

	<ul style="list-style-type: none"> Under Step 2, change “If the supervisor decides to reverse the action, you will be notified within five business days” to “The Supervisor will notify you of the decision to either reverse or uphold the action within five business days.” 		
FHN Ten-Year Plan to End Homelessness (Action Item)	<p>Members voted unanimously to pass the Ten-Year Plan with the following amendments:</p> <ul style="list-style-type: none"> Under Goal 1, Strategy B, change the word “membership” to “participation” so that the sentence will be “expand FHN participation to include a broader representation of service providers, property developers, landlords, and homeless or formerly homeless individuals.” Members suggested changing the Bylaws to allow FHN to have a broad advisory group and smaller steering committee with voting rights. Expand Goal 6 to include stakeholders, so that the sentence will be “educate the public, stakeholders, and local/regional decision makers about housing resources and issues of homelessness.” 	<p>Adopted Ten-Year Plan as amended</p> <p>Amend Bylaws to allow for broad advisory group</p>	All
FHN Election of Officers (Action Item)	<p>Cathy Zielinski was elected unanimously to serve as FHN Chair and Tyronne Champion was elected unanimously to serve as FHN Vice Chair. As Chair and Vice Chair, they will also serve on the Balance of State Steering Committee.</p>	<p>Elected Cathy Zielinski as Chair and Tyronne Champion as Vice Chair</p>	All
Virginia Homeless Solutions Program (VHSP) Grant	<p>Approval of Year-One Requests (Action Item): Tyronne Champion asked that the request for Child Services Coordination be increased, as the amount received last year did not adequately cover costs. FHN members agreed with the change and approved the amended Year-One Request.</p> <p>Discussion Of Contract Negotiation Positions/Authorization For Grant Committee To Negotiate Final Budget: FHN members agreed that Cathy Zielinski, Tyronne Champion, Cheryl Carter, and Jan Selbo would represent FHN in the contract negotiation call with DHCD.</p> <p>Discussion of Grant Match: FHN members discussed possible sources of match and agreed they should continue to document match sources for future grants. Examples discussed included general relief funds for hotel rooms, MESA efforts, Salvation Army efforts, CAP housing counseling, and Culpeper Heat Shelter efforts.</p>	<p>Approved Year-One Request as amended</p> <p>Authorized Grant Committee for Contract Negotiation</p> <p>Document Possible Match Sources</p>	<p>All</p> <p>All</p>

Other Grant Updates	HPP: HSG: CSCG: VHDA:		
Set Next Meeting Date	The next meeting was scheduled for June 19 at 10 AM in the RRRC Conference Room.		
Member Updates			

NEXT MEETING

June 19, 2014

*Rappahannock-Rapidan Regional Commission
420 Southridge Parkway Suite 106 Culpeper, VA 22701*

FOOTHILLS HOUSING NETWORK

APRIL 17, 2014

DRAFT AGENDA

- I. Introductions
- II. FHN Policies and Procedures Adoption (Action Items)
 - a. Written Standards (Attached, Flow Chart attached for information)
 - b. Confidentiality Policy (Attached)
 - c. Conflict of Interest Policy (Attached)
 - d. Grievance Policy (Attached)
- III. FHN Ten-year Plan to End Homelessness (Action Item, Attached)
- IV. FHN election of Officers (Action Item)
- V. Virginia Homeless Solutions Program (VHSP) grant
 - a. Approval of Year-one Requests (Action Item, Attached as Budget Worksheet)
 - b. Discussion of Contract Negotiation positions; authorization for grant committee to negotiate final budget (Action Item)
 - c. Discussion of Grant Match
- VI. Other grant updates
 - a. HPP
 - b. HSG
 - c. CSCG
 - d. VHDA
- VII. Member Updates

SET NEXT MEETING DATE

Foothills Housing Network
Written Standards for Determining
Eligibility, Prioritization, and Level of Assistance for
Rapid Re-Housing and Prevention Programs

Draft: Last Updated 04/10/14 (version 2)

This document serves as the written standards that Foothills Housing Network members will follow when determining eligibility, prioritization, and level of assistance for those who seek services and/or assistance from FHN's Rapid Re-Housing and Prevention Programs, funded by the Virginia Department of Housing and Community Development (DHCD). FHN members have approved these written standards and agree to adhere to them when determining eligibility, prioritization, and level of assistance for Rapid Re-Housing and Prevention applicants and program participants.

I. Determining Eligibility

Preliminary eligibility for Rapid Re-Housing and Prevention is determined during the screening process. This process is administered through the *FHN Network Screening Form* by participating social service agencies, including Culpeper Human Services, Fauquier County DSS, Madison County DSS, Orange County DSS, and Rappahannock County DSS, and by participating organizations, including Community Touch, Inc., Culpeper Community Development Corporation, Fauquier Family Shelter Services, Services to Abused Families, Skyline Community Action Partnership, and Piedmont United Way.

Until eligibility is verified, applicants are considered unverified eligible. Screening centers refer unverified eligible applicants to the appropriate service provider, who will then verify eligibility in order to complete the assessment. Eligibility for Rapid Re-Housing is verified through the *Program Participant Eligibility Requirements* and *DHCD Homeless Certification Form*. Eligibility for Prevention is verified through the *Program Participant Eligibility Requirements*. Eligibility must be verified by third party, eligible documentation, as defined by the *DHCD Homeless Certification Form*.

Eligibility for Rapid Re-Housing and Prevention is based on funder minimum requirements, specifically those for the Virginia Homeless Solutions Program; the Foothills Housing Network does not impose additional requirements.

A. Rapid Re-Housing

Households are initially eligible for Rapid Re-Housing if they are literally homeless, as defined by HUD as:

Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by

federal, state and local government programs); or (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

and as summarized by DHCD as:

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 with no housing resources.

Individuals and households fleeing or attempting to flee domestic violence who are literally homeless are also eligible for Rapid Re-Housing.

For program participants who receive financial assistance, eligibility for Rapid Re-Housing must be recertified every three months. Upon recertification, though not required for initial eligibility, the household must have income below 30 percent AMI and have assets no greater than \$500. The household must also lack the financial resources and support networks needed to remain in existing housing without assistance, and both meet program requirements and give no cause for termination, as defined in the *FHN-Participant Financial Assistance Agreement*.

B. Prevention

Households are eligible for Prevention if they are at imminent risk of homelessness, as defined by HUD as:

Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; and (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing

and as summarized by DHCD as:

Individuals and families who will imminently lose their primary nighttime residence.

Individuals and households fleeing or attempting to flee domestic violence who are at imminent risk of homelessness are also eligible for Prevention. In addition to being at imminent risk of homelessness, a household must have income below 30 percent AMI and have assets no greater than \$500 to be eligible for Prevention.

For program participants who receive financial assistance, eligibility for Prevention must be recertified every three months. Upon recertification, the household must have income below 30 percent AMI, have assets no greater than \$500, lack the financial resources and support networks needed to remain in

existing housing without assistance, and both meet program requirements and give no cause for termination, as defined in the *FHN-Participant Financial Assistance Agreement*.

II. Determining Prioritization

The Foothills Housing Network aims to provide services and/or assistance to all individuals and households that its programs are able to help. FHN programs accept applications from any Virginia resident, however, residents of Planning District Nine receive priority when there is a shortage of program funds. Receipt of financial assistance is contingent upon applicant eligibility, housing unit eligibility, and availability of funds. In order for the applicant to receive financial assistance, the appropriate funds must be available, the applicant must be eligible for the program (as described above), the applicant must work with the case manager to complete the paperwork necessary for program entry, and the applicant's housing must meet the standards defined by the *Rent Reasonableness Checklist and Certification*. Unless the applicant is remaining in his/her current housing, the housing must also meet the standards defined by the *DHCD Basic Habitability Checklist* and the *Lead-Based Paint Visual Assessment*.

A. Rapid Re-Housing

The Foothills Housing Network recognizes that there are individuals in the region who lack permanent housing but are not eligible under funder minimum requirements for Rapid Re-Housing. Therefore, assistance is by default given to those who are eligible for the assistance and not given to those who may benefit from the assistance but are not eligible under grant guidelines.

B. Prevention

Prioritization for Prevention is given to applicants most likely to become homeless. Though all applicants who are eligible for Prevention will, by definition, imminently lose housing but for this assistance, cases are processed in order of when applicants will lose their housing; for example, someone who faces eviction within one week will be processed before someone whose eviction is scheduled in two weeks.

III. Determining Level of Assistance

Level of assistance for Rapid Re-Housing and Prevention is determined during the assessment process. This process is administered through the *FHN Assessment Form* by the appropriate service providers, to whom applicants are referred by screening centers. Community Touch, Inc. and Culpeper Community Development Corporation are currently the only service providers administering Rapid Re-Housing and Prevention within the Foothills Housing Network.

The *FHN Assessment Form* includes a *Barriers to Housing Stability Assessment*, which assesses applicants' tenant, health, and income barriers, and a *Barriers to Housing Stability Triage Tool*, which is

intended to help case managers determine the appropriate, expected level of assistance based on applicants' barriers to obtaining and sustaining housing.

Once the level of assistance is determined, the case manager works with the applicant to develop a *Housing Services Plan*, which specifies the supportive services available to the applicant, and a *FHN-Participant Financial Assistance Agreement*, which specifies the type, amount, and duration of assistance that the applicant will receive. FHN uses a shallow assistance model for Rapid Re-Housing and Prevention financial assistance, with the objective of providing the minimum amount of assistance needed. Applicants are expected to contribute to their financial obligations to the greatest extent possible. If a household receives financial assistance, the service provider should reassess household need monthly and aim to offer the minimum financial assistance necessary for the household to obtain and sustain permanent housing.

FOOTHILLS HOUSING NETWORK

CONFIDENTIALITY POLICY FOR HOMELESS SERVICES

The Foothills Housing Network (FHN) is the Virginia Balance of State Planning Group for the counties of Culpeper, Fauquier, Madison, Orange and Rappahannock, and is responsible for establishing policy and procedures for homeless service and prevention programs funded by the Virginia Department of Housing and Community Development (DHCD) and U.S. Department of Housing and Urban Development (HUD).

In the course of carrying out duties and responsibilities related to the administration of DHCD and HUD grants, FHN partner organizations, employees, sub-grantees, consultants, agents and volunteers may become privy to information about individuals or families who have applied for or received assistance from the programs. This information may include identifying data, income and other financial information and background data. Any employee or volunteer who comes in contact with such information shall acknowledge an ethical duty not to disclose such information, to hold it in strictest confidence, and shall agree not to disclose confidential information to anyone except for authorized purposes and as required by law.

Any paper files or records that contain identifying information for program participants shall be maintained in a locked file cabinet or office. Unique identifiers shall be assigned to all program participants to maintain confidentiality to the extent possible. In all cases, program files shall not include program participant name(s) on the outside of the file jacket.

Any electronic data files that contain identifying information for program participants shall be maintained on password-protected operating systems. Displays that contained identifying information shall be closed upon completion of use and when the employee or volunteer leaves the work station.

In the event of an intentional or inadvertent disclosure of confidential information, the individual responsible or any individual who becomes aware of the disclosure shall notify the Project Administrator immediately.

This policy shall be provided in writing to each covered person.

I have read and accept the FHN Confidentiality Policy.

Signature

Date

Printed Name

Title

Organization

RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION

CONFLICT OF INTEREST POLICY FOR HOMELESS SERVICES GRANTS

The Foothills Housing Network (FHN) is the Virginia Balance of State Planning Group for the counties of Culpeper, Fauquier, Madison, Orange and Rappahannock, and is responsible for establishing policy and procedures for homeless service and prevention programs funded by the Virginia Department of Housing and Community Development (DHCD) and U.S. Department of Housing and Urban Development (HUD).

An FHN partner organization's employee, volunteer or sub-grantee who participates in decision-making processes related to FHN homeless services grants will be considered to have a conflict of interest if (a) such individual has existing or potential financial or other interests that impair or might reasonably appear to impair his or her independent, unbiased judgment in the discharge of his or her responsibilities to RRRC in any matter related to these grants or programs; or (b) such individual is aware that a member of his or her family (defined to include a spouse or domestic partner, parents, siblings, children and any other relative residing in such individual's household), or any organization in which the individual or a member of her or his family is an officer, employee, director, member, partner, trustee or controlling stockholder has such existing or potential financial or other interests.

The individual must disclose to his or her employer the material facts of a conflict of interest in a transaction related to homeless services grants or programs as soon as he or she becomes aware of such conflict of interest. The Executive Director or other responsible party must, in turn, disclose the material facts to the Project Administrator. If the Program Administrator has a conflict of interest, such conflict of interest shall be made known to FHN's Chair. Any individual who discloses or is deemed to have a conflict of interest shall refrain from consideration of the proposed transaction(s), which shall be handled from that point on by the Program Administrator, FHN Chair or his or her designee. The facts that created the conflict of interest, details of the proposed transaction and its disposition shall be documented in writing and maintained with grant administration files.

This policy shall be provided in writing to each covered person.

I have read and accept the FHN Conflict of Interest Policy.

Signature

Date

Printed Name

Title

Organization

FOOTHILLS HOUSING NETWORK POLICIES AND PROCEDURES

Grievance Policy

All applicants for assistance from any Foothills Housing Network program for homeless services or prevention shall be given a written copy of the following Grievance Process at the first in-person intake session.

In addition, all program participants shall be given a written copy of the following procedure along with any Notice of Action for denial or termination of assistance.

All grievances and resulting decisions and actions shall be maintained in the project files.

Foothills Housing Network Grievance Process for Denial of Application or Termination of Assistance

A grievance provides you the opportunity to review the way an agency has handled your situation concerning your stated need for housing assistance. The grievance is a private, informal meeting or telephone call with a representative of the Foothills Housing Network, you and anyone you wish to have with you as a witness or to help you tell your story. The case manager who made the decision on your application may also be present.

1. *If you disagree with the action taken, you must notify your case manager and their supervisor in writing **within 10 business days** of the written decision.*
 - *Send your letter, saying that you wish to file a grievance, to your case manager and their supervisor at the address on the 'Notice of Action' letter.*
2. *The Supervisor, along with your case manager will review the action taken.*
 - *If the supervisor decides to reverse the action, you will be notified within **five business days**.*
 - *If the action is upheld, the supervisor will automatically forward the grievance request to the FHN Housing Program Project Administrator, who will make the final determination.*
3. *The FHN Project Administrator will contact you **within five days** of receiving the grievance notice from the Processing Organization. She may request a meeting with you and may consult with the Foothills Housing Network appeals committee at her discretion.*
4. *You will receive written notification of a decision on your grievance within **15 business days** of your written notice to your case manager and supervisor that you wish to file a grievance. (15 days based on getting from Processing Organization or 15 days from when the client submitted their grievance?)*
5. *All grievances and decisions will be maintained in the project files.*

DRAFT 4/13/14

FOOTHILLS HOUSING NETWORK TEN-YEAR PLAN TO END HOMELESSNESS

Over recent years, the federal and state approach to homeless services funding has undergone a paradigm shift – away from support for emergency shelters and transitional housing, and toward a model of housing first and rapid re-housing. As a result of this shift, between 2010 and 2012, the homeless shelters in the Rappahannock-Rapidan Region experienced a 90 percent decrease in state and federal funding. In order to adapt to federal and state changes and continue to address the needs of individuals and families who are experiencing homelessness, or in danger of homelessness, a regional Continuum of Care approach was required. The shelters and other homeless services stakeholders in the region formed a proactive partnership, named the Foothills Housing Network, to coordinate intake, assessment and services, and to develop a ten-year plan to end homelessness in the region. This plan includes assessment and planning for affordable housing needs, a vital component of the Continuum of Care.

FOOTHILLS HOUSING NETWORK PROFILE

- Partnership responsible for homeless continuum of care planning and implementation in Rappahannock-Rapidan Region
- A recognized Planning Group of the Virginia Balance of State Continuum of Care, which is the HUD-designated Continuum of Care (CoC) for parts of Virginia not covered by independent CoCs
- Organized under by-laws and memoranda of agreement among members
- Current members:
 - Aging Together
 - Community Touch, Inc.
 - Culpeper Community Development
 - Deane Outreach Ministries
 - Fauquier Family Shelter Services
 - Madison Emergency Services Association, Inc. (MESA)
 - Services to Abused Families (SAFE)
 - Culpeper Human Services
 - Fauquier County Department of Social Services
 - Madison County Department of Social Services

- Orange County Department of Social Services
 - People, Inc.
 - Rappahannock County Department of Social Services
 - Rappahannock Rapidan Community Services
 - Rappahannock-Rapidan Regional Commission (Lead Agency)
 - Skyline CAP
- In existence under different names (Piedmont Housing Network, Rappahannock-Rapidan Housing Network) and lead agencies since 2004

GOALS AND STRATEGIES

The Foothills Housing Network Plan to End Homelessness is guided by three overarching critical outcomes, which align with Federal and Virginia goals for ending homelessness:

- I. Reduce the number of individuals/households who become homeless
- II. Shorten the length of time an individual or household is homeless
- III. Reduce the number of individuals/households that return to homelessness

Each of the goals and strategies in this plan is intended to support one or more of these critical outcomes.

GOALS

1. Create a sustainable organizational infrastructure that can plan, coordinate and facilitate FHN, homeless services and affordable housing in the Rappahannock-Rapidan Region.
2. Prevent situational homelessness by maintaining and strengthening preventive services.
3. Strengthen homeless service system capacity to facilitate movement of homeless to self-sufficiency and stable permanent housing in a timely manner.
4. Increase regional capacity to provide permanent and permanent supportive housing to target populations.
5. Establish data collection methods and evaluation criteria to document homelessness, evaluate FHN effectiveness, and identify economic and demographic trends that may affect homelessness.
6. Educate the public and local/regional decision makers about issues of homelessness.

GOAL 1. Create a sustainable organizational infrastructure that can plan, coordinate and facilitate FHN, homeless services, and affordable housing in the Rappahannock-Rapidan Region.

Strategy A. Continue FHN operation as the Balance of State CoC Planning Group for the Rappahannock-Rapidan Region

Strategy B. Expand FHN membership to include a broader representation of service providers, property developers, landlords, and homeless or formerly homeless individuals

Strategy C. Develop long-term staff capacity to effectively support the required coordination of the continuum of care process

- 1) Secure consultant service to evaluate alternative organizational structures for the long-term sustainability of FHN, including funding potential. Implement plan by Dec. 31, 2015
- 2) Apply for grant funding to expand staffing for FHN to include housing locator, planning and evaluation

GOAL 2. Prevent situational homelessness by maintaining and strengthening preventive services

Strategy A. Make prevention and diversion the primary objectives of the FHN's Coordinated Assessment System.

Strategy B. Support and coordinate emergency assistance programs that help keep low-income individuals and families in their homes.

- 1) Coordinate region-wide homelessness prevention program with funding from the Virginia Department of Housing and Community Development (DHCD) Homeless Prevention Program.
- 2) Identify other sources of emergency financial assistance, e.g., Departments of Social Services and faith-based organizations; coordinate with other organizations to avoid duplication and to maximize resources.

Strategy C. Develop housing counseling resources on regional or county level

- 1) Identify existing counseling services. Document services, eligibility, and contact information for each.
- 2) Encourage existing providers and find new providers to become HUD-approved.
- 3) Develop outreach plan to make service providers and consumers aware of the counseling services; develop referral protocols.

Strategy D. Document affordable housing needs in each county, including quantitative estimates and projections for various population subgroups.

GOAL 3. Strengthen service system capacity to facilitate movement of homeless to self-sufficiency and stable permanent housing in a timely manner.

Strategy A. Support local emergency shelters as the ultimate safety net for individuals and families in homelessness.

- 1) Implement the FHN Coordinated Intake and Assessment System within all emergency shelters and emergency housing programs; implement diversion strategies.
- 2) On the regional and county level, work with shelters to strategically plan for adequate beds to house homeless, regardless of gender, family make up or special needs, on a short-term basis, pending permanent housing placement.
 - a. Expand number of emergency shelter beds for single men
- 3) Advocate for funding for emergency shelter programs, as a critical component of the FHN continuum of care.

Strategy B. Develop strategic partnerships with service providers to help improve outcomes for homeless

- 1) Job training and career counseling
- 2) Mental health and substance abuse counseling
- 3) Other housing providers and advocates

Strategy C. Design population-specific outreach and services for specified target groups, including veterans, teens aging out of foster care, justice system re-entrants, people with disabilities and chronically homeless.

- 1) Providing permanent supportive housing, in collaboration with community service providers, for chronically homeless and people with disabilities to accommodate financial, physical and behavioral needs of the individuals.

GOAL 4. Increase regional capacity to provide permanent and permanent supportive housing to target populations.

Strategy A. Work with VHDA to assess affordable housing needs and the need for specialized housing like PSH.

Strategy B. Work with VHDA to develop a regional affordable housing plan.

Strategy C. Engage a consultant to implement a regional affordable housing plan.

GOAL 5. Establish data collection methods and evaluation criteria to document homelessness, evaluate FHN effectiveness, and identify economic and demographic trends that may affect homelessness.

Strategy A. Enter required data in HMIS or in acceptable alternative data system.

Strategy B. Collect data required by HUD and DHCD federal and state outcome measures.

Strategy C. Establish FHN regional outcome measures and evaluation criteria. Put in place any additional necessary data collection.

Strategy D. Continue to facilitate and coordinate the annual point-in-time count.

GOAL 6. Educate the public and local/regional decision makers about issues of homelessness.

Strategy A. Establish Communications Committee to develop and implement Communications Plan.

Strategy B. Create FHN website to provide information on homelessness and homeless resources.

VHSP draft budget
4/10/14

GRANTEE	ACTIVITIES	FY 13 AMOUNT	FY 15 REQUEST
Fauquier County	Rapid Re-housing (excludes admin and HMIS)	\$93,764	\$156,000
	Locator		\$60,000
	Prevention (RRRC FY 13 grantee) (excludes HMIS and admin)	\$138,691	\$155,848
	HMIS FY 13 - HSG \$2,589; HPP \$7,705	\$10,294	\$20,863
	Administration FY 13 - HSG \$5,020; HPP \$7,705	\$12,725	\$12,518
	Coordinated Intake and Assessment	-0-	\$12,000
	Fauquier County Total		\$255,474

RRRC	Child Services Coordination Grant	\$18,000	\$29,100
	CoC Planning	-0-	\$35,982
	Administration	\$6,000	\$900
	RRRC Total	\$24,000	\$65,982

CCDC	Shelter Operations (Does not include SAFE amount)	\$50,788	\$53,350
	HMIS	\$3,300	\$3,340
	Admin		\$2,004
SAFE	SAFE Shelter Operations (As sub-grantee with CCDC)	-0-	\$8,100
	CCDC Grant Total	\$54,088	\$66,794

SUBTOTAL WITHOUT PLANNING	\$514,023
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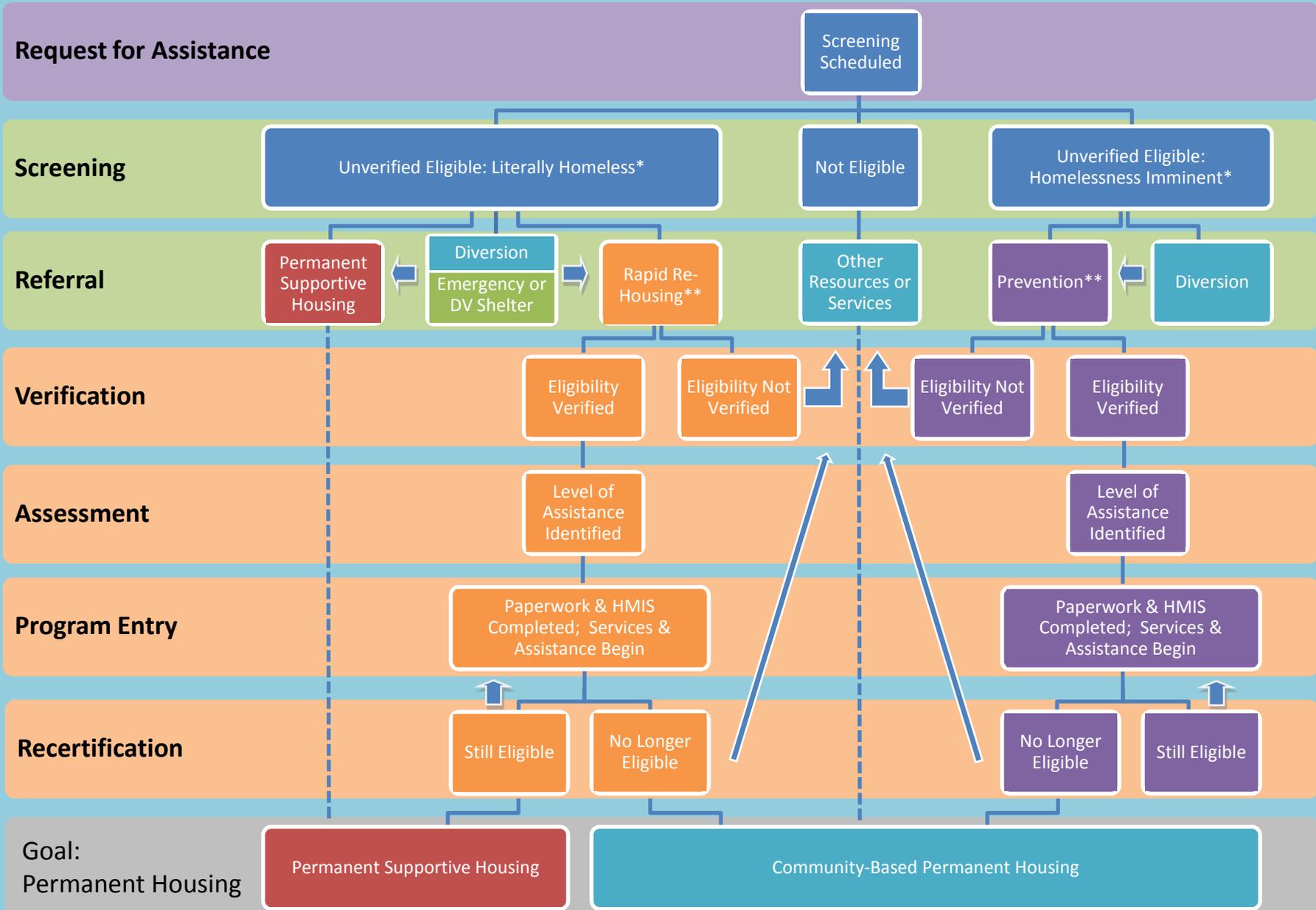
TOTAL WITH PLANNING	\$550,005
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MATCH REQUIREMENT	\$137,501
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Match	RRRC	\$ 62,000
	CCDC	
	SAFE	

Foothills Housing Network Homeless Services System

System Evaluation & Refinement



* including individuals and households fleeing or attempting to flee domestic violence

** see Rapid Re-Housing/Prevention Detail

Request for Assistance

Who?

Contact Points: agencies and organizations that directly link those requesting assistance to the coordinated assessment system

No Wrong Door

Central Call Number:
Piedmont United Way

Point-of-Contact (for outside groups): the organization that directly links outside groups to the coordinated assessment system

Piedmont United Way

Forms

Request for Assistance:
Record of request

Screening & Referral Processes

Who?

Screening Centers: agencies and organizations that administer the screening and referral processes

Department of Social Services Agencies

Community Touch

Culpeper Community Development Corporation

Fauquier Family Shelter Services

Services to Abused Families

Skyline Community Action Partnership

Piedmont United Way

Forms

Screening:
FHN Screening Form

Referral:
Required Documents Checklist

Verification, Assessment, Program Entry, & Recertification Processes

Who?

Service Providers: organizations that contract with Fauquier DSS under a purchase of service arrangement to provide case management and financial assistance to program participants. The appropriate service providers, to whom applicants are referred by screening centers, administer the verification, assessment, program entry, and recertification processes.

Community Touch; Culpeper Community Development Corporation

Forms

Verification:
Program Participant Eligibility Requirements

DHCD Homeless Certification Form (Rapid Re-Housing only)

Assessment:
FHN Assessment Form

Barriers to Housing Stability Assessment

Barriers to Housing Stability Triage Tool

Income/Expenses Worksheet

Housing Service Plan

Program Entry:
W9

Landlord Vendor Authorization for Payment

FHN-Participant Financial Assistance Agreement

FHN Termination Policy

Rent Reasonableness Checklist and Certification

DHCD Basic Habitability Checklist

Lead-Based Paint Visual Assessment

Confidentiality & Release of Information Form

Recertification:
Program Participant Eligibility Requirements

Rapid Re-Housing/Prevention Detail

