion to approve the Community Partnership Funding One-Time Assistance. DeMarcus Henry seconded the motion. The Community Partnership Funding One-Time Assistance was approved, and the motion was passed. There were no abstentions.

Outreach Ad Hoc Committee Report

Jeanine Gravette reviewed the Outreach Narrative with the committee (*attachment*). The committee voted to approve the Outreach Narrative.

**MOTION:** Serena Bermudez made a motion to approve the Outreach Narrative. DeMarcus Henry seconded the motion. The Outreach Narrative was approved, and the motion was passed. There were no abstentions.

Phase I Rapid Re-Housing Revamp

Jeanine Gravette reviewed the Phase I Rapid Re-Housing Revamp with the committee (*attachment*). The committee voted to approve the Phase I Rapid Re-Housing Revamp.



**MOTION:** Lynn Fritts made a motion to approve the Phase I Rapid Re-Housing Revamp. Renate Canfield seconded the motion. The Phase I Rapid Re-Housing Revamp was approved, and the motion was passed with no abstentions.

Develop Service Continuum Agenda  
The committee developed the next Service Continuum agenda.

**Adjourn**  
Meeting adjourned at 10:29 a.m.

**Next Meeting: Thursday, May Jun 6, 2024, at 9:30 a.m.**



## Governance Committee

### Governance Committee

Elijah Johnson, Chair (Courtney Tierney alternate)  
Randi Knights (Nicole Kirven alternate)  
Dana Carey (Tonya Golden alternate)  
Pamela Wright (Serena Bermudez alternate)  
Angel Harrison (Jeanine Gravette alternate)  
Darlene Ingram (Vacant alternate)

### Meeting Summary

**Date:** May 23, 2024  
**Time:** 1:00 p.m.  
**Location:** Virtual Meeting  
**Facilitator:** Elijah Johnson, PWC Deputy County Executive

### Voting Member Attendees: - Quorum Yes No

1. ACTS – Angel Harrison
2. City of Manassas Park Department of Social Services – Randi Knights
3. Prince William County Department of Social Services – Dana Carey
4. Virginia Employment Commission – Serena Bermudez

### Other Attendees

1. City of Manassas Department of Social Services – Nicole Kirven
2. Prince William County Department of Social Services – Samantha Biller
3. Prince William County Department of Social Services – Phyllis Jennings-Holt
4. Prince William County Department of Social Services – Jeanine Gravette
5. Prince William County Department of Social Services – Tonya Golden
6. Prince William County Department of Social Services – Alicia La Patra
7. Prince William County Department of Social Services – Courtney Tierney
8. Virginia Department of Housing and Community Development – Andriea Ukrop

### I. Call to Order:

Elijah Johnson called the meeting to order at 1:00 p.m.

### Introductions

### Review of Minutes

**MOTION:** Randi Knights made a motion to approve the CoC Minutes for May 9, 2024. Dana Carey seconded the motion. The minutes were approved, and the motion was passed. There were no abstentions.

### Review of Committee Summaries

Program Analysis and Ranking (PAR)

- Dana Carey reviewed the PAR summary with the committee.

Service Continuum Committee (x3)

- Jeanine Gravette reviewed the Service Continuum summaries with the committee.

**MOTION:** Serena Bermudez made a motion to approve the committee summaries as presented. Randi Knights seconded the motion. The committee summaries were approved, and the motion was passed. There were no abstentions.

II. **Homeless Data Integration Program (HDIP)**

Ms. Andriea Ukrop, Data Integration Coordinator, with The Virginia Department of Housing & Community Development gave a presentation on the Virginia HDIP (*attachment*). The committee voted to approve CoC participation in the Homeless Data Integration Program.

**MOTION:** Dana Carey made a motion to approve CoC participation in the Homeless Data Integration Program and Serena Bermudez seconded the motion. The Homeless Data Integration Program was approved, and the motion was passed. There were no abstentions.

III. **Conflict of Interest Policy**

Dana Carey reviewed the Conflict of Interest Policy with the committee (*attachment*). The committee voted to approve the Conflict of Interest Policy.

**MOTION:** Serena Bermudez made a motion to approve the Conflict of Interest Policy. Randi Knights seconded the motion. The Conflict of Interest Policy was approved, and the motion was passed. There were no abstentions.

IV. **Emergency Transfer Plan**

Dana Carey reviewed the Emergency Transfer Plan with the committee (*attachment*). The committee voted to approve the Emergency Transfer Plan.

**MOTION:** Serena Bermudez made a motion to approve the Emergency Transfer Plan. Randi Knights seconded the motion. The Emergency Transfer Plan was approved, and the motion was passed. There were no abstentions.

V. **FY25 CES Policies and Procedures**

Jeanine Gravette reviewed the FY25 CES Policies and Procedures with the committee (*attachment*). The committee voted to approve the FY25 CES Policies and Procedures.

**MOTION:** Serena Bermudez made a motion to approve the FY25 CES Policies and Procedures, and Angel Harrison seconded the motion. The FY25 CES Policies and Procedures were approved, and the motion was passed. There were no abstentions.

VI. **DSS Lead HSD Updates**

Dana Carey presented the DSS Lead Agency Update (*attachment*).

VII. **Racial Equity**

There are currently no updates.

VIII. **Develop and Approve CoC Agenda**

The Committee developed and approved the CoC Agenda.

IX. **Adjourn**

Meeting adjourned at 2:05 p.m.

**Next Meeting: Thursday, June 27, 2024, at 1:00 p.m.**