

Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC's project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for:

- Reviewing the FY 2016 CoC Program Competition NOFA in its entirety for specific application and program requirements.

- Using the CoC Application Detailed Instructions while completing the application in e-snaps.

- Answering all questions in the CoC application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing this keep in mind:

- This year, CoCs will see that a few responses have been imported from the FY 2015 CoC Application.

- For some of the questions HUD has provided documents to assist Collaborative Applicants in completing responses.

- For other questions, the Collaborative Applicant must be aware of responses provided by project applications in their Project Applications.

- Some questions require the Collaborative Applicant to attach a document to receive credit. This will be identified in the question.

- All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

For CoC Application Detailed Instructions click [here](#).

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: NC-513 - Chapel Hill/Orange County CoC

1A-2. Collaborative Applicant Name: Orange County, NC

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Michigan Coalition Against Homelessness

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. From the list below, select those organizations and persons that participate in CoC meetings. Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board. Only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board	Sits on CoC Board
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	Yes	Yes
Local Jail(s)	Yes	No	Yes
Hospital(s)	Yes	Yes	Yes
EMT/Crisis Response Team(s)	Yes	No	No
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	No	No
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Not Applicable	No	Not Applicable
Non-CoC Funded Youth Homeless Organizations	Not Applicable	No	Not Applicable
School Administrators/Homeless Liaisons	Yes	Yes	Yes
CoC Funded Victim Service Providers	Not Applicable	No	Not Applicable
Non-CoC Funded Victim Service Providers	Yes	No	No
Street Outreach Team(s)	Not Applicable	No	Not Applicable
Youth advocates	Yes	No	No
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes
Traumatic Brain Injury expert/advocate	Yes	Yes	Yes
Local business owner/advocate	Yes	Yes	Yes

1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.

The CoC board includes a formerly homeless person, conducts open public meetings in locations easily accessible by bus, posts meeting materials (agenda prior to meeting, minutes posted after) on CoC website. The CoC draws on the knowledge of veteran services officials to inform community members about new initiatives to end veteran homelessness, like referral database NC Serves; The CoC formed the Orange County Homeless Veterans Working Group setting group mission and purpose. Law enforcement officials have spear-headed decriminalization strategies like Outreach Court, a therapeutic court model designed to reduce charges and connect people experiencing homelessness to services. Frontline agency staff serve on the 100,000 Homes Taskforce which meets monthly to coordinate care and review a chronic homeless by-name list. All grantee agencies serve on the Data & Grants workgroup. The Executive Team, elected officials from the County and 3 towns, meets quarterly with CoC staff.

1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Youth Service Provider (up to 10)	RHY Funded?	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 20, 2016.	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 20, 2016.
None in Orange County	No	No	No

1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area.

Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Victim Service Provider for Survivors of Domestic Violence (up to 10)	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 30, 2016	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016.
Compass Center	No	No
Orange County Rape Crisis Center	No	No

1B-2. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for new projects in 2016. (limit 1000 characters)

CoC staff created a new document about the 2016 CoC grant competition detailing CoC grant background info, amount of funding available, types of projects eligible, and a meeting time to discuss new projects. Staff emailed this document to all agencies working in housing and homelessness in Orange County and each contiguous county (Durham, Alamance, Chatham, and Person Counties) + sent the documents to 1800+ mailing list, posted it on the CoC Facebook and Twitter accounts and asked for people to forward the information to any agencies that might be interested. For the first time CoC staff conducted an in-person info session about new projects open to the public. The CoC used questions measuring agency capacity, community partnerships, project design, and project performance (as detailed in the New Project Scorecard) to determine whether to include a new project on the CoC Project Priority Listing.

1B-3. How often does the CoC invite new members to join the CoC through a publicly available invitation? Monthly

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. Does the CoC coordinate with Federal, State, Local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC's geographic area.

Funding or Program Source	Coordinates with Planning, Operation and Funding of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Not Applicable
Head Start Program	Yes
Housing and service programs funded through Federal, State and local government resources.	Yes

1C-2. The McKinney-Vento Act, requires CoC's to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program Interim rule at 24 CFR 578.7 (c) (4) requires the CoC to provide information required to complete the Con Plan(s) within the CoC's geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110 (b)(2) requires the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for the information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.

CoCs can use the CoCs and Consolidated Plan Jurisdiction Crosswalk to assist in answering this question.

	Number
Number of Con Plan jurisdictions with whom the CoC geography overlaps	2
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	2
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	2
How many of the Con Plan jurisdictions are also ESG recipients?	1
How many ESG recipients did the CoC participate with to make ESG funding decisions?	1
How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	1

1C-2a. Based on the responses provided in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency and type of interactions between the CoC and the Consolidated Plan jurisdiction(s). (limit 1000 characters)

The CoC collaborates with both Con Plan jurisdictions - Orange County (HOME) and the Town of Chapel Hill (CDBG) – on a monthly basis on average four hours per month at monthly CoC board meetings, monthly CoC working group meetings, and with phone calls and emails as needed. CoC staff meet with housing advisory boards and will participate in an affordable housing tour and conference. Elected officials and staff from both Con Plan jurisdictions, as well as the towns of Carrboro and Hillsborough, sit on the CoC board and subcommittees that all hold monthly meetings. The CoC contributes to the Con Plan strategic and annual action plans and CAPERs. The Homeless Programs Coordinator presents on homelessness issues in all jurisdictions.

1C-2b. Based on the response in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities. (limit 1000 characters)

CoC staff work with ESG recipients to determine funding allocations and performance plans through the annual ESG application process. The CoC determines unmet needs for homeless housing and shelter and incorporates those priorities into funding requests. The CoC Data & Grants Committee sets performance standards for ESG recipients, evaluates project outcomes, and will develop a proposal for CoC board review for written standards for all ESG and CoC programs. The CoC will provide PIT count, HMIS, and Con Plan data for the development of performance standards and to develop and update the Con Plan.

1C-3. Describe how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld. (limit 1000 characters)

Compass Center (CC) serves DV victims using the empowerment model incorporating strengths-based enhancement and client choice to ensure immediate and long-term safety, security, and housing. There is no dedicated DV shelter in the CoC. CC staff refer to out-of-county shelters or fund emergency hotel/motel stays depending on a client safety plan. CC staff provide clients with referrals for long-term housing and provide financial education. CC staff also refer clients to RRH or PSH programs, depending on client need. Shelter, TH, and substance use treatment programs also assess clients for safety and make referrals to CC as needed for housing, services, and/or safety

planning. CC participates in CoC meetings and will participate in expanded CoC coordinated entry. UNC Hospitals' Beacon Program also provides comprehensive, coordinated care to patients, families, and employees experiencing DV. The program provides assessments, counseling, education, and referrals to housing resources.

1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC's geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016 and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 7/1/15 to 6/30/16 who were homeless at entry	PHA has General or Limited Homeless Preference
Orange County Housing Authority		No
Town of Chapel Hill Dept. of Housing	6.00%	Yes-Public Housing
The Housing Authority of the City of Durham	12.00%	Yes-HCV

If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.

1C-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness. (limit 1000 characters)

Orange County has 4 LIHTC developments that target 10% of their units to people with disabilities. The CoC works to maximize Targeted and Key units to house homeless households – these units are not dedicated to homeless entrants, but agencies participating in the 100,000 Homes Taskforce receive early notice of vacancies and expedited referrals. CoC agencies sit on the Orange County Affordable Housing Coalition to collaboratively advocate for increased local affordable housing funding and improved strategies. Empowerment, Inc. develops affordable rental housing for people with high barriers to housing and prioritizes people with PSH subsidies. The CoC has a HOME TBRA program dedicated for homeless households. Duke Partners in Caring provides HOPWA assistance to those who are homeless and HIV+. SSVF and HUD-VASH programs work to house homeless veterans. The Chapel Hill Housing Authority has established a preference for people experiencing homelessness.

1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC's geographic area. Select all that apply.

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input checked="" type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 1000 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Select the system(s) of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

1D-2. Select the system(s) of care within the CoC's geographic area with which the CoC actively coordinates with to ensure institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) that were not selected and explain how the CoC plans to coordinate with the institution(s) to ensure persons

**discharged are not discharged into homelessness.
(limit 1000 characters)**

N/A

1E. Centralized or Coordinated Assessment (Coordinated Entry)

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The CoC Program Interim Rule requires CoCs to establish a Centralized or Coordinated Assessment System which HUD refers to as the Coordinated Entry Process. Based on the recent Coordinated Entry Policy Brief, HUD's primary goals for the coordinated entry process are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present for assistance.

1E-1. Explain how the CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services. (limit 1000 characters)

The CoC uses coordinated entry (CE) for PSH programs and will expand CE in Jan. 2017. The CoC works with HUD-funded programs and entitlements, local govt., law enforcement, early childhood & education programs, mental health & SA treatment, and employment to build a robust CE. The CoC will design materials and programming to make our system accessible to chronically homeless, LGBTQ & unaccompanied youth, ESL populations, and others with access issues. The CoC will streamline referrals and collect data on entries and exits through an online database to ensure people receive assistance and to enable data-driven system level decision making. The CoC uses the VI-SPDAT and prioritizes referrals by CH status, length of time homeless & service for appropriate referrals. The CoC will offer training on Housing First and trauma-informed care and incentive programs to lower barriers. Low-barrier, housing focused emergency response and a street outreach team will smooth access to services.

1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If there are other organizations or persons who participate but are not on this list,

enter the information in the blank text box, click "Save" at the bottom of the screen, and then select the applicable checkboxes.

Organization/Person Categories	Participate s in Ongoing Planning and Evaluation	Makes Referrals to the Coordinate d Entry Process	Receives Referrals from the Coordinate d Entry Process	Operates Access Point for Coordinate d Entry Process	Participate s in Case Conferenci ng	Does not Participate	Does not Exist
Local Government Staff/Officials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDBG/HOME/Entitlement Jurisdiction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law Enforcement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Jail(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMT/Crisis Response Team(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance Abuse Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affordable Housing Developer(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Housing Authorities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Youth Homeless Organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
School Administrators/Homeless Liaisons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Victim Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Outreach Team(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Homeless or Formerly Homeless Persons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1F. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1F-1. For all renewal project applications submitted in the FY 2016 CoC Program Competition complete the chart below regarding the CoC's review of the Annual Performance Report(s).

How many renewal project applications were submitted in the FY 2016 CoC Program Competition?	4
How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?	1
How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2016 CoC Program Competition?	3
Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2016 CoC Competition?	100.00%

1F-2 - In the sections below, check the appropriate box(es) for each selection to indicate how project applications were reviewed and ranked for the FY 2016 CoC Program Competition. Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.

Performance outcomes from APR reports/HMIS:	
% permanent housing exit destinations	<input checked="" type="checkbox"/>
% increases in income	<input checked="" type="checkbox"/>
Monitoring criteria:	
Utilization rates	<input checked="" type="checkbox"/>
Drawdown rates	<input checked="" type="checkbox"/>
Frequency or Amount of Funds Recaptured by HUD	<input checked="" type="checkbox"/>

Need for specialized population services:

Youth	<input type="checkbox"/>
Victims of Domestic Violence	<input type="checkbox"/>
Families with Children	<input type="checkbox"/>
Persons Experiencing Chronic Homelessness	<input checked="" type="checkbox"/>
Veterans	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority. (limit 1000 characters)

The CoC scorecard, used for project review, ranking, selection, and priority, gave points for programs serving people with disabilities, people who are chronically homeless, veterans, & people with zero income at entry. The CoC scorecard used program performance data from project APRs. The Scorecard Committee weighted project performance outcomes with the difficulty of serving higher need populations, like people who are chronically homeless, people coming from the streets, high utilization of hospitals and jails, and low or no income. The CoC believes it is very important to serve people with high service needs and set a CoC standard in the CoC Scorecard that all CoC-funded projects is participating in coordinated entry (CE) which uses the VI-SPDAT to determine service need and vulnerability to illness or death. CE then prioritizes people with higher service needs for programs and services.

1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. Evidence of the public posting must be attached. (limit 750 characters)

The CoC's review and ranking process is outlined in the documents 'Local competition information & deadlines', CoC meeting minutes, and CoC scorecard. 7/8, CoC staff posted the Local competition document on CoC website, Facebook, Twitter, & emailed to 1800+ people. 7/15, CoC staff held info meeting about CoC app process for potential new applicants. 7/27, CoC staff posted draft CoC scorecard on CoC website. 8/3, CoC Board approved CoC scorecard. 8/4, CoC staff posted final CoC scorecard on CoC website for community review. 8/23, Project Review Committee met to review and rank CoC projects, meeting notes posted on CoC website 8/31.

1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2016 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached). 09/06/2016

1F-5. Did the CoC use the reallocation process in the FY 2016 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.) No

1F-5a. If the CoC rejected project application(s), on what date did the CoC and Collaborative Applicant notify those project applicants that their project application was rejected? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.)

1F-6. In the Annual Renewal Demand (ARD) is the CoC's FY 2016 CoC's FY 2016 Priority Listing equal to or less than the ARD on the final HUD-approved FY2016 GIW? Yes

1G. Continuum of Care (CoC) Addressing Project Capacity

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1G-1. Describe how the CoC monitors the performance of CoC Program recipients. (limit 1000 characters)

The CoC will develop a monitoring tool to increase understanding of each CoC program's performance in 2017. The Data & Grants workgroup and CoC staff will set CoC standards for each measure and will examine quarterly reports furnished by each recipient comprised of the following measures: unit utilization, housing stability, eligible entries (entering from a homeless situation), length of time homeless, exit destination, increasing income, connection to mainstream benefits, grant spending, and APR submission. Programs not meeting CoC standards will be set on a course of Corrective Action, monitored by the Data & Grants workgroup and CoC staff. Future CoC application committees will consider program performance information from monitoring reports in determining CoC funding decisions in coming years.

1G-2. Did the Collaborative Applicant include accurately completed and appropriately signed form HUD-2991(s) for all project applications submitted on the CoC Priority Listing? Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Does the CoC have a Governance Charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the Charter itself or by reference to a separate document like an MOU/MOA? In all cases, the CoC's Governance Charter must be attached to receive credit, In addition, if applicable, any separate document, like an MOU/MOA, must also be attached to receive credit. Yes

2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or attached MOU/MOA. Gov charter pg. 7-8; MOU pg. 1-3

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application. Yes

2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organization (CHOs)? Yes

2A-4. What is the name of the HMIS software ServicePoint

used by the CoC (e.g., ABC Software)?

2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)? Bowman Systems

2B. Homeless Management Information System (HMIS) Funding Sources

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. Select the HMIS implementation coverage area: Statewide

*** 2B-2. In the charts below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.**

2B-2.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	\$0
ESG	\$0
CDBG	\$0
HOME	\$0
HOPWA	\$0
Federal - HUD - Total Amount	\$0

2B-2.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	\$0
Department of Health and Human Services	\$0
Department of Labor	\$0
Department of Agriculture	\$0
Department of Veterans Affairs	\$0
Other Federal	\$0
Other Federal - Total Amount	\$0

2B-2.3 Funding Type: State and Local

Funding Source	Funding
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City	\$13,420
County	\$8,580
State	\$0
State and Local - Total Amount	\$22,000

2B-2.4 Funding Type: Private

Funding Source	Funding
Individual	\$0
Organization	\$0
Private - Total Amount	\$0

2B-2.5 Funding Type: Other

Funding Source	Funding
Participation Fees	\$0
Other - Total Amount	\$0

2B-2.6 Total Budget for Operating Year	\$22,000
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2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Enter the date the CoC submitted the 2016 HIC data in HDX, (mm/dd/yyyy): 05/02/2016

2C-2. Per the 2016 Housing Inventory Count (HIC) Indicate the number of beds in the 2016 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells in that project type.

Project Type	Total Beds in 2016 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	33	0	33	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	77	0	77	100.00%
Rapid Re-Housing (RRH) beds	20	0	20	100.00%
Permanent Supportive Housing (PSH) beds	107	0	107	100.00%
Other Permanent Housing (OPH) beds	0	0	0	

2C-2a. If the bed coverage rate for any project type is below 85 percent, describe how the CoC plans to increase the bed coverage rate for each of these project types in the next 12 months. (limit 1000 characters)

N/A

2C-3. If any of the project types listed in question 2C-2 above have a coverage rate below 85 percent, and some or all of these rates can be attributed to beds covered by one of the following program types, please indicate that here by selecting all that apply from the list below.

VA Grant per diem (VA GPD):	<input type="checkbox"/>
VASH:	<input type="checkbox"/>

Faith-Based projects/Rescue mission:	<input type="checkbox"/>
Youth focused projects:	<input type="checkbox"/>
Voucher beds (non-permanent housing):	<input type="checkbox"/>
HOPWA projects:	<input type="checkbox"/>
Not Applicable:	<input type="checkbox"/>

2C-4. How often does the CoC review or assess its HMIS bed coverage? Semi-Annually

2D. Homeless Management Information System (HMIS) Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" within the last 10 days of January 2016.

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	0%	0%
3.2 Social Security Number	0%	1%
3.3 Date of birth	0%	0%
3.4 Race	0%	0%
3.5 Ethnicity	1%	0%
3.6 Gender	0%	0%
3.7 Veteran status	0%	0%
3.8 Disabling condition	0%	0%
3.9 Residence prior to project entry	0%	0%
3.10 Project Entry Date	0%	0%
3.11 Project Exit Date	0%	0%
3.12 Destination	0%	0%
3.15 Relationship to Head of Household	2%	0%
3.16 Client Location	2%	0%
3.17 Length of time on street, in an emergency shelter, or safe haven	2%	0%

2D-2. Identify which of the following reports your HMIS generates. Select all that apply:

CoC Annual Performance Report (APR):	<input checked="" type="checkbox"/>
ESG Consolidated Annual Performance and Evaluation Report (CAPER):	<input checked="" type="checkbox"/>
Annual Homeless Assessment Report (AHAR) table shells:	<input checked="" type="checkbox"/>
HIC/PIT Report, Youth RHYMIS Export	<input checked="" type="checkbox"/>

None	<input type="checkbox"/>
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2D-3. If you submitted the 2016 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR?

12

2D-4. How frequently does the CoC review data quality in the HMIS?

Monthly

2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both.

Both Project and CoC

2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC's HMIS.

VA Supportive Services for Veteran Families (SSVF):	<input checked="" type="checkbox"/>
VA Grant and Per Diem (GPD):	<input type="checkbox"/>
Runaway and Homeless Youth (RHY):	<input type="checkbox"/>
Projects for Assistance in Transition from Homelessness (PATH):	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

2D-6a. If any of the Federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the Federal partner program and the anticipated start date. (limit 750 characters)

Orange County does not have any GPD, RHY, or PATH programs at present and none previewed to start in the next 12 months.

2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The data collected during the PIT count is vital for both CoC's and HUD. HUD needs accurate data to understand the context and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. Accurate, high quality data is vital to inform Congress' funding decisions.

2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2016 sheltered PIT count? Yes

2E-2. Indicate the date of the most recent sheltered PIT count: (mm/dd/yyyy) 01/27/2016

2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2016, was an exception granted by HUD? Not Applicable

2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX: (mm/dd/yyyy) 05/02/2016

2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2016 PIT count:

Complete Census Count:	<input checked="" type="checkbox"/>
Random sample and extrapolation:	<input type="checkbox"/>
Non-random sample and extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:

HMIS:	<input checked="" type="checkbox"/>
HMIS plus extrapolation:	<input type="checkbox"/>
Interview of sheltered persons:	<input checked="" type="checkbox"/>
Sample of PIT interviews plus extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology. (limit 1000 characters)

The CoC's sheltered PIT methodology is to count each person residing in shelter and Transitional Housing (TH) programs on the night of the count. The Inter-Faith Council for Social Service (IFC) is the sole agency in Orange County

providing shelter and TH and staff are members of every CoC committee, including the PIT Planning Committee. IFC staff completed the 2016 NC PIT Sheltered Count reporting forms provided by the NC Coalition to End Homelessness for each program. Staff used HMIS as the primary data source, supplementing this with staff knowledge of clients and additional client records. The CoC selected this methodology to utilize HUD PIT guidance and to maximize PIT count completeness and accuracy.

2F-4. Describe any change in methodology from your sheltered PIT count in 2015 to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the PIT count). (limit 1000 characters)

There was no change in sheltered PIT count methodology between 2015 and 2016.

2F-5. Did your CoC change its provider coverage in the 2016 sheltered count? No

2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2016 sheltered count. (limit 750 characters)

N/A

2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:

Training:	<input checked="" type="checkbox"/>
Follow-up:	<input checked="" type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>
Non-HMIS de-duplication techniques:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2015 to 2016 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g. change in sampling or extrapolation methods). (limit 1000 characters)

There was no change to sheltered PIT count implementation from 2015 to 2016.

2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD requires CoCs to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, HUD also strongly encourages CoCs to conduct the unsheltered PIT count annually at the same time that they conduct annual sheltered PIT counts. HUD required CoCs to conduct the last biennial PIT count during the last 10 days in January 2015.

2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count? Yes

2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy): 01/27/2016

2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2016, or most recent count, was an exception granted by HUD? Not Applicable

2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy): 05/02/2016

2I. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2I-1. Indicate the methods used to count unsheltered homeless persons during the 2016 or most recent PIT count:

Night of the count - complete census:	<input checked="" type="checkbox"/>
Night of the count - known locations:	<input checked="" type="checkbox"/>
Night of the count - random sample:	<input checked="" type="checkbox"/>
Service-based count:	<input checked="" type="checkbox"/>
HMIS:	<input type="checkbox"/>
	<input type="checkbox"/>

2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected this unsheltered PIT count methodology. (limit 1000 characters)

The unsheltered PIT Count was planned and implemented by a group of outreach workers, town staff, university officials, law enforcement officers, Critical Time Intervention staff, Emergency Services personnel, and VA staff. Four teams canvassed the 3 largest towns in our county on foot and by car, including known locations of encampments. PIT surveys included identifiers later used for de-duplication. The CoC also conducted a service-based count at ten locations throughout the county on Thursday, Jan 28, asking where people slept the previous night. The service-based count was conducted at locations frequented by people experiencing homelessness, including the Community Kitchen, food pantries, CEF, libraries, the DV service agency, substance use treatment programs, senior centers, and homelessness prevention agencies. The CoC selected this methodology to utilize HUD PIT guidance and to maximize PIT count completeness and accuracy.

2I-3. Describe any change in methodology from your unsheltered PIT count in 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the count). (limit 1000 characters)

There was no change in methodology for the unsheltered PIT count between 2015 and 2016.

2I-4. Has the CoC taken extra measures to identify unaccompanied homeless youth in the PIT count? No

2I-4a. If the response in 2I-4 was "no" describe any extra measures that are being taken to identify youth and what the CoC is doing for homeless youth. (limit 1000 characters)

Identifying homeless youth is a particular point of interest for our CoC for the 2017 PIT count. The CoC will work with outreach staff and homeless service agencies to identify areas where homeless youth gather. The CoC will also work with non-CoC providers to identify homeless youth. The CoC will work with the homeless education liaisons in both school districts to ensure all children, including unaccompanied youth, that meet the HUD homeless definition are counted in the 2017 PIT count.

2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2016 unsheltered PIT count:

Training:	<input type="checkbox"/>
"Blitz" count:	<input checked="" type="checkbox"/>
Unique identifier:	<input checked="" type="checkbox"/>
Survey questions:	<input checked="" type="checkbox"/>
Enumerator observation:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes in actual methodology (e.g. change in sampling or extrapolation method). (limit 1000 characters)

There was no change to the unsheltered PIT count from 2015 to 2016 that would affect data quality.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. Performance Measure: Number of Persons Homeless - Point-in-Time Count.

*** 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons**

Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2015 and 2016 PIT counts as recorded in the Homelessness Data Exchange (HDX).

	2015 PIT (for unsheltered count, most recent year conducted)	2016 PIT	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	129	80	-49
Emergency Shelter Total	81	21	-60
Safe Haven Total	0	0	0
Transitional Housing Total	28	44	16
Total Sheltered Count	109	65	-44
Total Unsheltered Count	20	15	-5

3A-1b. Number of Sheltered Persons Homeless - HMIS.

Using HMIS data, enter the number of homeless persons who were served in a sheltered environment between October 1, 2014 and September 30, 2015 for each category provided.

	Between October 1, 2014 and September 30, 2015
Universe: Unduplicated Total sheltered homeless persons	333
Emergency Shelter Total	255
Safe Haven Total	0
Transitional Housing Total	110

3A-2. Performance Measure: First Time Homeless.

Describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors of becoming homeless.

(limit 1000 characters)

The CoC implemented an online coordinated entry system including a prevention screening tool and comprehensive resource database updated every six months. A large prevention program is housed at the same agency (IFC) that runs shelter & TH. CoC prevention programs assist clients with identifying risk factors and contacting local resources for services and financial assistance. The CoC developed an Integrated Services Center that helps people become job ready, find employment, receive life skills and financial management skills, start savings accounts, as well as connect with mental health, substance abuse, health care, SOAR workers, legal and other services. DSS is an actively engaged and critical CoC partner because they serve the vast majority of people at risk of homelessness including youth aging out of the foster care system and veterans. The CoC will implement shelter diversion in 2017. The CoC's Job Partners program connects job seekers with employment skills and employers.

3A-3. Performance Measure: Length of Time Homeless.

Describe the CoC's efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.

(limit 1000 characters)

The CoC also maintains a by-name list of chronic homeless, tracking monthly updates to LOTH for each person on the list (20-30 people). The CoC is looking at helping agencies evaluate program design to reduce length of time homeless (LOTH). Shelter and TH programs in the CoC have had indefinite program stays; now these programs are becoming more housing-focused with the goal of reducing LOTH. The CoC is also developing a Landlord Partnership Initiative, inclusive of a Housing Locator staff and risk mitigation fund, to ensure outflow into affordable housing from programs – heretofore a challenge in our high-cost/low vacancy community. Currently clients wait 3-4 months with a PSH/RRH voucher in hand to find a unit – the CoC's goal is to shorten the period between voucher and move-in to a matter of days not months. The CoC board and Data & Grants workgroup will look at System Performance Measures, including LOTH, regularly to track CoC progress in reducing this measure.

*** 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.**

In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.

**3A-4a. Exits to Permanent Housing Destinations:
Fill in the chart to indicate the extent to which projects exit program**

FY2016 CoC Application	Page 35	09/06/2016
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participants into permanent housing (subsidized or non-subsidized) or the retention of program participants in CoC Program-funded permanent supportive housing.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in SSO, TH and PH-RRH who exited	
Of the persons in the Universe above, how many of those exited to permanent destinations?	
% Successful Exits	0.00%

3A-4b. Exit To or Retention Of Permanent Housing:
In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2014 and September 31, 2015.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in all PH projects except PH-RRH	116
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?	115
% Successful Retentions/Exits	99.14%

3A-5. Performance Measure: Returns to Homelessness: Describe the CoCs efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness. (limit 1000 characters)

The CoC sees a high rate of permanent housing exits and retention. HMIS tracks returns to homelessness, in addition the shelter tracks participants who return within the fiscal year. The CoC board and Data & Grants Workgroup will examine System Performance Measures, including returns to homelessness, regularly at monthly meetings. CoC-funded programs determine appropriate levels of financial assistance and case management for program participants. Program staff work with landlords to prevent evictions for program participants and do not terminate participants from programs when evicted. The CoC is interested in supplementing program case management with a community-based case manager who would work with participants at-risk of returning to homelessness.

3A-6. Performance Measure: Job and Income Growth. Performance Measure: Job and Income Growth. Describe the CoC's specific strategies to assist CoC Program-funded projects to increase program participants' cash income from employment and non-employment non-cash sources.

(limit 1000 characters)

CoC-funded projects meet with program participants regularly in part to increase income from all sources and connections to mainstream benefits. The CoC assists programs by offering training and support on housing-focused programs and high-quality case management. The CoC has built strong relationships with the Chamber of Commerce and employment agencies. The CoC will have a community-based SOAR caseworker starting in Fall 2016 to complete SOAR cases full time, taking referrals from a prioritized list. The 100,000 Homes Taskforce coordinates care for chronic homeless by-name list, addressing income and benefits for each person on the list. CoC-funded projects also connect their clients with the Community Empowerment Fund that provides a high-touch, client centered program for job, financial management, and life-skills trainings, employment searches, and savings accounts w/matching funds.

3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income.

(limit 1000 characters)

This year the CoC forged a partnership with our local Vocational Rehabilitation (Voc Rehab) office to begin a streamlined process for clients experiencing homelessness. The new process reduces the wait time and number of forms required for clients to begin Voc Rehab programs including job training, education, and job placement. Partner organizations work regularly with NC Works and the JobLink centers run by the NC Employment Security Commission.

3A-7. What was the the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC's unsheltered PIT count?

(limit 1000 characters)

Orange County does not exclude any areas from the unsheltered PIT count.

3A-7a. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. disasters)? No

3A-7b. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and

**extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. deserts, wilderness, etc.)?
(limit 1000 characters)**

Orange County uses the 'known locations' method to determine where to go for the unsheltered PIT count to maximize the impact and efficacy of the count, therefore not every area of the County was counted. However, if the CoC or partner agencies received information that person(s) experiencing homelessness were located in an area not already being surveyed, we would make sure to include this area in our count. COC staff have already begun to compile a list of these areas for the 2017 count.

**3A-8. Enter the date the CoC submitted the system performance measure data into HDX. The System Performance Report generated by HDX must be attached.
(mm/dd/yyyy)** 08/12/2016

**3A-8a. If the CoC was unable to submit their System Performance Measures data to HUD via the HDX by the deadline, explain why and describe what specific steps they are taking to ensure they meet the next HDX submission deadline for System Performance Measures data.
(limit 1500 characters)**

N/A

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 1: Ending Chronic Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

To end chronic homelessness by 2017, HUD encourages three areas of focus through the implementation of Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.

1. Targeting persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing;
2. Prioritizing chronically homeless individuals, youth and families who have the longest histories of homelessness; and
3. The highest needs for new and turnover units.

3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons	25	16	-9
Sheltered Count of chronically homeless persons	12	2	-10
Unsheltered Count of chronically homeless persons	13	14	1

**3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2016 compared to 2015.
(limit 1000 characters)**

In October 2015, the shelter serving single men changed in several ways: the location moved from downtown Chapel Hill to a more suburban location, the program type changed from ES to Transitional Housing, the barriers to entry increased dramatically including requiring sobriety and dictating access (no walk-ups). The CoC is working with this program to implement lower barriers and a housing-focused approach to services.

3B-1.2. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count, as compared to those identified on the 2015 Housing Inventory Count.

	2015	2016	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC.	12	19	7

3B-1.2a. Explain the reason(s) for any increase, or no change in the total number of PSH beds (CoC program funded or non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count compared to those identified on the 2015 Housing Inventory Count. (limit 1000 characters)

Orange County embraces dedicating and prioritizing PSH beds for use by chronically homeless persons as one effective strategy to end chronic homelessness. The CoC adopted the PSH orders of priority as outlined in CPD notice 16-11 and prioritizes PSH beds available through turnover to chronically homeless, considering length of time homeless and degree of service need.

3B-1.3. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status? Yes

3B-1.3a. If “Yes” was selected for question 3B-1.3, attach a copy of the CoC’s written standards or other evidence that clearly shows the incorporation of the Orders of Priority in Notice CPD 14-012 and indicate the page(s) for all documents where the Orders of Priority are found. pg. 2

3B-1.4. Is the CoC on track to meet the goal of ending chronic homelessness by 2017? Yes

This question will not be scored.

3B-1.4a. If the response to question 3B-1.4 was “Yes” what are the strategies that have been implemented by the CoC to maximize current resources to meet this goal? If “No” was selected, what resources or technical assistance will be implemented by the CoC to reach to goal of ending chronically homelessness by 2017? (limit 1000 characters)

The Orange County Leadership Team (which serves as the CoC board) adopted HUD Notice CPD 16-11 on 8/25/16 as a step in establishing written standards. HUD Notice CPD 14-012 was adopted by a working group of the CoC, the 100,000 Homes Taskforce in November 2015 and has been in use at the provider level since then. The CoC wants to reestablish a street outreach team to connect people living unsheltered with housing and services. The CoC uses a by-name list for chronic homeless, meeting monthly to review progress and coordinate care. The Homeless Veterans Working Group maintains a by-name list of homeless veterans, also meeting monthly to review progress and coordinate care.

3B. Continuum of Care (CoC) Strategic Planning Objectives

3B. Continuum of Care (CoC) Strategic Planning Objectives

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD will evaluate CoC's based on the extent to which they are making progress to achieve the goal of ending homelessness among households with children by 2020.

3B-2.1. What factors will the CoC use to prioritize households with children during the FY2016 Operating year? (Check all that apply).

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Number of previous homeless episodes:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Criminal History:	<input type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder):	<input type="checkbox"/>
Head of household has mental/physical disabilities:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.2. Describe the CoC's strategies including concrete steps to rapidly rehouse every household with children within 30 days of those families becoming homeless. (limit 1000 characters)

All of the homeless outreach, housing and service providers that serve homeless families and youth participate in the CoC's 100,000 Homes Taskforce and refer their clients for placement on its by-name registry. Clients are assessed using the CoC's Coordinated Entry system that screens for diversion and then administers the VI-SPDAT and Family VI-SPDAT to those who are homeless. Families and youth are prioritized by the group and receive higher scores because they are considered to be the most vulnerable clients. The CoC is working to increase RRH capacity and all housing providers follow the Housing First model so that no families are screened out or have requirements placed on them.

3B-2.3. Compare the number of RRH units available to serve families from the 2015 and 2016 HIC.

	2015	2016	Difference
RRH units available to serve families in the HIC:	0	20	20

3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, gender or disability when entering shelter or housing? (check all strategies that apply)

CoC policies and procedures prohibit involuntary family separation:	<input type="checkbox"/>
There is a method for clients to alert CoC when involuntarily separated:	<input type="checkbox"/>
CoC holds trainings on preventing involuntary family separation, at least once a year:	<input type="checkbox"/>
CoC staff educating provider staff and board members on HUD policy re: family separations	<input checked="" type="checkbox"/>
CoC staff producing community-wide homeless system gaps analysis to include populations not adequately served in current system	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

PIT Count of Homelessness Among Households With Children

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
--	--	------	------------

Universe: Total PIT Count of sheltered and unsheltered homeless households with children:	9	4	-5
Sheltered Count of homeless households with children:	9	4	-5
Unsheltered Count of homeless households with children:	0	0	0

3B-2.5a. Explain the reason(s) for any increase, or no change in the total number of homeless households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

TH program serving families had low utilization on night of PIT, the result of miscommunications in the referral process that have since been ironed out. TH program also looking to decrease length of stay and implement housing-focused approach for all staff members. In planning for 2017 PIT, CoC staff will develop plan with community partners to maximize potential of counting any unsheltered homeless households with children.

3B-2.6. From the list below select the strategies to the CoC uses to address the unique needs of unaccompanied homeless youth including youth under age 18, and youth ages 18-24, including the following.

Human trafficking and other forms of exploitation?	Yes
LGBTQ youth homelessness?	Yes
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	Yes
Unaccompanied minors/youth below the age of 18?	Yes

3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.

Diversion from institutions and decriminalization of youth actions that stem from being trafficked:	<input checked="" type="checkbox"/>
Increase housing and service options for youth fleeing or attempting to flee trafficking:	<input checked="" type="checkbox"/>
Specific sampling methodology for enumerating and characterizing local youth trafficking:	<input type="checkbox"/>
Cross systems strategies to quickly identify and prevent occurrences of youth trafficking:	<input type="checkbox"/>
Community awareness training concerning youth trafficking:	<input checked="" type="checkbox"/>

	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.7. What factors will the CoC use to prioritize unaccompanied youth including youth under age 18, and youth ages 18-24 for housing and services during the FY 2016 operating year? (Check all that apply)

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Length of time homeless:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Lack of access to family and community support networks:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.8. Using HMIS, compare all unaccompanied youth including youth under age 18, and youth ages 18-24 served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 (October 1, 2013-September 30, 2014) and FY 2015 (October 1, 2014 - September 30, 2015).

	FY 2014 (October 1, 2013 - September 30, 2014)	FY 2015 (October 1, 2014 - September 30, 2015)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	4		-4

3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2015 is lower than FY 2014 explain why. (limit 1000 characters)

3B-2.9. Compare funding for youth homelessness in the CoC's geographic area in CY 2016 and CY 2017.

	Calendar Year 2016	Calendar Year 2017	Difference
Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):	\$0.00	\$0.00	\$0.00
CoC Program funding for youth homelessness dedicated projects:	\$0.00	\$0.00	\$0.00
Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):	\$0.00	\$0.00	\$0.00

3B-2.10. To what extent have youth services and educational representatives, and CoC representatives participated in each other's meetings between July 1, 2015 and June 30, 2016?

Cross-Participation in Meetings	# Times
CoC meetings or planning events attended by LEA or SEA representatives:	2
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenile justice or out of school time) attended by CoC representatives:	2
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):	0

3B-2.10a. Based on the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local educational authorities and school districts. (limit 1000 characters)

Orange County has 2 school districts. The shelter and TH programs coordinate with both districts to coordinate transportation and services for their clients. The districts work with each other to coordinate transportation issues that cross district boundaries. The CoC has started monthly meetings with the homeless education liaisons of both districts. CoC staff attend periodic staff meetings with district school social workers to exchange information and strategy. The CoC invites representatives from both districts to attend CoC board meetings. A school board members serves on the CoC board.

3B-2.11. How does the CoC make sure that homeless individuals and families who become homeless are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow. (limit 2000 characters)

All Orange County providers follow policies and procedures for ensuring children in their programs receive appropriate educational services - case managers and staff work with school personnel to ensure that all children in the program are enrolled in school and have transportation. Our CoC is exploring the possibility of forming a Families and Youth Taskforce to focus on the unique

needs of families experiencing homelessness. We would invite school social workers and administrators in our 2 public school systems to participate, as well as the Compass Center for Women and Families that provides a wide range of services including DV counseling, adolescent empowerment programs and support groups. The local Department of Social Services is already a strong CoC participant including administering our RRH program since 2010, and coordinates each of its myriad programs that serve families and youth with the activities of the CoC.

**3B-2.12. Does the CoC or any HUD-funded projects within the CoC have any written agreements with a program that services infants, toddlers, and youth children, such as Head Start; Child Care and Development Fund; Healthy Start; Maternal, Infant, Early Childhood Home Visiting programs; Public Pre-K; and others?
(limit 1000 characters)**

Yes - IFC which runs Shelter and Transitional Housing programs has written agreements with Community Empowerment Fund (CEF) to provide services for all of their residents including infants, toddlers, and youth.

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 3: Ending Veterans Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

Opening Doors outlines the goal of ending Veteran homelessness by the end of 2016. The following questions focus on the various strategies that will aid communities in meeting this goal.

3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	12	7	-5
Sheltered count of homeless veterans:	11	5	-6
Unsheltered count of homeless veterans:	1	2	1

3B-3.1a. Explain the reason(s) for any increase, or no change in the total number of homeless veterans in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

There was no change in the PIT Count methodology between 2015 and 2016.

3B-3.2. Describe how the CoC identifies, assesses, and refers homeless veterans who are eligible for Veterean's Affairs services and housing to appropriate reources such as HUD-VASH and SSVF. (limit 1000 characters)

CoC agencies including ESG-funded shelter & TH, service orgs funded by local government & foundations, and SA treatment funded by DHHS, ask people presenting for services if they have served in the military. If yes, staff contact VA

homeless outreach workers at the Durham VAMC and SSVF grantee Volunteers of America (VoA) to determine eligibility for VA medical care and/or housing. VA & VoA outreach workers also come to the shelter & TH on standing day/times. The CoC Veteran Services Officer (VSO) is housed at Orange Co. Dept. of Social Services and DSS staff route veterans presenting for services directly to VSO. During the PIT count volunteers canvass known locations of unsheltered persons and ask if people have served in the military. All persons experiencing homelessness are assessed using the VI-SPDAT, which requests veteran status. The CoC Homeless Veterans Working Group meets monthly to review a veteran by-name list and coordinate funding and services.

3B-3.3. Compare the total number of homeless Veterans in the CoC and the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2016 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2016	% Difference
Total PIT Count of sheltered and unsheltered homeless veterans:	4	7	75.00%
Unsheltered Count of homeless veterans:	0	2	0.00%

3B-3.4. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2016. Yes

This question will not be scored.

3B-3.4a. If "Yes", what are the strategies being used to maximize your current resources to meet this goal? If "No" what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2016? (limit 1000 characters)

Overall, the CoC focuses on collaboration to maximize current resources to end veteran homelessness. This plays out in a number of ways. The CoC formed the Homeless Veterans Working Group in 2016 to review a by-name list of homeless veterans monthly. The CoC also coordinates a by-name list of people who are chronically homeless (veterans and non-veterans) and both the VA and SSVF grantees regularly participate in this additional monthly meeting. The CoC also collaborates with neighboring CoCs in Durham and Wake counties to coordinate and set goals for ending veteran homelessness regionally. The CoC has found a lack of community knowledge about veteran benefits, so agencies devote resources to publicizing VA eligibility info, including holding community clinics about VA benefits and publicizing information directed to particular populations, like Vietnam veterans.

4A. Accessing Mainstream Benefits

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and program changes that can affect homeless clients? Yes

4A-2. Based on the CoC's FY 2016 new and renewal project applications, what percentage of projects have demonstrated they are assisting project participants to obtain mainstream benefits? This includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?

FY 2016 Assistance with Mainstream Benefits

Total number of project applications in the FY 2016 competition (new and renewal):	5
Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 2a, 2b and 2c on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).	5
Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits:	100%

4A-3. List the organizations (public, private, non-profit and other) that you collaborate with to facilitate health insurance enrollment, (e.g., Medicaid, Medicare, Affordable Care Act options) for program participants. For each organization you partner with, detail the specific outcomes resulting from the partnership in the establishment of benefits. (limit 1000 characters)

The CoC partners with several organizations to facilitate health insurance enrollment. UNC Health Care, Piedmont Health Services (PHS), Cardinal Innovations Healthcare and the UNC Center for Excellence in Community Mental Health assist program participants with Medicaid/Medicare enrollment. The Orange County Dept. of Social Services helps clients apply for Medicaid (adult, family and children) and for ACA insurance. The Durham VAMC, Volunteers of America and Orange County Veterans Services Officer assist veterans with applying for VA benefits including health insurance. Health

insurance coverage is assessed at intake/HMIS entry, as well as at recertification.

4A-4. What are the primary ways the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available to them?

Educational materials:	<input checked="" type="checkbox"/>
In-Person Trainings:	<input checked="" type="checkbox"/>
Transportation to medical appointments:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not Applicable or None:	<input type="checkbox"/>

4B. Additional Policies

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4B-1. Based on the CoCs FY 2016 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH), and SSO (non-Coordinated Entry) projects in the CoC are low barrier?

FY 2016 Low Barrier Designation

Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2016 competition (new and renewal):	5
Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2016 competition:	5
Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2016 competition that will be designated as "low barrier":	100%

4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2016 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

FY 2016 Projects Housing First Designation

Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2016 competition (new and renewal):	5
Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2016 competition:	5
Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2016 competition that will be designated as Housing First:	100%

4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC's geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to for persons that are least likely to request housing or services in the absence of special outreach?

Direct outreach and marketing:	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">X</div>
--------------------------------	---

Use of phone or internet-based services like 211:	<input checked="" type="checkbox"/>
Marketing in languages commonly spoken in the community:	<input checked="" type="checkbox"/>
Making physical and virtual locations accessible to those with disabilities:	<input checked="" type="checkbox"/>
Printed resource guide	<input checked="" type="checkbox"/>
Online, searchable resource database	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

4B-4. Compare the number of RRH units available to serve populations from the 2015 and 2016 HIC.

	2015	2016	Difference
RRH units available to serve all populations in the HIC:	0	20	20

4B-5. Are any new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? No

4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD's implementing rules at 24 CFR part 135?

(limit 1000 characters)

N/A

4B-7. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes? No

4B-7a. If "Yes", to question 4B-7, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons

defined as homeless in accordance with 24 CFR 578.89. Description must include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan. (limit 2500 characters)

N/A

4B-8. Has the project been affected by a major disaster, as declared by the President Obama under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Public Law 93-288) in the 12 months prior to the opening of the FY 2016 CoC Program Competition? No

4B-8a. If "Yes" in Question 4B-8, describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD. (limit 1500 characters)

N/A

4B-9. Did the CoC or any of its CoC program recipients/subrecipients request technical assistance from HUD since the submission of the FY 2015 application? This response does not affect the scoring of this application. No

4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.

This response does not affect the scoring of this application.

CoC Governance:	<input type="checkbox"/>
CoC Systems Performance Measurement:	<input type="checkbox"/>
Coordinated Entry:	<input type="checkbox"/>
Data reporting and data analysis:	<input type="checkbox"/>
HMIS:	<input type="checkbox"/>

Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:	<input type="checkbox"/>
Maximizing the use of mainstream resources:	<input type="checkbox"/>
Retooling transitional housing:	<input type="checkbox"/>
Rapid re-housing:	<input type="checkbox"/>
Under-performing program recipient, subrecipient or project:	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

4B-9b. Indicate the type(s) of Technical Assistance that was provided, using the categories listed in 4B-9a, provide the month and year the CoC Program recipient or sub-recipient received the assistance and the value of the Technical Assistance to the CoC/recipient/sub recipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.

Type of Technical Assistance Received	Date Received	Rate the Value of the Technical Assistance

4C. Attachments

Instructions:

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:
<https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource>

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	Emails to NC-513 ...	09/06/2016
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes		
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	Rating and Review...	09/06/2016
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	NC-513 Rating and...	09/06/2016
05. CoCs Process for Reallocating	Yes	Reallocation proc...	09/06/2016
06. CoC's Governance Charter	Yes	NC 513 Governance...	08/30/2016
07. HMIS Policy and Procedures Manual	Yes	HMIS Policies and...	09/01/2016
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	PHA Admin plans_N...	09/02/2016
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No	NC-513 MOU with MCAH	08/30/2016
11. CoC Written Standards for Order of Priority	No	Meeting minutes a...	09/06/2016
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	NC 513 2016 Syste...	08/30/2016
14. Other	No		
15. Other	No		

Attachment Details

Document Description: Emails to NC-513 Project Apps, no projects rejected

Attachment Details

Document Description:

Attachment Details

Document Description: Rating and Review Procedure

Attachment Details

Document Description: NC-513 Rating and Review Public Posting

Attachment Details

Document Description: Reallocation process for NC-513

Attachment Details

Document Description: NC 513 Governance Charter

Attachment Details

Document Description: HMIS Policies and Procedures_NC-513

Attachment Details

Document Description:

Attachment Details

Document Description: PHA Admin plans_NC-513

Attachment Details

Document Description: NC-513 MOU with MCAH

Attachment Details

Document Description: Meeting minutes adopting PSH orders of priority

Attachment Details

Document Description:

Attachment Details

Document Description: NC 513 2016 System Performance Measures

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page	Last Updated
1A. Identification	08/29/2016
1B. CoC Engagement	09/06/2016
1C. Coordination	09/06/2016
FY2016 CoC Application	Page 60
	09/06/2016

1D. CoC Discharge Planning	09/02/2016
1E. Coordinated Assessment	09/06/2016
1F. Project Review	09/06/2016
1G. Addressing Project Capacity	09/06/2016
2A. HMIS Implementation	08/30/2016
2B. HMIS Funding Sources	08/30/2016
2C. HMIS Beds	09/01/2016
2D. HMIS Data Quality	09/06/2016
2E. Sheltered PIT	09/01/2016
2F. Sheltered Data - Methods	09/02/2016
2G. Sheltered Data - Quality	09/02/2016
2H. Unsheltered PIT	08/30/2016
2I. Unsheltered Data - Methods	09/06/2016
2J. Unsheltered Data - Quality	09/02/2016
3A. System Performance	Please Complete
3B. Objective 1	09/06/2016
3B. Objective 2	Please Complete
3B. Objective 3	09/06/2016
4A. Benefits	09/06/2016
4B. Additional Policies	09/02/2016
4C. Attachments	Please Complete
Submission Summary	No Input Required

Corey Root

From: Corey Root
Sent: Friday, August 26, 2016 2:16 PM
To: Olive Joyner; 'martin@housingfornewhope.org'
Subject: Projects included in Orange County 2016 CoC grant applciation

Hello,

Thank you for submitting your agency's project application(s) to Orange County Partnership to End Homelessness (OCPEH) for the 2016 CoC grant competition. Your agency's project will be included in the CoC Consolidated Application and was recommended for funding. The OCPEH Leadership Team voted last night on a final Project Priority Listing, you can find that posted on the OCPEH website here:

http://www.orangecountync.gov/departments/hhrcd/Project%20Priority%20Listing_8.25.16.pdf

You can find full CoC grant competition information here:

http://www.orangecountync.gov/departments/hhrcd/coc_test.php

I will be back in touch with you next week with requests for revisions to your project application to improve application quality.

Let me know if I can get you any further information in the meantime.

Best regards,

-corey

Corey Root, Homeless Programs Coordinator ~ Orange County Partnership to End Homelessness
200 S. Cameron St., PO Box 8181, Hillsborough, NC 27278 ~ (919) 245-2496 ~ croot@orangecountync.gov

Corey Root

From: Corey Root
Sent: Friday, August 26, 2016 2:16 PM
To: Joel Rice; larry.swabe@cardinalinnovations.org
Cc: debra.farrington@cardinalinnovations.org
Subject: Projects included in 2016 CoC grant competition

Hello,

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Best regards,

-corey

Corey Root, Homeless Programs Coordinator ~ Orange County Partnership to End Homelessness
200 S. Cameron St., PO Box 8181, Hillsborough, NC 27278 ~ (919) 245-2496 ~ croot@orangecountync.gov

Corey Root

From: Corey Root
Sent: Friday, August 26, 2016 2:37 PM
To: Stephani Kilpatrick; Kristin Lavergne; John Dorward (jdorward@ifcmailbox.org)
Subject: Project included in 2016 CoC grant competiton

Hello,

Thank you for submitting your agency's project application(s) to Orange County Partnership to End Homelessness (OCPEH) for the 2016 CoC grant competition. Your agency's project will be included in the CoC Consolidated Application and was recommended for funding. The OCPEH Leadership Team voted last night on a final Project Priority Listing, you can find that posted on the OCPEH website here:

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-corey

Corey Root, Homeless Programs Coordinator ~ Orange County Partnership to End Homelessness
200 S. Cameron St., PO Box 8181, Hillsborough, NC 27278 ~ (919) 245-2496 ~ croot@orangecountync.gov

Overview

One of the largest funding sources for homeless programs is the Continuum of Care (CoC) grant competition. This document is designed to give agencies information about applying for new projects, recruit people to help with the application process, and detail the roles and responsibilities of the groups involved.

The U.S Dept. of Housing & Urban Development (HUD) opened the FY2016 CoC competition on June 29, 2016 – complete info available in the [Notice of Funding Availability \(NOFA\)](#). Our community will have about \$656,963 (HUD to publish final numbers after Aug. 2) in available funding broken down in the following manner:

Type	Description	Formula	Amount	Eligible Applicants
Annual Renewal Demand (ARD)	Amount to fund all renewal projects for FY2016	Calculation of current grants incl. Fair Market Rent (FMR) adjustments	\$608,299	Nonprofits, Governments, Public housing authorities
Permanent Housing Bonus	New project funding for Permanent Supportive Housing (PSH) & Rapid Re-housing (RRH)	5% of ARD	\$ 30,415	Nonprofits, Governments, Public housing authorities
CoC Planning	Help for strategic planning, performance improvement, etc.	3% of ARD	\$ 18,249	Collaborative Applicant (Orange County)

New Projects

New projects can be eligible through either reallocation of current project funds or the permanent housing bonus. There will be a meeting **Fri. July 15, 9-10:00 a.m.** to talk about new projects. Email croot@orangecountync.gov for meeting details. Project applications and supplementary materials will be due Fri. Aug. 12, more info to come. Here is a breakdown of project types by eligible funding source:

Project description	FUNDING SOURCE	
	Reallocation	Permanent Housing Bonus
Permanent supportive housing , serving 100% chronically homeless individuals and families	X	X
Permanent supportive housing , with beds dedicated for use by chronically homeless individuals and families	X	
Rapid re-housing , serving homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence	X	X
Supportive services-only project for coordinated entry	X	
Homeless Management Information System (HMIS)	X	

Community Involvement

HUD rewards communities that design local CoC competitions with a high degree of transparency, accountability, and involvement – this is our goal. **Please consider lending your skills to this process.** Find descriptions below of the CoC workgroups, their timelines, and the overall CoC competition timeline. Fill [this form](#) to volunteer or contact Corey Root for more information (croot@orangecountync.gov, 919.245.2496).

Scorecard Committee

Purpose: Draft scorecards for consideration by the OCPEH Leadership Team ([OCPEH bylaws, Article V, Section 6. Funding Application Committees](#))

Membership: 3-6 people; community members interested in shaping local funding priorities for homeless programs

Scope: Review draft and revised scorecards by email & 1 two-hour meeting

Work begins: Around July 11

Work completed: By July 22

Previewed time commitment: 4 hours

Project Review Committee

Purpose: Review and rank each project application & create proposed list of ranked projects for OCPEH Leadership Team consideration ([OCPEH bylaws, Article V, Section 6. Funding Application Committees](#))

Membership: 3-6 people; community members with knowledge of homeless programs & priorities, members cannot be affiliated with agencies applying for CoC funding

Scope: 1-hour orientation meeting, week of Aug. 8; score project applications during the week of Aug. 15-19; 2-hour application review and ranking meeting, week of Aug. 22

Work begins: Around Aug. 8

Work completed: By Aug. 26

Previewed time commitment: 10 hours

Community Application Workgroup

Purpose: Draft and review CoC community application

Membership: 4-12 people; community members with proofreading and grant writing skills

Scope: Review of documents online and by email

Work begins: Around July 18 (drafting) or Aug. 29 (review)

Work completed: By Sept. 9

Previewed time commitment: 2-30 hours (variable depending on commitment)

Overall CoC application timeline

- Mon. 7/11 Scorecard Committee begins work on draft Scorecard
- Fri. 7/15 New CoC Project Info Meeting – email croot@orangecountync.gov for meeting details
- Mon. 7/18 CoC staff and Community Application Workgroup begin drafting community application
- Fri. 7/22 CoC staff submit System Performance Measures to HUD
- Wed. 7/27 Draft scorecard available for Leadership Team review
- Wed. 8/3 OCPEH Leadership Team approves Scorecard
- Week of 8/8 Project Review Committee orientation meeting
- Fri. 8/12 Project applications due: Project app submitted in e-snaps & all supplementary documentation emailed to croot@orangecountync.gov
- PLEASE NOTE: Projects applicants will be scored solely on materials submitted by deadline. Applicants & CoC staff will continue to work on project applications after CoC submission per HUD guidelines, however these changes and additions will not be scored in the local competition, only in the HUD project eligibility and quality threshold reviews for approved applications.*
- Mon. 8/15-Fri. 8/19 Project Review Committee scores project applications
- 8/22-23 Project Review Committee application review & ranking meeting
- 8/24-25 SPECIAL MEETING of OCPEH Leadership Team – application review & ranking
- Fri. 8/26 CoC staff notify project applicants in writing whether projects included in Orange CoC application
- Mon. 8/29 Community application draft complete, review to maximize points begins
- Fri. 9/2 Project applications revisions complete
- Mon. 9/5 Community application review complete
- Tues. 9/6 CoC staff posts CoC application on OCPEH website (CoC community app, project priority listing + project apps)
- Wed. 9/7 OCPEH Leadership Team meeting will review CoC application
- Mon. 9/12 CoC staff submit complete CoC application (CoC community app, project priority listing + project apps) to HUD



FINAL 2016 CoC Scorecard

The Orange County Partnership to End Homelessness (OCPEH) Leadership Team approved this Scorecard on August 3, 2016.

The scorecard will be used by the Project Review Committee (PRC) to score and rank project applications in the FY2016 CoC grant competition. Points will be averaged for questions scored by the PRC. Staff scored questions are objective measures.

The goal of this scorecard is to fund organizations that:

- Have capacity to run effective programs
- Further efforts to end homelessness in Orange County
- Are active community partners in ending homelessness in Orange County
- Achieve excellent outcomes

There are four question categories:

- Agency Capacity
- Community Partnerships
- Project Design
- Project Performance

Each question is worth between 10 and 30 points or is a Standard question. Unmet standards will be reviewed by the Project Review Committee to determine further action, including recommendations to reject or reallocate project funding.

The total possible points depends on whether the project is a new project or a renewal, a Permanent Supportive Housing (PSH) project or Rapid Re-Housing (RRH).

NOTE: There are no Renewal RRH projects for Orange County in 2016, scoring for these project provided as a guideline for future years. The CoC Scorecard is approved, and thus potentially modified, by the OCPEH Leadership Team for each year.

New/Renewal	Project Type	Total Possible Points	# Standard Questions
RENEWAL	Permanent Supportive Housing (PSH)	285	6
NEW	Permanent Supportive Housing (PSH)	185	6
RENEWAL	<i>Rapid Re-Housing (RRH)</i>	265	6
NEW	Rapid Re-Housing (RRH)	185	6

Orange County Partnership to End Homelessness - 2016 CoC Scorecard

Category	Scored by	New/Renewal	Project Type	Question	Materials used to score	Scoring Rubric	Possible Points	Project Points
Agency Capacity	Staff	ALL	ALL	Agency is free of HUD monitoring findings	Agency certification; Staff interview with HUD Field Office	N = Unmet Y = Met	Standard	
Agency Capacity	PRC	ALL	ALL	Application is complete, accurate & error-free	Project application	0-15 points based on reviewer judgment	15	
Agency Capacity	PRC	NEW	ALL	Project fits within agency mission	Agency certification; Supplemental docs; Project application	0-10 points based on reviewer judgement	10	
Agency Capacity	PRC	NEW	ALL	Agency has capacity to operate project on reimbursement basis	Supplemental docs	0-10 points based on reviewer judgement	10	
Community Partnerships	Staff	ALL	ALL	Agency agrees to participate fully in coordinated entry	Agency certification	N = Unmet Y = Met	Standard	
Community Partnerships	Staff	ALL	ALL	Agency participation in OCEPH 100,000 Homes Taskforce	Meeting notes, July 2015 - June 2016	Attended 0-30%=0 pts Attended 31-75% = 5 pts Attended 76-100%=10 pts	10	
Community Partnerships	Staff	ALL	ALL	Agency participation in OCEPH Data & Grants workgroup	Meeting notes, July 2015 - June 2016	Attended 0-30%=0 pts Attended 31-75% = 5 pts Attended 76-100%=10 pts	10	
Community Partnerships	Staff	ALL	ALL	All agency beds entered in HMIS	Renewal: NC HMIS report, HIC New: Agency certification	N = 0 pts Y = 10 pts	10	

Orange County Partnership to End Homelessness - 2016 CoC Scorecard

Category	Scored by	New/ Renewal	Project Type	Question	Materials used to score	Scoring Rubric	Possible Points	Project Points
Project Design	PRC	ALL	ALL	For projects requesting service dollars, agency has a plan to seek alternative funding sources for these services in the future	Agency certification	N = Unmet Y = Met N/A = Project does not request service funding	Standard	
Project Design	Staff	ALL	PSH	Agency agrees to use the HUD notice CPD-16-11 for prioritization of program entrants	Agency certification	N = Unmet Y = Met	Standard	
Project Design	Staff	ALL	ALL	Agency submitted documentation of sufficient match	Proj. App 7, match documentation	N = Unmet Y = Met	Standard	
Project Design	PRC	ALL	PSH	Project employs Permanent Supportive Housing Key Elements	Project App 3B, supplemental docs	N = Unmet Y = Met	Standard	
Project Design	PRC	ALL	RRH	Project employs Rapid Re-housing Performance Benchmarks & Program Standards	Project App 3B, supplemental docs	N = Unmet Y = Met	Standard	
Project Design	PRC	ALL	ALL	Project will help Orange County end homelessness	Entire Proj. App	0-30 points based on reviewer judgment	30	
Project Design	PRC	ALL	ALL	Project employs Housing First	Project App 3B, Q4	N = 0 pts Y = 20 pts	20	
Project Design	PRC	ALL	ALL	Project addresses an unmet need in Orange County	Entire Proj. App	0-15 points based on reviewer judgment	15	
Project Design	PRC	ALL	ALL	Project has a feasible plan for achieving its goals (adequate provisions for staff, services, etc.)	Entire Proj. App	0-15 points based on reviewer judgment	15	
Project Design	Staff	RENEWAL	ALL	% of adults served were veterans	APR 1/1/15 - 12/31/15	0-35% = 0 pts 36-90% = 5 pts 91-100% = 10 pts	10	

Orange County Partnership to End Homelessness - 2016 CoC Scorecard

Category	Scored by	New/Renewal	Project Type	Question	Materials used to score	Scoring Rubric	Possible Points	Project Points
Project Design	Staff	RENEWAL	ALL	% of adults served were chronically homeless	Counts & Demographics report, 1/1/15 - 12/31/15	0-35% = 0 pts 36-90% = 5 pts 91-100% = 10 pts	10	
Project Design	Staff	RENEWAL	ALL	% program participants with a disability	APR 1/1/15 - 12/31/15	0-35% = 0 pts 36-90% = 5 pts 91-100% = 10 pts	10	
Project Design	Staff	NEW	ALL	% program participants with a disability	Proj. App 5B	0-35% = 0 pts 36-90% = 5 pts 91-100% = 10 pts	10	
Project Design	Staff	NEW	ALL	% of adults projected to serve will be veterans	Proj. App	0-35% = 0 pts 36-90% = 5 pts 91-100% = 10 pts	10	
Project Design	Staff	NEW	ALL	% of adults projected to serve will be chronically homeless	Proj. App	0-35% = 0 pts 36-90% = 5 pts 91-100% = 10 pts	10	
Project Design	Staff	RENEWAL	ALL	# households with zero income at entry	APR 1/1/15 - 12/31/15	0-35% = 0 pts 36-90% = 5 pts 91-100% = 10 pts	10	
Project Design	Staff	ALL	ALL	Housing to Services funding request ratio	Proj. App 7	0-35% = 0 pts 36-90% = 5 pts 91-100% = 10 pts	10	

Orange County Partnership to End Homelessness - 2016 CoC Scorecard

Category	Scored by	New/Renewal	Project Type	Question	Materials used to score	Scoring Rubric	Possible Points	Project Points
Project Performance	Staff	RENEWAL	ALL	Project is spending funds awarded	Most recent APR submitted to HUD	Spending 0-89% of awarded funds = 0 pts 90+% funds spent = 20 pts	20	
Project Performance	Staff	RENEWAL	RRH	Exits to permanent housing	APR 1/1/15 - 12/31/15	No increase= 0 pts Increase from prev. FY = 20 pts	20	
Project Performance	Staff	RENEWAL	PSH	Exits to/retention of permanent housing	APR 1/1/15 - 12/31/15	Adding stayers 181+ days to exits to PH 0-94%= 0 pts 95-100%= 20 pts	20	
Project Performance	Staff	RENEWAL	ALL	Cost per permanent housing exit	CoC project funding + match / (exits to permanent housing + retention of permanent housing)	Below median for Orange Co. = 0 pts Above median for Orange Co. = 20 pts	20	
Project Performance	Staff	RENEWAL	PSH	Total income for adult stayers maintained or increased	APR 1/1/15 - 12/31/15	No increase= 0 pts Increase from prev. FY = 10 pts	10	
Project Performance	Staff	RENEWAL	PSH	Total income for adult leavers maintained or increased	APR 1/1/15 - 12/31/15	No increase= 0 pts Increase from prev. FY = 10 pts	10	
Project Performance	Staff	RENEWAL	ALL	Program unit utilization rate	APR 1/1/15 - 12/31/15	0-79% = 0 pts 80-94% = 5 pts 95-100% = 10 pts	10	
Project Performance	Staff	RENEWAL	ALL	% entering from eligible homeless situation	APR 1/1/15 - 12/31/15	0-99% = 0 pts 100% = 10 pts	10	
Project Performance	Staff	RENEWAL	ALL	HMIS data completeness	HMIS Data Completeness Report 1/1/15 - 12/31/15	0-79% = 0 pts 80-94% = 5 pts 95-100% = 10 pts	10	



CoC Project Review Committee

August 11, 2016

Welcome & introductions



Welcome & introductions

- Welcome
 - WiFi
 - Bathrooms
- Introductions
 - Name
 - Title, agency
 - Experience with Orange County Partnership to End Homelessness
 - Experience with grant review

Present at the meeting:

Khadijah Amina, Director of Wehdah

Allison De Marco, Scientist with the Frank Porter Graham Childhood Development Center and professor at UNC School of Social Work; Allison is also Chair of the Orange County Partnership to End Homelessness

Frances Harris, community member; Frances used to work as CoC staff in Northern Virginia and wrote CoC grants in that capacity

Corey Root, Homeless Programs Coordinator with the Orange County Partnership to End Homelessness

Diiv Sternman, Member Services Coordinator with the Community Empowerment Fund (CEF)

Attending by phone:

Vanessa Neustrom with UNC Hospitals; Vanessa used to work with OPC (before they merged with Cardinal Innovations Healthcare) who wrote some of the original Permanent Supportive Housing grants for Orange County

Charlotte Stewart Assistant Director of Public Service & Pro Bono Activities and Coordinator NC Veterans Pro Bono Network with the NC Bar Association; Charlotte is also Vice Chair of the Orange County Partnership to End Homelessness

Agenda

- Overview of CoC grant competition
 - CoC 101
 - Grant competition process
- Work of Project Review Committee
 - Process & timeline
 - Scoring
 - CoC Scorecard
 - Google doc scoring tool
 - Ranking preview
 - Next steps



CoC Competition Overview



Continuum of Care (CoC) has two meanings, which is confusing

1. CoC = source of HUD funding

- Large source of homeless funding



2. CoC = planning group

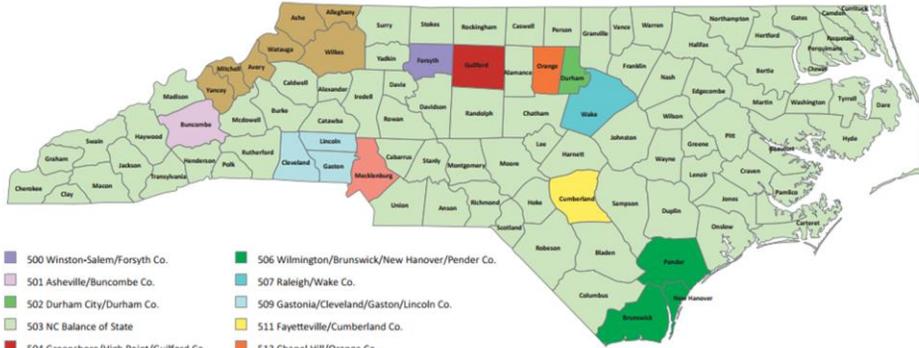
- Geographically defined group responsible for homeless services planning & implementation



For Orange County the CoC planning group = the Orange County Partnership to End Homelessness

There are 12 CoCs in North Carolina

North Carolina Continuum of Care (CoC) Primary Areas

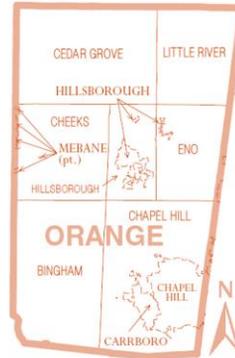


- 500 Winston-Salem/Forsyth Co.
- 501 Asheville/Buncombe Co.
- 502 Durham City/Durham Co.
- 503 NC Balance of State
- 504 Greensboro/High Point/Guilford Co.
- 505 Charlotte/Mecklenburg
- 506 Wilmington/Brunswick/New Hanover/Pender Co.
- 507 Raleigh/Wake Co.
- 509 Gastonia/Cleveland/Gaston/Lincoln Co.
- 511 Fayetteville/Cumberland Co.
- 513 Chapel Hill/Orange Co.
- 516 Northwest NC



For us, CoC = Orange County Partnership to End Homelessness

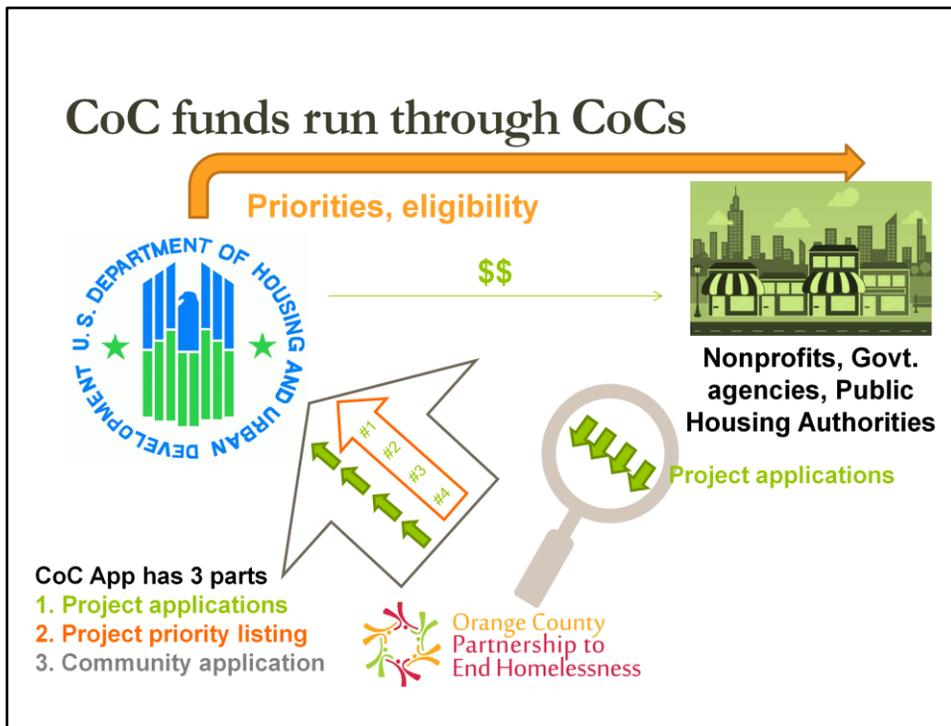
- Governing body of CoC
 - OCPEH Leadership Team



HUD designates CoC responsibilities

- CoC governance & structure
 - Board, membership, meetings, committees, governance charter
- System planning
 - System planning, Point-in-Time, work with other HUD grantees
- System operation
 - Program performance, system performance, coordinated entry, written standards
- Homeless Management Information System (HMIS)





The Continuum of Care (CoC) grant process involves 3 groups:

- HUD sets the funding priorities and project eligibility each year; HUD also sends funding directly to agencies after grant awards are made
- Agencies apply for project funding and administer programs
- The Continuum of Care (CoC) for Orange County is the Orange County Partnership to End Homelessness; the CoC examines project applications in 2 ways, first to score and rank applications (this becomes the Project priority listing) and also to review applications for project quality; the CoC also writes a comprehensive community application which is submitted alongside the project applications and project priority listing

CoC application process looks different in Orange County this year

- GOAL: increased transparency & community involvement → increased funding
- 3 application committees, all have different roles
 - Scorecard Committee
 - ROLE: create draft scorecard for Leadership Team review
 - Project Review Committee
 - ROLE: create draft project priority listing for Leadership Team review
 - Community Application Committee
 - ROLE: draft and review community application
- Role of Leadership Team
 - Approve scorecard
 - Approve project priority listing



The big picture of FY2016 CoC funding - \$656,963 for homeless programs

- Renewal projects \$608,299
- Potential new funding \$30,415
- CoC planning \$18,249



5 types of projects are eligible for funding

Project type	FUNDING SOURCE	
	Reallocation	Permanent Housing Bonus
Permanent supportive housing , serving 100% chronically homeless individuals and families	X	X
Permanent supportive housing , with beds dedicated for use by chronically homeless individuals and families	X	
Rapid re-housing , serving homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence	X	X
Supportive services-only project for coordinated entry	X	
Homeless Management Information System (HMIS)	X	

Work of Project Review Committee



Work of Project Review Committee is broken into 2 parts

1. Scoring

- Use scorecard and supplemental materials to score all projects
- Next week, Aug. 15-19

2. Ranking

- Use scores and other factors as needed to create proposed ranked list of projects
- Meeting on Aug. 23



First step is scoring, we'll use the CoC Scorecard to do this

- Scorecards are posted on OCPEH website:
orangecountync.gov/departments/hhrcd/Scorecard_2016.pdf
 - Full version
 - Renewal Permanent Supportive Housing (PSH)
 - New PSH
 - New Rapid Re-Housing (RRH)
- Goal of scorecard is to fund organizations that:
 - Have capacity to run effective programs
 - Further efforts to end homelessness in Orange County
 - Ac active community partners in ending homelessness
 - Achieve excellent program outcomes



Scorecard has different types of questions

Points <ul style="list-style-type: none">• Range from 10-30 pts	Standards <ul style="list-style-type: none">• Unmet standards will be reviewed by PRC• Potential to reject or reallocate projects
Scored by staff	Scored by Project Review Committee (PRC)
New projects	Renewal projects
Permanent Supportive Housing (PSH)	Rapid Re-Housing (RRH)



Total possible points depend on project type and new/renewal status

New/ Renewal	Project Type	Total Possible Points	# Standard Questions
RENEWAL	Permanent Supportive Housing (PSH)	285	6
NEW	Permanent Supportive Housing (PSH)	185	6
RENEWAL	Rapid Re-Housing (RRH)	265	6
NEW	Rapid Re-Housing (RRH)	185	6



10 questions scored by PRC, all either Agency Capacity or Project Design

Cat.	Status	Type	Question	Materials to score	Scoring Rubric	Pts.
Agency Capacity	ALL	ALL	Application is complete, accurate & error-free	Project application	0-15 points based on reviewer judgment	15
Agency Capacity	NEW	ALL	Project fits within agency mission	Agency certification; Supplemental docs; Project application	0-10 points based on reviewer judgement	10
Agency Capacity	NEW	ALL	Agency has capacity to operate project on reimbursement basis	Supplemental docs	0-10 points based on reviewer judgement	10

Committee members and staff reviewed each question to be scored by Committee members to discuss question intent, wording, what materials are used for what question, and the scoring rubric.

10 questions scored by PRC, all either Agency Capacity or Project Design

Cat.	Status	Type	Question	Materials to score	Scoring Rubric	Pts.
Project Design	ALL	ALL	For projects requesting service dollars, agency has a plan to seek alternative funding sources for these services in the future	Agency certification	N = Unmet; Y = Met N/A = Project does not request service funding	Standard
Project Design	ALL	PSH	Project employs Permanent Supportive Housing Key Elements	Project App 3B, supplemental docs	N = Unmet Y = Met	Standard
Project Design	ALL	RRH	Project employs Rapid Re-housing Performance Benchmarks & Program Standards	Project App 3B, supplemental docs	N = Unmet Y = Met	Standard

Committee members and staff reviewed each question to be scored by Committee members to discuss question intent, wording, what materials are used for what question, and the scoring rubric.

10 questions scored by PRC, all either Agency Capacity or Project Design

Cat.	Status	Type	Question	Materials to score	Scoring Rubric	Pts.
Project Design	ALL	ALL	Project will help Orange County end homelessness	Entire Proj. App	0-30 points based on reviewer judgment	30
Project Design	ALL	ALL	Project employs Housing First	Project App 3B, Q4	N = 0 pts; Y = 20 pts	20
Project Design	ALL	ALL	Project addresses an unmet need in Orange County	Entire Proj. App	0-15 points based on reviewer judgment	15
Project Design	ALL	ALL	Project has a feasible plan for achieving its goals (adequate provisions for staff, services, etc.)	Entire Proj. App	0-15 points based on reviewer judgment	15

Committee members and staff reviewed each question to be scored by Committee members to discuss question intent, wording, what materials are used for what question, and the scoring rubric.

Work is already underway for CoC application, will continue for next 5 weeks

- July 15 New CoC Project Info meeting
- July 22 Scorecard Committee meeting
- Aug. 3 Leadership Team approves scorecard
- Aug. 11 Project Review Committee orientation meeting
- Aug. 12 Project applications & materials due
- Aug. 15-19 Project Review Committee scoring
- Aug. 23 Project Review Committee review & ranking mtg.
- Aug. 25 Leadership Team review & ranking meeting

We're expecting five project apps, but you never know

- 4 renewal projects - all Permanent Supportive Housing (PSH)
- 1 new project applying for bonus funds - also PSH
- Project application materials for PRC scoring – all projects
 - Project application
 - Program eligibility
 - Program policies
 - Sample lease
- New projects have a few more docs re: agency capacity
 - Org chart
 - Budget letter & current budget
 - Board of directors list & meeting minutes



Materials for scoring will be available for you the afternoon of Mon. Aug. 15

- Using Dropbox OK?
- Folders separated by project
 - Some agency documents will apply to multiple projects
 - Agency certification



Committee members are comfortable using Dropbox to retrieve project app materials

Project Review Committee members enter scores into Google doc

- Your Google account email
- Doc will be shared with Committee members
- Enter scores under your initials
- Finish all scoring ASAP, by noon on Fri. 8/19



The Google Doc uses data validation for each answer. For example, for Standard question the only answers available are 'Met', 'Unmet', and 'N/A'. For question with a max of 15 points, the Google doc will only allow entries between 0-15.

Step 2 of Project Review Committee work is ranking projects

- Corey will send completed scorecards for each project on Mon. Aug. 22
 - Inclusive of staff scores & averaged PRC scores
- Project Review Committee will create proposed list of ranked projects for Leadership Team review at Tues. Aug 23 meeting
 - 12:30 – 2:30 pm
 - Lunch?
 - Location
- Leadership Team will finalize ranked list on Thurs. Aug. 25



No lunch needed for 8/23 meeting, members will bring their own lunch
Location of Animal Services Center is OK.

There are ranking considerations, we will get into the weeds with this on Aug. 23

- Using project scores and other factors to rank projects
- Selecting between projects for new project funding
- There are 2 tiers for funding that are also a factor
 - Tier 1 – 93% of funds
 - More secure
 - Tier 2 – 7% of funds + bonus
 - More risky



We will talk about Tiers extensively at the 8/23 meeting.

Let me know how I can help

- Contact me anytime
 - Corey Root
 - croot@orangecountync.gov
 - 919.245.2496





CoC Project Review Committee

August 23, 2016

Agenda

- Brief background
- Scoring
 - 5 particulars to discuss
 - 2 Unmet standards
- Ranking
 - Order of projects
 - Tiers
 - Ranking recommendation
- Feedback on process/tools
- Wrap up

Present at the meeting:

Khadijah Amina
Allison De Marco
Frances Harris
Corey Root
Charlotte Stewart
Diiv Sternman

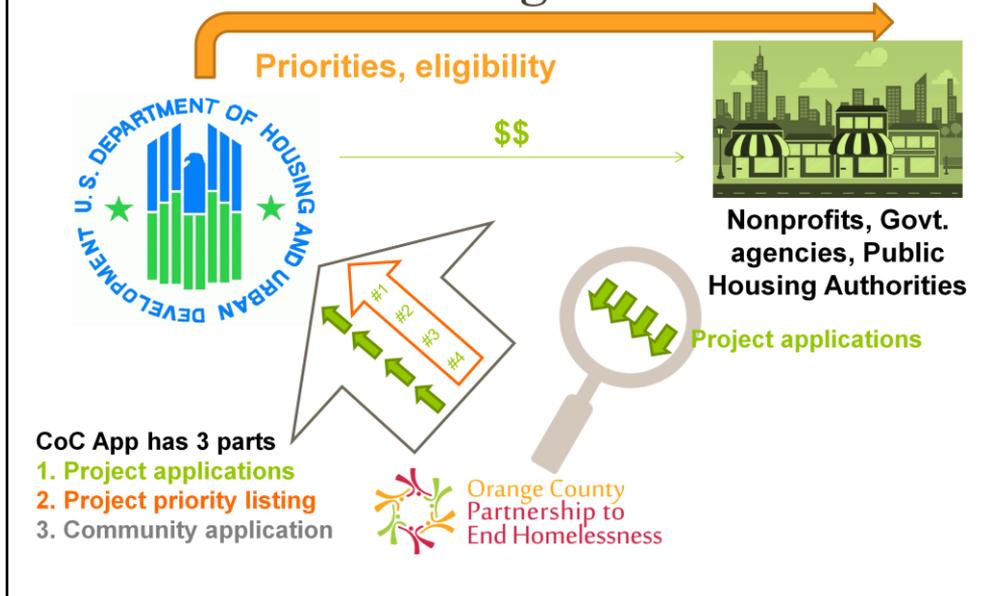
Regrets:

Vanessa Neustrom

Brief bit of background



CoC funds run through CoCs



The Continuum of Care (CoC) grant process involves 3 groups:

- HUD sets the funding priorities and project eligibility each year; HUD also sends funding directly to agencies after grant awards are made
- Agencies apply for project funding and administer programs
- The Continuum of Care (CoC) for Orange County is the Orange County Partnership to End Homelessness; the CoC examines project applications in 2 ways, first to score and rank applications (this becomes the Project priority listing) and also to review applications for project quality; the CoC also writes a comprehensive community application which is submitted alongside the project applications and project priority listing

Goal: increased transparency & community involvement in this year's CoC app. process

- Ultimate goal: increased HUD funding for homeless programs
- 3 application committees
 - Scorecard Committee
 - Project Review Committee
 - Community Application Committee
- Role of Leadership Team
 - Approve scorecard
 - Approve project priority listing



Project Review Committee scores and ranks project applications

1. Scoring

- Nearly complete

2. Ranking

- Purpose of today's meeting
- Use scores and other factors as needed to create proposed ranked list of projects



We're coming to the end of CoC project application ranking

- July 15 New CoC Project Info meeting
- July 22 Scorecard Committee meeting
- Aug. 3 Leadership Team approves scorecard
- Aug. 11 Project Review Committee orientation meeting
- Aug. 12 Project applications & materials due
- Aug. 15-19 Project Review Committee scoring
- Aug. 23 Project Review Committee review & ranking mtg.
- Aug. 25 Leadership Team review & ranking meeting

Scoring



The goal of the scorecard is to fund organizations that...

- Have capacity to run effective programs
- Further efforts to end homelessness in Orange County
- Are active community partners in ending homelessness
- Achieve excellent program outcomes



Five scoring particulars to discuss

1. Scores rounded to nearest whole number
2. Cost per permanent housing exit
 - Rubric
 - Above OC median = 0 pts
 - Below OC median = 20 pts
 - Staff suggestion
 - At or below OC median = 20 pts
3. Unit utilization when over 100%
 - Rubric
 - 0-79% = 0 pts
 - 80-94% = 5 pts
 - 95-100% = 10 pts
 - Cardinal Concern of Durham = 116%
 - Staff suggestion: 10 pts.

Committee members agreed with rounding scores to nearest whole number

Committee members agreed with scoring the cost for permanent housing exit at or below the Orange County median

Committee members discussed the unit utilization issue at length and debated options of awarding 10 points, 5 points and 0 points for measures over 100%. Committee members were concerned that measures over 100% signal a data quality problem and that this should not be awarded full points. Consensus emerged to award 5 points for measures over 100% - not full points because of data quality, but not zero points because the grantee was serving an increased number of program participants.

Five scoring particulars to discuss

4. Housing for New Hope, OC Housing Support Program
 - Awarded as a new project in 2015 competition
 - No grant agreement from HUD in place yet – this is normal
 - Work not yet begun = no performance measures to score
 - Staff suggestion: award max points for all performance questions

Committee members decided to not award max points to this project, but instead to reduce the total possible points for this project and to then use the percent of total possible points in the ranking.

Five scoring particulars to discuss

5. Spending question, "Project is spending funds awarded"

- Used to score: most recent APR
- Rubric
 - 0-89% = 0 pts
 - 90+% = 20 pts
- Housing for New Hope
 - UNC XDS grants transferred from UNC – no APRs yet
 - OC Housing Support Program – not yet started
- Cardinal
 - Old APRs, no current spending info
- Staff suggestion
 - Don't score question this year
 - Ask for different info next year to score (ELOCCS screen shot)
 - Score on pro-rated basis previous year grant (if existing) and current year grant by quarter

Committee members agreed with staff suggestion of not scoring spending question this year and to ask for different documentation next year.

2 Unmet standards

- Any reviewer finds Unmet standard = discussion
 - Not “averaged”
- Both Unmet standards for “Project employs PSH key elements”
 - Cardinal Concern of Durham
 - Cardinal RA/Operating
- Scorecard, “Unmet standards will be reviewed by the Project Review Committee to determine further action, including recommendations to reject or reallocate project funding”
- Other options for further action
 - Discussion with grantee and partner agencies on next steps for grant



Committee members went through supplemental documentation from grantees and compiled a list of particular language in tenant and participant agreements that does not follow Permanent Supportive Housing key elements. Staff will follow up with agencies after the CoC competition to request these changes.

Outside of ranking, staff works with agencies to improve project applications

- Consistency & clarity
- Numbers adding up
- Point maximization
- Feedback you want to include?
 - Cardinal RA/Operating
 - Transportation needed (4A)
 - Subpop chart numbers (5B)
 - Cost/unit (6B, 6C)
 - Cardinal Concern of Durham
 - CH prioritized beds (4B)
 - Subpop chart numbers (5B)



Staff will also request changes to match letters if they are missing elements required by HUD.

Ranking



The big picture of FY2016 CoC funding - \$656,963 for homeless programs

- Renewal projects \$608,299
- Potential new funding \$30,415
- **SUBTOTAL \$638,714**



- CoC planning \$18,249
 - Not ranked
- **GRAND TOTAL \$656,963**



There are 2 considerations with ranking: order of project + Tiers

- Order of projects = ranked 1 through 5
- Tiers are an added level of complexity

Tier 1	More secure	\$565,718
Tier 2	More risky – may not be funded	\$72,996
Total		\$638,714

- 2015 CoC competition: Orange County received \$0 in Tier 2 funding



First consideration: order of projects

- Ranked by score

Agency	Project	Total Score
Housing for New Hope	Orange County Housing Support Program	254
Cardinal	PSH Concern of Durham 2016	187
Housing for New Hope	UNC XDS Leasing Project 1	178
Cardinal	RA/Operating Renewal 2016	161
IFC	IFC Permanent Supportive Housing	138



First consideration: order of projects

- Ranked by % of points received

Agency	Project	Total Possible	Total Score	% points earned
HFNH	Orange County Housing Support Program	145	114	79%
IFC	IFC Permanent Supportive Housing	185	138	74%
Cardinal	PSH Concern of Durham 2016	285	187	66%
HFNH	UNC XDS Leasing Project 1	285	178	63%
Cardinal	RA/Operating Renewal 2016	285	161	56%

Committee members decided to rank projects by % of total possible points achieved rather than by raw score as this seems a more equitable solution given the different possible score totals.

Looking at order + adding Tiers, this is staff ranking recommendation

#	Agency	Project	Status	Total	Funding Rec.	Running Total	Tier
1	HFNH	OC Housing Support Pgm.	Renewal	\$87,332	\$87,332	\$87,332	1
2	IFC	IFC PSH	New	\$30,415	\$30,415	\$117,747	1
3	Cardinal	PSH Concern of Durham 2016	Renewal	\$338,967	\$338,967	\$456,714	1
4	HFNH	UNC XDS Leasing Project 1	Renewal	\$80,879	\$80,879	\$537,593	1
5	Cardinal	RA/Operating Renewal 2016 – Tier 1	Renewal	\$101,121	\$28,125	\$565,718	1
5	Cardinal	RA/Operating Renewal 2016 – Tier 2	Renewal		\$72,996	\$638,714	2

Committee members discussed the difference between de-funding an existing project vs. funding a new project

Does this create homelessness? Our goal is to end homelessness, not create it.

Given the long lead times between funding decision making and grant end dates, this can be prevented with good coordination

Is there strategy we should be using to place projects more likely to get funded in Tier 2, trying to “work the system” to maximize funding

HUD seemed to change the game with 2015 competition, ending the effectiveness of this type of gamesmanship by CoCs.

Committee members agreed with staff recommendation and submit this ranked, tiered list at the formal Project Review Committee recommendation for the 2016 CoC Project Priority Listing to the OCPFH Leadership Team for their review on Thursday August 25.

Going forward...



Feedback on process and tools

- What worked well this year?
- What can we improve for the 2017 Project Review Committee?
- Elements
 - Orientation meeting and materials
 - Scorecards
 - Dropbox
 - Google doc for entering scores



Possible to make the scorecards easier to interact with? Sort-able? Create a form instead of a Google sheet for PRC members to enter in scores.

Is there a better way to judge agency capacity – different documents to request?

Viewing agency website? A form for agencies to complete stating their mission, track record, etc.

Can staff make the attachments easier to comprehend – give agencies and naming convention for what each document is

Can agencies list the community partners they are working with, that are referenced in the project app

The time needed for this work was not accurate, more like 12-15 hours for 5 apps. 20-30 hours for 10 apps

Let's do this again...

- Upcoming volunteer opportunities
 - Project Connect, Thursday Oct. 27
 - Serve on Leadership Team
 - Board of the CoC
 - 2017 application process gearing up
 - 2017 CoC application committees
 - Notification in May-June 2017



Thank you for your time and brainpower!

- Share your knowledge and experience
- Keep in touch
 - Facebook: [facebook.com/OrangeCountyPEH](https://www.facebook.com/OrangeCountyPEH)
 - Twitter: twitter.com/OCPEHNC
 - Email mailing list (1-2 per month)
 - Check **Partnership to End Homelessness** from list
 - http://www.orangecountync.gov/departments/board_of_county_commissioners/receive_e-mail_notifications.php
- Contact me anytime
 - Corey Root, croot@orangecountync.gov, 919.245.2496



Corey Root

From: Corey Root
Sent: Friday, July 08, 2016 8:23 AM
To: landlordpartnership@googlegroups.com; Cordelia Heaney (director@compassctr.org); dbailey15able . (delores.bailey@gmail.com); Michael Reinke (mreinke@ifcmailbox.org) (mreinke@ifcmailbox.org); West, Maggie (maggiew@communityempowermentfund.org); jony@communityempowermentfund.org; Latoya Mitchell; '(cblue@townofchapelhill.org)'; 'Al Morgan'; 'Alexis Bowers'; Allison Zirkel; 'Amanda Cantrell'; 'Amber Luckey'; 'Bebe Smith (besmith@med.unc.edu)'; Betsy Corbett; 'Blake Rothwell (blake.rothwell@caramore.org)'; 'Brian Sangutei (Brian.Sangutei@va.gov)'; Caitlin Fenhagen; 'Charlotte Stewart'; 'Derek Olsen'; 'Desmond'; 'Diiv Sternman'; 'Doneicia Johnson (Doneicia.Johnson@va.gov)'; Emily Earnest; 'Grayson Hite'; 'Heather Griffin-Dolciney'; 'James David (dhjames@psafety.unc.edu)'; 'Jan Dew (jan.d@fhrecovery.org)'; 'Janice Bainbridge (janice_bainbridge@med.unc.edu)'; 'Jerry Covington (jscoving@unch.unc.edu)'; 'Joel Rice (Joel.Rice@cardinalinnovations.org)'; 'Jonathan T. Crooms (jcrooms@voa.org)'; 'Kay Byers'; 'Kim Woodward (kwoodward@orangecountync.gov)'; 'Lindsey Arledge'; 'Marc Strange (mstrange@med.unc.edu)'; 'Martin Friedman'; 'Mary Houston'; 'Mary Jean Seyda (mjseyda@casanc.com)'; 'Matt Diehl'; 'Matt Kauffmann'; 'Megan Raymond (MRaymond@ifcmailbox.org)'; Molly Rowe; 'Olayide Olaniyan'; 'Olive Joyner'; 'Paula Harrington'; 'Romanowski Law Firm'; 'Rudolph Bailey'; 'Sarah Furman'; 'Sernetra Webb (Sernetra.webb@va.gov)'; 'Stephani Kilpatrick'; Suzanne Hitt; 'Tanganyika Tolliver'; 'Tasha Blazer'; 'Teresa Rogers <trogers@ifcmailbox.org> (trogers@ifcmailbox.org)'; 'Terry, Tiana'; 'Timothy Smith (tismith@email.unc.edu)'; 'Weiden, Pamela H.'; 'Yolanda Morgan'; 'Allan Rosen'; 'Debra Vestal (houseassistant@ifcmailbox.org)'; 'debra.farrington@cardinalinnovations.org'; 'Mary Jean Seyda' (mjseyda@casanc.org); 'Tia Sanders-Rice'; 'Brika Eklund'; 'Dan Levine'; 'Gretchen Senez (gretchen@housingfornewhope.org)'; 'Hudson Vaughn'; 'James Stroud (jstroud@choedc.org)'; 'Jamie Rohe (jrohe@co.orange.nc.us)'; 'Jesse Gibson'; 'Justice United'; 'Liz Evans'; 'Loryn Clark'; 'Nate Broman-Fulks'; 'Robert Dowling (rdowling@communityhometruster.org)'; 'Sarah Vinas (svinas@townofchapelhill.org)'; 'Susan Levy (slevy@orangehabitat.org)'; 'Tina Vaughn (tvaughn@townofchapelhill.org)'
Subject: 2016 CoC grant competition info
Attachments: FY2016 Competition Info_07072016.pdf

Hello Orange County stakeholder -

Please find a document attached (it's also on the OCPEH website:

http://www.orangecountync.gov/departments/hhracd/FY2016%20Competition%20Info_07072016.pdf) with general information on the Continuum of Care (CoC) grant competition, one of main sources of homeless programs funding. The document gives an overview of the grant purpose, process of applying for new projects, and explanation of the community involvement needed to complete the process. Please review and let me know if you have questions, etc.

I have two asks of you:

1. Please **consider volunteering for one of the funding committees** (more info in the document) - fill [this form](#) to volunteer.

2. Please **send this document to any agencies who might be interested in applying for new projects** - I will also be distributing this widely. There will be a meeting for agencies interested to learn more about applying for new projects next Friday 7/15, 9-10:00 a.m. I will send meeting logistics to this email list next week, or email Corey Root croot@orangecountync.gov for meeting details.

Thanks in advance for your consideration and elbow grease to bring this opportunity into fruition.

Best regards,

-corey

Corey Root
Homeless Programs Coordinator
Orange County Partnership to End Homelessness
200 S. Cameron St
PO Box 8181
Hillsborough, NC 27278
Office: (919) 245-2496

Corey Root

From: Corey Root
Sent: Friday, July 08, 2016 8:23 AM
To: '(cblue@townofchapelhill.org)'; 'Allan Rosen (project@ifcmailbox.org)'; 'allsd@hotmail.com'; 'Amanda Cantrell'; 'Annetta Streater (astreater@gmail.com)'; Audrey Spencer-Horsley; 'Barbara Black (bjblack@bellsouth.net)'; Betsy Corbett; Bonnie Hammersley; 'Brian Sangutei'; Caitlin Fenhagen; 'Charlotte Stewart'; 'Corinthia Barber (cbarber@co.orange.nc.us)'; 'Damon Seils (dseils@townofcarrboro.org)'; 'debra.farrington@cardinalinnovations.org'; 'Heather Griffin-Dolciney'; 'Jeff Nieman'; 'Jeff Nieman (jeffrey.l.nieman@gmail.com)'; 'Jerry Villemain'; 'Joel Rice (Joel.Rice@cardinalinnovations.org)'; 'Jonathan Crooms'; 'Kathleen Ferguson'; 'Kathy Underhill'; 'ksmith@carolinachamber.org'; 'Linda Convissor (Linda_Convissor@unc.edu)'; 'Loryn Clark'; 'Maggie West (maggiewest@gmail.com)'; 'Margaret Hauth (margaret.hauth@hillsboroughnc.org)'; 'Marie Bossert (mbossert@unch.unc.edu)'; 'Mark Dorosin'; Meredith McMonigle; 'Michael Reinke (mreinke@ifcmailbox.org)'; Nancy Coston; 'Natasha Adams'; 'Nate Broman-Fulks'; 'Nieman, Jeffrey L. (Jeffrey.L.Nieman@nccourts.org)'; 'Olive Joyner'; 'Sally Greene (sally@ibiblio.org)'; 'Sarah Osmer Viñas'; 'Stephani Kilpatrick'; Travis Myren
Subject: RE: Information on CoC Competition
Attachments: FY2016 Competition Info_07072016.pdf

With attachement.

Hello Leadership Team –

Please find a document attached (it's also on the OCEPH website:

http://www.orangecountync.gov/departments/hhrkd/FY2016%20Competition%20Info_07072016.pdf) with general information on the Continuum of Care (CoC) grant competition, one of main sources of homeless programs funding. The document lays out the roles and responsibilities of the Leadership Team in the CoC grant process – this will be new this year, as reflected in the revised bylaws passed last month. We will discuss all of this further at our next meeting on August 3, but please don't hesitate to get in touch with me if you have questions in the meantime.

There are three things I ask you to do in the short term/next few days:

1. Please **consider volunteering for one of the funding committees** (more info in the document) - fill [this form](#) to volunteer.
2. The documents also outlines the process of applying for new projects – please forward the document to any agencies (I will also be distributing this widely) who could be interested and ask them to attend the meeting next Friday 7/15, 9-10:00 a.m. for more information – email Corey Root croot@orangecountync.gov for meeting details.
3. Given the application timeline, we will need to schedule a special meeting of the Leadership Team on either Wed. 8/24 or Thurs. 8/25 – please indicate your availability for this meeting on this doodle poll: <http://doodle.com/poll/qw8pqbxt2uemx7ic>

This will be an interesting process – I'm looking forward to working with you on this.

Best regards,

-corey

Corey Root
Homeless Programs Coordinator
Orange County Partnership to End Homelessness
200 S. Cameron St
PO Box 8181
Hillsborough, NC 27278
Office: (919) 245-2496

End OC Homelessness @OCPEHNC

TWEETS 133 FOLLOWING 278 FOLLOWERS 136 LIKES 90

The Carrboro (NC USA) Business Alliance uniting and promoting our hometown enterprises. #shoplocal #localfirst #buylocal

Pres of NHC. I tweet about place making, community development and affordable homes. No car, cycling enthusiast and lover of urban life....

End OC Homelessness @OCPEHNC · Jul 11
CoC grant competition has started! We need committee volunteers & agencies interested in projects. Complete info: orangecountync.gov/departments/hh...

You Retweeted

Kristen C. Smith @kcs_tarheel · Jun 27
@OCPEHNC @HUDgov You've been quoted in my #Storify "Orange County Partnership to End Homelessness Orientation"

Orange County Partnership to End Homelessness...
A Social Media Story storified by Kristen C. Smith
storify.com

You Retweeted

Charlotte Stewart @carolinquia · 7 May 2014

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179 people reached

Like Comment Share

Tracy Jfb, Anna Katz and Sam Cooper

Write a comment...
Press Enter to post.

Orange County Partnership to End Homelessness
Published by Corey Root [?] · July 8 ·

The Continuum of Care (CoC) grant competition, a huge source of funding for homeless programs, is now open. See more info about applying for new projects AND how you can help with the process:
<http://www.orangecountync.gov/.../FY2016%20Competition%20Info...>

55 people reached Boost Post

Like Comment Share

Orange County Partnership to End Homelessness
Published by Corey Root [?] · June 29 ·

A big thank you to community partners who started mapping homeless programs and services in Orange County this morning. This is a great step to understand our system. More to come.

August 24 at 7:28am

Here's something I wrote in response to Corey's excellent presentation last week.

1 Like 1 Comment 1 Share
Unlike Comment Message

REVIEWS

4.5 ★ 4.5 of 5 stars
2 reviews

Anna Katz 5★ I think it is a great @ wonderful idea. I pray that it works out for Orange County in October. Good Luck!!!!!! Anna Katz August 29, 2013 ·

Like Comment

Ronnie Torain 4★ March 8, 2016 ·

Like Comment

Tell people what you think

Jeff Corbett likes Patrick Roby's post.

Monique Velasquez commented on her own post.

Amanda Best Hinnant reacted to Shannon Courtney Weil's photo.

Erik Sugg likes Eric Colin Reidelberger's post.

Arunee Wanaroj was added to Simply Garfield's Group Page by Connie Scherrer.

Josufee Root

Pierre Richard Alexis 43m

Wendy Krause

Joyce Akwao

Tara Frohn Brittain

Henry Shinn

Courtney Branch

Diana Alston

MORE CONTACTS (22)



New CoC Projects

July 15, 2016

Welcome & logistics



Meeting agenda

- CoC grant overview
- 2016 CoC Competition
- Process & timeline
- Q&A



Meeting logistics

- Bathrooms
- Time for Q&A at end, feel free to ask questions as well
 - Alphabet soup
- Orange Public WiFi



CoC Grant Overview

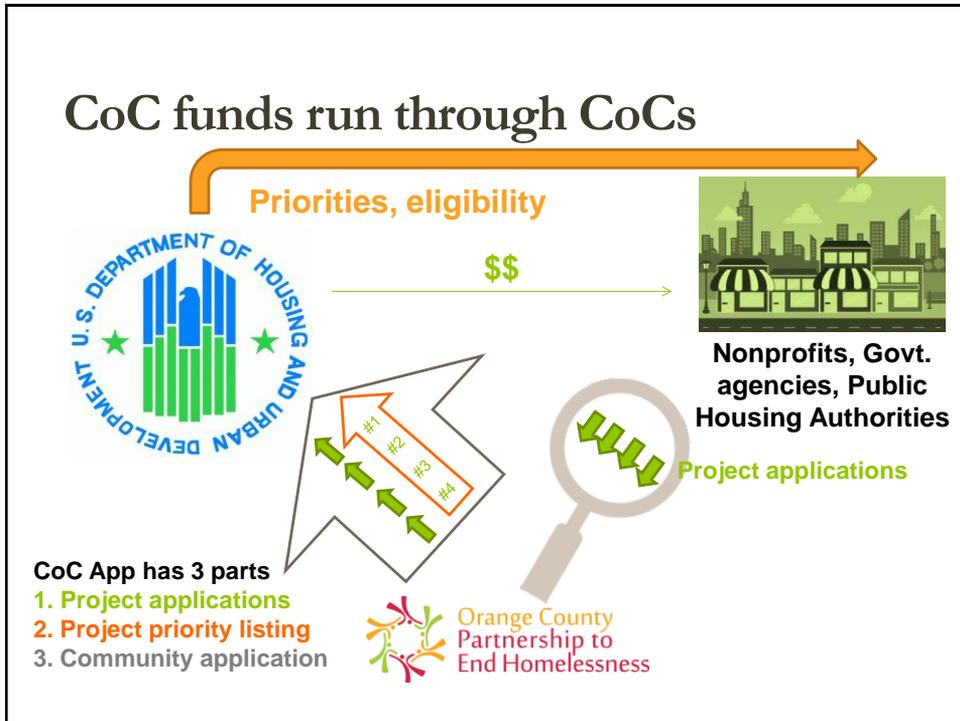


Continuum of Care (CoC) has two meanings, which is confusing

1. CoC = source of HUD funding
 - Large source of homeless funding

2. CoC = planning area
 - Geographically defined group responsible for homeless services planning & implementation





HUD encourages community involvement in CoC process

- “...public decision making and meaningful participation throughout the visioning, development, and implementation of funded projects.”
- FY2016 CoC NOFA, pg. 4, L.2. Participative Planning & Implementation

2016 CoC Competition



Increased transparency, accountability and community involvement in 2016 process

- Scorecard Committee – draft scorecards
- Project Review Committee – review & rank applications
- Leadership Team – approve scorecards, review application, approve ranked project list



Orange County will have about \$656,963 in available funding

- HUD will publish final number in August

Type	Description	Formula	Amount	Eligible Applicants
Annual Renewal Demand (ARD)	Amount to fund all renewal projects for FY2016	Calculation of current grants incl. Fair Market Rent (FMR) adjustments	\$608,299	Nonprofits, Governments, Public housing authorities
Permanent Housing Bonus	New project funding for Permanent Supportive Housing (PSH) & Rapid Re-housing (RRH)	5% of ARD	\$ 30,415	Nonprofits, Governments, Public housing authorities
CoC Planning	Help for strategic planning, performance improvement, etc.	3% of ARD	\$ 18,249	Collaborative Applicant (Orange County)

2 CoC app funding sources have different eligibility & community ramifications

- Reallocation
 - Funds (in part or in whole) from existing project
 - Part of Annual Renewal Demand
- Permanent Housing Bonus
 - New funds
 - Fewer eligible project types
 - Have to score well on community app to qualify
 - Orange Co. received \$0 in 2015 CoC competition

Several types of new projects are eligible for funding

Project description	FUNDING SOURCE	
	Reallocation	Permanent Housing Bonus
Permanent supportive housing, serving 100% chronically homeless	X	X
Permanent supportive housing, with beds dedicated to chronically homeless	X	
Rapid re-housing, serving those coming directly from streets or shelters, including fleeing DV	X	X
Supportive services-only project for coordinated entry	X	
Homeless Management Information System (HMIS)	X	

Orange County has special consideration for reallocation for this competition

- Housing for New Hope interested in transferring their 2 grants
 1. PSH: Rental asst. 8 units
 - \$80,879
 2. PSH: Rental asst. 3 units + services
 - \$87,332
- Will have to work with this agency on grant application, transfer



Timeline



HUD started the process on June 29

- HUD has not yet released applications – this is unusual
- HUD dictates more than one deadline
 - Overall deadline – Sept. 14
 - Project apps to CoC – no later than 30 days before overall deadline
 - CoC notification to project applicants – no later than 15 days before overall deadline

Turnaround time for project applications will be VERY TIGHT

- Currently there is no wiggle room in the schedule
 - If HUD changes this, I will let you know!
- **Deadline: Friday Aug. 12**
 - Project app in e-snaps
 - Supplementary documentation
 - Example, for nonprofits: board minutes, financial statements



After turning in application, work continues on the applications for a few weeks

- CoC staff review application, request clarifications & improvements. Why?
 - HUD requires CoC review & input
 - HUD scores entire community on quality of project apps – can affect other funding
 - Maximize points
- Community app scoring considers **ONLY** on what is submitted by deadline

If you are interested in applying for a project

- Read the [Notice of Funding Availability \(NOFA\)](#)
- Consult Orange County scorecards
 - Draft available July 27
 - Finalized Aug. 3
- Make plan for completing project applications OR start conversation about taking over existing grant



Wrap Up



Time for Q&A

- What can we talk more about?



We appreciate your feedback

- Contact me anytime
 - Corey Root
 - croot@orangecountync.gov
 - 919.245.2496





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3 27 28 29 30 1
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9 11 12 13 14 15
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Home » Departments » Housing, Human Rights and Community Development » Partnership to End Homelessness

Partnership to End Homelessness



The Orange County Partnership to End Homelessness (OCPEH) is a coalition of local government officials, service providers, and community members working together to prevent and end homelessness in Orange County. For more information about OCPEH please consult the [Governance Charter](#) or contact the [Homeless Programs Coordinator](#).

Orange County, NC 2016 CoC Application Information

One of the largest funding sources for homeless programs is the Continuum of Care (CoC) grant competition. [This document](#) is designed to give agencies information about applying for new projects, recruit people to help with the application process, and detail the roles and responsibilities of the groups involved.

Looking for resources?

OC Connect is an [online database](#) listing a broad range of community resources. A printable [Orange County Resources Guide](#) contains comprehensive information about services for those in need including housing, employment, education, health & dental care, mental health care, substance abuse treatment/recovery, emergency assistance, food, legal services and more.

2016 Point-in-Time Count - Orange County homeless statistics and information for 2016.

[How to Obtain Important ID Documents](#) has information about how to obtain birth certificates, Social Security cards, voter registration cards, driver's licenses/picture IDs and a free PO Box. Additional resources can be [found here](#).

2015 Continuum of Care Grant Project Application Rankings

The Orange County CoC, NC-513, received a total of eleven project applications for the 2015 CoC grant funding cycle. The projects were reviewed by an Unbiased Review Committee using scorecards for [new](#) and [renewal](#) project applications. The results of the scoring and ranking are available [here](#).

The Partnership's [2013 Report to the Community](#) highlights its achievements in increasing access to Housing, Employment and Services. You can help end homelessness!

- Form a [Support Circle](#) to serve as a support network for a person or family transitioning from

[MORE >](#)

homelessness to permanent housing. Contact the Program Coordinator, [Shannon Gigliotti](#), at the Inter-Faith Council for Social Service.

- Volunteer with or hire graduates of the [Job Partners program](#) that helps people who are experiencing or are at risk of homelessness become job-ready and find employment. Contact the [Community Empowerment Fund](#).
- Donate a working or non-working vehicle through [Wheels4Hope](#) to enable a Job Partners graduate to obtain a car to get to their job!
- You can make a tax-deductible contribution to homelessness initiatives; please click on this link:

ORANGE COUNTY
Community Giving Fund

People who live and/or work in Orange County and are interested in providing leadership to ending and preventing homelessness in our community are welcome to apply to volunteer on the Leadership Team. [Applications](#) are accepted year-round and new members begin serving each January.



Subscribers to the Partnership to End Homelessness listserv will receive periodic emails about activities, volunteer opportunities, and the work of our partners in helping to prevent and end homelessness in our community.

[Reports & Publications](#)

[Valuable Links](#)

For more information, [email](#) Corey Root, Homeless Programs Coordinator, or call 919.245.2496.



Section 8 Housing Choice Voucher Program

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S	M	T	W	T	F
3	2	7	28	29	30
1	4	5	6	7	8
9	11	12	13	14	15
16	17	18	19	20	21
22	23	24	25	26	27
28	29	30	31	1	2

Home » Departments » Housing, Human Rights and Community Development » Partnership to End Homelessness » CoC test

Orange County CoC Application Information

One of the largest funding sources for homeless programs is the Continuum of Care (CoC) grant competition. [This document](#) is designed to give agencies information about applying for new projects, recruit people to help with the application process, and detail the roles and responsibilities of the groups involved.

Current CoC Application

Notice of Funding Availability (NOFA)

HUD published the details about the FY2016 CoC Competition in June 2016 in the Notice of Funding Availability - read this document on the HUD website: www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/

2016 Scorecards

The Project Review Committee will use scorecards to score and rank project applications. Applicant agencies are encouraged to consult these scorecards to understand requirements, expectations, and priorities for project applications.

- Draft scorecards to be posted July 27
- Final scorecards to be posted Aug. 4

Application Materials for Community Review

Document	Description	Status	Link
Grant Inventory Worksheet (GIW)	Details for Orange County grants eligible for renewal in 2016 CoC competition	Complete	Excel doc
Project Priority Listing	Ranked list of projects recommended for funding	Expected Aug. 26	
CoC Community application	Comprehensive application about homelessness in Orange County	Expected Sept. 2016	

MORE >

Past CoC Applications

Year

2015

Materials

[Application](#)

Corey Root

From: Corey Root
Sent: Wednesday, July 27, 2016 3:09 PM
To: '(cblue@townofchapelhill.org)'; 'Allan Rosen (project@ifcmailbox.org)'; 'allsd@hotmail.com'; 'Amanda Cantrell'; 'Annetta Streater (astreater@gmail.com)'; Audrey Spencer-Horsley; 'Barbara Black (bjblack@bellsouth.net)'; Betsy Corbett; Bonnie Hammersley; 'Brian Sangutei'; Caitlin Fenhagen; 'Charlotte Stewart'; 'Corinthia Barber (cbarber@co.orange.nc.us)'; 'Damon Seils (dseils@townofcarrboro.org)'; 'debra.farrington@cardinalinnovations.org'; 'Heather Griffin-Dolciney'; 'Jeff Nieman'; 'Jeff Nieman (jeffrey.l.nieman@gmail.com)'; 'Jerry Villemain'; 'Joel Rice (Joel.Rice@cardinalinnovations.org)'; 'Jonathan Crooms'; 'Kathleen Ferguson'; 'Kathy Underhill'; 'ksmith@carolinachamber.org'; 'Linda Convissor (Linda_Convissor@unc.edu)'; 'Loryn Clark'; 'Maggie West (maggiemwest@gmail.com)'; 'Margaret Hauth (margaret.hauth@hillsboroughnc.org)'; 'Marie Bossert (mbossert@unch.unc.edu)'; 'Mark Dorosin'; Meredith McMonigle; 'Michael Reinke (mreinke@ifcmailbox.org)'; Nancy Coston; 'Natasha Adams'; 'Nate Broman-Fulks'; 'Nieman, Jeffrey L. (Jeffrey.L.Nieman@nccourts.org)'; 'Olive Joyner'; 'Sally Greene (sally@ibiblio.org)'; 'Sarah Osmer Viñas'; 'Sherita Cobb'; 'Stephani Kilpatrick'; Travis Myren
Subject: MEETING MATERIALS: OCEPH Leadership Team, 8/3/15
Attachments: AI Green_OCEPH LT app.pdf

Hello OCEPH Leadership Team and community stakeholders,

The next meeting of the Orange County Partnership to End Homelessness Leadership Team will be **Wed. Aug. 3, 5:30 – 7:00 p.m. at IFC Community House**, 1315 MLK Blvd. in Chapel Hill. There are three documents for this meeting:

1. Meeting agenda, posted on [OCEPH website](#)
2. Draft 2016 CoC Scorecard, posted on [OCEPH website](#)
 - PLEASE NOTE: Per the OCEPH bylaws revised in June 2016, this is the first year the Leadership Team is approving the CoC Scorecard
3. Leadership Team application for AI Green, attached – we will email rather than post applications going forward to protect private information.

This week I am attending the National Alliance to End Homelessness conference in Washington, D.C. Please check out my conference updates:

- Facebook: [facebook.com/OrangeCountyPEH](https://www.facebook.com/OrangeCountyPEH)
- Twitter: twitter.com/OCPEHNC

Please let me know if I can get you further info in advance of the meeting. Otherwise, see you next week.

Best regards,

-corey

Corey Root
Homeless Programs Coordinator
Orange County Partnership to End Homelessness
200 S. Cameron St
PO Box 8181
Hillsborough, NC 27278



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S	M	T	W	T	F
1	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30	31	1	2

Home » Departments » Housing, Human Rights and Community Development » Partnership to End Homelessness » CoC test

Orange County CoC Application Information

Current CoC Application

One of the largest funding sources for homeless programs is the Continuum of Care (CoC) grant competition. The U.S. Department of Housing & Urban Development (HUD) lists full CoC competition information [on their website](#). [This document](#) is designed to give agencies information about our local Orange County process, including:

- Applying for new projects
- Recruiting people to help with the application process
- Detailing the roles and responsibilities of the groups involved

Resources for Project Applicants

All project application materials are due to [Corey Root](#) by email by 11:59 p.m . on Friday August 12, 2016.

Linked Document	Description	Source
CoC Project Applicant Instructions	Application materials, listed by project type, due by Aug. 12	Orange County Partnership to End Homelessness
Grantee Certification	Completed, signed document due with other application materials by Aug. 12	Orange County Partnership to End Homelessness
Notice of Funding Availability (NOFA)	Details about the FY2016 CoC Competition, published by HUD June 2016	
E-snaps resources for project applicants	Info on HUD's online application system, E-snaps	
Renewal project instructional guide	Info on accessing and submitting a renewal project	
New project instructional guide	Info on accessing and submitting a new project	
E-snaps explainer	How to access E-snaps, create an applicant profile, and access project application	NC Coalition to End Homelessness

[MORE >](#)

2016 Scorecards

The Project Review Committee will use scorecards to score and rank project applications. Applicant agencies are encouraged to consult these scorecards to understand requirements, expectations, and priorities for project applications. The [master scorecard](#) lists all possible scores for Permanent Supportive Housing (PSH) and Rapid Re-housing (RRH) new and renewal projects. Individual project applications listed below:

- [2016 PSH renewal project scorecard](#)
- [2016 PSH new project scorecard](#)
- [2016 RRH new project scorecard](#)
- Orange County cannot have any renewal RRH projects in 2016 - all existing projects are PSH. Renewal RRH guidelines are listed in the [master scorecard](#) as a guideline for future CoC competitions.

Application Materials for Community Review

Document	Description	Status	Link
Grant Inventory Worksheet (GIW)	Details for Orange County grants eligible for renewal in 2016 CoC competition	Complete	Excel doc
Project Priority Listing	Ranked list of projects recommended for funding	Expected Aug. 26	
CoC Community application	Comprehensive application about homelessness in Orange County	Expected Sept. 2016	

Past CoC Applications

Year	Description	Materials
2015	Orange County received a total of eleven project applications for the 2015 CoC grant funding cycle. The projects were reviewed by an unbiased review committee using scorecards for new and renewal project applications. The results of the scoring and ranking are posted at right.	<ul style="list-style-type: none"> • FY2015 Scoring & Ranking • Complete CoC Application • FY2015 New Project Scorecard • FY2015 Renewal Project Scorecard

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Present: Natasha Adams, Nate Broman-Fulks; Nancy Costen, Allison De Marco; Mark Dorosin, Debra Farrington; Caitlin Fenhagen, Kathleen Ferguson; Barbara Jessie-Black; Tara May; Travis Myren; Jeff Nieman; Michael Reinke; Corey Root; Damon Seils; Kristen Smith; Audrey Spencer-Horsley; Charlotte Stewart; Annetta Streater; Jerry Villemain

Leadership Team Members Absent: Marie Bossert; Sally Greene; Kathy Underhill

Action items in bold

Welcome & introductions

- Staff are missing conflict of interest forms from 13 Leadership Team members, please complete and return ASAP
- June meeting notes approved [Streater, Smith] All in favor, none opposed.
- Reviewed action items from June Leadership Team meeting
 - IFC stakeholder survey –concluded before sent to LT
 - Housing for New Hope met individually with Town/County staff about ceasing operations in Orange County; Housing for New Hope declined all outside agency funding, proposed to be used for an outreach program and to support Permanent Supportive Housing in Orange County
 - Staff sent the employment survey sent to Leadership Team members
 - **Corey will look for list of businesses brainstormed at a previous meeting to give to Job Partners coordinating group**
 - IFC staff and Homeless Programs Coordinator met to discuss the change of IFC Phase I to shelter beds – conversation continues to progress; next up – talking with IFC board members, meeting with other shelters in NC to observe best practices
 - OCPEH Governance Charter approved by email, final version posted on OCPEH website: orangecountync.gov/departments/hhracd/OCPEH%20Bylaws_6.1.16.pdf
- Agency updates
 - IFC board decided on 110 W Main St as location for Food First program. More info to come on advocacy and next steps.
 - Housing for New Hope is working with IFC on CoC renewal grants; the agencies plan to transfer existing CoC grants from Housing for New Hope to IFC later this Fall.

Executive Team update

- The Executive Team (four elected officials on OCPEH Leadership Team) had regular quarterly meeting on August 1. They discussed homeless programs connection to mainstream resources in Orange County and alternatives to criminalization of homelessness. The Executive Team is compiling a matrix of current homelessness criminalization ordinances currently on the books in the municipalities and County. Executive Team members will examine the matrix at their next meeting in November and consider next steps.

OCPEH updates

- Introduction of Homeless Programs Intern, Tara May, who started at the end of July and will work through November. Tara will spearhead Project Connect this Fall.



Leadership Team Meeting Notes

August 3, 2016, 5:30–7:00pm
IFC Community House, Chapel Hill

- HUD extended the deadline for System Performance Measures to Aug. 15. **Staff will present Orange County System Performance Measure results at the Sept. 7 meeting.**
- When community members to read, react, & share social media posts from OCPEH, communications messages are spread farther at no extra cost. **Please follow OCPEH on Facebook (@OrangeCountyPEH) and Twitter (@OCPEHNC) and like, react, and share posts whenever possible.**

Upcoming OCPEH events

- Lunch & Learn: Lessons from the National Alliance to End Homelessness Conference
 - Thurs. 8/4, 11:30 –1pm, IFC Community House, 1315 MLK
- Homeless Orientation
 - Tues. 8/16, 5:30 –7 pm , Seymour Center,
Registration: <https://www.eventbrite.com/e/homelessness-orientation-tickets-26521298919>
- Special Leadership Team meeting
 - Thurs. 8/25, 4-6 pm, Southern Human Services Center

Leadership Team board development

- The Leadership Team approved member application from Al Green. [Stewart, Smith] All in favor, none opposed.
- It is time to form the Board Development Committee to work on the 2017 Leadership Team. Per bylaws the Vice Chair of the Partnership, Charlotte Stewart, chairs the Committee. Jerry Villemain, Kathleen Ferguson, and Corey Root also volunteered to serve.
- Per bylaws, prior to September 1, Corey will distribute the Leadership Team application; prior to November 1 the Board Development Committee will send names of applicants to the Leadership Team for comments and recommendations; At the November 2 Leadership Team meeting the Board development Committee will make recommendations for Chair, Vice Chair and new members.
- Also per bylaws, non-elected officials serving on the Leadership Team serve 2-year terms and are eligible to serve up to 3 consecutive terms totaling 6 years. Members are considered to have resigned from the Leadership Team if absent more than 50% of meetings in a calendar year.
- Seven members have terms expiring in December 2016: **Marie Bossert, Nancy Coston, Allison DeMarco, Debra Farrington, Michael Reinke, Kristen Smith, and Charlotte Stewart** - please email Charlotte at cstewart@ncbar.org re: whether you would like to serve an additional term
- **Corey will compile list of HUD-recommended categories of people to serve on CoC leadership boards for discussion at Sept. 7 meeting**
- **Corey will send Leadership Team roster to members for review; Corey will post Leadership Team roster on OCPEH website**

Continuum of Care (CoC) Application update

- HUD sent CoC slightly tweaked scores for FY2015 CoC application, here are the revised scores for Orange County:

Category	Max Score	Orange Co. Score
CoC Engagement	55	33.75
HMIS	27	27
System Performance	98	56
Accessing Mainstream Benefits	19	14.75
Leveraging	1	0.25
Bonus – early submission	3	3
TOTAL	203	134.75

- Highest score for any CoC: 186
 - Lowest score for any CoC: 50.5
 - Median: 148.5
 - Weighted median (lower scores unlikely to gain funding): 157.25
-
- The CoC application process looks different in Orange County this year – our goal is increased transparency & community involvement which can lead to increased funding
 - There are 3 CoC application committees working on different parts of the application
 - Scorecard Committee, Project Review Committee, Community Application Committee
 - The role of Leadership Team is to approve the scorecard (now) and approve the project priority listing (this happens later in the process after project scoring and ranking is complete – we will address this at our special meeting on Aug. 25).
 - There is \$656,963 in available CoC funding for Orange County this year
 - Renewal projects \$608,299, Potential new funding \$30,415, and CoC planning \$18,249
 - Work is already underway for CoC application, will continue for next 6 weeks
 - July 15 New CoC Project Info meeting
 - July 22 Scorecard Committee meeting
 - Aug. 3 Leadership Team approves scorecard
 - Aug. 10-12 Project Review Committee orientation meeting
 - Aug. 12 Project applications & materials due
 - Aug. 15-19 Project Review Committee scoring
 - Aug. 22-24 Project Review Committee review & ranking mtg.
 - Aug. 25 Leadership Team review & ranking meeting
 - Sept. 2 Project applications revisions complete

- Community Application Workgroup will begin work this month
 - This group will draft and review the community application section of the application which is important to maximize points here so that we maximize funding. The timeline for this group:
 - Aug. 8 Begin application drafting
 - Aug. 29 Review to maximize points begins
 - Sept. 6 Application on website for community review
 - Sept. 7 Leadership Team will review application
 - Sept. 12 Submit application to HUD CoC
- CoC Scorecard Committee created a draft scorecard for Leadership Team review. The Project Review Committee will use CoC scorecard to review & rank projects: orangecountync.gov/departments/hhrcc/Scorecard_2016.pdf
 - The goal of the Scorecard is to fund organizations that:
 - Have capacity to run effective programs, further efforts to end homelessness in Orange County, are active community partners in ending homelessness, and achieve excellent program outcomes
 - Questions worth between 10 and 30 points or are questions about CoC standards
 - Unmet standards will be reviewed by Project Review Committee to determine further action including potentially rejecting or reallocating a project
 - The Leadership Team approved the draft scorecard with the following changes: include question under new projects and renewal projects measuring the number of individuals with a disability who will be served or were served by provider; Include question measuring severity of need of people being served calculated by: # of households with zero income at entry; include question measuring cost per permanent housing exit calculated by: (CoC funding + match) / (permanent housing exit + retention) [Smith, Ferguson] All in favor; none opposed.

Adjourn

Next Meeting of Leadership Team: Thurs. Aug. 25, 4-6 pm, Southern Human Services Center

Remaining 2016 meetings: Sep. 7, Oct. 5, Nov. 2, Dec. 7



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Partnership to End Homelessness

Orange County CoC Application Information

For Contractors

Current CoC Application

Affordable Housing Advisory Board

The Continuum of Care (CoC) grant competition is one of the largest funding sources for homeless programs. The U.S. Department of Housing & Urban Development (HUD) lists full CoC competition information [on their website](#). [This document](#) is designed to give agencies information about our local Orange County process, including applying for new projects, recruiting people to help with the application process, and detailing the roles and responsibilities of the groups involved.

Human Relations Commission

Civil Rights Enforcement

Fair Housing

Application Materials for Community Review

My Brother's Keeper (MBK)

Housing Authority Board

Affordable Housing Statistics

Publications

Contact Us

Document	Description	Status	Link
Grant Inventory Worksheet (GIW)	Details for Orange County grants eligible for renewal in 2016 CoC competition	Complete	Excel doc
Project Priority Listing	Ranked list of projects recommended for funding	Finalized by OCPEH Leadership Team 8/25/16	PDF
Meeting notes - Project Review Committee orientation meeting	Overview of CoC grant competition, including CoC 101 and the grant competition process, and the work of Project Review Committee, including Committee process & timeline, project application scoring, the CoC Scorecard, the Google doc scoring tool, a preview of ranking and discussion of next steps	Meeting held 8/11/16	PDF
Meeting notes - Project Review Committee review and ranking meeting	Brief background on the CoC grant competition, review of project score, discussion of scoring particulars, discussion and finalization of proposed Project Priority Listing for Leadership Team review	Meeting held 8/23/16	PDF
CoC Community application	Comprehensive application about homelessness in Orange County	Expected September 2016	

« September

No upcoming events in next 30 days

S	M	T	W	T
8	29	30	31	1
4	5	6	7	8
1	12	13	14	15
8	19	20	21	22
5	26	27	28	29

[MORE >](#)

Resources for Project Applicants

All project application materials were due to [Corey Root](#) by email by 11:59 p.m. on Friday August 12, 2016.

Linked Document	Description	Source
CoC Project Applicant Instructions	Application materials, listed by project type, due by Aug. 12	
Grantee Certification	Completed, signed document due with other application materials by Aug. 12	
Notice of Funding Availability (NOFA)	Details about the FY2016 CoC Competition, published by HUD June 2016	
E-snaps resources for project applicants	Info on HUD's online application system, E-snaps	
Renewal project instructional guide	Info on accessing and submitting a renewal project	
New project instructional guide	Info on accessing and submitting a new project	
E-snaps explainer	How to access E-snaps, create an applicant profile, and access project application	

2016 Scorecards

The Project Review Committee used scorecards to score and rank project applications. Applicant agencies are encouraged to consult these scorecards to understand requirements, expectations, and priorities for project applications. The [master scorecard](#) lists all possible scores for Permanent Supportive Housing (PSH) and Rapid Re-housing (RRH) new and renewal projects. Individual project applications listed below:

- [2016 PSH renewal project scorecard](#)
- [2016 PSH new project scorecard](#)
- [2016 RRH new project scorecard](#)
- Orange County cannot have any renewal RRH projects in 2016 - all existing projects are PSH. Renewal RRH guidelines are listed in the [master scorecard](#) as a guideline for future CoC competitions.

Past CoC Applications

Year	Description	Materials
2015	Orange County received a total of eleven project applications for the 2015 CoC grant funding cycle. The projects were reviewed by an unbiased review committee using scorecards for new and renewal project applications.	<ul style="list-style-type: none"> • FY2015 Scoring & Ranking • 2015 Complete CoC Application • FY2015 New Project Scorecard • FY2015 Renewal Project Scorecard
2014	Orange County received 9 project applications for 2014 CoC grant competition.	<ul style="list-style-type: none"> • 2014 Project Priority Listing • 2014 Renewal Scorecard
2013		<ul style="list-style-type: none"> • 2013 CoC Application

GOVERNANCE CHARTER
ORANGE COUNTY PARTNERSHIP TO END HOMELESSNESS
Chapel Hill/Orange County Continuum of Care (CoC)

ARTICLE I
ORANGE COUNTY PARTNERSHIP TO END HOMELESSNESS

SECTION 1. NAME. The name of the organization is the Orange County Partnership to End Homelessness (hereinafter "Partnership") which serves as the Chapel Hill/Orange County Continuum of Care (hereinafter "CoC"), designated by the U.S. Department of Housing and Urban Development (hereinafter "HUD") as NC-513. The Partnership is a collaborative program created and supported by Orange County, Chapel Hill, Carrboro, and Hillsborough, North Carolina.

SECTION 2. PURPOSE. The mission of the Orange County Partnership to End Homelessness is to implement Orange County's Plan to End Homelessness. The Partnership is established by representatives of relevant organizations within Orange County, North Carolina to carry out the responsibilities set forth in the CoC Program interim rule (24 CFR Part 578).

SECTION 3. MEMBERSHIP. Membership in the Partnership is open to any community member and is meant to ensure a community-wide commitment to ending and preventing homelessness. Members are meant to represent the relevant homeless service organizations within Orange County.

SECTION 4. BOARD. The Orange County Partnership to End Homelessness Leadership Team (hereinafter "Leadership Team") is the governing body of the Partnership and CoC, provides leadership to the work of the Partnership, and acts on behalf of the CoC.

SECTION 5. FUNDING APPLICATIONS. The Partnership is responsible for preparing and overseeing the CoC and ESG funding applications. The Partnership establishes funding priorities and an application process via a transparent and inclusive process for each funding opportunity. The Partnership encourages all eligible applicants to submit project applications.

SECTION 6. CoC COLLABORATIVE APPLICANT. Orange County serves as the collaborative applicant for CoC funding for the Chapel Hill/Orange County CoC, NC-513. The Leadership Team, Homeless Programs Coordinator (hereinafter "Coordinator"), project applicants, and funding committees work together to prepare and submit the CoC Application: the community application, project application, and project priority listing. Each year the application timeline is contingent on HUD.

SECTION 7. EMERGENCY SOLUTIONS GRANT (ESG) FUNDING. The State of North Carolina, through the state Department of Health & Human Services, Division of Aging and Adult Services, Adult Services Section determines the amount of ESG funding available for each CoC in North Carolina. The Partnership manages the ESG application process in conjunction with the Leadership Team, Coordinator, project applicants, and funding committees.

SECTION 8. MEETING OF FULL CoC MEMBERSHIP. In compliance with the CoC Interim Rule (24 CFR Part 578), all meetings of the Partnership are open to the full membership of the CoC and indeed to any member of the public. Meeting agendas and meeting minutes are published online on the Partnership web page.

SECTION 9. COORDINATED ASSESSMENT & WRITTEN STANDARDS. In compliance with the CoC Interim Rule (24 CFR Part 578), the Partnership is working to develop a comprehensive community-based approach to accessing homeless services in Orange County to include a common assessment tool and coordinated referral process. The Partnership will also develop a comprehensive set of written standards for all CoC and ESG funded programs to be tied into the Coordinated Assessment system.

ARTICLE II **LEADERSHIP TEAM**

SECTION 1. PURPOSE. Members of the Leadership Team serve as the CoC Board for the Chapel Hill/Orange County Continuum of Care, advise on the management of the Partnership, and protect and advance the interest of the Partnership.

SECTION 2. COMPOSITION. The Leadership Team shall consist of a minimum of sixteen (16) and maximum of twenty-five (25) elected and appointed voting members. The Coordinator shall serve as a non-voting member of the board. Each of the elected bodies of the four (4) local governments (Orange County, Chapel Hill, Carrboro, and Hillsborough) shall appoint one of their members to the Leadership Team. The elected members of the Leadership Team shall be a balance of representatives of homeless service providers, individuals who have experienced homelessness, faith-based communities, local businesses, UNC-CH, UNC Hospitals, developers/homebuilders, funders, chambers of commerce, prison system, and other homelessness stakeholders.

SECTION 3. MEMBERSHIP ELIGIBILITY. Individuals who live and/or work in Orange County, are at least eighteen years old, and are interested in the mission of the Partnership shall be eligible to apply for membership in the Partnership's Leadership Team.

SECTION 4. APPLICATION FOR MEMBERSHIP. An application for Leadership Team membership shall be available on the Partnership's website and from the Orange County Homeless Programs Coordinator (hereinafter "Coordinator") and shall be advertised to the public. Current members may encourage people they know to apply as well. Applicants shall complete the application and submit them to the Coordinator who shall give them to the Board Development Committee for review.

SECTION 5. BOARD SELECTION PROCESS. At a regular Leadership Team meeting prior to September 1 each year the Chair shall appoint, subject to the concurrence of the Leadership Team, a Board Development Committee of at least three (3) members. The committee shall be responsible for nominating a new Chair, Vice Chair, and new members of the Leadership Team. Also prior to September 1 the Coordinator will publicly solicit applications for Leadership Team membership. Prior to November 1 the Board Development Committee shall send the names of all applicants to the Leadership Team so that members have the opportunity to make comments or recommendations. The Board

Development Committee will review the applications and input from the Leadership Team and make a recommendation for Chair, Vice Chair, and new members at the November Leadership Team meeting; the slate of candidates will be approved with a majority vote. This selection process shall be reviewed, updated, and approved by the CoC at least once every (5) five years.

SECTION 6. TERM. Leadership Team members' terms shall be staggered in order that approximately one-half of the voting members of the Leadership Team (with the exception of elected officials) are appointed annually to serve for two (2) years. Elected officials shall be appointed at the discretion of their appointing body. Elected members of the Leadership Team may serve no more than three (3) consecutive two-year terms and no more than six (6) consecutive years; terms of local government elected officials will not be limited. Following a year of not serving on the board, a member is again eligible for election to the board. The duties of the Leadership Team members shall begin January 1 following elections held in November each year. Except for elected officials, a member of the Leadership Team who shall be absent from more than fifty percent (50%) of Leadership Team meetings in a calendar year may be considered to have resigned from the Leadership Team, unless the absences are approved by the Chair.

SECTION 7. ORIENTATION. The Coordinator will provide orientation on the activities of the Partnership for new members.

SECTION 8. VACANCIES. Any vacancies in elected positions on the Leadership Team shall be filled by elections of eligible candidates by the current members of the Leadership Team for the unexpired portion of the vacated term.

SECTION 9. REGULAR MEETINGS. The Leadership Team shall establish its meeting schedule each year, but must meet no less than every other month. At the direction of the Chair a regular meeting date may be changed by notifying members of the Leadership Team at least three (3) days prior to such meeting, provided that a majority of the members concur, by electronic or telephone poll or in a meeting of the whole, with the change. A special meeting of the Leadership Team may be called at any time by the Chair, or any two (2) members. Notice in writing or via electronic communication stating the purpose shall be sent to all members of the Leadership Team at least three (3) days prior to a specifically called meeting.

SECTION 10. VOTING & QUORUM. In any proceeding in which voting by members is called for, each member shall be entitled to one vote. A majority of the voting members of the Leadership Team shall constitute a quorum. If a quorum is not present at a regular Leadership Team meeting, matters under consideration may be voted upon via electronic mail, subject to the discretion of the Chair.

SECTION 11. AVOIDING CONFLICT OF INTEREST & RECUSAL. 24 CFR 578.95(b) states, "No Continuum of Care board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents." Leadership Team members will complete and sign Conflict of Interest Information Form (APPENDIX 2) each year with updated information about organizations that they represent as an employee, donor, volunteer, member, board member, trustee, or any other affiliation. Leadership Team members will recuse themselves from discussions or decisions that could violate conflict of interest.

SECTION 12. FUNDING APPLICATIONS. The Leadership Team reviews recommendations from CoC and ESG Funding Committees and votes to approve final funding recommendations, including the CoC Project Priority Listing and the ESG project funding recommendations.

SECTION 13. TERMINATION. Any member may resign from the Leadership Team upon written notice to the Chair. Any member may be expelled by a two-thirds vote of the Leadership Team. An opportunity for written appeal of that decision to the Executive Committee will be afforded the member facing expulsion.

ARTICLE III

LEADERSHIP TEAM: OFFICERS, MANAGEMENT TEAM, AND EXECUTIVE TEAM

SECTION 1. OFFICERS AND MANAGEMENT TEAM. The officers shall be the Chair, Vice Chair, and the Coordinator who shall serve as the Secretary of the organization. The Management Team is made up of the Chair, Vice Chair, and Coordinator.

SECTION 2. OFFICER SELECTION PROCESS. The Board Development Committee shall nominate the Chair and Vice Chair. Officers shall have served at least one (1) year as a member of the Leadership Team before taking office. The Leadership Team shall elect the officers prior to December 1 each year. All officers shall serve for a term of two (2) years beginning January 1 or until their successor is elected and assumes the duties of the office. Officers shall be voting members of the Leadership Team.

SECTION 3. DUTIES OF THE CHAIR. The Chair shall serve as the head of the Leadership Team and shall preside at all meetings of the Leadership Team and the Management Team. The Chair, with advice and counsel of the other officers, shall determine all committee chairs and assist in the selection of the committee personnel. The Chair shall have the authority to appoint all Ad Hoc and special committees. The Chair shall serve as a voting member of the Leadership Team and serve as a member of and chair the Management Team.

SECTION 4. DUTIES OF THE VICE CHAIR. The Vice Chair shall exercise the powers and authority and perform the duties of the Chair in the absence or disability of the Chair. The Vice Chair shall chair the Board Development Committee. The Vice Chair shall serve as a voting member of the Leadership Team.

SECTION 5. MANAGEMENT TEAM. The Management Team shall act for and on behalf of the Leadership Team when the Leadership Team is not in session, but shall be accountable to the Leadership Team for its actions. It shall be composed of the Chair, Vice Chair, and Coordinator. The Chair shall serve as Chair of the Management Team.

SECTION 6. DUTIES OF THE SECRETARY. The Secretary shall: (a) keep the minutes of the meetings of the Leadership Team and of all committees in electronic and hard copy; (b) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; and (c) in general perform all duties incident to the office of secretary and such other duties as from time to time may be prescribed by the Leadership Team.

SECTION 7. EXECUTIVE TEAM. One elected appointee from each of the governments that fund the Partnership shall form the Executive Team. The Town of Chapel Hill, the Town of Carrboro, the Town of Hillsborough, and Orange County shall each have one member of this group. The purpose, roles, and responsibilities of this group are outlined fully in APPENDIX 3: The Memorandum of Understanding between Orange County and the Towns of Chapel Hill, Carrboro, and Hillsborough: Orange County Partnership to End Homelessness. This group meets quarterly, sets the work plan for the Coordinator, and provides ongoing supervision of the Coordinator through the County Manager.

ARTICLE IV **STAFF ROLES**

SECTION 1. GENERAL DUTIES OF THE HOMELESS PROGRAMS COORDINATOR. The Coordinator shall function as the chief executive officer of the Partnership. The Coordinator shall perform all duties as may be incident to the office and all duties as delegated by the Leadership Team. The management of the staff of the Partnership shall be the sole responsibility of the Coordinator. It will be the duty of the Coordinator to act in an advisory capacity to the other officers, the Leadership Team, the Orange County Board of Commissioners, the Orange County Manager and the Committees in order to promote the projects and activities of the Partnership in accordance with the Memorandum of Understanding between Orange County, NC and the Towns of Chapel Hill, Carrboro, and Hillsborough and the Leadership Team. The Coordinator shall be an ex-officio, non-voting member of the Leadership Team, the Executive Committee, and all committees. The Coordinator shall also serve as the Secretary of the Partnership. The Coordinator shall support the NC HMIS implementation and complete all HUD-required data submissions, including PIT/HIC, AHAR, and system performance measures by annual deadlines established by HUD (see below, Article VI, Data Collection & Assessment). The Coordinator shall organize and staff workgroups as needed for time-limited projects. At the end of the period of employment, the Coordinator shall deliver to the Leadership Team all books, papers, and property of the Partnership.

SECTION 2. HIRING & SUPERVISION. The Executive Team (see above Article III. Section 7. EXECUTIVE TEAM, and see below APPENDIX 3: The Memorandum of Understanding between Orange County and the Towns of Chapel Hill, Carrboro, and Hillsborough: Orange County Partnership to End Homelessness) participates in interviews and provides ongoing supervision of the Coordinator through the County Manager.

SECTION 3. TECHNICAL SUPPORT. The Coordinator shall provide technical support and capacity building for homeless project applicants in Orange County. The Coordinator shall support CoC and ESG grantees in program performance, HUD regulation compliance and reporting.

SECTION 4. COMMUNICATIONS. It shall be the duty of the Coordinator to conduct the official correspondence, preserve all books, documents, and communications, and maintain accurate record of the proceedings of the Partnership, the Leadership Team, and all Committees (see below, Article V. COMMITTEES). The Coordinator shall manage the Partnership website, email lists, and other communications.

SECTION 5. FUNDING APPLICATION PROCESS. The Coordinator shall coordinate the CoC and ESG funding application processes, including:

- Preparation and validation of the Grant Inventory Worksheet and CoC registration
- Staffing Funding Committees (see below Article V. Section 6. FUNDING APPLICATION COMMITTEES) in the development of scorecard(s), assisting in the scoring and ranking of project applications and development of funding recommendations
- Completion of community section of ESG and CoC applications, including the CoC project priority listing
- Assist new and renewal applicants in completing CoC project applications by providing technical assistance and feedback
- Prepare pre-application information and forms as needed

ARTICLE V **COMMITTEES**

SECTION 1. APPOINTMENT AND AUTHORITY. The Chair shall appoint all committee chairs and assist in the selection of committee members. Committee chairs shall serve at the will and pleasure of the Chair of the Leadership Team and in no event shall exceed the term of the appointing Chair unless reappointed by the succeeding Chair. It shall be the function of the committees to make recommendations to the Leadership Team and carry out such activities as may be delegated to them by the Leadership Team.

SECTION 2. LIMITATION OF AUTHORITY. No action by any member, committee, employee, or officer shall be binding upon, or constitute an expression of the policy of the Partnership until it has been approved or ratified by the Leadership Team. Committees shall be discharged by the Chair when their work has been completed and their reports accepted, or when, in the opinion of the Leadership Team, it is deemed wise to discontinue the committee.

SECTION 3. BOARD DEVELOPMENT COMMITTEE. At a regular Leadership Team meeting prior to September 1 each year the Chair shall appoint, subject to the concurrence of the Leadership Team, a Board Development Committee of at least three (3) members. The committee shall be responsible for nominating a new Chair, Vice Chair, and new members of the Leadership Team per process outlined above (Article II. Section 5. BOARD SELECTION PROCESS).

SECTION 4. 100,000 HOMES TASKFORCE. Homeless service providers in the Partnership shall meet monthly to develop and work a by-name list of people who are chronically homeless in Orange County. The goal of this Committee is to prioritize permanent supportive housing vouchers and coordinate care for the most vulnerable people in our community.

SECTION 5. DATA & GRANTS WORKGROUP. CoC and ESG recipients in the Partnership shall meet monthly to work on coordinated entry, written standards, program performance improvement, and the CoC collaborative application.

SECTION 6. FUNDING APPLICATION COMMITTEES. The Leadership Team will create committees to meet on an as-needed basis for CoC and ESG grant applications.

- Scorecard Committees determine the criteria and scoring guidelines for new and/or renewal project scorecards
- Project Review Committee (members cannot be from agencies applying for funding) apply the scorecards to project applications to review and rates each project application according to the current scorecard and recommends ranked list of project applications to the Leadership Team for final approval

SECTION 7. ADDITIONAL COMMITTEES. The Leadership Team may create any additional committees as it deems advisable to handle the work of the Partnership. The Leadership Team shall authorize and define the powers and duties of all committees, which shall report annually to the Leadership Team on their objectives, activities and accomplishments. Committee membership will vary depending on the particular needs of the group, but generally should represent the totality of the Partnership as feasible.

ARTICLE VI **DATA COLLECTION & ASSESSMENT**

SECTION 1. HMIS. The Partnership is a part of the North Carolina Homeless Management Information System (hereinafter "NC HMIS") and a member of the NC HMIS Governance Committee. As such the Partnership has four primary responsibilities:

1. Designate an Homeless Management Information System (hereinafter "HMIS") Lead Agency: At the recommendation of the NC HMIS Governance Committee, the Leadership Team shall approve an HMIS Lead Agency to operate the local HMIS as part of the statewide NC HMIS. This entity will be responsible for ensuring that all applicable federal partner regulations and notice requirements are met.
2. Designate an HMIS Grantee: The Leadership Team shall designate an HMIS Grantee who will be the single agency to manage the HMIS funding and ensure all local financial obligations are met. The HMIS Grantee will contract with the HMIS Lead Agency to operate HMIS in Orange County. The Contract and MOU will describe the exact responsibilities of the HMIS Lead Agency, HMIS Grantee, and Continuum of Care for meeting federal partner regulations and notice requirements.
3. Designate HMIS Governance Committee Representatives: The Leadership Team shall designate one representative and one alternative representative from the Continuum of Care to the NC HMIS Governance Committee.
4. Review NC HMIS Governance Committee Bylaws: NC HMIS Bylaws direct the governance of the statewide NC HMIS system. The Partnership may approve or send suggestions to the NC HMIS Governance Committee on amendments for adoption.
5. Role of Coordinator: The Coordinator, in partnership with the NC HMIS Governance Committee, shall ensure the following:
 - Consistent participation in HMIS for all federal partner funded programs and encourage the same for all other agencies
 - For agencies that are exempt from participating in HMIS by federal statute (for example, domestic violence service providers) the Coordinator will support participation in a comparable database that meets the HUD standards for HMIS
 - HMIS is administered within Orange County in compliance with requirements prescribed by HUD

- Oversight is provided by the NC HMIS Governance Committee
- Compliance with all HUD rules and regulations, including reviewing, revising, and approving three key data documents: a privacy plan, a security plan, and a data quality plan. Orange County uses the Partnership to End Homelessness budget to fund the CoC's HMIS, including funding user license fees.

SECTION 2. POINT-IN-TIME COUNT. The Partnership plans and conducts an annual Point-in-Time Count (PIT) that counts and collects data on people experiencing homelessness who are both unsheltered and sheltered within emergency shelters and transitional housing. The Partnership will provide training, forms, and instruction for agencies and individuals conducting this count. Normally, the PIT is held on the last Wednesday in January. The PIT will comply with any additional HUD requirements.

SECTION 3. HOUSING INVENTORY CHART (HIC). The Partnership completes the annual Housing Inventory Chart (hereinafter "HIC"), which includes a bed inventory of all emergency shelters, transitional housing programs, rapid re-housing programs, and permanent supportive housing programs in the CoC, as well as the CoC's Point-in-Time Count data and an assessment of the CoC's unmet need for homeless programs. The PIT and HIC are submitted to HUD through the Homeless Data Exchange (hereinafter "HDX") in accordance with the deadline set by HUD.

SECTION 4. ANNUAL HOMELESS ASSESSMENT REPORT (AHAR). The Partnership completes the Annual Homeless Assessment Report (hereinafter "AHAR"), which includes both point-in-time and year-round HMIS data on homeless clients enrolled in the CoC's emergency shelter, transitional housing, and permanent supportive housing programs. The AHAR is submitted to HUD through HDX in accordance with the deadline set by HUD.

SECTION 5. SYSTEM PERFORMANCE MEASURES. HUD has established seven system-level performance measures to help communities gauge their progress towards preventing and ending homelessness:

1. Length of time persons remain homeless;
2. The extent to which persons who exit homelessness to permanent housing destinations return to homelessness;
3. Number of people experiencing homelessness;
4. Jobs and income growth for people experiencing homelessness in CoC Program-funded projects;
5. Number of persons who become homeless for the first time;
6. Homelessness prevention and housing placement of persons defined by Category 3 of HUD's homeless definition in CoC Program-funded projects; and
7. Successful housing placement.

The Partnership will submit data on community system performance measures, submitted to HUD through HDX in accordance with the deadline set by HUD.

ARTICLE VII
FINANCES

SECTION 1. BUDGET AND ACCOUNTING. The budgeting and accounting systems of the Partnership shall be an integral part of the budgeting and accounting systems of Orange County Government.

SECTION 2. FISCAL YEAR. The fiscal year of the Partnership shall begin on the first day of July and end on the last day of June.

ARTICLE VIII
PARLIAMENTARY AUTHORITY

SECTION 1. PARLIAMENTARY AUTHORITY. The current edition of Roberts Rules of Order shall be the final source of authority in all questions of parliamentary procedure when such rules are not inconsistent with the Governance Charter of the Partnership.

ARTICLE IX
GOVERNANCE CHARTER

SECTION 1. RATIFICATION. The Orange County Partnership to End Homelessness bylaws were formally adopted on November 5, 2008 and most recently amended on June 1, 2016.

SECTION 2. AMENDMENTS. The Governance Charter of the Partnership may be amended or revised by a two-thirds vote of the Leadership Team present at any special or regular meeting thereof. Proposed amendments must be in written form and distributed to Leadership Team members prior to the presentation and vote. The Governance Charter may be fully revised to include agreed-upon changes, or an Amended Article may be added for insertion into the existing document.

SECTION 3. ANNUAL RENEWAL & UPDATES. The Partnership Leadership Team will formally review and update the CoC Governance Charter annually, making changes as necessary.

SECTION 4. DISSOLUTION. The Governance Charter of the Partnership will be dissolved upon termination of the Memorandum of Understanding between Orange County, NC and the Towns of Chapel Hill, Carrboro, and Hillsborough and the Leadership Team of the Partnership.

APPENDIX 1: ABBREVIATIONS

<u>Abbreviation</u>	<u>Full name</u>
CoC	Chapel Hill/Orange County Continuum of Care
Coordinator	Orange County Homeless Programs Coordinator
ESG	Emergency Solutions Grant
HIC	Housing Inventory Chart
HMIS	Homeless Management Information System
HDX	Homeless Data Exchange
HUD	U.S. Department of Housing and Urban Development
Leadership Team	Orange County Partnership to End Homelessness Leadership Team
NC HMIS	North Carolina Homeless Management Information System
Partnership	Orange County Partnership to End Homelessness
PIT	Point-in-Time count



APPENDIX 2: Conflict of Interest Disclosure Form

24 CFR 578. 95 (b) Continuum of Care board members. No Continuum of Care board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.

Leadership Team members fill this form once per year; Coordinator keeps current year forms on file.

Name
Current Employer or Business Affiliation
Position
Other Activities <i>Please include all employment, business, or financial interest which you or a member of your immediate family may have as an officer, director, trustee, partner, employee, or agent which might give a rise to a possible conflict of interest with the Orange County Partnership to End Homelessness.</i>
Charitable or Civic Involvement <i>Please list all official positions which you or any member of your immediate family may have as a director, trustee, or officer of any charitable, civic, or community organization as well as any unofficial roles such as significant donor, volunteer, advocate, or advisor which might give rise to a possible conflict of interest with the Orange County Partnership to End Homelessness.</i>

If at any time there is a matter under consideration that may constitute a direct or indirect conflict of interest not listed on this form, it is your obligation to disclose the facts to the Leadership Team.

I do hereby affirm that I have received and read the policy and I will adhere to the document's spirit, principles, and practices.

_____ Date _____ Signature

APPENDIX 3: MOU between Orange County and the Towns of Chapel Hill, Carrboro, and Hillsborough: Orange County Partnership to End Homelessness

PAF 1-22-2015
7a
2015-135

Memorandum of Understanding between Orange County and the Towns of Chapel Hill, Carrboro, and Hillsborough: Orange County Partnership to End Homelessness

Whereas, in April 2008, the Orange County Board of Commissioners, Chapel Hill Town Council, Carrboro Board of Aldermen, and Hillsborough Board of Commissioners endorsed the Orange County 10-Year Plan to End Chronic Homelessness and entered into a memorandum of understanding to fund and support the Plan's implementation by the Orange County Partnership to End Homelessness, and

Whereas, the Partnership has made significant progress in ending and preventing homelessness in Orange County over the past six years, and

Whereas, reflecting a combination of national best practices, national funding models, and local experience, the Orange County 10-Year Plan to End Chronic Homelessness has evolved to become an ongoing program, the Orange County Plan to End Homelessness, and

Whereas, the role of the Partnership is to implement Orange County's Plan to End Homelessness, and

Whereas, the parties to this Memorandum understand the value of this work to each jurisdiction and accordingly intend to continue to fund and support it, and

Whereas, the initial 10-Year Plan created a body called the Executive Team, now called the Leadership Team, consisting of representatives appointed from each of the above governmental partners and a cross-section of community representation, charged with providing oversight and direction to the plan, and the parties to this Memorandum intend for the Leadership Team to continue to perform this role, and

Whereas, the parties to this Memorandum intend to continue funding the Partnership's Homeless Programs Coordinator, whose responsibilities have been outlined in a Job Description (Attachment A), and

Whereas, the four elected appointees recommend the creation of an Executive Team, which shall consist of the four elected appointees, to ensure that the interests of all four funding jurisdictions are consistently represented;

The parties to this Memorandum hereby clarify the roles and responsibilities of each body as it relates to funding and oversight.

A. The Executive Team will:

1. Provide ongoing supervision of the Coordinator through the County Manager by:

- i. Conducting joint annual performance reviews of the Coordinator with the Manager, after gathering input from the Chair of the Leadership Team and others, as appropriate;
 - ii. Approving an annual work plan for the Coordinator based on the goals of the Plan, subject to final approval by the Manager;
 - iii. Meeting with and reviewing the work plan with the Coordinator and the Manager quarterly ;
 - iv. Participating in interviews for the hiring of the Coordinator;
 - v. Making recommendations to the Manager regarding performance concerns related to the Coordinator.
2. Operate its program on the same fiscal year as that operated by the Towns and County.
 3. Not have supervisory authority over any Town or County staff who may be assigned to provide assistance to the Leadership Team or Executive Team.
 4. Meet quarterly, with staff support, to review progress under the annual work plan.

B. Towns and County will:

1. Provide office space and supplies for the use of the Coordinator.
2. Provide staff assistance as needed to support the Executive Team and Leadership Team subject to Town Manager and County Manager direction.
3. Provide an annual appointment from the elected governing bodies to the Leadership/Executive Team.
4. Assist with the annual implementation efforts of the Plan.
5. Continue to support the Partnership.
6. The amount of funding to be provided by each partner will be determined by utilizing a population-based formula based on the latest Census data. Based upon the 2010 Census data, the percentage contributions are as follows:
 - Orange County 39%
 - Town of Chapel Hill 41%
 - Town of Carrboro 15%
 - Town of Hillsborough 5%
7. Receive an annual report from the Coordinator.

8. Not be required or expected to continue funding the Coordinator position should the funding not be available through any one or more of the other partners.
 9. Not require or suggest the Coordinator perform work on goals that are not in her/his work plan for the Partnership.
- C. The Plan is understood to be a living document that the Partnership will update over time to reflect its accomplishments and the evolution of policies, evidence-based practices, and funding.
- D. This Memorandum supersedes the 2008 Memorandum of Understanding that supported the Orange County 10-Year Plan to End Chronic Homelessness. It will remain in effect for two years from the date of its adoption by all Parties. The Memorandum may be renewed for up to five additional two-year terms. Any Party hereto may withdraw from the Memorandum by providing written notice to every other Party at least 12 months prior to the start of the fiscal year in which the Party wishes to withdraw.

[SIGNATURES TO FOLLOW]

Wherefore the Parties hereto have set their hands and seals on the day and dates recorded below.



ORANGE COUNTY

Earl McKee

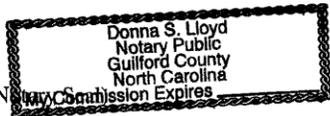
Earl McKee, Chair

Donna S. Baker
ATTEST

STATE OF NORTH CAROLINA
ORANGE COUNTY
GUILFORD

I, the undersigned Notary Public of the County and State aforesaid, do hereby certify that Donna S. Baker, personally came before me this day and acknowledged that she is the Clerk to the Board of Commissioners for Orange County, North Carolina and that by authority duly given and as the act of said County, the foregoing instrument was signed in its name by the Chair of said Board of Commissioners and attested by her as Clerk to said Board of Commissioners.

Witness my hand and official stamp or seal this 18th day of February, 2015.



Donna S. Lloyd
Notary Public Donna S. Lloyd

My commission expires: 10-10-2015



TOWN OF CHAPEL HILL

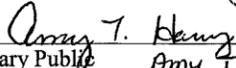

Mark Kleinschmidt, Mayor


ATTEST

STATE OF NORTH CAROLINA
ORANGE COUNTY

I, the undersigned Notary Public of the County and State aforesaid, do hereby certify that Sabrina M. Oliver, personally came before me this day and acknowledged that ~~he~~she is the Town Clerk for the Town of Chapel Hill, North Carolina and that by authority duly given and as the act of said Town, the foregoing instrument was signed in its name by the Mayor of the Town of Chapel Hill, NC and attested by her as Town Clerk for the Town of Chapel Hill, NC.

Witness my hand and official stamp or seal this 6 day of February, 2015.


Notary Public Amy T. Harvey

(Notary Seal)

My commission expires: May 15, 2015

TOWN OF CARRBORO

Lydia E. Lavelle
Lydia Lavelle, Mayor

[Signature]
ATTEST

STATE OF NORTH CAROLINA
ORANGE COUNTY

I, the undersigned Notary Public of the County and State aforesaid, do hereby certify that Catherine Wilson, personally came before me this day and acknowledged that she is the Town Clerk for the Town of Carrboro, North Carolina and that by authority duly given and as the act of said Town, the foregoing instrument was signed in its name by the Mayor of the Town of Carrboro, NC and attested by her as Town Clerk for the Town of Carrboro, NC.

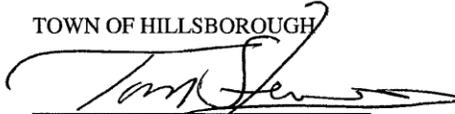
Witness my hand and official stamp or seal this 24th day of November, 2014



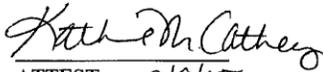
Sharmin E. Mirman
Notary Public Sharmin E. Mirman

My commission expires: 11-30-2018

TOWN OF HILLSBOROUGH



Tom Stevens, Mayor



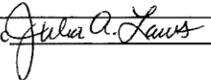
ATTEST 2/9/15

STATE OF NORTH CAROLINA
ORANGE COUNTY

I, the undersigned Notary Public of the County and State aforesaid, do hereby certify that ~~of Tom Stevens~~ ^{Katherine M. Cathey} personally came before me this day and acknowledged that he/she is the Town Clerk for the Town of Hillsborough, North Carolina and that by authority duly given and as the act of said Town, the foregoing instrument was signed in its name by the Mayor of the Town of Hillsborough, NC and attested by her as Town Clerk for the Town of Hillsborough, NC.

Witness my hand and official stamp or seal this 9 day of February, 2015.



Notary Public 

North Carolina Statewide Homeless Management System (NC HMIS) Operating Policy and Procedure

The purpose of HMIS is to record and store client-level information about the numbers, characteristics and needs of persons who use homeless housing and supportive services, to produce an unduplicated count of homeless persons for each Continuum of Care; to understand the extent and nature of homelessness locally, regionally and nationally; and to understand patterns of service usage and measure the effectiveness of programs and systems of care. These are minimum standards, additional Policies and Procedures may be added by the local Continuum of Care. **The following operating policies and procedures apply to all designated HMIS Lead Agencies and participating Agencies (Contributing HMIS Organizations – CHOs).**

PRIVACY STATEMENT

NC HMIS is committed to make North Carolina's HMIS safe for all types of programs and the clients whose information is recorded, and to maximize the opportunities to improve services through automation.

Toward that end:

- Sharing is a planned activity guided by Sharing Agreements between agencies (QSOBAAs). The agency may elect to keep private some or all of the client record including all identifying data.
 - All organizations will screen for safety issues related to the use of the automation.
- NC HMIS has systematized the risk assessment related to clients through the NC HMIS Release, offered options in terms of the Search Screen, and provided guidance around the use of Un-Named Records and how the Privacy Notice is explained.
- NC HMIS has adopted a Privacy Notice that was developed in North Carolina to cover both HIPAA covered and non-covered organizations.
 - The NC HMIS System runs in compliance with HIPAA, and all Federal and State laws and codes. All privacy procedures are designed to insure that the broadest range of providers may participate in the Project.
 - Privacy Training is a requirement for all agencies and users on the NC HMIS system. We view our Privacy Training as an opportunity for all participating organizations to revisit and improve their overall privacy practice. Agencies are encouraged to put all of their staff through the training curricula – not just those with user access to the system and/or those that collect information from clients.
 - All those issued user access to the system must successfully complete privacy training and sign a User's Agreement and Code of Ethics, and agencies must sign a NC HMIS Participation Agreement. Taken together, these documents obligate participants to core privacy procedures. If agencies decide to share information, they must sign an agreement that defines sharing practice (the Sharing QSOBAA).
 - Policies have been developed that protect not only client's privacy, but also agency's privacy. Practice Principles around the use and publication of agency or CoC specific data have been developed and included in both the Policies and Procedures.
 - The NC HMIS System allows programs with multiple components/locations that serve the same client to operate on the a single case plan, reducing the amount of staff and client's time spent in documentation activities and ensuring that care is coordinated and messages to clients are reinforced and consistent.

□ It is understood that 2015 represents a development period as participants in NC HMIS adopt a new approach to System operation as well as privacy. Agencies will take some time to effect the changes identified in this Policy and mid-course adjustments may occur. As such, the policies and procedures identified in this document represent basic standards and all participating agencies will be given adequate time and support to come into compliance. Local CoCs may adapt this document to apply a stricter standard and may establish local timelines for full implementation.

Key Terms and Acronyms:

Term	Acronym (if used)	Brief Definition
Homeless Management Information System	HMIS	Data systems that meet HUD requirements and are used throughout the nation to measure homelessness and the effectiveness of related service delivery systems. The HMIS is also the primary reporting tool for HUD homeless service grants as well as other public money's related to homelessness.
Continuum of Care	CoC	Planning body charged with guiding the local response to homelessness.
North Carolina HMIS	NC HMIS	Title given to the North Carolina statewide implementation of the HMIS.
Michigan Coalition Against Homelessness	MCAH	The North Carolina Governance Committee and participating CoCs has employed MCAH to act as the Lead HMIS administrator.
ServicePoint	SP	The database used by North Carolina to record and report HMIS information.
Bowman System, Inc		North Carolina's Vendor for HMIS. They provide the technology (ServicePoint) and software and server support for the System.
Independent Jurisdictions	IJs	CoCs that are recognized by HUD usually organized around the higher population counties. Detroit is its own IJ.
North Carolina HMIS Governance Committee	GC	The NC Governance Committee composed of representatives from all CoC provides direct oversight on the Statewide HMIS project.
MCAH Interim Memorandum of Understanding	MOU	The Interim MOU enables MCAH to serve as the HMIS Lead Agency and administer the statewide HMIS implementation on behalf of the North Carolina CoCs.
Contributing HMIS Organizations	CHO	An organization that participates on the HMIS.
Participation Agreement		The Agreement between all participating agencies and MCAH that specifies the rights and responsibilities of MCAH and participating agencies.
NC Administrative Data Use Agreement / QSOBAA	Admin. QSOBAA	The Agreement signed by each Agency, local Lead HMIS Agency, and MCAH that governs the privacy standards for all those with administrative responsibility for the database
NC Sharing Agreement / QSOBAA	Sharing QSOBAA	The Agreement between agencies that elect to share information using the HMIS. The Agreement prevents the re-release of data and, in combination with the Participation Agreement, defines the rules of sharing.
User Agreement & Code of Ethics		The document each HMIS User signs agreeing to the HMIS standards of conduct.
Release of Information (Electronic)	ROI	An electronic ROI must be completed to share any person's data within the HMIS.
Privacy Notice		A document that details the Privacy rules applied to the System. It includes a description of the HMIS, the rights of clients, why we collect data and the legal uses of data/disclosures. It must be available to clients and be present on the agencies WEB Site.
HUD Public Notice		A description of why HUD requires grantees to collect information. It must be posted where-ever information is collected.
Privacy Script		Adapted by agencies based on what they collect and their sharing practice, the "script" is used by intake staff to standardize the privacy discussion with every client and is a critical part of the informed consent process.

NC HMIS Release of Information and Sharing Agreement	Release	A signed (paper) Release that specifies how the Search Screen will be configured and details each agencies sharing plan to support an “informed consent” process. A signed Release allows for reciprocal sharing between agencies/programs identified in the Release.
Sharing		Sharing refers to the sharing of data between agencies. It does not refer to basic entry into the HMIS. Sharing data between agencies requires a signed client Release of Information. Basic entry does not require an ROI as there is implied consent for the agency to keep records when a client provides information.
Visibility		Refers to the ability to see a client’s data between provider pages on the HMIS. Visibility is configured on the HMIS system in each Provider Page.
Visibility Groups		Visibility Groups are defined groups of Provider Pages where data is shared. Internal Visibility Groups control internal sharing. External Visibility Groups control sharing with other agencies and are defined with a Sharing QSOBAA.
Coverage Rate		The percent of the homeless population that is measured on the HMIS. Coverage estimates are used to project to a total homeless count that includes those served in Domestic Violence Providers or other non-participating Shelters or Outreach Programs. Coverage Memos provide guidance for estimating coverage. HUD also defines Bed Coverage (beds covered on the HMIS) and Service Coverage (person coverage for none residential programs).
Program Types		HUD defines 9 basic Program Types
		<ul style="list-style-type: none"> • ES: Emergency Shelter- Overnight shelters or shelters with a planned length of stay of less than 3 months. • TH: Transitional Housing- Transitional environments with a planned LOS of not more than 2 years and provide supportive services. • PH-PSH: Permanent Supportive Housing- Permanent Housing for the formerly homeless with services attached to persons served under this program. • PH-PH: Permanent Housing- Permanent housing that may be supported by a voucher but does not have services attached to the housing. • PH- RRH: Rapid Rehousing- A program that rapidly rehouses those that are identified as Literally Homeless. • HP: Homeless Prevention- A program that helps those who are at imminent risk of losing housing, to retain their housing. • SOP: Street Outreach Program- A program that serves homeless persons that are living on the street or other places not meant for habitation. • SSO: Services Only Program- A program that serves only with no residential component. These programs often provide case management and other forms of support and meet with clients in an office, at the household’s home, or in a shelter. • Safe Haven: A program that provides low-demand shelter for hard-to-serve persons with severe disabilities. The clients have often failed in other sheltering environments.
Length of Stay	LOS	The number of days between the beginning of services and the end of services. It is calculated using entry and exit dates or shelter stay dates. The HMIS offer calculations for discrete stays as well as the total stays across multiple sheltering events.
Point in Time Count	PIT	An annual count during the last week in January that is required for all CoCs. Every other year, that count also includes an “unsheltered” or street count.
Housing Inventory Chart	HIC	All residential programs (both HMIS and non-participating) must specify the number of beds and units available to homeless persons. The numbers are logged into related Provider Pages where the corresponding person data is recorded (for participating programs).
SOAR Across North Carolina	SOAR	Using the national “best practice” curriculum, the SOAR project reduces barriers to and supports the application for Supplemental Security Income or

		Supplemental Security Disability Insurance (SSI/SSDI) for North Carolina’s disabled homeless people.
Emergency Assistance Network	EAN	EAN agencies provide a mix of emergency services for people in need and report to funding organizations through NC HMIS.
Homeless Definition		<p>See Homeless Definition Crosswalk. HEARTH defines 4 categories of homelessness. Not all programs can serve all categories and some may utilize a different definition when delivering services. NC HMIS has adopted the HUD definition for counting the homeless.</p> <ul style="list-style-type: none"> • Category 1: Literally Homeless • Category 2: Imminent Risk of Homelessness • Category 3: Homeless under other Federal Statute • Category 4: Fleeing/Attempting to Flee DV
Projects for Assistance in Transition from Homelessness	PATH	PATH is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA). It provides services to mentally ill homeless people, primarily through street outreach, to link them to permanent community housing. This program has different reporting requirements than HUD funded programs and uses HMIS to collect this information.
Shelter Plus Care	S+C	Refers to a federal program that provides Permanent Supportive Housing to disabled persons throughout the State of North Carolina. With the new HEARTH Regulation S+C was folded into CoC programming.
Housing Opportunities for Persons with AIDS	HOPWA	HOPWA provides housing assistance and related supportive services for persons with HIV/AIDs and family members who are homeless or at risk of homelessness. This program has different program reporting requirements than the other HUD-funded programs in this document.
Runaway and Homeless Youth Programs	RHY	RHY provides a range of services to youth up to age 21 experiencing homelessness. This federal program is required to participate on the HMIS effective 10/1/2014 and has specific operating rules.
Coordinated Assessment Programs	CA	North Carolina has implemented plans to better coordinate services to homeless persons. Each CoC must develop a plan based on their local providers and resources. The shared objective of these locally defined processes is to insure that access to homeless resources is optimized and based on a standardized assessment of need.

Policy Disclaimers and Updates

Operating Procedures defined in this document represent the minimum standards of participation on NC HMIS and general “best practice” operation procedures. Local Lead Agencies in coordination with their CoCs may include additional standards.

The Standards described in this document are not intended to supersede grant specific requirements and operating procedures as required by funding entities. PATH, HOPWA, RHY and VA providers have operating rules specific to HHS and the VA.

The NC HMIS Operating Policies and Procedures are updated routinely as HUD publishes additional guidance or as part of the annual review. Updates will be reviewed at the Monthly System Administrator Call-In and included in the Meeting Minutes distribution email. To allow for evolution of compliance standards without re-issuing core agreements, updated policies supersede related policies in previously published Policies and Procedures or Agreements. Any changes from the previous year will be highlighted. A current copy of the Procedures may also be found on the NC HMIS WEB Site www.nchmis.org.

Agreements and Training Certifications:

- 1) All CoCs participating on the NC HMIS must sign the MCAH Interim MOU that designates the use of the North Carolina Statewide HMIS Vendor and identifies the Michigan Coalition Against Homelessness (MCAH) as the Statewide Lead Agency for administration of the statewide database. Each Jurisdiction will also identify a local Lead Agency that coordinates with MCAH and is responsible for specific tasks. The MOU supports the ability for multiple jurisdictions to participate on a single statewide HMIS information system.
- 2) Training is required for all users of the System. Agencies must provide new staff with a list of training requirements and assure that basic training has been completed. A basic overview of required training is presented below, however details of specific Web Casts and Live Training for new and existing Users may be found at www.nchmis.org Training Certifications must be maintained on file for all licensed users. Privacy and Definitions Training is also required for those staff that interview clients and collect information.
- 3) All Agencies must have fully executed and be in compliance with the following Agreements. An Implementation Agency Checklist may be found at www.nchmis.org
 - a) Administrative QSOBAA governing administrative access to the System.
 - b) Participation Agreement governing the basic operating principals of the System and rules of membership.
 - c) Sharing QSOBAA's (if applicable) governing the nature of the sharing and the re-release of data.
 - d) A board certified Confidentiality Policy governing the over Privacy and Security standards for the Agency.
 - e) User Agreement and Code of Ethics governing the individual's participation in the System.
- 4) Agencies must have an assigned Agency Administrator. The Agency Administrator is required to support the agency's use of the System including insuring that all users are properly trained. Training categories include:
 - a) Privacy and annual privacy updates (all users and those that collect data from clients)
 - b) Provider Page Training to understand the System Configuration for each provider (Local System Administrators and Agency Administrators).
 - c) Updated Workflow training (The steps to completing data entry. There may be multiple workflows depending on the fund sources and the services provided by the agency.)
 - d) Reports Training (agency users and leadership tasked with supporting data quality as well as monitoring outcome and other performance issues).

Privacy and Security Plan:

All records entered into the HMIS and downloaded from the HMIS are required to be kept in a confidential and secure manner.

Oversight:

- 1) Agency Administrators with support from agency Leadership must:
 - a) Insure that all staff using the System complete annual privacy & security training. Training must be provided by NC HMIS Certified Trainers and based on the NC HMIS Privacy/Security Training Curriculums.
 - b) Adapt the Privacy Script Template and Client Release of Information and Sharing Plan to reflect their sharing choices.
 - c) Conduct a quarterly review of the Providers Visibility Set up and an annual security review of the agency that includes reviewing compliance with the Privacy and Security sections of this document. Finding from the review should be available upon request.
 - d) Insure the prompt removal of licenses to the HMIS when a staff person leaves the organization or revision of the user's access level as job responsibilities change.
 - e) Report any security or privacy incidents immediately to the Local Lead HMIS System Administrator (LSA) for the CoC Jurisdiction to insure that the record is closed as soon as possible. The Local System Administrator investigates the incident including running applicable audit reports. If the LSA determines that a possible breach has occurred and/or the staff involved violated privacy or security guidelines, the LSA will report to the chair of the CoC and NC HMIS Lead Director within 5 working days. A Corrective Action Plan will be negotiated. Components of the Plan must include at minimum supervision and retraining. It may also include removal of HMIS license, client notification if a breach has occurred, and any appropriate legal action. All confirmed breaches must be reported to the Governance Committee Executive Committee.
- 2) Criminal background checks must be completed on all System Administrators. All agencies should be aware of the risks associated with any persons given access to the System and limit access as necessary.
- 3) Local System Administrators conduct routine audits to insure compliance with the Operating Policies and Procedures. The audit will include a mix of system and on-site reviews. MCAH staff will also participate in local audits from time to time. Audits are designed to facilitate use of the System and agencies will be given adequate time to implement any required changes.
- 4) Agencies must have a formal grievance process. A copy of any HMIS-related grievance, and the Agency's response, must be submitted to the MCAH Project Manager, and CoC Lead within 5 days of completion of the agencies response.

Privacy:

- 1) All Agencies are required to have the **HUD Public Notice** posted and visible to clients where information is collected. See Appendix A for link to the Notice.
- 2) All Agencies must have a **Privacy Notice**. They may adopt the NC HMIS sample notice or integrate NC HMIS into their existing Notice. See Appendix A for a link to the sample Notice. All Privacy Notices must define the uses and disclosures of data collected on HMIS including:
 - a) The purpose for collection of client information.
 - b) A brief description of policies & procedures governing privacy including protections for vulnerable populations.
 - c) Data collection, use and purpose limitations. The Uses of Data must include uses related to de-identified data.
 - d) The client's rights to copy/inspect/correct their record based on agency policy. Agencies may establish reasonable norms for the time and cost related to producing a copy of the report. The agency may say "no" to the request to correct information, but the agency must inform the client of its reasons in writing within 60 days of the request.
 - e) The client complaint procedure
 - f) Notice to the consumer that the Privacy Notice may be updated overtime and applies to all client information held by the Agency.
 - g) All Notices must be posted on the Agencies WEB Site.
- 3) All Agencies are required to have a **Privacy and Security Policy**. Agencies may elect to integrate the Privacy Policies defined in this document into an existing Privacy Policy. See Appendix A for link. All Privacy Policies must include:
 - a) Procedures defined in the Agencies Privacy Notice
 - b) Protections afforded those with increased privacy risks such as protections for victims of domestic violence, dating violence, sexual assault, and stalking. Protection include at minimum:
 - i) Closing of the profile search screen so that only the serving agency may see the record.
 - ii) The right to refuse sharing if the agency has established an external sharing plan.
 - iii) The right to be entered under an Un-Named Record Protocol where identifying information is not recorded in the System and the record is located through a randomly generated number (note: this interface does allow for un-duplication because the components of the Unique Client Id are generated).
 - iv) The right to have a record marked as inactive.
 - v) The right to remove their record from the System.

- c) Agencies may create a paper record by printing the Assessment screens located within the HMIS. These records must be kept in accordance with the procedures that govern all hard copy information (see below).
 - d) Client Information Storage and Disposal. Users may not store information from the System on personal portable storage devices. The Agency will retain the client record for a period of **7** years, after which time the forms will be discarded in a manner that ensures client confidentiality is not compromised.
 - e) Remote Access and Usage: The Agency must establish a policy that governs use of the System when access is approved from remote locations. The policy must address:
 - i) The use of portable storage devices.
 - ii) The environments where use is approved.
 - iii) All browsers used to connect to the System must be secure. No user is allowed to access the database from a public or none-secured private network such as an airport, hotel, library, or internet café.
- 4) Agencies must protect **hard copy data** that includes client identifying information from unauthorized viewing or access.
- a) Client files are locked in a drawer/file cabinet
 - b) Offices that contain files are locked when not occupied.
 - c) Files are not left visible for unauthorized individuals.
- 5) Agency provides a **Privacy Script** to all staff charged with explaining privacy to standardize the explanation of agency privacy rules. The Script must:
- a) The Script must be developed to reflect the agencies sharing agreements and the level of risk associated with the type of data the Agency collects and shares.
 - b) The Script should be appropriate to the general education / literacy level of the Agencies clients.
 - c) A copy of the Script should be available to clients as they complete the intake interview.
- 6) Agencies that plan to share information through the System must sign a **Sharing QSOBAA** (Qualified Services Organization Business Associates Agreement).
- a) Sharing QSOBAAs are managed by the CoC's LSA and negotiated within the CoC planning process.
 - b) The Agreement proscribes the re-release of information shared under the terms of the Agreement.
 - c) The Agreement specifies what is shared with whom.
 - d) Agencies may share different information with different partners and may sign multiple Sharing QSOBAAs to define a layered sharing practice.
 - e) The signatories on the Agreement include authorized representatives from all Agencies covered by the Agreement.

- f) All members of a Sharing QSOBAA are informed that by sharing the electronic record they are creating a common record that can impact the data reflected on Reports. Members of the sharing group agree to negotiate data conflicts.
 - g) No Agency may be added to the Agreement without the approval of all other participating agencies.
 - i) Documentation of that approval must be available for review and may include such items as meeting minutes, email response or other written documentation.
 - h) When a new member is added to the Sharing QSOBAA, the related Visibility Group is end-dated and a new Visibility Group is begun. **A new member may not be added to an existing Visibility Group.**
- 7) Agencies must have appropriate **Release(s) of Information** that are consistent with the type of data the agency's plan to share.
- a) The Agency adapts the NC HMIS Release of Information and Sharing Plan to reflect their sharing decisions and include a list of sharing partners and a description of the information to be shared.
 - b) If the Agency integrates the NC HMIS Release into their existing Releases, the Release must include the following components:
 - i) A brief description of NC HMIS and a discussion of why we collect information.
 - ii) A specific description of the Client Profile Search Screen and an opportunity for the client to request that the Screen be closed.
 - iii) A description of the Agency's sharing partners (if any) and a description of what is shared. **It must reflect items negotiated in the Agency's Sharing QSOBAA.**
 - iv) A defined term of the Agreement.
 - v) The NC HMIS Release is intended to allow for the exchange of information between all agencies included within the Sharing QSOBAA and may be completed one time to cover all entities.
- 8) An **automated ROI** is required to enable the sharing of any particular client's information between any Provider Pages on the System.
- i) Agencies should establish internal sharing by creating a Visibility Group(s) that includes all Agency provider pages where sharing is planned and allowed by law.
 - (1) **Internal sharing** does not require a signed Client Release of Information unless otherwise specified by law.
 - (2) If new provider pages are added to the Agency tree, they may be included in the existing Visibility Group. The information available to that Provider Page will include all information covered by the Visibility Group from the beginning date of the Group – sharing will be retrospective.

- ii) Agencies may elect to share information with other Agencies – **External Sharing** - by negotiating a Sharing QSOBAA (see 7 above).
 - (1) A signed and dated Client Release of Information(s) must be stored in the Client Record (paper or scanned onto the System) for all Automated ROIs that release data between different agencies – external sharing.
 - (2) To prevent retrospective sharing, a new Visibility Group is constructed whenever a new sharing partner is added to the agencies existing sharing plan / QSOBAA.

- 9) The Agency must have a procedure to assist clients that are hearing impaired or do not speak English as a primary language. For example:
 - a) Provisions for Braille or audio
 - b) Available in multiple languages
 - c) Available in large print

- 10) **Agencies are required to maintain a culture that supports privacy.**
 - a) Staff do not discuss client information in the presence of others without a need to know.
 - b) Staff eliminate unique client identifiers or any information that would allow the public to re-identify the client before releasing data to the public.
 - c) The Agency configures workspaces for intake that supports privacy of client interaction and data entry.
 - d) User accounts and passwords are not shared between users, or visible for others to see.
 - e) Program staff are educated to not save reports with client identifying data on portable media as evidenced through written training procedures or meeting minutes.
 - f) Staff are trained regarding use of email communication.

- 11) All staff using the System must complete Privacy and Security Training annually. Certificates documenting completion of training must be stored for review upon audit.
- 12) Victim Service Providers are precluded from entering client level data on the HMIS or providing client identified data to the HMIS. These providers will maintain a comparable database to respond to grant contracts.

Data Security:

- 1) All licensed Users of the System must be assigned **Access Levels** that are consistent with their job responsibilities and their business “need to know”.
- 2) All computers must have **virus protection with automatic updates.**

- a) Agency Administrators or designated staff are responsible for monitoring all computers that connect to the HMIS to insure:
 - i) The Anti-Virus Software is using the up-to-date virus database.
 - ii) That updates are automatic.
 - iii) OS Updates are also run regularly.
- 3) All computers are protected by a Firewall.
 - a) Agency Administrators or designated staff are responsible for monitoring all computers that connect to the HMIS to insure:
 - i) For Single Computers, the Software and Version is current.
 - ii) For Network Computers, the Firewall Model and Version is current.
 - iii) That updates are automatic.
- 4) Physical access to computers that connect to the HMIS is controlled.
 - a) All workstations in secured locations (locked offices).
 - b) Workstations are logged off when not manned.
 - c) All workstations are password protected.
 - d) **All HMIS Users are proscribed from using a computer that is available to the public or from access the System from a public location through an internet connect that is not secured.** That is, staff are not allowed to use Internet Cafes, Libraries, Airport Wi-Fi or other non-secure internet connections.
- 5) A plan for remote access if staff will be using the NC HMIS System outside of the office such as doing entry from home. Concerns addressed in this plan should include the privacy surrounding the off-site entry.
 - a) The computer and environment of entry must meet all the standards defined above.
 - b) Downloads from the computer may not include client identifying information.
 - c) Staff must use an agency-owned computer.
 - d) System access settings should reflect the job responsibilities of the person using the System. Certain Access levels do not allow for downloads.

Remember that information security is never better than the trustworthiness of the staff licensed to use the System. The data at risk is the agency's own and that of its sharing partners. If an accidental or purposeful breach occurs, the agency is required to notify MCAH. A full accounting of access to the record can be completed.

Disaster Recovery Plan:

The HMIS can be a critically important tool in the response to catastrophic events. The HMIS data is housed in a secure server bank in Shreveport, LA with nightly off-site backup. The solution means that data is immediately

available via Internet connection if the catastrophe is in North Carolina and can be restored within 4 hours if the catastrophe is in Louisiana.

- 1) HMIS Data System (see “Bowman Systems Securing Client Data” for a detailed description of data security and Bowman’s Disaster Response Plan):
 - a) NC HMIS is required to maintain the highest level disaster recovery service by contracting with Bowman Systems for Premium Disaster Recovery that includes:
 - i) Off site, out-of state, on a different Internet provider and on a separate electrical grid backups of the application server via a secured Virtual Private Network (VPN) connection.
 - ii) Near-Instantaneous backups of application site (no files older than 5 minutes).
 - iii) Nightly off site replication of database in case of a primary data center failure.
 - iv) Priority level response (ensures downtime will not exceed 4 hours).
- 2) HMIS Lead Agencies:
 - a) HMIS Lead Agencies are required to back-up internal management data system’s nightly.
 - b) Data back-ups will include a solution for off-site storage for internal data systems.
- 3) Communication between staff of the Lead Agency, the CoC, and the Agencies in the event of a disaster is a shared responsibility and will be based on location and type of disaster.
 - a) Agency Emergency Protocols must include:
 - i) Emergency contact information including the names / organizations and numbers of local responders and key internal organization staff., designated representative of the CoCs, local HMIS Lead Agency, and the NC HMIS Project Director.
 - ii) Persons responsible for notification and the timeline of notification.
 - b) In the event of System Failure:
 - i) The NC HMIS Project Director or designee will notify all participating CoCs and local System Administrators should a disaster occur at Bowman System’s or in the NC HMIS Administrative Offices. Notification will include a description of the recovery plan related time lines. Local/assigned System Administrators are responsible for notifying Agencies.
 - ii) After business hours, NC HMIS staff report System Failures to Bowman System using the Emergency Contact protocol. An email is also launched to Local System Administrators and Emergency Shelter designated staff no later than one hour following identification of the failure.
 - c) NC HMIS Project Director or designated staff will notify the HMIS Vendor if additional database services are required.
- 4) In the event of a local disaster:
 - a) NC HMIS in partnership with the local Lead Agency will provide access to additional hardware and user licenses to allow the CHO(s) to reconnect to the database as soon as possible.

- b) NC HMIS in collaboration with the local Lead Agencies will also provide information to local responders as required by law and within best practice guidelines.
- c) NC HMIS in collaboration with the local Lead Agencies will also provide access to organizations charged with crisis response within the privacy guidelines of the system and as allowed by law.

System Administration and Data Quality Plan:

1) Provider Page Set-Up:

- a) Provider Page are appropriately named per the NC HMIS naming standards **<agency name> - <county> - <program> - <project/funding>**. Example: “The Salvation Army – Wake County – Housing for Veterans - ESG”. Identification of funding stream is critical to completing required reporting to funding organization.
- b) Inactive Provider Pages are properly identified with “XXXCLOSED”> followed by the year of the last program exit >Provider Page Name. For example: XXXCLOSED2015 – The Salvation Army...
- c) HUD Data Standards are fully completed on all Provider Pages:
 - i) CoC code is correctly set.
 - ii) Program type codes are correctly set.
 - iii) Geocodes are set correctly for Principal Site provider pages.
 - iv) Bed and Unit Inventories are set for applicable residential programs.
 - v) The Federal Partner Funding Source section is completed for all projects receiving funding from one of the federal partners.
- d) User licenses are set up to “Enter Data As” (EDA) and users are trained to use EDA to navigate provider pages.
- e) All Agency Administrators and System Administrators complete Provider Page Set-Up Training. Set-up instructions will vary by funding and/or Provider type. Agency Administrators and System Administrators update instruction and respective Providers as new instructions are published.

2) Data Quality Plan:

- a) Agencies must require documentation at intake of the homeless status of consumers according to the reporting and eligibility guidelines issued by HUD. The “order of priority” for obtaining evidence of homeless status are (1) third party documentation, (2) worker observations, and (3) certification from the person. Lack of third party documentation may not be used to refuse emergency shelter, outreach or domestic violence services. Local CoCs may designate the local central intake/coordinated assessment agencies to establish the homeless designation and maintain related documentation.

- b) 100% of clients must be entered into the System no more than 15 days after the information is collected from the client. If the information is not entered on the same day it is collected, the agency must assure that date associated with the information be the collection date by:
 - i) Entering entry/exit data including the UDEs on the Entry/Exit Tab of ServicePoint or
 - ii) Backdating the information into the System.
- c) All staff are required to be trained on the definition of Homelessness.¹
 - i) NC HMIS will provide a Homeless Definition Cross-Walk to support agency level training.
 - ii) Documentation of training must be available for audit. This should be maintained in the agency's HMIS binder.
 - iii) There is congruity between the following NC HMIS case record responses, based on the applicable homeless definition: (Housing Status and Residence Prior to Project Entry are being properly completed).
- d) Agency has a process to ensure the First and Last Names are spelled properly and the DOB is accurate.
 - i) An ID is requested at intake to support proper spelling of the client's name as well as the recording of the DOB.
 - ii) If no ID is available, staff request the legal spelling of the person's name.
 - iii) Programs that serve the chronic and higher risk populations are encouraged to use the Scan Card process within ServicePoint to improve un-duplication and to improve the efficiency of recording services.
 - iv) Data for clients with significant privacy needs may be entered under the "Un-Named Record" feature of the System. However, while identifiers are not stored using this feature, great care should be taken in creating the Un-Named Algorithm by carefully entering the first and last name and the DOB. Names and ServicePoint Id #s Cross-Walks (that are required to find the record again) must be maintained off-line in a secure location.
- e) Income, non-cash benefits and health insurance information are being updated at least annually and at exit.
- f) Agencies have an organized exit process that includes:
 - i) Clients and staff are educated on the importance of planning and communicating regarding discharge. This is evidenced through staff meeting minutes or other training logs and records.
 - ii) Discharge Destinations are properly mapped to the HUD Destination Categories.
 - (1) NC HMIS provides a Destination Definition Document to support proper completion of exits (see Appendix A for link).
 - iii) There is a procedure for communicating exit information to the person responsible for data entry.

¹ Specific instruction is available for PATH and HOPWA programs at www.dyns-services.com

- g) Agency Administrator/Staff regularly run data quality reports.
 - i) Report frequency should reflect the volume of data entered into the System. Frequency for funded programs will be governed by Grant Agreements, HUD reporting cycles, and local CoC Standards. However, higher volume programs such as shelters and services only programs must review and correct data at least monthly. In low volume longer stay programs, reports should be run following all intakes and exits and quarterly to monitor the recording of services and other required data elements.
 - ii) The program entry and exit dates should be recorded upon program entry or exit of all participants. Entry dates should record the first day of service or program entry with a new program entry date for each period/episode of service. Exit dates should record the last day of residence before the participant leaves the shelter/housing program or the last day a service was provided.
 - iii) Data quality screening and correction activities must include the following:
 - (1) Missing or inaccurate information in (red) Universal Data Element Fields.
 - (2) If funded through a Federal Partner Funding Source, missing program specific elements are also audited.
 - (3) Un-exited clients using the Length of Stay and Un-exited Client Data Quality Reports.
 - (4) Count reports for proper ratio of children to adults in families. (at least 1.25)
 - (5) Provider Page Completion Reports with an Annual update of the HUD Standards Information.
 - (6) Close all inactive provider pages within the agency tree. Audit of inactive pages includes closing all open services and exiting all un-exited clients.
 - (7) Insure that PH RRH providers have recorded a “Move In” date reflecting when the client was actually housed.
- h) CoCs and Agencies are required to review Outcome Performance Reports. Targets are adjusted by Project Type. The CoC’s HMIS Lead Agency, in collaboration with the CoC Reports Committee or designated CQI Committee, establishes local benchmark targets. See Appendix A for links and “Setting Targets” training podcast.
- i) NC HMIS publishes regional benchmarks on all defined measures annually (see Appendix A).
- j) Agencies are expected to participate in the CoCs Continuous Quality Improvement Plan as they are developed locally. See CQI materials designed to support Data Quality through Continuous Quality Improvement (see Appendix A).

3) Workflow Requirements:

- a) Assessments set in the Provider Page Configuration are appropriate for the funding stream.
- b) Users performing data entry have latest copies of the workflow guidance documents.

- c) If using paper, the intake data collection forms correctly align with the workflow.
- d) 100% of clients are entered into the System within 15 days of data collection.
- e) Agencies are actively monitoring program participation and exiting clients. Clients are exited within 30 days of last contact unless program guidelines specify otherwise.
- f) All required program information is being collected.
 - i) All HMIS participants are required to enter at minimum the Universal Data Elements and if completing entries and exits, the HUD CoC and ESG Exit (NC HMIS) Form.
 - ii) Programs that serve over time are required to complete additional program elements as defined by the funding stream. If the Agency is not reporting to a funding stream, they are encouraged to use the HUD CoC Entry (NC HMIS) and HUD CoC and ESG Exit (NC HMIS) forms.
- g) Data sharing is properly configured for sharing information internally between the agency's programs, including use of visibility groups.
- h) External data sharing aligns with any Sharing QSOBAA's including use of visibility groups.
- i) Visibility groups are managed appropriately (see Privacy 9).

4) Electronic Data Exchanges:

- a) Agencies electing to either import or export data from the NC HMIS must assure:
 - i) The quality of data being loaded onto the System meets all the data quality standards listed in this policy including timeliness, completeness, and accuracy. In all cases, the importing organization must be able to successfully generate all required reports including but not limited to the APR and the North Carolina Basic Counting Report.
 - ii) Agencies exporting data from NC HMIS must certify the privacy and security rights promised participants on the HMIS are met on the destination System. If the destination System operates under less restrictive rules, the client must be fully informed and approve the transfer during the intake process. The agency must have the ability to restrict transfers to those clients that do not approve the exchange.

5) Publication and Research:

- a) MCAH, another statewide entity or your local CoC may sponsor de-identified research to improve the understanding of homelessness and the effectiveness of homeless services.
 - i) De-identification will involve the masking or removal of all identifying or potential identifying information such as the name, Unique Client ID, SS#, DOB, address, agency name, and agency location.

- ii) Geographic analysis will be restricted to prevent any data pools that are small enough to inadvertently identify a client by other characteristics or combination of characteristics.
 - iii) Programs used to match and/or remove identifying information will not allow a re-identification process to occur. If retention of identifying information is maintained by a “trusted party” to allow for updates of an otherwise de-identified data set, the organization/person charged with retaining that data set will certify that they meet medical/behavior health security standards and that all identifiers are kept strictly confidential and separate from the de-identified data set.
 - iv) CoCs will be provided a description of each Study being implemented. Agencies or CoCs may opt out of the Study through a written notice to MCHA or the Study Owner.
- b) MCAH, another statewide entity or the local CoC may sponsor identified research to improve the understanding of homelessness and the effectiveness of homeless services.
- i) All identified research must be governed through an Institutional Research Board including requirements for client informed consent.
 - ii) CoCs will be provided a description of each Study being implemented. Agencies or CoCs may opt out of the Study through a written notice to MCHA or the Study Owner.
- c) Annually MCAH in conjunction with other State and local partners may publish information about the scope and causes of homelessness as well North Carolina’s response to end homelessness. The following strategies will guide publication of statewide data sets:
- i) Content, qualifiers and message will be guided by the Statewide Reports Committee as well as other key stakeholders such as the local Interagency Council on Homelessness/the Campaign to End Homelessness or representatives from public and private organizations that fund homeless services.
 - ii) Identified CoC data may only be included with written CoC approval.
 - iii) CoCs will be provided for review and approval CoC data sets planned for inclusion in the statewide aggregate data (without CoC identification). The review process will include at least two cycles of the data with time between for any data or report correction activities.
 - iv) The cycles of data review can begin no sooner than two months following the close of the report period to all for routine data quality activities to be completed.
- d) MCAH, another statewide entity or the local CoC may sponsor Point in Time or publication of specialized data sets.
- i) Development of the plan for publication including the frequency, data types, analytics and publication media type will be guided by the relevant entity.
 - ii) CoCs will be provided a description of each proposed publication.
 - iii) Agencies or CoCs may opt out of the publication through a written notice to MCHA or the Study Owner.

6) Staff Training and Required Meetings:

- a) All Users and those that collect information from clients are recertified in Privacy Training Annually.
- b) All Users participate in Workflow Training and Training Updates for their assigned Workflows.
- c) All Users and those that collect data from clients are trained in Data Standard data element definitions.

d) All Agency Administrators participate in:

- i) Provider Page Set-Up Training.
- ii) Workflow Training sponsored by the funding agency or NC HMIS.
- iii) Reports Training
 - (1) Data Quality
 - (2) Required funding Reports
 - (3) Outcome Reporting.
- iv) Other training specified by the CoC.
- v) CoC Agency Administrator Meetings and Trainings.
- vi) Agency specific User Meetings or preside over an HMIS specific topic during routine staff meetings.
- vii) A local Reports Committee that governs the publication of information as requested.

e) All System Administrators participate in:

- i) All System Administrators are required to read and understand the HUD Data Standards that underpin the rules of the HMIS.
- ii) System Administrator Orientation (Live sessions with MCAH to overview the basic rules and provide a place for dialogue and questions – conducted in the second or third month after assuming the role).
- iii) Provider Page Set-Up Training (prior to licensure and routinely as changes occur).
- iv) Workflow Training sponsored by the funding agency or NC HMIS.
- v) Reports Training
 - (1) Data Quality
 - (2) Required Funding Reports
 - (3) Outcome Reporting.
- vi) CQI Training.
- vii) HUD Initiative Training (AHAR, PIT, APR, etc.).
- viii) On Site and System Audits of Agency compliance of Data Privacy, Security and Oversight standards as well as item1 through 4 under System Administration and Data Quality.
- ix) The Monthly System Administrator Call-In.
- x) The CoC Reports Committee or CoC Meeting where data use and release is discussed.
- xi) North Carolina’s Campaign to End Homelessness Work Groups and Regional Meetings as assigned.

Appendix A: Links to Documents referred to in this Policy

<http://mihomeless.org/index.php/north-carolina-documents>

System Administration:

- HUD HMIS Data Standards 2014
- HMIS Requirements Proposed Rules Federal Registered (Hearth)
- HMIS Homeless Definition Crosswalk
- HUD Homeless Definition Matrix
- HMIS Discharge Destination Guidance

Administrative

- Participation Agreement
- Administration QSOBAA
- Sharing QSBAA
- HMIS Operating Policies and Procedures
- Interim MOU

Privacy

- Privacy and Security Training PP or PDFs
- Privacy Certification Questionnaire
- Overview of Agency Requirements
- User Access Levels in ServicePoint
- HUD Public Notice
- User Agreement and Code of Ethics
- Privacy Script Suggestions
- Privacy Notice Sample
- NC HMIS Release of Information and Sharing Plan

Training

- All technical workflow and training documents and podcasts
- Provider Page Training
- Reports Training
- Securing Client Records and establishing Visibility

System Administrator and User Meeting Minutes

- Minutes from Required System Administrator Meetings (current year/recent)

6/1/2015v5

Adopted June 8, 3015

NC HMIS Project

MODIFICATIONS TO TOWN OF CHAPEL HILL PUBLIC HOUSING ADMISSIONS POLICIES

As of May 1, 2015, the Town's public housing admissions policies are modified as follows:

1. Admissions policies

a. Homelessness is included as a local preference priority for public housing applicant selection.

Consistent with the Council's goal statement of the Affordable Housing Strategy, ("increase the affordability of and access to housing for households and individuals with a range of incomes, from those who are homeless to those in middle-income households.") we have added "homeless" individuals and families to the local preference selection criteria for the public housing waiting list. This addition to the local preference policy would allow homeless individuals and families to receive priority on the housing waiting list along with applicants who are employed, elderly or disabled. Though this change may not house applicants immediately, it could provide housing to households that are experiencing homelessness more quickly than the Town's current admissions policy provides.

b. Establishment and Consideration of Criminal Activity

A housing officer must have, and document in writing, clear facts that establish criminal activity occurred before determining whether or not an applicant should be denied based solely on criminal activity. Factors that may be used to establish criminal activity, include, but are not limited to the following: Applicant's admission; physical evidence; non-testimonial evidence; credible eye-witness accounts; arrest reports; records of indictment; and records of criminal process. A criminal conviction can also satisfy the requirement that the specific criminal activity occurred. If a criminal charge results in a deferred prosecution, prayer for judgment, or other plea arrangement, that also can provide a sufficient basis for establishing that criminal activity occurred.

A criminal charge that is dismissed for lack of sufficient evidence or lack of probable cause does not provide a sufficient basis that specific criminal activity occurred and cannot be used to deny an applicant housing. Criminal charges that are dismissed on other grounds can be considered on a case by case basis, taking into account available criminal records. The Housing Director may also request the applicant to submit any necessary documents or information that might help determine whether the criminal activity occurred.

An applicant's clearly established criminal activity for which a discretionary exclusion period exists will not automatically result in an applicant being ineligible for housing. Factors to be used when deciding whether to deny admission to public housing based on criminal activity include:

- The seriousness of the case, especially with respect to how it would affect other residents;
- The effects that denial of admission may have on other members of the family who were not involved in the action or failure;
- The length of time since the violation occurred, the family's recent history and the likelihood of favorable conduct in the future;
- Evidence of the applicant family's participation in or willingness to participate in social service or other appropriate counseling service programs; and
- In the case of drug or alcohol abuse, whether the culpable household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program or has otherwise been rehabilitated successfully.

2. Changes to the exclusionary period for applicants

The modified policy includes the following changes to the exclusionary period for the criminal activities listed below.

CRIMINAL ACTIVITY	CURRENT EXCLUSIONARY PERIOD	PROPOSED EXCLUSIONARY PERIOD
Registered Sex Offenders	LIFE (mandated by HUD regulations)	LIFE
Manufacturing Methamphetamine	LIFE (mandated by HUD regulations)	LIFE
Felony Drug Possession with intent to sell, manufacture or distribute, trafficking	15 YEARS	10 YEARS
Felony-Assault	15 YEARS	7 YEARS
Felony-Larceny	15 YEARS	7 YEARS
Burglary	15 YEARS	7 YEARS
Drug Possession	15 YEARS	7 YEARS
Felony- Fraud	15 YEARS	3 YEARS
Misdemeanor-Larceny(shoplifting)	10 YEARS	2 YEARS
Misdemeanor-Assault	10 YEARS	1 YEAR
Trespassing	5 YEARS	1 YEAR

We have also modified our application to state that applicants may submit documentation supporting their current status. Examples would include submitting documentation of

participation in or completion of an outreach court program, substance abuse recovery program, or that they are receiving case management services. An applicant would have the opportunity to submit this documentation to the Housing Department to be reviewed along with the application.

Local Preferences and Point Values

HUD allows housing authorities to establish local preferences. An applicant may claim more than one preference and points will be assigned for each preference category claimed, if applicable. All local preferences are consistent with the PHA's administrative plan and the consolidated plan, and are based on local housing needs and priorities that are documented by generally accepted data sources. DHA has established local preferences for the PBV Program at the Life House of Durham (LHD) Property, the PBV Program at Preiss Steele Place, and the PBV Program at all other sites.

Referrals

Referrals will be accepted from DHA Special Admissions, Alliance Behavioral Healthcare, Genesis Home, Urban Ministries, Durham Interfaith Hospitality Network, Housing for New Hope, Durham Rescue Mission, Durham VA, Durham COC, and HUD funded FUP. Referrals will also be accepted for youth aging out of foster care regardless of whether a family is on the regular voucher wait list, regardless of whether the regular PHA voucher wait list is open or closed consistent with 24 CFR 982.206(c). Should a future merge occur between two or more referral provider agencies, the amount of referrals allotted per agency will be combined.

DHA Policy

- DHA will offer public notice when changing its preference system and will publish notice using the same guidelines as those for opening and closing the wait list. Applicants must claim eligible preferences at the time of application to the wait list.
- Referrals from Alliance Behavioral Healthcare up to 75 referrals per calendar year – 45 points(Applicants must have a care review and a VI-Spidat score of 10 or above)
- Durham Rescue Mission, Genesis Home, Durham Interfaith Hospitality Network, Urban Ministries and Housing For New Hope up to 25 (each organization) referrals per calendar year – 40 points (In residence for 30 or more days)
- Referrals from Durham Rescue Mission, Genesis Home, Durham Interfaith Hospitality Network, Urban Ministries and Housing for New Hope, for individuals/families who resided at the shelter/transitional housing program for 30 days or more, and who exited the shelter/transitional housing program within the last 90 days
- Referral from Durham Continuum of Care up to 25 referrals per year with provider documentation – 40 points (Receiving intensive services for 90 days or more)
- Veterans Preference – available to any US armed forces veteran or spouse of a deceased veteran with dependent children under the age of 18 – 35 points
- Referral from Asset Management/ Low Income Public Housing in a hard to house situation due to family composition or demo/disposition of units – 50 points
- Displaced preference for former voucher holders who have been terminated from the program as a result of insufficient funding – 85 points
- Youth aging out of foster care age 18-24: Available for youth who can verify that they were residents of a state-funded foster care system within twelve months of the onset of adulthood or emancipation. - 30 points
- Participants in the HOPWA or Shelter Plus Care program are offered a position on the HCV wait list after 2 years of successful participation to re-circulate vouchers designated for special programs – 10 per year – 30 points

HUD funded Family Unification Program (FUP) voucher – 50 points

**Memorandum of Understanding
North Carolina Statewide HMIS
North Carolina Continua of Care and the Michigan Coalition Against Homelessness
July 1, 2016 – June 30, 2017**

Objective: This MOU is designed to provide a frame for North Carolina's multi-jurisdiction HMIS implementation as presented in Section 508.7 of the Federal Register / Vol. 76, No. 237 Homeless Management System Requirements. It is recognized that operation of the Statewide HMIS requires ongoing collaboration from member Continua of Care.

Continuum of Care (CoC): Orange County Partnership to End Homelessness agrees to adopt the North Carolina Statewide shared HMIS platform vendor, Bowman Systems Inc. ServicePoint. The CoC agrees that administration of the shared platform will be provided by the North Carolina HMIS Project, operated by the Michigan Coalition Against Homelessness. The CoC further agrees to operate the local CoC Implementation in compliance with HUD Data Standards and the North Carolina Statewide Operating Policies and Procedures.

Roles and Responsibilities:

Michigan Coalition Against Homelessness:

1. Management of the Statewide Vendor Contract with Bowman Systems, Inc.
2. Host the Statewide coordination meeting – the Monthly SA Call-In.
3. Define privacy and security protocols that allow for the broadest possible participation.
4. Provide Statewide Operating Policies and Procedures that represent the minimum standards for participation. Local CoCs may add additional requirements as negotiated locally.
5. Designate ex-officio staff member for NC HMIS Governance Committee
6. Provide for system administration and analyst staffing of help desk services between 9am and 5pm workdays and after-hours emergency response.
7. Negotiate the cost for local licenses to the Statewide System via contracts with Bowman Systems.
8. Provide training and ongoing collaboration regarding cross-jurisdiction system operation, measurement and research activities including:
 - a. Negotiation and training basic workflows for all users and specialized workflows for cross-jurisdiction funding streams.
 - b. HUD mandated activities including Point In Time, Housing Inventory Count, Annual Performance Report and the Annual Homelessness Assessment Report.
 - c. Provide data for Statewide and CoC-specific unduplicated homeless counts.

- d. Research projects that involve statewide data sets.
 - e. Maintain a suite of data quality, demographics, and outcome reports available to all CoCs on the System.
 - f. Support for local Continuous Quality Improvement efforts.
9. Execute Contract for Services with CoC-designated fiduciary entities.
10. Provide the NC HMIS Governance Committee monthly reports updating the status and accomplishments of the NC HMIS project.

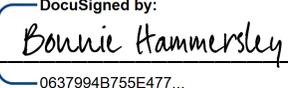
North Carolina Continua of Care:

- 1. Designate HMIS system
- 2. Designate CoC members and CoC alternates to NC HMIS Governance Committee
- 3. Ensure consistent participation of recipients and sub recipients in the HMIS
- 4. Uphold Cost-sharing agreement set by Governance Committee, including no/late-payment consequences
- 5. Plan the local HMIS implementation to maximize the greatest possible participation from homeless service providers.
- 6. Comply with North Carolina Statewide Privacy Protocols as specified in the Administrative and Sharing Qualified Services Organization Business Associates Agreements (QSOBAAs), Participation Agreements and the User Agreement Code of Ethics.
- 7. Adopt any additional standards of practice beyond those identified in the Statewide HMIS Operating Procedures.
- 8. Staff at least one local System Administrator and assure that each participating agency has identified an Agency Administrator. The System Administrator will:
 - a. Demonstrate competence in required training in privacy, security and system operation (e.g. provider page, workflows and reports).
 - b. License local users and support data organization and completion of Provider Pages for participating agencies.
 - c. Assign licenses to Agency Administrators and/or users.
 - d. Host local HMIS operations meeting(s) and/or assure that Agency Administrators are attending the Statewide User Meetings.
 - e. Assure that all users are trained in privacy, security and system operation.
 - f. Participate in HUD mandated measurement including PIT, HIC, APRs and the AHAR as appropriate.
 - g. Participate in the annual PIT count process and support publication of local reports.
 - h. Support the CoC's Continuous Quality Improvement efforts.
- 9. Through the Governance Committee, CoCs will:
 - i. Review, revise and approve Privacy, Security and Data Quality Plans
 - j. Ensure HMIS is administered to meet HUD standards
 - k. Approve MCAH budget and technical agreements

- 10. Designate fiduciary responsible for entering into a Contract for Services with HMIS Lead Agency
- 11. Designate eligible applicants to receive HMIS funds that will best allow them to participate in the statewide HMIS

Signed: _____  _____ Date: 07/01/16
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HMIS Lead Agency: Eric Hufnagel Title: Executive Director

Signed: _____  _____ Date: 07/01/16
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CoC Representative: Bonnie Hammersley Title: County Manager

ORANGE COUNTY—DEPARTMENT USE ONLY

Department

Party/Vendor Name: Michigan Coalition Against Homelessness Party/Vendor Contact Person: Eric Hufnagel
Contact Phone: (517) 485-6536 Party/Vendor Address: 15851 Old U.S. 27 #315 City Lansing State: MI
Zip: 48906 Department: County Manager/Homelessness Partnership Amount: \$0 Purpose: HMIS Lead Budget
Code(s): _____ Vendor # N/A (N/A if new vendor) Vendor is a BOCC consultant? Yes No Contract
Type: (Check one) New Renewal Amendment Effective Date 07/01/16 Approved by Board Yes
No Agenda Date: _____

This agreement is approved as to technical form and content:

Department Director's Signature _____
DocuSigned by:
Bonnie Hammersley Date: _____
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Information Technologies

(Applicable only to hardware/software purchases or related services) This agreement has been reviewed and is approved as to information technology content and specifications:

Office of the Director of Information Technology _____ Date: _____

Risk Management

This agreement is approved for sufficiency of insurance standards, specifications, and requirements:

Office of Risk Management _____
DocuSigned by:
Alisa Cornetto Date: _____
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Financial Services

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act:

Office of the Chief Financial Officer _____
DocuSigned by:
Nary Donaldson Date: _____
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Legal Services

This agreement is approved as to legal form and sufficiency:

Office of the County Attorney _____
DocuSigned by:
Justin L. Moore Date: _____
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Clerk to the Board

Received for record retention:

Office of the Clerk to the Board _____ Date: _____

Performance Measurement Module (Sys PM)

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.

Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH		255		109			50	
1.2 Persons in ES, SH, and TH		333		121			62	

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	-	-	-	-	-	-	-
1.2 Persons in ES, SH, and TH	-	-	-	-	-	-	-	-

Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	11	0	0%	2	18%	0	0%	2	18%
Exit was from ES	88	8	9%	11	13%	5	6%	24	27%
Exit was from TH	31	0	0%	0	0%	3	10%	3	10%
Exit was from SH	0	0		0		0		0	
Exit was from PH	9	1	11%	0	0%	0	0%	1	11%
TOTAL Returns to Homelessness	139	9	6%	13	9%	8	6%	30	22%

Performance Measurement Module (Sys PM)

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	Previous FY PIT Count	2015 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	108	129	21
Emergency Shelter Total	73	81	8
Safe Haven Total	0	0	0
Transitional Housing Total	26	28	2
Total Sheltered Count	99	109	10
Unsheltered Count	9	20	11

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Previous FY	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons		333	
Emergency Shelter Total		255	
Safe Haven Total		0	
Transitional Housing Total		110	

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		46	
Number of adults with increased earned income		1	
Percentage of adults who increased earned income		2%	

Performance Measurement Module (Sys PM)

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		46	
Number of adults with increased non-employment cash income		6	
Percentage of adults who increased non-employment cash income		13%	

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		46	
Number of adults with increased total income		7	
Percentage of adults who increased total income		15%	

Metric 4.4 – Change in earned income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		5	
Number of adults who exited with increased earned income		0	
Percentage of adults who increased earned income		0%	

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		5	
Number of adults who exited with increased non-employment cash income		0	
Percentage of adults who increased non-employment cash income		0%	

Metric 4.6 – Change in total income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		5	
Number of adults who exited with increased total income		0	
Percentage of adults who increased total income		0%	

Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.		253	
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.		43	
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)		210	

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.		290	
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.		55	
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)		235	

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD’s Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in 2016.

Performance Measurement Module (Sys PM)

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Previous FY	Current FY	Difference
Universe: Persons who exit Street Outreach		19	
Of persons above, those who exited to temporary & some institutional destinations		1	
Of the persons above, those who exited to permanent housing destinations		3	
% Successful exits		21%	

Metric 7b.1 – Change in exits to permanent housing destinations

	Previous FY	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited		296	
Of the persons above, those who exited to permanent housing destinations		112	
% Successful exits		38%	

Metric 7b.2 – Change in exit to or retention of permanent housing

	Previous FY	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH		116	
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations		115	
% Successful exits/retention		99%	