



## Prince William Area Continuum of Care (CoC)

### Lived Experience Committee Member Description

The Prince William Area Continuum of Care (PWA CoC) serves Prince William County and the cities of Manassas and Manassas Park. The CoC is seeking membership for committees of persons with “Lived Experience” which is defined as a person that has experienced homelessness in the past or is currently homeless. The committee member will attend regularly scheduled meetings as outlined in the committee schedule for one of the following:

- Continuum of Care General Membership
- Emergency Food and Shelter Program (EFSP) Board
- Governance Committee
- Point-in-Time Count (PIT) Planning Committee
- Program Analysis and Ranking (PAR) Committee
- Service Continuum Committee

### Compensation:

The PWA CoC will provide a Person with Lived Experience \$30 per committee meeting when present. Payment will be made by Prince William County's Department of Social Services (DSS)/Homeless Services Division (HSD).

Vendor Registration will be required to receive payment. That must include the following:

- Social Security Number
- Address
- Email Address

### Why We Need You - Project Background and Responsibilities:

Those with lived experiences of homelessness typically have the best understanding of the reality of the work to prevent and end homelessness – both in terms of the problems that exist and the knowledge of the services and interventions that are the most effective solutions. Therefore, it is so important to integrate persons meaningfully and intentionally with “Lived Experienced” into the decision-making structure of the work at the system and program levels. HUD recognizes the importance of this participation and wants stakeholders to share in their commitment to finding effective ways to hear the voices of persons with “Lived Experience” of homelessness.



## **Committee Roles and Responsibilities**

The roles and responsibilities for each committee will be developed by the specific committee. The following are role responsibilities at this time:

- Attend a minimum of 80% of meetings annually;
- Actively engage in the meetings by listening and offering feedback;
- Have a desire to make change in the homeless response system;
- Identify problems and/or gaps in the current systems of housing and services that are particularly important to correct;
- Provide advice and recommendations for improvements to homelessness programs and services to the CoC Governance Board, CoC Members, and community leaders;
- Provide feedback on legislation and policies that affect people experiencing homelessness;
- Educate the community about the experience of homelessness;
- Suggest ways that community members can participate in activities to learn more about homelessness; and
- Advocate for system reform and necessary funding at the federal, state, local, and community levels.

### **Qualifications:**

- A passion for advocacy work and centering the experiences of those most marginalized and those most impacted by homelessness to inform programs, policies, and practices within systems;
- A commitment to advancing diversity, equity, and inclusion in housing and homelessness programs and processes;
- The ability to provide a lived expertise perspective related to homelessness the local homeless response system and services;
- A commitment to teamwork and an ability to serve as a leader and participant in a collaborative learning and working environment;
- Strong communication skills and the ability to support and collaborate with other Community liaisons for Equity throughout the region;
- An understanding of institutional and structural racism and bias and their impacts (additional training will be provided); and
- An ability to discuss diverse opinions openly and respectfully.

### **Term Lengths and Limits**

Governance Committee At-Large member and the Program Analysis and Ranking (PAR) Committee shall serve a term of two years.

### **Process for Member Selection**

CoC members may nominate committee members for the respective CoC Committees. Individuals may also apply independently. Applications will be reviewed and approved by the respective



committee. PWC DSS will solicit nominations for open seats from the community via website posting, agency distribution and CoC email list. The open seats will specify which roles/areas need to be covered.

### **How to Apply:**

If you are interested in applying for the Lived Experience Committee Member position, please email your application to PWC DSS Homeless Services at [homelessservices@pwcgov.org](mailto:homelessservices@pwcgov.org). Prince William Area CoC will accept applications on a rolling basis until the position(s) are filled.

We value your expertise and hope that you will contribute to our efforts to create a more equitable system that ensures all those who are impacted by homelessness have a safe, stable place to live with opportunities and the support necessary to thrive.

### **Committee Descriptions:**

#### **Continuum of Care**

**MISSION:** The Continuum of Care (CoC) is designed to promote a communitywide commitment to the goal of ending homelessness.

**WHAT WE DO:** The Prince William Area CoC provides funding for efforts by nonprofit providers and local governments to quickly rehouse homeless individuals and families while minimizing the trauma of dislocation caused to homeless individuals, and families in the community. The Homeless Services System promotes access to and effective utilization of mainstream programs by homeless individuals and families to optimize self-sufficiency among individuals and families experiencing homelessness.

**MEETING TIMES:** Second Thursday of each month from 1:30 p.m. – 3:00 p.m.

#### **Emergency Food and Shelter Program (EFSP)**

**WHAT WE DO:** The EFSP Board oversees the allocation of funds for the Prince William Area. These funds are designated to support local social service organizations in their mission to provide essential services to individuals facing homelessness, hunger or similar crisis. Responsible functions of the EFSP board include allocating funding to various categories based on set criteria, soliciting applications from eligible social service organizations, reviewing and score applications to determine funding awards, and awarding funding to selected organizations for service provision.

**MEETING TIMES:** Quarterly, dates and times TBD

#### **Governance**

**WHAT WE DO:** The Governance Committee ensures that policies & procedures are implemented on behalf of the PWA CoC system that prevents and ends homelessness for constituents. Additionally, the group utilizes data to determine how to shape policy and what additional resources are needed for the community related to homeless services.

**MEETING TIMES:** Virtual every fourth Thursday of each month from 1:00 p.m. – 2:30 p.m.



### **Point-in-Time (PIT) Planning**

The role of the Point-In-Time (PIT) Count Planning Committee is to engage the broader CoC community in the planning, implementation, and debriefing of the annual PIT Count.

**MEETING TIMES:** TBD by Committee. PIT occurs the last week of January. Planning begins in September through March.

### **Program Analysis and Ranking Committee (PAR)**

**WHAT WE DO:** The PAR committee evaluates, scores, and ranks community project performance measures for state and federal grants. \*Members shall not include any homeless service providers funded by HUD and/or the Commonwealth of Virginia.

**MEETING TIMES:** Virtual every second Tuesday of the month at 3:00 p.m.

### **Service Continuum**

**WHAT WE DO:** The Service Continuum committee develops streamlined processes to improve PWA services. The committee has created Coordinated Entry Policies and Procedures, a uniform Rapid Re-Housing application, and strategic ways to improve barriers to Emergency Shelter.

**MEETING TIMES:** First and Third Thursday of each month from 9:30 a.m. – 11:00 a.m. Third Thursday meeting is reserved for designated trainings and does not always occur.